



A Special Message from the President...

On behalf of the faculty and staff, welcome to Oklahoma City Community College.

You have decided to

enroll in one of Oklahoma's finest colleges and one of America's community colleges with the highest number of degrees awarded each year. I hope you take advantage of all that OCCC has to offer you as a student. Our innovative programs, dedicated faculty and staff, and affordable tuition make OCCC a great option when choosing a college. I think you have made an excellent choice.

Enrolling in classes is the first step in achieving your dream of completing a college degree or certificate. The next steps require a high level of commitment and discipline. To be successful in college, you will need to attend classes, keep up with all of the assignments outside of class, and balance the needs of family and work—but the long-term benefits make it all worth it. College graduates enjoy, on average, more opportunities for better paying jobs, more rewarding work, and a higher quality of life.

I hope you enjoy your classes this semester. I also invite you get involved outside of class. Consider joining a student organization, volunteering for a service learning project, or hanging out with other students around campus. Connecting to OCCC outside of class is not only fun but can keep you motivated and successful in college—and someday you will find yourself needing to change your status from college student to college graduate!

Sincerely,

Paul W. Sechrist



**For the greater good,
for today,
for tomorrow.**

The future is exciting, and

**NOW IS
POWER**

IMPORTANT INFORMATION

This publication is not a contract. All information supplied in this publication is accurate at the time of printing; however, changes may occur and will supersede information in this publication. This publication, printed by Printing Inc., is issued by Oklahoma City Community College. A total of 12,000 copies were printed at a cost of 10,108.00.

Oklahoma City Community College, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, the Rehabilitation Act, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991 and other Federal Laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, disability or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services. In addition to the aforementioned federally protected characteristics of race, color, national origin, sex, age, religion, handicap, disability or status as a veteran, Oklahoma City Community College is committed to a diverse and inclusive educational environment, respecting diversity in religious belief, political affiliation, citizenship or alien status, sexual orientation, and marital status.

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

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

Table of Contents

CALENDAR AND MAPS

| | |
|-------------------------------------|-----|
| COLLEGE MAP | 4 |
| INSIDE COLLEGE MAP | 5-6 |
| KEITH LEFTWICH MEMORIAL LIBRARY MAP | 7 |
| 2012 SUMMER/FALL CALENDAR | 8 |
| 2013 SPRING CALENDAR | 9 |

GENERAL INFORMATION

| | |
|--|----|
| HISTORY OF THE COLLEGE | 10 |
| VISION | 10 |
| MISSION | 10 |
| COLLEGE VALUES | 10 |
| COLLEGE ENDS STATEMENTS | 10 |
| LOCATION AND FACILITIES | 10 |
| OCCC COMPLIANCE | 10 |
| ACCREDITATION | 10 |
| ACCREDITATION TABLE | 11 |
| ANNUAL SECURITY REPORT 2011 | 11 |
| COLLEGE GRADUATION AND TRANSFER-OUT RATES | 11 |
| ACCREDITATION CHART | 11 |
| RIGHT TO KNOW — DISCLOSURE OF INFORMATION | 12 |
| EDUCATIONAL RIGHTS AND PRIVACY | 13 |
| FINANCIAL AID INFORMATION | 13 |
| LEARNING ABOUT YOUR DRUG, ALCOHOL, AND TOBACCO FREE CAMPUS | 13 |

ADMISSIONS

| | |
|---|----|
| ACADEMIC FORGIVENESS APPEALS COMMITTEE | 13 |
| OFFICE OF ACADEMIC ADVISING | 13 |
| RECRUITMENT AND ADMISSIONS | 13 |
| I. RECENT HIGH SCHOOL GRADUATES OR GED RECIPIENTS | 13 |
| II. ADULT STUDENTS | 14 |
| III. TRANSFER STUDENTS | 14 |
| IV. INTERNATIONAL STUDENTS | 14 |
| V. STUDENTS FOR WHOM ENGLISH IS A SECOND LANGUAGE | 14 |
| VI. CONCURRENTLY ENROLLED HIGH SCHOOL STUDENT | 15 |
| VII. NON-DEGREE SEEKING STUDENTS (9 HOUR MAXIMUM) | 15 |
| VIII. OPPORTUNITY ADMISSION | 15 |
| ENROLLMENT | 16 |
| AUDITING A COURSE | 16 |
| COURSE WITHDRAWAL/SCHEDULE ADJUSTMENT | 16 |
| EMERGENCY DROPLATE WITHDRAWAL | 16 |
| LATE ENROLLMENT | 16 |
| RESIDENT REQUIREMENTS | 16 |
| EDUCATIONAL PROGRAM FEES | 16 |
| BOOKS AND SUPPLIES | 16 |
| OKLAHOMA RESIDENTS | 16 |
| OKLAHOMA NON-RESIDENTS | 16 |
| SPECIAL FEES AND ADDITIONAL FEES | 17 |
| SUPPLEMENTAL FEES | 17 |
| SEE PAYMENT | 17 |
| SEE PAYMENT OPTIONS | 17 |
| REFUNDS (CREDIT COURSES) | 17 |
| COMPLETE WITHDRAWAL OF STUDENTS WHO ARE TITLE IV RECIPIENTS | 17 |
| FINANCIAL AID APPLICANTS | 17 |
| NON-CREDIT PROFESSIONAL DEVELOPMENT INSTITUTE CLASSES | 18 |
| NON-CREDIT RECREATION AND FITNESS CLASSES | 18 |
| REFUNDS FOR SCHEDULE CHANGES OR COMPLETE WITHDRAWALS | 18 |
| SCHEDULE CHANGES / WITHDRAWALS | 18 |
| TESTING AND ASSESSMENT | 18 |
| TEST CENTER | 18 |
| ACT TESTING | 18 |
| GED CLASSES AND TESTING | 18 |
| TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) | 18 |

FINANCIAL AID AND VETERANS SERVICES

| | |
|--|----|
| BASIC ELIGIBILITY | 19 |
| FINANCIAL ASSISTANCE AVERAGE COSTS OF ATTENDANCE | 19 |
| NET COST | 19 |
| FINANCIAL ASSISTANCE PROGRAMS | 20 |
| FEDERAL DIRECT LOAN PROGRAM | 21 |
| TUITION WAIVER/SCHOLARSHIPS | 21 |
| BUREAU OF INDIAN AFFAIRS (BIA) TRIBAL GRANTS | 21 |
| FEDERAL DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS) | 21 |
| FEDERAL DIRECT STAFFORD STUDENT LOAN (SUBSIDIZED) | 21 |
| FEDERAL DIRECT STAFFORD STUDENT LOAN (UNSUBSIDIZED) | 21 |
| FEDERAL PELL GRANT | 21 |
| FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG) | 22 |
| FEDERAL WORK-STUDY (FWS) EMPLOYMENT | 22 |
| NATIONAL GUARD TUITION WAIVER PROGRAM | 22 |
| OKLAHOMA HIGHER LEARNING ACCESS PROGRAM (OHLAP) | 22 |
| OKLAHOMA'S PROMISE | 22 |
| OKLAHOMA TUITION AID GRANT (OTAG) PROGRAM | 22 |
| VETERANS SERVICES | 22 |
| HOW TO APPLY FOR FINANCIAL ASSISTANCE | 22 |
| HOW FINANCIAL AID IS AWARDED | 23 |
| LEVEL | 24 |
| CREDIT HOURS EARNED | 24 |
| BASE ANNUAL LIMIT | 24 |
| ADDITIONAL LOAN | 24 |
| INDEPENDENT/ ADDITIONAL LOAN: DEPENDANTS | 24 |
| PROGRAM | 24 |
| STANDARD AMOUNT PER ACADEMIC YEAR | 24 |
| FEDERAL RETURN OF FUNDS REGULATIONS | 24 |
| FOR STUDENTS WHO TOTALLY WITHDRAW FROM SCHOOL | 24 |

| | |
|---|----|
| IF A STUDENT FAILS TO BEGIN ATTENDANCE | 24 |
| STUDENTS TAKING COURSES THAT DO NOT SPAN THE ENTIRE LENGTH OF THE SEMESTER (MODULES) | 25 |
| STUDENTS WHO FAIL TO EARN A PASSING GRADE IN ANY COURSE FOR THE PAYMENT PERIOD (SEMESTER) | 25 |
| HOW TO WITHDRAW FROM A COURSE AT OCCC | 25 |
| BASIC CALCULATION EXAMPLE | 25 |
| POST-WITHDRAWAL DISBURSEMENT | 26 |
| OKLAHOMA CITY COMMUNITY COLLEGE FINANCIAL AID OFFICE | 26 |
| FACTS FOR FEDERAL TITLE IV FINANCIAL AID RECIPIENTS | 26 |
| RIGHTS AND RESPONSIBILITIES | 26 |
| SATISFACTORY ACADEMIC PROGRESS STANDARDS | 27 |
| SCHOLARSHIPS | 28 |
| HIGH SCHOOL SCHOLARSHIPS | 28 |
| CAREER DEVELOPMENT SCHOLARSHIP | 28 |
| TUITION WAIVER SCHOLARSHIPS | 28 |
| EXTERNAL SCHOLARSHIPS | 29 |
| CONCURRENT ENROLLMENT SCHOLARSHIPS | 29 |
| SPECIAL TOPICS | 29 |
| STUDY ABROAD PROGRAMS | 29 |

SERVICES FOR STUDENTS

| | |
|--|----|
| BOOKSTORE | 29 |
| CAREER TRANSITIONS | 29 |
| CHILD DEVELOPMENT CENTER & LAB SCHOOL | 30 |
| STUDENT SCHEDULED CHILD CARE FOR STUDENTS | 30 |
| COLLEGE UNION | 30 |
| COMMUNITY OUTREACH AND EDUCATION | 30 |
| ADULT BASIC EDUCATION/GED PREP/ENGLISH AS A SECOND LANGUAGE | 30 |
| ADULT PERSONAL ENRICHMENT | 30 |
| COLLEGE FOR KIDS/ACT® PREP | 30 |
| COMMUNITY SERVICES | 30 |
| OKLAHOMA CITY COMMUNITY COLLEGE CAPITOL HILL CENTER | 30 |
| CULTURAL PROGRAMS | 30 |
| THE PROFESSIONAL DEVELOPMENT INSTITUTE AT OCCC | 30 |
| TRANSITIONAL LEADERSHIP ACADEMY | 31 |
| COUNSELING | 31 |
| RETENTION ALERT | 31 |
| DEGREE CHECK/AUDIT | 31 |
| DRUG EDUCATION | 31 |
| EARLY COLLEGE AWARENESS | 31 |
| CONCURRENT ENROLLMENT | 32 |
| PATHWAYS MIDDLE COLLEGE | 32 |
| EDUCATIONAL AND CAREER PLANNING | 32 |
| STUDENT EMPLOYMENT AND CAREER SERVICES | 32 |
| HEALTH SERVICES | 32 |
| KEITH LEFTWICH MEMORIAL LIBRARY | 32 |
| LEARNING LABS | 32 |
| ACCOUNTING LAB - (405) 682-1611, EXT. 7286 | 32 |
| BIOLOGICAL SCIENCE CENTER - (405) 682-1611, EXT. 7269 | 32 |
| CENTER FOR ENGINEERING AND ADVANCED TECHNOLOGY EDUCATION (CEATE) | 32 |
| (405) 682-2305 | 32 |
| CHEMISTRY/PHYSICS SCIENCE CENTER - (405) 682-1611, EXT. 7771 | 32 |
| COMMUNICATIONS LAB - (405) 682-1611, EXT. 7379 | 32 |
| MATH LAB - (405) 682-1611, EXT. 7291 | 32 |
| PSYCHOLOGY LAB - (405) 682-7573 | 32 |
| STUDENT COMPUTER CENTER - (405) 682-1611, EXT. 7397 | 32 |
| WORLD LANGUAGES AND CULTURES CENTER - (405) 682-1611, EXT. 7362 | 32 |
| PROGRAM/MAJOR SELECTION | 32 |
| RECREATION AND FITNESS | 33 |
| RECREATION | 33 |
| INTRAMURALS | 33 |
| SERVICES FOR STUDENTS WITH DISABILITIES | 33 |
| STUDENT ACTIVITIES AND ORGANIZATIONS | 33 |
| CLUBS AND ORGANIZATIONS | 33 |
| STUDENT PUBLICATIONS | 34 |
| STUDENT SUCCESS SEMINARS | 34 |
| SUCCESS IN COLLEGE AND LIFE COURSE | 34 |
| TRANSFER INFORMATION | 34 |
| TRIO PROGRAMS | 34 |

STUDENT INFORMATION

| | |
|--|----|
| RELEASE OF ACADEMIC INFORMATION | 34 |
| CHANGE OF NAME, ADDRESS OR TELEPHONE NUMBER | 34 |
| DIRECTORY INFORMATION | 34 |
| NOTIFICATION OF STUDENT RIGHTS UNDER FERPA | 35 |
| STUDENT CONSUMER INFORMATION | 35 |
| STUDENT CONDUCT | 35 |
| STUDENT CONDUCT AND DISCIPLINE | 35 |
| STUDENT GRIEVANCE PROCEDURES | 35 |
| STUDENT SAFETY | 35 |
| BLOODBORNE PATHOGENS | 35 |
| CAMPUS POLICE DEPARTMENT | 35 |
| EMERGENCIES ON CAMPUS | 36 |
| EMERGENCY PROCEDURES FOR PERSONS WITH DISABILITIES | 36 |
| HEALTH EMERGENCIES | 36 |
| FIRE | 36 |

ACADEMIC INFORMATION

| | |
|--|----|
| ADVANCED STANDING CREDIT | 36 |
| PRIOR LEARNING ASSESSMENT (PLA) | 36 |
| ATTENDANCE AND RESPONSIBILITY FOR LEARNING | 36 |
| ATTENDANCE REQUIREMENTS | 36 |
| ACADEMIC STANDARDS | 36 |
| ACADEMIC FORGIVENESS | 36 |
| ACADEMIC NOTICE | 36 |
| ACADEMIC PROBATION | 37 |
| ACADEMIC RENEWAL | 37 |

| | |
|---|----|
| ACADEMIC REPRIEVE | 37 |
| ACADEMIC SUSPENSION | 37 |
| ACADEMIC WORKLOAD | 37 |
| WEEK OF INSTRUCTION | 37 |
| NORMAL ACADEMIC WORKLOAD | 37 |
| APPROPRIATE FACULTY ADVISOR OR ACADEMIC ADVISOR APPROVAL REQUIRED | 37 |
| DIRECTOR OF ACADEMIC ADVISING APPROVAL REQUIRED | 37 |
| INSTRUCTION | 37 |
| CREDIT HOURS | 37 |
| CREDIT HOURS | 37 |
| CREDIT HOURS | 37 |
| COURSE LENGTHS | 37 |
| CO-ENROLLMENTS AT OTHER COLLEGES | 38 |
| COURSE RE-ENROLLMENT | 38 |
| EDUCATIONAL APPROACH AND GRADING | 38 |
| APPEALING A GRADE | 38 |
| DEFINITIONS AND PROVISIONS | 38 |
| GRADE POINT AVERAGE | 38 |
| GRADE REPORTING | 38 |
| GRADING SYSTEMS | 38 |
| ENTRY-LEVEL ASSESSMENT | 39 |
| READING AND REASONING (R) | 39 |
| MATHEMATICS | 39 |
| WRITING (W) | 39 |
| EDUCATIONAL PARTNERSHIPS | 39 |
| COOPERATIVE ALLIANCE PROGRAMS | 39 |
| OKC DOWNTOWN COLLEGE | 39 |
| REDLANDS COMMUNITY COLLEGE PARTNERSHIP | 39 |
| ROSE STATE COLLEGE PARTNERSHIP | 39 |
| SOUTHEASTERN OKLAHOMA STATE UNIVERSITY PARTNERSHIP | 39 |
| UNIVERSITY OF OKLAHOMA PARTNERSHIP | 39 |
| UNIVERSITY OF OKLAHOMA (AFROT) PARTNERSHIP | 40 |
| UNIVERSITY OF CENTRAL OKLAHOMA PARTNERSHIP | 40 |
| TECHNOLOGY CENTER PARTNERSHIPS | 40 |
| HONORS PROGRAM | 40 |
| APPLICATION PROCESS | 40 |
| CONTACT INFORMATION | 40 |
| ELIGIBILITY | 40 |
| HONOR ROLLS | 40 |
| PRESIDENT'S HONOR ROLL | 40 |
| VICE PRESIDENT'S HONOR ROLL | 40 |
| ONLINE COURSES | 40 |
| SPECIAL ACADEMIC PROGRAMS | 41 |
| ENGLISH AS A SECOND LANGUAGE | 41 |
| STUDENT OUTCOMES ASSESSMENT | 41 |
| U.S. MILITARY CONCURRENT ENROLLMENT | 41 |

GRADUATION REQUIREMENTS

| | |
|--|----|
| COMMENCEMENT | 41 |
| COMPUTER PROFICIENCY REQUIREMENT | 41 |
| A STUDENT MAY SATISFY THE COMPUTER PROFICIENCY REQUIREMENT BY: | 41 |
| COURSES WHICH SATISFY THE COMPUTER PROFICIENCY REQUIREMENT | 41 |
| COURSE SUBSTITUTIONS | 43 |
| DELAYED DEGREES | 43 |
| DISCLOSURE OF GRADUATION RATES | 43 |
| DOUBLE MAJORS | 43 |
| GRADUATION APPLICATION PROCEDURE | 43 |
| OPTIONS WITHIN A MAJOR | 43 |
| RESIDENCY REQUIREMENTS FOR A DEGREE OR CERTIFICATE | 43 |
| SECOND ASSOCIATE DEGREE | 43 |
| SELECTION OF CATALOG | 43 |

DEGREES AND CERTIFICATES

| | |
|--|----|
| PROGRAMS OF STUDY | 44 |
| ASSOCIATE IN APPLIED SCIENCE GRADUATE | 44 |
| CERTIFICATES OF MASTERY | 44 |
| TECHNICAL/OCCUPATIONAL PROGRAMS | 44 |
| UNIVERSITY PARALLEL/TRANSFER PROGRAMS | 45 |
| UNIVERSITY PARALLEL/TRANSFER CURRICULUM PATTERNS | 45 |

GENERAL DEGREE REQUIREMENTS

| | |
|--|----|
| ASSOCIATE IN APPLIED SCIENCE DEGREES | 46 |
| GENERAL REQUIREMENTS | 46 |
| ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES | 46 |
| GENERAL EDUCATION REQUIREMENTS (FOR THE AA AND AS DEGREES) | 46 |
| GENERAL REQUIREMENTS | 47 |
| GENERAL EDUCATION CORE | 47 |
| I. HUMAN HERITAGE, CULTURE, VALUES AND BELIEFS | 48 |
| II. COMMUNICATION AND SYMBOLS | 48 |
| III. SOCIAL, POLITICAL, AND ECONOMIC INSTITUTIONS | 48 |
| IV. RELATIONSHIPS IN NATURE AND SCIENCE | 48 |
| LIFE SKILLS REQUIREMENT | 48 |

DIVISION INFORMATION

| | |
|-------------------------------------|-----|
| DIVISION OF ARTS AND HUMANITIES | 49 |
| DIVISION OF BUSINESS | 50 |
| DIVISION OF HEALTH PROFESSIONS | 51 |
| DIVISION OF INFORMATION TECHNOLOGY | 52 |
| DIVISION OF SCIENCE AND MATHEMATICS | 53 |
| DIVISION OF SOCIAL SCIENCES | 54 |
| COURSE DESCRIPTIONS | 177 |

PROGRAMS

| | |
|--|-----|
| ALLIED HEALTH - SCIENCE WITH BIOLOGY CONCENTRATION, PRE-BACCALAUREATE ALLIED HEALTH EMPHASIS | 50 |
| ART - VISUAL ARTS | 51 |
| AUTOMOTIVE TECHNOLOGY - AUTOMOTIVE TECHNOLOGY INTERNSHIP PROGRAM | 52 |
| AUTOMOTIVE TECHNOLOGY - GM AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM | 53 |
| AUTOMOTIVE TECHNOLOGY - NON-STRUCTURAL REPAIR | 54 |
| AUTOMOTIVE TECHNOLOGY - PAINTING AND REFINISHING | 55 |
| AUTOMOTIVE TECHNOLOGY - VEHICLE SERVICE MANAGEMENT | 56 |
| AUTOMOTIVE TECHNOLOGY | 57 |
| AVIATION MAINTENANCE TECHNOLOGY - GENERAL EMPHASIS | 58 |
| AVIATION MAINTENANCE TECHNOLOGY | 59 |
| AVIATION MAINTENANCE TECHNOLOGY-AIRFRAME AND POWERPLANT TECHNICIAN | 60 |
| BIOLOGY - SCIENCE WITH BIOLOGY CONCENTRATION | 61 |
| BIOTECHNOLOGY | 62 |
| BIOTECHNOLOGY | 63 |
| BROADCASTING - JOURNALISM AND BROADCASTING/BROADCASTING EMPHASIS | 64 |
| BUSINESS | 65 |
| BUSINESS - ACCOUNTING OPTION | 66 |
| BUSINESS - ADMINISTRATIVE OFFICE TECHNOLOGY - ADMINISTRATIVE OFFICE SPECIALIST OPTION | 67 |
| BUSINESS - ADMINISTRATIVE OFFICE TECHNOLOGY - LEGAL SECRETARY OPTION | 68 |
| BUSINESS - BANKING AND FINANCE | 69 |
| BUSINESS - BUSINESS MANAGEMENT OPTION | 70 |
| BUSINESS - FINANCE/BANKING OPTION | 71 |
| BUSINESS - FINANCE/GENERAL OPTION | 72 |
| BUSINESS - GENERAL OFFICE SUPPORT | 73 |
| BUSINESS - INSURANCE | 74 |
| BUSINESS - LEGAL OFFICE PROCEDURES | 75 |
| BUSINESS - MEDICAL TRANSCRIPTIONIST# | 76 |
| CHEMISTRY - SCIENCE WITH CHEMISTRY CONCENTRATION | 77 |
| CHILD DEVELOPMENT | 78 |
| CHILD DEVELOPMENT | 79 |
| CHILD DEVELOPMENT ADMINISTRATOR OPTION | 80 |
| CHILD DEVELOPMENT | 81 |
| CLINICAL RESEARCH PROGRAM | 82 |
| CLINICAL RESEARCH PROGRAM | 83 |
| COMPUTER-AIDED TECHNOLOGY - COMPUTER-AIDED DESIGN | 84 |
| COMPUTER-AIDED TECHNOLOGY - COMPUTER-AIDED DESIGN | 85 |
| COMPUTER-AIDED TECHNOLOGY - COMPUTER ANIMATION | 86 |
| COMPUTER-AIDED TECHNOLOGY - COMPUTER ANIMATION | 87 |
| COMPUTER-AIDED TECHNOLOGY - DIGITAL MEDIA DESIGN | 88 |
| COMPUTER-AIDED TECHNOLOGY - DIGITAL MEDIA DESIGN | 89 |
| COMPUTER-AIDED TECHNOLOGY - GAME DESIGN | 90 |
| COMPUTER-AIDED TECHNOLOGY - GAME DESIGN | 91 |
| COMPUTER-AIDED TECHNOLOGY - GEOGRAPHIC INFORMATION SYSTEM | 92 |
| COMPUTER-AIDED TECHNOLOGY - GEOGRAPHIC INFORMATION SYSTEM | 93 |
| COMPUTER SCIENCE - COMPUTER NETWORKING SUPPORT | 94 |
| COMPUTER SCIENCE - COMPUTER PROGRAMMING | 95 |
| COMPUTER SCIENCE - COMPUTER SCIENCE OPTION TRANSFERRING TO UCO AND COLLEGES WITH SIMILAR PATTERNS | 96 |
| COMPUTER SCIENCE - COMPUTER SCIENCE OPTION TRANSFERRING TO OU AND COLLEGES WITH SIMILAR PATTERNS | 97 |
| COMPUTER SCIENCE - COMPUTER SYSTEM SUPPORT | 98 |
| COMPUTER SCIENCE - COMPUTER SYSTEM SUPPORT | 99 |
| COMPUTER SCIENCE - CYBER/INFORMATION SECURITY | 100 |
| COMPUTER SCIENCE - CYBER/INFORMATION SECURITY | 101 |
| COMPUTER SCIENCE - CYBER/INFORMATION SECURITY OPTION TRANSFERRING TO OSU-IT AND COLLEGES WITH SIMILAR PATTERNS | 102 |
| COMPUTER SCIENCE - MANAGEMENT INFORMATION SYSTEMS | 103 |
| COMPUTER SCIENCE - WEB DESIGN | 104 |
| COMPUTER SCIENCE - WEB DESIGN AND DEVELOPMENT | 105 |
| COMPUTER SCIENCE - WEB DEVELOPMENT | 106 |
| DATABASE MANAGEMENT# | 107 |
| DIAGNOSTIC MEDICAL SONOGRAPHY++ | 108 |
| DIESEL TECHNOLOGY | 109 |
| DIESEL TECHNOLOGY-DIESEL TECHNICIAN | 110 |
| DIVERSIFIED STUDIES | 111 |
| ELECTRONICS - GENERAL EMPHASIS | 112 |
| ELECTRONICS - INSTRUMENTATION AND CONTROL EMPHASIS | 113 |
| EMERGENCY MEDICAL SCIENCES | 114 |
| EMERGENCY MEDICAL SCIENCES - BASIC EMERGENCY MEDICAL TECHNOLOGY | 115 |
| EMERGENCY MEDICAL SCIENCES - PARAMEDIC CERTIFICATION | 116 |
| ENGINEERING - PRE-ENGINEERING | 117 |
| ENTERPRISE COMMUNICATION SYSTEMS | 118 |
| FILM AND VIDEO PRODUCTION TECHNICIAN | 119 |
| FILM AND VIDEO PRODUCTION TECHNICIAN | 120 |
| FILM AND VIDEO PRODUCTION TECHNICIAN | 121 |
| FRENCH - MODERN LANGUAGES | 122 |
| GRAPHIC COMMUNICATIONS - MULTIMEDIA EMPHASIS | 123 |
| GRAPHIC COMMUNICATIONS - PRINT MEDIA EMPHASIS | 124 |
| HISTORY | 125 |
| HUMANITIES - GENERAL HUMANITIES EMPHASIS | 126 |
| INTERNATIONAL BUSINESS | 127 |
| JOURNALISM - JOURNALISM AND BROADCASTING/JOURNALISM EMPHASIS | 128 |
| LEISURE SERVICES MANAGEMENT | 129 |
| LIBERAL STUDIES | 130 |
| LITERATURE - HUMANITIES/LITERATURE EMPHASIS | 131 |
| MANUFACTURING TECHNOLOGY - ADVANCED MANUFACTURING EMPHASIS | 132 |
| MANUFACTURING TECHNOLOGY# - PRECISION MACHINING EMPHASIS | 133 |

| | |
|--|---------|
| MATHEMATICS - GENERAL EMPHASIS | 134 |
| MEDICAL ASSISTANT | 135 |
| MUSIC | 136 |
| NETWORK TECHNOLOGY | 137 |
| NURSING | 138 |
| NURSING PROGRAM - BACCALAUREATE TO ASSOCIATE DEGREE NURSE | 140 |
| ACCELERATED PATHWAY | 142 |
| NURSING PROGRAM - NURSING CAREER LADDER PATHWAY | 144 |
| OCCUPATIONAL THERAPY ASSISTANT | 146 |
| ORTHOTIC AND PROSTHETIC TECHNICIAN | 147 |
| ORTHOTICS TECHNICIAN | 148 |
| PHILOSOPHY - HUMANITIES/PHILOSOPHY EMPHASIS | 149 |
| PHOTOGRAPHY - GRAPHIC COMMUNICATIONS/PHOTOGRAPHY/DIGITAL IMAGING | 150 |
| PHYSICAL THERAPIST ASSISTANT++ | 152 |
| PHYSICS - SCIENCE WITH PHYSICS CONCENTRATION | 153 |
| POLITICAL SCIENCE/PRE-LAW | 154 |
| PRE-BACCALAUREATE NURSING - SCIENCE WITH BIOLOGY CONCENTRATION PROGRAM | 155 |
| PRE-DENTISTRY - SCIENCE WITH CHEMISTRY CONCENTRATION PROGRAM | 156 |
| PRE-EDUCATION | 158 |
| PRE-MEDICINE - SCIENCE WITH CHEMISTRY CONCENTRATION PROGRAM | 159 |
| PRE-PHARMACY - SCIENCE WITH CHEMISTRY CONCENTRATION PROGRAM | 160 |
| PROSTHETICS TECHNICIAN | 161 |
| PSYCHOLOGY | 162 |
| PUBLIC RELATIONS - JOURNALISM AND BROADCASTING/PUBLIC RELATIONS EMPHASIS | 163 |
| RESPIRATORY CARE THERAPIST | 164 |
| SOCIOLOGY | 165-167 |
| SPANISH - MODERN LANGUAGES: SPANISH EMPHASIS | 168 |
| SPEECH - JOURNALISM AND BROADCASTING/SPEECH EMPHASIS | 169 |
| SPEECH LANGUAGE - PATHOLOGY ASSISTANT PROGRAM | 170 |
| SURGICAL TECHNOLOGY | 171 |
| TECHNOLOGY | 172 |
| TECHNOLOGY | 173 |
| THEATRE ARTS | 174 |

COURSE DESCRIPTIONS

| | |
|-----------------------------------|-----|
| ACCOUNTING | 177 |
| ALLIED HEALTH | 178 |
| APPLIED MATHEMATICS | 179 |
| ART | 179 |
| ASTRONOMY | 181 |
| AUTOMOTIVE TECHNOLOGY | 181 |
| AVIATION MAINTENANCE TECHNOLOGY | 184 |
| BANKING AND FINANCE | 185 |
| BIOINFORMATICS | 185 |
| BIOLOGICAL SCIENCE | 185 |
| BIOTECHNOLOGY | 187 |
| BUSINESS | 187 |
| CHEMISTRY | 188 |
| CHILD DEVELOPMENT | 189 |
| CLINICAL RESEARCH COORDINATOR | 190 |
| COMMUNICATIONS | 191 |
| COMPUTER-AIDED TECHNOLOGY | 191 |
| COMPUTER SCIENCE | 194 |
| DATABASE MANAGEMENT | 197 |
| DIAGNOSTIC MEDICAL SONOGRAPHY | 197 |
| DIESEL TECHNOLOGY | 198 |
| ECONOMICS | 199 |
| ELECTRONICS | 200 |
| EMERGENCY MEDICAL SCIENCES | 201 |
| ENGINEERING | 202 |
| ENGLISH | 203 |
| ENGLISH AS A SECOND LANGUAGE | 204 |
| ENTERPRISE COMMUNICATIONS SYSTEMS | 205 |
| FILM AND VIDEO PRODUCTION | 206 |
| FINANCE | 208 |
| FRENCH | 208 |
| GEOGRAPHY | 208 |
| GEOLOGY | 209 |
| GERMAN | 209 |
| GRAPHIC COMMUNICATIONS | 209 |
| HISTORY | 211 |
| HUMANITIES | 212 |
| INSURANCE | 213 |
| INTERNATIONAL BUSINESS | 214 |
| INTERNATIONAL STUDIES | 214 |
| JOURNALISM AND BROADCASTING | 214 |
| LEARNING SKILLS | 215 |
| LEISURE | 215 |
| MANAGEMENT | 216 |
| MANUFACTURING TECHNOLOGY | 217 |
| MARKETING | 220 |
| MATHEMATICS | 220 |
| MEDICAL ASSISTANT | 221 |
| MICRO-ELECTRO-MECHANICAL SYSTEMS | 222 |
| MUSIC | 222 |
| NETWORK TECHNOLOGY | 224 |
| NURSING | 225 |
| OCCUPATIONAL THERAPY ASSISTANT | 226 |
| ORTHOTIC/PROSTHETIC TECHNICIAN | 227 |
| PHILOSOPHY | 228 |
| PHYSICAL THERAPIST ASSISTANT | 229 |
| PHYSICS | 230 |
| POLITICAL SCIENCE | 231 |
| PRESIDENT'S LEADERSHIP CLASS | 232 |

| | |
|-------------------------------------|-----|
| PSYCHOLOGY | 232 |
| RESPIRATORY CARE THERAPIST | 233 |
| RUSSIAN | 234 |
| SCIENCE | 234 |
| SOCIOLOGY | 234 |
| SPANISH | 235 |
| SPEECH LANGUAGE PATHOLOGY ASSISTANT | 236 |
| SUCCESS IN COLLEGE AND LIFE | 238 |
| SURGICAL TECHNOLOGY | 238 |
| TECHNOLOGY | 238 |
| THEATRE ARTS | 239 |
| WORLD LANGUAGES | 239 |

FACULTY & STAFF

| | |
|---|-----|
| PRESIDENT'S OFFICE | 241 |
| EXECUTIVE VICE PRESIDENT'S OFFICE | 241 |
| ACADEMIC AFFAIRS | 241 |
| COOPERATIVE ALLIANCES | 241 |
| CENTER FOR LEARNING AND TEACHING | 241 |
| CORPORATE LEARNING | 241 |
| DIVISION OF ARTS AND HUMANITIES | 241 |
| DIVISION OF BUSINESS | 242 |
| DIVISION OF HEALTH PROFESSIONS | 243 |
| DIVISION OF INFORMATION TECHNOLOGY | 244 |
| DIVISION OF SCIENCE AND MATHEMATICS | 245 |
| DIVISION OF SOCIAL SCIENCES | 246 |
| OKC DOWNTOWN COLLEGE | 247 |
| BUSINESS AND FINANCE | 247 |
| BURSAR | 248 |
| BOOKSTORE | 248 |
| EMERGENCY PLANNING AND RISK MANAGEMENT | 248 |
| FINANCE | 248 |
| ACCOUNTS PAYABLE | 248 |
| PAYROLL | 248 |
| PURCHASING | 248 |
| FACILITIES MANAGEMENT | 248 |
| SAFETY AND SECURITY | 249 |
| COMMUNITY DEVELOPMENT | 249 |
| COMMUNITY OUTREACH AND EDUCATION | 249 |
| CAPITOL HILL CENTER | 249 |
| CAREER TRANSITIONS | 249 |
| CULTURAL PROGRAMS | 250 |
| OKLAHOMA MANUFACTURING ALLIANCE | 250 |
| RECREATION AND FITNESS | 250 |
| GENERAL COUNSEL | 250 |
| HUMAN RESOURCES | 250 |
| PROFESSIONAL DEVELOPMENT | 250 |
| INSTITUTIONAL ADVANCEMENT | 250 |
| GRANTS AND CONTRACTS | 250 |
| MARKETING AND PUBLIC RELATIONS | 250 |
| PLANNING AND RESEARCH | 251 |
| INSTITUTIONAL EFFECTIVENESS | 251 |
| INFORMATION & INSTRUCTIONAL TECHNOLOGY SERVICES | 251 |
| INFORMATION SYSTEMS AND SERVICES | 251 |
| DESKTOP SUPPORT | 251 |
| INSTRUCTIONAL RESOURCES | 251 |
| INFORMATION TECHNOLOGY INFRASTRUCTURE | 251 |
| TELECOMMUNICATIONS AND NETWORK SERVICES | 252 |
| ENROLLENT AND STUDENT SERVICES | 252 |
| STUDENT DEVELOPMENT | 252 |
| STUDENT EMPLOYMENT & CAREER SERVICES | 252 |
| CHILD DEVELOPMENT CENTER AND LAB SCHOOL | 252 |
| PATHWAYS MIDDLE COLLEGE | 253 |
| RECORDS AND GRADUATION SERVICES | 253 |
| RECRUITMENT AND ADMISSIONS | 253 |
| STUDENT SUPPORT SERVICES | 253 |
| STUDENT FINANCIAL SUPPORT SERVICES | 254 |
| STUDENT LIFE | 254 |
| TESTING AND ASSESSMENT | 254 |
| INDEX | 255 |

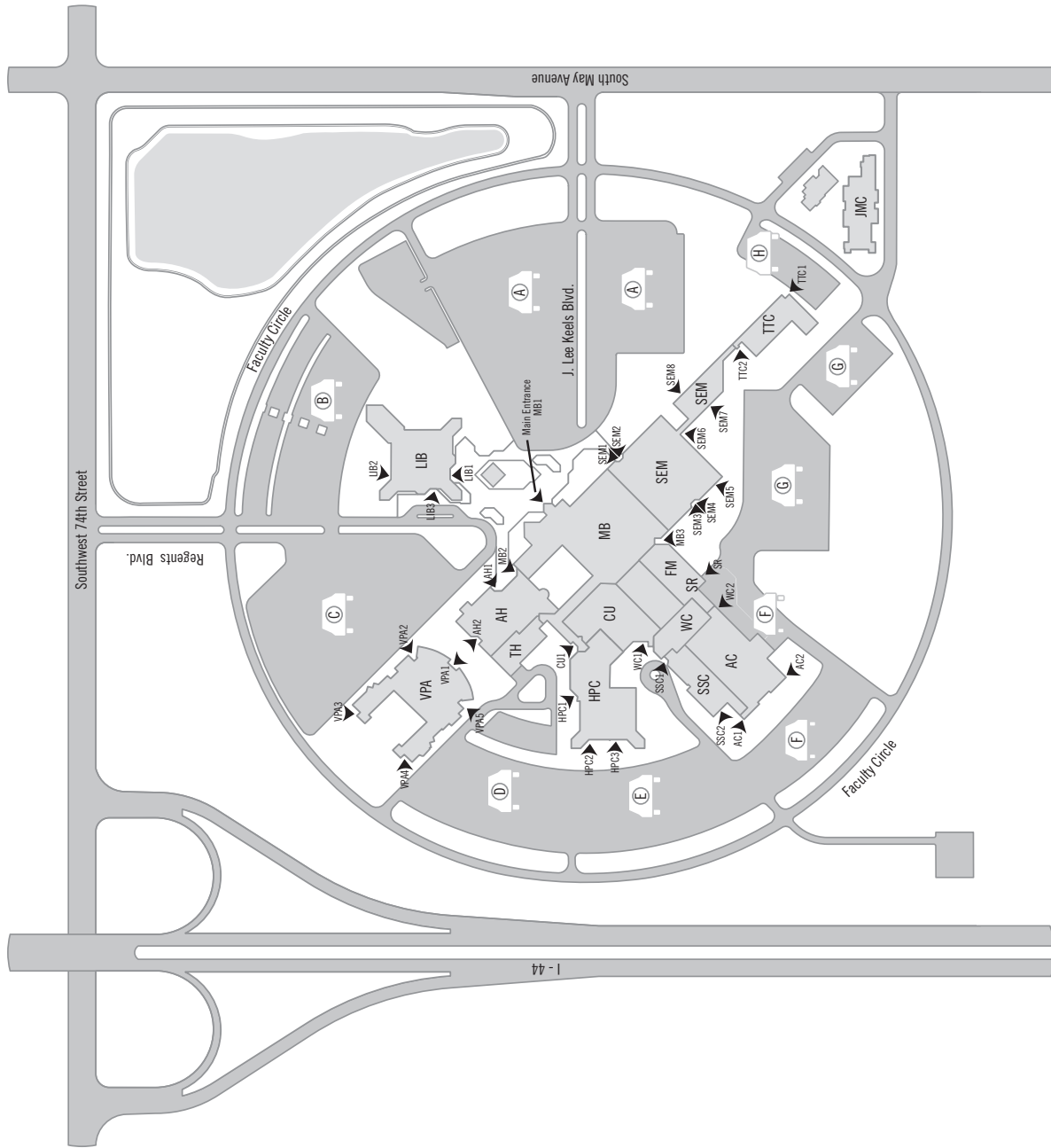


OKLAHOMA CITY COMMUNITY COLLEGE



- AC Aquatic Center
- AH Arts and Humanities Center
- CU College Union
- FM Facilities Management
- HPC Health Professions Center
- JMC John Massey Center
- LIB Library
- MB Main Building
- SEM Science, Engineering, and Math Center
- SR Shipping and Receiving
- SSC Social Sciences Center
- TH Theatre
- TTC Transportation Technologies Center
- VPA Visual and Performing Arts Center
- WC Wellness Center

The OCCC Family and Community Education Center and the Child Development Center and Lab School are located at 6500 S. Land Avenue.





OKLAHOMA CITY COMMUNITY COLLEGE

Main Building 1st floor

Stairs

Handicap Entrances

Men's Restrooms

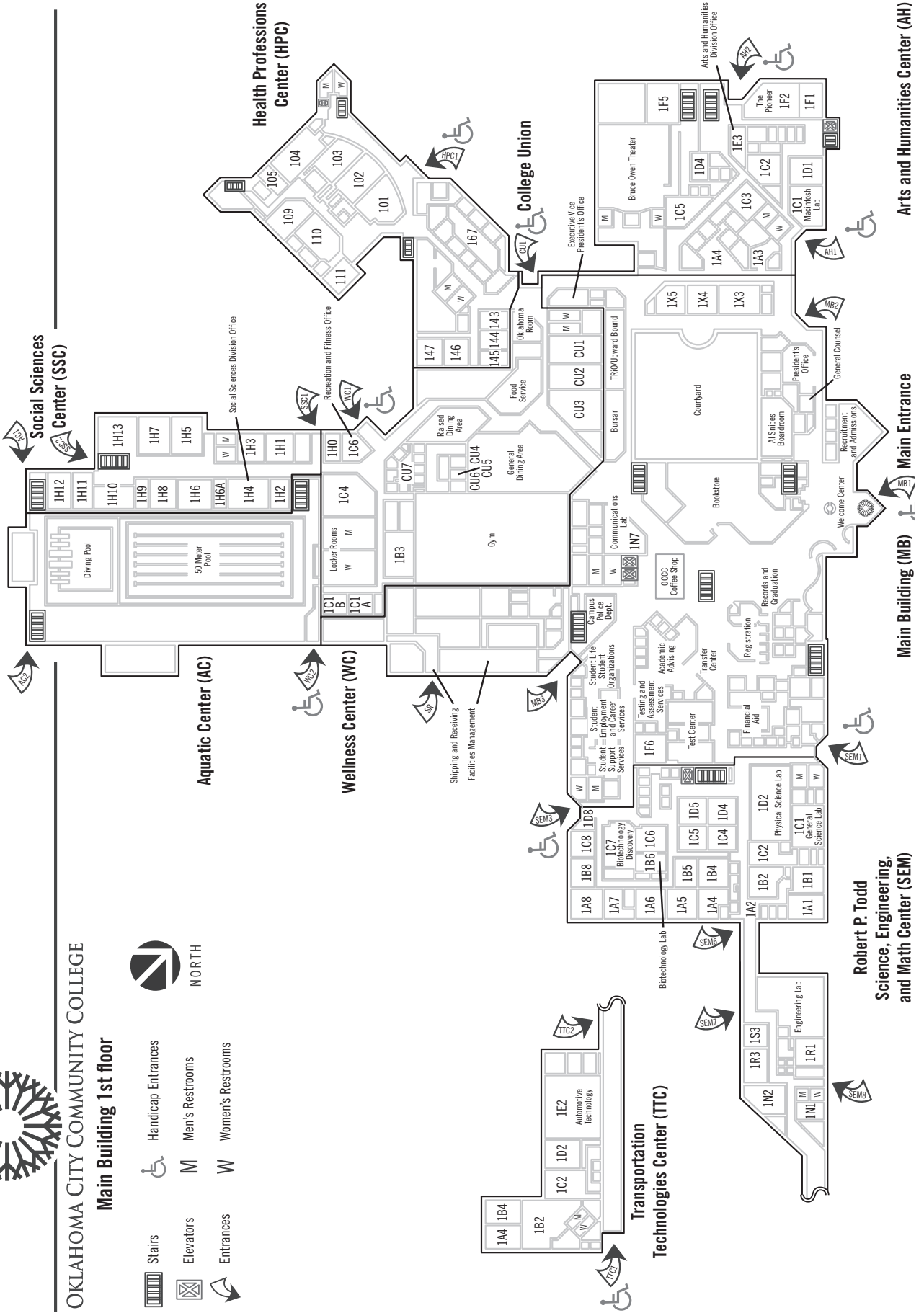
Women's Restrooms

Elevators

Entrances



NORTH

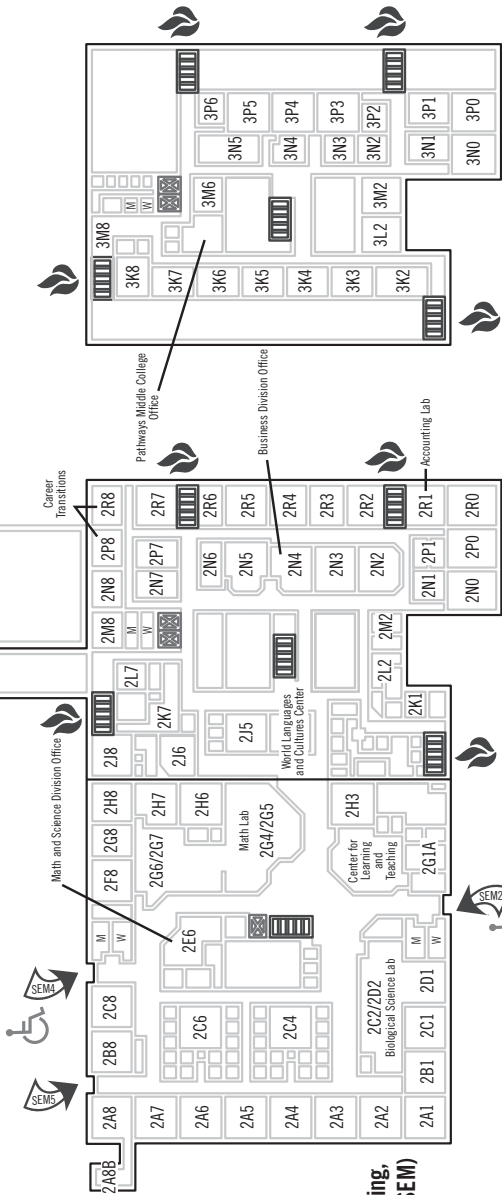




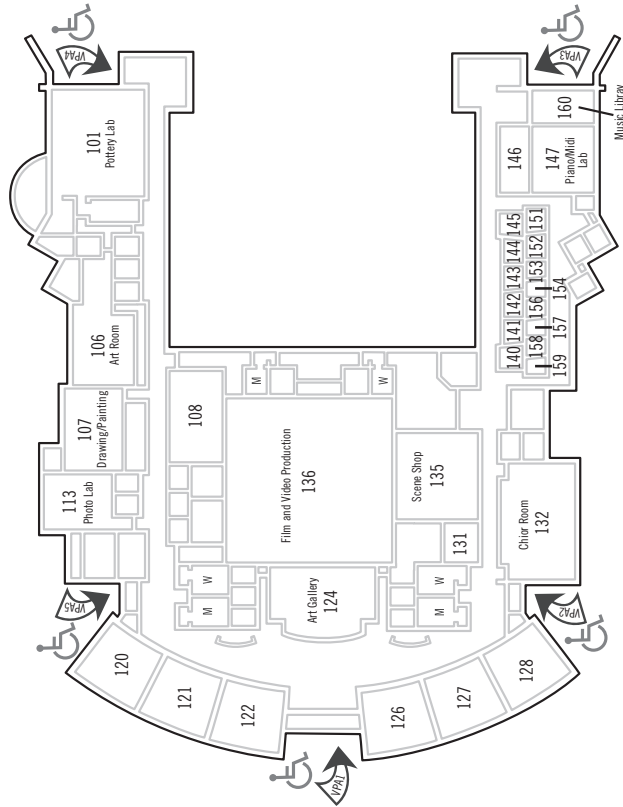
OKLAHOMA CITY COMMUNITY COLLEGE



- Stairs
- Handicap Entrances
- Fire Stairwell
- Men's Restrooms
- Elevators
- Women's Restrooms
- Entrances



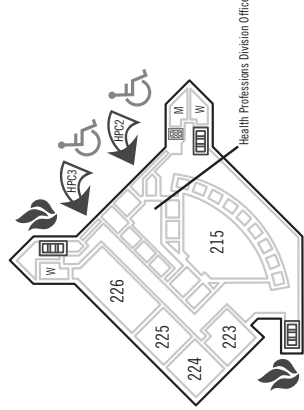
**Robert P. Todd
Science, Engineering,
and Math Center (SEM)
2nd floor**



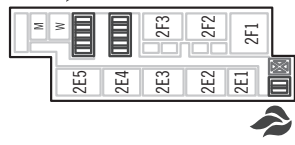
Visual and Performing Arts Center (VPA)

**Main Building (MB)
2nd floor**

**Main Building (MB)
3rd floor**



**Health Professions
Center (HPC)
2nd floor**



**Arts and Humanities
Center (AH) 2nd floor**



**Arts and Humanities
Center (AH) 3rd floor**

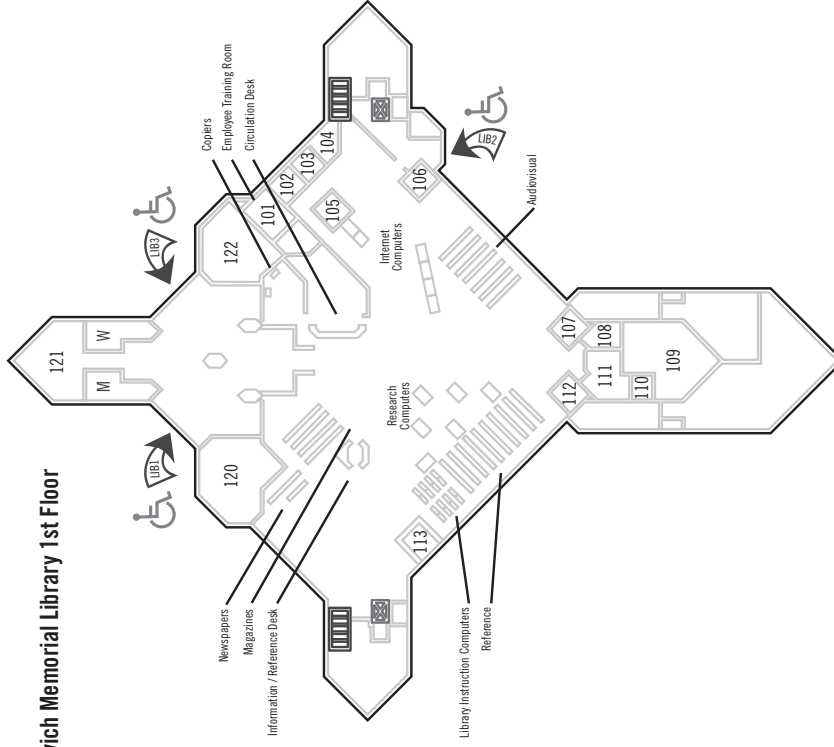


OKLAHOMA CITY COMMUNITY COLLEGE

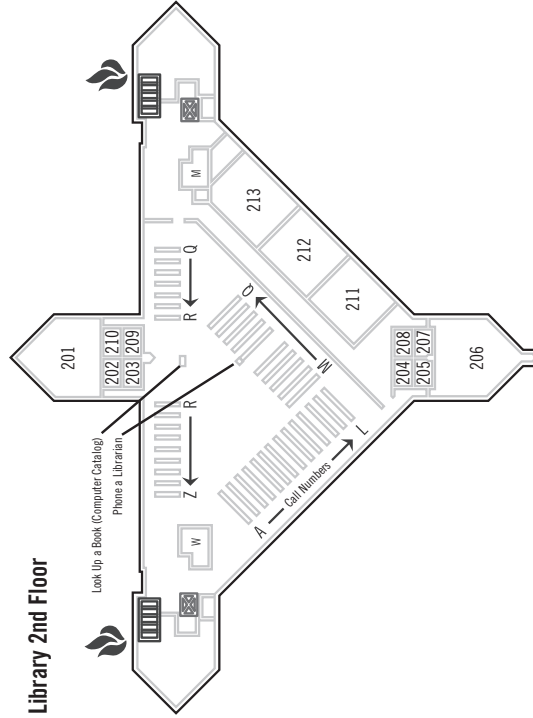


- Stairs
- Handicap Entrances
- Fire Stairwell
- Men's Restrooms
- Elevators
- Women's Restrooms
- Entrances

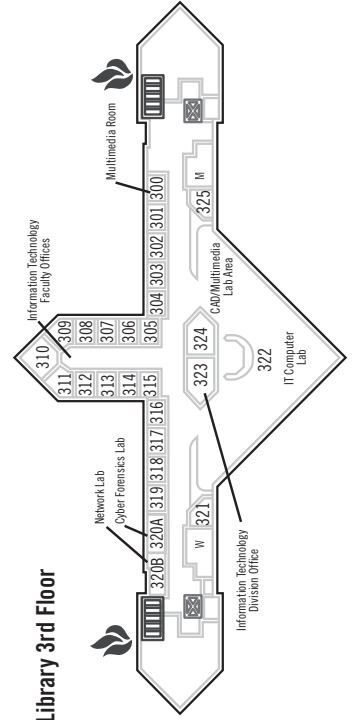
Keith Leftwich Memorial Library 1st Floor



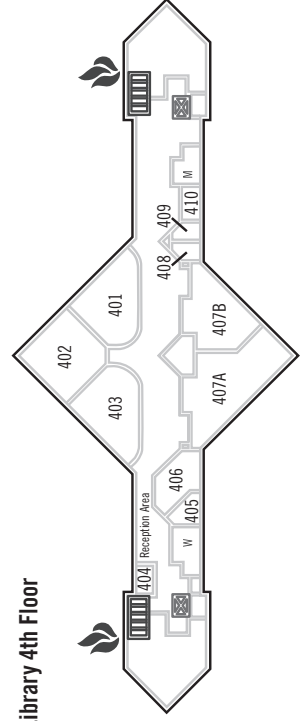
Library 2nd Floor



Library 3rd Floor



Library 4th Floor



2012 Summer/Fall Calendar

| Application Availability and Deadlines Applications are due by noon on the date indicated in Recruitment and Admissions. | | | | | | | | | |
|---|--|---------------------------|---------------------|--------------------------|--------------------------|------------------------|---------------------------|---------------------------|---------------------------|
| PROGRAM | AVAILABILITY DATE | DEADLINE DATE | | | | | | | |
| Nursing Traditional Spring | First Monday in March | First Friday in September | | | | | | | |
| Nursing BADNAP | First Monday in May | First Friday in February | | | | | | | |
| PTA | First Monday in July | First Friday in March | | | | | | | |
| Nursing Traditional Fall | First Monday in October | First Friday in April | | | | | | | |
| Nursing CLP | First Monday in November | First Friday in May | | | | | | | |
| SLPA | First Monday in November | First Friday in July | | | | | | | |
| OTA | First Monday in November | First Friday in June | | | | | | | |
| | May Intersession | Summer Semester | August Intersession | 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 |
| Session Dates | May 14-June 1 | June 4-July 27 | July 30-Aug. 10 | Aug. 20-Dec. 15 | Aug. 20-Oct. 15 | Oct. 16-Dec. 15 | Aug. 25-Sept. 29 | Oct. 6-Nov. 10 | Nov. 17-Dec. 15 |
| Early Registration begins for returning students | March 26 | March 26 | March 26 | March 26 | March 26 | March 26 | March 26 | March 26 | March 26 |
| Open Registration Begins | April 2 | April 2 | April 2 | April 2 | April 2 | April 2 | April 2 | April 2 | April 2 |
| Late Registration Ends | May 14 | June 5 | July 30 | August 24 | August 21 | October 17 | August 25 | October 6 | November 17 |
| Special Enrollment Hours | May 29-31 (8am-8pm), June 5 (8am-8pm), August 7-23 (T-TH, 8am-8pm) August 10 (8am-6pm), August 17 (8am-6pm), August 18 (9am-4pm), August 24 (8am-6pm) | | | | | | | | |
| Classes Begin | May 14 | June 4 | July 30 | August 20 | August 20 | October 16 | August 25 | October 6 | November 17 |
| Preferred Financial Aid Application and Supporting Documents Submission Date | April 27 | | | May 25 | | | | | |
| Tuition Fee Waiver Application Deadline | April 20 | | | July 20 | | | | | |
| Financial Aid Loan Disbursements to student debit card or bank account (twice weekly after date listed) | June 1 | | | August 15 | | | | | |
| Financial Aid Pell Grant Disbursements to student debit card or bank account (Every 2 weeks after date listed) | June 15 | | | September 14 | | | | | |
| Tuition and Fees Due ¹ | June 4 | | | | | | | | |
| Last Day to Drop with refund ² | Prior to 3rd class | June 8 | Prior to 3rd class | August 31 | August 24 | October 19 | August 31 | October 12 | November 30 |
| Graduation Applications Due | | June 22 | | September 7 | | | | | |
| Last Day to Withdraw (no refund) | May 23 | July 13 | August 8 | November 9 | September 28 | November 30 | September 19 | October 31 | December 7 |
| Last Day of Classes | June 1 | July 27 | August 10 | December 15 | October 15 | December 15 | September 29 | November 10 | December 15 |
| Summer/Fall Graduation | | July 27 | | | | | | | |
| Holidays (No Classes) | | | | | | | | | |
| Holidays (Campus Closed) | | | | | | | | | |

*All Summer loan disbursements are disbursed in two installments as are Fall only loans. In addition, first-time students who are also first-time borrowers will have their first disbursement delayed 30 days from the first day of classes. The 30 day date for summer and the second disbursement is July 6 and the 30 day date for fall is September 21. The second disbursement for Fall is October 17.

2013 Spring Calendar

| Application Availability and Deadlines Applications are due by noon on the date indicated in Recruitment and Admissions. | | | |
|---|--------------------------|---------------------------|--|
| PROGRAM | AVAILABILITY DATE | DEADLINE DATE | |
| Nursing Traditional Spring | First Monday in March | First Friday in September | |
| Nursing BADNAP | First Monday in May | First Friday in February | |
| PTA | First Monday in July | First Friday in March | |
| Nursing Traditional Fall | First Monday in October | First Friday in April | |
| Nursing CLP | First Monday in November | First Friday in May | |
| SLPA | First Monday in November | First Friday in July | |
| OTA | First Monday in November | First Friday in June | |

| | 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. 2-Jan 18 | Jan 22-May 18 | Jan 22-March 16 | March 25-May 18 | Jan 26-Feb 23 | March 2-April 6 | April 13-May 11 |
| Early Registration begins for returning students | October 8 | October 8 | October 8 | October 8 | October 8 | October 8 | October 8 |
| Open Registration Begins | October 15 | October 15 | October 15 | October 15 | October 15 | October 15 | October 15 |
| Late Registration Ends | January 2 | January 25 | January 23 | March 26 | January 26 | March 2 | April 13 |
| Special Enrollment Hours | January 8-24: Tuesday-Thursday, 8am-9pm; January 11: Friday, 8am-6pm; January 18, Friday 8am-6pm; January 19, Saturday 9am-4pm | | | | | | |
| Classes Begin | January 2 | January 22 | January 22 | March 25 | January 26 | March 2 | April 13 |
| Financial Aid Application and Supporting Documents Submission Deadline | October 26, 2012 | | | | | | |
| Tuition Fee Waiver Application Deadline | November 20, 2012 | | | | | | |
| Financial Aid Loan Disbursements to student debit card or bank account (twice weekly after date listed) | January 16 (Disbursement); March 27 (Disbursement) | | | | | | |
| Financial Aid Pell Grant Disbursements to student debit card or bank account (Every 2 weeks after date listed) | February 15 | | | | | | |
| Tuition and Fees Due ¹ | Prior to 3rd Class | February 1 | January 25 | March 29 | February 1 | March 8 | April 19 |
| Last Day to Drop with refund ² | February 8 | | | | | | |
| Graduation Applications Due | January 9 | April 19 | March 1 | May 3 | February 13 | March 27 | May 1 |
| Last Day to Withdraw (no refund) | January 21-Martin Luther King Jr.'s Birthday (college closed); March 18-24 - Spring Break (college closed); March 31-Easter Sunday (college closed); May 27-Memorial Day (college closed) | | | | | | |
| Student Holidays | January 18 | May 18 | March 16 | May 18 | February 23 | April 6 | May 11 |
| Last Day of Classes | May 17 | | | | | | |
| Commencement | May 18 | | | | | | |
| Spring Graduation Date | | | | | | | |

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 CURRENT CLASSES FOR NON-PAYMENT OF CURRENT TUITION AND FEES. Students may withdraw from classes during the official refund period and be refunded for all tuition and fees paid.

Spring only loans are disbursed in two installments. The second installment for Spring is March 21. First year students who are first time borrowers will have their disbursement delayed 30 days from the first day of classes. The 30 day date for Spring is February 23.

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

OCCC aspires to be one of the most significant community colleges in the nation--known for the amazing success of our students and for our prominent role in creating our community's future.

Mission

OCCC provides the people of Oklahoma and our community with broad access to certificates of mastery, associate degrees, community education, and cultural programs of exceptional quality, empowering our students to achieve their educational goals and our community to thrive in an increasingly global society.

College Values

OCCC strives to achieve its mission and ENDs and fulfill its vision by operating in a culture that is committed to:

- Innovation: Creative and forward-thinking
- Integrity: Honest, ethical, and respectful to all
- Diversity: Embrace and appreciate the value of differences
- Stewardship: Wise and efficient use of resources
- Accountability: Data-driven evidence of mission accomplishment

College Ends Statements

Our ENDs Statements define our key outcomes that are critical to achieving significance.

1. **ACCESS**: Our community has broad and equitable access to a valuable college education.
2. **STUDENT PREPARATION**: Our students are prepared to succeed in college.
3. **STUDENT SUCCESS**: Our students achieve their individual educational aspirations.
4. **GRADUATE SUCCESS**: Our graduates succeed at four-year institutions and/or in their careers.
5. **COMMUNITY DEVELOPMENT**: Our community is enriched economically and socially by our educational and cultural programs.

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.

Automatic door openers are provided at twelve entrances to the main campus building and all entrances to the Keith Leftwich Memorial Library, as are elevators and access ramps.

Many administrative offices are located in the College's Main Building, as are the offices and classrooms for the Division of Business. Also located here are the Bookstore, Testing Center, Communications Lab, Student Financial Aid Center, Bursar's Office, Office of Records and Graduation Services, Office of TRiO Programs, Office of Recruitment and Admissions, Office of Academic Advising, Office of Student Life, Office of Student Support Services, Office of Campus Safety and Security, Facilities Management, and Office of the Vice President for Enrollment and 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 the Student Computer Center, and the fourth floor houses offices and additional instructional classrooms.

The Arts and Humanities Center contains classrooms, offices, the College's 300-seat theater, art studios, music rooms, the Division of Arts and Humanities and the Office of the Vice President for Academic Affairs.

The Robert P. Todd Science, Engineering and Math Center contains classrooms, faculty offices, division offices, and math and science laboratories.

The College Union houses a variety of meeting and conference rooms, food service facilities, and dining areas. Adjoining the College Union is the Aquatics and Wellness Center, which houses a gymnasium, cardiovascular center, weight room, aerobics room, and 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 Social Sciences Center is adjacent to the Aquatics and Wellness Center and houses the Division of Social Sciences, faculty offices and classrooms.

The Health Professions Center contains the Division of Health Professions classrooms, faculty offices, and laboratories for Nursing, Emergency Medical Sciences, Physical Therapist Assistant and Occupational Therapy Assistant.

The John Massey Center at Oklahoma City Community College is located on the southeast corner of the College's main campus. The John Massey Center houses the College's Human Resources, Professional Development, Finance, Purchasing, Planning and Research, and Institutional Effectiveness offices.

OCCC COMPLIANCE

Accreditation

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

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

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

Accreditation Chart

| DEPARTMENT | EMPHASIS | ACCREDITATION | ADDRESS | PHONE | WEBSITE | LEVEL | START DATE | RENEWAL |
|----------------------------------|------------------------------------|---|-----------------------|----------------|--------------------|----------|------------|------------|
| BEHAVIORAL SCIENCES | CHILD DEVELOPMENT | NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC) | WASHINGTON, DC | (202) 232-8777 | WWW.NAEYC.ORG | NATIONAL | 2008 | 2015 |
| ACCOUNTING | ACCOUNTING | ASSOCIATION OF COLLEGIATE BUSINESS SCHOOLS AND PROGRAMS (ACBSP) | ST. OVERLAND PARK, KS | (913) 339-9356 | WWW.ACBSP.ORG | NATIONAL | JULY 2005 | JULY 2015 |
| ADMINISTRATIVE OFFICE TECHNOLOGY | ADMINISTRATIVE OFFICE SPECIALIST | ASSOCIATION OF COLLEGIATE BUSINESS SCHOOLS AND PROGRAMS (ACBSP) | ST. OVERLAND PARK, KS | (913) 339-9356 | WWW.ACBSP.ORG | NATIONAL | JULY 2005 | JULY 2015 |
| ADMINISTRATIVE OFFICE TECHNOLOGY | LEGAL SECRETARY | ASSOCIATION OF COLLEGIATE BUSINESS SCHOOLS AND PROGRAMS (ACBSP) | ST. OVERLAND PARK, KS | (913) 339-9356 | WWW.ACBSP.ORG | NATIONAL | JULY 2005 | JULY 2015 |
| AUTOMOTIVE TECHNOLOGY | GM AUTOMOTIVE SERVICE EDUCATION | NATIONAL AUTOMOTIVE TECHNICIANS EDUCATION FOUNDATION (NATEF) | LEESBURG, VA | (703) 669-6650 | WWW.NATEF.ORG | NATIONAL | JULY 2005 | MARCH 2013 |
| AUTOMOTIVE TECHNOLOGY | AUTOMOTIVE TECHNOLOGY INTERNSHIP | NATIONAL AUTOMOTIVE TECHNICIANS EDUCATION FOUNDATION (NATEF) | LEESBURG, VA | (703) 669-6650 | WWW.NATEF.ORG | NATIONAL | JULY 2005 | MARCH 2013 |
| COOPERATIVE PROGRAM | NON-STRUCTURAL REPAIR | NATIONAL AUTOMOTIVE TECHNICIANS EDUCATION FOUNDATION (NATEF) | LEESBURG, VA | (703) 669-6650 | WWW.NATEF.ORG | NATIONAL | JULY 2005 | MAY 2013 |
| COOPERATIVE PROGRAM | AVIATION MAINTENANCE TECHNOLOGY | OKLAHOMA CITY FLIGHT STANDARDS DISTRICT OFFICE (FSDO) OF THE FEDERAL | OKLAHOMA CITY, OK | (405) 951-4200 | WWW.FAA.GOV | NATIONAL | JULY 2005 | JULY 2015 |
| COOPERATIVE PROGRAM | MANUFACTURING TECHNOLOGY | ASSOCIATION OF COLLEGIATE BUSINESS SCHOOLS AND PROGRAMS (ACBSP) | ST. OVERLAND PARK, KS | (913) 339-9356 | WWW.ACBSP.ORG | NATIONAL | JULY 2005 | JULY 2015 |
| FINANCE | FINANCE/BANKING | ASSOCIATION OF COLLEGIATE BUSINESS SCHOOLS AND PROGRAMS (ACBSP) | ST. OVERLAND PARK, KS | (913) 339-9356 | WWW.ACBSP.ORG | NATIONAL | JULY 2005 | JULY 2015 |
| FINANCE | FINANCE/GENERAL | ASSOCIATION OF COLLEGIATE BUSINESS SCHOOLS AND PROGRAMS (ACBSP) | ST. OVERLAND PARK, KS | (913) 339-9356 | WWW.ACBSP.ORG | NATIONAL | JULY 2005 | JULY 2015 |
| COOPERATIVE PROGRAM | MEDICAL ASSISTANT | AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS | CHICAGO, IL | (312) 899-1500 | WWW.AAMA-NTL.ORG | NATIONAL | 1998 | 2014 |
| COOPERATIVE PROGRAM | MEDICAL ASSISTANT | COUNCIL ON ACCREDITATION OF HEALTH EDUCATION PROGRAMS (CAAHEP) | CLEARWATER, FL | (727) 210-2354 | WWW.CAAHEP.ORG | NATIONAL | 1998 | 2014 |
| COOPERATIVE PROGRAM | ORTHOTIC AND PROSTHETIC TECHNICIAN | COUNCIL ON ACCREDITATION OF HEALTH EDUCATION PROGRAMS (CAAHEP) | CLEARWATER, FL | (727) 210-2354 | WWW.CAAHEP.ORG | NATIONAL | 2000 | 2013 |
| COOPERATIVE PROGRAM | ORTHOTIC AND PROSTHETIC TECHNICIAN | NATIONAL COMMISSION OF ORTHOTICS AND PROSTHETICS EDUCATION | ALEXANDRIA, VA | (703) 836-7114 | WWW.NCOPE.ORG | NATIONAL | 2000 | 2013 |
| COOPERATIVE PROGRAM | RESPIRATORY CARE THERAPIST | COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE (COARC) | BEDFORD, TX | (817) 283-2835 | WWW.COARC.COM | NATIONAL | 1982 | 2019 |
| COOPERATIVE PROGRAM | SURGICAL TECHNOLOGY | COUNCIL ON ACCREDITATION OF HEALTH EDUCATION PROGRAMS (CAAHEP) | CLEARWATER, FL | (727) 210-2354 | WWW.CAAHEP.ORG | NATIONAL | 2000 | 2021 |
| EMERGENCY MEDICAL SCIENCE | EMERGENCY MEDICAL SCIENCE | COMMITTEE ON ACCREDITATION OF EDUCATIONAL PROGRAMS FOR THE EMS PROFESSIONS (COAEMSP) AND CAAHEP | BEDFORD, TX | (817) 283-9403 | WWW.COAEMSP.ORG | NATIONAL | 1995 | 2015 |
| NURSING | NURSING | OKLAHOMA BOARD OF NURSING (OBN) | OKLAHOMA CITY, OK | (405) 962-1800 | WWW.OK.GOV/NURSING | STATE | 1973 | 2014 |
| NURSING | NURSING | NATIONAL LEAGUE FOR NURSING ACCREDITING COMMISSION (NLNAC) | ATLANTA, GA | (404) 975-5000 | WWW.NLNAC.ORG | NATIONAL | 1977 | 2014 |
| NURSING | CAREER LADDER PATHWAY | OKLAHOMA BOARD OF NURSING (OBN) | OKLAHOMA CITY, OK | (405) 962-1800 | WWW.OK.GOV/NURSING | STATE | 2001 | 2014 |
| NURSING | CAREER LADDER PATHWAY | NATIONAL LEAGUE FOR NURSING ACCREDITING COMMISSION (NLNAC) | ATLANTA, GA | (405) 975-5000 | WWW.NLNAC.ORG | NATIONAL | 2001 | 2014 |
| NURSING | BACCALAUREATE TO ASSOCIATE | NATIONAL LEAGUE FOR NURSING ACCREDITING COMMISSION (NLNAC) | ATLANTA, GA | (404) 975-5000 | WWW.NLNAC.ORG | NATIONAL | 2007 | 2014 |
| NURSING | BACCALAUREATE TO ASSOCIATE | OKLAHOMA BOARD OF NURSING (OBN) | OKLAHOMA CITY, OK | (405) 962-1800 | WWW.OK.GOV/NURSING | STATE | 2010 | 2014 |
| OCCUPATIONAL THERAPY ASSISTANT | OCCUPATIONAL THERAPY ASSISTANT | ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION (ACOTE) | BETHESDA, MD | (301) 652-2682 | WWW.AOTA.ORG | NATIONAL | 2002 | 2012 |
| PHYSICAL THERAPIST ASSISTANT | PHYSICAL THERAPIST ASSISTANT | COMMISSION ON ACCREDITATION IN PHYSICAL THERAPY | ALEXANDRIA, VA | (800) 999-2782 | WWW.APTA.ORG | NATIONAL | 1984 | 2017 |

Annual Security Report 2011

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

also available at the Campus Police Department (1K8) in the Main Building. You may access this report and associated campus security information and services at <http://www.occc.edu/police/index.html>.

College Graduation and Transfer-Out Rates

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

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

RIGHT TO KNOW — DISCLOSURE OF INFORMATION

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

| SUBJECT | SUMMARY INFORMATION | CONTACT OFFICE |
|---|--|---|
| ACCREDITATION | ASSOCIATIONS, AGENCIES, GOVERNMENTAL BODIES THAT ACCREDIT, APPROVE, OR LICENSE OCCC AND ITS PROGRAMS | OFFICE OF INSTITUTIONAL EFFECTIVENESS WWW.OCCC.EDU/IE/ 405-682-7577 |
| RETENTION RATE | RETENTION RATE OF DEGREE-SEEKING AND CERTIFICATE STUDENTS | OFFICE OF INSTITUTIONAL EFFECTIVENESS WWW.OCCC.EDU/IE/ 405-682-7577 |
| GRADUATION AND TRANSFER-OUT RATES | GRADUATION AND TRANSFER-OUT RATES FOR FIRST-TIME, FULL-TIME STUDENTS | OFFICE OF INSTITUTIONAL EFFECTIVENESS WWW.OCCC.EDU/IE/ 405-682-7577 |
| STUDENT BODY DIVERSITY | INFORMATION ABOUT THE OCCC STUDENT BODY INCLUDING GENDER AND RACIAL/ETHNIC GROUPS AS A PERCENTAGE OF ENROLLED FULL-TIME STUDENTS, AND THOSE WHO RECEIVE PELL GRANTS | OFFICE OF INSTITUTIONAL EFFECTIVENESS WWW.OCCC.EDU/IE/ 405-682-7577 |
| ACADEMIC PROGRAM | DEGREE AND CERTIFICATE PROGRAMS, INSTRUCTIONAL FACILITIES AND FACULTY | VICE PRESIDENT FOR ACADEMIC AFFAIRS WWW.OCCC.EDU/ACADEMIC 405-682-7546 |
| ARTICULATION AGREEMENTS | LIST OF COLLEGES AND UNIVERSITIES HAVING SIGNED AGREEMENTS WITH OCCC | VICE PRESIDENT FOR ACADEMIC AFFAIRS WWW.OCCC.EDU/ACADEMIC 405-682-7546 |
| TRANSFER CREDIT POLICIES | CRITERIA THE COLLEGE USES TO ACCEPT TRANSFER CREDIT EARNED AT ANOTHER COLLEGE OR UNIVERSITY | RECORDS AND GRADUATION SERVICES WWW.OCCC.EDU/RECORDS 405-682-7889 |
| FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) | INFORMATION ABOUT STUDENT'S RIGHTS TO REVIEW THEIR EDUCATIONAL RECORDS, REQUEST AMENDMENT OF THEIR RECORDS, TO FILE COMPLAINTS WITH THE U.S. DEPARTMENT OF EDUCATION AND PROCEDURES TO CARRY OUT THESE ACTIONS. EXPLANATION OF DISCLOSURE OF DIRECTORY INFORMATION, STUDENTS RIGHT TO REFUSE TO ALLOW RELEASE OF DIRECTORY INFORMATION | REGISTRAR'S OFFICE 405-682-7889 |
| DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM | INFORMATION PERTAINING TO STANDARDS OF CONDUCT THAT PROHIBIT THE UNLAWFUL POSSESSION, USE OF OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL BY STUDENTS AND EMPLOYEES. LEGAL SANCTIONS UNDER LOCAL, STATE, AND FEDERAL LAW. DESCRIPTION OF HEALTH RISK, AND AVAILABLE SERVICES: COUNSELING, TREATMENT, AND REHABILITATION. | EMPLOYEES/PROSPECTIVE EMPLOYEES: HUMAN RESOURCES WWW.OCCC.EDU/HR/ 405-682-7542 STUDENTS: DIRECTOR OF STUDENT RELATIONS 405-682-7595 |
| VACCINATION POLICIES | STATE AND COLLEGE POLICIES AND PROCEDURES REGARDING VACCINATIONS | RECRUITMENT AND ADMISSIONS WWW.OCCC.EDU/ADMISSIONS 405-682-7580 |
| FACILITIES AND SERVICES FOR STUDENTS WITH DISABILITIES | INFORMATION ABOUT AVAILABLE FACILITIES AND SERVICES FOR STUDENTS WITH DISABILITIES. | STUDENT SUPPORT SERVICES WWW.OCCC.EDU/SUPPORT 405-682-7520 |
| FEDERAL RETURN OF TITLE IV PROGRAM FUNDS | FEDERAL TITLE IV RETURN OF FUNDS REGULATIONS FOR STUDENTS WHO TOTALLY WITHDRAW FROM ALL COURSES DURING A SEMESTER, NEVER BEGIN ATTENDANCE IN ONE OR MORE COURSES, OR DO NOT SUCCESSFULLY COMPLETE ANY COURSES DURING A SEMESTER. | FINANCIAL AID OFFICE WWW.OCCC.EDU/FINANCIALAID 405-682-7525 |
| AVAILABILITY OF STUDENT FINANCIAL ASSISTANCE AND ACCESS TO INFORMATION ABOUT PROGRAMS | INFORMATION ABOUT FINANCIAL ASSISTANCE PROGRAMS AVAILABLE TO STUDENTS AND PROSPECTIVE STUDENTS AND INFORMATION ABOUT PROCEDURES TO ACCESS AND RETAIN ELIGIBILITY FOR ASSISTANCE. | FINANCIAL AID OFFICE WWW.OCCC.EDU/FINANCIALAID 405-682-7525 |
| COST-OF-ATTENDANCE | INFORMATION ABOUT COSTS TO ATTEND OCCC INCLUDING DIRECT COSTS: TUITION, FEES, BOOKS AND SUPPLIES AND INDIRECT COSTS: ROOM AND BOARD, TRANSPORTATION, AND PERSONAL EXPENSES. | FINANCIAL AID OFFICE WWW.OCCC.EDU/FINANCIALAID 405-682-7525 |
| NET PRICE | INFORMATION ABOUT THE IMPACT FINANCIAL ASSISTANCE IN REDUCING THE TOTAL PRICE INCURRED BY A STUDENT OR FAMILY TO ATTEND OCCC. | FINANCIAL AID OFFICE WWW.OCCC.EDU/FINANCIALAID 405-682-7525 |

| SUBJECT | SUMMARY INFORMATION | CONTACT OFFICE |
|---|--|--|
| CODE OF CONDUCT: EDUCATIONAL LOANS | CODE OF CONDUCT STATEMENT THAT PROHIBITS A CONFLICT OF INTEREST OF AN AGENT OF THE COLLEGE WITH RESPECT TO PRIVATE EDUCATION LOANS | FINANCIAL AID OFFICE WWW.OCCC.EDU/FINANCIALAID 405-682-7525 |
| FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS AND WAY IN WHICH STUDENT CAN REGAIN ELIGIBILITY | NOTICE TO EACH STUDENT THAT A CONVICTION FOR POSSESSION OR SALE OF ILLEGAL DRUGS DURING A PERIOD OF ENROLLMENT FOR WHICH THE STUDENT RECEIVED FEDERAL TITLE IV PROGRAMS FUNDS RESULTS IN LOSS OF ELIGIBILITY. NOTICE OF WAY TO REGAIN ELIGIBILITY. | FINANCIAL AID OFFICE WWW.OCCC.EDU/FINANCIALAID 405-682-7525 |
| GAINFUL EMPLOYMENT CERTIFICATE PROGRAM INFORMATION | INFORMATION ON OCCUPATIONS, PROGRAM COSTS, ON-TIME COMPLETION RATES AND MEDIAN LOAN DEBT FOR CERTIFICATE PROGRAMS. | FINANCIAL AID OFFICE WWW.OCCC.EDU/FINANCIALAID 405-682-7525 |
| VOTER REGISTRATION FORM | PROVIDE VOTER REGISTRATION FORM PRIOR TO FEDERAL ELECTIONS AND STATE ELECTIONS FOR GOVERNOR AND OTHER STATE CHIEF EXECUTIVES TO EACH ENROLLED STUDENTS PHYSICALLY IN ATTENDANCE | STUDENT LIFE WWW.OCCC.EDU/STUDENTLIFE 405-682-7523 |
| REFUND POLICY | COLLEGE REFUND POLICY BASED ON OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION (OSRHE) | BURSAR OFFICE WWW.OCCC.EDU/BURSAR.HTML 405-682-7825 |
| TEXTBOOK INFORMATION | INFORMATION TO BE INCLUDED ON THE COLLEGE INTERNET COURSE SCHEDULE USED TO REGISTER FOR COURSES. THE RETAIL PRICE AND INTERNATIONAL STANDARD BOOK NUMBER (ISBN) FOR REQUIRED AND RECOMMENDED TEXTBOOKS AND SUPPLEMENTAL MATERIALS FOR EACH COURSE, IF AVAILABLE. | COLLEGE BOOKSTORE HTTP://BOOKSTORE.OCCC.EDU 405-682-7510 |
| INFORMATION FOR CRIME VICTIMS FOR DISCIPLINARY HEARINGS | WRITTEN REQUEST REQUIREMENTS TO DISCLOSE RESULTS OF DISCIPLINARY PROCEEDINGS TO AN ALLEGED VICTIM OF A CRIME OF VIOLENCE, OR NON-FORCIBLE SEX OFFENSE OR TO THE VICTIMS FAMILY. | DIRECTOR OF STUDENT RELATIONS 405-682-7595 |
| COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS FILE SHARING | INFORMATION PERTAINING TO UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIAL, UNAUTHORIZED PEER TO PEER FILE SHARING THAT MAY LEAD TO CIVIL AND CRIMINAL LIABILITIES. COLLEGE POLICIES WITH RESPECT TO UNAUTHORIZED PEER TO PEER FILE SHARING SUMMARY OF FEDERAL VIOLATIONS OF COPYRIGHT LAWS | WWW.OCCC.EDU/COPYRIGHTFILES/SHARING COLLEGE POLICY NO. 3058 INFORMATION TECHNOLOGY RESOURCES ACCEPTABLE USE POLICY WWW.OCCC.EDU/POLICY/3058.PDF COLLEGE POLICY NO. 4042 ACADEMIC FREEDOM AND RESPONSIBILITIES INFORMATION AND INSTRUCTIONAL TECHNOLOGY SERVICES (IITS) WWW.OCCC.EDU/POLICY/4042.PDF |
| SECURITY REPORT | ANNUAL SECURITY REPORT AND EMERGENCY RESPONSE, EVALUATION PROCEDURES, TIMELY WARNINGS AND CRIME LOG. | CAMPUS POLICE DEPARTMENT HTTP://WWW.OCCC.EDU/POLICE/INDEX.HTML 405-682-7872 |
| ADDITIONAL INFORMATION | FOR ADDITIONAL INFORMATION ABOUT OKLAHOMA CITY COMMUNITY COLLEGE FROM THE NATIONAL CENTER FOR EDUCATIONAL STATISTICS. | NATIONAL CENTER FOR EDUCATIONAL STATISTICS (NCES) HTTP://IPEDS/DATACENTER |

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. Students may inspect and review their education records upon request to the appropriate record custodian. Students should submit their request in writing and identify as precisely as possible the record(s) they wish to inspect. The college will make arrangements for access to occur as promptly as possible but no later than 45 days from the date the request was received. Students will be notified of the time and place where their records may be inspected.

The right to request an amendment to their education records if they believe the records to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Any student wanting to do so should write the appropriate records custodian, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College makes the decision not to amend the record as requested, the student will be notified in writing of that decision and advised of the right to a hearing regarding their request.

The right to consent to the release of personally identifiable information from the student's educational records, except to the extent that FERPA authorizes disclosure without consent, i.e. directory information. Students may consent to the release of information from their education records to a third party by providing written authorization to do so.

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 name and address of the Office that administers FERPA is:

Family Policy Compliance Office:

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

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.

Financial Aid Information

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

Learning About Your Drug, Alcohol, and Tobacco Free Campus

Oklahoma City Community College makes available to employees and to any enrolled or prospective student information regarding the potential health risks associated with the use or abuse of various categories of drugs, alcohol, and tobacco products in a brochure entitled, "Learning about Your

Drug, Alcohol, and Tobacco Free Campus." This brochure also lists possible consequences of possession or use of these substances on College property or at College sponsored events. Copies of these brochures are made available to students in Recruitment and Admissions and to employees through an annual distribution within each department.

Admissions

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

ACADEMIC FORGIVENESS APPEALS COMMITTEE

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

OFFICE OF ACADEMIC ADVISING

Degree-seeking students are assisted by advisement professionals in the Office of Academic Advising. 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 an advisement professional to establish a Student Academic Plan (SAP). 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 Office of Academic Advising at www.occc.edu/acs/ or call (405) 682-7535.

RECRUITMENT AND ADMISSIONS

Prospective students may access information about the college and its programs through the Office of Recruitment and Admissions. Services provided by this office include campus tours, community and high school outreach, information sessions, international services, scholarship programs, and corporate recruiting. For more information, please visit our web site at www.occc.edu/Admissions. To receive more information by mail, or to arrange a campus tour, please call (405) 682-OCCC (6222) or e-mail psst@occc.edu.

I. Recent High School Graduates or GED Recipients

Graduates from an Accredited School

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

High school curricular requirements:

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

15 Total Required Units

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

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

4 Total Recommended Units

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

Graduates from Home Study or Unaccredited High Schools

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

II. Adult Students

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

Applicants who are not yet 21, who did not graduate from high school (their high school class has already graduated), and who have participated in the ACT, the SAT or the College assessment test, are eligible for admission. Students admitted under this category must meet high school curricular requirements as specified under the Regular Admission Policy.

III. Transfer Students

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

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

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

Evaluation of Transfer Credit Earned

- All coursework previously completed at a regionally accredited institution of higher education will be accepted as transfer credit, although not all

credit will necessarily apply toward program requirements. Courses with grades of “D” may not meet degree or course prerequisite requirements.

- Credit for courses from institutions not using a traditional semester academic calendar will be converted to semester hour credits. Grade points earned at institutions using any method other than the traditional 4.0 system will be converted to the 4.0 system.
- An analysis of transfer credit will be performed for students who are currently enrolled. Students must have official copies of transcripts from all colleges attended on file in the Office of Records and Graduation Services. Once these documents have been submitted, they become a permanent part of the student’s record at Oklahoma City Community College. They will not be returned, reissued, or copied for distribution. Transcripts from other institutions, if needed, must be obtained directly from the institution where they were originally issued.
- It is the student’s responsibility to furnish additional information to the College, if needed, to evaluate transfer credit, i.e., course descriptions, catalogs or syllabi.

IV. International Students

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

V. Students for Whom English is a Second Language

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

Standardized Testing

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

Intensive English Program (IEP)

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

High School Performance

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

Transfer Students

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

VI. Concurrently Enrolled High School Student

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

Graduating Seniors

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

Juniors

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

Home Study

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

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

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

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

Students who wish to enroll in courses without intending to pursue a degree may be admitted provisionally 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.

VIII. Opportunity Admission

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

Submission of Academic Credentials

Recent high school graduates are required to submit official and complete high school transcripts and ACT or SAT scores (if either test has been completed). College transfer students are required to submit official and

complete college transcripts and other available credentials during the admission process. Failure to list all previously attended colleges or the submission of false information is grounds for denial of admission or immediate suspension.

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

Evaluation of Academic Preparation

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

Non-Credit Classes

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

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

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

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

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

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

ENROLLMENT

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

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

Auditing a Course

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

- A student must indicate during their initial enrollment that they intend to “audit” a course.
- Standard credit hour fees will be assessed for audited courses.
- A grade of “AU” will be posted on the official college transcript for each course audited (see Grading System).

Course Withdrawal/Schedule Adjustment

Students adjusting their schedules or completely withdrawing from all classes during the first two weeks of a sixteen-week class or the first week of a four, five-, six-, or eight-week class will be charged 100% fees for any classes added and will receive a 100% refund of tuition and fees for any dropped courses. Finance and late charges accrued will not be reduced. To withdraw from a class, a student must complete and submit an add/drop form in the Office of Records and Graduation Services or withdraw on the college web site at mineonline.occc.edu. **NO REFUNDS WILL BE MADE AFTER THIS PERIOD EXCEPT AS STIPULATED FOR ENROLLMENT OF TITLE IV RECIPIENTS.** See academic calendar for exact withdraw dates.

All refunds for credit students, including financial aid, will be processed in accordance with preferences selected using your OCCC debit card at www.occcdebitcard.com. Payments made by credit card will be refunded to the credit card.

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

Emergency Drop/Late Withdrawal

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

Late Enrollment

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

Enrollment prior to the beginning of classes is essential to afford the student the best chance of success. Students who enroll late are responsible for any

coursework missed. It is critical that, prior to the next class meeting, the student contact the instructor to obtain information on the attendance policy and coursework missed.

Resident Requirements

An initial determination, based upon information provided on the student’s application for admission, will be made as to whether a student qualifies for Oklahoma resident status. This determination will be based on the policies of the Oklahoma State Regents for Higher Education. Students who wish to petition for a change in their residence classification must submit an Application for Residence Reclassification along with all appropriate support documentation to the Office of Recruitment and Admissions. For additional residency information and reclassification forms, contact the Office of Recruitment and Admissions.

EDUCATIONAL PROGRAM FEES

Books and Supplies

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

Oklahoma Residents:

Resident Tuition \$74.55 per credit hour

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

Student Activity Fee \$6.15 per credit hour

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

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

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

Student Technology Fee \$5.00 per credit hour

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

Assessment Fee \$1.00 per credit hour

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

Library Fee \$2.00 per credit hour

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

Total\$99.00 per credit hour

Oklahoma Non-Residents:

Resident Tuition \$74.55 per credit hour

Non-Resident Tuition \$153.81 per credit hour

Student Activity Fee \$6.15 per credit hour

Facility Use Fee \$10.30 per credit hour

Student Technology Fee \$5.00 per credit hour

Assessment Fee \$1.00 per credit hour

Library Fee \$2.00 per credit hour

Total\$252.81 per credit hour

Special Fees and Additional Fees

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

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

Applied Music Lessons Fee\$50.00 per credit hour

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

Non-Credit Music Lessons Fee\$180.00 per course

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

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

CLEP Examinations \$70.00

New Student Application/Records Processing Fee \$25.00

International Student Status Maintenance Fee

Fall/Spring.....\$15.00 per semester

Summer\$10.00 per semester

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

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

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

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

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

Science Lab Fee.....\$15.00 per course

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

Supplemental Fees

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

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

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

Fees Are Subject to Change

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

Fees for Auditing a Course

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

Fee Payment

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

STUDENTS WILL NOT BE CANCELLED FROM CURRENT CLASSES DUE TO NON-PAYMENT OF CURRENT TUITION AND

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

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

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

Fee Payment Options

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

OPTION 1: Pay Fees by Due Date

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

OPTION 2: Make Monthly Payments*

Students may choose to pay their fees on a monthly basis. Monthly payments will include a 2% finance charge on the outstanding balance. A Late Payment Charge of \$20 will be applied to any payment not received by the 5th of each month. **PAYMENT IN FULL WILL BE REQUIRED BY THE LAST MONTHLY BILLING DATE FOR THE SEMESTER.**

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

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

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

REFUNDS (CREDIT COURSES)

Complete Withdrawal of Students Who Are Title IV Recipients

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

Financial Aid Applicants

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

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

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

Students must withdraw from any classes in which they no longer wish to remain enrolled prior to the tuition/fees due date in order to avoid billing, finance charges, and the potential posting of failing grades. **STUDENTS WILL NOT BE DROPPED FROM CURRENT CLASSES FOR NON-PAYMENT OF CURRENT TUITION/FEES.** Students who withdraw from classes during the official refund period will be refunded for tuition/fees they may have paid. All refunds for credit students, including financial aid, will be processed in accordance with preferences selected using your OCCC debit card at www.occcdebitcard.com. Payments made by credit card will be refunded to the credit card.

Non-Credit Professional Development Institute Classes

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

Non-Credit Recreation and Fitness Classes

Full refunds will be granted to non-credit Recreation and Fitness students who officially withdraw prior to the 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 contact the Office of Recreation and Fitness at (405) 682-7860, or they will be billed for the class.

Refunds for Schedule Changes or Complete Withdrawals

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

All refunds for credit students, including financial aid, will be processed in accordance with preferences selected using your OCCC debit card at www.occcdebitcard.com. Payments made by credit card will be refunded to the credit card.

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

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

Schedule Changes / Withdrawals

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

TESTING AND ASSESSMENT

Test Center

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

ACT Testing

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

GED Classes and Testing

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

Test of English as a Foreign Language (TOEFL)

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

FINANCIAL AID AND VETERANS SERVICES

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

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

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

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

BASIC ELIGIBILITY

Eligibility for Federal Title IV Student Financial Assistance is dependent upon federal criteria established for each program. Completing the Free Application for Federal Student Aid (FAFSA) and submitting it to the Federal Central Processing System (CPS) 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 schools you listed on the FAFSA will receive the results called a Student Aid Report (SAR). Financial Aid Staff can then evaluate your eligibility for various assistance programs. Eligibility criteria include being a U.S. citizen or eligible noncitizen, i.e., a permanent resident, high school diploma, or GED, acceptance for admission to college to pursue an eligible program of study (major), enrollment, and academic progress. 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 the same associate degree program at OCCC. Students applying for and receiving financial assistance must be making satisfactory academic progress as defined by the Financial Aid Office 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 requested academic transcripts from schools attended to the College Records Office. Students are expected to read and understand the basic policies and procedures which apply to the application for and receipt of financial assistance including Verification procedures of FAFSA data requirements, Satisfactory Academic Progress, Attendance, Return of Federal Title IV Funds, payment procedures, twice, and rights and responsibilities for students borrowing and repaying Federal Direct Loans.

FINANCIAL ASSISTANCE AVERAGE COSTS OF ATTENDANCE:

Financial assistance average costs of attendance figures are reviewed annually and updated as appropriate. Tuition costs are subject to legislative and College adjustments that may occur subsequent to publication of this catalog. General costs figures for academic year 2012-2013 are listed below and are estimated for full-time tuition. (12 credit hours fall and 12 credit hours spring.) Part-time average costs of attendance figures are based on (6 credit hours fall and 6 credit hours spring). Exclusively online students should deduct transportation costs from the total. Students who are enrolled for mid-semester or fast track classes only, will have cost of attendance reduced to reflect enrollment less than the standard 16 weeks of attendance. Non-residents of Oklahoma will be charged additional non-resident tuition as well as resident tuition fees.

NET COST:

It is important for families and students to know the range of costs associated with college attendance. Direct Costs include tuition and fees, books and supplies at OCCC. Based on current direct costs and probable changes for the 2012-2013 academic year, a student who enrolls in 12 credit hours each semester (fall/spring) or 24 credit hours a year will incur approximately \$2,376 in tuition and fees. Books and supplies costs vary but could be \$800 each semester or \$1600 for the academic year. Total direct costs will be about \$3,976 for the year. Non-residents of Oklahoma will be charged additional non-resident tuition as well as resident tuition fees totalling \$6,067 for 24 hours.

A student who files the Free Application for Federal Student Aid (FAFSA) would be eligible for some type of assistance (grant and/loan) to cover direct costs. Many students at OCCC receive a Pell Grant sufficient to cover direct costs. The maximum Pell Grant for a full-time student with the greatest financial need will be \$5,550 for 2012-2013. Students who do not qualify for sufficient Pell Grant funds may borrow an amount to cover their direct costs. Students who receive a state or OCCC scholarship for tuition charges such as OKC-GO!, Oklahoma's Promise, or High School scholarships will also have reduced direct costs.

Indirect Costs are costs a student incurs that are not directly paid to the college but are incurred as a result of being a student. Indirect costs include: transportation, room and board, and miscellaneous costs. These costs can be met with financial assistance funds remaining after direct costs are covered. Students who will need help to meet indirect costs will need to accept financial assistance offers to help with these additional expenses.

By filing the FAFSA each year, families and students may be able to access a combination of federal, state, and college resources to meet most of their expenses. The net costs to the family to attend OCCC are minimal for those who seek available assistance. All families are strongly encouraged to file the FAFSA to enable the Financial Aid Office to determine their eligibility for most federal and state programs. Students should apply for tuition waivers each semester as a resource to reduce direct cost.

Commuter Dependent Student

| | |
|------------------------|-----------------|
| Tuition/Fees | \$2,376 |
| Books/Supplies | \$1,600 |
| Room/Board | \$2,714 |
| Transportation | \$2,400 |
| Personal/Miscellaneous | \$1,290 |
| TOTAL | \$10,380 |

Commuter Independent Student

| | |
|------------------------|-----------------|
| Tuition/Fees | \$2,376 |
| Books/Supplies | \$1,600 |
| Room/Board | \$8,258 |
| Transportation | \$2,400 |
| Personal/Miscellaneous | \$1,290 |
| TOTAL | \$15,924 |

| Exclusively Online Dependent Student | |
|--------------------------------------|---------|
| Tuition/Fees | \$2,664 |
| Books/Supplies | \$1,600 |
| Room/Board | \$2,714 |
| Personal/Miscellaneous | \$1,290 |
| TOTAL | \$8,268 |

| Exclusively Online Independent Student | |
|--|----------|
| Tuition/Fees | \$2,664 |
| Books/Supplies | \$1,600 |
| Room/Board | \$8,258 |
| Personal/Miscellaneous | \$1,290 |
| TOTAL | \$13,812 |

| Part-time Dependent Student | |
|-----------------------------|---------|
| Tuition/Fees | \$1,188 |
| Books/Supplies | \$800 |
| Room/Boards | \$2,714 |
| Transportation | \$2,400 |
| Personal/Miscellaneous | \$1,290 |
| Total | \$8,392 |

| Part-time Independent Student | |
|-------------------------------|----------|
| Tuition/Fees | \$1,188 |
| Books/Supplies | \$800 |
| Room/Board | \$8,258 |
| Transportation | \$2,400 |
| Personal/Miscellaneous | \$1,290 |
| Total | \$13,936 |

| Commuter Non-Resident Dependent Student | |
|---|----------|
| Tuition/Fees | \$6,067 |
| Books/Supplies | \$1,600 |
| Room/Board | \$2,714 |
| Transportation | \$2,400 |
| Personal/Miscellaneous | \$1,290 |
| TOTAL | \$14,071 |

| Commuter Non-Resident Independent Student | |
|---|----------|
| Tuition/Fees | \$6,067 |
| Books/Supplies | \$1,600 |
| Room/Board | \$8,258 |
| Transportation | \$2,400 |
| Personal/Miscellaneous | \$1,290 |
| TOTAL | \$19,615 |

| Exclusively Online Non-Resident Dependent Student | |
|---|----------|
| Tuition/Fees | \$6,355 |
| Books/Supplies | \$1,600 |
| Room/Board | \$2,714 |
| Personal/Miscellaneous | \$1,290 |
| TOTAL | \$11,959 |

| Exclusively Online Non-Resident Independent Student | |
|---|----------|
| Tuition/Fees | \$6,355 |
| Books/Supplies | \$1,600 |
| Room/Board | \$8,258 |
| Personal/Miscellaneous | \$1,290 |
| TOTAL | \$17,503 |

| Part-time Non-Resident Dependent Student | |
|--|----------|
| Tuition/Fees | \$3,034 |
| Books/Supplies | \$800 |
| Room/Boards | \$2,714 |
| Transportation | \$2,400 |
| Personal/Miscellaneous | \$1,290 |
| Total | \$10,238 |

| Part-time Non-Resident Independent Student | |
|--|----------|
| Tuition/Fees | \$3,034 |
| Books/Supplies | \$800 |
| Room/Board | \$8,258 |
| Transportation | \$2,400 |
| Personal/Miscellaneous | \$1,290 |
| Total | \$15,782 |

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 Minimum Per Academic Year \$577 Maximum Per Academic Year \$5,550 | X | | FAFSA |
| Federal Supplemental Educational Opportunity Grant (SEOG) Average Award Amount \$300 Per Academic Year | X | | FAFSA |
| Federal Work Study Awards Range From \$2,400 -\$4,800 Per Academic Year | X | | FAFSA |
| Oklahoma Tuition Aid Grant (OTAG) \$854 Per Academic Year (part-time) \$1000 Per Academic Year (full-time) | X | | FAFSA |
| Veterans Benefits Varies Based on Benefit Program and Enrollment Level | | X | Earned through Military Service See OCCC Veteran Services |

Federal Direct Loan Program

| Programs | Need-Based | Non-Need Based | How to Apply |
|--|------------|----------------|--------------|
| Need Based Students Direct Subsidized Stafford Student Loan \$3,500 1st Academic Year Maximum \$4,500 2nd Academic Year Maximum | X | | FAFSA |
| Non- Need Based Direct Unsubsidized Stafford Student Loan \$3,500 1st Academic Year Maximum, \$4,500 2nd Academic Year Maximum. (Independent students may qualify for an additional Direct unsubsidized loan. \$6,000 Maximum Per Academic Year) (Dependent students may qualify for an additional Direct unsubsidized \$2,000 Maximum Per Academic Year) | | X | FAFSA |
| Direct Parent Loan For Undergraduate Students (PLUS) Maximum Award is Cost of Attendance Minus Other Resources | | X | FAFSA |

Tuition Waiver/Scholarships

| Programs | Need-Based | Non-Need Based | How to Apply |
|---|------------|----------------|---|
| National Guard Tuition Amount Per Semester | | X | National Guard Unit |
| Oklahoma Resident, Academic And Talent, Varies by Awarding Committee | | X | Waiver Application |
| Oklahoma Resident, Need Based, Varies by Awarding Committee | X | | FAFSA |
| Oklahoma Resident, Oklahoma's Promise: Oklahoma Higher Learning Access Program (OHLAP). Tuition Amount Per Semester | | X | Enroll During Middle School, 8th grade or High School by 10th Grade |

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. Tribes usually send funds to the College Bursar Office once each semester for disbursement to the student's account. Once funds are on the account, any credit balance is available to the student as a refund.

Federal Direct Parent Loan for Undergraduate Students (PLUS)

Federal Direct PLUS are for parent borrowers of dependent students. The Loan provides additional funds for educational expenses like Direct Stafford Loans. The annual interest rate for the Loan is 7.9%. Repayment of Federal Direct PLUS begins 60 days after receiving the last disbursement of the loan period or as agreed upon by the borrower and Direct Loan Program. A minimum enrollment of six credit hours is required of the student throughout each loan period. Information on parent borrowing is available from Financial Aid. Parent eligibility for a Direct PLUS is based on the student's eligibility for Federal Title IV Aid and on the parent meeting certain

eligibility criteria. The same rules for disbursement, release of funds, and cancellation which apply to Direct Stafford Loans apply to Direct PLUS. Amounts are based on cost of attendance minus all other resources expected for the student. Parents must not be in default on student loans or owe a repayment to federal grant programs.

Federal Direct Stafford Student Loan (Subsidized)

This is a low-interest, need-based loan made to the student guaranteed by the U.S. Department of Education. The federal government pays the interest on the loan while the student is enrolled at least half-time. Effective 7-1-12 for new loans, during the six month grace period between the time you leave school or fall below half-time enrollment and your first scheduled payment, interest on your loan will accrue and be added to your amount borrowed at the time you begin repayment. The annual interest rate is 3.4%. 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. All academic year loans must be released in at least two disbursements. The second disbursement must be after the midpoint of the loan payment period (academic year). If the first disbursement occurs after the midpoint of the loan period, the loan may be sent the total amount in one disbursement. Information on amounts students may borrow is available from Financial Aid. If you borrow, you must receive entrance counseling about borrowing. You must also receive exit counseling 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 available to students within 3 days after the Direct Loan Program disburses the funds to the College. Students may cancel their loan at any time during the process including up to 14 days after loan funds are applied to the student's account. Students are notified by email when loan funds are applied to their account or when a loan is returned to the lender or a portion of the loan must be returned. Students must meet the same satisfactory academic progress, grant repayment, and default criteria as required for all other Federal Title IV Aid including pursuing a certificate or degree in an eligible program.

Federal Direct Stafford Student Loan (Unsubsidized)

The Federal Unsubsidized Direct Stafford Loan 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 U.S. Department of Education. The student must begin repayment of interest within 60 days of final disbursement of funds for the loan period unless the Direct Loan Program agrees to allow interest to accrue. Principal and interest payments must begin within six months after you graduate or fall below half-time enrollment status. You must also complete loan exit counseling when you leave the college or fall below half-time enrollment during a semester. 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 Financial Aid. The same rules for disbursement, release of funds, and cancellation which apply to the Subsidized Direct Stafford Loan also apply to the Unsubsidized Direct Stafford Loan. The interest rate on these loans is fixed at 6.8%. Students must meet previously described satisfactory academic progress, default and repayment and be pursuing a certificate or degree program eligible for federal financial assistance criteria as required by Federal Title IV regulations.

Federal Pell Grant

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). Final payment amount each semester is based on credit hours a student has at the close of the semester schedule adjustment period for the 16-week semester. Students are paid once each semester (fall and spring). Students may be eligible for summer Pell. Check with Financial Aid. To renew a Federal Pell Grant, a student must 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. Students must be pursuing a certificate or degree program eligible for federal financial assistance, maintain satisfactory academic progress, not owe a federal grant repayment, or be in default on any student loan. All Pell Grant recipients are now limited to 12 full-time equivalent semesters of Pell Grant funds. After 12 full-time equivalent semesters as determined by the Federal Student Aid Office of the U.S. Department of Education, your eligibility ends.

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, not all exceptionally needy students receive SEOG. Funds are awarded on a first come/first serve basis. This program is also limited to students who have not yet earned a bachelor's degree. Students are paid once each semester (fall, spring, summer). Students must maintain satisfactory academic progress, not owe a federal grant repayment, or be in default on any student loan and be pursuing a certificate or degree program eligible for federal financial assistance.

Federal Work-Study (FWS) Employment

Funded by the federal government, this program 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. Students are paid bi-weekly and amounts vary. 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 Financial Aid about Federal Work Study and/or community service positions. Federal Work Study students must maintain satisfactory academic progress, not owe a federal grant repayment or be in default on a student loan and be pursuing a program (certificate or degree) in an eligible program.

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 students who are members of an Oklahoma National Guard Unit. National Guard members must complete the proper application form from their unit. The Oklahoma National Guard submits a roster of eligible students to OCCC. The National Guard member must be attending a state-supported college or university and have not yet earned a baccalaureate degree. Benefits continue for six years from the date of the first application for the tuition waiver. The student must maintain a 2.00 CGPA each semester.

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

OHLAP is a scholarship 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 eighth grade, but must do so by the start of the tenth grade. Participants must meet specific program criteria to maintain eligibility while in high school. When the individual begins attending college, the college will bill the State of Oklahoma for actual tuition each semester. Students must maintain their eligibility by meeting Regent's grade point average requirements and Federal Title IV academic progress standards. Students who have earned 60 college credits must have a cumulative grade point average CGPA to remain eligible for OHLAP for future college coursework. Those who have a 2.00 CGPA at 60 college credits earned must then maintain a 2.50 CGPA each semester they receive OHLAP. 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 funds from the state are usually disbursed to the student's account once each semester. Any credit balance on the account after all charges are paid will be available to the student as a refund. Oklahoma City Community College awards a scholarship to qualified OHLAP students during each semester of eligibility, which pays for mandatory fees: assessment, technology, facility use, student activity, and any additional mandatory fees. Other fees will be the student's responsibility.

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, not be in default or owe a grant repayment and pursuing an eligible program. To apply, use the Free Application for Federal Student Aid (FAFSA). Students must be enrolled in a minimum of six credit hours each semester. 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). Financial Aid must review and verify all eligibility criteria before final awards are made. Before funds are released, Financial Aid will review your final eligibility including attendance. Part time awards are a maximum of \$427 per semester for 6-11 hours of credit. Full time awards are a maximum of \$500 a semester for 12 or more hours of credit. Students are paid once a semester. Students who are not Oklahoma residents should check with their home state education agency to determine if they are eligible for a grant from their home state. A list of state agencies can be obtained from "The Guide to Federal Student Aid", and is available from the Financial Aid office and the Financial Aid Office webpage under Helpful Information. Full time active duty members of the armed forces and their dependents are eligible for in state status and in state financial assistance.

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 7695, or visit our web page at <http://www.occc.edu/veterans/index.html>. Payment of VA Educational Benefits is made by the VA directly to the student once the College certifies the enrollment and number of credit hours. Payments are normally made on a monthly basis. Students must be actively pursuing a degree program and begin attendance in the courses for which benefits are certified each semester. Veterans under Chapter 33 Benefits will have their tuition/fees paid by the VA directly to the college. Students receive a voucher for books under Chapter 33.

Effective July 1, 2010, the Iraq and Afghanistan Service Grant is available to students whose parents or guardian died as a result of military service in Iraq or Afghanistan after 9/11/2001. Students must be under the age of 24 years old or enrolled in college at the time of death of the parent or guardian's to be eligible. The award amount will be equal to the maximum Pell Grant for that academic year.

HOW TO APPLY FOR FINANCIAL ASSISTANCE

1. Apply for admission early.
2. Gather required information to fill out your FAFSA. You will need your driver's license number if you have one, your alien registration number if you are not a U.S. citizen, federal tax information, and records of untaxed income.
3. Apply online at www.fafsa.gov. At this site you may apply for a PIN. The pin number will allow you to sign your FAFSA electronically and later access your processed FAFSA online. If you are a dependent student, a parent must apply for a pin number as well.

- You should apply as early as possible after January 1st of each calendar year for college attendance the next fall semester. File your taxes first. To be eligible for certain federal programs and state grants, it is important to apply early.
- Follow up on your FAFSA. After your FAFSA is processed you will be sent an email with a link to your SAR (Student Aid Report). If you did not provide an email address, it will be mailed to you. If you do not receive a SAR within three weeks, call the FAFSA helpline at 1-800-433-3243.
- After you receive your SAR, Financial Aid at OCCC will request any additional information or documentation. Students selected for verification will be notified by email from Financial Aid of specific documents required.

All students who apply for and receive financial assistance must be making satisfactory academic progress as determined by The Financial Aid Office. See this catalog or the Student Handbook for a copy of the College's Financial Aid Satisfactory Academic Progress Policy. You may obtain a copy from Financial Aid, or visit the Financial Aid Office web page to view the policy at www.occc.edu/financialaid.

To ensure a student's financial assistance offer will be ready prior to published tuition and fees due dates, all requested documents must be submitted to Financial Aid 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 selected for verification for the academic year usually begins in February. The entire verification process from the time the Financial Aid Office begins the review of applicant data, requests any additional documents, makes any necessary corrections, and awards financial assistance may take several weeks. For more information, call Financial Aid at (405) 682-7525 or access the web page at www.occc.edu/financialaid. Students selected for verification are notified by email.

Special Requirements

To qualify for any Federal Title IV Student Financial Assistance, students must apply each year. Although the Financial Aid Office staff cannot complete your FAFSA for you, we 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 award years and must maintain sufficient enrollment to qualify for funds each semester. If you fail to attend 60% of your period during each semester or were paid for a course you were not attending you may owe a repayment of federal and/or state grant funds to the college.

HOW FINANCIAL AID IS AWARDED

The packaging philosophy of Financial Aid at OCCC is based on requirements of federal regulations, type of assistance programs available, the composition of the pool of applicants for assistance, and a belief in student work and its positive outcomes.

Programs of financial assistance available through the Financial Aid Office include the following:

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

**These loans are not based on financial need

- Academic divisions of the College and certain administrative units of the College award tuition waivers, which may not necessarily be based on

financial "need". These waivers may be based on academic and talent criteria as well as need.

- Most programs available through the Financial Aid Office require you to file the Free Application for Federal Student Aid (FAFSA) on an annual basis in order to establish your family's ability to pay for college. The result of this calculation is called the Expected Family Contribution (EFC).
- Federal regulations define financial "need" as the difference between the Cost of Attendance (COA) and the EFC: $COA - EFC = NEED$.
- There are several general Cost of Attendance (COA) categories for students attending OCCC: Dependent Students living at home and Independent Students are the most common. For the 2012-2013 Academic Year, cost figures are as follows and are subject to change based on adjustments to tuition and standard fees subject to approval by the Oklahoma State Regents. These are average costs of attendance based on tuition and standard fees at the time this document was updated. It is based on 24 credit hours attempted during the nine month academic year.

| Exclusively Online | | |
|--------------------|----------------------------|-------------|
| Dependent | | Independent |
| \$2,664 | Tuition/Fees | \$2,664 |
| \$1,600 | Books/Supplies | \$1,600 |
| \$2,714 | Room/Board | \$8,258 |
| \$1,290 | Personal/ Miscellaneous | \$1,290 |
| \$8,268 | TOTAL | \$13,812 |

| Commuters | | |
|-----------|----------------------------|-------------|
| Dependent | | Independent |
| \$2,376 | Tuition/Fees | \$2,376 |
| \$1,600 | Books/Supplies | \$1,600 |
| \$2,714 | Room/Board | \$8,258 |
| \$2,400 | Transportation | \$2,400 |
| \$1,290 | Personal/ Miscellaneous | \$1,290 |
| \$10,380 | TOTAL | \$15,924 |

- Enrollment status, verification of living arrangements, sources of income and support may result in adjustments to these COA figures.
- Exclusively online students should subtract transportation costs \$2400 from the above total costs. However, electronic media fees are added for exclusively online students. Summer semester costs and assistance offered are calculated separately for those who enroll.
- Financial Aid Advisors may exercise judgment to determine final COA and EFC based on documented circumstances.
- Initial packaging of student assistance is based on full-time enrollment costs and may be adjusted once final enrollment status is assessed each semester at the close of the schedule adjustment period for each of the three semesters.
- Federal Title IV regulations also require schools to award FSEOG to applicants with "exceptional" financial need, generally defined as applicants with the lowest EFC, who are also Federal Pell Grant recipients.
- Federal Pell Grants will be awarded to you if your EFC is \$4,995 or less for full time enrollment. Award amounts are based on a payment grid utilizing COA and EFC. This number may change from year to year based on changes in regulation and funding appropriations by the U.S. Congress and your enrollment status at OCCC each semester.
- Student loans including the Direct Subsidized/ Unsubsidized and Direct PLUS loans are generally available to Title IV recipients. The type of student loan available is based on variables such as COA, EFC, need, other financial assistance available to the applicant, and the applicant's dependency status (dependent student or independent student). Please see our Loan Debt Monitoring policy designed to help remind you about debt and its consequences.

- The Financial Aid Office awards FSEOG and need-based tuition waivers (FATW) to applicants who have the lowest EFC. These applicants are also eligible for the maximum Federal Pell Grant. The large pool of applicants with low EFCs necessitates this policy in an attempt to award funds to “exceptionally needy” applicants. Once all students with the lowest EFC are awarded Federal SEOG, other applicants will be awarded.
- However, packaging of these funds is limited by the amount of funds available at any point in time. Not all students with a \$0 EFC receive FSEOG or a FATW.
- Federal Work-Study funds are awarded to all applicants based on the concept that earning wages, in addition to your other financial assistance, through the work-study program, is beneficial to all students by providing an opportunity to learn work skills and to help avoid excess loan debt.
- The Financial Aid Office initially packages an annual loan limit for which a full time student qualifies to a maximum listed below.

| Level | Credit Hours Earned | Base Annual Limit | Additional Loan: Independent/ Additional Loan: Dependents |
|-------|---------------------|-------------------|---|
| 1 | 0-30 | \$3,500 maximums | \$6,000 maximums/\$2,000 maximums |
| 2 | 31+ | \$4,500 maximums | \$6,000 maximums/\$2,000 maximums |

- After the basic annual limit and Federal Work-Study, any remaining eligibility may be met through additional Unsubsidized Loan. Students may request a review of their package. Decisions are made on a case-by-case basis.
- Applicants are encouraged to use their ability to pay (EFC) and student work before turning to student loans.
- To avoid excessive debt, the Financial Aid Office monitors borrower cumulative debt. Excess debt for community college students may result in adjustments to your award offer. Our office may reduce or may not certify any loan amount in these instances (see our Loan Debt Monitoring policy). Cumulative debt includes debt incurred at all schools attended.
- Need based amounts borrowed must not exceed the cost of attendance minus other estimated financial assistance you receive minus your family’s contribution (EFC).
- Students, who are not making Satisfactory Academic Progress (SAP) and are on a Probation status based on an approved appeal or have an approved Financial Aid Success Plan (FASP), may have their awards including loans adjusted based on required conditions of the approved individual plans.
- In no instance may the amount you borrow along with any other estimated or actual financial assistance exceed your COA.

| Program | Standard Amount Per Academic Year |
|--|---|
| Federal Pell | \$577 minimum - \$5,550 maximum Determined by Federal Pell Payment Chart |
| FSEOG | \$300 per academic year |
| FWS | \$3,500 per academic year (\$1,750 Fall & \$1,750 Spring) |
| Direct Subsidized or Unsubsidized Loan | \$3,500 level 1 (\$1,750 Fall & \$1,750 Spring) |
| Direct Subsidized or Unsubsidized Loan | \$4,500 level 2 (\$2,250 Fall & \$2,250 Spring) |
| FATW | \$200 per academic year, OTAG is determined by Oklahoma Stated Regents OTAG program and is generally based on need, residency, and file date of FAFSA and enrollment status. Maximum per academic year \$1,000 for full time students in 2012-2013 academic year. |
| OTAG | \$1000 per academic year (full-time) \$854 per academic year (part-time) |

- Academic year awards are disbursed in two equal amounts (fall/spring).
- Student borrowers who are in the first academic year of their degree program and who have never borrowed a federal Student Loan before will have the initial loan disbursement scheduled at least 30 days after the beginning of the loan period.
- Students receiving a one semester loan (Fall only, Spring only, or Summer only) will have their loan disbursed in two payments. The second disbursement may not be made until the student reaches the calendar midpoint between the first and last scheduled days of class of the loan period.
- Award packages must be adjusted throughout the year to avoid over awards of federal funds. You will be mailed a revised award notification email informing you to review your awards on MineOnline.
- You must report all resources you receive to the Financial Aid Office as early as possible or you risk having to repay funds to a federal program. These additional resources include but are not limited to: BIA Grants, Scholarships, Waivers, Vocational Rehabilitation and Work Force Investment Act funding.
- You must make satisfactory academic progress per federal guidelines to retain your awards. Our SAP policy can be reviewed on our website at www.occ.edu/financialaid/factsheets.html and this link is provided with the Award Notification Email.

FEDERAL RETURN OF FUNDS REGULATIONS

For Students Who Totally Withdraw from School

Federal regulations for students who receive Federal Title IV financial assistance require the OCCC Financial Aid Office to perform a calculation to determine the dollar amount of “unearned” and “earned” funds for students who officially or unofficially withdraw from a payment period (Fall, Spring, Summer). Unearned funds must be returned to the appropriate Title IV program(s) within 45 days of the determination that the student withdrew.

Oklahoma City Community College is still required to calculate a refund of tuition and fees by Oklahoma State Regents Policy as stated on the student’s fee statement, in the Class Schedule, Catalog, and Student Handbook published by the College. A student who withdraws from a payment period during the published add/drop date receives a full refund of tuition and fees. After the add/drop date there is no refund. The college keeps 100% of tuition and fees.

If a Student Fails to Begin Attendance

If a student fails to begin attendance, after receiving Federal Title IV financial assistance, OCCC is required to return some or all of the funds depending on the Federal Title IV financial aid disbursed. Beginning attendance for on-campus courses is defined as attending the first day. If you are in an online course logging on is not sufficient. You must participate in discussions, ask or answer a question from the professor or otherwise be involved in an academic activity.

If a student is reported as failing to begin attendance in one or more courses, the Financial Aid Office will send a notification letter to the student. The student will have ten days to notify the Financial Aid Office if the report was made in error. If notification is received from the student, within 10 days, the Financial Aid Senior Advisor will confirm attendance with the academic department or professor.

If the professor or academic department is able to document that the student did begin attendance in the course(s) that he/she was originally reported as failing to begin, the Financial Aid Office will not return funds for the course(s).

If the professor or academic department does not have record that the student began attendance or if we do not receive notification from the student that the report was an error, OCCC is required to return funds to the Federal Title IV programs within 45 days from the date the never attend report was received.

If OCCC is required to return Federal Title IV financial aid funds for a

student who never begins attendance in one or more courses, the student's bursar account will be debited for the amount returned by OCCC. The student will be notified of the amount returned and the program to which the funds were returned.

For a student who receives Pell or FSEOG, and never begins attendance in any course during the payment period, OCCC is required to return all funds disbursed to the Federal Title IV programs.

For a student who receives Federal Direct Stafford Loan funds and never begins attendance in any course, OCCC is required to return all Federal Direct Stafford Loan funds that were credited to the student's account for the payment period. Additionally, OCCC Financial Aid Office must return the amount of any payment made by the student or on behalf of the student during the payment period. (not to exceed the amount of loan disbursed)

If a student begins attendance in some courses, but not all, the OCCC Financial Aid Office may be required to send back Pell and Federal Direct Stafford Loan funds depending on the student's enrollment level. If the student falls below half-time status prior to the close of the add/drop period, all loan funds on the student's Bursar Account will be returned to the Direct Loan Program. If the student's enrollment status is reduced during the add/drop period for any entry the Pell Grant amount will be reduced and payment will be made based on the new enrollment status.

Students taking courses that do not span the entire length of the semester (modules).

Students who are taking courses exclusively on an 8 week or 5 week basis or a combination of such courses including Intersessions is considered a withdrawal if they do not complete all days they are scheduled to complete within the semester.

Calculations vary from students who are in module courses. Please consult the Fact Sheet: Calculating Return of Funds for Students in Module Courses.

Students who fail to earn a passing grade in any course for the payment period (semester).

Financial assistance is awarded to students with the expectation that they will attend classes for the entire semester or payment period. Students who cease attending classes but who do not officially withdraw will be considered as having unofficially withdrawn.

When a student fails to earn a passing grade (A,B,C,D,S) in at least one course during the payment period, the OCCC Financial Aid Office must assume, that the student has unofficially withdrawn. Students who received Federal Title IV financial assistance and fail to earn one passing grade are subject to the Return of Funds policy.

Federal Title IV recipients, who fail to earn one passing grade for the payment period, will have a Return of Funds calculation based on their Last Date of Attendance (LDA). The LDA will be used as the official date at the College when the student has all grades of "F" or "U".

Students who receive a combination of grades that are not passing (F,W,U,I) the latest date assigned by the College will be used as the last date the student was enrolled for the semester and will be used in the Return of Funds calculation to determine the percentage of funds earned. If any of the official college date for an F,U,W, or I are after the 60% point of the student's period of enrollment, no calculation will be required.

After a required calculation is performed, the OCCC Financial Aid Office will return any "unearned" Federal Title IV financial aid within 45 days and the student's bursar account will be debited for the amount returned by OCCC. The student will be notified of the amount returned and the program to which the funds were returned.

HOW TO WITHDRAW FROM A COURSE AT OCCC

Students may officially drop most courses online at www.occc.edu or totally withdraw from the College in person at Registration Services (Main Building first floor). If a student needs further assistance, he/she can call 682-7512.

If a Federal Title IV financial aid recipient completely withdraws from

OCCC before they reach the 60% point of time for which they were paid, a calculation has to be completed to determine "unearned" and "earned" funds. The school and the student may be required to return funds to one or more programs in the following order:

- 1st. Unsubsidized Federal Direct Stafford Loan
- 2nd. Subsidized Federal Direct Stafford Loan
- 3rd. Federal Direct Plus Loan
- 4th. Federal Pell Grant
- 5th. Federal SEOG

Calculation of "earned" funds is based on the exact number of calendar days the student is enrolled and attending before total withdrawal, as determined by the school, and the exact number of calendar days in the payment period (semester). This percentage of time spent in attendance is the percentage of federal funds the student has earned. Other funds received are "unearned".

If it is determined, after the calculation, that the College must return a portion of Federal Title IV financial assistance which covered the students institutional charges, (tuition, fees, and any books and supplies charges the student authorized to be deducted from their Federal Title IV assistance) the student will be billed for the amount the College had to return.

If it is determined, after the calculation, that the student must also return a portion of federal funds, OCCC will return any "unearned" portion owed by the student. The student's bursar account will be debited for the amount returned by Oklahoma City Community College.

If OCCC and/or the student are required to return any "unearned" Federal Title IV financial aid, the student will be notified through their college email of the amount returned and the program to which the funds were returned.

Earned federal funds are determined for all recipients of Federal Title IV funds who totally withdraw from school before they reach the 60% point in the period of time for which they were paid. Normally this will be a sixteen week semester and 60% will be approximately 10 weeks.

After the 60% point in the payment period no return calculations are required for students who have been paid then officially withdraw. There is a definite advantage to staying in school in order to "earn" the funds received. Students can check with the Financial Aid Office for the exact date of the 60% point each semester.

Basic Calculation Example

- Payment period is 113 calendar days. Student stays 54 days and withdraws.
- Student stayed 47.8 % of the number of payment period days. 52.2 % unearned.
- Student tuition and fees for payment period totals \$547.20.
- Federal funds disbursed to the student during payment period
- \$1,312.00 Subsidized Stafford Loan (SSTE)
- \$1,562.00 Pell Grant
- \$2,874.00 Total x 47.8 % = \$1,373.77 earned aid
- Since "earned" aid is less than disbursed aid, funds must be returned.
- \$2,874.00 disbursed aid - \$1,373.77 "earned aid" = \$1500.23 "unearned aid"
- It is assumed by regulations that Federal Title IV funds paid for college charges (tuition / fees).
- The school pays the lesser of the total unearned aid (\$1,500.23) or the "unearned" college charges \$547.20 x 52.2 % = \$285.64.
- Therefore, the College must return \$285.64 to the U.S. Department since the loan funds are returned before grant funds and the school pays its share first.
- Once the school repays its "unearned" share (\$285.64), the remaining unearned share (\$1,214.59) must be returned (repaid) by the student.
- Of the remaining loan amount to be paid (\$1,026.36) the student by regulation will repay the usual monthly repayment by the terms of the loan promissory note. Therefore there is no immediate repayment of loan funds required.

- The remaining amount of the student's unearned share (\$1,214.59 - \$1,026.36) is \$188.23; however, by regulation, 50% of all Title IV grant aid disbursed plus Title IV grant aid awarded that could have been disbursed is protected. In this example, the Federal Title IV grant aid awarded was \$1562 in Pell Grant and it was all disbursed. Therefore $\$1562 \times 50\% = \781 is protected.

Post-Withdrawal Disbursement

If a student who is eligible to receive Federal Title IV financial assistance withdraws from OCCC after beginning attendance, the Financial Aid Office must determine the amount of Title IV grant or loan assistance earned by the student. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a Post-withdrawal disbursement (PWD).

If any of the following conditions have been met, the aid will be included in the "Aid that Could Have Disbursed" section of the calculation to determine if a post-withdrawal disbursement is due:

1. For all programs, the Department processed an Institutional Student Information Record (ISIR) with an official Expected Family Contribution (EFC);
2. For a FSEOG award, OCCC made the award to the student;
3. For an Direct loan, OCCC originated the loan and student completed a MPN prior to a PWD calculation;
4. For Pell, the College receives an ISIR from the federal system with an EFC for the current year.

OCCC Financial Aid Office may apply a PWD to a student's account to cover institutional charges and other charges for which the student has submitted appropriate authorization. Any amount not applied to institutional charges must be offered to the student (or parent, in the case of a PLUS loan) as a direct payment.

OCCC Financial Aid Office may apply a PWD to pay minor prior-year charges (not to exceed \$200), as long as the institution has the necessary authorization from the student (or parent, in the case of PLUS proceeds).

OCCC Financial Aid Office must offer a post-withdrawal disbursement in writing to the student (or parent, in the case of a PLUS loan) but is not required to make the disbursement if the student does not reply to the offer within fourteen (14) calendar days from the date of the offer. When a loan is offered, the letter contains language reminding the student of the loan obligation should he or she chooses to receive it.

If the institution receives a late response (after the 14 day deadline) accepting a PWD, the institution can choose whether or not to disburse. The school must respond in writing to the late request if the decision is to not disburse the funds.

Students who have questions about withdrawing from a course or total withdrawal from the College can call the Financial Aid Office for information. Please call at (405) 682-7525.

OKLAHOMA CITY COMMUNITY COLLEGE FINANCIAL AID OFFICE FACTS FOR FEDERAL TITLE IV FINANCIAL AID RECIPIENTS

Rights and Responsibilities

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

Your Responsibilities

- File an accurate FASFA
- Comply with requests for documentation
- from the Financial Aid Office.

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

Right to Know

- The requirements to complete the Verification process if your FASFA data was selected for verification. See Verification Fact Sheet.
- Costs of attending OCCC. See Fact Sheet: Packaging Policy
- About the awards you have been offered and how to access your award offer letter online.
- How the Financial Aid Office disburses funds by specific program requirements. See Fact Sheet: Payment procedures
- The schedule of disbursement for major programs and when you may expect your funds disbursed. See Disbursement Schedule online and hard copy.
- About notifications when your student loan funds have been disbursed and steps you must take to cancel the disbursement and have your loan funds returned to the Direct Loan Program.
- Information about eligibility for Federal Title IV financial assistance to participate in a Study Abroad Program. See Fact Sheet: Study Abroad
- The procedures to follow if you accept an offer of Work Study and are seeking a position on or off campus, how you will be paid, completing timesheets. See Fact Sheet: Federal Work Study
- Satisfactory Academic Progress criteria for recipients of Federal Title IV student assistance are required to meet per Federal regulations and your right to appeal for a review of your circumstances if you do not meet criteria. See Fact Sheet: Satisfactory Academic Progress.
- Steps involved to withdraw from your courses and requirements of financial aid to calculate a return of Federal Title IV funds if you fail to begin attendance in a course or courses, totally withdraw from all your courses, or failure to successfully complete your courses in a semester. See Fact Sheet: Return of Title IV Funds
- You may request the Financial Aid Office review changes in your family circumstances impacting your ability to pay for college due to these special circumstances. See Fact Sheet: Special Consideration
- You may request the Financial Aid Office review your circumstances to determine if you may be able to file as an independent student rather than a dependent student. See Fact Sheet: See Frequently Ask Questions on Webpage
- General information about the College, academic programs, your privacy rights, graduation rates, and numerous other general consumer information topics. See Disclosure of Information link on the Financial Aid Webpage.
- The opportunity to take credit hours applicable to your Degree/Certificate under a Consortium Agreement at another school(s) and have those credits count toward your enrollment level at the home school where you are seeking the Degree/Certificate.

SATISFACTORY ACADEMIC PROGRESS STANDARDS

Each student receiving Federal title IV Student Financial Assistance must maintain Satisfactory Academic Progress (SAP) by the standards provided in the policy which follows. Standards to be evaluated are qualitative (grades) and quantitative (PACE) and maximum hours attempted toward completing a degree or certificate. Federal Title IV programs to which these standards apply include: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Stafford Loans (subsidized and unsubsidized), Federal Direct Plus Loans, Federal Work-Study, Oklahoma's Promise and Oklahoma Tuition Aid Grant (OTAG). Individuals who file the Free Application for Federal Student Aid (FAFSA) to receive funds from these programs must have their SAP evaluated even if they have never received Federal Title IV Student Financial Assistance. The SAP Policy is available in the College Catalog, College Student Handbook, and on the Financial Aid Office webpage at <http://www.occ.edu/financialaid>. Detail on Fact Sheets. Individuals awarded Federal Title IV funded Student Financial Assistance will find a link to the SAP Policy in their email award notification letter. You may pick-up a copy of this policy from the Financial Aid Office. You may also contact Financial Aid at (405) 682-7525.

APPEALS:

All students who are placed on Unsatisfactory Status may appeal the status by completing the appropriate form online and submitting it. At the time of evaluation and the placement on Unsatisfactory Status, the student is notified through their college email and informed which type of appeal form to complete. Students, who exceed the maximum hours attempted, meet graduation requirements, graduate, or transfer in with a degree(s) must complete the Continued Eligibility (CE) Appeal Form which is submitted to the OCCC Graduation Office for review of the student's Academic Plan for their declared major. The process assesses remaining courses to finish the program. This information is forwarded to the Financial Aid Office for a decision to approve or deny the appeal. Students are notified of the decision through their college email.

Students who have not met the standards for successful credit hour completion rate (67%) of cumulative credit hours attempted, after being placed on Warning, will be placed on Unsatisfactory Status and may appeal using the online Suspensions Appeal Form and submitting it. The appeal form will be received and reviewed by a Financial Aid Advisor. Students are notified of the decision through their college email.

EACH APPEAL MUST EXPLAIN THE CIRCUMSTANCES IMPACTING PROGRESS AND WHAT HAS CHANGED THAT WILL NOW ENABLE THE STUDENT TO MAKE PROGRESS.

APPEALABLE CIRCUMSTANCES:

Documentation of the circumstances that have caused a student to not make Satisfactory Academic Progress must be submitted as additional documentation to the appropriate appeal form or the appeal will be denied. Circumstances that are unusual and clearly could impact a student's opportunity to meet SAP standards will be considered: Death of an immediate family member, student illness or an accident in which the student was involved and unable to attend classes, divorce, natural disaster directly impacting student, medical circumstances of an immediate family member requiring the student's care for an extended period.

THE FINANCIAL AID ADVISOR WILL ONLY APPROVE AN APPEAL IF THE STUDENT WILL BE ABLE TO MEET OCCC FINANCIAL AID SAP STANDARDS AT THE END OF THE NEXT SEMESTER OF ENROLLMENT OR THEY WILL BE ABLE TO COMPLETE A FINANCIAL AID SUCCESS PLAN (FASP) IN A SPECIFIED TIMELINE.

AUDITED COURSES:

Financial Aid funds do not pay for AUDITED COURSES. If a course is changed to AUDIT, a student will have to repay Financial Aid funds if

payment was based on credit hours for the course. Students who wish the Financial Aid Office to re-evaluate SAP after a final grade is assigned must notify their Financial Aid Advisor in writing. For students taking courses under a Consortium Agreement, with OCCC the Home School, must submit their grade(s) at the end of each semester for use in evaluating SAP. Failure to submit grades will lead to an Unsatisfactory Status and cancellation of the Title IV awards.

DEGREE COMPLETION:

A student who completes associate degree or certificate program requirements, or those who graduate with a certificate or associate degree, are initially considered ineligible and must appeal to establish their educational goal (academic plan) and credit hours needed to complete a second degree or certificate from OCCC.

DEVELOPMENTAL COURSEWORK:

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

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

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

FINANCIAL AID SUCCESS PLANS:

The Financial Aid Office has the option, based on professional judgment, to initiate with a student placed on Warning or Probation an Individual Success Plan to help move a student toward SAP in a specified time frame. This may include one or more of the following; referral to support services, a reduced course load, scheduled counseling sessions, adjustments to financial assistance. Students are expected to participate in their success plan.

PROBATION:

If a student's appeal is approved, the student is placed on Probation for the next semester of enrollment. Conditions of the Probation semester will be stated in the email notification to the student. At the close of the Probation semester if the student has not met the conditions set forth when the appeal was approved they will be placed on Unsatisfactory Status and will not be eligible for Federal Title IV Student Financial Assistance program funds. If the student meets or exceeds all SAP criteria at the close of the Probation semester, they are placed on Satisfactory Status.

QUALITATIVE EVALUATION: GPA:

The Financial Aid Office evaluates grade point average as the measure of qualitative Satisfactory Academic progress (SAP) assessed by the Registrar's Office and consistent with criteria established by the Oklahoma State Regents for Higher Education (OSRHE). Evaluation of SAP occurs after each semester (fall/spring/summer). A student who is a recipient of Federal Title IV program funds during the semester will be evaluated. If the student meets cumulative GPA standards used by the Registrar they are considered to meet Financial Aid SAP for the qualitative evaluation component. Through 30 semester credit hours a cumulative GPA 1.7 and greater than 30 semester credit hours a 2.0 cumulative GPA.

QUANTITATIVE EVALUATION: PACE:

The cumulative rate of credit hours successfully completed as a percentage of cumulative credit hours attempted is a measure of the PACE at which a student receiving Federal Title IV program funds is progressing toward a degree or certificate. Transfer credit hours recorded on the college database that apply to any degree or certificate at Oklahoma City Community College will be counted in the evaluation formula for assessing PACE. The cumulative minimum rate or percentage of credit hours completed is 67% of cumulative credit hours attempted. The Financial Aid Office considers remedial or developmental credits in the calculation of PACE. Grades that are counted for successful cumulative completion are; A,B,C,D,P,S and CIP. Grades not considered successful include; F,AW,W,I,NP and U. A grade of I, once changed due to course completion will then be considered in evaluation of progress.

QUANTITATIVE EVALUATION: MAXIMUM CREDIT HOURS:

The maximum number of credit hours allowable for a student receiving Federal Title IV Student Financial Assistance to complete a degree or certificate is 150 percent of the credit hours normally required to complete a degree or certificate program. Remedial or developmental course credits are not counted toward the maximum credit hours attempted. However, transfer credits which will apply to any associate degree or certificate at OCCC are counted toward the maximum credit hours allowable. The maximum credit hours attempted for a specific program will be determined by the required credit hours in each program times 1.5 and used in the final evaluation.

A STUDENT, UPON SAP EVALUATION, WILL BE DETERMINED INELIGIBLE IF THEY CANNOT COMPLETE THEIR PROGRAM OF STUDY BY THE TIME THEY REACH 150% OF THE CREDIT HOURS TO COMPLETE A DEGREE OR CERTIFICATE PROGRAM AT OCCC**

REGAINING ELIGIBILITY:

Students placed on Unsatisfactory Status by the Financial Aid Office, then placed on Probation after a successful appeal lose eligibility after one semester of Probation if they have not met SAP standards. Students may regain eligibility by taking at least six (6) credit hours on their own in each subsequent semester until they meet all SAP standards. They may then submit an online Suspension Appeal Form to the Financial Aid Office explaining they have now met all Financial Aid SAP standards. The Financial Aid Advisor will review the student's cumulative history and if the student has met the SAP standards, will place the student on Satisfactory Status for the next semester of enrollment. A student on Probation based on a Continued Eligibility (CE) appeal must meet all SAP standards each semester to remain on schedule to complete their Financial Aid Academic Plan. The Financial Aid Success Plan is void if the student does not meet all SAP standards each semester (67% PACE and 2.0 GPA).

REPEATED CREDIT HOURS:

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

SAP STATUS:

The evaluation of SAP occurs at the close of each payment period (semester). Students receiving Federal Title IV funded Student Financial Assistance must meet all SAP criteria to be making progress. Students placed on a Warning status are eligible to receive Federal Title IV funded Student Financial Assistance for their next semester of enrollment. Students not meeting cumulative GPA requirements are placed on Warning. Additionally, a status of Academic Suspension assigned by the Registrar is posted to the Financial Aid Database. Academic Suspension prevents a student from taking courses for the next semester; therefore, the student is ineligible for financial assistance. Students assigned a Notice or Probation by the Registrar are able to enroll for courses. The Financial Aid Office also evaluates the Quantitative measures (PACE and Maximum Allowable Credit Hours).

Students who have not met the 67% cumulative completion rate (PACE) at the time of evaluation will be placed on Warning. Students on Warning are eligible to receive Federal Title IV funded Student Financial Assistance for their next semester of enrollment. At the time of evaluation for a semester during which a student was placed on Warning, if the student has not met the 67% cumulative completion rate (PACE) the student will be placed on Unsatisfactory Status and is not eligible for Federal Title IV funded Student Financial Assistance.

Students who exceed the Maximum Allowable Credit Hours for a degree or a certificate program at the time of evaluation each semester and have not earned a credential (associate degree or certificate) are placed on Unsatisfactory Status.

TRANSFER STUDENTS:

Students who have attended other colleges and universities are required to submit academic transcripts to the OCCC Records Office by rules of the Oklahoma State Regents for Higher Education. Once transfer credits are evaluated and placed on the college database, the Financial Aid Office will consider all college level credit hours that apply to any degree or certificate program offered by OCCC when evaluating both Course Completion Rate (PACE) and Maximum Allowable Credit Hours. Transfer students to OCCC who have an earned associate degree, bachelors, masters and/or doctorate degree are considered ineligible initially and must complete an appeal form for Continued Eligibility and must establish their educational goal (academic plan) and the credit hours required to complete the degree from OCCC prior to review of the appeal.

SCHOLARSHIPS

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

High School Scholarships

The Regent's Scholars Program, a two-year scholarship (tuition and book allowance); the Presidential Scholarship Program, a two-year scholarship (tuition and book allowance); and the Freshman Scholarship, a one-year scholarship (tuition only) are available for recent high school graduates. Eligibility requirements may vary for these competitive scholarships. For more information and scholarship application forms, contact the Office of Recruitment and Admissions at (405) 682-OCCC (6222), or visit our web site at www.occc.edu/admissions/fa.html.

Career Development Scholarship

The Career Development Scholarship 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 Recruitment and Admissions at (405) 682-OCCC (6222), e-mail psst@occc.edu, or visit our web site at www.occc.edu/admissions/fa.html.

Tuition Waiver Scholarships

Tuition Waiver Scholarships are available to new, current, and concurrently enrolled students. Tuition Waivers are awarded based on financial need, academic achievement and talent. Interested students may contact Student Financial Aid for more information. Need-based waivers are generally awarded by Financial Aid while academic and talent waivers are awarded by the various academic departments of the College and by the College Administration. Applications are available at Financial Aid based on a deadline date for each semester published in the student newspaper. Students

should watch for these notices. For more information, call (405) 682-7525. Prospective and current students must be Oklahoma Residents, be enrolled half time as defined by the College Registrar. Continuing students must maintain at least a 2.00 grade point average. Each academic department sets its own GPA requirements for merit and talent waivers. Awards are made semester by semester and applied to the student's Bursar account.

External Scholarships

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

Concurrent Enrollment Scholarships

High school seniors who meet institutional requirements for concurrent enrollment (see "Admissions") are eligible to enroll in up to 6 credit hours per semester without paying tuition. Tuition will be waived at the time of enrollment. For more information call the Office of Early College Awareness, (405) 682-7533, or the Office of Recruitment and Admissions, (405) 682-OCCC (6222).

SPECIAL TOPICS

Students, prospective students and/or parents seeking information on the following topics may access the Student Financial Aid web page at www.occ.edu/financialaid to review a variety of student financial assistance

FACT SHEETS including these special topics:

- Costs of Attendance
- Satisfactory Academic Progress
- Financial Aid policy for awarding Federal Title IV Student Financial Assistance (Packaging)
- Financial Aid policy for payment procedures
- Requirements for return of Federal Title IV Aid for students who withdraw, never attend class, or have not successfully completed courses.
- Eligibility requirements for students wishing to study abroad and receive Federal Title IV Aid
- Deferment and cancellation provisions for student loan borrowers

STUDY ABROAD PROGRAMS

Federal Title IV Student Financial Assistance regulations allow for students to receive federal funds to take a course(s) in an official College Study Abroad semester(s). A student who is eligible for Title IV grants or loans may receive funds provided the student has current eligibility.

Students should plan to contact the Financial Aid Office early if they are seeking assistance for a Study Abroad semester. This will allow time for the Financial Aid Office to evaluate eligibility and provide funding for the semester if funds are available. The following variables are to be considered when evaluating eligibility for Study Abroad:

- Student must be seeking a Certificate or Degree at OCCC, and all academic transcripts from prior colleges and universities must be on file in the OCCC Records Office.
- Student must be making Satisfactory Academic Progress by financial aid regulations.
- The course(s) the student is taking in the Study Abroad Program must be on the certificate or degree plan for the student at OCCC.
- Student must have eligibility for Federal Title IV funds for the semester(s) of Study Abroad.
- Students who have received their maximum allowable funding for the current academic year will not be eligible for grants or loans for summer.
- Student must be enrolled in a sufficient number of credit hours for the semester(s) of Study Abroad to receive financial assistance funds.
- To receive student loan funds, a student must be enrolled at least half time for any given semester.

- Some students with a low Expected Family Contribution (EFC) may receive Pell Grant funds if enrolled less than half-time.
- Half-time enrollment for financial aid purposes for receiving Federal Title IV funds is 6 credit hours in any semester: Fall, Spring, or Summer.

SERVICES FOR STUDENTS

BOOKSTORE

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

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

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

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

CAREER TRANSITIONS

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

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

The Career Transitions office is located on the second floor of the Main Building in area 2P8 and 2R8 and can be contacted by telephone at (405) 682-7844, fax (405) 682-7824, or on the web at www.occ.edu/career.

CHILD DEVELOPMENT CENTER & LAB SCHOOL

Student Scheduled Child Care for Students

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

Student Scheduled Child Care Cost Information

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

Enrollment Fee: \$15.00
Cost Per Session: \$10.00
Meal Charge: \$3.00

Student Scheduled Child Care Schedule

Session One: 7:30AM–10:30AM
Session Two: 10:30AM–1:30PM
Session Three: 1:30PM–4:30PM
Session Four: 4:30PM–8:30PM
Session Five: 7:30PM–Close

COLLEGE UNION

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

COMMUNITY OUTREACH AND EDUCATION

Community Outreach and Education provides short-term, non-credit courses designed to improve basic skills for adults, senior citizens and children. COE is located at the Family and Community Education Center, 6500 S. Land Avenue Oklahoma City, OK 73159. To enroll, call 686-6222 or visit www.occ.edu/coe.

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

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

Adult Personal Enrichment

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

College for Kids/ACT® Prep

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

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

COMMUNITY SERVICES

Oklahoma City Community College Capitol Hill Center

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

Cultural Programs

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

Arts Festival Oklahoma

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

CAS - For Young Audiences

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

Cultural Arts Series

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

The Gallery at OCCC

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

The Professional Development Institute at OCCC

The Professional Development Institute at Oklahoma City Community College recognizes the need for ongoing workforce development to help the business community contend with intense global competition, increasing

job complexity and a changing world economy. We partner with employers to offer cost-effective, innovative learning options designed to strengthen organizational effectiveness, promote professional development, enhance technical competencies, improve individual performance, and increase productivity to maximize profitability.

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

Non-credit certifications include:

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

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

Online Career Training Courses (Non-credit)

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

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

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

Online Courses (Non-credit)

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

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

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

Transitional Leadership Academy

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

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

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

COUNSELING

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

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

Retention Alert

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

DEGREE CHECK/AUDIT

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

DRUG EDUCATION

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

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

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

EARLY COLLEGE AWARENESS

The goals of the College's Early College Awareness efforts 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.

Concurrent Enrollment

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

Pathways Middle College

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

EDUCATIONAL AND CAREER PLANNING

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

Student Employment and Career Services

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

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

HEALTH SERVICES

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

KEITH LEFTWICH MEMORIAL LIBRARY

Located just northeast of the Main Building, the Library is open nearly 90 hours a week for use by Oklahoma City Community College students, staff, faculty and members of the community. Students have direct access to library holdings of more than 150,000 items that include books, serials, DVDs, CDs, microfiche, maps, videos and online databases. The Library provides over 76 computers to access the web based online catalog and tens of thousands of online magazine and newspaper full text articles and citations. Login is

required for computer use. Students must use their MineOnline/student email user name and password. Guests must show a valid state/federal photo ID at the Circulation Desk for a guest pass. The Library has small-group study rooms for groups of two or more.

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

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

LEARNING LABS

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

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

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

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

The Biological Science Center is an interdisciplinary area designed to accommodate the independent study needs of students in the biological sciences. Free tutoring is available and appointments are required for lab exercises.

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

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

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

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

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

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

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

Psychology Lab - (405) 682-7573

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

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

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

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

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

PROGRAM/MAJOR SELECTION

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

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

RECREATION AND FITNESS

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

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

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

Recreation

Non-credit recreational offerings include group fitness classes such as spinning, pilates, yoga, and land or water aerobics, swimming, diving, SCUBA and weight training. Oklahoma City Community College hosts a variety of water safety certification programs, and provides non-credit training in First Aid, CPR, blood borne pathogens and AED courses, many of which help to meet requirements for entrance into the EMT, Nursing, OT and PT curricula. Recreation and Fitness also offers hundreds of classes and camps for children each year and specializes in offering quality youth sports programs such as Basketball, Soccer and T-ball. Students with children should look to OCCC to meet all their children's activity and learning needs outside of school. Our adult basketball and volleyball leagues are open to the community. Open recreational times are available for students with current I.D. at no additional charge for use of the pool, gymnasium and weight room. Community members including families of students may access facilities with the purchase of a day pass, punch card or membership. Each of our facilities is available for rent including poolside birthday parties or group parties. Contact the Recreation office at (405) 682-7860.

Intramurals

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

SERVICES FOR STUDENTS WITH DISABILITIES

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

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

Student responsibilities may include:

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

Contact the Office of Student Support Services for information on documentation needs and services available. Students are advised to make their request well in advance of the beginning of classes (especially advisable if the accommodation requires a textbook in an alternative format. Inquiries about reasonable accommodations for persons with disabilities can be directed to Office of Student Support Services at (405) 682-7520 or visiting www.occc.edu/support/disability. Students with disabilities wishing to appeal decisions regarding accommodations planned or provided may request an ADA grievance form from the office of the ADA coordinator. Call (405) 682-7850 to request the form or go to <http://www.occc.edu/Support/GrievanceForm.pdf>.

STUDENT ACTIVITIES AND ORGANIZATIONS

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

Student Activity fees fund the campus events offered through the Office of Student Life, and all students are encouraged to participate. Annual events include Student Organization Fair, the Halloween Carnival and the Student Leadership Retreat, plus a lecture series and service learning opportunities. An activities calendar, giving specific information about student activities and other campus events, is available in the Office of Student Life, sent to student email accounts monthly, or 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.

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

Clubs and Organizations:

Advocates of Peace
Baptist Collegiate Ministries (BCM)
Black Student Association (BSA)
Chi Alpha
Christ Campus Fellowship
Christians on Campus
College Democrats
College Republicans
Cyber Club
Engineering Club
Gay Straight Alliance (GSA)
Health Professions Club
Hispanic Organization to Promote Education (HOPE)
International Student Association
Japanese Culture Club
Kappa Belta Delta
Military Student Association
Moving in a New Direction
Multicultural Business Club
Muslim Student Association
Native American Student Association (NASA)
Nursing Student Association
Oklahoma Biotechnology Association
Oklahoma Intercollegiate Legislature
Phi Theta Kappa (PTK) Honor Society
Photography Club
Political Science Association

Psi Beta Honor Society
Psychology Club
Sociology Club
Student Emergency Medical Technician Association (SEMTA)
Student Occupational Therapy Association (SOTA)
Student Physical Therapist Assistant Organization (SPTAO)
Students in Free Enterprise (SIFE)
The Art Guild (TAG)

STUDENT PUBLICATIONS

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

STUDENT SUCCESS SEMINARS

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

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

SUCCESS IN COLLEGE AND LIFE COURSE

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

TRANSFER INFORMATION

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

TRIO PROGRAMS

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

- TRiO Student Support Services provides eligible OCCC students with academic and support services to ensure their successful transfer and/or completion of a baccalaureate degree. Services include peer tutoring, study skills training, time management skills, academic advisement, financial aid and scholarship assistance, and college transfer assistance. Additional services include peer mentoring, personal counseling, cultural awareness, and career exploration. More information: MB 1T7, 682-7865, www.occc.edu/sss.

- TRiO Upward Bound is a pre-college program designed to provide support for students grades 9 through 12 in their preparation for college entrance. Upward Bound currently serves students at the following high schools: Capitol Hill, U.S. Grant, Southeast, Westmoore, Southmoore, Moore and Pathways Middle College. Upward Bound provides students with academic and support services through personal, financial aid, and career counseling and academic tutoring. Each summer Upward Bound students attend a six-week academy held at Oklahoma City Community College. More information: MB 1V7, 682-7865, www.occc.edu/upwardbound.

STUDENT INFORMATION

RELEASE OF ACADEMIC INFORMATION

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

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

Change of Name, Address or Telephone Number

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

Directory Information

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

Please consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block will call for Oklahoma City Community College not to release any or all of this "directory information;" thus, any future requests for such information from non-institutional persons or organizations will be refused.

Oklahoma City Community College will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, Oklahoma City Community College assumes no liability as a result of honoring your instructions that such information be withheld.

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

Notification of Student Rights under FERPA

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

- The right to inspect and review education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriated official, a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Students may ask the College to amend a record that they believe is inaccurate or misleading. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the college decides not to amend the record as requested, the College will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is the disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, information technology contractor, consultant, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College may also disclose education records without consent to officials of another school in which a student seek or intends to enroll.

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

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

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

Student Consumer Information

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

STUDENT CONDUCT

Student Conduct and Discipline

The College is committed to providing an environment where people can study and learn. To maintain such an environment, procedures have

been developed to protect the rights, health, and safety of students, staff and faculty. Information on the Student Conduct Code and the Student Disciplinary Procedures is available in the Student Handbook and through staff in the Office of the Vice President for Enrollment and Student Services.

Student Grievance Procedures

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

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

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

STUDENT SAFETY

Bloodborne Pathogens

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

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

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

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

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

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

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

Campus Police Department

The Campus Police Department is located on the first floor of the Main Building, Room 1K8, and is staffed continuously during all building operating hours. The Campus Police Department has the responsibility to provide a college environment that is both safe and secure. The department

officers are Basic Life Support qualified and manage the College's traffic and parking program, which includes the issuance of citations for parking and traffic violations. Services provided by the Campus Police Department include motorist assistance and parking lot escorts.

Emergencies on Campus

Any emergency should be handled by dialing College extension 7747 or by pressing the emergency button on any college phone, or using the emergency call boxes located at most building exits and in the parking lots for assistance.

Emergency Procedures for Persons with Disabilities

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

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

Health Emergencies

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

Fire

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

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

ACADEMIC INFORMATION

ADVANCED STANDING CREDIT

Prior Learning Assessment (PLA)

Oklahoma City Community College supports the concept of life long learning and knows that learning takes place in many environments and in many different ways. PLA is one method used to earn Advanced Standing Credit. It is a process that allows adults to identify and demonstrate relevant learning acquired through life and work experience, and to translate that learning into college credit. PLA provides for the identification and confirmation of past learning by systematically evaluating the learning against established academic standards for awarding college credit. Credit is only awarded for actual college level learning, not for experience. The learning must demonstrate a balance between theory and practical application. Faculty who are subject matter experts will evaluate competency. OCCC has provided for some forms of PLA in the past such as course substitutions or evaluations, CLEP, on-campus testing/evaluation and portfolio development for credit. For more information on how to obtain PLA, contact the Office of Academic Advising at (405) 682-7535.

ATTENDANCE AND RESPONSIBILITY FOR LEARNING

All students receive assistance in identifying and achieving goals.

The College's approach to education emphasizes that students accept responsibility for their learning. Therefore, students are expected to make maximum use of learning opportunities available to them.

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

Attendance Requirements

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

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

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 Forgiveness

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

**Committee Approval Required*

Repeated Courses

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

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

Academic Notice

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

Academic Probation

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

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

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

Transfer Probation Students

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

Academic Renewal

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

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

Academic Reprieve

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

1. At least three years must have elapsed between the period of time in which the grades being reprieved were earned and the time the reprieve is being requested.
2. The semester in question must be an unsatisfactory semester with a grade point average of less than 2.0.
3. Prior to requesting the reprieve, the student must have earned a minimum of twelve credit hours (excluding activity or performance courses) with a grade point average of 2.0 or higher. During this period, no grade lower than a "C" may have been earned in any regularly-graded coursework.
4. The reprieve request may be either for one semester or term of enrollment or for two consecutive semesters or terms of enrollment.

If the student's request is for two consecutive semesters, the College committee responsible for approval may choose to reprieve only one semester.

5. Any reprieve which is approved and awarded will be for all grades earned and hours attempted within the reprieved semester(s) or term(s). Students who are granted a reprieve will not receive credit for any courses passed during the reprieved semester or term. However, if a student has proven proficiency within a reprieved course as evidenced by a passing grade, the student will not be required to repeat the same course. An additional course must be used to replace the reprieved credit hours.
6. A student may receive only one academic reprieve or one academic renewal during his/her academic career.
7. Semesters or terms reprieved will continue to appear on the official college transcript, but will be noted with an * as forgiven. The transcript legend will further note that reprieved coursework is not used in the calculation of the retention/graduation grade point average but is used in the calculation of the cumulative grade point average.
8. Although the academic reprieve provision may be an option for coursework completed prior to the conferral of a degree, a preexisting graduation GPA will not be adjusted.

Academic Suspension

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

ACADEMIC WORKLOAD

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

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

| Week of Instruction | Normal Academic Workload | Appropriate Faculty Advisor or Academic Advisor Approval Required | Director of Academic Advising Approval Required |
|---------------------|--------------------------|---|---|
| Instruction | Credit Hours | Credit Hours | Credit Hours |
| 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.

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.

CO-ENROLLMENTS AT OTHER COLLEGES

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

COURSE RE-ENROLLMENT

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

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

EDUCATIONAL APPROACH AND GRADING

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

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

Appealing a Grade

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

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

Definitions and Provisions

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

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

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

S-(Satisfactory)

In a limited number of courses, the grades S and U are used. An S is a neutral mark indicating minimal competencies have been met. An S is also used to indicate credit earned through advanced standing examination. The grade of S is not used in computing grade point averages.

U-(Unsatisfactory)

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

I-(Incomplete)

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

W-(Official Withdrawal)

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

AW-(Administrative Withdrawal)

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

AU-(Audit)

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

Grade Point Average

Cumulative GPA

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

Graduation GPA

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

Retention GPA

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

Grade Reporting

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

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

Grading Systems

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

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

ENTRY-LEVEL ASSESSMENT

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

Reading and Reasoning (R)*

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

Mathematics*

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

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

Writing (W)*

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

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

EDUCATIONAL PARTNERSHIPS

Cooperative Alliance Programs

*Aviation Maintenance Technology

Business

- Administrative Office Technology/Adm Office Specialist

- Administrative Office Technology/Legal Secretary

Automotive Technology

- Automotive Technology Internship Program Emphasis

* Non-Structural Repair Emphasis

* Painting and Refinishing Emphasis

Child Development

Computer-Aided Technology

- Computer-Aided Design Emphasis

Computer Science

- Computer System Support Emphasis

- Cyber/Information Security Emphasis

*Database Administration

*Diagnostic Medical Sonography

*Diesel Technology

*Electronics

- General

- Instrumentation and Control

*Enterprise Communication Systems

Graphic Communications

- Print Media

*Manufacturing Technology

- Precision Machining

- Advanced Manufacturing

*Medical Assistant

*Network Technology

*Orthotics/Prosthetics

*Respiratory Care Therapist

*Surgical Technology

Technology

**Programs are only offered through the cooperative alliances.*

OKC Downtown College

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

Redlands Community College Partnership

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

Rose State College Partnership

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

Southeastern Oklahoma State University Partnership

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

University of Oklahoma Partnership

Oklahoma City Community College and the University of Oklahoma have forged a partnership to better serve the student whose educational goal is the baccalaureate degree. More and more students are choosing to start their college education by completing an associate degree before transferring to a university. The partnership between Oklahoma City Community College and the University of Oklahoma is designed to provide the transfer student an effective and efficient support system to ensure ease of transfer. The University of Oklahoma offers a number of courses on the Oklahoma City Community College campus. Staff from the University of Oklahoma are

hosted by Office of Academic Advising on the Oklahoma City Community College campus where students can receive academic advisement as well as process information for admission to the University. Enrollments for courses offered by the University of Oklahoma on the Oklahoma City Community College campus are also handled at this center. For more information, call Office of Academic Advising at (405) 682-7535.

University of Oklahoma (AFROTC) Partnership

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

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

University of Central Oklahoma Partnership

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

Technology Center Partnerships

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

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

HONORS PROGRAM

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

Application Process

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

Contact Information

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

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

Eligibility

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

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

To Graduate With Honors, Students Must:

1. Complete a minimum of 15 credit hours earned in honors courses at Oklahoma City Community College earning an A or B⁺ in each course.
2. Have a minimum cumulative grade point average of 3.5.
3. Complete at least 75% of all attempted class enrollments at Oklahoma City Community College.

Program Benefits for Students:

1. One-on-one academic interaction with instructors.
2. Recognized academic distinction.
3. Enhanced scholarship opportunities.
4. Honors stoles awarded to be worn at Commencement.
5. Earned "H's" are placed on student's transcript.
6. "With Honors" printed on student's transcript and diploma.
7. Tuition Waiver opportunities for qualified applicants.

HONOR ROLLS

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

President's Honor Roll

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

Vice President's Honor Roll

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

ONLINE COURSES

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

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

SPECIAL ACADEMIC PROGRAMS

Oklahoma City Community College is a comprehensive educational institution.

The College offers an extensive variety of educational programs and services to meet diverse individual needs. As a result, wide-ranging educational opportunities are available for students interested in maximizing their chances for success in the job market, for students planning to transfer to a university or four-year college, or for students who want to resume studies which were previously interrupted.

In addition, services are provided to help students succeed at the College. For example, specific courses and labs are available to help students improve learning skills in areas such as reading, writing, and math.

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

English as a Second Language

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

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

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

STUDENT OUTCOMES ASSESSMENT

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

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

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

U.S. MILITARY CONCURRENT ENROLLMENT

Programs (SOC, ConAP and SOCNV)

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

GRADUATION REQUIREMENTS

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

COMMENCEMENT

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

COMPUTER PROFICIENCY REQUIREMENT

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

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

A student may satisfy the computer proficiency requirement by:

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

Courses which satisfy the computer proficiency requirement

Any online course or web enhanced course:

| | |
|-----------|---|
| ACCT 2213 | Computerized Accounting |
| AOT 1113 | Computer Keyboarding |
| AOT 1713 | Beginning Word Processing Applications |
| AOT 2013 | Legal Billing |
| AOT 2313 | Intermediate Word Processing and Applications |
| AOT 2323 | Legal Terminology and Machine Transcription |
| AOT 2453 | Office Information Processing |
| AOT 2463 | Applied Graphics with Desktop Publishing |
| AOT 2473 | Office/Accounting Spreadsheet Applications |
| APPM 1313 | Mathematics for Health Careers |
| ART 1173 | Computer Drawing |
| ART 1363 | Multimedia |
| ART 2533 | 3D Rendering and Design Visualization |
| ART 2573 | Digital Painting |
| ART 2633 | 3D Animation and Special Effects |
| BUS 2033 | Business Communications |
| CAT 1214 | Computer-Aided Design |
| CAT 1223 | Game Development and Design Concepts |
| CAT 1253 | CAD 3D Modeling |
| CAT 1413 | CAD Hardware and Software |
| CAT 1513 | Digital Imaging |

| | | | |
|----------|---|-----------|---|
| CAT 2113 | CAD Management and Standards | ECS 2272 | Advanced JAVA Elements |
| CAT 2163 | CAD Programming and Automation | ECS 2334 | Advanced Routing/Switching |
| CAT 2223 | Game Level Design | ECS 2354 | Advanced Solaris |
| CAT 2533 | 3D Rendering and Design Visualization | ECS 2364 | Advanced Network and Design Management |
| CAT 2540 | Applications in CAD | ECS 2414 | Building Scalable Networks |
| CAT 2633 | 3D Animation and Special Effects | ECS 2434 | Building Remote Access Networking |
| CAT 2924 | Design Project | ECS 2454 | Building Multi-Layer Switched Networks |
| CS 1103 | Introduction to Computers and Applications | ECS 2474 | Internetwork Troubleshooting |
| CS 1143 | Beginning Programming | ECS 2514 | Fundamentals of Network Router Security |
| CS 1153 | Introduction to Computing Technologies | ECS 2534 | Fundamentals of Network Security for PIX FW |
| CS 1333 | Database Management Applications | ECS 2554 | Fundamentals of Wireless LANs |
| CS 1343 | Spreadsheet Application | ET 1124 | Digital Logic Fundamentals |
| CS 1353 | Introduction to Operating Systems and Hardware | ENGR 1213 | Engineering Graphics & Design |
| CS 1363 | Digital Media Development | ENGR 2103 | Interactive Engineering Design Graphics |
| CS 2113 | Computer-Based Information Systems | ENGL 1113 | English Composition I (when listed in the class schedule as a "Computer-Assisted Writing" offering) |
| CS 2123 | Assembly | ENGL 1213 | English Composition II (when listed in the class schedule as a "Computer-Assisted Writing" offering) |
| CS 2143 | Digital Video Editing | ENGL 1233 | Report Writing |
| CS 2153 | Supporting Operating Systems | ENGL 2003 | Creative Writing (when listed in the class schedule as a "Computer-Assisted Writing" offering) |
| CS 2163 | Java | GCOM 1053 | Electronic Publishing: InDesign I |
| CS 2173 | Oracle | GCOM 1133 | Introduction to Macintosh |
| CS 2183 | Linux | GCOM 1153 | Digital Photography |
| CS 2193 | Supporting Desktop Applications | GCOM 1183 | Computer Drawing: Illustrator |
| CS 2223 | Systems Analysis and Design | GCOM 1223 | Advertising Layout |
| CS 2303 | Networking Technologies | GCOM 2053 | Electronic Publishing: InDesign II |
| CS 2363 | C++ | GCOM 2323 | Publication Design |
| CS 2403 | Computer Support Services | GCOM 2353 | Applied Graphic Art |
| CS 2413 | Web Site Development | GCOM 2773 | Image Editing: Photoshop I |
| CS 2433 | Digital Media Scripting | GCOM 2783 | Image Editing: Photoshop II |
| CS 2443 | SQL Server | GCOM 2793 | Web Page Design I |
| CS 2453 | Visual Basic | HIST 2303 | Historical Research, Methods, and Writing |
| CS 2463 | Advanced Java | HIST 2353 | World History: Latin America |
| CS 2503 | Network Administration | JB 1133 | News Writing |
| CS 2513 | Client-Side Programming | LS 0023 | College Writing I (when listed in the Class Schedule as a "Computer-Assisted Writing" offering) |
| CS 2553 | Advanced Visual Basic | LS 0033 | College Writing II (when listed in the Class Schedule as a "Computer-Assisted Writing" offering) |
| CS 2563 | C# | MA 2234 | Administrative Medical Office Procedures |
| CS 2573 | Oracle Database Administration | MET 1143 | Computer Numerical Control Operation |
| CS 2610 | Internship | MET 1153 | Computer Numerical Control Setup |
| CS 2623 | Server-Side Programming | MET 2423 | Computer Numerical Control Programming |
| CS 2703 | Introduction to Cyber/Information Security | PRDT 1223 | Introduction to Computer-Aided Manufacturing |
| CS 2713 | Principles of Information Security | PRDT 1534 | Programmable Controller Programming |
| CS 2723 | Secure Electronic Commerce | PRDT 2222 | Statistical Process Control |
| CS 2743 | Enterprise Security Management | PRDT 2544 | Computer Integrated Manufacturing |
| CS 2753 | Information System Assurance | PRDT 2553 | Computer-Aided Machining |
| CS 2763 | Network Security | MATH 1503 | Contemporary Mathematics |
| CS 2773 | Secure System Administration and Certification | MATH 2104 | Calculus and Analytic Geometry I |
| CS 2783 | Cyber Forensics | MATH 2214 | Calculus and Analytic Geometry II |
| DBM 1000 | Special Topics 1-4 Credit Hours | MATH 2314 | Calculus and Analytic Geometry III |
| DBM 1103 | Database Theory | NT 1000 | Special Topics 1-4 Credit Hours |
| DBM 1313 | Introduction to SQL | NT 1114 | Microcomputer Installation and Service |
| DBM 1333 | Database Administration | NT 1124 | Computer Network Connections: Copper |
| DBM 2000 | Special Topics 1-4 Credit Hours | NT 1134 | Configuring and Troubleshooting Desktop Applications |
| DBM 2313 | Database Back Up and Recovery | NT 1144 | Introduction to Networking |
| DBM 2322 | Database Networking | NT 1154 | Internetwork Theory and Design |
| DBM 2334 | Database Performance Tuning | NT 1164 | MS Windows Professional Installation and Support |
| DBM 2353 | Database Administration with SQL Server | NT 1184 | Linux Installation and Administration |
| DBM 2363 | Unix for Database Administrators | NT 1194 | Novell NetWare Installation and Administration |
| DBM 2373 | Database and Application Design Using CASE | NT 1224 | MS Office Installation and Support |
| ECS 1000 | Special Topics | NT 1233 | Network Routing Systems |
| ECS 1022 | Introduction to Enterprise Communications Systems | NT 2000 | Special Topics 1-4 Credit Hours |
| ECS 1054 | Basic Web Design Elements | NT 2114 | MS Windows Server Installation and Support |
| ECS 1214 | PC Hardware and Software | NT 2124 | Network Switching Systems |
| ECS 1233 | Operating Systems | NT 2144 | Network Services |
| ECS 1253 | Beginning Solaris | | |
| ECS 1273 | Basic JAVA Elements | | |
| ECS 1314 | Networking Fundamentals | | |
| ECS 1334 | Routing Technologies | | |
| ECS 2000 | Special Topics | | |
| ECS 2224 | Network Operating Systems | | |

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|----------|--|
| NT 2154 | Directory Services |
| NT 2164 | WAN Systems and Design |
| NT 2324 | Network Planning and Design |
| NT 2344 | Proxy Server Installation and Administration |
| NT 2374 | Computer Network Connections: Fiber |
| NT 2394 | Network Administration |
| NUR 1519 | Nursing Process I |
| NUR 1529 | Nursing Process II |
| NUR 2539 | Nursing Process III |
| NUR 2549 | Nursing Process IV |
| PTA 1213 | Pain Management and Massage |
| PTA 2113 | PTA Systems/Problems |

COURSE SUBSTITUTIONS

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

DELAYED DEGREES

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

DISCLOSURE OF GRADUATION RATES

Oklahoma City Community College, in compliance with the Student Right-to-Know Act, makes available to any enrolled or prospective student its completion or graduation rate. This information is available upon request in the Office of Records and Graduation Services.

DOUBLE MAJORS

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

GRADUATION APPLICATION PROCEDURE

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

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

Additional information, such as course descriptions, catalogs or syllabi may also be required in order to evaluate or document transfer credit.

These documents along with all requested course substitutions must also be submitted by the student prior to the graduation application deadline.

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

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

OPTIONS WITHIN A MAJOR

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

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

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

RESIDENCY REQUIREMENTS FOR A DEGREE OR CERTIFICATE

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

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

SECOND ASSOCIATE DEGREE

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

SELECTION OF CATALOG

Students who have been actively pursuing their degree requirements may complete the requirements which were stated in the College Catalog at the time they declared a major and were accepted into a degree program or of any subsequent College Catalog.

Students are considered to be actively pursuing their degree requirements when they have earned a minimum of six credit hours at Oklahoma City Community College during each 12-month period.

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

DEGREES AND CERTIFICATES

PROGRAMS OF STUDY

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

Associate in Applied Science Graduate

Educational Guarantee

Technical Education Guarantee

If an Associate in Applied Science (A.A.S.) graduate is judged by the initial employer to be lacking in either academic or technical job skills identified as exit competencies by Oklahoma City Community College for the specific degree program, the graduate will be provided up to nine credit hours of additional education at and by Oklahoma City Community College.

Special conditions that apply to the guarantee are as follows:

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

Certificates of Mastery

Frequently, students want to complete a specified curriculum pattern of fewer than 60 credit hours which will allow them to meet the certification

requirements of various state agencies or other external certifying groups. As a result, certificate programs are offered in a number of career areas. To begin a certificate program, students should first contact Office of Academic Advising.

Certificate Curriculum Patterns:

Administrative Office Technology

-Legal Office Procedures

Airframe and Powerplant Technician#

Banking and Finance

International Business

Biotechnology Research Assistant

Child Development

Computer-Aided Technology

-Computer Animation

-Computer Aided Design

-Game Design

-Geographic Information System

-Digital Media Design

Computer Science

-Computer Systems Support

-Computer Networking Support

-Cyber/Information Security

-Web Design

-Web Development

Diesel Technician#

Clinical Research Coordinator

Emergency Medical Sciences

-Basic EMT

-Paramedic

Film and Video Production Technician

General Office Technology

Insurance

Legal Office Procedures

Medical Office Administration

Modern Languages

-Spanish Emphasis

Orthotics Technician#

Prosthetics Technician#

Automotive Technology

Certificates exclusively offered at Technology Center

Technical/Occupational Programs

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

Technical/Occupational Curriculum Patterns

Automotive Technology

-Automotive Technology Internship Program Emphasis

-ACDelco Technician Service Education Program (TSEP)

-GM Automotive Service Educational Program Emphasis*

-Non-Structural Repair Emphasis#

-Painting and Refinishing Emphasis#

Aviation Maintenance Technology #

Biotechnology Research Technician

Business

-Accounting

-Administrative Office Technology/Administrative Office Specialist Emphasis

-Administrative Office Technology/Legal Secretary Emphasis

-Automotive Management Emphasis

-Finance/Banking

-Finance/General

-Vehicle Service Management

Child Development

-Administrator Option

Clinical Research Coordinator

Computer-Aided Technology

- Computer Aided Design Emphasis
- Computer Animation
- Digital Media Design
- Geographic Information System
- Game Design

Computer Science

- Computer Programming Emphasis
- Computer Systems Support Emphasis
- Cyber/Information Security Emphasis
- Web Design and Development Emphasis

Database Management#

Diagnostic Medical Sonography*#

Diesel Technology#

Electronics#

- General Emphasis
- Instrumentation and Control Emphasis
- Computer Integrated Manufacturing Technology
- Semiconductor Manufacturing Technology

Emergency Medical Sciences

Enterprise Communications Emphasis#

Film and Video Production Technician

Graphic Communications

- Print Media Emphasis
- Multimedia Emphasis
- Photography/Digital Imaging Emphasis

Manufacturing Technology#

- Precision Machining Emphasis
- Advanced Manufacturing Technology Emphasis
- Semiconductor Manufacturing Technology Emphasis

Medical Assistant*#

Network Technology#

Nursing*

Occupational Therapy Assistant*

Orthotic and Prosthetic Technician*#

Physical Therapist Assistant*

Respiratory Care Therapist*#

Speech-Language Pathology Assistant*

Surgical Technology*#

Technology

* Special Admissions Procedures Required.

#Programs offered only through the cooperative alliances

University Parallel/Transfer Programs

Oklahoma City Community College offers a broad range of transfer programs for students planning to continue on at a four-year college or university. Students may enroll in freshman and sophomore courses which lead to a baccalaureate degree in practically any field of study. Upon completion of specified degree requirements, the student is awarded an Associate in Arts or Associate in Science. These degrees require the completion of a minimum of 60 semester credit hours. Of the 60 semester credit hours, a minimum of 37 must satisfy the general education core requirements (see Degree Requirements). The remaining approved courses will be related to the student's major or courses which directly support that major.

Policy Statement on Undergraduate Degree Requirements and Articulation

In accordance with the Oklahoma State Regents for Higher Education Policy Statement on Undergraduate Degree Requirements and Articulation, a student who completes an Associate in Arts or an Associate in Science degree at Oklahoma City Community College "may transfer into a Bachelor of Arts or a Bachelor of Science degree program at any senior institution of the State System and be assured of completing his or her program in sequential fashion."

The Policy Statement on Undergraduate Degree Requirements and Articulation assures that the general education core (37 credit hours) of the Associate in Arts or Associate in Science degree at Oklahoma City Community College will apply directly toward the lower division general education requirements at any state university in Oklahoma. In addition, students are advised to secure the official catalog of the university to which

they plan to transfer. Each university's official catalog provides pertinent information about admission policies and academic programs. That information is essential to the student's successful transfer to that university. Students should also consult a faculty advisor in their major at Oklahoma City Community College. With approval, the associate degree program may be modified to meet a student's needs depending on the intended transfer college or university.

Students are encouraged to visit the "Transfer Center" on the Oklahoma State Regents for Higher Education web site at <http://www.okhighered.org/transfer-students/>. This site will assist a student in determining which course or courses will transfer to another Oklahoma college or university.

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

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

University Parallel/Transfer Curriculum Patterns

Agriculture*

Art, Visual Arts, (AA)

Aviation Maintenance Technology, (A.S.)

-General Emphasis

Business, (A.S.)

-General Emphasis

Child Development, (A.A.)

Computer Science, (A.S.)

-Management Information Systems Emphasis

-Computer Science Emphasis (OU)

-Computer Science Emphasis (UCO)

-Cyber/Information Security

Diversified Studies, (A.A.) or (A.S.)

Enterprise Development, (A.A.) or (A.S.)

Film and Video Production, (A.A.)

History, (A.A.)

Humanities, (A.A.)

-Literature, (A.A.)

-Philosophy, (A.A.)

-General Emphasis, (A.A.)

Journalism & Broadcasting, (A.A.)

-Broadcasting, (A.A.)

-Journalism, (A.A.)

-Public Relations, (A.A.)

Leisure Services Management, (A.A.)

Liberal Studies, (A.A.)

Literature, (A.A.)

Mathematics, (A.S.)

-General Emphasis, (A.S.)

Modern Languages (A.A.)

-French Emphasis, (A.A.)

-Spanish Emphasis, (A.A.)

Music, (A.A.)

Pre-Education, (A.S.)

Pre-Engineering, (A.S.)

Political Science/Pre-Law, (A.A.)

Psychology, (A.A.)

Science

-Chemistry, (A.S.)

-Pre-Baccalaureate Nursing, (A.S.)

-Pre-Dentistry, (A.S.)

-Pre-Medicine, (A.S.)

-Pre-Pharmacy, (A.S.)

-Biology, (A.S.)

-Physic

-Pre-Allied Health, (A.S.)

Sociology, (A.A.)
 Speech and Theatre, (A.A.)
 -Speech option, (A.A.)
 -Theatre option, (A.A.)

** Offered by cooperative agreement with Redlands Community College and conferred by Redlands Community College.
 NOTE: Students interested in a field of study not listed may pursue an Associate in Arts or Associate in Science degree in Diversified Studies which may be tailored to the student's desired field of study and to the university to which the student plans to transfer.*

GENERAL DEGREE REQUIREMENTS

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

ASSOCIATE IN APPLIED SCIENCE DEGREES

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

General Requirements

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

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

a. Communications6 hours II

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

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

c. General Education Electives..... 6 hours

Technical-Occupational Specialty..... 27 hours

Support and Related Courses0-15 hours I (to total a minimum of 60 hours)

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

ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

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

General Education Requirements (for the AA and AS degrees)

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

English Composition6 hours

ENGL 1103 Multicultural English Composition I..... II

or ENGL 1113 English Composition I II

and ENGL 1203: Multicultural English Composition II I

or ENGL 1213 Composition II I

American History.....3 hours

HIST 1483 US History to the Civil War or I

HIST 1493 US History since the Civil War..... I

US Government.....3 hours

POLSC 1113 American Federal Government III

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

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

(Chosen from the following)

ASTR 1504 General Astronomy..... IV

ASTR 1514 General Astronomy w/Lab IV

BIO 1023 Introduction to Nutrition IV

BIO 1113 General Biology IV

BIO 1114 General Biology IV

BIO 1124 General Biology I (Majors)..... IV

BIO 1134 General Biology II (Majors) IV

BIO 1204 History of Life on Earth IV

BIO 2114 General Botany..... IV

BIO 2125 Microbiology IV

BIO 2215 General Zoology..... IV

BIO 2343 Genetics and Man IV

BIO 2403 Ecology and Environmental Issues IV

BIO 2404 Ecology and Environmental Issues IV

CHEM 1103 Chemistry Around Us..... IV

CHEM 1115 General Chemistry I IV

CHEM 1123 Survey of General, Organic, and Biochemistry IV

CHEM 1131 Laboratory for Survey of General, Organic, and Biochemistry..... IV

CHEM 1215 General Chemistry II..... IV

GEOL 1063 Earth Science IV

GEOL 1064 Earth Science IV

GEOL 1114 General Geology IV

PHYS 1013 Physical Science IV

PHYS 1014 Physical Science IV

PHYS 1034 General Geology..... IV

PHYS 1063 Earth Science..... IV

PHYS 1064 Earth Science..... IV

PHYS 1114 College Physics I..... IV

PHYS 1214 College Physics II IV

PHYS 1504 General Astronomy..... IV

PHYS 1514 General Astronomy w/Lab IV

PHYS 2014 Engineering Physics I IV

PHYS 2114 Engineering Physics II IV

Humanities..... 6 hours

(Chosen from the following)

ART 1013 Art History Survey I I

ART 1023 Art History Survey II..... I

ART 1053 Art Appreciation I

ENGL 2110 Readings..... II

ENGL 2123 Introduction to Literature II

ENGL 2133 Introduction to Poetry..... II

ENGL 2343 The Short Story..... II

ENGL 2353 Native American Literature..... II

ENGL 2363 African American Literature II

ENGL 2413 Women in Literature..... II

ENGL 2423 Survey of World Literature I II

ENGL 2433 Survey of World Literature II II

ENGL 2543 Survey of English Literature I..... II

ENGL 2653 Survey of English Literature II..... II

ENGL 2773 Survey of American Literature I II

ENGL 2883 Survey of American Literature II..... II

GEOG 2603 World Regional Geography..... I

HIST 1000 Special Topics in History I

HIST 1613 Early Western Civilization I

HIST 1623 Modern Western Civilization..... I

HIST 1713 Survey of World Civilizations to 1600 CE I

HIST 1723 Survey of World Civilizations Since 1600 CE I

| | |
|---|----------------|
| HIST 2000 Special Topics in History | I |
| HIST 2013 History of Russia | I |
| HIST 2103 Oklahoma History | I |
| HIST 2123 African-American History | I |
| HIST 2203 The American Indian | I |
| HIST 2213 Great American Biographies | I |
| HUM 1113 Music Appreciation | I |
| HUM 2000 Humanistic Studies | I |
| HUM 2103 Music Masterpieces | I |
| HUM 2120 Museum Studies | I |
| HUM 2133 Comparative Religions | I |
| HUM 2143 Mythology | I |
| HUM 2153 Introduction to Eastern Thought | I |
| HUM 2213 Humanities-Classical and Medieval | I |
| HUM 2223 Humanities-Modern | I |
| HUM 2243 Film Studies | I |
| HUM 2253 Documentary Films | I |
| HUM 2263 American Cinema | I |
| HUM 2293 Folklore | I |
| HUM 2353 History of Science | I |
| HUM 2373 Introduction to World Music | I |
| HUM 2423 Advocates of Peace | I |
| MU 2123 Music Literature I | I |
| MU 2223 Music Literature II | I |
| PHIL 1013 Introduction to Philosophy | I |
| PHIL 1213 Introduction to Ethics | I |
| PHIL 1123 Critical Thinking | I |
| PHIL 1603 Introduction to Logic | II |
| PHIL 2133 Comparative Religions | I |
| PHIL 2223 Philosophy of Religion | I |
| TA 1103 Introduction to Theatre | I |
| Mathematics | 3 hours |
| MATH 1503 Contemporary Math | II |
| MATH 1513 College Algebra | II |
| MATH 1533 Pre-Calculus and Analytic Geometry | II |
| MATH 2013 Introduction to Statistics | II |
| or any course with a MATH prefix having MATH 1513 or MATH 1533 as a prerequisite | |
| Additional Requirement | 3 hours |
| Students will need at least one 3-hour course from the following disciplines: Psychology, Sociology, Political Science, Economics, Fine Arts (Art, Music, and Theatre), or Modern Languages | |
| General Education Electives (to meet the minimum total of 37 hours) | |
| Students will need additional general education electives to meet the minimum total of 37 hours. | |
| Students need to be aware when choosing general education electives that certain degree programs require specific support courses | |
| The additional courses may be chosen from those listed in the History, Science, Humanities, or Mathematics categories (above) or from the list below: | |
| BUS 2023 Business Statistics | II |
| BUS 2033 Business Communication | II |
| BUS 2043 Business Ethics | I |
| CD 2113 Introduction to Child Development | IV |
| CD 2213 Child and Family in Society | III |
| COM 1103 Effective Reading | II |
| COM 1123 Interpersonal Communications | II |
| COM 2213 Intro to Public Speaking | II |
| CS 1103 Introduction to Computers and Applications | II |
| ECON 2123 Principles of Microeconomics | III |
| ECON 2143 Principles of Macroeconomics | III |
| ENGL 1233 Report Writing | II |

| | |
|---|-----|
| ENGL 2000 Creative Writing | II |
| FIN 1013 Personal Finance | II |
| FREN 1115 Elementary French I | II |
| FREN 1225 Elementary French II | II |
| FREN 2113 Intermediate French I | II |
| FREN 2223 Intermediate French II | II |
| GRMN 1115 Elementary German I | II |
| GRMN 2113 Intermediate German I | II |
| GRMN 2223 Intermediate German II | II |
| JB 1013 Introduction to Mass Communication | II |
| POLSC 1000 Special Topics in Political Science | III |
| POLSC 2103 Introduction to Public Administration | III |
| POLSC 2113 Introduction to State and Local Government | III |
| POLSC 2223 Introduction to Law | III |
| POLSC 2303 Introduction to International Relations | III |
| POLSC 2603 Introduction to Comparative Politics | III |
| POLSC 2613 Scope and Methods of Political Science | III |
| PSY 1113 Introduction to Psychology | I |
| PSY 2113 Introduction to Child Development | IV |
| PSY 2123 Behavioral Statistics | II |
| PSY 2193 Personality Theories | I |
| PSY 2213 Child and Family in Society | III |
| PSY 2403 Developmental Psychology | I |
| PSY 2743 Social Psychology | I |
| SOC 1113 Introduction to Sociology | III |
| SOC 1203 Introduction to the Criminal Process | III |
| SOC 2013 Marriage and Family Relationships | III |
| SOC 2023 Social Problems | III |
| SOC 2063 Crime and Delinquency | III |
| SOC 2143 Minorities, Ethnicity and Cultural Diversity | II |
| SOC 2213 Cultural Anthropology | III |
| SPAN 1013 Conversational Spanish I | II |
| SPAN 1115 Elementary Spanish I | II |
| SPAN 1123 Conversational Spanish II | II |
| SPAN 1225 Elementary Spanish II | II |
| SPAN 2013 Conversational Spanish III | II |
| SPAN 2113 Intermediate Spanish I | II |
| SPAN 2223 Intermediate Spanish II | II |

General 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 40).
- 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 CORE

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

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

I. Human Heritage, Culture, Values and Beliefs

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

II. Communication and Symbols

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

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

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

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

III. Social, Political, and Economic Institutions

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

IV. Relationships in Nature and Science

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

General Education requirements, electives, and courses are listed in the general degree requirement section of the catalog. The courses are divided into two categories; required elements (such as “six hours of Humanities”), and those that can be used as general education electives.

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

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

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

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

LIFE SKILLS REQUIREMENT

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

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

Division of Arts and Humanities

Susan VanSchuyver, Dean

M. Rochelle Mosby, Division Assistant

Lyndsie StremLOW, Division Secretary

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

CURRICULUM PROGRAMS

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

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

FACULTY AND LAB SUPERVISORS

Randy Anderson, Professor of Graphic Communications
Doug Blake, Professor of Visual Art
Michael Boyle, Professor of Music
Ruth Charnay, Department Director for Communications and the Arts
Jeff Cleek, Professor of English
Julie Corff, Professor of Speech Communications
Angela Cotner, Professor of English
Lori Farr, Professor of English
Gwin C. Faulconer-Lippert, Professor of Mass Media Communications
Abra Figueroa, Professor of Modern Languages
Michael Franco, Professor of English
Gray Frederickson, Artist-in-Residence/Studio Coordinator
Sandra Herron, Professor of Modern Languages
Carlotta Hill, Professor of English
Sue Hinton, Professor of English and Journalism
Jon Inglett, Professor of English
Kim Jameson, Department Director of Language Arts
Darby Johnsen, Coordinator of Student Learning
Tonya Kymes, Professor of English
Marybeth McCauley, Professor of English
Greg Mellott, Professor of Film and Video Production
Mary Ann Moore, Professor of Visual Art
Stephen Morrow, Professor of English
Brent Noel, Professor of Theater
Rachel Olsen, Communications and WLCC Labs Supervisor
Mary C. PUNCHES, Professor of English
Michael PUNCHES, Professor of English
Linda Robinett, Professor of English
Ginnett Rollins, Professor of Modern Languages
Mark A. Schneberger, Professor of English
Nina G. Smith, Professor of English
Michael Snyder, Professor of English
Ronald Staton, Professor of Music
Pamela Stout, Professor of English
Chiaki Troutman, WLCC Lab Coordinator
Chris Verschage, Professor of English
Bertha Wise, Professor of English

Division of Business

Jim Schwark, Dean

Kristi Fields, Division Assistant

Carolyn Wittenbach, Division Secretary

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

CURRICULUM PROGRAMS

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

* Major courses available only at Career Technology Centers.

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

FACULTY AND LAB SUPERVISORS

Lisa Adkins, Coordinator/Professor of Administrative Office Technology
Gyanendra Baral, Professor of Business/Economics
Toney Brackett, Professor of Automotive Technology
Myra Decker, Coordinator of Accounting Lab/Professor of Business/Accounting
Kayla Fessler, Coordinator/Professor of Accounting
Jenean Jones, Professor of Administrative Office Technology
Michael Machiorlatti, Professor of Business/Economics
Charles Wayne Myrick, Professor of Business/Economics
Germain Pichop, Department Chair/Professor of Business and Economics
Mathew Price, Professor of Business/Economics
Vijayan Ramachandran, Professor of Business
Richard Steere, Department Chair/Professor of Automotive Technology
Waymond (Ron) Summers, Professor of Accounting
Brad Walker, Professor of Automotive Technology
Anita Williams, Department Chair of Banking & Finance/Professor of Business
Carolyn Wittenbach, Division Secretary
Julie Young, Accounting Lab Assistant
Tamala Zolicoffer, Professor of Accounting

Division of Health Professions

Thomas Kraft, Acting Dean of Health Professions
Debby Martinez, Division Assistant
Martie Collin, Division Program Support Assistant
Kristen McMurray, Division Secretary

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

CURRICULUM PROGRAMS

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

* Major courses available only at Career Technology Centers.

FACULTY AND LAB SUPERVISORS

Jennifer M. Ball, Professor of Physical Therapist Assistant/Program Director
Leaugeay Barnes, Program Director, Emergency Medical Sciences
Traci Boren, Professor of Nursing
Sarah Brown, Professor of Nursing
Brooke Butcher, Professor of Nursing
Heather Campbell, Professor of Nursing
Joyce Cole, Professor of Nursing
Micheale Cole, Professor of Nursing
Harvey Conner, Professor of Emergency Medical Sciences

Claire D. Echols, Academic Advising Coordinator for Health Professions
Jacqueline Frock, Professor of Nursing
Jennifer Halpin, Professor of Nursing
Carol Heitkamper, Professor of Nursing
Monica Holland, Nursing/Simulations Labs Coordinator
Karen Jordan, Professor of Nursing
Thomas Kraft, Professor of Occupational Therapy Assistant/Program Director
Robin McMurry, Professor of Nursing
Katherine Milam, Professor of Nursing
Shelley Miller, Professor of Nursing
Deborah Myers, Nursing Program Director
Beverly Schaeffer, Professor of Nursing
Karla Schenk, Professor of Nursing
Cynthia Shaw, Professor of Nursing
Brent Stafford, Professor of Emergency Medical Sciences
Charles Swearingen, Professor of Emergency Medical Sciences
Shelly Troxel-Tevis, Clinical Affiliation Compliance Administrator
Terri Walker, Nursing Program Associate Director
Stephanie Wallace, Professor of Nursing
Kay Wetmore, Professor of Nursing
Kathy J. Wheat, Program Director, Professor of Speech-Language Pathology Assistant
Reeca Young, Professor of Occupational Therapy Assistant

Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. The student is responsible for the cost of the Background Report, which must be paid by credit card or money order only. Clinical agency representative(s) review the reports that have any criminal history (or "hits on the designated areas of concern"). The facility alone can accept or deny criminal access to a student. If a student is denied access to clinical sites, he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require another complete Background Report.

Drug Testing: Drug testing is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Additional random drug tests may be performed as necessary. Any break in continuous enrollment will require an additional random test. AUA's and LPN's with a positive drug screen results must be reported to the Oklahoma Board of Nursing.

Division of Information Technology

Tom Ashby, Dean

Heather Erwin, Division Assistant

Tsugi Coleman, Division Secretary

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

CURRICULUM PROGRAMS

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

* Major courses available only at Career Technology Centers.

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

FACULTY AND LAB SUPERVISORS

James Bothwell, Professor of Computer Science
John Brumfield, Student Computer Center Lab Technician
Haining Chen, Professor of Computer Science
Gary Dominguez, Student Computer Center Supervisor
Vicki Gibson, Department Chair, Professor of Computer Science
Douglas Gregory, Professor of Computer-Aided Technology
Albert Heitkamper, Professor of Computer Science
John Helton, Department Chair and Professor of Computer-Aided Technology
Haifeng Ji, Professor of Computer Science
Sara Mathew, Professor of Computer Science
Anita Philipp, Professor of Computer Science
Michael Reeves, Student Computer Center Evening/Weekend Supervisor
Mary Williams, Professor of Computer Science

Division of Science and Mathematics

Max Simmons, Dean

Tamara Carter, Director of Mathematics

Sonya Williams, Director of Science

Valerie Smith-Risinger, Division Assistant

Cheryl Wolfe, Division Assistant

Daisy Mitchell, Clerk Typist

Our society is growing ever more dependent on science, mathematics and engineering to solve its problems. Knowledge of mathematics, engineering and science is power to affect the future.

The Division of Science and Mathematics offers high quality courses in mathematics, the biological and physical sciences, engineering, biotechnology, bioinformatics and nanotechnology. Our students are equipped to join the work force, or transfer to a university or a professional school. All AS degrees offered through the division provide a comprehensive general education background as well as excellent courses in the student's major field of study. The faculty and staff are dedicated to serving students and providing an atmosphere that assists them in reaching their goals.

CURRICULUM PROGRAMS

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

FACULTY AND LAB SUPERVISORS

Sherri Arthur, Professor of Biology

Marsha A. Austin, Professor of Mathematics

Zach Austin, Developmental Mathematics Lab Instructor

Bruce Bailey, III, Professor of Chemistry

Kristy Bailey, Professor of Chemistry

Daniel Bakewell, Developmental Mathematics Lab Instructor

Daniel Benton, Professor of Mathematics

Brenda Breeding, Professor of Biology

Lisa Buckelew, Professor of Mathematics

Paul Buckelew, Professor of Mathematics

Roger Choate, Professor of Biology

Sharon C. Coffman, Developmental Mathematics Lab Instructor

Betty Coleman, Professor of Mathematics

Dale Duke, Professor of Mathematics

Brittani Ellis, STEM Coordinator

Ernest Gobert, Professor of Mathematics

Devon Gunter, Developmental Mathematics Lab Instructor

Ken Harrelson, Professor of Mathematics

Betty J. Higgins, Physical Science Lab Supervisor

Julian Hilliard, Professor of Biology

Gregory Holland, Professor of Engineering

Gary Houlette, Professor of Physical Science

Virginia Hovda, Biology Lab Supervisor

Fabiola Janiak-Spens, Professor of Biotechnology and Chemistry

Courtney Kahlbery, Professor of Chemistry

Steve Kash, Professor of Biology

Linda Knox, Professor of Mathematics

Kimberly Kyker, Professor of Biology/Chemistry

Michael Low, Professor of Physics

Gail Malmstrom, Professor of Mathematics

Jay A. Malmstrom, Professor of Mathematics

John McMurray, Professor of Biology

Janet Mitchell, Professor Mathematics

Charles Nunley, Professor of Mathematics

Christopher Oehrlein, Professor of Mathematics

Ivana Pavic, Professor of Physics

Christine Peck, Math Lab Supervisor

Raul Ramirez, Professor of Biology

Sherry Ray, Professor of Mathematics

George Risinger, Professor of Biology

Ronald Scribner, Professor of Biology

Steven Shore, Professor of Chemistry

Tad Thurston, Professor of Physics

Courtney Vahlberg, Professor of Chemistry

Changjiang Zhu, Professor Chemistry

Division of Social Sciences

Susan Tabor, Dean

Laurie Thornton, Division Assistant

Mary Barr, Division Secretary

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

CURRICULUM PROGRAMS

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

Cooperative Alliance agreements have been established with Francis Tuttle.

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

FACULTY AND LAB SUPERVISORS

Jennifer Allen, Professor of Psychology

Jeff Anderson, Professor of Psychology

Melinda Barr, Professor of History

Jeff Carlisle, Professor of History

Chuck Carselowey, Professor of Sociology

Bruce Cook, Professor of Psychology/Psychology Department Chair

John Ehrhardt, Professor of History

Dana Glencross, Professor of Political Science

Ron Gray, Professor of History

Stephanie Hayes, Professor of Psychology

Randy Hopkins, Professor of Political Science

Peggy Jordan, Professor of Psychology

Yuthika Kim, Professor of Psychology

Dawn Ladiski, Professor of Child Development

Jerry W. Ludlow, Professor of Sociology

Ray McCullar, Professor of History/History Department Chair

Gregory Parks, Professor of Psychology

Cecilia Pittman, Professor of Child Development, Child Development Program Director

Julie Rice-Rollins, Professor of Geography

Jennifer M'Lou Smith, Professor of Sociology/Sociology Department Chair

Markus Smith, Professor of Political Science/Political Science Department Chair

Nate Vanden Brook, Professor of Political Science

Rick Vollmer, Professor of Political Science

Allied Health — Science with Biology Concentration, Pre-Baccalaureate Allied Health Emphasis (AS)

Associate in Science

Minimum of 61-62 Credit Hours

The Pre-Baccalaureate Allied Health curriculum pattern is a variation of the Biology emphasis in Science. The curriculum provides a framework which prepares students pursuing a transfer program in one of the Allied Health career fields including sonography, radiography, radiation therapy, nuclear medicine, nutritional science, communication science, physical therapy and occupational therapy. It has the flexibility to allow students to transfer to four-year institutions under a variety of degree plans. Because each medical career program has different requirements, and because admission is highly competitive, students should work closely with a Faculty Advisor to make informed choices regarding course selections.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| MATH 1513 | COLLEGE ALGEBRA | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AHP 1013 | MEDICAL TERMINOLOGY | 3 | MAJOR | (R) |
| BIO 1124 | GENERAL BIOLOGY I (MAJORS) | 4 | GEN ED | (R),(W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| CS 1103 | INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | GEN ED | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| PSY 1113 | INTRODUCTION TO PSYCHOLOGY | 3 | GEN ED | (R) |
| CHEM 1115 | GENERAL CHEMISTRY I | 4 - 5 | MAJOR | (R) (W), MATH 1513 OR MATH 1533, OR BOTH MATH 0403 AND HIGH SCHOOL CHEMISTRY OR CHEM 1123. A GRADE OF "C" OR BETTER IS REQUIRED IN ALL PREREQUISITE COURSES. |
| Suggested Sophomore 1st Semester | | | | |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| BIO 2234 | HUMAN PHYSIOLOGY | 4 | GEN ED | (R) (W) MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE, BIO 1124 AND ONE COLLEGE-LEVEL CHEMISTRY COURSE. |
| PHYS 1114 | COLLEGE PHYSICS I —OR— | | MAJOR | (R) (W), MATH 1513 OR HIGHER OR APPM 1223, WITHIN THE LAST TWO YEARS OR BY EVALUATION. § |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| CHEM 1215 | GENERAL CHEMISTRY II | 5 | MAJOR | CHEM 1115 WITH A GRADE OF "C" OR BETTER; MATH 1513 OR MATH 1533 WITH A GRADE OF "C" OR BETTER. |
| Suggested Sophomore 2nd Semester | | | | |
| SOC 1113 | INTRODUCTION TO SOCIOLOGY —OR— | | GEN ED | (R) |
| PSY 2403 | DEVELOPMENTAL PSYCHOLOGY | 3 | GEN ED | (R) (W), PSY 1113 |
| BIO | ** BIOLOGICAL SCIENCE | 3 | MAJOR | |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| GEN ED | GEN ED ELECTIVE | 1 | GEN ED | |
| FA SUPPORT | * FACULTY APPROVED SUPPORT ELECTIVES | 6 | SUPPORT | |

Major Courses: (14 - 15 Credit Hours) Biology: BIO 2234; 3 credit hours in biological science²: Physical Science: PHYS 1114 or CHEM 1215²; Allied Health: AHP 1013

General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; BIO 1124; Chemistry: CHEM 1115; Humanities: Six credit hours; Social Sciences: PSY 1113; SOC 1113 or PSY 2403³; Mathematics: MATH 1513

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

Support Courses: (8 - 9 Credit Hours) Computer Science: CS 1103: 6 credit hours selected with the approval of Faculty Advisor which match the admission requirements of the receiving university. (Note that many programs require the completion of at least one junior-level course.)

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

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

** Faculty approved

§ Criteria available in division office

Art — Visual Arts (AA)

Associate in Arts

Minimum of 61 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, fashion design, interior design, animation, art therapy, illustration, print making and graphic/visual communications. Graphic Communications students who wish to transfer to a four-year institution should enroll in the Visual Arts program for an Associate in Arts degree.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ART 1013 | ART HISTORY SURVEY I | 3 | GEN ED | (R) (W) |
| ART 1123 | DRAWING I | 3 | MAJOR | (R) |
| ART 1213 | FOUNDATIONS I: DESIGN AND COLOR | 3 | MAJOR | (R) |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| PHYS SC | * ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL PREFIXES | 3-4 | GEN ED | |
| Suggested Freshman 2nd Semester | | | | |
| ART 1023 | ART HISTORY SURVEY II | 3 | GEN ED | (R) (W) |
| ART 1233 | DRAWING II | 3 | MAJOR | ART 1123 |
| MATH 1503 | CONTEMPORARY MATHEMATICS —OR— | | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | COLLEGE ALGEBRA —OR— | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 1st Semester | | | | |
| ART 1243 | FOUNDATIONS II: 3D DESIGN | 3 | MAJOR | ART 1213 |
| ART 2013 | PAINTING I | 3 | MAJOR | (R) |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| SUPP | ** GUIDED SUPPORT ELECTIVE | 3 | SUPPORT | |
| Suggested Sophomore 2nd Semester | | | | |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| BIO | * BIOLOGICAL SCIENCE | 3-4 | GEN ED | |
| SUPP | ** GUIDED SUPPORT ELECTIVE | 4 | SUPPORT | |
| ART 2821 | PORTFOLIO DEVELOPMENT AND PRESENTATION | 1 | MAJOR | ALL REQUIRED MAJOR COURSES, ART 1013, ART 1023 |

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

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

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

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

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

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

** Guided Support Electives: Any course with the ART prefix; CAT 1253; CAT 1513; CAT 2533; CAT 2633; ENGL 2000; ENGL 2103; any course with a GCOM prefix; HUM 2233; JB 2643; PHIL 2343; PSY 1503; PSY 2163; SOC 2173

Automotive Technology — Automotive Technology Internship Program (AAS)

Associate in Applied Science

Minimum of 66 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|--|---|---------|-------------|--|
| Suggested Entry Summer Semester | | | | |
| AT 1013 | AUTOMOTIVE STUDENT SUCCESS INITIATIVE | 3 | LIFE SKILLS | NONE |
| Suggested Freshman 1st Semester | | | | |
| AT 1204 | A.S.E. ENGINE PERFORMANCE | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AT 1214 | A.S.E. ENGINE REPAIR | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MGMT 2053 | PRINCIPLES OF MANAGEMENT | 3 | SUPPORT | (R) |
| AT 2001 | CAREER EXPERIENCE | 1 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | |
| AT 1224 | A.S.E. SUSPENSION AND STEERING | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AT 1244 | A.S.E. BRAKES | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AT 2001 | CAREER EXPERIENCE | 1 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| Suggested Freshman Summer Semester | | | | |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| AT 2001 | CAREER EXPERIENCE | 1 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1503 | CONTEMPORARY MATHEMATICS —OR— | | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | COLLEGE ALGEBRA —OR— | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Sophomore 1st Semester | | | | |
| AT 2204 | A.S.E. MANUAL DRIVE TRAINS | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AT 2214 | A.S.E. AUTOMATIC TRANSMISSIONS/TRANSAXLES | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AT 2001 | CAREER EXPERIENCE | 1 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ENGL 1233 | REPORT WRITING —OR— | | GEN ED | (R) (W), ENGL 1113 |
| COM 1123 | INTERPERSONAL COMMUNICATIONS —OR— | | GEN ED | (R) (W) |
| COM 2213 | INTRO TO PUBLIC SPEAKING | 3 | GEN ED | (R) |
| Suggested Sophomore 2nd Semester | | | | |
| AT 2224 | A.S.E. ELECTRICAL SYSTEMS | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AT 2234 | A.S.E. HEATING AND AIR CONDITIONING SYSTEMS | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AT 2001 | CAREER EXPERIENCE | 1 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BUS 2033 | BUSINESS COMMUNICATION | 3 | GEN ED | (R) (W), ENGL 1113 OR BY EVALUATION. § |
| Suggested Sophomore Summer Semester | | | | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| FAAT | FACULTY APPROVED AUTOMOTIVE ELECTIVE | 4 | MAJOR | NONE |
| AT 2101 | ASE CERTIFICATION | 1 | MAJOR | (R) |

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

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

Life Skills Courses: (3 credit hours) AT 1013

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

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

This program is offered through a cooperative agreement established with Francis Tuttle, Mid-America and Moore Norman Technology Center (Students must file all financial aid through the technology center while attending there)

§ Criteria available in division office

Automotive Technology — GM Automotive Service Educational Program (AAS)

Associate in Applied Science

Minimum of 66 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|--|---|---------|---------|--|
| Suggested Entry Summer Semester | | | | |
| AT 1013 | AUTOMOTIVE STUDENT SUCCESS INITIATIVE | 3 | SUPPORT | NONE |
| Suggested Freshman 1st Semester | | | | |
| AT 1314 | GM ELECTRICAL SYSTEMS | 4 | MAJOR | (R) (W) MATH 01013 OR ADEQUATE MATH PLACEMENT TEST SCORE. SPECIAL ADMISSION PROCEDURES REQUIRED |
| AT 1304 | GM ENGINE REPAIR | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. SPECIAL ADMISSION PROCEDURES REQUIRED |
| MGMT 2053 | PRINCIPLES OF MANAGEMENT | 3 | SUPPORT | (R) |
| AT 2001 | CAREER EXPERIENCE | 1 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | |
| AT 1334 | GM BRAKES | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. SPECIAL ADMISSION PROCEDURES REQUIRED. |
| AT 1324 | GM ENGINE PERFORMANCE | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. SPECIAL ADMISSION PROCEDURES REQUIRED. |
| AT 1422 | GM NEW PRODUCTS I | 2 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. SPECIAL ADMISSION PROCEDURES REQUIRED. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| AT 2001 | CAREER EXPERIENCE | 1 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman Summer Semester | | | | |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| Suggested Sophomore 1st Semester | | | | |
| AT 2001 | CAREER EXPERIENCE | 1 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AT 2314 | GM MANUAL DRIVE TRAINS | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. SPECIAL ADMISSION PROCEDURES REQUIRED. |
| AT 2304 | GM SUSPENSION AND STEERING | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. SPECIAL ADMISSION PROCEDURES REQUIRED. |
| AT 2422 | GM NEW PRODUCTS II | 2 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. SPECIAL ADMISSION PROCEDURES REQUIRED. |
| MATH 1503 | CONTEMPORARY MATHEMATICS —OR— | | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | COLLEGE ALGEBRA —OR— | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Sophomore 2nd Semester | | | | |
| AT 2324 | GM AUTOMATIC TRANSMISSIONS AND TRANSAXLES | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. SPECIAL ADMISSION PROCEDURES REQUIRED. |
| AT 2001 | CAREER EXPERIENCE | 1 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AT 2334 | GM HEATING AND AIR CONDITIONING SYSTEMS | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. SPECIAL ADMISSION PROCEDURES REQUIRED. |
| BUS 2033 | BUSINESS COMMUNICATION | 3 | GEN ED | (R) (W), ENGL 1113 OR BY EVALUATION. § |
| Suggested Sophomore Summer Semester | | | | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| AT 2101 | A.S.E. CERTIFICATION | 1 | MAJOR | (R) |
| AT 2001 | CAREER EXPERIENCE | 1 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ENGL 1233 | REPORT WRITING —OR— | | GEN ED | (R) (W), ENGL 1113 |
| COM 1123 | INTERPERSONAL COMMUNICATIONS —OR— | | GEN ED | (R) (W) |
| COM 2213 | INTRO TO PUBLIC SPEAKING | 3 | GEN ED | (R) |

Major Courses: (42 credit hours) Automotive Technology and GM Automotive Service Educational Program Emphasis: AT 1304; AT 1314; AT 1324; AT 1334; AT 1422; Five hours of AT 2001; AT 2101 AT 2304; AT 2314; AT 2324; AT 2334; AT 2422

General Education Courses: (18 credit hours) Math: MATH 1503, or MATH 1513, or MATH 2013; English: ENGL 1113; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; English/Communications Elective: ENGL 1233, or COM 1123, or COM 2213; Business Communication: BUS 2033

Life Courses: (3 credit hours) AT 1013

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

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

§ Criteria available in division office

Automotive Technology — Non-Structural Repair (AAS)

Associate in Applied Science

Minimum of 64 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|--|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| CS 1103 | INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | GEN ED | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AT 1553 | AUTOMOTIVE/COLLISION PROGRAM BASICS | 3 | MAJOR | NONE |
| AT 2001 | CAREER EXPERIENCE | 1 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AT 1513 | INTRODUCTION TO BODY REPAIR AND REFINISHING | 3 | MAJOR | NONE |
| AT 1224 | A.S.E. SUSPENSION AND STEERING | 2 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | |
| AT 1523 | AUTOMOTIVE REFINISHING SYSTEMS AND PREPARATION | 3 | MAJOR | AT 1513, SPECIAL ADMISSION PROCEDURES REQUIRED. |
| AT 1533 | NON-STRUCTURAL TRIM AND PANEL ALIGNMENT | 3 | MAJOR | AT 1513, SPECIAL ADMISSION PROCEDURES REQUIRED. |
| AT 2001 | CAREER EXPERIENCE | 1 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AT 1244 | A.S.E. BRAKES | 2 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| Suggested Freshman Summer Semester | | | | |
| AT 2001 | CAREER EXPERIENCE | 1 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| Suggested Sophomore 1st Semester | | | | |
| AT 2563 | MINOR BODY REPAIR | 3 | MAJOR | AT 1553 OR BY EVALUATION. § |
| AT 2573 | DOOR AND QUARTER PANEL REPLACEMENT | 3 | MAJOR | AT 1553 OR BY EVALUATION. § |
| AT 2224 | A.S.E. ELECTRICAL SYSTEMS | 2 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AT 2001 | CAREER EXPERIENCE | 1 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| OSRHE1 | * OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE* | 3 | GEN ED | |
| FA MATH1 | FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS | 3 | SUPPORT | |
| Suggested Sophomore 2nd Semester | | | | |
| AT 2583 | AUTOMOTIVE GLASS REPLACEMENT | 3 | MAJOR | AT 1553 OR BY EVALUATION. § |
| AT 2593 | MIG WELDING AND CUTTING | 3 | MAJOR | AT 1553 OR BY EVALUATION. § |
| AT 2234 | A.S.E. HEATING AND AIR CONDITIONING SYSTEMS | 2 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AT 2001 | CAREER EXPERIENCE | 1 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore Summer Semester | | | | |
| AT 2101 | A.S.E. CERTIFICATION | 1 | MAJOR | (R) |
| AUTO FA | FACULTY APPROVED AUTOMOTIVE ELECTIVE | 4 | MAJOR | NONE |

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 to be chosen from ENGL 1213, ENGL 1233, COM 1123, or COM 2213

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

Support Courses: (3 credit hours) Mathematics: Three credit hours of faculty approved mathematics that meet OCCC's mathematics proficiency requirements.

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

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

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

§ Criteria available in division office

Automotive Technology — Painting and Refinishing (AAS)

Associate in Applied Science

Minimum of 64 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|--|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/Writing ASSESSMENT SCORES |
| AT 1513 | INTRODUCTION TO BODY REPAIR AND REFINISHING | 3 | MAJOR | NONE |
| AT 1553 | AUTOMOTIVE/COLLISION PROGRAM BASICS | 3 | MAJOR | NONE |
| CS 1103 | INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | GEN ED | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AT 2001 | CAREER EXPERIENCE | 1 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AT 1632 | A.S.E. SUSPENSION AND STEERING | 2 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, OR BY EVALUATION. § |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| Suggested Freshman 2nd Semester | | | | |
| AT 1523 | AUTOMOTIVE REFINISHING SYSTEMS AND PREPARATION | 3 | MAJOR | AT 1513, SPECIAL ADMISSION PROCEDURES REQUIRED. |
| AT 1533 | NON-STRUCTURAL TRIM AND PANEL ALIGNMENT | 3 | MAJOR | AT 1513, SPECIAL ADMISSION PROCEDURES REQUIRED. |
| AT 2001 | CAREER EXPERIENCE | 1 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AT 1642 | A.S.E. BRAKES | 2 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, OR BY EVALUATION. § |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| Suggested Freshman Summer Semester | | | | |
| AT 2001 | CAREER EXPERIENCE | 1 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| Suggested Sophomore 1st Semester | | | | |
| AT 1543 | SURFACE PREPARATION | 3 | MAJOR | AT 1513, SPECIAL ADMISSION PROCEDURES REQUIRED. |
| AT 2513 | EQUIPMENT AND APPLICATION | 3 | MAJOR | AT 1553 OR BY EVALUATION. § |
| AT 2001 | CAREER EXPERIENCE | 1 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AT 2632 | A.S.E. ELECTRICAL SYSTEMS | 2 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, OR BY EVALUATION. § |
| OSRHE1 | * OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE* | 3 | GEN ED | |
| FA MATH1 | FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS | 3 | SUPPORT | |
| Suggested Sophomore 2nd Semester | | | | |
| AT 2523 | TINTING AND BLENDING | 3 | MAJOR | AT 1553 OR BY EVALUATION. § |
| AT 2533 | TROUBLESHOOTING AND DETAILING | 3 | MAJOR | AT 1553 OR BY EVALUATION. § |
| AT 2001 | CAREER EXPERIENCE | 1 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AT 2642 | A.S.E. HEATING AND AIR CONDITIONING SYSTEMS | 2 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, OR BY EVALUATION. § |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore Summer Semester | | | | |
| AT 2101 | A.S.E. CERTIFICATION | 1 | MAJOR | (R) |
| FAAT | FACULTY APPROVED AUTOMOTIVE ELECTIVE | 4 | MAJOR | NONE |

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 to be chosen from ENGL 1213, ENGL 1233, COM 1123, or COM 2213

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

Support Courses: (3 credit hours) Mathematics: Three credit hours of faculty approved mathematics that meet OCCC's mathematics proficiency requirements.

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

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

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

§ Criteria available in division office

Automotive Technology (Certificate)

Certificate of Mastery

Minimum of 18 Credits

This certificate will allow students to cover skills necessary to become an entry-level technician. Students will concentrate on courses in introduction, brakes, steering & suspension, electrical electronics and engine performance. They will learn how to diagnose and complete brake service, perform vehicle steering and suspension alignment, as well as electrical theory, electrical/electronic diagnostics. Students will cover engine performance diagnostics and techniques for repair using a variety of diagnostic equipment. This career major includes course work on how to evacuate and recharge air-conditioning systems using the proper refrigerant, and basic diagnostics of the heat and A/C system. The hours completed in this major are aligned with ASE/NATEF standards.

| Course ID | Course Name | Credits | Type | Prerequisites |
|--|---|---------|---------|--|
| Suggested Freshman 1st Semester | | | | |
| AT 1224 | A.S.E. SUSPENSION AND STEERING | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AT 1244 | A.S.E. BRAKES | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AT 2001 | CAREER EXPERIENCE | 1 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | |
| AT 2001 | CAREER EXPERIENCE | 1 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AT 2224 | A.S.E. ELECTRICAL SYSTEMS | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AT 2234 | A.S.E. HEATING AND AIR CONDITIONING SYSTEMS | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |

Major Courses: (16 credit hours) AT 1224; AT 1244; AT 2001 (2 credit hours); AT 2224; AT 2234

General Education Courses: None

Life Courses: None

Support Courses: (2 credit hours) Automotive Technology: AT 2001

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

Other Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Cooperative agreements have been established with Francis Tuttle and Metro Tech Technology Centers. (Students must file all financial aid through the technology center while attending there)

Aviation Maintenance Technology (AAS)

Associate in Applied Science

Minimum of 61 Credits

The Aviation Maintenance Technology program is a cooperative alliance program conducted jointly by Oklahoma City Community College and Metro Tech Technology Center. Federal Aviation Administration certified airframe and powerplant technical occupational courses are offered exclusively at the Metro Tech Aviation Career Center campus. Required general education and support courses are offered at the Oklahoma City Community College campus.

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

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| AMT 1113 | FUNDAMENTALS OF AVIATION MAINTENANCE | 3 | MAJOR | (R) |
| CS 1103 | INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | GEN ED | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AMT 1312 | AIRCRAFT STRUCTURES I | 2 | MAJOR | (R) (W) |
| Suggested Freshman 2nd Semester | | | | |
| OSRHE1 | * OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE* | 3 | GEN ED | |
| AMT 1123 | TECHNICAL MECHANICS AND REGULATIONS | 3 | MAJOR | (R) |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| AMT 1323 | AIRCRAFT STRUCTURES II | 3 | MAJOR | (R) |
| AMT 1212 | BASIC AIRCRAFT ELECTRONICS | 2 | MAJOR | (R) |
| Suggested Sophomore 1st Semester | | | | |
| AMT 2112 | AIRFRAME SYSTEMS I | 2 | MAJOR | (R) (W) |
| AMT 2213 | RECIPROCATING ENGINES I | 3 | MAJOR | (R) (W) |
| AMT 2312 | JET TURBINE POWERPLANT I | 2 | MAJOR | (R) |
| FA MATH1 | FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS | 3 | SUPPORT | |
| FA SUPPORT | FACULTY APPROVED SUPPORT ELECTIVES | 5 | SUPPORT | |
| Suggested Sophomore 2nd Semester | | | | |
| AMT 2122 | AIRFRAME SYSTEMS II | 2 | MAJOR | (R) |
| AMT 2222 | RECIPROCATING ENGINES II | 2 | MAJOR | (R) |
| AMT 2323 | JET TURBINE POWERPLANT II | 3 | MAJOR | (R) (W) |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| FA SUPPORT | FACULTY APPROVED SUPPORT ELECTIVES | 7 | SUPPORT | |

Major Courses: (27 credit hours) AMT 1113; AMT 1123; AMT 1212; AMT 1312; AMT 1323; AMT 2112; AMT 2122; AMT 2213; AMT 2222; AMT 2312; AMT 2323

General Education Courses: (18 credit hours) English: ENGL 1113; * Any Oklahoma State Regents for Higher Education approved general education three credit hours English or communications course; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Computer Science: CS 1103; General Education Electives: Three credit hours to be chosen from ENGL 1213, ENGL 1233, COM 1123, or COM 2213

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

Support Courses: (15 credit hours) Mathematics: Three credit hour of faculty approved mathematics that meet OCCC's mathematics proficiency requirements.; Support Electives: Twelve credit hours of faculty approved support electives

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog. Major courses are available only at Metro Tech Aviation Career Center.

This program is offered through a cooperative alliance established with Metro Tech Technology Center.

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

Aviation Maintenance Technology — Airframe and Powerplant Technician (Certificate)

Certificate of Mastery

Minimum of 27 Credits

The Aviation Maintenance Technology, Airframe and Powerplant Technician program is a cooperative alliance program between OCCC and Metro Tech Technology Center. The program is accredited through the established guidelines of the Federal Aviation Administration. The program is designed to provide students completing the program with knowledge and skills necessary to obtain the FAA Airframe and Powerplant license. The Certificate of Mastery is designed for immediate employment with the option to complete the Associate in Applied Science.

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

| Course ID | Course Name | Credits | Type | Prerequisites |
|--|--------------------------------------|---------|-------|---------------|
| Suggested Freshman 1st Semester | | | | |
| AMT 1113 | FUNDAMENTALS OF AVIATION MAINTENANCE | 3 | MAJOR | (R) |
| AMT 1212 | BASIC AIRCRAFT ELECTRONICS | 2 | MAJOR | (R) |
| AMT 1312 | AIRCRAFT STRUCTURES I | 2 | MAJOR | (R) (W) |
| AMT 2112 | AIRFRAME SYSTEMS I | 2 | MAJOR | (R) (W) |
| AMT 2213 | RECIPROCATING ENGINES I | 3 | MAJOR | (R) (W) |
| AMT 2312 | JET TURBINE POWERPLANT I | 2 | MAJOR | (R) |
| Suggested Freshman 2nd Semester | | | | |
| AMT 1123 | TECHNICAL MECHANICS AND REGULATIONS | 3 | MAJOR | (R) |
| AMT 1323 | AIRCRAFT STRUCTURES II | 3 | MAJOR | (R) |
| AMT 2122 | AIRFRAME SYSTEMS II | 2 | MAJOR | (R) |
| AMT 2222 | RECIPROCATING ENGINES II | 2 | MAJOR | (R) |
| AMT 2323 | JET TURBINE POWERPLANT II | 3 | MAJOR | (R) (W) |

Major Courses: AMT 1113, AMT 1123, AMT 1312, AMT 1323, AMT 1212, AMT 2112, AMT 2213, AMT 2312, AMT 2122, AMT 2222, AMT 2323

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate. Major courses are available only at Metro Tech Aviation Career Center #This program is offered through a cooperative alliance established between Metro Tech Technology Center and OCCC.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occc.edu/certificates/airframepowerplanttechnician.html>.

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

Biology — Science with Biology Concentration (AS)

Associate in Science

Minimum of 61-68 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| BIO 1124 | GENERAL BIOLOGY I (MAJORS) | 4 | GEN ED | (R),(W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | COLLEGE ALGEBRA | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| BIO 1134 | GENERAL BIOLOGY II (MAJORS) | 4 | MAJOR | (R), (W) MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CHEM 1115 | GENERAL CHEMISTRY I | 5 | GEN ED | (R) (W), MATH 1513 OR MATH 1533, OR BOTH MATH 0403 AND HIGH SCHOOL CHEMISTRY OR CHEM 1123. A GRADE OF "C" OR BETTER IS REQUIRED IN ALL PREREQUISITE COURSES. |
| Suggested Sophomore 1st Semester | | | | |
| PHYS 1114 | COLLEGE PHYSICS I | 4 | GEN ED | (R) (W), MATH 1513 OR HIGHER OR APPM 1223, WITHIN THE LAST TWO YEARS OR BY EVALUATION. § |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| FA BIO | FACULTY APPROVED BIOLOGICAL SCIENCE ELECTIVE | 3-5 | MAJOR | |
| CHEM 1215 | GENERAL CHEMISTRY II | 5 | SUPPORT | CHEM 1115 WITH A GRADE OF "C" OR BETTER; MATH 1513 OR MATH 1533 WITH A GRADE OF "C" OR BETTER. |
| Suggested Sophomore 2nd Semester | | | | |
| FA BIO | FACULTY APPROVED BIOLOGICAL SCIENCE ELECTIVE | 4-5 | MAJOR | |
| CS 1103 | INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | SUPPORT | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| SUPP | ** GUIDED SUPPORT ELECTIVE | 4-5 | SUPPORT | |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| SOC SC | SOCIAL SCIENCE ELECTIVE | 3 | GEN ED | |

Major Courses: (11-14 credit hours); Biological Science: *7 to 14 credit hours Biology; Biology: BIO 1134

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Biology: BIO 1124; Chemistry: CHEM 1115; Physics: PHYS 1114; Humanities: Six credit hours; Social Science: Three credit hours; Mathematics: MATH 1513; General Education Elective: Four credit hours

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

Support Courses: (12-13 credit hours) Chemistry: CHEM 1215; Computer Science: CS 1103; **Electives: Four to five credit hours

Notes: This program is designed for students planning to continue their education at a four-year college or university. See the front general section for information and requirements about University Parallel/Transfer Programs. *Biological Science: 12-14 credit hours selected from BIO 1203; BIO 2000; BIO 2114; BIO 2125; BIO 2203; 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

§ Criteria available in division office

Biotechnology (AAS)

Associate in Applied Science

Minimum of 66-69 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|--|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/Writing ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| MATH 1513 | COLLEGE ALGEBRA | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CHEM 1115 | GENERAL CHEMISTRY I | 5 | GEN ED | (R) (W), MATH 1513 OR MATH 1533, OR BOTH MATH 0403 AND HIGH SCHOOL CHEMISTRY OR CHEM 1123. A GRADE OF "C" OR BETTER IS REQUIRED IN ALL PREREQUISITE COURSES. |
| BIO 2343 | GENETICS AND MAN | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BIOT 1011 | SURVEY OF BIOTECHNOLOGY | 1 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | |
| MATH 2013 | INTRODUCTION TO STATISTICS | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ENGL 1213 | ENGLISH COMPOSITION II —OR— | | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| COM 1123 | INTERPERSONAL COMMUNICATIONS —OR— | | GEN ED | (R) (W) |
| COM 2213 | INTRO TO PUBLIC SPEAKING | 3 | GEN ED | (R) |
| CHEM 1215 | GENERAL CHEMISTRY II | 5 | SUPPORT | CHEM 1115 WITH A GRADE OF "C" OR BETTER; MATH 1513 OR MATH 1533 WITH A GRADE OF "C" OR BETTER. |
| BIO 2125 | MICROBIOLOGY | 5 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, ANY FOUR CREDIT HOUR COLLEGE-LEVEL BIOLOGY COURSE AND A COLLEGE-LEVEL CHEMISTRY COURSE. |
| BIOT 1022 | MEDIA AND SOLUTION PREPARATION | 2 | MAJOR | (W) COLLEGE BIOLOGY, CHEM 1115; COREQUISITE: BIO 2125 |
| Suggested Sophomore 1st Semester | | | | |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| CHEM 2114 | ORGANIC CHEMISTRY I | 4 | SUPPORT | CHEM 1215 WITH A GRADE OF "C" OR BETTER. |
| BIOT 2843 | * ADVANCED NUCLEIC ACID LABORATORY | 3 | MAJOR | (W) BIOT 2823 |
| BINFO 1011 | INTRODUCTION TO BIOINFORMATICS | 1 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BIOT 2823 | BIOTECHNOLOGY LABORATORY I | 3 | MAJOR | (W), MATH 2013 OR MATH 1513, BIOT 1022; COREQUISITE: BIO 2343, CHEM 1215 |
| BIO 2203 | * CELL BIOLOGY | 3 | MAJOR | (R) (W) MATH 0403 (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, BIO 1124 |
| Suggested Sophomore 2nd Semester | | | | |
| BIO 2234 | HUMAN PHYSIOLOGY | 4 | MAJOR | (R) (W) MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE, BIO 1124 AND ONE COLLEGE-LEVEL CHEMISTRY COURSE. |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| BIOT 2352 | IMMUNOLOGY | 2 | MAJOR | (W) BIO 2125 |
| BIOT 2933 | BIOTECHNOLOGY LABORATORY II | 3 | MAJOR | (W) BIOT 2823 |
| BIOT 2921 | CELL CULTURE METHODS | 1 | MAJOR | (W) BIO 2125; BIOT 1022 |
| BIOT 2942 | * BIOMANUFACTURING | 2 | MAJOR | (W) BIOT 2823 AND BIOT 2933 |
| | * STUDENT PICKS 2 OF BIO 2203, BIOT 2843, BIOT 2942 | | | |
| Suggested Sophomore Summer Semester | | | | |
| BIOT 2993 | BIOTECHNOLOGY INTERNSHIP | 3 | MAJOR | (W) BIOT 2933, BIOT 2921 |

Major Courses: (33-34 credit hours) Biology: BIO 2125; BIO 2234; BIO 2343; BINFO 1011; Biotechnology: BIOT 1011; BIOT 1022; BIOT 2352; BIOT 2823; BIOT 2933; BIOT 2921; BIOT 2993; * Pick 2 of the following 3: BIO 2203, BIOT 2843, BIOT 2942

General Education Courses: (20 credit hours) Chemistry: CHEM 1115; Communications: ENGL 1113 and one of the following: ENGL 1213; COM 1123; COM 2213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 2013

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

Support Courses: (12 credit hours) Chemistry: CHEM 1215; CHEM 2114; MATH 1513

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

Biotechnology (Certificate)

Certificate of Mastery

Minimum of 20-21 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. Please note that the certificate program courses have prerequisites of BIO 2125, CHEM 1115 and 1215, College Biology, MATH 1513 or MATH 2013 and BIO 2243 or the equivalent.

| Course ID | Course Name | Credits | Type | Prerequisites |
|--|---|---------|-------|---|
| Suggested Freshman 1st Semester | | | | |
| BIOT 1022 | MEDIA AND SOLUTION PREPARATION | 2 | MAJOR | (W) COLLEGE BIOLOGY, CHEM 1115; COREQUISITE: BIO 2125 |
| BIOT 2823 | BIOTECHNOLOGY LABORATORY I | 3 | MAJOR | (W), MATH 2013 OR MATH 1513, BIOT 1022; COREQUISITE: BIO 2343, CHEM 1215 |
| BIOT 2843 | * ADVANCED NUCLEIC ACID LABORATORY | 3 | MAJOR | (W) BIOT 2823 |
| BIOT 1011 | SURVEY OF BIOTECHNOLOGY | 1 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BINFO 1011 | INTRODUCTION TO BIOINFORMATICS | 1 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BIO 2203 | * CELL BIOLOGY | 3 | MAJOR | (R) (W) MATH 0403 (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, BIO 1124 |
| Suggested Freshman 2nd Semester | | | | |
| BIOT 2933 | BIOTECHNOLOGY LABORATORY II | 3 | MAJOR | (W) BIOT 2823 |
| BIOT 2921 | CELL CULTURE METHODS | 1 | MAJOR | (W) BIO 2125; BIOT 1022 |
| BIOT 2352 | IMMUNOLOGY | 2 | MAJOR | (W) BIO 2125 |
| BIOT 2942 | * BIOMANUFACTURING | 2 | MAJOR | (W) BIOT 2823 & BIOT 2933 |
| | * STUDENT PICKS 2 OF BIO 2203, BIOT 2843, BIOT 2942 | | | |
| Suggested Sophomore Summer Semester | | | | |
| BIOT 2993 | BIOTECHNOLOGY INTERNSHIP | 3 | MAJOR | (W) BIOT 2933, BIOT 2921 |

Major Courses (20-21 credit hours) Biotechnology: BIOT 1011; BIOT 1022; BIOT 2352; BIOT 2823; BIOT 2933; BIOT 2921; BIOT 2993; * Students pick 2 of the following 3: BIO 2203, BIOT 2843, BIOT 2942.

General Education Courses: None

Life Courses: None

Support Courses: None

Other Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Other Notes: For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occc.edu/certificates/biotechnologyresearchassistant.html>.

Broadcasting — Journalism and Broadcasting/Broadcasting Emphasis (AA)

Associate in Arts

Minimum of 61 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 institutions. 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 and public relations.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/Writing ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| PSY 1113 | INTRODUCTION TO PSYCHOLOGY —OR— | | GEN ED | (R) |
| SOC 1113 | INTRODUCTION TO SOCIOLOGY | 3 | GEN ED | (R) |
| MATH 1503 | CONTEMPORARY MATHEMATICS —OR— | | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | COLLEGE ALGEBRA —OR— | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| JB 1103 | AUDIO PRODUCTION | 3 | MAJOR | (R) (W) |
| ELEC | ELECTIVE | 3-4 | SUPPORT | |
| Suggested Freshman 2nd Semester | | | | |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| ECON 1013 | INTRODUCTION TO ECONOMICS | 3 | GEN ED | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| JB 1133 | NEWS WRITING | 3 | MAJOR | (R) (W) |
| BIO | ** BIOLOGICAL SCIENCE | 3-4 | GEN ED | |
| Suggested Sophomore 1st Semester | | | | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| ART 2643 | VIDEO PRODUCTION | 3 | MAJOR | (R) (W) |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| TA 1133 | VOICE AND SPEECH IMPROVEMENT —OR— | | SUPPORT | (R) |
| TA 2233 | ACTING FOR THE CAMERA | 3 | SUPPORT | (R) (W) |
| COM 1123 | INTERPERSONAL COMMUNICATIONS —OR— | | GEN ED | (R) (W) |
| COM 2213 | INTRO TO PUBLIC SPEAKING | 3 | GEN ED | (R) |
| Suggested Sophomore 2nd Semester | | | | |
| GCOM | ANY GCOM COURSE | 3 | SUPPORT | |
| PHYS SC | ** ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL PREFIXES | 3-4 | GEN ED | |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| MAJOR | *** MAJOR ELECTIVE | 3 | SUPPORT | |
| ELEC | ELECTIVE | 2 | SUPPORT | |

Major Courses: (12 Credit Hours) Journalism and Broadcasting: JB 1103; JB 1133; JB 2643; *** Choose 1 major elective: JB 1013, JB 2113, JB 2303, JB 2413.

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; Communications: COM 1123 or COM 2213; Economics: ECON 1013; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Political Science: POLSC 1113; Social Sciences: PSY 1113 or SOC 1113; Humanities: Six credit hours Humanities Electives; ** Science: 3-4 credit hours of general education Biological Science; 3-4 credit hours Physical Science-one of the science courses must include a lab component.

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

Support Courses: (12 Credit Hours) Any GCOM course; TA 1133 or TA 2233; Electives: 5 credit hours of any course or courses of the student's choosing - a modern language is recommended.

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

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

*** Choose one major elective: JB 1013, JB 2113, JB 2303, JB 2413

Business — Accounting Option (AAS)

Associate in Applied Science

Minimum of 61 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.

All AAS in Business options have a common business core of Support Courses and common General Education courses listed below.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|-----|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | | |
| SCL 1001 | | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/Writing ASSESSMENT SCORES |
| ACCT 2113 | ** | ACCOUNTING I/FINANCIAL | 3 | SUPPORT | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BUS 1013 | (C) | INTRODUCTION TO BUSINESS —OR— | | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1103 | (C) | INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ENGL 1113 | | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| BUS 1323 | | MATHEMATICS FOR BUSINESS CAREERS | 3 | SUPPORT | (R), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE WITHIN THE LAST YEAR. |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| Suggested Freshman 2nd Semester | | | | | |
| ACCT 2123 | (C) | ACCOUNTING II/MANAGERIAL | 3 | MAJOR | ACCT 2113 |
| ENGL 1213 | | ENGLISH COMPOSITION II —OR— | | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| ENGL 1233 | | REPORT WRITING —OR— | | GEN ED | (R) (W), ENGL 1113 |
| COM 1123 | | INTERPERSONAL COMMUNICATIONS —OR— | | GEN ED | (R) (W) |
| COM 2213 | | INTRO TO PUBLIC SPEAKING | 3 | GEN ED | (R) |
| FIN 2023 | (C) | INTRODUCTION TO BUSINESS FINANCE | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, ACCT 2113 |
| HIST 1483 | | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| AOT 2473 | (C) | OFFICE/ACCOUNTING SPREADSHEET APPLICATIONS | 3 | MAJOR | (R) (W) |
| Suggested Sophomore 1st Semester | | | | | |
| ACCT 2213 | (C) | COMPUTERIZED ACCOUNTING | 3 | MAJOR | ACCT 2113 |
| ACCT 2403 | (C) | INCOME TAX ACCOUNTING | 3 | MAJOR | ACCT 2113 |
| ACCT 2603 | (C) | INTERMEDIATE ACCOUNTING I | 3 | MAJOR | ACCT 2123 |
| BUS 2043 | (C) | BUSINESS ETHICS | 3 | MAJOR | (R) |
| ECON 2123 | | PRINCIPLES OF MICROECONOMICS | 3 | GEN ED | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Sophomore 2nd Semester | | | | | |
| ACCT 2303 | (C) | COST ACCOUNTING | 3 | MAJOR | ACCT 2123 |
| ACCT 2703 | (C) | INTERMEDIATE ACCOUNTING II | 3 | MAJOR | ACCT 2603 |
| BUS 2033 | | BUSINESS COMMUNICATION | 3 | SUPPORT | (R) (W), ENGL 1113 OR BY EVALUATION. § |
| BUS 2073 | | LEGAL ENVIRONMENT OF THE WORKPLACE | 3 | SUPPORT | (R) (W), ENGL 1113 AND POLSC 1113 |
| ECON 2143 | | PRINCIPLES OF MACROECONOMICS | 3 | GEN ED | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, ECON 2123 OR BY EVALUATION. § |

Major Courses: (30 credit hours) (C) ACCT 2123; (C) ACCT 2213; (C) ACCT 2303; (C) ACCT 2403; (C) ACCT 2603; (C) ACCT 2703; (C) FIN 2023; (C) BUS 2043; (C) AOT 2473; (C) BUS 1013 or (C) CS 1103;

General Education Courses: (18 credit hours) English: ENGL 1113 and ENGL 1213 or ENGL 1233 or COM 1123 or COM 2213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Economics: ECON 2123; ECON 2143

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

Support Courses: (12 credit hours) Accounting: ACCT 2113; Business: BUS 1323; BUS 2033; BUS 2073

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

** Although ACCT 2113 is a support course for all A.A.S. Business degrees, a minimum of a "C" grade cannot be required, but it is strongly recommended for this option.

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

§ Criteria available in division office

Business — Administrative Office Technology — Administrative Office Specialist Option (AAS)

Associate in Applied Science

Minimum of 61 Credits

NOTE: YOU MUST WORK WITH A FACULTY ADVISOR FOR ENROLLMENT INTO THIS PROGRAM.

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.

All AAS in Business options have a common business core of Support Courses and common General Education courses listed below.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|-----|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | | |
| SCL 1001 | | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| BUS 1323 | | MATHEMATICS FOR BUSINESS CAREERS | 3 | SUPPORT | (R), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE WITHIN THE LAST YEAR. |
| AOT 1713 | (C) | BEGINNING WORD PROCESSING APPLICATIONS | 3 | MAJOR | (R) (W) |
| FA MAJOR | (C) | FACULTY APPROVED MAJOR ELECTIVE | 3 | MAJOR | |
| Suggested Freshman 2nd Semester | | | | | |
| HIST 1483 | | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| AOT 2313 | (C) | INTERMEDIATE WORD PROCESSING APPLICATIONS | 3 | MAJOR | (R) (W), AOT 1713 OR BY EVALUATION. § |
| AOT 2473 | (C) | OFFICE/ACCOUNTING SPREADSHEET APPLICATIONS | 3 | MAJOR | (R) (W) |
| ENGL 1213 | | ENGLISH COMPOSITION II —OR— | | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| ENGL 1233 | | REPORT WRITING —OR— | | GEN ED | (R) (W), ENGL 1113 |
| COM 1123 | | INTERPERSONAL COMMUNICATIONS —OR— | | GEN ED | (R) (W) |
| COM 2213 | | INTRO TO PUBLIC SPEAKING | 3 | GEN ED | (R) |
| FA GEN | | FACULTY APPROVED GENERAL EDUCATION ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 1st Semester | | | | | |
| AOT 2553 | (C) | AUTOMATED RECORDS MANAGEMENT | 3 | MAJOR | (R) (W), AOT 1713, AOT 2473 |
| AOT 2443 | (C) | ADMINISTRATIVE OFFICE PROCEDURES | 3 | MAJOR | COREQUISITE: (R) (W), AOT 2313, AOT 2553 OR BY EVALUATION. § |
| AOT 2453 | (C) | OFFICE INFORMATION PROCESSING | 3 | MAJOR | COREQUISITE: (R) (W), AOT 2313 OR BY EVALUATION. § |
| BUS 2033 | (C) | BUSINESS COMMUNICATION | 3 | SUPPORT | (R) (W), ENGL 1113 OR BY EVALUATION. § |
| ACCT 2113 | | ACCOUNTING I/FINANCIAL | 3 | SUPPORT | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Sophomore 2nd Semester | | | | | |
| AOT 2143 | (C) | ADMINISTRATIVE OFFICE SYSTEMS | 3 | MAJOR | (R) (W) |
| AOT 2663 | (C) | CAREER EDUCATION/INTERNSHIP | 3 | MAJOR | (R) (W) 9 CREDITS OF AOT COURSE WORK WITH A "C" OR BETTER AND BY EVALUATION. § |
| AOT 2463 | (C) | APPLIED GRAPHICS WITH DESKTOP PUBLISHING | 3 | MAJOR | (R) (W), AOT 2313 OR BY EVALUATION. § |
| ECON 2123 | | PRINCIPLES OF MICROECONOMICS | 3 | GEN ED | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BUS 2073 | | LEGAL ENVIRONMENT OF THE WORKPLACE | 3 | SUPPORT | (R) (W), ENGL 1113 AND POLSC 1113 |

Major Courses: (30 credit hours) (C) AOT 1713; (C) AOT 2143; (C) AOT 2313; (C) AOT 2443; (C) AOT 2453; (C) AOT 2463; (C) AOT 2473; (C) AOT 2553; (C) AOT 2660. (C) Three credit hours of Administrative Office Technology electives.

General Education Courses: (18 credit hours) English: ENGL 1113 and one of the following: COM 1123; COM 2213; ENGL 1213; ENGL 1233; Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; Economics: ECON 2123; General Education Electives: Three credit hours of Faculty Approved Electives

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

Support Courses: (12 Credit Hours) Accounting: ACCT 2113; Business: BUS 1323; BUS 2033; BUS 2073

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

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

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

§ Criteria available in division offices

Business — Administrative Office Technology — Legal Secretary Option (AAS)

Associate in Applied Science

Minimum of 61 Credits

NOTE: YOU MUST WORK WITH A FACULTY ADVISOR FOR ENROLLMENT INTO THIS PROGRAM.

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.

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.

All AAS in Business options have a common business core of Support Courses and common General Education courses listed below.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|-----|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | | |
| SCL 1001 | | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| BUS 1323 | | MATHEMATICS FOR BUSINESS CAREERS | 3 | SUPPORT | (R), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE WITHIN THE LAST YEAR. |
| AOT 1713 | (C) | BEGINNING WORD PROCESSING APPLICATIONS | 3 | MAJOR | (R) (W) |
| AOT 1813 | (C) | LEGAL OFFICE PROCEDURES | 3 | MAJOR | NONE |
| Suggested Freshman 2nd Semester | | | | | |
| HIST 1483 | | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| AOT 2313 | (C) | INTERMEDIATE WORD PROCESSING APPLICATIONS | 3 | MAJOR | (R) (W), AOT 1713 OR BY EVALUATION. § |
| AOT 2323 | (C) | LEGAL TERMINOLOGY AND MACHINE TRANSCRIPTION | 3 | MAJOR | (R) (W), AOT 1113, AOT 1713 OR BY EVALUATION. § |
| AOT 2473 | (C) | OFFICE/ACCOUNTING SPREADSHEET APPLICATIONS | 3 | MAJOR | (R) (W) |
| ENGL 1213 | | ENGLISH COMPOSITION II —OR— | | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| ENGL 1233 | | REPORT WRITING —OR— | | GEN ED | (R) (W), ENGL 1113 |
| COM 1123 | | INTERPERSONAL COMMUNICATIONS —OR— | | GEN ED | (R) (W) |
| COM 2213 | | INTRO TO PUBLIC SPEAKING | 3 | GEN ED | (R) |
| Suggested Sophomore 1st Semester | | | | | |
| BUS 2033 | (C) | BUSINESS COMMUNICATION | 3 | SUPPORT | (R) (W), ENGL 1113 OR BY EVALUATION. § |
| AOT 2553 | (C) | AUTOMATED RECORDS MANAGEMENT | 3 | MAJOR | (R) (W), AOT 1713, AOT 2473 |
| AOT 2443 | (C) | ADMINISTRATIVE OFFICE PROCEDURES | 3 | MAJOR | COREQUISITE: (R) (W), AOT 2313, AOT 2553 OR BY EVALUATION. § |
| AOT 2453 | (C) | OFFICE INFORMATION PROCESSING | 3 | MAJOR | COREQUISITE: (R) (W), AOT 2313 OR BY EVALUATION. § |
| ACCT 2113 | | ACCOUNTING I/FINANCIAL | 3 | SUPPORT | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Sophomore 2nd Semester | | | | | |
| BUS 2073 | | LEGAL ENVIRONMENT OF THE WORKPLACE | 3 | SUPPORT | (R) (W), ENGL 1113 AND POLSC 1113 |
| AOT 2013 | (C) | LEGAL BILLING | 3 | MAJOR | (R) (W) OR BY EVALUATION. § |
| AOT 2663 | (C) | CAREER EDUCATION/INTERNSHIP | 3 | MAJOR | (R) (W) 9 CREDITS OF AOT COURSE WORK WITH A "C" OR BETTER AND BY EVALUATION. § |
| ECON 2123 | | PRINCIPLES OF MICROECONOMICS | 3 | GEN ED | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| FA GEN | | FACULTY APPROVED GENERAL EDUCATION ELECTIVE | 3 | GEN ED | |

Major Courses: (30 credit hours) Administrative Office Technology/Legal Secretary Option: (C) AOT 1713; (C) AOT 1813; (C) AOT 2013; (C) AOT 2313; (C) AOT 2323; (C) AOT 2443; (C) AOT 2453; (C) AOT 2473; (C) AOT 2553; (C) AOT 2663

General Education Courses: (18 credit hours) English: ENGL 1113 and one of the following: COM 1123; COM 2213; ENGL 1213; ENGL 1233; Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; Economics: ECON 2123; General Education Electives: Three credit hours of Faculty Approved General Education Elective

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

Support Courses: (12 credit hours) Accounting: ACCT 2113; Business: BUS 1323; BUS 2033; BUS 2073

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

Cooperative agreements have been established with Francis Tuttle Technology Center

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

§ Criteria available in division office

Business — Banking and Finance (Certificate)

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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|--|---|---------|---------|--|
| Suggested Freshman 1st Semester | | | | |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| CS 1103 | INTRODUCTION TO COMPUTERS AND APPLICATIONS -OR- | | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| FG ELEC | FACULTY GUIDED ELECTIVE | 3 | MAJOR | |
| BF 1303 | INTRODUCTION TO FINANCIAL INSTITUTIONS | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| FIN 1013 | PERSONAL FINANCE | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman Intersession | | | | |
| ECON 2123 | PRINCIPLES OF MICROECONOMICS | 3 | GEN ED | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | |
| ACCT 2113 | ACCOUNTING I/FINANCIAL | 3 | SUPPORT | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BUS 2073 | LEGAL ENVIRONMENT OF THE WORKPLACE | 3 | SUPPORT | (R) (W), ENGL 1113 AND POLSC 1113 |
| BUS 2033 | BUSINESS COMMUNICATION | 3 | SUPPORT | (R) (W), ENGL 1113 OR BY EVALUATION. § |
| ECON 2303 | MONEY AND BANKING | 3 | MAJOR | (R) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, ECON 2123 OR BY EVALUATION. § |
| FG ELEC | * FACULTY GUIDED ELECTIVE | 3 | MAJOR | |

Major Courses: (15 credit hours) Banking and Finance: BF 1303; Finance: FIN 1013; Economics: ECON 2303 Computer Science: CS 1103. *Three credit hours of major electives.

General Education Courses: (9 credit hours) English: ENGL 1113; Economics: ECON 2123; Political Science: POLSC 1113

Life Skills Courses: None

Support Courses: (9 credit hours) Accounting: ACCT 2113; Business: BUS 2033 and BUS 2073

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

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

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occc.edu/certificates/banking-finance.html>.

§ Criteria available in division office

Business — Finance/Banking Option (AAS)

Associate in Applied Science

Minimum of 61 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.

All AAS in Business options have a common business core of Support Courses and common General Education courses listed below.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|----------------------------------|-------|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | | |
| SCL 1001 | | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| FIN 1013 | (C) | PERSONAL FINANCE | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BF 1303 | (C) | INTRODUCTION TO FINANCIAL INSTITUTIONS | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BUS 1323 | | MATHEMATICS FOR BUSINESS CAREERS | 3 | SUPPORT | (R), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE |
| Suggested Freshman 2nd Semester | | | | | |
| HIST 1483 | | U.S. HISTORY TO THE CIVIL WAR —OR— | 3 | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | | GEN ED | (R) (W) |
| ENGL 1213 | | ENGLISH COMPOSITION II —OR— | | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| ENGL 1233 | | REPORT WRITING —OR— | | GEN ED | (R) (W), ENGL 1113 |
| COM 1123 | | INTERPERSONAL COMMUNICATIONS —OR— | | GEN ED | (R) (W) |
| COM 2213 | | INTRO TO PUBLIC SPEAKING | 3 | GEN ED | (R) |
| ACCT 2113 | | ACCOUNTING I/FINANCIAL | 3 | SUPPORT | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| FA MAJOR | (C) * | FACULTY APPROVED MAJOR ELECTIVE | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ECON 2123 | (C) | PRINCIPLES OF MICROECONOMICS | 3 | SUPPORT | |
| Suggested Sophomore 1st Semester | | | | | |
| ECON 2143 | | PRINCIPLES OF MACROECONOMICS | 3 | GEN ED | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, ECON 2123 OR BY EVALUATION. § |
| ACCT 2123 | | ACCOUNTING II/MANAGERIAL | 3 | SUPPORT | ACCT 2113 |
| FIN 2023 | (C) | INTRODUCTION TO BUSINESS FINANCE | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, ACCT 2113 |
| BUS 2033 | | BUSINESS COMMUNICATION | 3 | SUPPORT | (R) (W), ENGL 1113 OR BY EVALUATION. § |
| FA MAJOR | (C) * | FACULTY APPROVED MAJOR ELECTIVE | 3 | MAJOR | |
| Suggested Sophomore 2nd Semester | | | | | |
| FIN 2033 | (C) | FUNDAMENTALS OF INVESTMENTS | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ECON 2303 | (C) | MONEY AND BANKING | 3 | MAJOR | (R) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, ECON 2123 OR BY EVALUATION. § |
| BUS 2073 | | LEGAL ENVIRONMENT OF THE WORKPLACE | 3 | SUPPORT | (R) (W), ENGL 1113 AND POLSC 1113 |
| FA MAJOR | (C) * | FACULTY APPROVED MAJOR ELECTIVE | 3 | MAJOR | (R) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MKT 2043 | (C) | PRINCIPLES OF MARKETING | 3 | MAJOR | |

Major Courses: (30 credit hours) Finance/Banking Emphasis: Finance: (C) FIN 1013 (C) FIN 2023; (C) FIN 2033; Banking/Finance: (C) BF 1303 ; Economics: (C) ECON 2303; Marketing: (C) MKT 2043; Accounting: (C) ACCT 2123; Faculty Approved Major Electives: (C) *9 credit hours of major electives

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

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

Support Courses: (12 credit hours) Accounting: ACCT 2113; Business: BUS 1323, BUS 2033 and BUS 2073

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

* 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.

§ Criteria available in division office

Business — Finance/General Option (AAS)

Associate in Applied Science

Minimum of 61 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 student's ability to become a professional in a chosen career field.

All AAS in Business options have a common business core of Support Courses and common General Education courses listed below.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/Writing ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| CS 1103 | (C) INTRODUCTION TO COMPUTERS AND APPLICATIONS —OR— | 3 | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| FG ELEC | FACULTY GUIDED ELECTIVE | 3 | MAJOR | |
| FIN 1013 | (C) PERSONAL FINANCE | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BUS 1323 | MATHEMATICS FOR BUSINESS CAREERS | 3 | SUPPORT | (R), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE |
| Suggested Freshman 2nd Semester | | | | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| ENGL 1213 | ENGLISH COMPOSITION II —OR— | | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| ENGL 1233 | REPORT WRITING —OR— | | GEN ED | (R) (W), ENGL 1113 |
| COM 1123 | INTERPERSONAL COMMUNICATIONS —OR— | | GEN ED | (R) (W) |
| COM 2213 | INTRO TO PUBLIC SPEAKING | 3 | GEN ED | (R) |
| ACCT 2113 | ACCOUNTING I/FINANCIAL | 3 | SUPPORT | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BUS 2043 | (C) BUSINESS ETHICS | 3 | MAJOR | (R) |
| FA MAJOR | (C) * FACULTY APPROVED MAJOR ELECTIVE | 3 | MAJOR | |
| Suggested Sophomore 1st Semester | | | | |
| FIN 2023 | (C) INTRODUCTION TO BUSINESS FINANCE | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, ACCT 2113 |
| BUS 2033 | BUSINESS COMMUNICATION | 3 | SUPPORT | (R) (W), ENGL 1113 OR BY EVALUATION. § |
| ACCT 2123 | (C) ACCOUNTING II/MANAGERIAL | 3 | MAJOR | ACCT 2113 |
| FA MAJOR | (C) * FACULTY APPROVED MAJOR ELECTIVE | 3 | MAJOR | |
| ECON 2123 | PRINCIPLES OF MICROECONOMICS | 3 | GEN ED | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Sophomore 2nd Semester | | | | |
| ECON 2143 | PRINCIPLES OF MACROECONOMICS | 3 | GEN ED | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, ECON 2123 OR BY EVALUATION. § |
| BUS 2073 | LEGAL ENVIRONMENT OF THE WORKPLACE | 3 | SUPPORT | (R) (W), ENGL 1113 AND POLSC 1113 |
| FIN 2033 | (C) FUNDAMENTALS OF INVESTMENTS | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MGMT 2053 | (C) PRINCIPLES OF MANAGEMENT | 3 | MAJOR | (R) |
| FA MAJOR | (C) * FACULTY APPROVED MAJOR ELECTIVE | 3 | MAJOR | |

Major Courses: (30 credit hours) Accounting: ACCT 2123; Business: BUS 2043; Finance: (C) FIN 1013; (C) FIN 2023; (C) FIN 2033; Computer Science: (C) CS 1103 or Faculty Guided Elective; Management: (C) MGMT 2053; (C) 9 credit hours of major electives.

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

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

Support Courses: (12 credit hours) Accounting: ACCT 2113; Business: BUS 1323, BUS 2033 and BUS 2073

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

* 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.

§ Criteria available in division office

Business — General Office Support (Certificate)

Certificate of Mastery

Minimum of 18 Credits

NOTE: YOU MUST WORK WITH A FACULTY ADVISOR FOR ENROLLMENT INTO THIS PROGRAM.

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.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---------------------------------|-----|---|---------|--------|---|
| Suggested Freshman 1st Semester | | | | | |
| AOT 1113 | (C) | COMPUTER KEYBOARDING | 3 | MAJOR | (R) (W) |
| AOT 1713 | (C) | BEGINNING WORD PROCESSING APPLICATIONS | 3 | MAJOR | (R) (W) |
| AOT 2473 | (C) | OFFICE/ACCOUNTING SPREADSHEET APPLICATIONS | 3 | MAJOR | (R) (W) |
| Suggested Freshman 2nd Semester | | | | | |
| AOT 2313 | (C) | INTERMEDIATE WORD PROCESSING APPLICATIONS | 3 | MAJOR | (R) (W), AOT 1713 OR BY EVALUATION. § |
| FA GEN | | FACULTY APPROVED GENERAL EDUCATION ELECTIVE | 3 | GEN ED | |
| AOT 2663 | (C) | CAREER EDUCATION/INTERNSHIP | 3 | MAJOR | (R) (W) 9 CREDITS OF AOT COURSE WORK WITH A "C" OR BETTER AND BY EVALUATION § |

Major Courses: (15 credit hours) General Office Support: (C) AOT 1113; (C) AOT 1713; (C) AOT 2313; (C) AOT 2473; (C) AOT 2663

General Education Courses: (3 credit hours) Electives: 3 credit hours of faculty guided elective

Life Skills Courses: None

Support Courses: None

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

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

§ Criteria available in division office

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occc.edu/certificates/generalofficesupport.html>

Business — Insurance (Certificate)

Certificate of Mastery

Minimum of 27 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 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|--|---|---------|---------|--|
| Suggested Freshman 1st Semester | | | | |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| BUS 1323 | MATHEMATICS FOR BUSINESS CAREERS | 3 | SUPPORT | (R), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE WITHIN THE LAST YEAR. |
| INS 1103 | PRINCIPLES OF INSURANCE | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| FIN 1013 | PERSONAL FINANCE | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1103 | INTRODUCTION TO COMPUTERS AND APPLICATIONS— OR | | SUPPORT | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| FG ELEC | FACULTY GUIDED ELECTIVE | 3 | SUPPORT | |
| Suggested Freshman 2nd Semester | | | | |
| INS 1113 | PRINCIPLES OF PERSONAL INSURANCE | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| COM 1123 | INTERPERSONAL COMMUNICATIONS | 3 | GEN ED | (R) (W) |
| BUS 2033 | BUSINESS COMMUNICATION | 3 | SUPPORT | (R) (W), ENGL 1113 OR BY EVALUATION. § |
| INS 1203 | PRINCIPLES OF COMMERCIAL INSURANCE | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |

Major Courses: (12 credit hours); Insurance: INS 1103; INS 1113; INS 1203; Finance: FIN 1013

General Education Courses: (6 credit hours) English: ENGL 1113; Communication: COM 1123

Life Skills Courses: None

Support Courses: (9 credit hours) Business: BUS 2033; BUS 1323; Computer Science: CS 1103 or Faculty Guided Elective

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

§ Criteria available in division office

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occc.edu/certificates/insurance.html>.

Business — Legal Office Procedures (Certificate)

Certificate of Mastery

Minimum of 30 Credits

NOTE: YOU MUST WORK WITH A FACULTY ADVISOR FOR ENROLLMENT INTO THIS PROGRAM.

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.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|--|-----|---|---------|---------|--|
| Suggested Freshman 1st Semester | | | | | |
| ENGL 1113 | | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| FA ENGL | | FACULTY APPROVED ELECTIVE FROM ENGL OR COM | 3 | GEN ED | |
| AOT 1713 | (C) | BEGINNING WORD PROCESSING APPLICATIONS | 3 | MAJOR | (R) (W) |
| AOT 1813 | (C) | LEGAL OFFICE PROCEDURES | 3 | MAJOR | NONE |
| AOT 2443 | (C) | ADMINISTRATIVE OFFICE PROCEDURES | 3 | MAJOR | COREQUISITE: (R) (W), AOT 2313, AOT 2553 OR BY EVALUATION. § |
| Suggested Freshman 2nd Semester | | | | | |
| BUS 2033 | (C) | BUSINESS COMMUNICATION | 3 | SUPPORT | (R) (W), ENGL 1113 OR BY EVALUATION. § |
| AOT 2313 | (C) | INTERMEDIATE WORD PROCESSING APPLICATIONS | 3 | MAJOR | (R) (W), AOT 1713 OR BY EVALUATION. § |
| AOT 2323 | (C) | LEGAL TERMINOLOGY AND MACHINE TRANSCRIPTION | 3 | MAJOR | (R) (W), AOT 1113, AOT 1713 OR BY EVALUATION. § |
| AOT 2013 | (C) | LEGAL BILLING | 3 | MAJOR | (R) (W) OR BY EVALUATION. § |
| AOT 2663 | (C) | CAREER EDUCATION/INTERNSHIP | 3 | MAJOR | (R) (W) 9 CREDITS OF AOT COURSE WORK WITH A "C" OR BETTER AND BY EVALUATION § |

Major Courses: (21 credit hours) Legal Office Procedures: (C) AOT 1713; (C) AOT 1813; (C) AOT 2013; (C) AOT 2313; (C) AOT 2323; (C) AOT 2443; (C) AOT 2660

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

Life Skills Courses: None

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

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Cooperative agreements have been established with Francis Tuttle Technology Center

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

§ Criteria available in division office

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occ.edu/certificates/legalofficeprocedures.html>.

Business — Medical Office Administration (Certificate)

Certificate of Mastery

Minimum of 43 Credits

NOTE: YOU MUST WORK WITH A FACULTY ADVISOR FOR ENROLLMENT IN THIS PROGRAM.

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 Office Administration 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.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|-----|--|---------|---------|--|
| Suggested Freshman 1st Semester | | | | | |
| AOT 1113 | (C) | COMPUTER KEYBOARDING | 3 | MAJOR | (R) (W) |
| AOT 1713 | (C) | BEGINNING WORD PROCESSING APPLICATIONS | 3 | MAJOR | (R) (W) |
| BIO | (C) | BIOLOGICAL SCIENCE | 3 | SUPPORT | |
| AHP 1013 | (C) | MEDICAL TERMINOLOGY | 3 | SUPPORT | (R) |
| ENGL 1113 | (C) | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| Suggested Freshman 2nd Semester | | | | | |
| BIO 1314 | (C) | HUMAN ANATOMY AND PHYSIOLOGY I | 4 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. AN ADEQUATE BIOLOGY PLACEMENT TEST SCORE OR BIO 0123 OR A COLLEGE-LEVEL BIOLOGICAL SCIENCE CLASS. |
| AOT 2253 | (C) | MEDICAL OFFICE PROCEDURES | 3 | MAJOR | (R) (W), AHP 1013, AOT 1713 WITH A MINIMUM GRADE OF "C" OR BETTER |
| AOT 2473 | (C) | OFFICE/ACCOUNTING SPREADSHEET APPLICATIONS | 3 | MAJOR | (R) (W) |
| BUS 2033 | (C) | BUSINESS COMMUNICATION | 3 | SUPPORT | (R) (W), ENGL 1113 OR BY EVALUATION. § |
| Suggested Sophomore 1st Semester | | | | | |
| AOT 2039 | (C) | MEDICAL CODING | 9 | MAJOR | (R) (W), BIO 1314, MINIMUM "C" GRADE IN COURSE |
| AOT 2453 | (C) | OFFICE INFORMATION PROCESSING | 3 | MAJOR | COREQUISITE: (R) (W), AOT 2313 OR BY EVALUATION. § |
| AOT 2663 | (C) | CAREER EDUCATION/INTERNSHIP | 3 | MAJOR | (R) (W) 9 CREDITS OF AOT COURSE WORK WITH A "C" OR BETTER AND BY EVALUATION § |

Major Courses: (27 credit hours) Medical Office Administration: (C) AOT 1113; (C) AOT 1713; (C) AOT 2253; (C) AOT 2039; (C) AOT 2453; (C) AOT 2473; (C) AOT 2663

General Education Courses: (3 credit hours) English: (C) ENGL 1113

Life Skills Courses: None

Support Courses: (13 credit hours) (C) AHP 1013; (C) BIO College-Level Biological Science Elective; (C) BIO 1314; (C) BUS 2033

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

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

§ Criteria available in division office

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

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occ.edu/certificates/Medical-Office-Administration.html>.

Business — Business Management Option (AAS)

Associate in Applied Science

Minimum of 61 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.

All AAS in Business options have a common business core of Support Courses and common General Education courses listed below.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|-----|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | | |
| SCL 1001 | | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| ECON 2123 | | PRINCIPLES OF MICROECONOMICS | 3 | GEN ED | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, ECON 2123 OR BY EVALUATION. § |
| MGMT 2053 | (C) | PRINCIPLES OF MANAGEMENT | 3 | MAJOR | (R) |
| BUS 1323 | | MATHEMATICS FOR BUSINESS CAREERS | 3 | SUPPORT | (R), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE WITHIN THE LAST YEAR. |
| FA MAJOR | (C) | FACULTY APPROVED MAJOR ELECTIVE | 3 | MAJOR | |
| Suggested Freshman 2nd Semester | | | | | |
| BUS 2033 | | BUSINESS COMMUNICATION | 3 | SUPPORT | (R) (W), ENGL 1113 OR BY EVALUATION. § |
| ACCT 2113 | | ACCOUNTING I/FINANCIAL | 3 | SUPPORT | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MGMT 2013 | (C) | SMALL BUSINESS MANAGEMENT | 3 | MAJOR | (R) (W) |
| MKT 2043 | (C) | PRINCIPLES OF MARKETING | 3 | MAJOR | (R) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| FA GEN | | FACULTY APPROVED GENERAL EDUCATION ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 1st Semester | | | | | |
| HIST 1483 | | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| ACCT 2123 | (C) | ACCOUNTING II/MANAGERIAL | 3 | MAJOR | ACCT 2113 |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| FIN 2023 | (C) | INTRODUCTION TO BUSINESS FINANCE | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, ACCT 2113 |
| FA MAJOR | (C) | FACULTY APPROVED MAJOR ELECTIVE | 3 | MAJOR | |
| Suggested Sophomore 2nd Semester | | | | | |
| BUS 2073 | | LEGAL ENVIRONMENT OF THE WORKPLACE | 3 | SUPPORT | (R) (W), ENGL 1113 AND POLSC 1113 |
| MGMT 2453 | (C) | MID-MANAGEMENT SEMINAR | 3 | MAJOR | (R) OR BY EVALUATION. § |
| MGMT 2953 | (C) | SUPERVISORY TRAINING | 3 | MAJOR | (R) |
| ENGL 1213 | | ENGLISH COMPOSITION II —OR— | | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| ENGL 1233 | | REPORT WRITING —OR— | | GEN ED | (R) (W), ENGL 1113 |
| COM 1123 | | INTERPERSONAL COMMUNICATIONS —OR— | | GEN ED | (R) (W) |
| COM 2213 | | INTRO TO PUBLIC SPEAKING | 3 | GEN ED | (R) |
| FA MAJOR | (C) | FACULTY APPROVED MAJOR ELECTIVE | 3 | MAJOR | |

Major Courses: (30 credit hours) (C) ACCT 2123; (C) FIN 2023; (C) MGMT 2013; (C) MGMT 2053; (C) MGMT 2453; (C) MGMT 2953; (C) MKT 2043. (C) Nine credit hours of approved major electives

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

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

Support Courses: (12 credit hours) Accounting: ACCT 2113; Business: BUS 1323; BUS 2033; BUS 2073

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

* Elective: Major and general electives must be approved by a faculty advisor.

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

§ Criteria available in division office

Business (AS)

Associate in Science

Minimum of 62 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| BIO | ** BIOLOGICAL SCIENCE | 3-4 | GEN ED | |
| MATH 1513 | COLLEGE ALGEBRA | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| Suggested Freshman 2nd Semester | | | | |
| MATH 1743 | CALCULUS I FOR BUSINESS, LIFE SCIENCES, AND SOCIAL | 3 | GEN ED | (R), MATH 1513 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| ECON 2123 | PRINCIPLES OF MICROECONOMICS | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ACCT 2113 | ACCOUNTING I/FINANCIAL | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 1st Semester | | | | |
| FA SUPPORT | * FACULTY APPROVED SUPPORT ELECTIVES | 3 | SUPPORT | |
| BUS 2033 | BUSINESS COMMUNICATION | 3 | MAJOR | (R) (W), ENGL 1113 OR BY EVALUATION. § |
| ACCT 2123 | ACCOUNTING II/MANAGERIAL | 3 | MAJOR | ACCT 2113 |
| ECON 2023 | STATISTICS FOR BUSINESS AND ECONOMICS | 3 | MAJOR | (R) (W) MATH 1743 |
| ECON 2143 | PRINCIPLES OF MACROECONOMICS | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, ECON 2123 OR BY EVALUATION. § |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 2nd Semester | | | | |
| FA SUPPORT | * FACULTY APPROVED SUPPORT ELECTIVES | 3 | SUPPORT | |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| FA GEN | * FACULTY APPROVED GENERAL EDUCATION ELECTIVE | 3 | GEN ED | |
| COM 2213 | INTRO TO PUBLIC SPEAKING | 3 | GEN ED | (R) |
| PHYS | ** ANY PHYSICAL SCIENCE | 3-4 | GEN ED | |

Major Courses: (18 credit hours) Business: BUS 2033; Accounting: ACCT 2113; ACCT 2123; Economics: ECON 2023; ECON 2123; ECON 2143

General Education Courses: (37-38 credit hours) English: ENGL 1113; ENGL 1213; Communications: COM 2213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; ** Science: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science - one of the science courses must include a lab component.; Humanities: Six credit hours of Humanities; Mathematics: MATH 1513; MATH 1743; Approved General Education Elective: Three credit hours

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

Support Courses: (6 credit hours) Approved Support Elective: Six credit hours

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

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

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

§ Criteria available in division office

Chemistry — Science with Chemistry Concentration (AAS)

Associate in Science

Minimum of 61-66 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.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|-----|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | | |
| SCL 1001 | | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| CHEM 1115 | (C) | GENERAL CHEMISTRY I | 5 | GEN ED | (R) (W), MATH 1513 OR MATH 1533, OR BOTH MATH 0403 AND HIGH SCHOOL CHEMISTRY OR CHEM 1123. A GRADE OF "C" OR BETTER IS REQUIRED IN ALL PREREQUISITE COURSES. |
| MATH 1513 | (C) | COLLEGE ALGEBRA —OR— | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1533 | | PRE-CALCULUS AND ANALYTIC GEOMETRY —OR— | | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1613 | | TRIGONOMETRY —OR— | | GEN ED | (R), PRE OR COREQUISITE: MATH 1513 OR MATH 1533 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1743 | | CALCULUS I FOR BUSINESS, LIFE SCIENCES, AND SOCIAL —OR— | | GEN ED | (R), MATH 1513 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2104 | | CALCULUS AND ANALYTIC GEOMETRY I | 3-4 | GEN ED | (R) (W), MATH 1533 AND MATH 1613 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BIO 1124 | | GENERAL BIOLOGY I (MAJORS) | 4 | GEN ED | (R),(W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | | |
| ENGL 1213 | | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| MATH 1613 | | TRIGONOMETRY —OR— | | GEN ED | (R), PRE OR COREQUISITE: MATH 1513 OR MATH 1533 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1743 | * | CALCULUS I FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES —OR— | | GEN ED | (R), MATH 1513 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | | INTRODUCTION TO STATISTICS —OR— | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2104 | | CALCULUS AND ANALYTIC GEOMETRY I —OR— | | GEN ED | (R) (W), MATH 1533 AND MATH 1613 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2214 | | CALCULUS AND ANALYTIC GEOMETRY II | 3-4 | GEN ED | (R) (W), MATH 2104 WITHIN THE LAST YEAR. |
| CHEM 1215 | (C) | GENERAL CHEMISTRY II | 5 | MAJOR | CHEM 1115 WITH A GRADE OF "C" OR BETTER; MATH 1513 OR MATH 1533 WITH A GRADE OF "C" OR BETTER. |
| HUM | | HUMANITIES ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 1st Semester | | | | | |
| CHEM 2114 | (C) | ORGANIC CHEMISTRY I | 4 | MAJOR | CHEM 1215 WITH A GRADE OF "C" OR BETTER. |
| PHYS 1114 | | COLLEGE PHYSICS I —OR— | | GEN ED | (R) (W), MATH 1513 OR HIGHER OR APPM 1223, WITHIN THE LAST TWO YEARS OR BY EVALUATION. § |
| PHYS 2014 | | ENGINEERING PHYSICS I | 4 | GEN ED | (R) (W), MATH 2104 (OR AT LEAST 4 HOURS OF CALCULUS) WITHIN THE LAST YEAR OR BY EVALUATION. § |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | PREREQUISITE OR COREQUISITE: MATH 2214. |
| SOC SC | | SOCIAL SCIENCE ELECTIVE | 3 | GEN ED | (R) (W) |
| HUM | | HUMANITIES ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 2nd Semester | | | | | |
| HIST 1483 | | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| CHEM 2124 | (C) | ORGANIC CHEMISTRY II | 4 | MAJOR | CHEM 2114 WITH A GRADE OF "C" OR BETTER. |
| CHEM 2122 | (C) | ORGANIC CHEMISTRY LABORATORY | 2 | MAJOR | CHEM 2114 WITH A GRADE OF "C" OR BETTER. |
| FA SUPPORT | ** | FACULTY APPROVED SUPPORT ELECTIVES | 5-8 | SUPPORT | |

Major Courses: (15 credit hours) (C) CHEM 1215; (C) CHEM 2114; (C) CHEM 2122; (C) CHEM 2124

General Education Courses: (40-42 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Chemistry: CHEM 1115; Physics: PHYS 1114 or PHYS 2014; Biological Science: BIO 1124; Humanities: Six credit hours; Social Sciences: Three credit hours; Mathematics: Six to eight credit hours chosen from MATH 1513; MATH 1533; MATH 1613; MATH 1743*; MATH 2013; MATH 2104 or MATH 2214

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

Support Courses: (5-8 credit hours) Chosen from CHEM 2990; BIO; ECON; MATH or PHYS**

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

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

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

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

§ Criteria available in division office

Child Development (AA)

Associate in Arts

Minimum of 62-63 Credits

Students in child development learn how to provide the best possible environment for young children to enable them 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 baccalaureate degrees in early childhood education, family relations, human environmental sciences or other areas. Students work directly with children at the OCCC Child Development Center and Laboratory School in some courses, applying concepts learned in the classroom. Students are encouraged to see a faculty advisor early in the program. Oklahoma City Community College also offers a certificate of mastery and a child development degree that prepares students for immediate entry into the job market.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|----------|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | | |
| CD 1121 | | THE CHILD DEVELOPMENT PROFESSIONAL | 1 | MAJOR | (R) (W) |
| SCL 1001 | | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| CD 2113 | (C) | INTRODUCTION TO CHILD DEVELOPMENT | 3 | MAJOR | (R) (W) |
| CD 2153 | (C) (+)* | INTRODUCTION TO EARLY CHILDHOOD EDUCATION | 3 | MAJOR | (R) |
| ENGL 1113 | | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HIST 1483 | | U.S. HISTORY TO THE CIVIL WAR —OR— | 3 | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| Suggested Freshman 2nd Semester | | | | | |
| CD 2333 | (C) * | INTEGRATED CURRICULUM DEVELOPMENT I | 3 | MAJOR | (R) (W), EARNED AT LEAST A "C" IN CD 2113, CD 2153 |
| CD 2353 | (C) * | CHILD HEALTH, SAFETY AND NUTRITION | 3 | MAJOR | (R) (W), EARNED AT LEAST A "C" IN CD 2113, CD 2153 |
| CD 2213 | (S) | CHILD AND FAMILY IN SOCIETY | 3 | MAJOR | (R) (W) |
| ENGL 1213 | | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| BIO | | BIOLOGICAL SCIENCE | 3-4 | GEN ED | |
| Suggested Sophomore 1st Semester | | | | | |
| CD 2363 | (C) * | BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN | 3 | MAJOR | (R) (W) EARNED AT LEAST A "C" IN CD 2153 & CD 2113 FOR CHILD DEVELOPMENT MAJORS OR BY EVALUATION. § |
| CD 2533 | (C) | INTEGRATED CURRICULUM DEVELOPMENT II | 3 | MAJOR | (R) (W) ENGL 1113 EARNED AT LEAST A "C" CD 2113, CD 2153, CD 2333, AND CD 2353 |
| COM 2213 | | INTRO TO PUBLIC SPEAKING | 3 | GEN ED | (R) |
| HUM | | HUMANITIES ELECTIVE | 3 | GEN ED | |
| MATH 1513 | | COLLEGE ALGEBRA —OR— | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1503 | | CONTEMPORARY MATHEMATICS —OR— | | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | | INTRODUCTION TO STATISTICS | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Sophomore 2nd Semester | | | | | |
| FA GEN | | FACULTY APPROVED GENERAL EDUCATION ELECTIVE | 6 | GEN ED | |
| CD 2632 | * | CHILD DEVELOPMENT FIELDWORK | 2 | MAJOR | (R) (W) ENGL 1113 EARNED AT LEAST A "C" IN CD 2533 |
| PHYS | ** | ANY PHYSICAL SCIENCE* | 3-4 | GEN ED | |
| HUM | | HUMANITIES ELECTIVE (FACULTY APPROVED) | 3 | GEN ED | |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |

Major Courses: (24 credit hours) Child Development: CD 1121, CD 2113, 2153, 2213, 2333, 2353, 2363, 2533, 2632

General Education Courses: (37-38 credit hours) English: ENGL 1113, ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Natural Sciences**: three or four credit hours of general education biological sciences; three or four credit hours of physical science. One of the science courses must include a laboratory component; Humanities: Six credit hours; Mathematics: MATH 1513 or MATH 1503 or MATH 2013; Communications: COM 2213; General Education Electives: Six credit hours

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

Support Courses:

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs in the general information section of the catalog. See the General Education Requirement in the front section of the catalog. Students who plan to transfer to a four-year institution and major in early childhood education or child/family studies should consult a faculty advisor before selecting electives.

(+) If this course is completed online, student is required to be on campus for on-campus tour and observations at the CDCLS.

* These courses have a clinical component that requires purchase of liability insurance, a student nametag, tuberculosis testing and an OSBI background investigation.

** At least one science must contain a laboratory component.

(C) A grade of "C" or better required before admittance to subsequent courses. See OCCC Catalog.

(S) This course contains a service learning component.

§ Criteria available in division office

Child Development — Administrator Option (AAS)*

Associate in Applied Science

Minimum of 61 Credits

The Child Development Administrator option is designed to prepare individuals to work as program directors/administrators in child development settings. For individuals currently employed in the field, it will provide an opportunity to maintain and/or upgrade their education and training.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|----------|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | | |
| CD 1121 | | THE CHILD DEVELOPMENT PROFESSIONAL | 1 | MAJOR | (R) (W) |
| SCL 1001 | | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| CD 2113 | (C) | INTRODUCTION TO CHILD DEVELOPMENT | 3 | MAJOR | (R) (W) |
| CD 2153 | (C) (+)* | INTRODUCTION TO EARLY CHILDHOOD EDUCATION | 3 | MAJOR | (R) |
| ENGL 1113 | | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HIST 1483 | | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| Suggested Freshman 2nd Semester | | | | | |
| CD 2333 | (C) * | INTEGRATED CURRICULUM DEVELOPMENT I | 3 | MAJOR | (R) (W), EARNED AT LEAST A "C" IN CD 2113, CD 2153 |
| CD 2353 | (C) * | CHILD HEALTH, SAFETY AND NUTRITION | 3 | MAJOR | (R) (W), EARNED AT LEAST A "C" IN CD 2113, CD 2153 |
| CD 2363 | (C) * | BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN | 3 | MAJOR | (R) (W) EARNED AT LEAST A "C" IN CD 2153 & CD 2113 FOR CHILD DEVELOPMENT MAJORS OR BY EVALUATION. § |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| ENGL 1213 | | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| Suggested Sophomore 1st Semester | | | | | |
| CD 2813 | (C) | EARLY CHILDHOOD CENTER PERSONNEL DEVELOPMENT & MANAGEMENT | 3 | MAJOR | (R) (W) EARNED AT LEAST A "C" IN CD 2113, CD 2153, CD 2333, CD 2353, CD 2363, ENGL 1113. |
| CD 2443 | | LANGUAGE & LITERACY FOR YOUNG CHILDREN | 3 | MAJOR | (R) (W) CD 2113 AND CD 2153 |
| CD 2533 | (C) | INTEGRATED CURRICULUM DEVELOPMENT II | 3 | MAJOR | (R) (W) ENGL 1113 EARNED AT LEAST A "C" CD 2113, CD 2153, CD 2333, AND CD 2353 |
| HUM | | HUMANITIES ELECTIVE | 3 | GEN ED | |
| CD 2623 | * | SUPERVISED LABORATORY —OR— | | SUPPORT | (R) (W) ENGL 1113 EARNED AT LEAST A 'C' IN CD 2333, CD 2353 |
| CD 2213 | (S) | CHILD AND FAMILY IN SOCIETY | 3 | SUPPORT | (R) (W) |
| Suggested Sophomore 2nd Semester | | | | | |
| CD 2632 | * | CHILD DEVELOPMENT FIELDWORK | 2 | MAJOR | (R) (W) ENGL 1113 EARNED AT LEAST A 'C' IN CD 2533 |
| CD 2713 | | INFANT/TODDLER DEVELOPMENT AND EDUCATIONAL PROGRAM | 3 | MAJOR | (R) (W) ENGL 1113 EARNED AT LEAST A 'C' IN CD 2113, CD 2153, CD 2333, CD 2353, CD 2363 |
| BUS 1323 | | MATHEMATICS FOR BUSINESS CAREERS | 3 | SUPPORT | (R), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE WITHIN THE LAST YEAR. |
| CS 1103 | | INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | GEN ED | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| PSY 1113 | | INTRODUCTION TO PSYCHOLOGY —OR— | | GEN ED | (R) |
| SOC 1113 | | INTRODUCTION TO SOCIOLOGY | 3 | GEN ED | (R) |
| CD 2833 | (C) | EARLY CHILDHOOD CENTER FINANCIAL PLANNING AND MANAGEMENT | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, EARNED AT LEAST A "C" IN CD 2113, CD 2153, CD 2333, CD 2353, CD 2363, ENGL 1113. |

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

General Education Courses: (21 credit hours) English: ENGL 1113, ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Humanities: Three credit hours; Psychology or Sociology: PSY 1113 or SOC 1113; Computer Skills: CS 1103.

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

Support Courses: (6 credit hours) Business: BUS 1323; CD 2623 or CD 2213.

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

Cooperative agreements have been established with Francis Tuttle Technology Center.

(C) Grade of "C" or better required before admittance to subsequent courses. See OCCC Catalog.

* These courses have a clinical component that requires purchase of liability insurance, a student nametag, tuberculosis testing and an OSBI background investigation.

(+) If this course is completed online, student is required to be on campus for on-campus tour and observations.

(S) This course contains a service learning component.

§ Criteria available in division office

Child Development (AAS)

Associate in Applied Science

Minimum of 61 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 educational and environmental principles used to optimally promote young children's development. Students work directly with children at the OCCC Child Development Center and Laboratory School in some courses, applying concepts learned in the classroom. Students are encouraged to see a faculty advisor early in the program. Oklahoma City Community College also offers child development degree that prepares students for continuing their education at a four-year college or university and a certificate of mastery.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| CD 1121 | THE CHILD DEVELOPMENT PROFESSIONAL | 1 | MAJOR | (R) (W) |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| CD 2113 | (C) INTRODUCTION TO CHILD DEVELOPMENT | 3 | MAJOR | (R) (W) |
| CD 2153 | (C) (+)* INTRODUCTION TO EARLY CHILDHOOD EDUCATION | 3 | MAJOR | (R) |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| Suggested Freshman 2nd Semester | | | | |
| CD 2333 | *(C) INTEGRATED CURRICULUM DEVELOPMENT I | 3 | MAJOR | (R) (W), EARNED AT LEAST A "C" IN CD 2113, CD 2153 |
| CD 2353 | *(C) CHILD HEALTH, SAFETY AND NUTRITION | 3 | MAJOR | (R) (W), EARNED AT LEAST A "C" IN CD 2113, CD 2153 |
| CD 2213 | (S) CHILD AND FAMILY IN SOCIETY | 3 | MAJOR | (R) (W) |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| Suggested Sophomore 1st Semester | | | | |
| CD 2363 | *(C) BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN | 3 | MAJOR | (R) (W) EARNED AT LEAST A "C" IN CD 2153 & CD 2113 FOR CHILD DEVELOPMENT MAJORS OR BY EVALUATION. § |
| CD 2533 | (C) INTEGRATED CURRICULUM DEVELOPMENT II | 3 | MAJOR | (R) (W) ENGL 1113 EARNED AT LEAST A "C" CD 2113, CD 2153, CD 2333, AND CD 2353 |
| CD 2443 | LANGUAGE & LITERACY FOR YOUNG CHILDREN | 3 | MAJOR | (R) (W) CD 2113 AND CD 2153 |
| PSY 1113 | INTRODUCTION TO PSYCHOLOGY —OR— | | GEN ED | (R) |
| SOC 1113 | INTRODUCTION TO SOCIOLOGY | 3 | GEN ED | (R) |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| CD 2623 | *(-) SUPERVISED LABORATORY | 3 | SUPPORT | (R) (W) ENGL 1113 EARNED AT LEAST A "C" IN CD 2333, CD 2353 |
| Suggested Sophomore 2nd Semester | | | | |
| CD 2632 | * CHILD DEVELOPMENT FIELDWORK | 2 | MAJOR | (R) (W) ENGL 1113 EARNED AT LEAST A "C" IN CD 2533 |
| CD 2713 | INFANT/TODDLER DEVELOPMENT AND EDUCATIONAL PROGRAM | 3 | MAJOR | (R) (W) ENGL 1113 EARNED AT LEAST A "C" IN CD 2113, CD 2153, CD 2333, CD 2353, CD 2363 |
| BUS 1323 | MATHEMATICS FOR BUSINESS CAREERS | 3 | SUPPORT | (R), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE WITHIN THE LAST YEAR. |
| CS 1103 | INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | GEN ED | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ART 1213 | FOUNDATIONS I: DESIGN AND COLOR | 3 | SUPPORT | (R) |

Major Courses: (30 credit hours) Child Development: CD 1121, 2113, 2153, 2333, 2353, 2213, 2363, 2443, 2533, 2632, 2713.

General Education Courses: (21 credit hours) English: ENGL 1113, ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Humanities: Three credit hours Psychology or Sociology: PSY 1113 or SOC 1113; Computer Skills: CS 1103.

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

Support Courses: (9 credit hours) Business: BUS 1323; 3 hours Faculty Approved Support Elective OR, upon Advisor evaluation, CD 2623 Supervised Laboratory; Art: ART 1213.

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

Cooperative agreements have been established with Francis Tuttle Technology Center. Students should consult a faculty advisor before selecting electives.

* These courses have a clinical component that requires purchase of liability insurance, a student nametag, tuberculosis testing and an OSBI background investigation.

(C) Grade of "C" or better required before admittance to subsequent courses. See OCCC Catalog.

(+) If this course is completed online, student is required to be on campus for on-campus tour and observations.

(S) This course contains a service learning component.

(-) Upon advisor approval or support elective.

§ Criteria available in division office

Child Development (Certificate)

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 also designed to meet the training requirements required for the Child Development Associate (CDAO, a national competency-based credential which is the first level of professional preparation in early childhood education, while the Certificate of Mastery places the developing professional at a slightly higher level.)

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---------------------------------|----------|---|---------|--------|--|
| Suggested Freshman 1st Semester | | | | | |
| CD 2113 | (C) | INTRODUCTION TO CHILD DEVELOPMENT | 3 | MAJOR | (R) (W) |
| CD 2153 | (C) (+)* | INTRODUCTION TO EARLY CHILDHOOD EDUCATION | 3 | MAJOR | (R) |
| ENGL 1113 | | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| Suggested Freshman 2nd Semester | | | | | |
| CD 2333 | (C)* | INTEGRATED CURRICULUM DEVELOPMENT I | 3 | MAJOR | (R) (W), EARNED AT LEAST A "C" IN CD 2113, CD 2153 |
| CD 2353 | (C)* | CHILD HEALTH, SAFETY AND NUTRITION | 3 | MAJOR | (R) (W), EARNED AT LEAST A "C" IN CD 2113, CD 2153 |
| CD 2363 | (C)* | BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN | 3 | MAJOR | (R) (W) EARNED AT LEAST A "C" IN CD 2153 & CD 2113 FOR CHILD DEVELOPMENT MAJORS OR BY EVALUATION. § |

Major Courses: (15 credit hours) Child Development: CD 2113, 2153, 2213, 2333, 2353, 2363

General Education Courses: (3 credit hours) English: ENGL 1113

Life Skills Courses: None

Support Courses: None

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

*These courses have a clinical component that requires purchase of liability insurance, a student nametag, tuberculosis testing and an OSBI background investigation.

(+) If this course is completed online, student is required to be on campus for on-campus tour and observations at the CDCLS.

(C) Grade of "C" or better required before admittance to subsequent courses. See OCCC Catalog.

§ Criteria available in division office

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occc.edu/certificates/childdevelopment.html>.

Clinical Research Coordinator Program (AAS)

Associate in Applied Science

Minimum of 65 Credits

This program is designed to train students to be skilled, entry level, clinical research coordinators. Students will be educated in the fundamentals of clinical research with a special emphasis on federal guidelines, good clinical practices, research protocol design, clinical research methodologies, statistics, pharmacology and pathophysiology. The graduating student will be equipped with skills necessary in a wide variety of human subject research and clinical trials fields.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| AHP 1013 | MEDICAL TERMINOLOGY | 3 | SUPPORT | (R) |
| BIO 1314 | HUMAN ANATOMY AND PHYSIOLOGY I | 4 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. AN ADEQUATE BIOLOGY PLACEMENT TEST SCORE OR BIO 0123 OR A COLLEGE-LEVEL BIOLOGICAL SCIENCE CLASS. |
| CRC 1103 | INTRODUCTION TO CLINICAL RESEARCH | 3 | MAJOR | (R) (W) MEET THE BASIC REQUIREMENTS FOR ADMISSION TO THE CLINICAL RESEARCH PROGRAM WHICH ARE ASSESSMENT OF ENTRY-LEVEL SKILLS AND EDUCATIONAL READINESS IN THE TOPICS OF READING AND REASONING, WRITING, MATHEMATICS, AND SCIENCE. COMPETENCY IN BASIC COMPUTER SKILLS OR CS 1103 INTRODUCTION TO COMPUTERS AND APPLICATIONS. COREQUISITE: ENGL 1113 |
| Suggested Freshman 2nd Semester | | | | |
| ENGL 1233 | REPORT WRITING | 3 | GEN ED | (R) (W), ENGL 1113 |
| BIO 1414 | HUMAN ANATOMY AND PHYSIOLOGY II | 4 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, BIO 1314 |
| CRC 1203 | MEDICAL ETHICS AND CLIENT CARE | 3 | MAJOR | CRC 1103 |
| CRC 1303 | CLINICAL TRIALS AND RESEARCH REGULATIONS | 3 | MAJOR | CRC 1103 |
| CHEM 1123 | SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY | 3 | SUPPORT | (R) (W) MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman Summer Semester | | | | |
| CRC 1503 | CLINICAL TRIALS AND RESEARCH INTERNSHIP I | 3 | MAJOR | CRC 1203; CRC 1303 |
| CRC 1112 | VITAL SIGNS AND VENIPUNCTURE | 2 | MAJOR | BIO 1414 |
| Suggested Sophomore 1st Semester | | | | |
| CRC 2103 | CLINICAL RESEARCH DESIGN | 3 | MAJOR | CRC 1203; CRC 1303 |
| CRC 2003 | CLINICAL DATABASE APPLICATIONS | 3 | MAJOR | CRC 1103 |
| CRC 2203 | PATHOPHYSIOLOGY | 3 | MAJOR | CHEM 1123; BIO 1414; AHP 1013 |
| MATH 2013 | INTRODUCTION TO STATISTICS | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR OR | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| Suggested Sophomore 2nd Semester | | | | |
| CRC 2113 | CLINICAL RESEARCH SITE MANAGEMENT | 3 | MAJOR | CRC 2103 |
| CRC 2313 | CLINICAL PROTOCOL DESIGN | 3 | MAJOR | CRC 2103; CRC 2113 |
| CRC 2213 | PHARMACOLOGY FOR CLINICAL RESEARCH | 3 | MAJOR | CHEM 1123; BIO 1414 |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| COM 1123 | INTERPERSONAL COMMUNICATIONS | 3 | GEN ED | (R) (W) |

Major Courses: (32 Credits hours) Clinical Research Coordinator: CRC 1103, CRC 1112, CRC 1203, CRC 1303, CRC 1503, CRC 2003, CRC 2103, CRC 2113, CRC 2203, CRC 2213, CRC 2313

General Education Courses: (18 credit hours) English: ENGL 1113, ENGL 1233; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Communications: COM 1123; Mathematics: MATH 2013

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

Support Courses: (14 credit hours) Allied Health: AHP 1013; Biological Sciences: BIO 1314 and BIO 1414; Chemistry: CHEM 1123

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

Clinical Research Program (Certificate)

Certificate of Mastery

Minimum of 21 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 program is designed to train students to be skilled, entry level, clinical research coordinators. Students will be educated in the fundamentals of clinical research with a special emphasis on federal guidelines, good clinical practices, research protocol design, and clinical research methodologies. The graduating student will be equipped with skills necessary in a wide variety of human subject research and clinical trial fields.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------|--|
| Suggested Freshman 1st Semester | | | | |
| CRC 1103 | INTRODUCTION TO CLINICAL RESEARCH | 3 | MAJOR | (R) (W) MEET THE BASIC REQUIREMENTS FOR ADMISSION TO THE CLINICAL RESEARCH PROGRAM WHICH ARE ASSESSMENT OF ENTRY-LEVEL SKILLS AND EDUCATIONAL READINESS IN THE TOPICS OF READING AND REASONING, WRITING, MATHEMATICS, AND SCIENCE. COMPETENCY IN BASIC COMPUTER SKILLS OR CS 1103 INTRODUCTION TO COMPUTERS AND APPLICATIONS. COREQUISITE: ENGL 1113 |
| Suggested Freshman 2nd Semester | | | | |
| CRC 1203 | MEDICAL ETHICS AND CLIENT CARE | 3 | MAJOR | CRC 1103 |
| CRC 1303 | CLINICAL TRIALS AND RESEARCH REGULATIONS | 3 | MAJOR | CRC 1103 |
| Suggested Sophomore 1st Semester | | | | |
| CRC 2003 | CLINICAL DATABASE APPLICATIONS | 3 | MAJOR | CRC 1103 |
| CRC 2103 | CLINICAL RESEARCH DESIGN | 3 | MAJOR | CRC 1203; CRC 1303 |
| Suggested Sophomore 2nd Semester | | | | |
| CRC 2113 | CLINICAL RESEARCH SITE MANAGEMENT | 3 | MAJOR | CRC 2103 |
| CRC 2313 | CLINICAL PROTOCOL DESIGN | 3 | MAJOR | CRC 2103; CRC 2113 |

Major Courses: (21 credit hours) Clinical Research Coordinator: CRC 1103, CRC 1203, CRC 1303, CRC 2103, CRC 2003, CRC 2113, CRC 2313;

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate. This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occc.edu/certificates/clinicalresearchcoordinator.html>

Computer Science — Computer Networking Support (Certificate)

Certificate of Mastery

Minimum of 27 Credits

This certificate program allows an individual to work toward an attainable goal of a 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 - Computer Systems Support. 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 - Computer Networking Support, can add network skills to their credentials and prepare themselves for additional Microsoft certifications

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|---------|--|---------|-------|--|
| Suggested Freshman 1st Semester | | | | | |
| CS 1103 | (C) (1) | INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1153 | (C) | INTRODUCTION TO COMPUTING TECHNOLOGIES | 3 | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 2713 | (C) | PRINCIPLES OF INFORMATION SECURITY | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | | |
| CS 1353 | (C) (2) | INTRODUCTION TO OPERATING SYSTEMS & HARDWARE | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1103. |
| CS 1413 | (C) (2) | IT TECHNICIAN | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1103 |
| CS 2153 | (C) (4) | SUPPORTING OPERATING SYSTEMS | 3 | MAJOR | (R) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1353 OR BY EVALUATION. § |
| Suggested Sophomore 1st Semester | | | | | |
| CS 2303 | (C) (3) | NETWORKING TECHNOLOGIES | 3 | MAJOR | (R) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1353. |
| CS 2763 | (C) | NETWORK SECURITY | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 2713 AND (CS 2303 OR CS 2503). |
| CS 2503 | (C) (4) | NETWORK ADMINISTRATION | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1353. |

Major Courses: (27 credit hours) Computer Science: (C) (1)CS 1103, (C) CS 1153, (C) (2)(3)CS 1353, (C) CS 1413, (C) (4)CS 2153, (C) (3)(4)CS 2303, (C) (4)CS 2503, (C) CS 2713, (C) CS 2763

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

(C) Computer Science Prerequisites for this course, if applicable, must have a grade of "C" or higher. For Computer Science majors, a grade of "C" or higher must be earned in this course.

(1) Advanced Standing is available.

(2) A+ Certification Preparation Course

(3) Network+ Certification Preparation Course

(4) Preparatory courses for certification through Microsoft

§ Criteria available in division office

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occc.edu/certificates/networktechnician.html>

Computer Science — Computer Programming (AAS)

Associate in Applied Science

Minimum of 61 Credits

Computer programmers play an important role in the daily operations of many businesses because of the increasing use of computers in all fields. 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, and C#. Computer programmers must be reliable, systematic and detail-oriented. They should be organized, flexible and have an aptitude for math. Obtaining a degree with an emphasis in programming gives the students flexibility to pursue various career options in fields that may include software engineering, application development, web programming, database programming and game programming.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|---------|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | | |
| SCL 1001 | | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| CS 1103 | (C) (1) | INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | GEN ED | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1143 | (C) | BEGINNING PROGRAMMING | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 2413 | (C) | WEB SITE DEVELOPMENT | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, PREREQUISITE OR COREQUISITE: CS 1103. |
| ENGL 1113 | | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| MATH 1513 | | COLLEGE ALGEBRA | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | | |
| CS 2173 | (C) | ORACLE —OR— | | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143. |
| CS 2443 | (C) | SQL SERVER | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143 OR BY EVALUATION. § |
| CS 2163 | (C) | JAVA | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143 OR BY EVALUATION. § |
| CS 2623 | (C) | SERVER-SIDE PROGRAMMING | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143, CS 2413. |
| CS 2713 | (C) | PRINCIPLES OF INFORMATION SECURITY | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| COM 2213 | | INTRO TO PUBLIC SPEAKING —OR— | | GEN ED | (R) |
| ENGL 1213 | | ENGLISH COMPOSITION II —OR— | | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| ENGL 1233 | | REPORT WRITING —OR— | | GEN ED | (R) (W), ENGL 1113 |
| COM 1123 | | INTERPERSONAL COMMUNICATIONS | 3 | GEN ED | (R) (W) |
| Suggested Sophomore 1st Semester | | | | | |
| CS 2113 | (C) | COMPUTER-BASED INFORMATION SYSTEMS | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 2453 | (C) | VISUAL BASIC | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143 OR BY EVALUATION. § |
| CS 2463 | (C) | ADVANCED JAVA | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 2163. |
| CS 2513 | (C) | CLIENT-SIDE PROGRAMMING | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 2413 AND CS 1143. |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| Suggested Sophomore 2nd Semester | | | | | |
| CS 2363 | (C) | C++ | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 2163. |
| CS 2563 | (C) | C# | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 2163. |
| CS | *(C) | COMPUTER SCIENCE ELECTIVE | 6 | SUPPORT | |
| HIST 1483 | | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |

Major Courses: (36 credit hours) Computer Science: (C) CS 1143, (C) CS 2113, (C) CS 2163, (C) CS 2173 or (C) CS 2443, (C) CS 2363, (C) CS 2413, (C) CS 2453, (C) CS 2463, (C) CS 2513, (C) CS 2563, (C) CS 2623, (C) CS 2713

General Education Courses: (18 credit hours) Communications: COM 2213 or ENGL 1213 or ENGL 1233 or COM 1123; Computer Science: (C) CS 1103; English: ENGL 1113; History: HIST 1483 or HIST 1493; Mathematics: MATH 1513; Political Science: POLSC 1113

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

Support Courses: (6 credit hours) Computer Science electives

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog. The University of Oklahoma requires a grade of 'C' or better for any course they accept for transfer to the Computer Science degree.

(C) Computer Science Prerequisites for this course, if applicable, must have a grade of "C" or higher. For Computer Science majors, a grade of "C" or higher must be earned in this course.

* Electives: 6 credit hours from any Computer Science courses selected by the student and approved by the advisor.

(1) Advanced Standing is available.

§ Criteria available in division office

Computer Science — Computer Science Option Transferring to OU and colleges with Similar Patterns (AS)

Associate in Science

Minimum of 62 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 in preparation of a career in software engineering including application development, web development, game development, robotics, data communications, computer security, telecommunications, computer networks and database management.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|-----|------------------------------------|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | | |
| SCL 1001 | | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| CS 1143 | (C) | BEGINNING PROGRAMMING | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ENGL 1113 | | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| MATH 2104 | | CALCULUS AND ANALYTIC GEOMETRY I | 4 | GEN ED | (R) (W), MATH 1533 AND MATH 1613 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| PSY 1113 | | INTRODUCTION TO PSYCHOLOGY | 3 | GEN ED | (R) |
| Suggested Freshman 2nd Semester | | | | | |
| CS 2163 | (C) | JAVA | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143 OR BY EVALUATION. § |
| ENGL 1213 | | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| MATH 2214 | | CALCULUS AND ANALYTIC GEOMETRY II | 4 | GEN ED | (R) (W), MATH 2104 WITHIN THE LAST YEAR. |
| CHEM 1115 | | GENERAL CHEMISTRY I | 5 | GEN ED | (R) (W), MATH 1513 OR MATH 1533, OR BOTH MATH 0403 AND HIGH SCHOOL CHEMISTRY OR CHEM 1123. A GRADE OF "C" OR BETTER IS REQUIRED IN ALL PREREQUISITE COURSES. |
| Suggested Sophomore 1st Semester | | | | | |
| CS 2463 | (C) | ADVANCED JAVA | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 2163. |
| MATH 2314 | | CALCULUS AND ANALYTIC GEOMETRY III | 4 | GEN ED | (R) (W), MATH 2214 WITHIN THE LAST YEAR. |
| PHYS 2014 | | ENGINEERING PHYSICS I | 4 | GEN ED | (R) (W), MATH 2104 (OR AT LEAST 4 HOURS OF CALCULUS) WITHIN THE LAST YEAR OR BY EVALUATION. § |
| HUM | (H) | HUMANITIES ELECTIVE | 3 | GEN ED | PREREQUISITE OR COREQUISITE: MATH 2214. § |
| Suggested Sophomore 2nd Semester | | | | | |
| CS 2363 | (C) | C++ | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 2163. |
| BUS 2033 | | BUSINESS COMMUNICATION —OR— | | GEN ED | (R) (W), ENGL 1113 OR BY EVALUATION. § |
| COM 2213 | | INTRO TO PUBLIC SPEAKING | 3 | GEN ED | (R) |
| HIST 1483 | | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| PHYS 2114 | | ENGINEERING PHYSICS II | 4 | GEN ED | (R) (W), PHYS 2014 AND MATH 2214 (OR AT LEAST 8 HOURS OF CALCULUS) WITHIN THE LAST YEAR OR BY EVALUATION. § |
| HUM | (H) | HUMANITIES ELECTIVE | 3 | GEN ED | PREREQUISITE OR COREQUISITE: MATH 2314 |

Major Courses: (12 credit hours) Computer Science: (C) CS 1143; (C) CS 2163; (C) CS 2363; (C) CS 2463

General Education Courses: (49 credit hours) Chemistry: CHEM 1115; Communications: BUS 2033 or COM 2213; English: ENGL 1113, ENGL 1213; History: HIST 1483 or HIST 1493; Mathematics: MATH 2104, MATH 2214, MATH 2314; Physics: PHYS 2014, PHYS 2114; Political Science: POLSC 1113; Social Sciences: PSY 1113; (H) Humanities: Six credit hours of advisor approved electives from artistic forms and non-western civilization

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

Support Courses: None

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

(C) Computer Science Prerequisites for this course, if applicable, must have a grade of "C" or higher. For Computer Science majors, a grade of "C" or higher must be earned in this course.

(H) Select appropriate to the students transfer institution.

§ Criteria available in division office

Computer Science — Computer Science Option Transferring to UCO and colleges with Similar Patterns (AS)

Associate in Science

Minimum of 62 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 in preparation of a career in software engineering including application development, web development, game development, robotics, data communications, computer security, telecommunications, computer networks and database management.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|-----|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | | |
| SCL 1001 | | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| CS 1143 | (C) | BEGINNING PROGRAMMING | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ENGL 1113 | | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| MATH 1533 | | PRE-CALCULUS AND ANALYTIC GEOMETRY | 3 | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| PHYS SC | ** | ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL PREFIXES | 3-4 | GEN ED | |
| Suggested Freshman 2nd Semester | | | | | |
| CS 2163 | (C) | JAVA | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143 OR BY EVALUATION. § |
| CS 2453 | (C) | VISUAL BASIC | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143 OR BY EVALUATION. § |
| ENGL 1213 | | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HIST 1483 | | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| MATH 1613 | | TRIGONOMETRY | 3 | GEN ED | (R), PRE OR COREQUISITE: MATH 1513 OR MATH 1533 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Sophomore 1st Semester | | | | | |
| CS 2363 | (C) | C++ | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 2163. |
| PSY 1113 | | INTRODUCTION TO PSYCHOLOGY | 3 | GEN ED | (R) |
| MATH 2104 | | CALCULUS AND ANALYTIC GEOMETRY I | 4 | GEN ED | (R) (W), MATH 1533 AND MATH 1613 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| COM 2213 | | INTRO TO PUBLIC SPEAKING | 3 | GEN ED | (R) |
| HUM | * | HUMANITIES ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 2nd Semester | | | | | |
| CS 2463 | (C) | ADVANCED JAVA —OR— | | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 2163. |
| CS 2553 | (C) | ADVANCED VISUAL BASIC —OR— | | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 2453. |
| CS 2563 | (C) | C# | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 2163. |
| MATH 2214 | | CALCULUS AND ANALYTIC GEOMETRY II | 4 | GEN ED | (R) (W), MATH 2104 WITHIN THE LAST YEAR. |
| BIO | *** | BIOLOGICAL SCIENCE | 3-4 | GEN ED | |
| HUM | * | HUMANITIES ELECTIVE | 3 | GEN ED | |
| ELEC | | ELECTIVE | 1 | SUPPORT | |

Major Courses: (15 credit hours) Computer Science: (C) CS 1143, (C) CS 2163, (C) CS 2363, (C) CS 2453, (C) CS 2463 or (C) CS 2553 or (C) CS 2563

General Education Courses: (45 credit hours) Communications: COM 2213; English: ENGL 1113, ENGL 1213; History: HIST 1483 or HIST 1493; Humanities: *Six credit hours of Humanities electives - advisor approval required: Mathematics: MATH 1533, MATH 1613, MATH 2104, MATH 2214; Political Science: POLSC 1113; Social Sciences: PSY 1113; Biological Science: ***Any BIO except BIO 1013; Any Physical Science course chosen from ASTR, PHYS, CHEM, or GEOL prefixes **at least one science course must include a laboratory component

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

Support Courses: (1 credit hour) Elective

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

(C) Computer Science Prerequisites for this course, if applicable, must have a grade of "C" or higher. For Computer Science majors, a grade of "C" or higher must be earned in this course.

* Humanities electives must be advisor approved.

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

*** Any Biological Science except BIO 1013.

§ Criteria available in division office

Computer Science — Computer System Support (AAS)

Associate in Applied Science

Minimum of 61 Credits

Because of the increasing use of computers in all fields, support specialists play an important role in the daily operations of many businesses. Students will learn the skills and techniques that are used to support computer hardware and software. Included in their studies are computer theory, hardware maintenance, software installation and support, networking technologies 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.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|---------|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | | |
| SCL 1001 | | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| CS 1103 | (C) (1) | INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | GEN ED | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1153 | (C) | INTRODUCTION TO COMPUTING TECHNOLOGIES | 3 | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ENGL 1113 | | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HIST 1483 | | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| MATH 1503 | | CONTEMPORARY MATHEMATICS | 3 | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | | |
| CS 1333 | (C) | DATABASE MANAGEMENT APPLICATIONS | 3 | MAJOR | (R) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1353 | (C) (2) | INTRODUCTION TO OPERATING SYSTEMS & HARDWARE | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1103. |
| CS 2183 | (C) | LINUX | 3 | MAJOR | (R) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1353 OR CS 1153 OR BY EVALUATION. § |
| CS 2713 | (C) | PRINCIPLES OF INFORMATION SECURITY | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ENGL 1213 | | ENGLISH COMPOSITION II —OR— | | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| ENGL 1233 | | REPORT WRITING —OR— | | GEN ED | (R) (W), ENGL 1113 |
| COM 1123 | | INTERPERSONAL COMMUNICATIONS —OR— | | GEN ED | (R) (W) |
| COM 2213 | | INTRO TO PUBLIC SPEAKING | 3 | GEN ED | (R) |
| Suggested Sophomore 1st Semester | | | | | |
| CS 1413 | (C) | IT TECHNICIAN | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1103 |
| CS 2303 | (C) (3) | NETWORKING TECHNOLOGIES | 3 | MAJOR | (R) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1353. |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| CS | *(C) | COMPUTER SCIENCE ELECTIVE | 6 | SUPPORT | |
| Suggested Sophomore 2nd Semester | | | | | |
| CS 2153 | (C) (4) | SUPPORTING OPERATING SYSTEMS | 3 | MAJOR | (R) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1353 OR BY EVALUATION. § |
| CS 2403 | (C) | COMPUTER SUPPORT SERVICES | 3 | MAJOR | (R) ENGL 1113 MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE AND 9 CREDIT HOURS OF COMPUTER SCIENCE COURSES. |
| CS 2503 | (C) (4) | NETWORK ADMINISTRATION | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1353. |
| CS 2763 | (C) | NETWORK SECURITY | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 2713 AND (CS 2303 OR CS 2503). |
| CS | *(C) | COMPUTER SCIENCE ELECTIVE | 3 | SUPPORT | |

Major Courses: (33 credit hours) Computer Science: (C) CS 1153, (C) CS 1333, (C) (2)(3)CS 1353, (C) CS 1413, (C) (4)CS 2153, (C) CS 2183, (C) (3)(4)CS 2303, (C) CS 2403, (C) (4)CS 2503, (C) CS 2713, (C) CS 2763

General Education Courses: (18 credit hours) Communications: ENGL 1213 or ENGL 1233 or COM 1123 or COM 2213; Computer Science: (C) (1)CS 1103; English: ENGL 1113; Mathematics: MATH 1503; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113

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

Support Courses: (9 credit hours) Computer Science electives

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

* Electives: 9 credit hours from any Computer Science courses selected by the student

(C) Computer Science Prerequisites for this course, if applicable, must have a grade of "C" or higher. For Computer Science majors, a grade of "C" or higher must be earned in this course.

(1) Advanced Standing is available

(2) A+ Certification Preparation Course

(3) Network+ Certification Preparation Course

(4) Preparatory course for certification through Microsoft

§ Criteria available in division office

Computer Science — Computer System Support (Certificate)

Certificate of Mastery

Minimum of 18 Credits

This certificate program allows an individual to work toward an attainable goal of supporting computer systems. 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 - Computer Systems Support Emphasis.

The industry demand for technicians qualified to support the installation, upgrade, maintenance, and administration of computers 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 computers. It is a stopping point for students interested in computer 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 – Computer Networking Support, and Associate in Applied Science: Computer Science - Computer Systems Support Emphasis).

| Course ID | | Course Name | Credits | Type | Prerequisites |
|--|--------|--|---------|-------|---|
| Suggested Freshman 1st Semester | | | | | |
| CS 1103 | (C)(1) | INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1153(C) | | INTRODUCTION TO COMPUTING TECHNOLOGIES | 3 | MAJOR | R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1413 | (C) | IT TECHNICIAN | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, |
| CS 1103 | | | | | |
| Suggested Freshman 2nd Semester | | | | | |
| CS 2713 | (C) | PRINCIPLES OF INFORMATION SECURITY | 3 | MAJO | R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1353 | (C)(2) | INTRODUCTION TO OPERATING SYSTEMS AND HARDWARE | 3 | MAJOR | R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1103. |
| CS 2153 | (C)(3) | SUPPORTING OPERATING SYSTEMS | 3 | MAJOR | (R) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1353 OR BY EVALUATION. §. |

Major Courses: (18 credit hours) Computer Science: (C)(1)CS 1103; (C)CS 1153; (C)(2)(4)CS 1353; (C)CS 1413; (C)(3)CS 2153; (C)CS 2713

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

(C) Computer Science Prerequisites for this course, if applicable, must have a grade of "C" or higher. For Computer Science majors, a grade of "C" or higher must be earned in this course.

(1) Advanced Standing is available

(2) A+ Certification Preparation Course

(3) Preparatory course for certification through Microsoft

§ Criteria available in division office

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occ.edu/certificates/computersystemssupport.html>

Computer Science — Cyber/Information Security (AAS)

Associate in Applied Science

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.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|---------|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | | |
| SCL 1001 | | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| CS 1103 | (C) (1) | INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | GEN ED | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1143 | (C) | BEGINNING PROGRAMMING | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1153 | (C) | INTRODUCTION TO COMPUTING TECHNOLOGIES | 3 | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 2713 | (C) | PRINCIPLES OF INFORMATION SECURITY | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ENGL 1113 | | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| Suggested Freshman 2nd Semester | | | | | |
| CS 1353 | (C) (2) | INTRODUCTION TO OPERATING SYSTEMS & HARDWARE | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1103. |
| CS 2723 | (C) | SECURE ELECTRONIC COMMERCE | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ENGL 1213 | | ENGLISH COMPOSITION II —OR— | | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| COM 1123 | | INTERPERSONAL COMMUNICATIONS —OR— | | GEN ED | (R) (W) |
| COM 2213 | | INTRO TO PUBLIC SPEAKING | 3 | GEN ED | (R) |
| MATH 1503 | | CONTEMPORARY MATHEMATICS —OR— | | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | | COLLEGE ALGEBRA | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS | *(C) | COMPUTER SCIENCE ELECTIVE | 3 | MAJOR | |
| Suggested Sophomore 1st Semester | | | | | |
| CS 1333 | (C) | DATABASE MANAGEMENT APPLICATIONS —OR— | | MAJOR | (R) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 2173 | (C) | ORACLE —OR— | | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143. |
| CS 2443 | (C) | SQL SERVER | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143 OR BY EVALUATION. § |
| CS 2183 | (C) | LINUX | 3 | MAJOR | (R) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1353 OR CS 1153 OR BY EVALUATION. § |
| CS 2303 | (C) (3) | NETWORKING TECHNOLOGIES —OR— | | MAJOR | (R) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1353. |
| CS 2503 | (C) (4) | NETWORK ADMINISTRATION | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1353. |
| CS 2743 | (C) | ENTERPRISE SECURITY MANAGEMENT | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| Suggested Sophomore 2nd Semester | | | | | |
| CS 2763 | (C) | NETWORK SECURITY | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 2713 AND (CS 2303 OR CS 2503). |
| CS 2783 | (C) | CYBER FORENSICS | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 2713 AND (CS 2723 OR CS 2743 OR CS 2763) |
| HIST 1483 | | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| CS | *(C) | COMPUTER SCIENCE ELECTIVE | 6 | MAJOR | |

Major Courses: (42 credit hours) Computer Science: (C) CS 1143, (C) CS 1153, (C) CS 1333 or (C) CS 2173 or (C) CS 2443, (C) (2) CS 1353, (C) CS 2183, (C) (4) CS 2303 or (C) (3) CS 2503, (C) CS 2713, (C) CS 2723, (C) CS 2743, (C) CS 2763, (C) CS 2783, *(C) Nine hours of Computer Science Electives

General Education Courses: (18 credit hours) Communications: ENGL 1213 or COM 1123 or COM 2213; Computer Science: (C) (1) CS 1103; English: ENGL 1113; Mathematics: MATH 1503 or MATH 1513; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113

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

Support Courses: None

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

(C) Computer Science Prerequisites for this course, if applicable, must have a grade of "C" or higher. For Computer Science majors, a grade of "C" or higher must be earned in this course.

* Electives: Nine (9) credit hours selected by the student from any Computer Science courses.

(1) Advance Standing is available

(2) A+ Certification Preparation Course

(3) Network+ Certification Preparation Course

(4) Preparatory courses for certification through Microsoft

§ Criteria available in division office

Computer Science — Cyber/Information Security (Certificate)

Certificate of Mastery

Minimum of 36 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. The certificate satisfies all major prerequisite requirements for continuing into more advanced programs in Cyber/Information Security (see Associate in Applied Science: Cyber/Information Security).

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|---------|--|---------|-------|--|
| Suggested Freshman 1st Semester | | | | | |
| CS 1103 | (C) (1) | INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1143 | (C) | BEGINNING PROGRAMMING | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1153 | (C) | INTRODUCTION TO COMPUTING TECHNOLOGIES | 3 | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 2713 | (C) | PRINCIPLES OF INFORMATION SECURITY | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 2723 | (C) | SECURE ELECTRONIC COMMERCE | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | | |
| CS 1333 | (C) | DATABASE MANAGEMENT APPLICATIONS —OR— | | MAJOR | (R) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 2173 | (C) | ORACLE —OR— | | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143. |
| CS 2443 | (C) | SQL SERVER | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143 OR BY EVALUATION. § |
| CS 1353 | (C) (2) | INTRODUCTION TO OPERATING SYSTEMS & HARDWARE | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1103. |
| CS 2183 | (C) | LINUX | 3 | MAJOR | (R) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1353 OR CS 1153 OR BY EVALUATION. § |
| CS 2303 | (C) (3) | NETWORKING TECHNOLOGIES —OR— | | MAJOR | (R) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1353. |
| CS 2503 | (C) (4) | NETWORK ADMINISTRATION | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1353. |
| CS 2743 | (C) | ENTERPRISE SECURITY MANAGEMENT | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Sophomore 1st Semester | | | | | |
| CS 2763 | (C) | NETWORK SECURITY | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 2713 AND (CS 2303 OR CS 2503). |
| CS 2783 | (C) | CYBER FORENSICS | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 2713 AND (CS 2723 OR CS 2743 OR CS 2763) |

Major Courses: (36 credit hours) Computer Science: (C) (1)CS1103, (C) CS 1143, (C) CS 1153, (C) CS 1333 or (C) CS 2173 or (C) CS 2443, (C) (2)CS 1353, (C) CS 2183, (C) (3)(4) CS 2303 or (C) (4)CS 2503, (C) CS 2713, (C) CS 2723, (C) CS 2743, (C) CS 2763, (C) CS 2783

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

(C) Computer Science Prerequisites for this course, if applicable, must have a grade of "C" or higher. For Computer Science majors, a grade of "C" or higher must be earned in this course.

(1) Advanced Standing is available

(2) A+ Certification Preparation Course

(3) Network+ Certification Preparation Course

(4) Preparatory courses for certification through Microsoft

§ Criteria available in division office

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occc.edu/certificates/cyberinformationsecurity.html>

Computer Science — Cyber/Information Security Option Transferring to OSU-IT and Colleges With Similar Patterns (AS)

Associate in Science

Minimum of 62 Credits

The curriculum is designed to provide the student with an introduction to the cyber/information security area as well as provide the foundational education needed in programming for a student to move on to a four-year cyber/information security program.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|---------|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | | |
| SCL 1001 | | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| CS 1103 | (C) (1) | INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | GEN ED | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1143 | (C) | BEGINNING PROGRAMMING | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 2713 | (C) | PRINCIPLES OF INFORMATION SECURITY | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ENGL 1113 | | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| MATH 1513 | | COLLEGE ALGEBRA | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | | |
| CS 1353 | (C) (2) | INTRODUCTION TO OPERATING SYSTEMS & HARDWARE | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1103. |
| CS 2163 | (C) | JAVA | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143 OR BY EVALUATION. § |
| ENGL 1213 | | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HIST 1483 | | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| PHYS SC | ** | ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL PREFIXES | 4 | GEN ED | |
| Suggested Sophomore 1st Semester | | | | | |
| CS 2743 | (C) | ENTERPRISE SECURITY MANAGEMENT | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| PHIL 1213 | | INTRODUCTION TO ETHICS | 3 | GEN ED | ENGL 1113 |
| PSY 1113 | | INTRODUCTION TO PSYCHOLOGY —OR— | | GEN ED | (R) |
| SOC 1113 | | INTRODUCTION TO SOCIOLOGY | 3 | GEN ED | (R) |
| CS | (C) * | COMPUTER SCIENCE ELECTIVE | 3 | MAJOR | |
| Suggested Sophomore 2nd Semester | | | | | |
| CS 2173 | | ORACLE -OR- | | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143. |
| CS 2443 | | SQL SERVER | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143 OR BY EVALUATION. § |
| COM 1123 | | INTERPERSONAL COMMUNICATIONS -OR- | | GEN ED | (R) (W) |
| COM 2213 | | INTRO TO PUBLIC SPEAKING | 3 | GEN ED | (R) |
| PHIL 1603 | | INTRODUCTION TO LOGIC | 3 | GEN ED | ENGL 1113 |
| BIO 1114 | | GENERAL BIOLOGY (NON-MAJORS) | 4 | GEN ED | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS | (C) | COMPUTER SCIENCE ELECTIVE | 2 | MAJOR | |

Major Courses: (23 credit hours) Computer Science: (C) CS 1143, (C)(2) CS 1353, (C) CS 2163, (C) CS 2173 or (C) CS 2443. (C) CS 2713, (C) CS 2743, (C) * Five credit hours of electives chosen from the following courses: CS 2303, CS 2413, CS 2503, CS 2513, CS 2623

General Education Courses: (38 credit hours) Biological Science: BIO 1114; Communications: COM 1123 or COM 2213; Computer Science: (C) (1)CS 1103; English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Mathematics: MATH 1513; Philosophy: PHIL 1213, PHIL 1603; Political Science: POLSC 1113; Social Sciences: PSY 1113 or SOC 1113;

**Any Physical Science chosen from ASTR; PHYS; CHEM; or GEOL prefixes that is at least 4 credit hours.

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

Support Courses: None

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

(C) Computer Science prerequisites for this course, if applicable, must have a grade of "C" or higher. For Computer Science majors, a grade of "C" or higher must be earned in this course.

* CS electives chosen from the following courses: CS 2303, CS 2413, CS 2503, CS 2513, CS 2623

** Any Physical Science course chosen from ASTR, PHYS, CHEM, or GEOL prefixes that is at least 4 credit hours.

(1) Advance Standing is available.

(2) A+ Certification Preparation Course

§ Criteria available in division office

Computer Science — Management Information Systems (AS)

Associate in Science

Minimum of 62 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. Generally transfers into a bachelor's in MIS.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|-----------|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | | |
| SCL 1001 | | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| CS 1103 | (1)(C) | INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | GEN ED | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 2113 | (C) | COMPUTER-BASED INFORMATION SYSTEMS | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ENGL 1113 | | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HIST 1483 | | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| MATH 1513 | | COLLEGE ALGEBRA | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | | |
| CS 1143 | (C) | BEGINNING PROGRAMMING | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| ENGL 1213 | | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| MATH 1743 | | CALCULUS I FOR BUSINESS, LIFE SCIENCES, AND SOCIAL | 3 | GEN ED | (R), MATH 1513 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BIO | ** | BIOLOGICAL SCIENCE | 3-4 | GEN ED | |
| Suggested Sophomore 1st Semester | | | | | |
| CS 2163 | (2)(4)(C) | JAVA —OR— | | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143 OR BY EVALUATION. § |
| CS 2453 | (2)(3)(C) | VISUAL BASIC | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143 OR BY EVALUATION. § |
| ACCT 2113 | | ACCOUNTING I/FINANCIAL | 3 | SUPPORT | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2123 | (2) | CALCULUS II FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES —OR— | | SUPPORT | (R), MATH 1743 |
| BUS 2023 | (3)(4) | BUSINESS STATISTICS | 3 | SUPPORT | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| PSY 1113 | | INTRODUCTION TO PSYCHOLOGY —OR— | | GEN ED | (R) |
| SOC 1113 | | INTRODUCTION TO SOCIOLOGY | 3 | GEN ED | (R) |
| ECON 2123 | | PRINCIPLES OF MICROECONOMICS | 3 | SUPPORT | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Sophomore 2nd Semester | | | | | |
| ACCT 2123 | | ACCOUNTING II/MANAGERIAL | 3 | SUPPORT | ACCT 2113 |
| ECON 2143 | | PRINCIPLES OF MACROECONOMICS | 3 | SUPPORT | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, ECON 2123 OR BY EVALUATION. § |
| HUM | * | HUMANITIES ELECTIVE | 6 | GEN ED | |
| PHYS SC | ** | ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL PREFIXES | 3-4 | GEN ED | |

Major Courses: (9 credit hours) Computer Science: (C) CS 2113, (C) CS 1143, (C) (2)(4)CS 2163 or (C) (2)(3)CS 2453

General Education Courses: (37 credit hours) Biological Science: ***Any biological science except BIO 1013; Computer Science: (C) (1)CS 1103; English: ENGL 1113, ENGL 1213; History: HIST 1483 or HIST 1493; Humanities: *6 credit hours Advisor approved Humanities electives; Mathematics: MATH 1513, MATH 1743; Political Science: POLSC 1113; Social Sciences: PSY 1113 or SOC 1113; ***Any Physical Science chosen from ASTR; PHYS; CHEM; or GEOL prefixes, one of the science courses must include a lab component.

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

Support Courses: (15 credit hours) Accounting: ACCT 2113; ACCT 2123; Economics: ECON 2123; ECON 2143; Mathematics: (2)MATH 2123 or (3)(4)BUS 2023

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

(C) Computer Science prerequisites for this course, if applicable, must have a grade of "C" or higher. For Computer Science majors, a grade of "C" or higher must be earned in this course.

* Humanities electives must be advisor approved.

** Any Biological Science except BIO 1013 and one science course must include a laboratory component.

(1) Advanced Standing is available

(2)(OU) University of Oklahoma

(3)(UCO) University of Central Oklahoma

(4)(OSU) Oklahoma State University

§ Criteria available in division office

Computer Science — Web Design (Certificate)

Certificate of Mastery

Minimum of 24 Credits

The Certificate of Mastery in Web Design is a course of study designed to teach the artistic elements of web site creation. The program focuses on core courses that are directly related to the attainment of entry-level skills and knowledge. It includes topics such as multimedia, digital imaging, animation, formatting, and user interfaces. It can be a stepping stone for those interested in continuing their studies in this field. Additional courses can be taken to earn a Web Development Certificate and eventually an A.A.S in Web Design and Development. This certificate is designed for first time students, current Computer Science or Computer Aided Technology students who want to enhance their skill set by adding a web component, as well as college graduates or individuals from business and industry who desire to add credentials.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|----------------------------------|---------|--|---------|-------|--|
| Suggested Freshman 1st Semester | | | | | |
| CS 1103 | (C) (1) | INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 2413 | (C) | WEB SITE DEVELOPMENT | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, PREREQUISITE OR COREQUISITE: CS 1103. |
| CS 2723 | (C) | SECURE ELECTRONIC COMMERCE | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | | |
| CS 1143 | (C) | BEGINNING PROGRAMMING | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1363 | (C) | DIGITAL MEDIA DEVELOPMENT | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, PREREQUISITE OR COREQUISITE: CS 1103. |
| CAT 1513 | (C) | DIGITAL IMAGING | 3 | MAJOR | MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1103 OR CAT 1413 OR BY EVALUATION. § |
| Suggested Sophomore 1st Semester | | | | | |
| CS 2433 | (C) | DIGITAL MEDIA SCRIPTING | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 2513 | (C) | CLIENT-SIDE PROGRAMMING | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 2413 AND CS 1143. |

Major Courses: (24 credit hours) Computer Science: (C) (1)CS 1103, (C) CS 1143, (C) CS 1363, (C) CS 2413, (C) CS 2433, (C) CS 2513, (C) CS 2723; Computer-Aided Technology: CAT 1513

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

(1) Advanced Standing is available.

(C) Computer Science Prerequisites for this course, if applicable, must have a grade of "C" or higher. For Computer Science majors, a grade of "C" or higher must be earned in this course.

§ Criteria available in division office

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occ.edu/certificates/webdesign.html>.

Computer Science — Web Design and Development (AAS)

Associate in Applied Science

Minimum of 61 Credits

The Internet is an integral part of our everyday lives, it has changed the way many organizations conduct business. Computer science students develop skills related to creating, supporting, and maintaining Web sites. The program is designed to prepare students for entry level positions such as Web developers, Web designers, Web editors, or Web support personnel. Students will gain the basic skills needed for working at small companies where they will have varied web related responsibilities. The program also provides students 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.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|---------|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | | |
| SCL 1001 | | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| CS 1103 | (C) (1) | INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | GEN ED | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1143 | (C) | BEGINNING PROGRAMMING | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ENGL 1113 | | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| MATH 1503 | | CONTEMPORARY MATHEMATICS | 3 | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| Suggested Freshman 2nd Semester | | | | | |
| CS 1333 | (C) | DATABASE MANAGEMENT APPLICATIONS —OR— | | MAJOR | (R) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 2173 | (C) | ORACLE —OR— | | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143. |
| CS 2443 | (C) | SQL SERVER | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143 OR BY EVALUATION. § |
| CS 1363 | (C) | DIGITAL MEDIA DEVELOPMENT | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, PREREQUISITE OR COREQUISITE: CS 1103. |
| CS 2413 | (C) | WEB SITE DEVELOPMENT | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, PREREQUISITE OR COREQUISITE: CS 1103. |
| CS 2453 | (C) | VISUAL BASIC | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143 OR BY EVALUATION. § |
| ENGL 1213 | | ENGLISH COMPOSITION II —OR— | | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| ENGL 1233 | | REPORT WRITING —OR— | | GEN ED | (R) (W), ENGL 1113 |
| COM 1123 | | INTERPERSONAL COMMUNICATIONS —OR— | | GEN ED | (R) (W) |
| COM 2213 | | INTRO TO PUBLIC SPEAKING | 3 | GEN ED | (R) |
| Suggested Sophomore 1st Semester | | | | | |
| CS 2163 | (C) | JAVA | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143 OR BY EVALUATION. § |
| CS 2433 | (C) | DIGITAL MEDIA SCRIPTING | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 2513 | (C) | CLIENT-SIDE PROGRAMMING | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 2413 AND CS 1143. |
| HIST 1483 | | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| CS | (C) (2) | COMPUTER SCIENCE ELECTIVE | 3 | MAJOR | |
| Suggested Sophomore 2nd Semester | | | | | |
| CS 2183 | (C) | LINUX | 3 | MAJOR | (R) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1353 OR CS 1153 OR BY EVALUATION. § |
| CS 2623 | (C) | SERVER-SIDE PROGRAMMING | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143 AND CS 2413. |
| CS 2723 | (C) | SECURE ELECTRONIC COMMERCE | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CAT 1513 | | DIGITAL IMAGING | 3 | MAJOR | MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1103 OR CAT 1413 OR BY EVALUATION. § |
| CS | (C) (2) | COMPUTER SCIENCE ELECTIVE | 3 | MAJOR | |

Major Courses: (42 Credit Hours) Computer Science: (C) CS 1143, (C) CS 1333 or (C) CS 2173 or (C) CS 2443, (C) CS 1363; (C) CS 2163, (C) CS 2183, (C) CS 2413, (C) CS 2433, (C) CS 2453, (C) CS 2513, (C) CS 2623, (C) CS 2723, (C) Six credit hours of Computer Science electives. Computer-Aided Technology: CAT 1513

General Education Courses: (18 Credit Hours) Computer Science: (C) (1) CS 1103; Communications: ENGL 1213 or ENGL 1233 or COM 1123 or COM 2213; English: ENGL 1113; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503; Political Science: POLSC 1113

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

Support Courses: None

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

(C) Computer Science Prerequisites for this course, if applicable, must have a grade of "C" or higher. For Computer Science majors, a grade of "C" or higher must be earned in this course.

(1) Advanced Standing is available.

(2) Elective selected from: (C) CS 1333, (C) CS 1353, (C) CS 2143, (C) CS 2173, (C) CS 2223, (C) CS 2443, (C) CS 2463, (C) CS 2503, (C) CS 2553, (C) CS 2563, (C) CS 2573, (C) CS 2763

§ Criteria available in division office

Computer Science — Web Development (Certificate)

Certificate of Mastery

Minimum of 27 Credit Hours

The Certificate of Mastery in Web Development is a course of study designed to teach the technical elements of web site creation. The program focuses on core courses that are directly related to the attainment of entry-level skills and knowledge. It includes topics such as database, security, programming, client-side scripting, and server-side scripting. It can be a stepping stone for those interested in continuing their studies in this field. Additional courses can be taken to earn a Web Design Certificate and eventually an A.A.S in Web Design and Development.

This certificate is designed for first time students, current Computer Science or Computer Aided Technology students who want to enhance their skill set by adding a web component, as well as college graduates or individuals from business and industry who desire to add credentials.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|---------|--|---------|-------|--|
| Suggested Freshman 1st Semester | | | | | |
| CS 1103 | (C) (1) | INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1143 | (C) | BEGINNING PROGRAMMING | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 2413 | (C) | WEB SITE DEVELOPMENT | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, PREREQUISITE OR COREQUISITE: CS 1103. |
| Suggested Freshman 2nd Semester | | | | | |
| CS 1333 | (C) | DATABASE MANAGEMENT APPLICATIONS —OR— | | MAJOR | (R) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 2173 | (C) | ORACLE —OR— | | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143. |
| CS 2443 | (C) | SQL SERVER | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143 OR BY EVALUATION. § |
| CS 2163 | (C) | JAVA —OR— | | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143 OR BY EVALUATION. § |
| CS 2453 | (C) | VISUAL BASIC | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143 OR BY EVALUATION. § |
| CS 2623 | (C) | SERVER-SIDE PROGRAMMING | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1143 AND CS 2413. |
| Suggested Sophomore 1st Semester | | | | | |
| CS 2183 | (C) | LINUX | 3 | MAJOR | (R) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1353 OR CS 1153 OR BY EVALUATION. § |
| CS 2513 | (C) | CLIENT-SIDE PROGRAMMING | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 2413 AND CS 1143. |
| CS 2723 | (C) | SECURE ELECTRONIC COMMERCE | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |

Major Courses: (27 Credit Hours) Computer Science: (C) (1) CS 1103, (C) CS 1143, (C) CS 1333 or (C) CS 2173 or (C) CS 2443, (C) CS 2163 or (C) CS 2453, (C) CS 2183, (C) CS 2413, (C) CS 2513, (C) CS 2623, (C) CS 2723

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

(1) Advanced Standing is available.

(C) Computer Science Prerequisites for this course, if applicable, must have a grade of "C" or higher. For Computer Science majors, a grade of "C" or higher must be earned in this course.

§ Criteria available in division office

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occc.edu/certificates/webdevelopment.html>.

Computer-Aided Technology — Computer Animation (AAS)

Associate in Applied Science

Minimum of 64 Credit Hours

Imagine bringing your own creations to life. It is possible with Associate Degree in Computer-Aided Technology Computer Animation option. The Computer Animation option develops students' creative skills in this wide-ranging field, from foundations in animation and drawing, to character design and computer applications. This program will allow students to utilize all the tools that drive today's 2D and 3D animation projects, and will prepare students for life as a professional computer animator. The Computer Animation option is designed to provide students with the advanced conceptual and technical skills needed to enter the field of computer animation, game art and design, 3D modeling, video editing and special effects. The Computer Animation program is well-suited for students and designers looking to explore this exciting field. Other options are also available in Computer-Aided Design (CAD), Game Design, Geographic Information Systems (GIS), and Digital Media Design. Students should seek a faculty advisor early in the program.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| CS 1103 | (1) INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | GEN ED | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1363 | DIGITAL MEDIA DEVELOPMENT | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, PREREQUISITE OR COREQUISITE: CS 1103. |
| CAT 1013 | CREATIVITY AND DESIGN | 3 | MAJOR | (R), (W), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CAT 1033 | PRINCIPLES OF ANIMATION | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | |
| ENGL 2000 | CREATIVE WRITING | 3 | GEN ED | (R) (W) |
| ART 1123 | DRAWING I | 3 | SUPPORT | (R) |
| CAT 1233 | 2D COMPUTER ANIMATION | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CAT 1033 OR BY EVALUATION. § |
| CAT 2533 | 3D RENDERING AND DESIGN VISUALIZATION | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CAT 1513 | DIGITAL IMAGING | 3 | MAJOR | MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1103 OR CAT 1413 OR BY EVALUATION. § |
| Suggested Sophomore 1st Semester | | | | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR -OR- | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| FVP 1713 | SCREENWRITING | 3 | SUPPORT | (R), (W) OR BY EVALUATION. § |
| CAT 2733 | 3D CHARACTER DESIGN AND ANIMATION | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CAT 2533 OR BY EVALUATION. § |
| CS 2433 | DIGITAL MEDIA SCRIPTING | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | COLLEGE ALGEBRA | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Sophomore 2nd Semester | | | | |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| CAT 2143 | DIGITAL VIDEO EDITING | 3 | MAJOR | (W), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1103 OR BY EVALUATION. § |
| CAT 2633 | 3D ANIMATION AND SPECIAL EFFECTS | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CAT 2533 OR BY EVALUATION. § |
| CAT 2924 | DESIGN PROJECT | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, 15 HOURS OF CAT |
| FA SUPPORT | * FACULTY APPROVED SUPPORT ELECTIVES | 5 | SUPPORT | |

Major Courses: (34 credit hours) Computer Aided Technology: CAT 1013, CAT 1033, CAT 1233, CAT 1513, CAT 2143, CAT 2533, CAT 2633, CAT 2733, CAT 2924; Computer Science: CS 1363, CS 2433

General Education Courses: (18 credit hours) English: ENGL 1113; Computer Science: CS 1103(1); English: ENGL 2000, History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Math: MATH 1513

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

Support Courses: (11 credit hours) Film and Video Production: FVP 1713, Art: ART 1123, *Electives: Faculty Approved Support Electives - 5 credit hours

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

(1) Advanced Standing is available.

* The Program Faculty Advisor must approve other electives

§ Criteria available in division office

Computer-Aided Technology — Computer Animation (Certificate)

Certificate of Mastery

Minimum of 36 Credits

Imagine bringing your own creations to life, it is possible with a certificate in Computer-Aided Technology Computer Animation. The Computer Animation certificate develops students' creative skills in this wide-ranging field, from foundations in animation and drawing, to character design and computer applications. This program will allow students to utilize all the tools that drive today's 2D and 3D animation projects, and will prepare students for life as a professional computer animator. The Computer Animation certificate is designed to provide students with the advanced conceptual and technical skills needed to enter the field of computer animation, game art and design, 3D modeling, video editing and special effects. The Computer Animation certificate program is well-suited for students and designers looking to explore this exciting field. Other options are also available in Computer-Aided Design (CAD), Game Design, Geographic Information Systems (GIS), and Digital Media Design. Students should seek a faculty advisor early in the program.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|---------------------------------------|---------|---------|--|
| Suggested Freshman 1st Semester | | | | |
| CAT 1013 | CREATIVITY AND DESIGN | 3 | MAJOR | (R), (W), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CAT 1033 | PRINCIPLES OF ANIMATION | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1363 | DIGITAL MEDIA DEVELOPMENT | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, PREREQUISITE OR COREQUISITE: CS 1103. |
| ART 1123 | DRAWING I | 3 | SUPPORT | (R) |
| Suggested Freshman 2nd Semester | | | | |
| CAT 1233 | 2D COMPUTER ANIMATION | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CAT 1033 OR BY EVALUATION. § |
| CAT 1513 | DIGITAL IMAGING | 3 | MAJOR | MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1103 OR CAT 1413 OR BY EVALUATION. § |
| CAT 2533 | 3D RENDERING AND DESIGN VISUALIZATION | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ART 1233 | DRAWING II | 3 | SUPPORT | ART 1123 |
| Suggested Sophomore 1st Semester | | | | |
| CAT 2143 | DIGITAL VIDEO EDITING | 3 | MAJOR | (W), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1103 OR BY EVALUATION. § |
| CAT 2633 | 3D ANIMATION AND SPECIAL EFFECTS | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CAT 2533 OR BY EVALUATION. § |
| CAT 2733 | 3D CHARACTER DESIGN AND ANIMATION | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CAT 2533 OR BY EVALUATION. § |
| CS 2433 | DIGITAL MEDIA SCRIPTING | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |

Major Courses: (30 credit hours) Computer-Aided Technology: CAT 1013, CAT 1033, CAT 1233, CAT 1513, CAT 2143, CAT 2533, CAT 2633, CAT 2733; Computer Science: CS 1363, CS 2433

General Education Courses: None

Life Skills Courses: None

Support Courses: (6 credit hours) Art: ART 1123, ART 1213

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

§ Criteria available in division office

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occc.edu/certificates/computeranimation.html>.

Computer-Aided Technology — Computer-Aided Design (AAS)

Associate in Applied Science

Minimum of 64 Credits

The focus of the Computer-Aided Design option 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, 3-D parametric solid modeling, animated presentations, system customization and special effects. 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, Materials and Processes and Design Mechanics. These will prepare students to face every aspect of all manufacturing and architectural related disciplines. 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, government agencies and many more. Other options are also available in Game Design, Digital Media Design and Geographic Information Systems (GIS). Students should seek a faculty advisor early in the program.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| CAT 1043 | ENGINEERING PRINCIPLES | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CAT 1214 | COMPUTER-AIDED DESIGN (CAD) | 4 | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | COLLEGE ALGEBRA | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| FA ELEC | * FACULTY APPROVED ELECTIVE | 3 | SUPPORT | |
| Suggested Freshman 2nd Semester | | | | |
| CAT 1053 | MANUFACTURING MATERIALS AND PROCESSES | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CAT 1043 OR BY EVALUATION. § |
| CAT 1253 | CAD 3D MODELING | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CAT 1043 AND CAT 1214 OR BY EVALUATION. § |
| CAT 2540 | APPLICATIONS IN CAD | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CAT 1043 AND CAT 1214 OR BY EVALUATION. § |
| MATH 1613 | TRIGONOMETRY | 3 | GEN ED | (R), PRE OR COREQUISITE: MATH 1513 OR MATH 1533 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| OSRHE | ** OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE | 3 | GEN ED | |
| Suggested Sophomore 1st Semester | | | | |
| CAT 2113 | CAD MANAGEMENT AND STANDARDS | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CAT 1253 OR BY EVALUATION. § |
| CAT 2540 | APPLICATIONS IN CAD —OR— | | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CAT 1043 AND CAT 1214 OR BY EVALUATION. § |
| CAT 2703 | PRACTICUM | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, 12 HOURS OF CAT OR BY EVALUATION. § |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| PHYS 1114 | COLLEGE PHYSICS I | 4 | GEN ED | (R) (W), MATH 1513 OR HIGHER OR APPM 1223, WITHIN THE LAST TWO YEARS OR BY EVALUATION. § |
| MATH 2023 | FOUNDATIONS OF GEOMETRY AND MEASUREMENTS | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Sophomore 2nd Semester | | | | |
| CAT 2023 | DESIGN MECHANICS | 3 | MAJOR | (R) (W) MATH 1613, 15 CREDIT HOURS OF CAT, PHYS 1114 OR PHYS 1314 |
| CAT 2163 | CAD PROGRAMMING AND AUTOMATION | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CAT 1253 OR BY EVALUATION. § |
| CAT 2924 | DESIGN PROJECT | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, 15 HOURS OF CAT |
| FA ELEC | * FACULTY APPROVED ELECTIVE | 3 | SUPPORT | |

Major Courses: (32 credit hours) Computer-Aided Technology: CAT 1043, CAT 1053, CAT 1214, CAT 1253, CAT 2023, CAT 2113, CAT 2163, CAT 2540 (6 hrs: Take twice with different project emphasis) or CAT 2540 (3 hrs) & CAT 2703, CAT 2924

General Education Courses: (25 credit hours) English: ENGL 1113, **Any course that meets Oklahoma State Regents for Higher Education requirements for a general education Communications; (ENGL 1213, ENGL 1233, COM 1123, COM 2213); History: HIST 1483 or HIST 1493; Mathematics: MATH 1513, MATH 1613; MATH 2023; Political Science: POLSC 1113; Physics: PHYS 1114

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

Support Courses: (6 credit hours) *Electives: Faculty Approved Support Electives

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

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

* Approved Support Electives must have an ART, CAT, 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

§ Criteria available in division office

Computer-Aided Technology — Computer-Aided Design (Certificate)

Certificate of Mastery

Minimum of 19 Credits

The Computer-Aided Design Certificate allows an individual to certify a level of expertise as a Computer-Aided Design Technician. The certificate of mastery includes most of the courses required for an Associate in Applied Science in Computer-Aided Technology - Computer Aided Design Option. 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 19 credit hours of pre-selected coursework. Subjects include 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 the engineering and architecture disciplines. It shows that the certificate holder has special knowledge in Computer-Aided Design. Other options are also available in Game Design, Digital Media Design and Geographic Information Systems (GIS). Students should seek a faculty advisor early in the program.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|-----------------------------------|---------|-------|--|
| Suggested Freshman 1st Semester | | | | |
| CAT 1043 | ENGINEERING PRINCIPLES | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CAT 1214 | COMPUTER-AIDED DESIGN (CAD) | 4 | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | |
| CAT 1253 | CAD 3D MODELING | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CAT 1043 AND CAT 1214 OR BY EVALUATION. § |
| FA ELEC | * FACULTY APPROVED ELECTIVE | 3 | MAJOR | |
| Suggested Sophomore 1st Semester | | | | |
| CAT 2540 | APPLICATIONS IN CAD | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CAT 1043 AND CAT 1214 OR BY EVALUATION. § |
| CAT 2540 | APPLICATIONS IN CAD — OR — | | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CAT 1043 AND CAT 1214 OR BY EVALUATION. § |
| CAT 2703 | PRACTICUM | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, 12 HOURS OF CAT OR BY EVALUATION. § |

Major Courses: (19 credit hours) Computer-Aided Technology: CAT 1043, CAT 1214, CAT 1253, CAT 2540 (6 hrs: Take twice with different project emphasis) or CAT 2540 (3 hrs) & CAT 2703; *Electives: Faculty Approved Electives (3 hrs)

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate. # Cooperative agreements have been established with Francis Tuttle, Moore Norman, Metro Tech and Mid-America Technology Centers.

*Approved Support Electives must have an ART, CAT, CS, ENGR, JB, FVP, or GCOM prefix and must be approved by a Program Faculty Advisor.

§ Criteria available in division office

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occ.edu/certificates/cat-manufacturing.html>.

Computer-Aided Technology — Digital Media Design (AAS)

Associate in Applied Science

Minimum of 64 Credits

Digital Media Design is the integration of multiple forms of media, such as text, sound, graphics, animation, and video to inform or entertain the audience. The Digital Media Design option in Computer Aided Technology provides students with a wide range of developing skills such as, traditional graphic design, interactive or web design, motion design, and video production, as well as knowing which kind of creative solution is best for your client. This program will allow students to utilize all the tools that drive today's media and entertainment projects, and will prepare students for life as a professional designer. The Digital Media Design option is an appropriate starting point for students who seek a professional career in graphic arts, digital media, interactive media, web design, photo editing, 3D modeling, animation, video editing and special effects. The Digital Media Design option is well-suited for students wishing to obtain a job in this field upon graduation or plan to continue their education at a four year university. Other options are also available in Game Design, Computer-Aided Design (CAD) and Geographic Information Systems (GIS). Students should seek a faculty advisor early in the program.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| CS 1103 | (1) INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | GEN ED | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1363 | DIGITAL MEDIA DEVELOPMENT | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, PREREQUISITE OR COREQUISITE: CS 1103. |
| CAT 1013 | CREATIVITY AND DESIGN | 3 | MAJOR | (R), (W), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| GCOM 1053 | ELECTRONIC PUBLISHING: INDESIGN I | 3 | MAJOR | (R) |
| Suggested Freshman 2nd Semester | | | | |
| ENGL 2000 | CREATIVE WRITING | 3 | MAJOR | (R) (W) |
| CAT 1513 | DIGITAL IMAGING | 3 | MAJOR | MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1103 OR CAT 1413 OR BY EVALUATION. § |
| CS 2413 | WEB SITE DEVELOPMENT | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, PREREQUISITE OR COREQUISITE: CS 1103. § |
| CAT 2533 | 3D RENDERING AND DESIGN VISUALIZATION | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CAT 1214 | COMPUTER-AIDED DESIGN (CAD) -OR- | | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| GCOM 1183 | COMPUTER DRAWING: ILLUSTRATOR | 3-4 | MAJOR | (R) |
| Suggested Sophomore 1st Semester | | | | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| CAT 2633 | 3D ANIMATION AND SPECIAL EFFECTS | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CAT 2533 OR BY EVALUATION. § |
| CS 2433 | DIGITAL MEDIA SCRIPTING | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| JB 2113 | ADVERTISING | 3 | SUPPORT | (R) |
| MATH 1513 | COLLEGE ALGEBRA | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Sophomore 2nd Semester | | | | |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| CAT 2143 | DIGITAL VIDEO EDITING | 3 | MAJOR | (W), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1103 OR BY EVALUATION. § |
| CAT 2924 | DESIGN PROJECT | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, 15 HOURS OF CAT |
| FA SUPPORT | FACULTY APPROVED SUPPORT ELECTIVES * | 7-8 | SUPPORT | |

Major Courses: (34-35 credit hours) Computer-Aided Technology: CAT 1013, CAT 1214 or GCOM 1183, CAT 1513, CAT 2143, CAT 2533, CAT 2633, CAT 2924; Computer Science: CS 1363, CS 2413, CS 2433; Graphic Communications: GCOM 1053, GCOM 1183

General Education Courses: (18 credit hours) English: ENGL 1113, ENGL 2000 ; Computer Science: CS 1103(1); History: HIST 1483 or HIST 1493; Mathematics: MATH 1513; Political Science: POLSC 1113

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

Support Courses: (10-11 credit hours) Journalism and Broadcasting: JB 2113; Electives: Faculty Approved Support Electives 7-8 credit hours

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

* The Program Faculty Advisor must approve other electives

(1) Advanced Standing is available

§ Criteria available in division office

Computer-Aided Technology — Digital Media Design (Certificate)

Certificate of Mastery

Minimum of 37 Credits

Digital Media Design is the integration of multiple forms of media, such as text, sound, graphics, animation, and video to inform or entertain the audience. The Digital Media Design Certificate in Computer Aided Technology provides students with a wide range of developing skills such as, traditional graphic design, interactive or web design, motion design, and video production, as well as knowing which kind of creative solution is best for your client. This program will allow students to utilize all the tools that drive today's media and entertainment projects, and will prepare students for life as a professional designer. The Digital Media Design certificate is an appropriate starting point for students who seek a professional career in graphic arts, digital media, interactive media, web design, photo editing, 3D modeling, animation, video editing and special effects. The Digital Media Design certificate is also well-suited for students and designers looking to explore this exciting field. Other options are also available in Game Design, Computer-Aided Design (CAD) and Geographic Information Systems (GIS). Students should seek a faculty advisor early in the program.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|---------------------------------------|---------|-------|--|
| Suggested Freshman 1st Semester | | | | |
| CAT 1013 | CREATIVITY AND DESIGN | 3 | MAJOR | (R), (W), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CAT 2533 | 3D RENDERING AND DESIGN VISUALIZATION | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1363 | DIGITAL MEDIA DEVELOPMENT | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, PREREQUISITE OR COREQUISITE: CS 1103. |
| GCOM 1183 | COMPUTER DRAWING: ILLUSTRATOR | 3 | MAJOR | (R) |
| Suggested Freshman 2nd Semester | | | | |
| CAT 1513 | DIGITAL IMAGING | 3 | MAJOR | MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1103 OR CAT 1413 OR BY EVALUATION. § |
| CAT 2633 | 3D ANIMATION AND SPECIAL EFFECTS | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CAT 2533 OR BY EVALUATION. § |
| CS 2433 | DIGITAL MEDIA SCRIPTING | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| GCOM 1053 | ELECTRONIC PUBLISHING: INDESIGN I | 3 | MAJOR | (R) |
| Suggested Sophomore 1st Semester | | | | |
| CAT 1214 | COMPUTER-AIDED DESIGN (CAD) | 4 | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CAT 2143 | DIGITAL VIDEO EDITING | 3 | MAJOR | (W), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1103 OR BY EVALUATION. § |
| CS 2413 | WEB SITE DEVELOPMENT | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, PREREQUISITE OR COREQUISITE: CS 1103. § |
| JB 2113 | ADVERTISING | 3 | MAJOR | (R) |

Major Courses: (37 credit hours) Computer-Aided Technology: CAT 1013, CAT 1214, CAT 1513, CAT 2143, CAT 2533, CAT 2633; Computer Science: CS 1363, CS 2413, CS 2433; Graphic Communications: GCOM 1053, GCOM 1183; Journalism and Broadcasting: JB 2113

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

§ Criteria available in division office

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occ.edu/certificates/cat-digital-media-design.html>.

Computer-Aided Technology — Game Design (AAS)

Associate in Applied Science

Minimum of 64 Credits

The Game Design option in Computer-Aided Technology educates students through the study of subjects such as game theory and technology, the design process, animation, level design, digital design, art, animation, game mechanics and especially creative writing and storytelling skills. Students will explore design principles and documentation, the creative process and pre-production planning, the processes of visual based principles such as interface design, textures and 3D modeling. The Game Design option is an appropriate starting point for students who seek a professional career in the field of Game Art and Design as modelers, animation artists, 3-D illustrators, digital artists, FX artists, video post-production artists, and as game designers. The Game Design option is well-suited for students wishing to obtain a job in this field upon graduation or plan to continue their education at a four year university. Other options are also available in Digital Media Design, Computer-Aided Design (CAD) and Geographic Information Systems (GIS). Students should seek a faculty advisor early in the program.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| CAT 1013 | CREATIVITY AND DESIGN | 3 | MAJOR | (R), (W), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CAT 1023 | EVOLUTION OF GAME TECHNOLOGY | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1103 | (1) INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | GEN ED | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1363 | DIGITAL MEDIA DEVELOPMENT | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, PREREQUISITE OR COREQUISITE: CS 1103. |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| Suggested Freshman 2nd Semester | | | | |
| CAT 1214 | COMPUTER-AIDED DESIGN (CAD) | 4 | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CAT 1223 | GAME DEVELOPMENT AND DESIGN CONCEPTS | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CAT 2533 | 3D RENDERING AND DESIGN VISUALIZATION | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1143 | BEGINNING PROGRAMMING | 3 | SUPPORT | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ENGL 2000 | CREATIVE WRITING | 3 | GEN ED | (R) (W) |
| Suggested Sophomore 1st Semester | | | | |
| CAT 1513 | DIGITAL IMAGING | 3 | MAJOR | MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1103 OR CAT 1413 OR BY EVALUATION. § |
| CAT 2223 | GAME LEVEL DESIGN | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CAT 1223 |
| CAT 2733 | 3D CHARACTER DESIGN AND ANIMATION | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CAT 2533 OR BY EVALUATION. § |
| CS 2433 | DIGITAL MEDIA SCRIPTING | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR -OR- | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| Suggested Sophomore 2nd Semester | | | | |
| CAT 2924 | DESIGN PROJECT | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, 15 HOURS OF CAT |
| MATH 1513 | COLLEGE ALGEBRA | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| FA SUPPORT | * FACULTY APPROVED SUPPORT ELECTIVES | 7 | SUPPORT | |

Major Courses: (35 credit hours) Computer-Aided Technology: CAT 1013, CAT1023, CAT 1214, CAT 1223, CAT 1513, CAT 2223, CAT 2533, CAT 2733, CAT 2924; Computer Science: CS 1363, CS 2433

General Education Courses: (18 credit hours) Computer Science: CS 1103(1); English: ENGL 1113, ENGL 2000; History: HIST 1483 or HIST 1493; Mathematics: MATH 1513; Political Science: POLSC 1113

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

Support Courses: (10 credit hours) Computer Science; CS 1143; *Electives: Faculty Approved Support Electives.

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

* The Program Faculty Advisor must approve electives.

(1) Advanced Standing is available.

§ Criteria available in division office

Computer-Aided Technology — Game Design (Certificate)

Certificate of Mastery

Minimum of 34 Credits

The Game Design certificate in Computer-Aided Technology educates students through the study of subjects such as game theory and technology, the design process, animation, level design, digital design, art, animation, game mechanics and especially creative writing and storytelling skills. Students will explore design principles and documentation, the creative process and pre-production planning, the processes of visual based principles such as interface design, textures and 3D modeling. The Game Design certificate is an appropriate starting point for students who seek a professional career in the field of Game Art and Design as modelers, animation artists, 3-D illustrators, digital artists, FX artists, video post-production artists, and as game designers. The Game Design certificate is well-suited for students and gamers looking to explore this exciting field. Other options are also available in Digital Media Design, Computer-Aided Design (CAD) and Geographic Information Systems (GIS). Students should seek a faculty advisor early in the program.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|---------------------------------------|---------|-------|--|
| Suggested Freshman 1st Semester | | | | |
| CAT 1013 | CREATIVITY AND DESIGN | 3 | MAJOR | (R), (W), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CAT 1023 | EVOLUTION OF GAME TECHNOLOGY | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CAT 2533 | 3D RENDERING AND DESIGN VISUALIZATION | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1363 | DIGITAL MEDIA DEVELOPMENT | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, PREREQUISITE OR COREQUISITE: CS 1103. |
| Suggested Freshman 2nd Semester | | | | |
| CAT 1214 | COMPUTER-AIDED DESIGN (CAD) | 4 | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CAT 1223 | GAME DEVELOPMENT AND DESIGN CONCEPTS | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CAT 1513 | DIGITAL IMAGING | 3 | MAJOR | MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CS 1103 OR CAT 1413 OR BY EVALUATION. § |
| CS 1143 | BEGINNING PROGRAMMING | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Sophomore 1st Semester | | | | |
| CAT 2223 | GAME LEVEL DESIGN | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CAT 1223 |
| CAT 2733 | 3D CHARACTER DESIGN AND ANIMATION | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, CAT 2533 OR BY EVALUATION. § |
| CS 2433 | DIGITAL MEDIA SCRIPTING | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |

Major Courses: (34 credit hours) Computer-Aided Technology: CAT 1013, CAT 1023, CAT 1214, CAT 1223, CAT 1513, CAT 2223, CAT 2533, CAT 2733; Computer Science: CS 1143, CS 1363, CS 2433

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

§ Criteria available in division office

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occc.edu/certificates/gamesdesign.html>.

Computer-Aided Technology — Geographic Information System (AAS)

Associate in Applied Science

Minimum of 64 Credits

The Geographic Information System (GIS) option is offer students opportunities to develop skills used in different disciplines, such as environmental, geology, archaeology, agriculture, computer-aided design (CAD) and engineering, computer science, business administration, and geography. GIS is used to assist in decision making by using data that is spatially referenced to the Earth. Modern computer software and related technology make it possible to use this spatial data to solve complex planning and management problems. Students learn to understand various kinds of spatial data, computer tools and data quality considerations that are important to effectively use this technology in making good decisions. GIS is used by local municipalities, county assessors, police and fire departments, oil and gas companies, agriculture industry, engineers, utilities companies, emergency management and homeland security, environmental and public health fields and many more. Students will also develop skills in CAD, Surveying and Global Positioning Systems (GPS). Other options are also available in Game Design, Digital Media Design and Computer-Aided Design (CAD). Students should seek a faculty advisor early in the program.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/Writing ASSESSMENT SCORES |
| CAT 1313 | INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEM (GIS) | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1103 | (1) INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | GEN ED | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| MATH 1513 | COLLEGE ALGEBRA | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| FA SUPPORT | * FACULTY APPROVED SUPPORT ELECTIVES | 3 | SUPPORT | |
| Suggested Freshman 2nd Semester | | | | |
| CAT 1323 | INTRODUCTION TO GLOBAL POSITIONING SYSTEMS (GPS) | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1333 | DATABASE MANAGEMENT APPLICATIONS | 3 | MAJOR | (R) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1613 | TRIGONOMETRY | 3 | SUPPORT | (R), PRE OR COREQUISITE: MATH 1513 OR MATH 1533 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| GEOG 2603 | WORLD REGIONAL GEOGRAPHY | 3 | GEN ED | (R) |
| OSRHE | ** OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE | 3 | GEN ED | |
| Suggested Sophomore 1st Semester | | | | |
| CAT 1214 | COMPUTER-AIDED DESIGN (CAD) | 4 | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CAT 2313 | INTRODUCTION TO SPATIAL ANALYSIS | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CAT 1313 OR BY EVALUATION. § |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | 3 | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | | GEN ED | (R) (W) |
| FA SUPPORT | * FACULTY APPROVED SUPPORT ELECTIVES | 6 | SUPPORT | |
| Suggested Sophomore 2nd Semester | | | | |
| CAT 2924 | DESIGN PROJECT | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, 15 HOURS OF CAT |
| CAT 2334 | PLANE SURVEYING | 4 | MAJOR | (R) (W) MATH 1613 OR BY EVALUATION. § |
| CS 1143 | BEGINNING PROGRAMMING | 3 | MAJOR | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| FA SUPPORT | * FACULTY APPROVED SUPPORT ELECTIVES | 3 | SUPPORT | |

Major Courses: (30 credit hours) Computer-Aided Technology: CAT 1214, CAT 1313, CAT 1323, CAT 2313, CAT 2334, CAT 2924; Computer Science: CS 1103, CS 1143, CS 1333

General Education Courses: (18 credit hours) English: ENGL 1113, **Any course that meets Oklahoma State Regents for Higher Education requirements for a general education communications course (ENGL 1213; ENGL 1233; COM 1123; COM 2213); Geography: GEOG 2603; History: HIST 1483 or HIST 1493; Mathematics: MATH 1513; Political Science: POLSC 1113

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

Support Courses: (15 credit hours) Mathematics: MATH 1613; *Electives: Faculty Approved Support Electives - 12 credit hours

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

* 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

§ Criteria available in division office

ComputerAided Technology — Geographic Information System (Certificate)

Certificate of Mastery

Minimum of 21 Credits

The Geographic Information System (GIS) certificate is offer students opportunities to develop skills used in different disciplines, such as environmental, geology, archaeology, agriculture, computer-aided design (CAD) and engineering, computer science, business administration, and geography. GIS is used to assist in decision making by using data that is spatially referenced to the Earth. Modern computer software and related technology make it possible to use this spatial data to solve complex planning and management problems. Students learn to understand various kinds of spatial data, computer tools and data quality considerations that are important to effectively use this technology in making good decisions. GIS is used by local municipalities, county assessors, police and fire departments, oil and gas companies, agriculture industry, engineers, utilities companies, emergency management and homeland security, environmental and public health fields and many more. Students will also develop skills in CAD, Surveying and Global Positioning Systems (GPS). The certificate of mastery is an option for someone that already has a degree or for someone that needs courses in GIS. Other options are also available in Game Design, Digital Media Design and Computer-Aided Design (CAD). Students should seek a faculty advisor early in the program.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---------------------------------|---|---------|---------|---|
| Suggested Freshman 1st Semester | | | | |
| CAT 1313 | INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEM (GIS) | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CAT 1323 | INTRODUCTION TO GLOBAL POSITIONING SYSTEMS (GPS) | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CS 1103 | (1) INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| FA SUPPORT | * FACULTY APPROVED SUPPORT ELECTIVES | 3 | SUPPORT | |
| Suggested Freshman 2nd Semester | | | | |
| CS 1333 | DATABASE MANAGEMENT APPLICATIONS | 3 | MAJOR | (R) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CAT 2313 | INTRODUCTION TO SPATIAL ANALYSIS | 3 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, CAT 1313 OR BY EVALUATION. § |
| FA SUPPORT | * FACULTY APPROVED SUPPORT ELECTIVES | 3 | SUPPORT | |

Major Courses: (15 credit hours) Computer-Aided Technology: CAT 1313, CAT 1323, CAT 2313; Computer Science: CS 1103, CS 1333

General Education Courses: None

Life Skills Courses: None

Support Courses: (6 credit hours) *Electives: Faculty Approved Support Electives

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

* The Program Faculty Advisor must approve other electives

(1) Advanced Standing is available

§ Criteria available in division office

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occ.edu/certificates/geographicinformationsystems.html>.

Database Management (AAS)

Associate in Applied Science

Minimum of 64 Credits

This plan of study is part of a cooperative alliance with Francis Tuttle and Moore Norman Technology Centers***. Major courses in the degree plan are not available on the main campus of Oklahoma City Community College. Database Administrators are responsible for the accuracy, security and accessibility of data. This degree includes courses in database design, database administration, performance tuning, database networking and backup/recovery using relational database products. Students are prepared for industry certification exams from Oracle. Other topics of study include UNIX for database administrators.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|---|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| DBM 1103 | DATABASE THEORY | 3 | MAJOR | (R) (W), 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. |
| DBM 1313 | INTRODUCTION TO SQL | 3 | MAJOR | (R) (W), DBM 1103 |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| FA MATH1 | FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS | 3 | SUPPORT | |
| FA SUPPORT | FACULTY APPROVED SUPPORT ELECTIVES | 3 | SUPPORT | |
| Suggested Freshman 2nd Semester | | | | |
| DBM 1333 | DATABASE ADMINISTRATION | 3 | MAJOR | (R) (W), DBM 1313 |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| OSRHE1 | * OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE* | 3 | GEN ED | |
| FA MAJOR | FACULTY APPROVED MAJOR ELECTIVE | 3 | MAJOR | |
| FA SUPPORT | FACULTY APPROVED SUPPORT ELECTIVES | 3 | SUPPORT | |
| Suggested Sophomore 1st Semester | | | | |
| DBM 2213 | PL/SQL PROGRAMMING | 3 | MAJOR | (R) (W), DBM 1103 AND DBM 1313 |
| FA MAJOR | FACULTY APPROVED MAJOR ELECTIVE | 6 | MAJOR | |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 2nd Semester | | | | |
| DBM 2313 | DATABASE BACK UP AND RECOVERY | 3 | MAJOR | (R) (W), DBM 1333 |
| FA MAJOR | FACULTY APPROVED MAJOR ELECTIVE | 3 | MAJOR | |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| FA SUPPORT | FACULTY APPROVED SUPPORT ELECTIVES | 6 | SUPPORT | |

Major Courses: (30 credit hours) DBM 1103; DBM 1313; DBM 1333; DBM 2213; DBM 2313; 15 credit hours of faculty approved major electives.

General Education Courses: (18 credit hours) English: ENGL 1113; Communications/English: * Any Oklahoma State Regents for Higher Education approved general education communications or English course; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education Electives: Six credit hours.

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

Support Courses: (15 credit hours) Mathematics: Three credit hours of faculty approved mathematics that meet OCCC is mathematics proficiency requirements.**; 12 hours support electives.

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog. Major courses are available only at Francis Tuttle and Moore Norman Technology Center.

* 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.

This program is offered through a cooperative alliance with Francis Tuttle and Moore Norman Technology Centers

Diagnostic Medical Sonography (AAS) # ++

Associate in Applied Science

Minimum of 66 Credits

The Associates in Applied Science-Diagnostic Medical Sonography program is offered through a cooperative alliance established between Oklahoma City Community College and Moore Norman Technology Center. ***Major courses and clinical experience is only offered at Moore Norman Technology Center. Students completing the Diagnostic Medical Sonography plan of study they will be equipped with skills and knowledge to perform in today's high demand health care industry as Sonographers. The Diagnostic Medical Sonography program is designed to provide students with in depth experience in real situations involving performing and providing evaluation of sonography procedures. Students have the opportunity to train on the latest systems and industry specific equipment. Graduates will be prepared to work in the areas of but not limited to hospitals, medical and diagnostic laboratories and diagnostic imaging centers. In addition, graduates will be prepared for the American Registry Diagnostic Medical Sonography certification.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| DMS 1213 | INTRODUCTION TO ULTRASOUND | 3 | MAJOR | (R) (W) AHP 1013 AND BIO 1314 |
| DMS 1233 | ULTRASOUND PHYSICS AND INSTRUMENTATION I | 3 | MAJOR | (R) (W) MATH 1513 |
| MATH 1513 | COLLEGE ALGEBRA | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| DMS 1112 | PATIENT CARE | 2 | MAJOR | (R) (W) |
| BIO 1314 | HUMAN ANATOMY AND PHYSIOLOGY I | 4 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. AN ADEQUATE BIOLOGY PLACEMENT TEST SCORE OR BIO 0123 OR A COLLEGE-LEVEL BIOLOGICAL SCIENCE CLASS. |
| Suggested Freshman 2nd Semester | | | | |
| DMS 1254 | ABDOMINAL ULTRASOUND | 4 | MAJOR | (R) (W) BIO 1314 |
| DMS 1122 | MEDICAL ETHICS | 2 | MAJOR | (R) (W) |
| DMS 1356 | CLINICAL ULTRASOUND I | 6 | MAJOR | (R) (W) PREREQUISITE: DMS 1213, COREQUISITE: DMS 1254 |
| ENGL 1113 | ENGLISH COMPOSITION I (COMPUTER ASSISTED) | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| DMS 1292 | ULTRASOUND PHYSICS AND INSTRUMENTATION II | 2 | MAJOR | (R) (W) DMS 1233 |
| Suggested Sophomore 1st Semester | | | | |
| DMS 1274 | OB/GYN ULTRASOUND | 4 | MAJOR | (R) (W) BIO 1314 |
| DMS 2216 | CLINICAL ULTRASOUND II | 6 | MAJOR | (R) (W) DMS 1356 |
| OSRHE1 | * OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE* | 3 | GEN ED | |
| DMS 2221 | SMALL PARTS SONOGRAPHY | 1 | MAJOR | (R) (W) BIO 1314 |
| DMS 2321 | BIOEFFECTS | 1 | MAJOR | (R) (W) DMS 1292 |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 2nd Semester | | | | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| DMS 2316 | CLINICAL ULTRASOUND III | 6 | MAJOR | (R) (W) DMS 2216 |
| DMS 2371 | ADVANCED SONOGRAPHY | 1 | MAJOR | (R) (W) DMS 1254, DMS 1274 |
| DMS 2332 | VASCULAR SONOGRAPHY | 2 | MAJOR | (R) (W) BIO 1314 |

Major Courses: (43 credit hours) DMS 1213; DMS 1233; DMS 1254; DMS 1112; DMS 1122; DMS 1274; DMS 1292; DMS 1356; DMS 2216; DMS 2221; DMS 2321; DMS 2316; DMS 2371; DMS 2332.

General Education Courses: (18 credit hours) English: ENGL 1113, any OSRHE approved general education English or communications course; * History: HIST 1483 OR HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1513; Three hours General Education Electives

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

Support Courses: (4 credit hours): Science: BIO 1314

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog. Major courses are available only at Moore Norman Technology Center.

This program is offered through a cooperative alliance with Moore Norman 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.

Diesel Technology (AAS)

Associate in Applied Science

Minimum of 63 Credits

The Diesel Technology program is offered through a Cooperative Alliance agreement between Oklahoma City Community College and Francis Tuttle Technology Center***. The program prepares students for immediate enter into the workforce as a diesel service technician and mechanic. Diesel service technicians and mechanics repair and maintain diesel engines that include trucks, locomotives, buses, personal passenger vehicles and construction equipment. Diesel technology involves the use of a variety of high powered tools and intricate computer systems in order to maintain diagnose and repair these engines and equipment.

Students completing the program will be prepared to take the nationally recognized industry certifications through the National Institute for Automotive Service Excellence (ASE) Diesel Technology with a specific concentration in Medium/Heavy Truck Technician.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/Writing ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| DT 1103 | PREVENTATIVE MAINTENANCE | 3 | MAJOR | (R) (W) |
| DT 1101 | INTRODUCTION TO DIESEL TECHNOLOGY | 1 | MAJOR | (R), (W) |
| DT 1114 | DIESEL ENGINES I | 4 | MAJOR | DT 1103 |
| DT 1144 | DIESEL ELECTRICAL/ELECTRONICS I | 4 | MAJOR | DT 1101 |
| Suggested Freshman 2nd Semester | | | | |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| DT 1124 | DIESEL ENGINES II | 4 | MAJOR | DT 1114 |
| DT 1214 | DIESEL ELECTRICAL/ELECTRONICS II | 4 | MAJOR | DT 1144 |
| DT 1234 | MEDIUM/HEAVY EQUIPMENT AND TRUCK BRAKES | 4 | MAJOR | DT 1103 |
| CS 1103 | INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | GEN ED | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Sophomore 1st Semester | | | | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR OR | 3 | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | | GEN ED | (R) (W) |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| DT 2104 | HEATING, VENTILATION AND AIR CONDITIONING | 4 | MAJOR | DT 1103 |
| DT 2114 | MEDIUM/HEAVY TRUCK AND EQUIPMENT SUSPENSION AND STEERING | 4 | MAJOR | DT 1103 |
| OSRHE | * OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE | 3 | GEN ED | |
| Suggested Sophomore 2nd Semester | | | | |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| MATH | ANY 1000 LEVEL MATH COURSE | 3 | GEN ED | WITH APPROPRIATE PREREQUISITE. |
| DT 2124 | MEDIUM/HEAVY EQUIPMENT AND TRUCK DRIVE TRAINS | 4 | MAJOR | DT 1103 |
| DT 2002 | DIESEL INTERNSHIP AND PROFESSIONAL DEVELOPMENT | 2 | SUPPORT | DT 1103 |

Major Courses: DT 1101, DT 1103, DT 1114, DT 1124, DT 1144, DT 1214, DT 1234, DT 2104, DT 2114, DT 2124

General Education Courses: ENGL 1113, HIST 1483 OR HIST 1493, POLSC 1113, CS 1103, OSRHE approved general education communications or English course*, six (6) hours of general education electives

Life Skills Courses: SCL 1001 Success in College and Life

Support Courses: 1000 level mathematics that meet OCCC's mathematics proficiency requirements, DT 2002

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

This program is offered through a Cooperative Alliance between OCCC and Francis Tuttle Technology Center. All major courses are only available at Francis Tuttle.

* 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.

Diesel Technology — Diesel Technician (Certificate)

Certificate of Mastery

Minimum of 24 Credits

The Diesel Technology program is offered through a Cooperative Alliance agreement between Oklahoma City Community College and Francis Tuttle Technology Center.*** The certificate prepares students for immediate employment options in the diesel technology service and repair fields. The Diesel Technology certificate is designed to provide students with in-depth, hands-on experience in real situations involving diagnosis and repair procedures. Students will have the opportunity to train on the latest systems and industry specific equipment.

| Course ID | Course Name | Credits | Type | Prerequisites |
|--|---|---------|-------|---------------|
| Suggested Freshman 1st Semester | | | | |
| DT 1101 | INTRODUCTION TO DIESEL TECHNOLOGY | 1 | MAJOR | (R), (W) |
| DT 1103 | PREVENTATIVE MAINTENANCE | 3 | MAJOR | (R) (W) |
| DT 1114 | DIESEL ENGINES I | 4 | MAJOR | DT 1103 |
| DT 1144 | DIESEL ELECTRICAL/ELECTRONICS I | 4 | MAJOR | DT 1101 |
| Suggested Freshman 2nd Semester | | | | |
| DT 1124 | DIESEL ENGINES II | 4 | MAJOR | DT 1114 |
| DT 1214 | DIESEL ELECTRICAL/ELECTRONICS II | 4 | MAJOR | DT 1144 |
| DT 1234 | MEDIUM/HEAVY EQUIPMENT AND TRUCK BRAKES | 4 | MAJOR | DT 1103 |

Major Courses: DT 1101, DT 1103, DT 1114, DT 1144, DT 1124, DT 1214, DT 1234

General Education Courses: NONE

Life Skills Courses: NONE

Support Courses: NONE

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

This program is offered through a Cooperative Alliance between OCCC and Francis Tuttle. All major courses are only available at Francis Tuttle

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occc.edu/certificates/dieseltechnology.html>

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

Diversified Studies (AA) or (AS)

Associate in Arts or Associate in Science

Minimum of 61 Credits

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 at OCCC. Students with previously earned college credit not applied to existing programs also find the Diversified Studies a favorable way to earn an associate's degree. Because of the diversity of coursework to be completed, a student must have a Diversified Studies Degree Plan, which is an approved contract, on file in the Registrar's Office. A student should meet with either a faculty advisor or an advisor in Advising and Career Services to complete the appropriate forms. If a student does not have a faculty advisor, he or she should request one and contact that advisor who will guide the student through the process of completing the degree. With signed approval by the student's counselor and/or advisor and the coordinator of Multi-Divisional Programs, the Diversified Studies degree program may be modified to meet a student's needs. A Diversified Studies degree may be earned as either an Associate of Arts or Associate of Science degree, the choice to be determined based on specific course work listed in the degree plan. A student may apply for graduation any time after he/she has earned 45 hours and will be notified of any deficiencies or revisions that must be addressed prior to graduation. The program includes degree requirements generally completed in the first two years of a baccalaureate degree curriculum; however, students should consult the catalog of their chosen transfer colleges for specific requirements.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|------------------------------------|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| BIO | BIOLOGICAL SCIENCE* | 3-4 | GEN ED | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| MATH 1503 | CONTEMPORARY MATHEMATICS —OR— | | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | COLLEGE ALGEBRA —OR— | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| Suggested Freshman 2nd Semester | | | | |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| PHYS | ANY PHYSICAL SCIENCE* | 3-4 | GEN ED | |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| HUM | ** HUMANITIES ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 1st Semester | | | | |
| HUM | ** HUMANITIES ELECTIVE | 3 | GEN ED | |
| FA ELEC | FACULTY APPROVED ELECTIVE | 12 | SUPPORT | |
| Suggested Sophomore 2nd Semester | | | | |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| FA ELEC | FACULTY APPROVED ELECTIVE | 11 | SUPPORT | |

Major Courses: None

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; *Natural Sciences: Three to four credit hours of general education Biological Science; Three to four credit hours Physical Science—one of the science courses must include a lab component; Humanities: Six credit hours.; Electives: Nine credit hours General Education Electives with at least one 3-hour course from the following disciplines: Psychology, Sociology, Political Science, Economics, Fine Arts (Art, Music, and Theatre) or Modern Languages.

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

Support Courses: (23 credit hours) Approved electives: 23 credit hours; must be approved by faculty advisor.

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

** See General Education Requirements under Humanities in the catalog.

Electronics — General Emphasis (AAS)

Associate in Applied Science

Minimum of 61 Credits

In addition to the OCCC campus, this program is part of cooperative alliances with Metro Tech and Moore Norman Technology Centers. ***Major courses in this degree are offered at OCCC 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| ET 1014 | D.C. / A.C. FUNDAMENTALS | 4 | MAJOR | |
| ET 1544 | ELECTRONICS SHOP PRACTICES | 4 | MAJOR | (R) (W) ET 1014 |
| FA MATH | FACULTY APPROVED MATHEMATICS ELECTIVE | 3 | SUPPORT | |
| Suggested Freshman 2nd Semester | | | | |
| ET 1114 | SOLID STATE CIRCUITS | 4 | MAJOR | (R) (W), ET 1014 |
| ET 1124 | DIGITAL LOGIC FUNDAMENTALS | 4 | MAJOR | (R) (W), ET 1014 |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| OSRHE1 | * OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE* | 3 | GEN ED | |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 1st Semester | | | | |
| FA MAJOR | FACULTY APPROVED MAJOR ELECTIVE | 4 | MAJOR | |
| ET 2334 | DIGITAL LOGIC SYSTEMS | 4 | MAJOR | (R) (W), ET 1124 |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| FA SUPPORT | FACULTY APPROVED SUPPORT ELECTIVES | 3 | SUPPORT | |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| Suggested Sophomore 2nd Semester | | | | |
| ET 2384 | OPERATIONAL AMPLIFIERS | 4 | MAJOR | (R) (W) |
| ET 2024 | COMMUNICATIONS SYSTEMS | 4 | MAJOR | (R) (W), ET 1144 |
| FA SUPPORT | FACULTY APPROVED SUPPORT ELECTIVES | 4 | SUPPORT | |

Major Courses: (32 credit hours) Electronics: ET 1014; ET 1114; ET 1124; ET 1544; ET 2024; ET 2334; ET 2384; Four hours of faculty approved major electives.

General Education Courses: (18 credit hours) English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education English or communications course*; 3 credit hours; Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; General Education Electives: Six credit hours.

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

Support Courses: (10 credit hours) Three credit hours of faculty approved mathematics that meet OCCC's mathematics proficiency requirements; Support Electives: Seven credit hours of faculty approved support electives.

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog. Major courses are available only at Moore Norman Technology Center and Metro Technology Center.

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

This program is offered through a cooperative alliance established with Moore Norman and Metro Technology Centers.

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

Electronics — Instrumentation and Control Emphasis (AAS)

Associate in Applied Science

Minimum of 61 Credits

This program is part of the cooperative alliances 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| ET 2353 | INSTRUMENTATION AND CONTROL I | 3 | MAJOR | (R) (W) |
| ET 1144 | INDUSTRIAL ELECTRONICS | 4 | MAJOR | (R) (W) |
| ET 1223 | DIGITAL ELECTRONICS | 3 | MAJOR | (R) (W) |
| Suggested Freshman 2nd Semester | | | | |
| ET 2014 | CONTROL DEVICES | 4 | MAJOR | (R) (W), ET 1144 |
| ET 2044 | ELECTROMECHANICAL DEVICES | 4 | MAJOR | (R) (W), ET 1144 |
| ET 2363 | INSTRUMENTATION AND CONTROL II | 3 | MAJOR | (R) (W), ET 2353 |
| OSRHE1 | * OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE | 3 | GEN ED | |
| MATH1 | MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY | 3 | SUPPORT | |
| Suggested Sophomore 1st Semester | | | | |
| ET 2124 | CONTROL SYSTEMS | 4 | MAJOR | (R) (W) |
| PRDT 1534 | PROGRAMMABLE CONTROLLER PROGRAMMING | 4 | MAJOR | (R) (W) |
| PRDT 1413 | FLUID POWER | 3 | MAJOR | (R) (W) |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| SUPP | GUIDED SUPPORT ELECTIVE | 4 | SUPPORT | |
| Suggested Sophomore 2nd Semester | | | | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| GEN ED | GEN ED ELECTIVE | 6 | GEN ED | |
| SUPP | GUIDED SUPPORT ELECTIVE | 3 | SUPPORT | |

Major Courses: (32 credit hours) Electronics: ET 1144; ET 1223; ET 2014; ET 2044; ET 2124; ET 2353; ET 2363; Manufacturing Technology: PRDT 1413; PRDT 1534

General Education Courses: (18 credit hours) English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education English or communications course; * Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; General Education Electives: Six credit hours

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

Support Courses: (10 credit hours) Three credit hours of faculty approved mathematics that meets OCCC's mathematics proficiency requirements; Seven credit hours of approved support electives

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog. Major courses are available only at Francis Tuttle Technology Center.

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

This program is offered through a cooperative alliance established with Francis Tuttle Technology Center.

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

Emergency Medical Sciences — Basic Emergency Medical Technology (Certificate)

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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---------------------------------|--|---------|-------|---------------|
| Suggested Freshman 1st Semester | | | | |
| EMS 1018 | (D) (C) BASIC EMERGENCY MEDICAL TECHNOLOGY | 8 | MAJOR | (R) (W) |

Major Courses: (8 credit hours): Emergency Medical Sciences/Basic Emergency Medical Technology: D(C) EMS 1018

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

Drug Testing: Drug testing is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Random drug tests will be done on a predetermined date. Any break in continuous enrollment will require an additional random test.

Credentialing: The ability to take the licensure exam in order to meet the eligibility requirements to practice as a Paramedic will be approved or denied by the National Registry of EMT's based on criminal history. It is the responsibility of the student to contact the National Registry of EMT's and determine eligibility. It is strongly recommended that this be done prior to enrollment in the program.

(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 including sex offender search.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occc.edu/certificates/emt.html>.

Emergency Medical Sciences — Paramedic Certification (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. (c)EMS 1018 Basic EMT is a 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.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|---------|-------------------------------------|---------|---------|---|
| Suggested Freshman 1st Semester | | | | | |
| EMS 1035 | (D) (C) | PARAMEDIC CARE I | 5 | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, EMS 1018 OR BY EVALUATION. § PRE- OR CO-REQUISITE: BIO 1314 |
| APPM 1313 | | MATHEMATICS FOR HEALTH CAREERS —OR— | | SUPPORT | (R), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | | COLLEGE ALGEBRA | 3 | SUPPORT | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BIO 1414 | (C) | HUMAN ANATOMY AND PHYSIOLOGY II | 4 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, BIO 1314 |
| Suggested Freshman 2nd Semester | | | | | |
| EMS 1059 | (D) (C) | PARAMEDIC CARE II | 9 | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, EMS 1018 OR EQUIVALENT, BIO 1314; EMS 1035 OR BY EVALUATION. § PRE- OR CO-REQUISITE: BIO 1414 |
| EMS 1113 | (D) (C) | ECG INTERPRETATION AND PROCEDURES | 3 | MAJOR | BIO 1314 |
| EMS 1123 | (C) | PHARMACOLOGY | 3 | MAJOR | MATH 1513 OR APPM 1313; PRE- OR COREQUISITE BIO 1314 |
| Suggested Sophomore 1st Semester | | | | | |
| EMS 2169 | (D) (C) | PARAMEDIC CARE III | 9 | MAJOR | (W) APPM 1313 OR MATH 1513, EMS 1113, EMS 1123, BIO 1414, EMS 1059 OR BY EVALUATION. § |
| Suggested Sophomore 2nd Semester | | | | | |
| EMS 2179 | (D) (C) | PARAMEDIC CARE IV | 9 | MAJOR | (W), EMS 1059, APPM 1313 OR MATH 1513, EMS 1113, EMS 1123, BIO 1414; EMS 2169 OR BY EVALUATION. § |
| EMS 2013 | (C) | EMS OPERATIONS | 3 | MAJOR | (W), EMS 1018 OR EQUIVALENT. |

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

General Education Courses: None

Life Skills Courses: None

Support Courses: (7 credit hours) Mathematics: MATH 1513 or APPM 1313; Biological Science: (C) BIO 1414

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

++Special Admissions Procedures: Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Check which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. The student is responsible for the cost of the Background Report, which must be paid by credit card or money order only. Clinical agency representative(s) review the reports that have any criminal history (or "hits on the designated areas of concern") without access to identifying information. The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require another complete Background Report.

Drug Testing: Drug testing is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Random drug tests will be done on a predetermined date. Any break in continuous enrollment will require an additional random test.

Credentialing: The ability to sit for the licensure exam, to meet the eligibility requirements to practice as a Paramedic will be approved or denied by the National Registry of EMT's based on criminal history. It is the responsibility of the student to contact the National Registry of EMT's and determine eligibility. It is strongly recommended that this be done prior to enrollment in the program.

(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 including sex offender search

§ Criteria available in division office

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.okcc.edu/certificates/emergencymedicalparamedic.html>.

Emergency Medical Sciences (AAS) ++

Associate in Applied Science

Minimum of 64 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 is a prerequisite to the Emergency Medical Sciences Paramedic Program. The Emergency Medical Sciences Paramedic 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 National Registry paramedic exam. 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 Commission of Accreditation of Allied Health Education Programs through the Committee on Accreditation of Education Programs for the EMS Professions (CoAEMSP).

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|---------|-------------------------------------|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | | |
| SCL 1001 | | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/Writing ASSESSMENT SCORES |
| EMS 1035 | (D) (C) | PARAMEDIC CARE I | 5 | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, EMS 1018 OR BY EVALUATION. § PRE- OR CO-REQUISITE: BIO 1314 |
| APPM 1313 | | MATHEMATICS FOR HEALTH CAREERS —OR— | | SUPPORT | (R), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | | COLLEGE ALGEBRA | 3 | SUPPORT | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BIO 1414 | (C) | HUMAN ANATOMY AND PHYSIOLOGY II | 4 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, BIO 1314 |
| Suggested Freshman 2nd Semester | | | | | |
| EMS 1059 | (D) (C) | PARAMEDIC CARE II | 9 | MAJOR | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, EMS 1018 OR EQUIVALENT, BIO 1314; EMS 1035 OR BY EVALUATION. § PRE- OR CO-REQUISITE: BIO 1414 |
| EMS 1113 | (C) | ECG INTERPRETATION AND PROCEDURES | 3 | MAJOR | BIO 1314 |
| EMS 1123 | (C) | PHARMACOLOGY | 3 | MAJOR | MATH 1513 OR APPM 1313; PRE- OR COREQUISITE BIO 1314 |
| ENGL 1113 | | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| Suggested Sophomore 1st Semester | | | | | |
| PSY 1113 | | INTRODUCTION TO PSYCHOLOGY | 3 | GEN ED | (R) |
| EMS 2169 | (D) (C) | PARAMEDIC CARE III | 9 | MAJOR | (W) APPM 1313 OR MATH 1513, EMS 1113, EMS 1123, BIO 1414, EMS 1059 OR BY EVALUATION. § |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| ENGL 1233 | | REPORT WRITING | 3 | GEN ED | (R) (W), ENGL 1113 |
| Suggested Sophomore 2nd Semester | | | | | |
| EMS 2179 | (D) (C) | PARAMEDIC CARE IV | 9 | MAJOR | (W), EMS 1059, APPM 1313 OR MATH 1513, EMS 1113, EMS 1123 BIO 1414; EMS 2169 OR BY EVALUATION. § |
| EMS 2013 | (C) | EMS OPERATIONS | 3 | MAJOR | (W), EMS 1018 OR EQUIVALENT. |
| HIST 1483 | | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |

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: (15 credit hours); Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; Psychology: PSY 1113; English: ENGL 1113; ENGL 1233

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

Support Courses: (7 credit hours) Mathematics: MATH 1513 or APPM 1313; Biological Science: (C) BIO 1414

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

++Special Admissions Procedures: Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. The student is responsible for the cost of the Background Report, which must be paid by credit card or money order only. Clinical agency representative(s) review the reports that have any criminal history (or "hits on the designated areas of concern") without access to identifying information. The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require another complete Background Report.

Drug Testing: Drug testing is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Random drug tests will be done on a predetermined date. Any break in continuous enrollment will require an additional random test.

Credentialing: The ability to sit for the licensure exam, to meet the eligibility requirements to practice as a Paramedic will be approved or denied by the National Registry of EMT's based on criminal history. It is the responsibility of the student to contact the National Registry of EMT's and determine eligibility. It is strongly recommended that this be done prior to enrollment in the program.

(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 including a sex offender search. There is a one time clinical tracking fee required.

§ Criteria available in division office

Engineering — Pre-Engineering (AS)

Associate in Science

Minimum of 62–64 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, Statics, Dynamics, Strength of Materials, Thermodynamics, Electrical Science, Fluid Mechanics and Programming. Students in pre-engineering are often interested in chemistry, physics, mathematics, technology, computers and electronics. Degrees in pre-engineering prepare students to continue studies at a four-year college or university. Once students graduate, they find career opportunities with industry or government in any of more than 30 branches of engineering.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| MATH 2104 | CALCULUS AND ANALYTIC GEOMETRY I | 4 | GEN ED | (R) (W), MATH 1533 AND MATH 1613 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CHEM 1115 | GENERAL CHEMISTRY I | 5 | GEN ED | (R) (W), MATH 1513 OR MATH 1533, OR BOTH MATH 0403 AND HIGH SCHOOL CHEMISTRY OR CHEM 1123. A GRADE OF "C" OR BETTER IS REQUIRED IN ALL PREREQUISITE COURSES. |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HUM | * HUMANITIES ELECTIVE | 3 | GEN ED | |
| Suggested Freshman 2nd Semester | | | | |
| MATH 2214 | CALCULUS AND ANALYTIC GEOMETRY II | 4 | GEN ED | (R) (W), MATH 2104 WITHIN THE LAST YEAR. |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| PHYS 2014 | ENGINEERING PHYSICS I | 4 | GEN ED | (R) (W), MATH 2104 (OR AT LEAST 4 HOURS OF CALCULUS) WITHIN THE LAST YEAR OR BY EVALUATION. § PREREQUISITE OR COREQUISITE: MATH 2214. |
| Suggested Sophomore 1st Semester | | | | |
| MATH 2314 | CALCULUS AND ANALYTIC GEOMETRY III | 4 | SUPPORT | (R) (W), MATH 2214 WITHIN THE LAST YEAR. |
| ENGR 2002 | (C) PROFESSIONAL DEVELOPMENT | 3 | MAJOR | ENGLISH 1213 |
| PHYS 2114 | ENGINEERING PHYSICS II | 4 | GEN ED | (R) (W), PHYS 2014 AND MATH 2214 (OR AT LEAST 8 HOURS OF CALCULUS) WITHIN THE LAST YEAR OR BY EVALUATION. § PREREQUISITE OR COREQUISITE: MATH 2314 |
| ENGR 2133 | (C) RIGID BODY MECHANICS —OR— | | MAJOR | (R) (W), PHYS 2014 |
| ENGR 2243 | (C) STATICS | 3 | MAJOR | (R), PHYS 2014 |
| SOC SC | * SOCIAL SCIENCE ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 2nd Semester | | | | |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| FA ENGR | ** (C) FACULTY APPROVED ENGINEERING ELECTIVE | 3 | MAJOR | |
| FA ENGR | ** (C) FACULTY APPROVED ENGINEERING ELECTIVE | 3 | MAJOR | |
| FA SUPPORT | *** FACULTY APPROVED SUPPORT ELECTIVES | 3-5 | SUPPORT | |
| HUM | * HUMANITIES ELECTIVE | 3 | GEN ED | |

Major Courses: (12-credit hours) Engineering: (C) ENGR 2003; (C) ENGR 2133 or (C) ENGR 2243; and two more Faculty Advisor approved courses selected from (C) ENGR 1213; (C) ENGR 2103; (C) ENGR 2143; (C) ENGR 2313; (C) ENGR 2333; (C) ENGR 2343; (C) ENGR 2523; (C) ENGR 2613

General Education Courses: (42 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Chemistry: CHEM 1115; Physics: PHYS 2014; PHYS 2114; Mathematics: MATH 2104, MATH 2214; Humanities: Six credit hours; Social Sciences: Three credit hours

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

Support Courses: (7-9 credit hours) Mathematics: MATH 2314; 3-5 credit hours of Faculty Advisor approved Support Electives selected from (C) ENGR 1213; (C) ENGR 2103; (C) ENGR 2143; (C) ENGR 2243; (C) ENGR 2313; (C) ENGR 2333; (C) ENGR 2343; (C) ENGR 2523; (C) ENGR 2613; CHEM 1215; CHEM 2115; CHEM 2125; CS 2163; CS 2363; MATH 2013; MATH 2413; PHYS 2223.

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

* 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 2243; (C) ENGR 2313; (C) ENGR 2333; (C) ENGR 2343; (C) ENGR 2523; (C) ENGR 2613

*** Approved Support Elective selected from (C) ENGR 1213; (C) ENGR 2103; (C) ENGR 2143; (C) ENGR 2243; (C) ENGR 2313; (C) ENGR 2333; (C) ENGR 2343; (C) ENGR 2523; (C) ENGR 2613; CHEM 1215; CHEM 2115; CHEM 2125; CS 2163; CS 2363; MATH 2013; MATH 2413; PHYS 2223

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

§ Criteria available in division office

Enterprise Communication Systems (AAS)

Associate in Applied Science

Minimum of 61 Credits

This plan of study is part of a cooperative alliances with Francis Tuttle Technology Center. ***Major courses in this degree plan are offered at Francis Tuttle. This plan of study was developed through a collaborative effort among Cisco, Cox Communications, Southwestern Bell, and WorldCom

Enterprise communication systems are one of the fastest growing fields in the United States. Advances in technology and applications come every day with innovations in fiber optics, satellite and microwave communications; long-distance link ups of computers, and even the household telephone. This plan of study will give the student the opportunity to train on the latest systems and test equipment. The program will cover the latest trends in communications equipment and techniques. In conjunction with Networks, PC Hardware Servers, Routers, ISDN, Frame Relay, Solaris, Linux, Windows 2000 and Ethernet Switches, a student may train on microwave equipment. The graduate will be prepared to work in the areas of installation, design of WAN systems maintenance, and the repair of various components of telecommunications systems. Also, the student will design an Enterprise Communications system. Upon completion of this plan of study, students may be prepared to take some of the following certification examinations: Network +, Cisco Certified Network Associate (CCNA) Server+, BICSI, I-Net+, Solaris Administrator, A+, Cisco Certified Network Professional (CCNP), Cisco Certified Design Administrator (CCDA), JAVA 2 Programmer, WOW Certified Web Designer Apprentice (CWDSA), Windows 2000 MCP, and LINUX+.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ECS 1214 | PC HARDWARE AND SOFTWARE | 4 | MAJOR | (R), (W) |
| ECS 1314 | NETWORKING FUNDAMENTALS | 4 | MAJOR | (R) (W) |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| FA MATH | FACULTY APPROVED MATHEMATICS ELECTIVE | 3 | SUPPORT | |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| Suggested Freshman 2nd Semester | | | | |
| ECS 1334 | ROUTING TECHNOLOGIES | 4 | MAJOR | ECS 1314 |
| ECS 2224 | NETWORK OPERATING SYSTEMS | 4 | MAJOR | ECS 1214 |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| FA MAJOR | FACULTY APPROVED MAJOR ELECTIVE | 3 | MAJOR | |
| Suggested Sophomore 1st Semester | | | | |
| ECS 2334 | ADVANCED ROUTING AND SWITCHING | 4 | MAJOR | ECS 1334 |
| OSRHE1 | * OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE* | 3 | GEN ED | |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| FA MAJOR | FACULTY APPROVED MAJOR ELECTIVE | 6 | MAJOR | |
| Suggested Sophomore 2nd Semester | | | | |
| ECS 2364 | ADVANCED NETWORK & DESIGN MANAGERMENTS | 3 | MAJOR | ECS 2334 |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| FA MAJOR | FACULTY APPROVED MAJOR ELECTIVE | 6 | MAJOR | |

Major Courses: (39 credit hours) ECS 1214; ECS 1314; ECS 1334; ECS 2224; ECS 2334; ECS 2364; Major electives (15 credit hours) Fifteen credit hours of faculty approved electives

General Education Courses: (18 credit hours) English: ENGL 1113; Communications/English: To be chosen from COM 1123, COM 1323, COM 2213, or Advisor approved COM elective or ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Approved General Education Electives: Six credit hours

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

Support Courses: (3 credit hours) Mathematics: Three credit hours of faculty-approved mathematics that meet OCCC's mathematics proficiency requirements.

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog. Major courses are available only at Francis Tuttle Technology Center.

* To be chosen from COM 1123, COM 2213, or Advisor approved COM elective or ENGL 1213

Cooperative agreements have been established with Francis Tuttle Technology Centers.

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

Film and Video Production Technician (AA)

Associate in Arts

Minimum of 64 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. This program prepares students to transfer to a four-year institution.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|------------------------------------|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| MATH 1513 | COLLEGE ALGEBRA —OR— | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1503 | CONTEMPORARY MATHEMATICS —OR— | | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| FVP 1214 (C) | CINEMATOGRAPHY I WITH LAB | 4 | MAJOR | (R) |
| FVP 2323 (C) | FILM EDITING AND DIGITAL EFFECTS I | 3 | MAJOR | (R) OR BY EVALUATION. § |
| Suggested Freshman 2nd Semester | | | | |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| FVP 2214 (C) | CINEMATOGRAPHY II WITH LAB | 4 | MAJOR | FVP 1214 AND FVP 2323 OR BY EVALUATION. § |
| GEN ED ** | GEN ED ELECTIVE | 3 | GEN ED | |
| FVP 2253 (C) | FILM SOUND | 3 | MAJOR | FVP 1214 |
| Suggested Sophomore 1st Semester | | | | |
| BIO 1113 | GENERAL BIOLOGY (NON-MAJORS) | 3 | GEN ED | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| PHYS 1014 | PHYSICAL SCIENCE WITH LAB | 4 | GEN ED | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| FVP 1133 (C) | PRODUCTION DESIGN | 3 | MAJOR | (R) |
| FVP 2273 (C) | DOCUMENTARY FILMMAKING | 3 | MAJOR | FVP 1214 AND FVP 2323 OR BY EVALUATION. § |
| GEN ED ** | GEN ED ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 2nd Semester | | | | |
| FVP 2123 (C) | FILM PRODUCTION AND BUSINESS | 3 | MAJOR | (R), (W) |
| FVP 2713 (C) | CAPSTONE PROJECT | 3 | MAJOR | ALL REQUIRED MAJOR FVP COURSES, COMPUTER PROFICIENCY OR BY EVALUATION. § |
| HUM * | HUMANITIES ELECTIVE | 6 | GEN ED | |
| GEN ED ** | GEN ED ELECTIVE | 3 | GEN ED | |

Major Courses: (26 credit hours) (C) Film and Video Production: FVP 1133; FVP 1214; FVP 2123; FVP 2214; FVP 2253; FVP 2273; FVP 2323; FVP 2713

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; Political Science: POLSC 1113; Physical Science: PHYS 1014 (with lab); Biological Science: BIO 1113; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; *Humanities: 6 credit hours chosen from the following courses: HUM 1113; HUM 2233; HUM 2243; HUM 2253; HUM 2263; HUM 2273; ART 1013; ART 1023; ART 1053; TA 1103; **General Education Electives: 9 credit hours chosen from the following courses: PSY 1113; SOC 1113; SOC 2213; ECON 2113 or ECON 2123; any General Education Foreign Language course

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

Support Courses: None

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

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

§ Criteria available in the division office

Film and Video Production Technician (AAS)

Associate in Applied Science

Minimum of 63-65 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| FVP 1214 | (C) CINEMATOGRAPHY I WITH LAB | 4 | MAJOR | (R) |
| FVP 1713 | (C) SCREENWRITING | 3 | MAJOR | (R), (W) OR BY EVALUATION. § |
| FVP 2323 | (C) FILM EDITING AND DIGITAL EFFECTS I | 3 | MAJOR | (R) OR BY EVALUATION. § |
| Suggested Freshman 2nd Semester | | | | |
| BUS 2033 | BUSINESS COMMUNICATION —OR— | | GEN ED | (R) (W), ENGL 1113 OR BY EVALUATION. § |
| ENGL 1213 | ENGLISH COMPOSITION II —OR— | | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| ENGL 1233 | REPORT WRITING —OR— | | GEN ED | (R) (W), ENGL 1113 |
| COM 2213 | INTRO TO PUBLIC SPEAKING | 3 | GEN ED | (R) |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| FVP 2253 | (C) FILM SOUND | 3 | MAJOR | FVP 1214 |
| FVP 2214 | (C) CINEMATOGRAPHY II WITH LAB | 4 | MAJOR | FVP 1214 AND FVP 2323 OR BY EVALUATION. § |
| FVP 2153 | (C) SCREENPLAY INTERPRETATION | 3 | MAJOR | (R), FVP 1214, FVP 2323 OR BY EVALUATION. § |
| Suggested Sophomore 1st Semester | | | | |
| BUS 1323 | MATHEMATICS FOR BUSINESS CAREERS | 3 | SUPPORT | (R), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| FVP 1133 | (C) PRODUCTION DESIGN | 3 | MAJOR | (R) |
| FVP 2123 | (C) FILM PRODUCTION AND BUSINESS | 3 | MAJOR | (R), (W) |
| FVP 2273 | (C) DOCUMENTARY FILMMAKING | 3 | MAJOR | FVP 1214 AND FVP 2323 OR BY EVALUATION. § |
| PHYS 1013 | PHYSICAL SCIENCE —OR— | | GEN ED | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| PHYS 1014 | PHYSICAL SCIENCE WITH LAB | 3-4 | GEN ED | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Sophomore 2nd Semester | | | | |
| FVP 2453 | (C) FILM SOUND EDITING | 3 | MAJOR | (R), FVP 2253 |
| FVP 2713 | (C) CAPSTONE PROJECT | 3 | MAJOR | ALL REQUIRED MAJOR FVP COURSES, COMPUTER PROFICIENCY OR BY EVALUATION. § |
| HUM | * HUMANITIES ELECTIVE | 3 | GEN ED | |
| FA SUPPORT | FACULTY APPROVED SUPPORT ELECTIVES | 6-7 | SUPPORT | |

Major Courses: (35 credit hours) (C) Film and Video Production: FVP 1133; FVP 1214; FVP 1713; FVP 2114; FVP 2123; FVP 2153; FVP 2253; FVP 2273; FVP 2323; FVP 2453; FVP 2713

General Education Courses: (18-19 credit hours) English: ENGL 1113; ENGL 1213 or ENGL 1233 or BUS 2033 or COM 2213; Political Science: POLSC 1113; Physical Science: PHYS 1013 or PHYS 1014; History: HIST 1483 or HIST 1493; *Humanities: Three credit hours of approved Humanities elective: HUM 1113; HUM 2233; HUM 2243; HUM 2253; HUM 2263; HUM 2273; ART 1013; ART 1023; ART 1053; TA 1103

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

Support Courses: (9-10 credit hours) BUS 1323; 6-7 hours chosen with Advisor Approval from the following courses: FVP 2214; FVP 2413; FVP 2613; FVP 2623

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog. Select appropriate to the student's transfer institution

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

§ Criteria available in the division office

Film and Video Production Technician (Certificate)

Certificate of Mastery

Minimum of 32 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 or Associate of Arts degree in Film and Video Production.

This certificate provides students the opportunity to become trained in the technical aspects of film and video production providing the community with a trained workforce of technicians able to handle lights, cameras, props, sound, and set design for film and video projects.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|-----|------------------------------------|---------|-------|--|
| Suggested Freshman 1st Semester | | | | | |
| FVP 1214 | (C) | CINEMATOGRAPHY I WITH LAB | 4 | MAJOR | (R) |
| FVP 1133 | (C) | PRODUCTION DESIGN | 3 | MAJOR | (R) |
| FVP 2253 | (C) | FILM SOUND | 3 | MAJOR | FVP 1214 |
| FVP 2323 | (C) | FILM EDITING AND DIGITAL EFFECTS I | 3 | MAJOR | (R) OR BY EVALUATION. § |
| Suggested Freshman 2nd Semester | | | | | |
| FVP 2123 | (C) | FILM PRODUCTION AND BUSINESS | 3 | MAJOR | (R), (W) |
| FVP 2214 | (C) | CINEMATOGRAPHY II WITH LAB | 4 | MAJOR | FVP 1214 AND FVP 2323 OR BY EVALUATION. § |
| FVP 2153 | (C) | SCREENPLAY INTERPRETATION | 3 | MAJOR | (R), FVP 1214, FVP 2323 OR BY EVALUATION. § |
| FVP 2273 | (C) | DOCUMENTARY FILMMAKING | 3 | MAJOR | FVP 1214 AND FVP 2323 OR BY EVALUATION. § |
| FVP 2613 | (C) | FILM OR VIDEO INTERNSHIP | 3 | MAJOR | 6 HOURS OF FILM AND VIDEO PRODUCTION COURSES OR BY EVALUATION. § |
| Suggested Sophomore 1st Semester | | | | | |
| FVP 2713 | (C) | CAPSTONE PROJECT | 3 | MAJOR | ALL REQUIRED MAJOR FVP COURSES, COMPUTER PROFICIENCY OR BY EVALUATION. § |

Major Courses: (32 credit hours) (C) Film and Video Production: FVP 1133; FVP 1214; FVP 2123; FVP 2153; FVP 2214; FVP 2253; FVP 2273; FVP 2323; FVP 2613; FVP 2713

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

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

§ Criteria available in the division office

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occ.edu/certificates/film-video-production-technician.html>.

French — Modern Languages (AA)

Associate in Arts

Minimum of 61 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| FREN 1115 | ELEMENTARY FRENCH I | 5 | MAJOR | (R) (W) |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| BIO | ** BIOLOGICAL SCIENCE | 3-4 | GEN ED | |
| FA SUPPORT | *** FACULTY APPROVED SUPPORT ELECTIVES | 3 | SUPPORT | |
| Suggested Freshman 2nd Semester | | | | |
| FREN 1225 | ELEMENTARY FRENCH II | 5 | MAJOR | FREN 1115 OR BY EVALUATION. § |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| MATH 1513 | COLLEGE ALGEBRA —OR— | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1503 | CONTEMPORARY MATHEMATICS —OR— | | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| GEN ED | * GEN ED ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 1st Semester | | | | |
| FREN 2113 | INTERMEDIATE FRENCH I | 3 | MAJOR | (R) (W), FREN 1225 OR BY EVALUATION. § |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| HUM | *** HUMANITIES ELECTIVE | 3 | GEN ED | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| ENGL 2123 | INTRODUCTION TO LITERATURE —OR HIGHER LITERATURE COURSE | 3 | GEN ED | (R) (W), ENGL 1213 |
| Suggested Sophomore 2nd Semester | | | | |
| FREN 2223 | INTERMEDIATE FRENCH II | 3 | MAJOR | (R) (W), FREN 2113 OR BY EVALUATION. § |
| PHYS SC | ** ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL PREFIXES | 3-4 | GEN ED | |
| HUM | *** HUMANITIES ELECTIVE | 3 | GEN ED | |
| GEN ED | * GEN ED ELECTIVE | 3 | GEN ED | |
| FA SUPPORT | *** FACULTY APPROVED SUPPORT ELECTIVES | 4 | SUPPORT | |

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

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

Support Courses: (7 Credit Hours) Electives: Choose seven credit hours of electives from FREN, GRMN, SPAN, COM, ENGL, HUM, WL categories.

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

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

*** Humanities electives and support courses must be chosen with an Academic Advisor.

§ Criteria available in the division office

Graphic Communications — Multimedia Emphasis (AAS)

Associate in Applied Science

Minimum of 61 Credits

Graphic Communications: Multimedia Emphasis students receive hands-on training in design theory and state-of-the-art production methods in web page design and production, web page animation, computer drawing, digital imaging, electronic publishing and video editing. This associate degree prepares graduates to work as web page creators. Graduates work for multimedia agencies, advertising agencies, individual companies, television stations, graphic design businesses, or as independent graphic artists. Graphic Communications students who wish to transfer to a four-year institution should enroll in the Visual Arts program for an Associate in Arts degree. Transfer students should contact your faculty advisor for more information.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| GCOM 1053 | (C) ELECTRONIC PUBLISHING: INDESIGN I | 3 | MAJOR | (R) |
| GCOM 1183 | (C) COMPUTER DRAWING: ILLUSTRATOR | 3 | MAJOR | (R) |
| GCOM 2773 | (C) IMAGE EDITING: PHOTOSHOP I | 3 | MAJOR | (R) |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| Suggested Freshman 2nd Semester | | | | |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| APPM 1223 | MATHEMATICS FOR TECHNICAL CAREERS I —OR— | | SUPPORT | (R), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BUS 1323 | MATHEMATICS FOR BUSINESS CAREERS —OR— | | SUPPORT | (R), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE WITHIN THE LAST YEAR. |
| MATH | ANY 1000 LEVEL MATH COURSE | 3 | SUPPORT | WITH APPROPRIATE PREREQUISITE. |
| GCOM 1023 | (C) INTRODUCTION TO GRAPHIC DESIGN | 3 | MAJOR | (R) |
| GCOM 2783 | (C) IMAGE EDITING: PHOTOSHOP II | 3 | MAJOR | (R), GCOM 2773 OR BY EVALUATION. § |
| GCOM 2793 | (C) WEB PAGE DESIGN I | 3 | MAJOR | (R) (W) |
| Suggested Sophomore 1st Semester | | | | |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| JB 2643 | (C) VIDEO PRODUCTION | 3 | MAJOR | (R) (W) |
| GCOM 2813 | (C) WEB PAGE ANIMATION: FLASH I | 3 | MAJOR | (R) |
| GCOM 2833 | (C) WEB PAGE DESIGN II | 3 | MAJOR | (R), GCOM 2793 OR BY EVALUATION. § |
| JB 1103 | (C) AUDIO PRODUCTION | 3 | MAJOR | (R) (W) |
| Suggested Sophomore 2nd Semester | | | | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| GCOM 2843 | (C) WEB PAGE ANIMATION: FLASH II | 3 | MAJOR | (R), GCOM 2813 OR BY EVALUATION. § |
| GCOM 2853 | (B) MULTIMEDIA PORTFOLIO PRODUCTION | 3 | MAJOR | (R), GCOM 2813 AND GCOM 2583 OR BY EVALUATION. § |
| SUPP ELEC | * SUPPORT ELECTIVE | 3 | SUPPORT | |

Major Courses: (36 Credit Hours) GCOM 1023; GCOM 1053; GCOM 1183; GCOM 2853; GCOM 2773; GCOM 2783; GCOM 2793; GCOM 2813; GCOM 2833; GCOM 2843; JB 1103; JB 2643

General Education Courses: (18 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education Electives (3 credit hours); Humanities: Any humanities course (3 credit hours)

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

Support Courses: 6 credit hours) APPM 1223, BUS 1323, or Any 1000 level Mathematics Course; *3 credit hours faculty approved elective courses selected from any GCOM, CAT, ART, FVP, JB or MU prefix.

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog. See the General Education Requirement in the front section of the catalog.

(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.

§ Criteria available in the division office

Graphic Communications — Print Media Emphasis (AAS)

Associate in Applied Science

Minimum of 61 Credits

Graphic Communications: Print Media Emphasis students receive hands-on training in design theory, illustration, and state-of-the-art production methods in electronic publishing, computer drawing and digital imaging. Primary focus is on the print media. This associate degree prepares graduates to work as designers, print media production artists, Web page creators, multimedia presentation producers, illustrators, or digital photography manipulators. Graduates work for advertising agencies, individual companies, printing companies, service bureaus, multimedia agencies, newspapers, magazines, television stations, screen printers, graphic design businesses, photo labs, or as independent graphic artists. Graphic Communications students who wish to transfer to a four-year institution should enroll in the Visual Arts program for an Associate in Arts degree. Transfer students should contact your faculty advisor for more information.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|-----|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | | |
| SCL 1001 | | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| GCOM 1053 | (C) | ELECTRONIC PUBLISHING: INDESIGN I | 3 | MAJOR | (R) |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| ENGL 1113 | | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HUM | * | HUMANITIES ELECTIVE | 3 | GEN ED | |
| GCOM 1023 | | INTRODUCTION TO GRAPHIC DESIGN | 3 | MAJOR | (R) |
| Suggested Freshman 2nd Semester | | | | | |
| ENGL 1213 | | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| ART 1183 | (C) | COMPUTER DRAWING: ILLUSTRATOR | 3 | MAJOR | (R) |
| GCOM 2773 | (C) | IMAGE EDITING: PHOTOSHOP I | 3 | MAJOR | (R) |
| GCOM 2053 | (C) | ELECTRONIC PUBLISHING: INDESIGN II | 3 | MAJOR | (R), GCOM 1053 OR BY EVALUATION. § |
| GCOM 1223 | (C) | ADVERTISING LAYOUT | 3 | MAJOR | (R), GCOM 1053 |
| Suggested Sophomore 1st Semester | | | | | |
| APPM 1223 | | MATHEMATICS FOR TECHNICAL CAREERS I —OR— | | SUPPORT | (R), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BUS 1323 | | MATHEMATICS FOR BUSINESS CAREERS —OR— | | SUPPORT | (R), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE WITHIN THE LAST YEAR. |
| MATH | | ANY 1000 LEVEL MATH COURSE | 3 | SUPPORT | WITH APPROPRIATE PREREQUISITE. |
| GCOM 2323 | (C) | PUBLICATION DESIGN | 3 | MAJOR | (R), GCOM 1053 OR BY EVALUATION. § |
| GCOM 2783 | (C) | IMAGE EDITING: PHOTOSHOP II | 3 | MAJOR | (R), GCOM 2773 OR BY EVALUATION. § |
| FA SUPPORT | ** | FACULTY APPROVED SUPPORT ELECTIVES | 3 | SUPPORT | |
| GEN ED | * | GEN ED ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 2nd Semester | | | | | |
| GCOM 2353 | (B) | APPLIED GRAPHIC ART | 3 | MAJOR | (R), GCOM 1053 AND GCOM 1223 |
| HIST 1483 | | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| GCOM 2803 | (B) | PORTFOLIO PREPARATION AND PRESENTATION | 3 | MAJOR | (R), GCOM 1223, GCOM 1053 AND GCOM 2323 OR BY EVALUATION. § |
| FA SUPPORT | ** | FACULTY APPROVED SUPPORT ELECTIVES | 6 | SUPPORT | |

Major Courses: (30 Credit Hours) GCOM 1023; GCOM 1053; GCOM 1183; GCOM 1223; GCOM 2053; GCOM 2323; GCOM 2353; GCOM 2773; GCOM 2783; GCOM 2803

General Education Courses: (18 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Humanities: Any humanities course (3 credit hours); Elective: * General Education elective (3 credit hours)

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

Support Courses: (12 Credit Hours) APPM 1223, BUS 1323, or any 1000 level Math course; ** 9 credit hours Faculty Advisor approved elective courses selected from any GCOM, ART, CAD, JB, FVP, or MU prefix.

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

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

* See the front general information section about General Education Requirements

** Approved Support Electives must be approved by faculty advisor and must be from the following prefixes: GCOM, ART, CAD, JB, FVP, or MU

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

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

§ Criteria available in the division office

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

History (AA)

Associate in Arts

Minimum of 64 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 are available.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HIST 1613 | EARLY WESTERN CIVILIZATION | 3 | MAJOR | (R) (W) |
| MATH 1503 | CONTEMPORARY MATHEMATICS —OR— | | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | COLLEGE ALGEBRA —OR— | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BIO * | BIOLOGICAL SCIENCE | 3-4 | GEN ED | |
| Suggested Freshman 2nd Semester | | | | |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| HIST 1623 | MODERN WESTERN CIVILIZATION | 3 | MAJOR | (R) (W) |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| PHYS * | ANY PHYSICAL SCIENCE* | 3-4 | GEN ED | |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| Suggested Sophomore 1st Semester | | | | |
| HIST | HISTORY ELECTIVE | 3 | MAJOR | |
| HIST 1713 | SURVEY OF WORLD CIVILIZATIONS TO 1600 C.E. —OR— | | MAJOR | (R) (W) |
| HIST 1723 | SURVEY OF WORLD CIVILIZATIONS SINCE 1600 C.E. | 3 | MAJOR | (R) (W) |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| GEOG 2603 | WORLD REGIONAL GEOGRAPHY | 3 | GEN ED | (R) |
| FA SUPPORT | FACULTY APPROVED SUPPORT ELECTIVES | 5 | SUPPORT | |
| Suggested Sophomore 2nd Semester | | | | |
| HIST | HISTORY ELECTIVE | 3 | MAJOR | |
| SOC SC | SOCIAL SCIENCE ELECTIVE | 3 | GEN ED | |
| HIST 2303 | HISTORICAL RESEARCH, METHODS, AND WRITING | 3 | MAJOR | ENGL 1113 |
| SOC SC | SOCIAL SCIENCE ELECTIVE | 3 | GEN ED | |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |

Major Courses: (18 Credit Hours): HIST 1613; HIST 1623; HIST 1713 OR HIST 1723; HIST 2303; History electives (6 credit hours).

General Education Courses: (40 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483; HIST 1493; GEOG 2603; Humanities Electives (6 credit hours) ; MATH 1503 or MATH 1513 or MATH 2013; POLSC 1113; *Sciences: (Three to four credit hours of general education Biological Science, three to four credit hours Physical Science) Social Science Electives (6 credit hours)

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

Support Courses: (5 Credit Hours) Approved Electives chosen from ECON 1013; SOC 1113; SOC 2143; SOC 2213; POLSC 2303; POLSC 2603; CS 1103; ART 1013; ART 1023, any history prefix and any foreign language course.

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

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

Humanities — General Humanities Emphasis (AA)

Associate in Arts

Minimum of 61 Credits

Students who study general humanities learn about the ideals and interests of humankind. 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HUM 1113 | MUSIC APPRECIATION | 3 | MAJOR | (R) (W) |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| MATH 1503 | CONTEMPORARY MATHEMATICS —OR— | | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | COLLEGE ALGEBRA —OR— | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| Suggested Freshman 2nd Semester | | | | |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HUM 2213 | HUMANITIES-CLASSICAL AND MEDIEVAL | 3 | GEN ED | ENGL 1113 |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| PSY 1113 | INTRODUCTION TO PSYCHOLOGY —OR— | | GEN ED | (R) |
| SOC 1113 | INTRODUCTION TO SOCIOLOGY | 3 | GEN ED | (R) |
| FA GEN | FACULTY APPROVED GENERAL EDUCATION ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 1st Semester | | | | |
| HUM 2223 | HUMANITIES-MODERN | 3 | GEN ED | ENGL 1113 |
| PHIL 1013 | INTRODUCTION TO PHILOSOPHY | 3 | GEN ED | ENGL 1113 |
| ENGL *** | APPROVED LITERATURE ELECTIVE (PART ONE OF 6-HOUR SURVEY) | 3 | MAJOR | |
| PHYS * | ANY PHYSICAL SCIENCE | 3-4 | GEN ED | |
| GEN ED | GEN ED ELECTIVE | 2 | GEN ED | |
| Suggested Sophomore 2nd Semester | | | | |
| ART 1013 | ART HISTORY SURVEY I —OR— | | MAJOR | (R) (W) |
| ART 1023 | ART HISTORY SURVEY II | 3 | MAJOR | (R) (W) |
| ENGL *** | APPROVED LITERATURE ELECTIVE (PART TWO OF 6-HOUR SURVEY) | 3 | MAJOR | |
| PRE SUPPORT ** | PRE-APPROVED SUPPORT ELECTIVES | 6 | SUPPORT | |
| BIO * | BIOLOGICAL SCIENCE | 3-4 | GEN ED | |

Major Courses: (15 Credit Hours) General Humanities Emphasis: PHIL 1013; HUM 1113; ART 1013 or ART 1023; One of the following six credit hour sequences: ENGL 2773 and ENGL 2883; or ENGL 2543 and ENGL 2653; or ENGL 2423 and ENGL 2433

General Education Courses: (39 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1503 (recommended) or MATH 1513 or MATH 2013; * Sciences: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science-one of the science courses must include a lab component; Social Sciences: PSY 1113 or SOC 1113; Humanities: HUM 2213; HUM 2223; Electives: Any 8 credit hours of faculty advisor approved General Education Electives

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

Support Courses: (6 Credit Hours) Electives: Six credit hours support electives chosen from HUM, ENGL (2123 or above), or PHIL prefixes.

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

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

** Pre-Approved Support Electives must be from the following: HUM, ENGL (2123 or above), or PHIL.

***Students must choose one of the following six-credit-hour sequences: ENGL 2773 and ENGL 2883; ENGL 2543 and ENGL 2653; or ENGL 2423 and ENGL 2433.

International Business (Certificate)

Certificate of Mastery

Minimum of 18 Credits

The Certificate of Mastery in International Business provides students interested in global economies and overseas markets with the background and skills necessary to be successful in the international arena. As the U.S. domestic economy and international markets become more and more interdependent, the demand for professionals able to conduct business with knowledge of various economic, political, and cultural differences will increase.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---------------------------------|---|---------|-------|--|
| Suggested Freshman 1st Semester | | | | |
| INTL 2123 | FUNDAMENTALS OF INTERNATIONAL BUSINESS | 3 | MAJOR | (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| INTL 2223 | FUNDAMENTALS OF INTERNATIONAL MARKETING | 3 | MAJOR | (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| INTL 2323 | FUNDAMENTALS OF INTERNATIONAL FINANCE | 3 | MAJOR | (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | |
| INTL 2423 | FUNDAMENTALS OF INTERNATIONAL LOGISTICS MANAGEMENT | 3 | MAJOR | (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ECON 2203 | PRINCIPLES OF INTERNATIONAL ECONOMICS | 3 | MAJOR | (W) MATH 0303 ADEQUATE MATH PLACEMENT TEST SCORE. |
| INTL 2523 | INTERNATIONAL CAPSTONE COURSE | 3 | MAJOR | (W) |

Major Courses: International Business: INTL 2123; INTL 2223; INTL 2323; INTL 2423; INTL 2523; Economics: ECON 2203

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occc.edu/certificates/internationalbusiness.html>.

Journalism — Journalism and Broadcasting/Journalism Emphasis (AA)

Associate in Arts

Minimum of 61 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/Writing ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| PSY 1113 | INTRODUCTION TO PSYCHOLOGY —OR— | 3 | GEN ED | (R) |
| SOC 1113 | INTRODUCTION TO SOCIOLOGY | | GEN ED | (R) |
| MATH 1503 | CONTEMPORARY MATHEMATICS —OR— | | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | COLLEGE ALGEBRA —OR— | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| PHYS SC | * ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL PREFIXES | 3-4 | GEN ED | |
| ELEC | ELECTIVE | 3 | SUPPORT | |
| Suggested Freshman 2nd Semester | | | | |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| JB 1133 | NEWS WRITING | 3 | MAJOR | (R) (W) |
| ECON 1013 | INTRODUCTION TO ECONOMICS | 3 | GEN ED | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BIO | * BIOLOGICAL SCIENCE | 3-4 | GEN ED | |
| Suggested Sophomore 1st Semester | | | | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | 3 | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | | GEN ED | (R) (W) |
| COM 1123 | INTERPERSONAL COMMUNICATIONS —OR— | | GEN ED | (R) (W) |
| COM 2213 | INTRO TO PUBLIC SPEAKING | 3 | GEN ED | (R) |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| ELEC | ELECTIVE | 5 | SUPPORT | |
| JB 2303 | MAGAZINE FEATURE WRITING | 3 | MAJOR | (R) (W) |
| Suggested Sophomore 2nd Semester | | | | |
| GCOM | ANY GCOM COURSE | 3 | SUPPORT | |
| JB 2643 | VIDEO PRODUCTION | 3 | MAJOR | (R) (W) |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| FA MAJOR | ** FACULTY APPROVED MAJOR ELECTIVE | 3 | MAJOR | |

Major Courses: (12 Credit Hours) Journalism and Broadcasting: JB 1133; JB 2303; JB 2643 Electives: One courses chosen from the following list: JB 1013; JB 1103; JB 2113; JB 2303; JB 2413;

General Education Courses: (37-38 Credit Hours) English: ENGL 1113; ENGL 1213; Communications: COM 1123 or COM 2213; Economics: ECON 1013; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Political Science: POLSC 1113; Social Sciences: PSY 1113 or SOC 1113; Humanities: Six credit hours Humanities Electives; *Sciences: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science-one of the science courses must include a lab component.

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

Support Courses: (10-11 Credit Hours) Any GCOM course; ELECTIVES (8 Credit Hours) Electives of the student's choosing; a second language is recommended.

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

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

** Major Electives: JB 1013; JB 1103; JB 2113; JB 2303; JB 2413

Leisure Services Management (AA)

Associate in Arts

Minimum of 61 Credits

The objective of this degree is to prepare students to pursue careers in the field of Leisure Services Management in order to provide services for children and adults that increase an understanding and enjoyment of and participation in a healthy lifestyle. This degree will also prepare students for higher levels of education in the field and serve as a vehicle for those already working in the field who wish to pursue certification from the National Park and Recreation Association.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| PSY 1113 | INTRODUCTION TO PSYCHOLOGY | 3 | GEN ED | (R) |
| MATH 1513 | COLLEGE ALGEBRA | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| Suggested Freshman 2nd Semester | | | | |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| CHEM 1115 | GENERAL CHEMISTRY I | 5 | GEN ED | (R) (W), MATH 1513 OR MATH 1533, OR BOTH MATH 0403 AND HIGH SCHOOL CHEMISTRY OR CHEM 1123. A GRADE OF "C" OR BETTER IS REQUIRED IN ALL PREREQUISITE COURSES. |
| LEIS 2413 | INTRODUCTION TO LEISURE STUDIES | 3 | MAJOR | (R) (W) |
| Suggested Sophomore 1st Semester | | | | |
| BIO 1114 | GENERAL BIOLOGY (NON-MAJORS) | 4 | GEN ED | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| SOC 1113 | INTRODUCTION TO SOCIOLOGY | 3 | GEN ED | (R) |
| MATH 2013 | INTRODUCTION TO STATISTICS | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| SUPP ELEC | SUPPORT ELECTIVE | 3 | SUPPORT | |
| LEIS 2463 | LABORATORY IN LEISURE SERVICES | 3 | MAJOR | (R) (W) |
| Suggested Sophomore 2nd Semester | | | | |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| SUPP ELEC | SUPPORT ELECTIVE | 3 | SUPPORT | |
| LEIS 2473 | FOUNDATION OF LEISURE SERVICE LEADERSHIP | 3 | MAJOR | (R) (W) |
| COM 2213 | INTRO TO PUBLIC SPEAKING | 3 | GEN ED | (R) |
| LEIS 2443 | HUMAN DIVERSITY IN LEISURE AND RECREATION | 3 | MAJOR | (R)(W) |

Major Courses: (12 credit hours) Leisure: LEIS 2413, 2443, 2463, 2473.

General Education Courses: (42 credit hours) English: ENGL 1113, 1213; History: HIST 1483 or 1493; Mathematics: MATH 1513, 2013; Political Science: POLSC 1113; Humanities: six hours of humanities electives; Sciences: BIO 1114, CHEM 1115; Social Sciences: PSY 1113, SOC 1113; COM 2213.

Life Skills Courses: (1 credit hour) SCL 1001

Support Courses: (6 credit hours) Business: ECON 1113 OR ECON 2123; PSY 2403 OR PSY 2213.

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

Liberal Studies (AA)

Associate in Arts

Minimum of 62 Credits

Liberal Studies provides a student with the means to explore a variety of interests in diverse academic disciplines and develop his or her academic and career goals in the process. If a student desires a broad foundation with an interdisciplinary approach, Liberal Studies is not only an excellent preparation for transferring to many university programs but also focuses on developing effective communication skills, writing, problem solving, civic responsibility, and critical thinking. The aforementioned skills help to develop independent thinking, the ability to adapt to the demands and changes that occur in society and the workplace, and an appreciation of the arts and sciences that will last a lifetime. Students should identify a faculty advisor to help them choose appropriate coursework. Note that students must earn a C or better in all coursework in the Major Courses. For more information, contact a faculty person or the Advising and Career Services Office.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | 3 | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | | GEN ED | (R) (W) |
| MATH 1503 | CONTEMPORARY MATHEMATICS —OR— | | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | COLLEGE ALGEBRA —OR— | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BIO * | BIOLOGICAL SCIENCE | 3-4 | GEN ED | |
| GEN ED ** | GEN ED ELECTIVE | 3 | GEN ED | |
| Suggested Freshman 2nd Semester | | | | |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| PHYS SC * | ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL PREFIXES | 3-4 | GEN ED | |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| GEN ED ** | GEN ED ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 1st Semester | | | | |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| SOC SC | SOCIAL SCIENCE ELECTIVE | 3 | GEN ED | |
| FA MAJOR *** | FACULTY APPROVED MAJOR ELECTIVE | 9 | MAJOR | |
| Suggested Sophomore 2nd Semester | | | | |
| FA MAJOR *** | FACULTY APPROVED MAJOR ELECTIVE | 15 | MAJOR | |

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

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

Support Courses: None

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

(C) Must earn a "C" or better in each major course for graduation.

Selected courses need the approval of Academic Advisor.

No course numbers with the same prefix may be duplicated without approval of the appropriate Division Dean.

* One of the science courses must have a laboratory component.

*** At least one three-hour course must be taken from a minimum of four different course disciplines (total of 12 credit hours) and an additional 12 credit hours of university parallel courses from the following list: Art, Communications, English courses 2123 and higher, Modern Languages, Sociology, Psychology, Humanities, Philosophy, Geography, History, Political Science, Economics, Biological Sciences, Physical Sciences and Mathematics. No course work in Computer Science, Business, or technical degree programs can be used to satisfy major requirements or electives.

Literature — Humanities/Literature Emphasis (AA)

Associate in Arts

Minimum of 61 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/Writing ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | 3 | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | | GEN ED | (R) (W) |
| PSY 1113 | INTRODUCTION TO PSYCHOLOGY —OR— | | GEN ED | (R) |
| SOC 1113 | INTRODUCTION TO SOCIOLOGY | 3 | GEN ED | (R) |
| MATH 1503 | CONTEMPORARY MATHEMATICS —OR— | 3 | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | COLLEGE ALGEBRA —OR— | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| FA GEN | FACULTY APPROVED GENERAL EDUCATION ELECTIVE | 3 | GEN ED | |
| Suggested Freshman 2nd Semester | | | | |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| HUM 2213 | HUMANITIES-CLASSICAL AND MEDIEVAL | 3 | GEN ED | ENGL 1113 |
| ENGL * | APPROVED LITERATURE ELECTIVE | 3 | MAJOR | |
| FA GEN | FACULTY APPROVED GENERAL EDUCATION ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 1st Semester | | | | |
| ENGL *** | APPROVED LITERATURE ELECTIVE (PART ONE OF 6-HOUR SURVEY) | 3 | MAJOR | |
| HUM 2223 | HUMANITIES-MODERN | 3 | SUPPORT | ENGL 1113 |
| ENGL * | APPROVED LITERATURE ELECTIVE | 3 | MAJOR | |
| FA GEN | FACULTY APPROVED GENERAL EDUCATION ELECTIVE | 2 | GEN ED | |
| PHYS ** | ANY PHYSICAL SCIENCE* | 3-4 | GEN ED | |
| Suggested Sophomore 2nd Semester | | | | |
| ENGL *** | APPROVED LITERATURE ELECTIVE (PART TWO OF 6-HOUR SURVEY) | 3 | MAJOR | |
| ENGL * | APPROVED LITERATURE ELECTIVE | 3 | MAJOR | |
| PRE SUPPORT **** | PRE-APPROVED SUPPORT ELECTIVES | 6 | SUPPORT | |
| BIO ** | BIOLOGICAL SCIENCE | 3-4 | GEN ED | |

Major Courses: (15 Credit Hours) One of the following six-credit-hour sequences: ENGL 2773 and ENGL 2883; or ENGL 2543 and ENGL 2653; or ENGL 2423 and ENGL 2433; 9 credit hours Literature electives

General Education Courses: (39 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1503 (recommended) or MATH 1513 or MATH 2013; **Sciences: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science - one of the science courses must have a lab component; Social Sciences: PSY 1113 or SOC 1113; Humanities: HUM 2213; HUM 2223; Electives: Any 8 credit hours faculty advisor approved General Education Electives

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

Support Courses: (6 Credit Hours) Electives: 6 credit hours of electives from HUM, ENGL (2123 or above), or PHIL

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

* 9 Credit Hours Literature electives for UCO only : one of nine credit hours must be World Literature I or II and Creative Writing

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

*** Students must choose one of the following six-credit-hour sequences: ENGL 2773 and ENGL 2883; ENGL 2653 and ENGL 2543; or ENGL 2423 and ENGL 2433.

**** Pre-Approved Support Electives must be chosen from HUM, ENGL (2123 or above), or PHIL.

Manufacturing Technology — Advanced Manufacturing Emphasis (AAS)

Associate in Applied Science

Minimum of 63 Credits

This program is designed to provide students with the skills, training and education necessary to enter into the workforce upon completion of the program. The program is offered through cooperative alliances with Francis Tuttle and Moore Norman Technology Centers.*** Major courses in this degree are not available on the main campus of Oklahoma City Community College. All major courses are taught at Francis Tuttle or Moore Norman Technology Center. The Manufacturing Technology Program is designed to allow students to develop the skills and abilities needed to work at the technician level in any manufacturing operation nationwide. In addition to hands-on experiences, the student will gain a general knowledge of manufacturing in areas such as job analysis, standard procedures, quality control, and high technology. In the Advanced Manufacturing emphasis, students will become skilled in electronics, installing, servicing, troubleshooting and maintaining advanced manufacturing cells.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| MATH1 | MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY | 3 | SUPPORT | |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| ET 1144 | INDUSTRIAL ELECTRONICS | 4 | MAJOR | (R) (W) |
| ET 2032 | INDUSTRIAL ELECTRICITY | 2 | MAJOR | (R) (W) |
| PRDT 1223 | INTRODUCTION TO COMPUTER INTEGRATED MANUFACTURING | 3 | MAJOR | (R) (W) |
| Suggested Freshman 2nd Semester | | | | |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| PRDT 1233 | MECHANICAL SYSTEMS | 3 | MAJOR | (R) (W) |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| ET 2044 | ELECTROMECHANICAL DEVICES | 4 | MAJOR | (R) (W), ET 1144 |
| PRDT 1534 | PROGRAMMABLE CONTROLLER PROGRAMMING | 4 | MAJOR | (R) (W) |
| Suggested Sophomore 1st Semester | | | | |
| SUPP | ** GUIDED SUPPORT ELECTIVE | 4 | SUPPORT | |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| PRDT 1413 | FLUID POWER | 3 | MAJOR | (R) (W) |
| PRDT 1542 | PROGRAMMABLE CONTROLLER INTERFACING | 2 | MAJOR | (R) (W), PRDT 1534 |
| Suggested Sophomore 2nd Semester | | | | |
| SUPP | ** GUIDED SUPPORT ELECTIVE | 8 | SUPPORT | |
| OSRHE1 | * OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE* | 3 | GEN ED | |
| PRDT 2544 | COMPUTER INTEGRATED MANUFACTURING | 4 | MAJOR | (R) (W), PRDT 1223 |

Major Courses: (29 credit hours) Electronics: ET 1144; ET 2032; ET 2044; Manufacturing Technology: PRDT 1223; PRDT 1233; PRDT 1413; PRDT 1534; PRDT 1542; PRDT 2544

General Education Courses: (18 credit hours) English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education English or communications course; * History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education Electives: Six credit hours of general education electives

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

Support Courses: (15 credit hours) Three credit hours of mathematics that meets OCCC's mathematics proficiency requirements: **Support Electives: Twelve credit hours of support electives

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog. Major courses are available only at Francis Tuttle and Moore Norman Technology Center.

* 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; CAD or MATH

This program is offered through a cooperative alliance established with Francis Tuttle and Moore Norman Technology Centers.

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

Manufacturing Technology — Precision Machining Emphasis (AAS)

Associate in Applied Science

Minimum of 63 Credits

This program is designed to provide the student with the necessary skills, training and education to enter the workforce upon completion of the program. The program is offered through cooperative alliances with Francis Tuttle, Moore Norman, and Mid America Technology Centers. ** Major courses in this degree are not available on the main campus of Oklahoma City Community College. All major technical Precision Machining courses are taught at the partnership locations listed. The Manufacturing Technology Program is designed to allow students to develop the skills and abilities needed to work at the technician level in any manufacturing operation nationwide. In addition to hands-on experiences, the student will gain a general knowledge of manufacturing in areas such as job analysis, standard procedures, quality control, and high technology. The Precision Machining emphasis prepares students for careers in machine operations such as milling, precision grinding, setup and programming, production operations, milling, routing, tool making and job planning.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| MET 1021 | ORIENTATION TO MACHINING | 1 | SUPPORT | NONE |
| MET 1013 | MACHINE TOOL THEORY | 3 | MAJOR | NONE |
| MET 1112 | PRECISION MEASUREMENT | 2 | MAJOR | NONE |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| MET 1232 | PRINT READING | 2 | MAJOR | (R) (W) MET 1021 |
| SUPP | GUIDED SUPPORT ELECTIVE | 3 | SUPPORT | |
| Suggested Freshman 2nd Semester | | | | |
| MET 1423 | INTRODUCTION TO MILLING OPERATIONS | 3 | MAJOR | (R) (W) AND MET 1013 |
| MET 1424 | MILLING OPERATIONS | 4 | MAJOR | (R), (W) AND MET 1013 |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| MATH1 | MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY | 3 | SUPPORT | |
| SUPP | GUIDED SUPPORT ELECTIVE | 3 | SUPPORT | |
| Suggested Sophomore 1st Semester | | | | |
| MET 1433 | INTRODUCTION TO ENGINE LATHE OPERATIONS | 3 | MAJOR | (R) (W) AND MET 1013 |
| MET 1434 | ENGINE LATHE OPERATIONS | 4 | MAJOR | (R), (W) AND MET 1013 |
| MAJOR | MAJOR ELECTIVE | 3 | MAJOR | |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 2nd Semester | | | | |
| MAJOR | MAJOR ELECTIVE | 3 | MAJOR | |
| MAJOR | MAJOR ELECTIVE | 4 | MAJOR | |
| OSRHE1 | * OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE | 3 | GEN ED | |
| SUPP | GUIDED SUPPORT ELECTIVE | 3 | SUPPORT | |

Major Courses: (32 credit hours) MET 1021; MET 1013; MET 1112; MET 1232; MET 1423; MET 1424; MET 1433; MET 1434; ten (10) credit hours of major electives

General Education Courses: (18 credit hours) English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education three credit hour English or communications course, * History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education Electives: Six credit hours

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

Support Courses: (12 credit hours) Three credit hours of mathematics that meets OCCC's mathematics proficiency requirements: Support Electives: Nine credit hours of support electives.

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog. Major courses beginning with MET are available only at Francis Tuttle, Moore Norman, and Mid America Technology Centers. Admission to both the technology center and OCCC must be met in order to be eligible for the credit through OCCC.

This program is offered through a cooperative alliance established with Francis Tuttle, Moore Norman, and Mid America 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.

Mathematics — General Emphasis (AS)

Associate in Science

Minimum of 61 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 the calculus sequence and appropriate science courses, but have the option to take foundational mathematics classes such as Pre-Calculus and Trigonometry and/or to extend the mathematics classes with options that support their degree and career plans. Mathematicians should have a high degree of reasoning ability and logic and be able to present facts and ideas clearly. When completing the Mathematics Program, students earn associate degrees and become prepared to continue their education at a four-year college or university. Career opportunities may be found in science, education, engineering, research, finance, economics, computers, government and construction.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|-----|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | | |
| SCL 1001 | | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| MATH 2104 | (C) | CALCULUS AND ANALYTIC GEOMETRY I | 4 | MAJOR | (R) (W), MATH 1533 AND MATH 1613 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| ENGL 1113 | | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HIST 1483 | | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| BIO 1114 | | GENERAL BIOLOGY (NON-MAJORS) —OR— | | GEN ED | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BIO | | BIOLOGICAL SCIENCE 2000 LEVEL | 3-4 | GEN ED | |
| Suggested Freshman 2nd Semester | | | | | |
| MATH 2214 | (C) | CALCULUS AND ANALYTIC GEOMETRY II | 4 | MAJOR | (R) (W), MATH 2104 WITHIN THE LAST YEAR. |
| ENGL 1213 | | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| PHYS 2014 | | ENGINEERING PHYSICS I | 4 | GEN ED | (R) (W), MATH 2104 (OR AT LEAST 4 HOURS OF CALCULUS) WITHIN THE LAST YEAR OR BY EVALUATION. PREREQUISITE OR COREQUISITE: MATH 2214. § |
| GEN ED | | GEN ED ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 1st Semester | | | | | |
| MATH 2314 | (C) | CALCULUS AND ANALYTIC GEOMETRY III | 4 | MAJOR | (R) (W), MATH 2214 WITHIN THE LAST YEAR. |
| HUM | | HUMANITIES ELECTIVE (PHIL 1603 RECOMMENDED) | 3 | GEN ED | |
| SUPP | | GUIDED SUPPORT ELECTIVE | 6 | SUPPORT | |
| GEN ED | | GEN ED ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 2nd Semester | | | | | |
| SUPP | | GUIDED SUPPORT ELECTIVE | 5 | SUPPORT | |
| GEN ED | | GEN ED ELECTIVE | 6 | GEN ED | |
| HUM | | HUMANITIES ELECTIVE | 3 | GEN ED | |

Major Courses: (8 credit hours) Mathematics: (C) MATH 2214; (C) MATH 2314

General Education Courses: (41 credit hours) Mathematics: (C) MATH 2104; English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Sciences: PHYS 2014, and BIO 1114 or any 2000 level general education BIO course; Humanities: Six credit hours (PHIL 1603 recommended); Electives: General Education Electives 12 credit hours

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

Support Courses: (11 credit hours) Selected from the following approved support courses with at least one course at the 2000 level: MATH 1503; MATH 1533; MATH 1613; MATH 2000; MATH 2013; MATH 2023; MATH 2213; MATH 2413; CS 1143; CS 2123; CS 2163; CS 2363; any 2000 level BIO; CHEM 1115; CHEM 1215; any 2000 level CHEM; ECON 2113; ECON 2123; any ENGR; GEOL 1114; PHYS 1504 or PHYS 1514 (but not both); any 2000 level PHYS.

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

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

§ Criteria available in division office

Medical Assistant (AAS) # ++

Associate in Applied Science

Minimum of 65 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 Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP is located at 1361 Park Street, Clearwater, FL 33756 727/210-2350.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| AHP 1013 | MEDICAL TERMINOLOGY | 3 | SUPPORT | (R) |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| MA 1133 | CLINICAL PROCEDURES I | 3 | MAJOR | (R) (W); COREQUISITE: AHP 1013 AND BIO 1224 |
| BIO 1224 | TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY | 4 | SUPPORT | (R) (W) |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| Suggested Freshman 2nd Semester | | | | |
| MA 1143 | MEDICAL ASSISTANT APPLICATIONS | 3 | MAJOR | (R) (W) |
| MA 1022 | MEDICAL LAW AND ETHICS | 2 | MAJOR | (R) (W) |
| MA 1033 | MEDICAL INSURANCE AND CODING | 3 | MAJOR | (R) (W) |
| MA 1233 | CLINICAL PROCEDURES II | 3 | MAJOR | (R) (W); COREQUISITE: MA 1133 |
| OSRHE | * OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE | 3 | GEN ED | |
| FA MATH1 | FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS | 3 | SUPPORT | |
| Suggested Sophomore 1st Semester | | | | |
| MA 2213 | PHARMACOLOGY FOR MEDICAL ASSISTANTS | 3 | MAJOR | (R) (W) |
| MA 2243 | MEDICAL INFORMATICS | 3 | MAJOR | (R) (W) |
| MA 2234 | ADMINISTRATION AND MEDICAL OFFICE PROCEDURES | 4 | MAJOR | (R) (W) |
| MA 2252 | MEDICAL ASSISTANT SIMULATION | 2 | MAJOR | (R) (W); PREREQUISITE: MA 1133; MA1233 |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| Suggested Sophomore 2nd Semester | | | | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| PSY 1113 | INTRODUCTION TO PSYCHOLOGY | 3 | GEN ED | (R) |
| MA 2516 | MEDICAL ASSISTANT EXTERNSHIP | 6 | MAJOR | (R) (W); PREREQUISITE: COMPLETION OF 26 CREDIT HOURS IN THE MAJOR. |
| MA 2413 | MEDICAL OFFICE LABORATORY PROCEDURES | 3 | MAJOR | (R) (W) |

Major Courses: (36 credit hours) MA 1022; MA 1033; MA 1133; MA 1233; MA 2213; MA 2234; MA 2243; MA 2252; MA 2413; MA 2516

General Education Courses: (18 credit hours) Political Science: POLSC 1113; English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education three credit hour English or communications course; * History: HIST 1483 or HIST 1493; Psychology: PSY 1113; General Education Electives: Three credit hours

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

Support Courses: (10 credit hours) BIO 1224; AHP 1013; Mathematics: Three credit hours of faculty approved mathematics that meet OCCC's mathematics proficiency requirements.

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog. Medical Assistant (MA) major courses are available only at Francis Tuttle, Metro Tech and Moore Norman Technology Centers.

This program is offered through a cooperative alliance established with Francis Tuttle, Moore Norman and Metro Tech Technology Centers.

++ Special Admissions Procedures Required

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

Music (AA)

Associate in Arts

Minimum of 62 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| MU 1124 | MUSIC THEORY I | 4 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MU 1131 | CONCERT CHOIR | 1 | MAJOR | NONE |
| MU 2141 | INDIVIDUAL INSTRUCTION —OR— | | MAJOR | (R) (W) |
| MU 1151 | GROUP INSTRUCTION | 1 | MAJOR | (R) (W) |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| MATH 1503 | CONTEMPORARY MATHEMATICS —OR— | | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | COLLEGE ALGEBRA —OR— | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| MU 1224 | MUSIC THEORY II | 4 | MAJOR | (R) (W) MU 1124 |
| MU 1131 | CONCERT CHOIR | 1 | MAJOR | NONE |
| MU 2141 | INDIVIDUAL INSTRUCTION —OR— | | MAJOR | (R) (W) |
| MU 1151 | GROUP INSTRUCTION | 1 | MAJOR | (R) (W) |
| HUM 1113 | MUSIC APPRECIATION | 3 | GEN ED | (R) (W) |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| Suggested Sophomore 1st Semester | | | | |
| MU 2314 | MUSIC THEORY III | 4 | MAJOR | (R) (W) MU 1224 |
| MU 1131 | CONCERT CHOIR | 1 | MAJOR | NONE |
| MU 2141 | INDIVIDUAL INSTRUCTION | 1 | MAJOR | (R) (W) |
| MU 2123 | MUSIC LITERATURE I | 3 | MAJOR | (R) (W) |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| BIO | ** BIOLOGICAL SCIENCE | 3-4 | GEN ED | |
| Suggested Sophomore 2nd Semester | | | | |
| MU 2414 | MUSIC THEORY IV | 4 | MAJOR | (R) (W) MU 2314 |
| MU 2223 | MUSIC LITERATURE II | 3 | MAJOR | (R) (W) |
| MU 1131 | CONCERT CHOIR | 1 | MAJOR | NONE |
| MU 2141 | INDIVIDUAL INSTRUCTION | 1 | MAJOR | (R) (W) |
| PHYS SC | ** ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL PREFIXES | 3-4 | GEN ED | |
| GEN ED | * GEN ED ELECTIVE | 3 | GEN ED | |

Major Courses: (24 Credit Hours) Music: MU 1124; MU 1141 or MU 1151; MU 1131 (Minimum four credit hours); MU 1224; MU 1241 or MU 1251; MU 2141; MU 2314; MU 2414

General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; *Sciences: Three to four credit hours Physical Science; three to four credit hours of general education; Biological Science: one of the science courses must include a lab component.; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Humanities: HUM 1113; three credit hours Humanities Gen Ed Electives; Music: MU 2123; MU 2223; Electives: Three credit hours General Education Electives

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

Support Courses: None

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

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

Network Technology (AAS)

Associate in Applied Science

Minimum of 61 Credits

This plan of study is offered through cooperative alliances with Francis Tuttle and Moore Norman Technology Centers**. Major courses in this degree plan are offered at Francis Tuttle and Moore Norman Technology Centers. The plan of study will give the student the opportunity to learn an array of equipment, systems, hardware and software. The courses of study will provide knowledge of the latest technical networking trends in the commercial and business market place. Upon completion of this plan of study students may be prepared, depending on individual choices to take many of the following certification examinations: C-Tech Network Cabling Specialist, CompTIA Linux+, CompTIA A+, Network +, Novell NetWare, CNA, Microsoft MCP, MCSA, MCSE, BICSI's Level I and Level II Installers and Cisco Systems CCNA.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| NT 1114 | MICROCOMPUTER INSTALLATION AND SERVICE | 4 | MAJOR | (R) (W), NT 1113 |
| NT 1113 | OPERATING SYSTEMS | 3 | MAJOR | (R) (W) |
| MATH1 | *** MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY | 3 | SUPPORT | |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| SUPP ELEC | SUPPORT ELECTIVE | 4 | SUPPORT | |
| Suggested Freshman 2nd Semester | | | | |
| NT 1144 | INTRODUCTION TO NETWORKING | 4 | MAJOR | (R) (W), NT 1114 |
| NT 1164 | MS WINDOWS PROFESSIONAL INSTALLATION AND SUPPORT | 4 | MAJOR | (R) (W), NT 1144 |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| OSRHE1 | * OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE* | 3 | GEN ED | |
| Suggested Sophomore 1st Semester | | | | |
| NT 2114 | MS WINDOWS SERVER INSTALLATION AND SUPPORT —OR— | | MAJOR | (R) (W), NT 1164 |
| NT 2154 | DIRECTORY SERVICES | 4 | MAJOR | (R) (W), NT 2114 |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| MAJOR | **** MAJOR ELECTIVE | 8 | MAJOR | |
| Suggested Sophomore 2nd Semester | | | | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| SUPP ELEC | SUPPORT ELECTIVE | 8 | SUPPORT | |

Major Courses: (27 credit hours) NT 1113; NT 1114; NT 1144; NT 1164; NT 2114 OR NT 2154; 8 credit hours of faculty approved major electives

General Education Courses: (18 credit hours) English: ENGL 1113; Communications/English: *Any Oklahoma State Regents for Higher Education approved general education communications or English course; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education Electives: Six credit hours

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

Support Courses: (15 credit hours) Mathematics: APPM 1223; Support Electives: 12 credit hours of electives

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog. Major courses are available only at Francis Tuttle and Moore Norman 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.

*** APPM 1223 or APPM 1233 or BUS 1323 or any 1000 Mathematics course that meets OCCC mathematics proficiency.

**** To be chosen from APPM, CS, DBM, ECS, ISEC, NT, MATH and TECH.

This program is offered through cooperative alliances established with Francis Tuttle and Moore Norman Technology Centers.

Nursing Program — Baccalaureate to Associate Degree Nurse Accelerated Pathway (AAS) ++

Associate in Applied Science

Minimum of 74-75 Credits

This associate degree program is designed to meet the needs of individuals who have previously earned a baccalaureate or higher degree (non-nursing) from a regionally accredited institution of higher learning. The Baccalaureate to Associate Degree Nurse Accelerated Pathway recognizes the previous academic experiences of those with baccalaureate or higher degrees in other disciplines by providing accelerated opportunities for completing nursing major courses. Once all prerequisites have been completed, the minimum time period to complete the Baccalaureate to Associate Degree Nurse Accelerated Pathway is 10 months. It is important to note that the Pathway will be an intense and time-demanding program of study as all nursing major courses include both theory and clinical components. Students must be formally accepted into the Nursing Program before they can enroll in NUR 1519 and subsequent nursing major courses. The Program is approved by the Oklahoma Board of Nursing and is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326, 404-975-5000, www.nlnac.org. Program graduates are eligible to apply for the National Council Licensure Examination for Registered Nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. Applicants 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 Baccalaureate to Associate Degree Nurse Accelerated Pathway, information regarding the application procedure, and the minimum requirements may be obtained from the Office of Recruitment and Admissions. Deadline for application to the Accelerated Pathway is published in the College Academic Calendar. The first nursing major course is taught in the summer academic term with completion of the program the subsequent March. Please note that nursing courses require students to travel to various clinical sites, and it is the responsibility of each student to provide his/her own means of transportation to these sites.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|--|------|---|---------|---------|--|
| Suggested Entry Summer Semester | | | | | |
| ENGL 1113 | *(C) | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| BIO 1314 | *(C) | HUMAN ANATOMY AND PHYSIOLOGY I | 4 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. AN ADEQUATE BIOLOGY PLACEMENT TEST SCORE OR BIO 0123 OR A COLLEGE-LEVEL BIOLOGICAL SCIENCE CLASS. |
| CHEM 1123 | *(C) | SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY —AND— | | SUPPORT | (R) (W) MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CHEM 1131 | *(C) | LABORATORY FOR SURVEY OF GENERAL, ORGANIC, AND BIO —OR— | | SUPPORT | PREREQUISITE OR COREQUISITE: (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE, PREREQUISITE OR COREQUISITE: CHEM 1123 |
| CHEM 1115 | *(C) | GENERAL CHEMISTRY I | 4-5 | SUPPORT | (R) (W), MATH 1513 OR MATH 1533, OR BOTH MATH 0403 AND HIGH SCHOOL CHEMISTRY OR CHEM 1123. A GRADE OF "C" OR BETTER IS REQUIRED IN ALL PREREQUISITE COURSES. |
| Suggested Freshman 1st Semester | | | | | |
| BIO 1023 | *(C) | INTRODUCTORY NUTRITION | 3 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BIO 1414 | *(C) | HUMAN ANATOMY AND PHYSIOLOGY II | 4 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, BIO 1314 |
| ENGL 1213 | *(C) | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| PSY 1113 | *(C) | INTRODUCTION TO PSYCHOLOGY | 3 | GEN ED | (R) |
| Suggested Freshman 2nd Semester | | | | | |
| PSY 2403 | *(C) | DEVELOPMENTAL PSYCHOLOGY | 3 | GEN ED | (R) (W), PSY 1113 |
| BIO 2125 | *(C) | MICROBIOLOGY | 5 | SUPPORT | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, ANY FOUR CREDIT HOUR COLLEGE-LEVEL BIOLOGY COURSE AND A COLLEGE-LEVEL CHEMISTRY COURSE. |
| POLSC 1113 | * | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| HIST 1483 | * | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| Suggested Sophomore Summer Semester | | | | | |
| NUR 1519 | +(C) | NURSING PROCESS I | 9 | MAJOR | (R); ADMISSION TO THE NURSING PROGRAM; CHEM 1123 AND CHEM 1131 OR CHEM 1115; BIO 1023; BIO 1314; BIO1414; BIO 2125; PSY 1113; PSY 2403; ENGL 1113; ENGL 1213; POLSC 1113; HIST 1483 OR HIST 1493 |
| Suggested Sophomore 1st Semester | | | | | |
| NUR 1529 | +(C) | NURSING PROCESS II | 9 | MAJOR | NUR 1519 |
| NUR 2539 | +(C) | NURSING PROCESS III | 9 | MAJOR | NUR 1529 |
| Suggested Sophomore 2nd Semester | | | | | |
| NUR 2549 | +(C) | NURSING PROCESS IV | 9 | MAJOR | NUR 2539 |

Major Courses: (36 credit hours) ++Nursing: +(C) NUR 1519, +(C) NUR 1529, +(C) NUR 2539, +(C) NUR 2549

General Education Courses: * (18 credit hours) English: ENGL 1113; English: ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Psychology: PSY 1113, PSY 2403

Life Skills Courses: * (3 credit hours) Biology: BIO 1023

Support Courses: * (17 or 18 credit hours) Biological Science: Biological Science: BIO 1314; BIO 1414; BIO 2125; Chemistry: CHEM 1123 AND CHEM 1131 OR CHEM 1115

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

++Special Admissions Procedures Required: Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. The student is responsible for the cost of the Background Report, which must be paid by credit card or money order only. Clinical agency representative(s) review the reports that have any criminal history (or "hits on the designated areas of concern"). The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites, he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require another complete Background Report.

Drug Testing: Drug testing is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Additional random drug tests may be performed as necessary. Any break in continuous enrollment will require an additional random test. AUAs and LPNs with a positive drug screen results must be reported to the Oklahoma Board of Nursing.

* All support, life skills, and general education courses must be completed prior to the beginning of NUR 1519.

(C) 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 courses have prerequisites as identified. These courses also have clinical components that require purchase of liability insurance, immunizations and health records, registration and payment for the clinical HUB, a clinical uniform, and transportation to clinical sites.

Graduates of the nursing program must also meet the requirements of the Oklahoma Board of Nursing for licensure, which include but are not limited to criminal history search and passing the licensure exam.

Nursing Program — Nursing Career Ladder Pathway (AAS) ++

Associate in Applied Science

Minimum of 74-75 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 ten 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 Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326, 404-975-5000, www.nlnac.org. Program graduates are eligible to apply for the National Council Licensure Examination for Registered Nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. Applicants 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 Recruitment and Admissions. Deadline for applying to the Nursing Career Ladder Pathway is published in the College Academic Calendar. Nursing Transition I, the first course in the Pathway, has open admission for those who meet prerequisite licensure and course requirements. Applicants who hold a valid LPN license in good standing, practice as a LPN, and graduated from a NLNAC accredited practical nursing program will be exempt from Nursing Transition I. Admission into the Career Ladder Pathway is required before enrollment in Nursing Transition II. From the point of entry into Nursing Transition II, the program lasts approximately ten 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 fee for Advanced Standing Credits at this time is \$5.00 per credit hour. Note that additional tuition and fees are required for all other courses in the program's curriculum.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|--|--------|---|---------|---------|--|
| Suggested Freshman 1st Semester | | | | | |
| CHEM 1123 | ** (C) | SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY —AND— | | SUPPORT | (R) (W) MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CHEM 1131 | ** (C) | LABORATORY FOR SURVEY OF GENERAL, ORGANIC, AND BIO —OR— | | SUPPORT | PREREQUISITE OR COREQUISITE: (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE, PREREQUISITE OR COREQUISITE: CHEM 1123 |
| CHEM 1115 | ** (C) | GENERAL CHEMISTRY I | 4-5 | SUPPORT | (R) (W), MATH 1513 OR MATH 1533, OR BOTH MATH 0403 AND HIGH SCHOOL CHEMISTRY OR CHEM 1123. A GRADE OF "C" OR BETTER IS REQUIRED IN ALL PREREQUISITE COURSES. |
| BIO 1023 | ** (C) | INTRODUCTORY NUTRITION | 3 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BIO 1314 | ** (C) | HUMAN ANATOMY AND PHYSIOLOGY I | 4 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. AN ADEQUATE BIOLOGY PLACEMENT TEST SCORE OR BIO 0123 OR A COLLEGE-LEVEL BIOLOGICAL SCIENCE CLASS. |
| PSY 1113 | ** (C) | INTRODUCTION TO PSYCHOLOGY | 3 | GEN ED | (R) |
| Suggested Freshman 2nd Semester | | | | | |
| BIO 1414 | ** (C) | HUMAN ANATOMY AND PHYSIOLOGY II | 4 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, BIO 1314 |
| ENGL 1113 | ** (C) | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033 COLLEGE WRITING II, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| NUR 1512 | ** (C) | NURSING TRANSITION I (IF REQUIRED) | 2 | MAJOR | CHEM 1123 AND CHEM 1131 OR CHEM 1115; BIO 1023, BIO 1314; PYS 1113; MEET BASIC REQUIREMENTS FOR ADMISSION TO THE NURSING CAREER LADDER PATHWAY, LPN, OR OKLAHOMA LICENSED PARAMEDIC. COREQUISITES: PSY 2403; ENGL 1113; BIO 1414 |
| PSY 2403 | ** (C) | DEVELOPMENTAL PSYCHOLOGY | 3 | GEN ED | (R) (W), PSY 1113 |
| Suggested Sophomore Summer Semester | | | | | |
| ENGL 1213 | (C) | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| NUR 1532 | (C) | NURSING TRANSITION II | 2 | MAJOR | CHEM 1123 AND CHEM 1131 OR CHEM 1115; BIO 1023, BIO 1314, BIO 1414, PSY 1113, ENGL 1113, NUR 1512 (UNLESS EXEMPT). COREQUISITE: ENGL 1213; POLSC 1113 |
| Suggested Sophomore 1st Semester | | | | | |
| NUR 2539 | +(C) | NURSING PROCESS III | 9 | MAJOR | NUR 1512 (IF REQUIRED), NUR 1532; POLSC 1113; ENGL 1213; PSY 2403 COREQUISITE: BIO 2125. |
| BIO 2125 | (C) | MICROBIOLOGY | 5 | SUPPORT | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, ANY FOUR CREDIT HOUR COLLEGE-LEVEL BIOLOGY COURSE AND A COLLEGE-LEVEL CHEMISTRY COURSE. |
| Suggested Sophomore 2nd Semester | | | | | |
| NUR 2549 | +(C) | NURSING PROCESS IV | 9 | MAJOR | NUR 2539; BIO 2125 COREQUISITE: HIST 1483 OR HIST 1493 |
| HIST 1483 | | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |

Major Courses: (36 credit hours)++ **Nursing: NUR 1512 (unless exempt); 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

Life Skills Courses: (3 credit hours) **Biology: BIO 1023

Support Courses: (17 or 18 credit hours) Biological Science: ** BIO 1314; ** BIO 1414, BIO 2125, **Chemistry: CHEM 1123 and CHEM 1131 or CHEM 1115,

** Must be completed prior to NUR 1532.

(C) 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).

+ These 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 liability insurance, immunizations and health records, registration and payment for the clinical HUB, a clinical uniform, and transportation to clinical sites.

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

++ Special Admissions Procedures Required: Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. The student is responsible for the cost of the Background Report, which must be paid by credit card or money order only. Clinical agency representative(s) review the reports that have any criminal history (or "hits on the designated areas of concern"). The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites, he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require another complete Background Report.

Drug Testing: Drug testing is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Additional random drug tests may be performed as necessary. Any break in continuous enrollment will require an additional random test. AUAs and LPNs with positive drug screen results must be reported to the Oklahoma Board of Nursing.

* Acceptance into program requires achievement of the minimum score on standardized assessments for LPNs who graduated from non-NLNAC accredited schools and licensed paramedics.

Graduates of the nursing program must also meet the requirements of the Oklahoma Board of Nursing for licensure, which include but are not limited to criminal history search and passing the licensure exam.

Nursing Program (AAS) ++

Associate in Applied Science

Minimum of 74-75 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, 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326, 404-975-5000, www.nlnac.org. Program graduates are eligible to apply for the National Council Licensure Examination for Registered Nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. Applicants 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 Recruitment and Admissions during application periods for fall or spring admission. Deadlines for applying to the Nursing Program are published in the college academic calendar. Advanced standing information is available from the Nursing Program 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.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|--|--------|---|---------|---------|--|
| Suggested Entry Summer Semester | | | | | |
| CHEM 1123 | ** (C) | SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY —AND— | 3 | SUPPORT | (R) (W) MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CHEM 1131 | ** (C) | LABORATORY FOR SURVEY OF GENERAL, ORGANIC, AND BIO —OR— | 1 | SUPPORT | PREREQUISITE OR COREQUISITE: (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE, PREREQUISITE OR COREQUISITE: CHEM 1123 |
| CHEM 1115 | ** (C) | GENERAL CHEMISTRY I | 5 | SUPPORT | (R) (W), MATH 1513 OR MATH 1533, OR BOTH MATH 0403 AND HIGH SCHOOL CHEMISTRY OR CHEM 1123. A GRADE OF "C" OR BETTER IS REQUIRED IN ALL PREREQUISITE COURSES. |
| BIO 1023 | ** (C) | INTRODUCTORY NUTRITION | 3 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 1st Semester | | | | | |
| NUR 1519 | +(C) | NURSING PROCESS I | 9 | MAJOR | (R); ADMISSION TO THE NURSING PROGRAM; CHEM 1123 AND CHEM 1131 OR CHEM 1115; BIO 1023. COREQUISITES: BIO 1314; ENGL 1113 |
| BIO 1314 | (C) | HUMAN ANATOMY AND PHYSIOLOGY I | 4 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. AN ADEQUATE BIOLOGY PLACEMENT TEST SCORE OR BIO 0123 OR A COLLEGE-LEVEL BIOLOGICAL SCIENCE CLASS. |
| ENGL 1113 | (C) | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| Suggested Freshman 2nd Semester | | | | | |
| NUR 1529 | *(C) | NURSING PROCESS II | 9 | MAJOR | NUR 1519; BIO 1314; ENGL 1113. COREQUISITES: BIO 1414; PSY 1113 |
| PSY 1113 | (C) | INTRODUCTION TO PSYCHOLOGY | 3 | GEN ED | (R) |
| BIO 1414 | (C) | HUMAN ANATOMY AND PHYSIOLOGY II | 4 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, BIO 1314 |
| Suggested Sophomore Summer Semester | | | | | |
| ENGL 1213 | (C) | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| BIO 2125 | (C) | MICROBIOLOGY | 5 | SUPPORT | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, ANY FOUR CREDIT HOUR COLLEGE-LEVEL BIOLOGY COURSE AND A COLLEGE-LEVEL CHEMISTRY COURSE. |
| Suggested Sophomore 1st Semester | | | | | |
| NUR 2539 | *(C) | NURSING PROCESS III | 9 | MAJOR | NUR 1529; ENGL 1213; BIO 2125. COREQUISITES: PSY 2403; POLSC 1113 |
| PSY 2403 | (C) | DEVELOPMENTAL PSYCHOLOGY | 3 | GEN ED | (R) (W), PSY 1113 |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| Suggested Sophomore 2nd Semester | | | | | |
| NUR 2549 | +(C) | NURSING PROCESS IV | 9 | MAJOR | NUR 2539; POLS 1113; PSY 2403. COREQUISITES: HIST 1483 OR HIST 1493 |
| HIST 1483 | | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |

Major Courses: (36 credit hours) ++Nursing: NUR 1519; *NUR 1529; *NUR 2539; NUR 2549

General Education Courses: (18 credit hours) Psychology: PSY 1113, English: ENGL 1113; ENGL 1213; History: HIST 1483 or 1493; Political Science: POLSC 1113; PSY 2403

Life Skills Courses: (3 credit hour) Biology: **BIO 1023

Support Courses: (17 or 18 credit hours) Chemistry: **CHEM 1123 and **CHEM 1131 or **CHEM 1115, Biological Science: BIO 1314; BIO 1414; BIO 2125

*Or successful completion of: Transfer requirement: see Nursing Program

**Must be completed prior to the beginning NUR 1519

(C) 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 liability insurance, immunizations and health records, a clinical uniform, and extensive background checks.

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

++Special Admissions Procedures: Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. The student is responsible for the cost of the Background Report, which must be paid by credit card or money order only. Clinical agency representative(s) review the reports that have any criminal history (or "hits on the designated areas of concern"). The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites, he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require another complete Background Report.

Drug Testing: Drug testing is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Additional random drug tests may be performed as necessary. Any break in continuous enrollment will require an additional random test. AUAs and LPNs with positive drug screen results must be reported to the Oklahoma Board of Nursing.

Graduates of the nursing program must also meet the requirements of the Oklahoma Board of Nursing for licensure, which include but are not limited to criminal history search and passing the licensure exam.

Occupational Therapy Assistant (AAS) ++

Associate in Applied Science

Minimum of 72-73 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 incorporates through the first three semesters (including Summer) Level I Fieldwork experiences in a variety of clinical settings which reinforce in-class instruction. During the last semester of the OTA Program, students participate in two (2) separate Level II Fieldwork placements which are eight (8) weeks each.

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). Graduates of the program will be eligible to sit for the National Certification Examination for the Occupational Therapy Assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a certified Occupational Therapy Assistant (COTA). In addition, most states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduates's ability to sit for the NBCOT Certification Examination or attain state licensure. Oklahoma requires state licensure based on successful completion of the national exam.

AOTA, 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220; (301) 652-2682. NBCOT, 12 South Summit Avenue, Suite 100, Gaithersburg, MD, 20877-4150, (301) 990-7979, Fax (301) 869-8492. ACOTE at AOTA, 4720 Montgomery Lane, P.O. Box 31220, Bethesda, Md. 20824-1220; (301) 652-2682. Oklahoma State Board of Medical Licensure and Supervision, P.O. Box 18256, Oklahoma City, OK 73154-0256, (405) 962-1400.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|---------|--|
| Suggested Entry Summer Semester | | | | |
| BIO 1314 | HUMAN ANATOMY AND PHYSIOLOGY I | 4 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. AN ADEQUATE BIOLOGY PLACEMENT TEST SCORE OR BIO 0123 OR A COLLEGE-LEVEL BIOLOGICAL SCIENCE CLASS. |
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | SUPPORT | LS 0023, LS 0203, OR ADEQUATE READING/Writing ASSESSMENT SCORES |
| OTA 1112 | +(C) APPLICATION OF LEISURE OCCUPATION | 2 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. PRE OR COREQUISITE: OTA 1123 |
| OTA 1123 | +(C) HISTORICAL AND CONTEMPORARY FOUNDATIONS IN OCCUPATION | 3 | MAJOR | (R) (W) |
| OTA 1223 | +(C) HUMAN CONDITIONS IMPACTING OCCUPATION | 3 | MAJOR | PRE OR COREQUISITE: OTA 1112; OTA 1123; BIO 1314; SOC 2143 |
| SOC 2143 | MINORITIES, ETHNICITY AND CULTURAL DIVERSITY | 3 | GEN ED | (R) (W) |
| BIO 1414 | HUMAN ANATOMY AND PHYSIOLOGY II | 4 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, BIO 1314 |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| Suggested Freshman 2nd Semester | | | | |
| OTA 1122 | +(C) PERFORMANCE IN ACTIVITIES OF DAILY LIVING | 2 | MAJOR | OTA 1112; OTA 1123 |
| OTA 1213 | +(C) MOVEMENT AND THERAPEUTIC INTERVENTIONS | 3 | MAJOR | OTA 1112; OTA 1123; OTA 1223; SOC 2143 COREQUISITE: OTA 1233 PRE OR COREQUISITE: OTA 1122; BIO 1414 |
| OTA 1233 | +(C) OCCUPATIONAL PERFORMANCE - BIRTH THROUGH ADOLESCENCE | 3 | MAJOR | OTA 1112; OTA 1123; OTA 1223; SOC 2143 COREQUISITE: OTA 1213 |
| OTA 1252 | +(C) GROUP DYNAMICS | 2 | MAJOR | OTA 1112; OTA 1123; OTA 1223; SOC 2143 PRE OR COREQUISITE: OTA 1122; OTA 1213; OTA 1233; PSY 1113 |
| PSY 1113 | INTRODUCTION TO PSYCHOLOGY | 3 | GEN ED | (R) |
| ENGL 1233 | REPORT WRITING | 3 | GEN ED | (R) (W), ENGL 1113 |
| Suggested Freshman Summer Semester | | | | |
| OTA 1242 | +(C) OCCUPATIONAL THERAPY SERVICE SKILLS | 2 | MAJOR | OTA 1112; OTA 1122; OTA 1123; OTA 1213; OTA 1223; OTA 1233; BIO 1414; SOC 2143 PRE OR COREQUISITE: OTA 1252; ENGL 1233; PSY 2403 |
| OTA 1263 | +(C) OCCUPATIONAL PERFORMANCE - ADULT LIFESPAN | 3 | MAJOR | OTA 1112; OTA 1122; OTA 1123; OTA 1213; OTA 1223; OTA 1233; OTA 1252; BIO 1414; SOC 2143 PRE OR COREQUISITE: OTA 1242; PSY 2403 |
| PSY 2403 | DEVELOPMENTAL PSYCHOLOGY | 3 | SUPPORT | (R) (W), PSY 1113 |
| Suggested Sophomore 1st Semester | | | | |
| OTA 2141 | +(C) SPECIAL TOPICS AND FIELDWORK | 1 | MAJOR | COREQUISITE: OTA 2164 PRE OR COREQUISITE: OTA 2153; MATH 1503 |
| OTA 2153 | +(C) OCCUPATIONAL THERAPY FOR PSYCHOSOCIAL CONDITIONS | 3 | MAJOR | OTA 1242; ENGL 1233; PSY 2403 PRE OR COREQUISITE: OTA 1263 |
| OTA 2164 | +(C) OCCUPATIONAL THERAPY FOR PHYSICAL CONDITIONS | 4 | MAJOR | OTA 1242; OTA 1263 COREQUISITE: OTA 2141 PRE OR COREQUISITE: OTA 2153 |
| MATH 1503 | CONTEMPORARY MATHEMATICS | 3 | SUPPORT | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |

| Suggested Sophomore 2nd Semester | | | | | |
|----------------------------------|------|--------------------------------------|---|--------|---|
| OTA 2143 | +(C) | PROFESSIONAL DEVELOPMENT AND SUPPORT | 3 | MAJOR | OTA 2141; OTA 2153; OTA 2164; MATH 1503 COREQUISITE: OTA 2253 |
| OTA 2253 | +(C) | FIELDWORK II A | 3 | MAJOR | OTA 2141; OTA 2153; OTA 2164; MATH 1503 COREQUISITE: OTA 2143 |
| OTA 2263 | +(C) | FIELDWORK II B | 3 | MAJOR | OTA 2141; OTA 2153; OTA 2164; MATH 1503 COREQUISITE: OTA 2253 PRE OR COREQUISITE: HIST 1493; POLSC 1113 |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |

Major Courses: (40 credit hours) ++Occupational Therapy Assistant Program: OTA 1112; OTA 1122; OTA 1123; OTA 1213; OTA 1223; OTA 1233; OTA 1242; OTA 1252; OTA 1263; OTA 2141; OTA 2143; OTA 2153; OTA 2164; OTA 2253; OTA 2263

General Education Courses: (18 credit hours) English: ENGL 1113; ENGL 1233; Psychology: PSY 1113; History: HIST 1493; Sociology: SOC 2143; Political Science: POLSC 1113

Life Skills Courses: None

Support Courses: (15 credit hours) Biology: BIO 1314; BIO 1414; Psychology: PSY 2403; Mathematics: MATH 1503; Life Skills: SCL 1001

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

+Special Admissions Procedures: Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. The student is responsible for the cost of the Background Report, which must be paid by credit card or money order only. Clinical agency representative(s) review the reports that have any criminal history (or "hits on the designated areas of concern") without access to identifying information. The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites, he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require another complete Background Report. Licensure and the ability to sit for the national certification examination may be approved or denied based on results of the criminal history investigations.

Drug Testing: Drug testing is required of all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Random drug tests will be done on a predetermined date. Any break in continuous enrollment will require an additional random test.

++ Special Admissions Procedures Required

+ These courses have a clinical component that requires purchase of medical liability insurance, a clinical uniform (if applicable) and a physical (with completed health packet).

(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.

Orthotic and Prosthetic Technician (AAS) # ++

Associate in Applied Science

Minimum of 65 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 alliance**.

Orthotic and prosthetic technicians manufacture appropriate devices according to the specific needs of patients with limb loss, fracture, and other orthopedic injuries and diseases. Providing orthotic and prosthetic care involves the application of clinical and technical processes to meet patient goals of function and mobility. This program provides students with a comprehensive education in both disciplines of orthotics (designing, fitting and manufacturing of orthopedic braces) and prosthetics (designing, fitting and manufacturing of artificial limbs). The application process for the program must be completed at Francis Tuttle Technology Center**. The program is accredited by the Council on Accreditation of Allied Health Programs (CAAHEP) and the National Commission of Orthotics and Prosthetics Education (NCOPE). Accreditation will give graduates eligibility to take the national registry examinations for technicians by the American Board for Certification.

| Course ID | Course Name | Credits | Type | Prerequisites |
|--|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ORPR 1112 | ORTHOTIC AND PROSTHETIC EQUIPMENT AND MATERIALS | 2 | MAJOR | (R) (W) |
| ORPR 1135 | LOWER LIMB ORTHOTICS | 5 | MAJOR | (R) (W), ORPR 1112 |
| FA MATH1 | FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS | 3 | SUPPORT | |
| BIO 1224 | TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY | 4 | SUPPORT | (R) (W) |
| Suggested Freshman 2nd Semester | | | | |
| ORPR 1154 | SPINAL ORTHOTICS | 4 | MAJOR | (R) (W), ORPR 1112, ORPR 1135 |
| ORPR 1222 | UPPER LIMB ORTHOTICS | 2 | MAJOR | (R) (W), ORPR 1112, ORPR 1135 |
| ENGL 1113 | ENGLISH COMPOSITION I (COMPUTER ASSISTED) | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| PSY 1113 | INTRODUCTION TO PSYCHOLOGY | 3 | GEN ED | (R) |
| Suggested Freshman Summer Semester | | | | |
| ORPR 1245 | *** CLINICAL ORTHOTICS | 5 | MAJOR | (R) (W), ORPR 1112, ORPR 1135, ORPR 1154, ORPR 1222 |
| Suggested Sophomore 1st Semester | | | | |
| ORPR 2115 | TRANSTIBIAL PROSTHETICS | 5 | MAJOR | (R) (W) APPM 1223, ORPR 1112 |
| ORPR 2233 | TRANSRADIAL AND TRANSHUMERAL PROSTHETICS | 3 | MAJOR | (R) (W), ORPR 1112 |
| OSRHE | * OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE | 3 | GEN ED | |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 2nd Semester | | | | |
| ORPR 2255 | TRANSFEMORAL PROSTHETICS | 5 | MAJOR | (R) (W), ORPR 1112, ORPR 2115 |
| ORPR 2313 | ADVANCED TRANSTIBIAL PROSTHETICS | 3 | MAJOR | (R) (W), ORPR 1112, ORPR 2115 |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| Suggested Sophomore Summer Semester | | | | |
| ORPR 2335 | *** CLINICAL PROSTHETICS | 5 | MAJOR | (R) (W), ORPR 1112, ORPR 2115, ORPR 2233, ORPR 2255, ORPR 2313 |

Major Courses: (39 credit hours) ORPR 1112; ORPR 1135; ORPR 1154; ORPR 1222; ORPR 1245; ORPR 2115; ORPR 2233; ORPR 2255; ORPR 2313; ORPR 2335

General Education Courses: (18 credit hours) English: ENGL 1113 Comp-Assisted; Any Oklahoma State Regents for Higher Education approved general ed. 3 credit hour English or communications course.*; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Psychology: PSY 1113; General Education Electives: Three credit hours

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

Support Courses: (7 credit hours) Biological Sciences: BIO 1224; Mathematics: Three credit hours of faculty approved mathematics that meet OCCC's mathematics proficiency requirements.

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog. Major courses are available only at Francis Tuttle Technology Center.

This program is offered through a cooperative alliance established with 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.

Orthotics Technician (Certificate) ++

Certificate of Mastery

Minimum of 22 Credits

This program of study prepares students to enter the workforce upon completion of the certificate. The course content was designed to meet the multiple components of designing, fitting and manufacturing of orthopedic devices. ***

| Course ID | Course Name | Credits | Type | Prerequisites |
|---------------------------------|---|---------|---------|---|
| Suggested Freshman 1st Semester | | | | |
| ORPR 1112 | ORTHOTIC AND PROSTHETIC EQUIPMENT AND MATERIALS | 2 | MAJOR | (R) (W) |
| ORPR 1135 | LOWER LIMB ORTHOTICS | 5 | MAJOR | (R) (W), ORPR 1112 |
| BIO 1224 | TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY | 4 | SUPPORT | (R) (W) |
| Suggested Freshman 2nd Semester | | | | |
| ORPR 1154 | SPINAL ORTHOTICS | 4 | MAJOR | (R) (W), ORPR 1112, ORPR 1135 |
| ORPR 1222 | UPPER LIMB ORTHOTICS | 2 | MAJOR | (R) (W), ORPR 1112, ORPR 1135 |
| ORPR 1245 | CLINICAL ORTHOTICS | 5 | MAJOR | (R) (W), ORPR 1112, ORPR 1135, ORPR 1154, ORPR 1222 |

Major Courses: ORPR 1112, ORPR 1135, ORPR 1154, ORPR 1222, ORPR 1245

General Education Courses: NONE

Life Skills Courses: NONE

Support Courses: BIO 1224

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occ.edu/certificates/orthotictechnician.html>

#This program is offered through a cooperative alliance established with Francis Tuttle Technology Center

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

++ Special admission procedures required.

Philosophy — Humanities/Philosophy Emphasis (AA)

Associate in Arts

Minimum of 61 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| MATH 1503 | CONTEMPORARY MATHEMATICS —OR— | | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | COLLEGE ALGEBRA —OR— | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| PHYS | * ANY PHYSICAL SCIENCE | 3-4 | GEN ED | |
| PSY 1113 | INTRODUCTION TO PSYCHOLOGY —OR— | | GEN ED | (R) |
| SOC 1113 | INTRODUCTION TO SOCIOLOGY | 3 | GEN ED | (R) |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| Suggested Freshman 2nd Semester | | | | |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| PHIL 1013 | INTRODUCTION TO PHILOSOPHY | 3 | MAJOR | ENGL 1113 |
| PHIL 1603 | INTRODUCTION TO LOGIC | 3 | MAJOR | ENGL 1113 |
| BIO | * BIOLOGICAL SCIENCE | 3-4 | GEN ED | |
| HUM NON-PHIL | NON-PHIL HUMANITIES | 3 | GEN ED | |
| Suggested Sophomore 1st Semester | | | | |
| PHIL 1213 | INTRODUCTION TO ETHICS | 3 | MAJOR | ENGL 1113 |
| PHIL | PHILOSOPHY ELECTIVE | 3 | MAJOR | NONE |
| FA GEN | FACULTY APPROVED GENERAL EDUCATION ELECTIVE | 5 | GEN ED | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| Suggested Sophomore 2nd Semester | | | | |
| HUM NON-PHIL | NON-PHIL HUMANITIES | 3 | GEN ED | |
| FA GEN | FACULTY APPROVED GENERAL EDUCATION ELECTIVE | 3 | GEN ED | |
| PRE SUPPORT | PRE-APPROVED SUPPORT ELECTIVES | 9 | SUPPORT | |

Major Courses: (12 Credit Hours) Philosophy: PHIL 1013; PHIL 1213; PHIL 1603; PHIL three hours elective

General Education Courses: (39 Credit Hours) Communications: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1503 (recommended) or higher; *Science: A three- or four-hour physical science course ; *A three- or four-hour general education biological science course; NOTE: One of the science courses must include a laboratory component.; Humanities: Six hours of Non-PHIL humanities courses; Social Science: PSY 1113 or SOC 1113; General Education Elective: (8 credit hours) To be chosen only in consultation with a Faculty Advisor

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

Support Courses: (9 Credit Hours) Pre-Approved Support Electives

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

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

Photography — Graphic Communications/Photography/Digital Imaging (AAS)

Associate in Applied Science

Minimum of 61 Credits

The student will learn the technology and techniques professionals use in photography and electronic imaging. Students work with digital cameras, computers, software and scanners used to produce and manipulate photographs and digital photographic images. A degree in Photography/Digital Imaging Emphasis will prepare students to enter the job market immediately after graduating. Career opportunities may be available as a photographer, prepress technician, photo lab technician or related graphic communications positions in advertising or public relations. Graphic Communications students who wish to transfer to a four-year institution should enroll in the Visual Arts program for an Associate in Arts degree. Consult your faculty advisor for more information.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|-----|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | | |
| SCL 1001 | | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| GCOM 1053 | (C) | ELECTRONIC PUBLISHING: INDESIGN I | 3 | MAJOR | (R) |
| GCOM 1133 | (C) | INTRODUCTION TO MACINTOSH | 3 | MAJOR | (R) |
| GCOM 2773 | (C) | IMAGE EDITING: PHOTOSHOP I | 3 | MAJOR | (R) |
| ENGL 1113 | | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| GCOM 1153 | (C) | DIGITAL PHOTOGRAPHY | 3 | MAJOR | (R) |
| Suggested Freshman 2nd Semester | | | | | |
| GCOM 2783 | (C) | IMAGE EDITING: PHOTOSHOP II | 3 | MAJOR | (R), GCOM 2773 OR BY EVALUATION. § |
| SUPP | * | GUIDED SUPPORT ELECTIVE | 3 | SUPPORT | |
| APPM 1223 | | MATHEMATICS FOR TECHNICAL CAREERS I —OR— | | SUPPORT | (R), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BUS 1323 | | MATHEMATICS FOR BUSINESS CAREERS —OR— | | SUPPORT | (R), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE WITHIN THE LAST YEAR. |
| MATH | | ANY 1000 LEVEL MATH COURSE | 3 | SUPPORT | WITH APPROPRIATE PREREQUISITE. |
| ENGL 1213 | | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| GCOM 2153 | | DIGITAL PHOTOGRAPHY II | 3 | MAJOR | (R), GCOM 1153 OR BY EVALUATION. § |
| Suggested Sophomore 1st Semester | | | | | |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| HUM | | HUMANITIES ELECTIVE | 3 | GEN ED | |
| SUPP | * | GUIDED SUPPORT ELECTIVE | 3 | SUPPORT | |
| GCOM 2163 | | PHOTOJOURNALISM | 3 | MAJOR | (R), GCOM 1153, GCOM 2153 OR BY EVALUATION. § |
| GCOM 2253 | | ADVERTISING PHOTOGRAPHY | 3 | MAJOR | (R), GCOM 1153, GCOM 2153 OR BY EVALUATION. § |
| Suggested Sophomore 2nd Semester | | | | | |
| GCOM 2353 | (B) | APPLIED GRAPHIC ART | 3 | MAJOR | (R), GCOM 1053 AND GCOM 1223 |
| GCOM 2803 | (B) | PORTFOLIO PREPARATION AND PRESENTATION | 3 | MAJOR | (R), GCOM 1223, GCOM 1053 AND GCOM 2323 OR BY EVALUATION. § |
| HIST 1483 | | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| GEN ED | | GEN ED ELECTIVE | 3 | GEN ED | |
| GCOM 2363 | | PORTRAIT PHOTOGRAPHY | 3 | MAJOR | (R), GCOM 1153, GCOM 2153 OR BY EVALUATION. § |

Major Courses: (33 Credit Hours) GCOM 1053; GCOM 1133; GCOM 1153; GCOM 2153; GCOM 2163; GCOM 2253; GCOM 2353; GCOM 2363; GCOM 2773; GCOM 2783; GCOM 2803

General Education Courses: (18 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education Electives (3 credit hours); Humanities: Any humanities course (3 credit hours)

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

Support Courses: (9 credit hours) APPM 1223, BUS 1323, or Any 1000 Mathematics Course; * 6 credit hours elective courses selected from any GCOM, ART, CAD, JB, FVP, or MU prefix.

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

§ Criteria available in division office

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

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

Physical Therapist Assistant (AAS) ++

Associate in Applied Science

Minimum of 69-70 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 his/her plan of care. PTAs teach and monitor exercise and activities of daily living, conduct treatments using special equipment, administer modalities, and regularly report to the physical therapist on the patient's responses and progress. Clinical experiences are in physical therapy departments and clinics. 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>.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|-----|---|---------|-------------|--|
| Suggested Entry Summer Semester | | | | | |
| BIO 1314 | (C) | HUMAN ANATOMY AND PHYSIOLOGY I | 4 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. AN ADEQUATE BIOLOGY PLACEMENT TEST SCORE OR BIO 0123 OR A COLLEGE-LEVEL BIOLOGICAL SCIENCE CLASS. |
| Suggested Freshman 1st Semester | | | | | |
| SCL 1001 | | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| PTA 1013 | (C) | INTRODUCTION TO PHYSICAL THERAPY | 3 | MAJOR | BIO 1314; COREQUISITE: PTA 1023, PTA 1213, AND BIO 1414 |
| PTA 1023 | (C) | DYNAMIC HUMAN MOTION | 3 | MAJOR | BIO 1314; COREQUISITE: PTA 1013, PTA 1213, BIO 1414 |
| PTA 1213 | (C) | PAIN MANAGEMENT AND MASSAGE | 3 | MAJOR | BIO 1314; COREQUISITE: PTA 1013, PTA 1023 |
| BIO 1414 | (C) | HUMAN ANATOMY AND PHYSIOLOGY II | 4 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, BIO 1314 |
| ENGL 1113 | | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| Suggested Freshman 2nd Semester | | | | | |
| PTA 1112 | (C) | PATHOLOGY FOR PHYSICAL REHABILITATION | 2 | MAJOR | PTA 1013, PTA 1023, PTA 1213; COREQUISITE: PTA 1224, PTA 2014, BIO 2102 |
| PTA 1224 | (C) | THERAPEUTIC EXERCISE I | 4 | MAJOR | PTA 1013, PTA 1023, PTA 1213; COREQUISITE PTA 2014, PTA 1112, BIO 2102 |
| PTA 2014 | (C) | ELECTROTHERAPY AND MODALITIES | 4 | MAJOR | PTA 1013, PTA 1023, PTA 1213, COREQUISITES: PTA 1112, PTA 1224; BIO 2102 |
| BIO 2102 | (C) | CLINICAL ANATOMY | 2 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE, PTA AND OTA STUDENTS ONLY |
| COM 1123 | | INTERPERSONAL COMMUNICATIONS— OR — | | SUPPORT | (R) (W) |
| COM 2213 | | INTRO TO PUBLIC SPEAKING— OR — | | SUPPORT | (R) |
| SOC 2143 | | MINORITIES, ETHNICITY AND CULTURAL DIVERSITY | 3 | SUPPORT | (R) (W) |
| Suggested Freshman Summer Semester | | | | | |
| PTA 1312 | (C) | INITIAL PRACTICUM | 2 | MAJOR | THE STUDENT MUST HAVE COMPLETED THE FOLLOWING COURSES WITH A "C" OR BETTER TO PARTICIPATE IN THE INITIAL PRACTICUM: PTA 1013, PTA 1023, PTA 1112, PTA 1213, PTA 1224, PTA 2014; BIO 2102, AND SUCCESSFULLY PASS THE COMPREHENSIVE PRACTICAL EXAM |
| Suggested Sophomore 1st Semester | | | | | |
| PTA 1202 | (C) | DEVELOPMENT, CONDITIONS AND TREATMENT ACROSS THE LIFESPAN | 2 | MAJOR | PTA 1312; COREQUISITES: PTA 2024, PTA 2113 |
| PTA 2024 | (C) | THERAPEUTIC EXERCISE II | 4 | MAJOR | PTA 1312; COREQUISITE PTA 1202, PTA 2113 |
| PTA 2113 | (C) | PTA SYSTEMS/PROBLEMS | 3 | MAJOR | PTA 1312; COREQUISITE: PTA 1202, PTA 2024 |
| PSY 1113 | | INTRODUCTION TO PSYCHOLOGY | 3 | GEN ED | (R) |
| ENGL 1233 | | REPORT WRITING— OR — | | GEN ED | (R) (W), ENGL 1113 |
| ENGL 1213 | | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| Suggested Sophomore 2nd Semester | | | | | |
| PTA 2034 | (C) | PRACTICUM I | 4 | MAJOR | THE STUDENT MUST HAVE COMPLETED THE FOLLOWING COURSES WITH A "C" OR BETTER TO PARTICIPATE IN THE PRACTICUM I: PTA 1312, PTA 1202, PTA 2024, PTA 2113, AND SUCCESSFULLY PASS THE COMPREHENSIVE PRACTICAL EXAM. |
| PTA 2134 | (C) | PRACTICUM II | 4 | MAJOR | PTA 2034 |
| PSY 2403 | | DEVELOPMENTAL PSYCHOLOGY | 3 | GEN ED | (R) (W), PSY 1113 |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| HIST 1483 | | U.S. HISTORY TO THE CIVIL WAR— OR — | | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |

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

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

Support Courses: (13 credit hours) Biological Science: BIO 1314; BIO 1414; BIO 2102; Communication: COM 1123 or COM 2213 or Sociology: SOC 2143

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog. The minimum time required to complete this degree is five semesters once the student has been accepted into the Physical Therapist Program.

++Special Admissions Procedures: Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. The student is responsible for cost of the Background Report, which must be paid by credit card or money order only. Clinical agency representative(s) review the reports that have any criminal history (or "hits on the designated areas of concern") without access to identifying information. The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites, he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require another complete Background Report.

Drug Testing: Drug testing is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Random drug tests will be done on a predetermined date. Any break in continuous enrollment will require an additional random test.

Credentialing: The ability to sit for the licensure exam, to meet the eligibility requirements to practice as a physical therapist assistant, will be approved or denied by the Oklahoma Board of Medical Licensure and Supervision based on the results of the criminal history investigations.

Note: All major, general education and support courses must be completed prior to or concurrently with the final practicum.

(C) This course requires a minimum of a "C" grade.

++Special Admissions Procedures Required. Please see our web page www.occ.edu/pta for applications. Students must achieve 70% or greater on College Math Placement IV in order to apply to the PTA Program.

Physics — Science with Physics Concentration (AS)

Associate in Science

Minimum of 61–62 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|------------------------------------|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| MATH 2104 | CALCULUS AND ANALYTIC GEOMETRY I | 4 | GEN ED | (R) (W), MATH 1533 AND MATH 1613 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CHEM 1115 | GENERAL CHEMISTRY I | 5 | GEN ED | (R) (W), MATH 1513 OR MATH 1533, OR BOTH MATH 0403 AND HIGH SCHOOL CHEMISTRY OR CHEM 1123. A GRADE OF "C" OR BETTER IS REQUIRED IN ALL PREREQUISITE COURSES. |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| Suggested Freshman 2nd Semester | | | | |
| PHYS 2014 | (B) ENGINEERING PHYSICS I | 4 | MAJOR | (R) (W), MATH 2104 (OR AT LEAST 4 HOURS OF CALCULUS) WITHIN THE LAST YEAR OR BY EVALUATION. PREREQUISITE OR COREQUISITE: MATH 2214. § |
| MATH 2214 | CALCULUS AND ANALYTIC GEOMETRY II | 4 | GEN ED | (R) (W), MATH 2104 WITHIN THE LAST YEAR. |
| CHEM 1215 | GENERAL CHEMISTRY II | 5 | SUPPORT | CHEM 1115 WITH A GRADE OF "C" OR BETTER; MATH 1513 OR MATH 1533 WITH A GRADE OF "C" OR BETTER. |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| Suggested Sophomore 1st Semester | | | | |
| PHYS 2114 | (B) ENGINEERING PHYSICS II | 4 | MAJOR | (R) (W), PHYS 2014 AND MATH 2214 (OR AT LEAST 8 HOURS OF CALCULUS) WITHIN THE LAST YEAR OR BY EVALUATION. § PREREQUISITE OR COREQUISITE: MATH 2314 |
| MATH 2314 | CALCULUS AND ANALYTIC GEOMETRY III | 4 | MAJOR | (R) (W), MATH 2214 WITHIN THE LAST YEAR. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| BIO | * BIOLOGICAL SCIENCE | 3-4 | GEN ED | |
| Suggested Sophomore 2nd Semester | | | | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| CS 1143 | BEGINNING PROGRAMMING —OR— | | SUPPORT | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| FA SUPPORT | FACULTY APPROVED SUPPORT ELECTIVES | 3 | SUPPORT | |
| SOC SC | SOCIAL SCIENCE ELECTIVE | 3 | GEN ED | |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |

Major Courses: (12 credit hours) Physics: (B) PHYS 2014; (B) PHYS 2114; Mathematics: MATH 2314

General Education Courses: (40-41 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Chemistry: CHEM 1115;

*Biological Science: Three to four credit hours of general education; Humanities: Six credit hours; Social Science: Three credit hours; Mathematics: MATH 2104; MATH 2214; General Education Elective: 2-3

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

Support Courses: (8 credit hours) Chemistry: CHEM 1215; Computer Programming: CS 1143 or Faculty Approved Support Elective

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

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

*Select from BIO 1023, BIO 1113, BIO 1114, BIO 1124, BIO 1204, BIO 2114, BIO 2125, BIO 2215, BIO 2343, BIO 2403, BIO 2404

§ Criteria available in division office

Political Science/Pre-Law (AA)

Associate in Arts

Minimum of 61 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| BIO | ** BIOLOGICAL SCIENCE | 3-4 | GEN ED | |
| GEOG 2603 | WORLD REGIONAL GEOGRAPHY | 3 | GEN ED | (R) |
| Suggested Freshman 2nd Semester | | | | |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| POL SCI | POLITICAL SCIENCE ELECTIVE | 3 | MAJOR | |
| MATH 1513 | COLLEGE ALGEBRA —OR— | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1503 | CONTEMPORARY MATHEMATICS —OR— | | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 1st Semester | | | | |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| POL SCI | POLITICAL SCIENCE ELECTIVE | 6 | MAJOR | |
| PHYS | ** ANY PHYSICAL SCIENCE* | 3-4 | GEN ED | |
| ECON 1013 | INTRODUCTION TO ECONOMICS | 3 | GEN ED | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Sophomore 2nd Semester | | | | |
| POLSC 2613 | SCOPE AND METHODS OF POLITICAL SCIENCE | 3 | MAJOR | (R) (W) POLSC 1113 AND MUST HAVE COMPLETED AT LEAST 6 HOURS OF POLITICAL SCIENCE ELECTIVES (E.G. 2003, 2103, 2113, 2213, 2223, 2303, 2603). |
| FA ELEC | *** FACULTY APPROVED ELECTIVE | 11 | SUPPORT | |

Major Courses: (12 Credit Hours) Political Science: POLSC 2613; nine credit hours Political Science Electives

General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483; HIST 1493; Political Science: POLSC 1113; *Science: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science. One of the science courses must include a lab component.; Humanities: Six credit hours Humanities; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Geography: GEOG 2603; Economics: ECON 1013.

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

Support Courses: (11 Credit Hours) *Elective: 11 credit hours Approved Elective

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

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

*** 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 (AS)

Associate in Science

Minimum of 61 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| AHP 1013 | * MEDICAL TERMINOLOGY | 3 | SUPPORT | (R) |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| BIO 1023 | INTRODUCTORY NUTRITION | 3 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| BIO 1124 | GENERAL BIOLOGY I (MAJORS) | 4 | GEN ED | (R),(W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CHEM 1115 | GENERAL CHEMISTRY I | 5 | GEN ED | (R) (W), MATH 1513 OR MATH 1533, OR BOTH MATH 0403 AND HIGH SCHOOL CHEMISTRY OR CHEM 1123. A GRADE OF "C" OR BETTER IS REQUIRED IN ALL PREREQUISITE COURSES. |
| Suggested Sophomore 1st Semester | | | | |
| BIO 2125 | MICROBIOLOGY | 5 | MAJOR | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE, ANY FOUR CREDIT HOUR COLLEGE-LEVEL BIOLOGY COURSE AND A COLLEGE-LEVEL CHEMISTRY COURSE. |
| BIO 2255 | HUMAN ANATOMY | 5 | MAJOR | (R) (W) MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE, BIO 1124 |
| HUM (C) | HUMANITIES ELECTIVE | 3 | GEN ED | |
| SOC SC (C) | SOCIAL SCIENCE ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 2nd Semester | | | | |
| BIO 2234 | HUMAN PHYSIOLOGY | 4 | MAJOR | (R) (W) MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE, BIO 1124 AND ONE COLLEGE-LEVEL CHEMISTRY COURSE. |
| CS 1103 | * INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | SUPPORT | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| HUM (C) | HUMANITIES ELECTIVE | 3 | GEN ED | |
| SOC SC (C) | SOCIAL SCIENCE ELECTIVE | 3 | GEN ED | |
| GEN ED (C) | GEN ED ELECTIVE | 1 | GEN ED | |

Major Courses: (14 credit hours) Biology: BIO 2125; BIO 2234; BIO 2255

General Education Courses: (37 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 2013 ; Electives: One credit hour of General Education Electives; BIO 1124

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

Support Courses: (9 credit hours) Biology: BIO 1023; AHP: Medical Terminology AHP 1013; Computer Science: CS 1103

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

Notes: *CS 1103 or any other 3 credit CS course, AHP 1013; and any 5-credit hour GRMN, FREN or SPAN are recommended and may be substituted for any of the support courses.

(C) 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" Note: A Human Anatomy course may be required for a baccalaureate nursing degree. Consult receiving institutions.

Pre-Dentistry — Science with Chemistry Concentration Program (AS)

Associate in Science

Minimum of 61-64 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 in order to complete any remaining prerequisites for admission to a college of dentistry.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|-----|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | | |
| SCL 1001 | | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| CHEM 1115 | (C) | GENERAL CHEMISTRY I | 5 | GEN ED | (R) (W), MATH 1513 OR MATH 1533, OR BOTH MATH 0403 AND HIGH SCHOOL CHEMISTRY OR CHEM 1123. A GRADE OF "C" OR BETTER IS REQUIRED IN ALL PREREQUISITE COURSES. |
| MATH 1513 | (C) | COLLEGE ALGEBRA | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BIO 1124 | | GENERAL BIOLOGY I (MAJORS) | 4 | GEN ED | (R),(W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | | |
| ENGL 1213 | | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| MATH 1613 | | TRIGONOMETRY —OR— | | GEN ED | (R), PRE OR COREQUISITE: MATH 1513 OR MATH 1533 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1743 | | CALCULUS I FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES —OR— | | GEN ED | (R), MATH 1513 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | | INTRODUCTION TO STATISTICS | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CHEM 1215 | (C) | GENERAL CHEMISTRY II | 5 | MAJOR | CHEM 1115 WITH A GRADE OF "C" OR BETTER; MATH 1513 OR MATH 1533 WITH A GRADE OF "C" OR BETTER. |
| PHYS 1114 | | COLLEGE PHYSICS I | 4 | GEN ED | (R) (W), MATH 1513 OR HIGHER OR APPM 1223, WITHIN THE LAST TWO YEARS OR BY EVALUATION. § |
| Suggested Sophomore 1st Semester | | | | | |
| CHEM 2114 | (C) | ORGANIC CHEMISTRY I | 4 | MAJOR | CHEM 1215 WITH A GRADE OF "C" OR BETTER. |
| HUM | | HUMANITIES ELECTIVE | 3 | GEN ED | |
| PSY 1113 | | INTRODUCTION TO PSYCHOLOGY | 3 | GEN ED | (R) |
| FA SUPPORT | | FACULTY APPROVED SUPPORT ELECTIVES | 5-8 | SUPPORT | |
| Suggested Sophomore 2nd Semester | | | | | |
| HIST 1483 | | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| CHEM 2124 | (C) | ORGANIC CHEMISTRY II | 4 | MAJOR | CHEM 2114 WITH A GRADE OF "C" OR BETTER. |
| CHEM 2122 | (C) | ORGANIC CHEMISTRY LABORATORY | 2 | MAJOR | CHEM 2114 WITH A GRADE OF "C" OR BETTER. |
| POLSC 1113 | | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| HUM | | HUMANITIES ELECTIVE | 3 | GEN ED | |

Major Courses: (15 credit hours) (C) CHEM 1215; (C) CHEM 2114; (C) CHEM 2122; (C) CHEM 2124

General Education Courses: (40 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Chemistry: CHEM 1115; Physics: PHYS 1114; Biological Science: BIO 1124; Humanities: Six credit hours; Social Sciences: PSY 1113; Mathematics: MATH 1513 or MATH 1613 or MATH 1743 or MATH 2013

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

Support Courses: (5-8 credit hours) One or two Faculty Advisor Approved Support Electives chosen from BIO or PHYS

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

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

§ Criteria available in division office

Pre-Education (AS)

Associate in Science

Minimum of 61 Credit Hours

The Pre-Education A.S. Degree at Oklahoma City Community College is designed for students who plan to transfer to a teacher education degree program at a four-year college or university to earn a baccalaureate degree in the fields of Early Childhood Education, Elementary Education, or Special Education. This degree is NOT appropriate for those students planning to teach at the Secondary Level, since the requirements are quite different for the baccalaureate in Secondary Education with discipline specific requirements (e.g. Language Arts Education/English Education, History Education, Math Education, etc.). It is highly recommended that students seek academic guidance from a faculty advisor and/or a counselor in the Advising and Career Services Office, if they have questions. A faculty advisor will be assigned by student request in Advising, after which the request goes to the Arts and Humanities Division for the faculty assignment to be made. The Curriculum Listing and Suggested Course Sequences are provided so that students can transfer with both General Education requirements and most, if not all, of the other support courses in preparation for transfer to a four-year institution for Early Childhood Education, Elementary Education or Special Education. Students completing this degree will need to meet additional requirements at their chosen transfer institution to complete the B.S. in Education (see note below). Because each four-year institution or university varies slightly in its requirements, students should also consult the notes section listed below the curriculum pattern AND consult with a faculty advisor early for guidance through the Pre-Education program at OCCC. The notes refer to recommended courses for OU, UCO, USAO; however, if a student will be transferring to another four-year college or university, he or she should refer to the transfer guide for their particular major and transfer institution. Students should also consult with the appropriate advisor in the College of Education at their intended transfer institutions to be informed about admittance requirements into Teacher Education. Most institutions have deadlines for applying to Teacher Education. All course work must be completed with a grade of "C" or better to satisfy degree requirements.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--------------------------------------|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| PHYS 1064 | EARTH SCIENCE | 4 | GEN ED | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR -OR- | 3 | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | | GEN ED | (R) (W) |
| MATH 1503 | CONTEMPORARY MATHEMATICS -OR- | 3 | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | COLLEGE ALGEBRA -OR- | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| FA ELEC | FACULTY APPROVED ELECTIVE | 3 | GEN ED | |
| Suggested Freshman 2nd Semester | | | | |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| BIO 1114 | GENERAL BIOLOGY (NON-MAJORS) | 4 | GEN ED | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| PSY 1113 | INTRODUCTION TO PSYCHOLOGY -OR- | 3 | GEN ED | (R) |
| SOC 1113 | INTRODUCTION TO SOCIOLOGY | | GEN ED | (R) |
| MATH 1503 | CONTEMPORARY MATHEMATICS -OR- | 3 | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | COLLEGE ALGEBRA -OR- | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | | GEN ED | (R) (W) |
| Suggested Sophomore 1st Semester | | | | |
| COM 2213 | INTRO TO PUBLIC SPEAKING | 3 | GEN ED | (R) |
| FA ELEC | FACULTY APPROVED ELECTIVE | 3 | GEN ED | |
| FA SCI | FACULTY APPROVED SCIENCE ELECTIVE | 4 | GEN ED | |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| ENGL 2123 | INTRODUCTION TO LITERATURE -OR- | 3 | GEN ED | (R) (W), ENGL 1213 |
| ENGL 2653 | SURVEY OF ENGLISH LITERATURE II -OR- | | GEN ED | (R), ENGL 1213 |
| ENGL 2883 | SURVEY OF AMERICAN LITERATURE II | | GEN ED | PREREQUISITES: ENGL 1213 |
| Suggested Sophomore 2nd Semester | | | | |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| GEOG 2603 | WORLD REGIONAL GEOGRAPHY | 3 | GEN ED | (R) |
| FA ELEC | FACULTY APPROVED ELECTIVE | 6 | GEN ED | |

Major Courses: None

General Education Courses: English (6 credit hours): ENGL 1113; ENGL 1213; Mathematics (6 credit hours): MATH 1503; MATH 1513; MATH 2013; History (3 credit hours): HIST 1483; HIST 1493; Political Science (3 credit hours): POLSC 1113; Biological Science BIO 1114 (must include lab): PHYS 1064; PSY 1113 OR SOC 1113; Humanities (6 credit hours): Chosen from General Education Humanities; COM 2213; GEOG 2603; PHYS 1064; PSY 1113 (Intro to Psychology) or SOC 1113 (Intro to Sociology); Humanities (chosen from General Education Humanities): COM 2213; GEOG 2603

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

Support Courses: Students should select General Education Courses, in consultation with a faculty advisor, according to the specific requirements for their chosen transfer university below.

OU transfers: The third science must be a 2000-level course to meet OU's requirements. BIO 2404, PHYS 2014, PHYS 2114 (some of these have pre-requisites); MATH 2213 and/or MATH 2023; HUM 1113 (as 3 of the 6 credit hours in the General Ed humanities); ten (10) credit hours of modern language (SPAN 1115 AND 1225, FREN 1115 AND 1225, GRMN 1115 AND 1225); Early Childhood Ed majors should take PHIL 1013 toward 3 credit hours of General Education humanities; Special Education majors may take PSY 2193 or PSY 2403 as an elective.

UCO transfers: HIST 1483 OR 1493 whichever was not taken for General Education; for General Education MATH requirements, only MATH 1513 and MATH 2013 will transfer and satisfy requirements for Early Childhood Education, Elementary Education, and Special Education majors. MATH 1503 (Contemporary Math) will not meet the 12 credit hours required by the College of Education; three (3) - six (6) credit hours of modern language (SPAN 1013/1123, FREN 1013/1123, or GRMN 1013/1123)(if only 3 credit hours are taken, student will take an exam to demonstrate listening and speaking ability); CHEM 1115, CHEM 1215, GEOL 1114, PHYS 1014, PHYS 1114, PHYS 1214, PHYS 1504, PHYS 1514 (some of these have pre-requisites)

USAO transfers: MATH 2023 and/or 2213; CHEM 1115, CHEM 1215, GEOL 1114, PHYS 1014, PHYS 1114, PHYS 1214, PHYS 1504, PHYS 1514(some of these have pre-requisites); six (6) - ten (10) credit hours of modern language (SPAN, FREN, GRMN); One of the following may be taken as an elective: ECON 2113, ECON 2123, PSY 1113, PSY 1103, PSY 1123, PSY 1143, PSY 1153, PSY 1503, PSY 2193, PSY 2233, PSY 2243, PSY 2743, SOC 1203, SOC 2013, SOC 2023, SOC 2063, SOC 2123, SOC 2163, SOC 2213, ART 1123, ART 2013, ART 1233, ART 2143, ART 2183, ART 1193, ART 2193, ART 2263, JB 1103, JB 2233, JB 2303, **MU 1151, MU 1141, ENGL 2003**

Notes: This program is designed for students planning to continue their education at a four-year college or university. See the front general section for information and requirements about University Parallel/Transfer Programs. Students majoring in Elementary Education, Early Childhood Education and Special Education should carefully select courses that will satisfy requirements at the transfer institution. The A.S. degree does not guarantee entry into a Professional Teacher Education program, and students transferring to an Oklahoma institution should consult with an academic or faculty advisor in order to meet requirements. Elementary Education, Early Childhood Education, and Special Education majors seeking certification in Oklahoma must take twelve (12) credit hours in each of the following areas: English and Communication, Mathematics, Science, and Social Sciences. A grade of "C" or better must be earned in all coursework to satisfy degree requirements. In addition, Elementary Education, Early Childhood Education, and Special Education majors must demonstrate listening and speaking skills in a language other than English at the "novice-high" level, as required by the State of Oklahoma Teacher Certification. Please consult the faculty advisor in regard to meeting foreign language requirements, as they vary from institution to institution.

Pre-Medicine — Science with Chemistry Concentration Program (AS)

Associate in Science

Minimum of 61-64 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 in order to complete any remaining prerequisites for admission to a college of medicine.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/Writing ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| BIO 1124 | GENERAL BIOLOGY I (MAJORS) | 4 | GEN ED | (R),(W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| CHEM 1115 | (C) GENERAL CHEMISTRY I | 5 | GEN ED | (R) (W), MATH 1513 OR MATH 1533, OR BOTH MATH 0403 AND HIGH SCHOOL CHEMISTRY OR CHEM 1123. A GRADE OF "C" OR BETTER IS REQUIRED IN ALL PREREQUISITE COURSES. |
| MATH 1513 | (C) COLLEGE ALGEBRA | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| CHEM 1215 | (C) GENERAL CHEMISTRY II | 5 | MAJOR | CHEM 1115 WITH A GRADE OF "C" OR BETTER; MATH 1513 OR MATH 1533 WITH A GRADE OF "C" OR BETTER. |
| MATH 1613 | TRIGONOMETRY —OR— | | GEN ED | (R), PRE OR COREQUISITE: MATH 1513 OR MATH 1533 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1743 | CALCULUS I FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES —OR— | | GEN ED | (R), MATH 1513 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| PHYS 1114 | COLLEGE PHYSICS I | 4 | GEN ED | (R) (W), MATH 1513 OR HIGHER OR APPM 1223, WITHIN THE LAST TWO YEARS OR BY EVALUATION. § |
| Suggested Sophomore 1st Semester | | | | |
| CHEM 2114 | (C) ORGANIC CHEMISTRY I | 4 | MAJOR | CHEM 1215 WITH A GRADE OF "C" OR BETTER. |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| PSY 1113 | INTRODUCTION TO PSYCHOLOGY —OR— | | GEN ED | (R) |
| SOC 1113 | INTRODUCTION TO SOCIOLOGY | 3 | GEN ED | (R) |
| FA SUPPORT | FACULTY APPROVED SUPPORT ELECTIVES | 5-8 | SUPPORT | |
| Suggested Sophomore 2nd Semester | | | | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| CHEM 2124 | (C) ORGANIC CHEMISTRY II | 4 | MAJOR | CHEM 2114 WITH A GRADE OF "C" OR BETTER. |
| CHEM 2122 | (C) ORGANIC CHEMISTRY LABORATORY | 2 | MAJOR | CHEM 2114 WITH A GRADE OF "C" OR BETTER. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |

Major Courses: (15 credit hours) (C) CHEM 1215; (C) CHEM 2114; (C) CHEM 2122; (C) CHEM 2124

General Education Courses: (40 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; (C) Chemistry: CHEM 1115; Physics: PHYS 1114; Biological Science: BIO 1124; Humanities: Six credit hours; Social Sciences: PSY 1113 or SOC 1113; Mathematics: MATH 1513; MATH 1613; MATH 1743; MATH 2013

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

Support Courses: (5-8 credit hours) One or two Faculty Approved Support Electives chosen from BIO or PHYS

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

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

Admission to the College of Medicine at OUHSC requires a third English course.

§ Criteria available in division office

Pre-Pharmacy — Science with Chemistry Concentration Program (AS)

Associate in Science

Minimum of 61-64 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. Since admission requirements vary among different colleges of pharmacy, the student should meet with an advisor early in his or her academic career to develop a plan for meeting prerequisites for admission to a college of pharmacy.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| CHEM 1115 | (C) GENERAL CHEMISTRY I | 5 | GEN ED | (R) (W), MATH 1513 OR MATH 1533, OR BOTH MATH 0403 AND HIGH SCHOOL CHEMISTRY OR CHEM 1123. A GRADE OF "C" OR BETTER IS REQUIRED IN ALL PREREQUISITE COURSES. |
| BIO 1124 | GENERAL BIOLOGY I (MAJORS) | 4 | GEN ED | (R),(W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | (C) COLLEGE ALGEBRA | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| CHEM 1215 | (C) GENERAL CHEMISTRY II | 5 | MAJOR | CHEM 1115 WITH A GRADE OF "C" OR BETTER; MATH 1513 OR MATH 1533 WITH A GRADE OF "C" OR BETTER. |
| MATH 1743 | CALCULUS I FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES | 3 | GEN ED | (R), MATH 1513 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| PHYS 1114 | COLLEGE PHYSICS I | 4 | GEN ED | (R) (W), MATH 1513 OR HIGHER OR APPM 1223, WITHIN THE LAST TWO YEARS OR BY EVALUATION. § |
| Suggested Sophomore 1st Semester | | | | |
| CHEM 2114 | (C) ORGANIC CHEMISTRY I | 4 | MAJOR | CHEM 1215 WITH A GRADE OF "C" OR BETTER. |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| PSY 1113 | INTRODUCTION TO PSYCHOLOGY | 3 | GEN ED | (R) |
| FA SUPPORT | FACULTY APPROVED SUPPORT ELECTIVES | 5-8 | SUPPORT | |
| Suggested Sophomore 2nd Semester | | | | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| CHEM 2124 | (C) ORGANIC CHEMISTRY II | 4 | MAJOR | CHEM 2114 WITH A GRADE OF "C" OR BETTER. |
| CHEM 2122 | (C) ORGANIC CHEMISTRY LABORATORY | 2 | MAJOR | CHEM 2114 WITH A GRADE OF "C" OR BETTER. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |

Major Courses: (15 credit hours) (C) CHEM 1215; (C) CHEM 2114; (C) CHEM 2122; (C) CHEM 2124

General Education Courses: (40 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Chemistry: CHEM 1115; Physics: PHYS 1114; Biological Science: BIO 1124; Humanities: Six credit hours; Social Sciences: PSY 1113; Mathematics: MATH 1513; MATH 1743

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

Support Courses: (5-8 credit hours) One or two Faculty Advisor Approved Support Electives chosen from BIO, ECON, or PHYS

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

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

§ Criteria available in division office

Admission to the College of Pharmacy at OUHSC also requires a physiology course such as BIO 2234. Please see a faculty advisor for additional requirements.

Prosthetics Technician (Certificate) ++

Certificate of Mastery

Minimum of 27 Credits

This program of student prepares students to enter the workforce upon completion of the certificate. The course content was designed to meet the multiple components of designing, fitting and manufacturing artificial limbs. ***

| Course ID | Course Name | Credits | Type | Prerequisites |
|---------------------------------|---|---------|---------|--|
| Suggested Freshman 1st Semester | | | | |
| ORPR 1112 | ORTHOTIC AND PROSTHETIC EQUIPMENT AND MATERIALS | 2 | MAJOR | (R) (W) |
| ORPR 2115 | TRANSTIBIAL PROSTHETICS | 5 | MAJOR | (R) (W) APPM 1223, ORPR 1112 |
| ORPR 2233 | TRANSRADIAL AND TRANSHUMERAL PROSTHETICS | 3 | MAJOR | (R) (W), ORPR 1112 |
| BIO 1224 | TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY | 4 | SUPPORT | (R) (W) |
| Suggested Freshman 2nd Semester | | | | |
| ORPR 2255 | TRANSFEMORAL PROSTHETICS | 5 | MAJOR | (R) (W), ORPR 1112, ORPR 2115 |
| ORPR 2313 | ADVANCED TRANSTIBIAL PROSTHETICS | 3 | MAJOR | (R) (W), ORPR 1112, ORPR 2115 |
| ORPR 2335 | CLINICAL PROSTHETICS | 5 | MAJOR | (R) (W), ORPR 1112, ORPR 2115, ORPR 2233, ORPR 2255, ORPR 2313 |

Major Courses: ORPR 1112, ORPR 2115, ORPR 2233, ORPR 2255, ORPR 2313, ORPR 2335

General Education Courses: None

Life Skills Courses: None

Support Courses: BIO 1224

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate. This program is offered through a cooperative alliance established with Francis Tuttle Technology Center.

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

++ Special admission procedures required.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occ.edu/certificates/prosthetictechnician.html>

Psychology (AA)

Associate in Arts

Minimum of 61 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|------------------------------------|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| PSY 1113 | INTRODUCTION TO PSYCHOLOGY | 3 | MAJOR | (R) |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| BIO * | BIOLOGICAL SCIENCE | 3-4 | GEN ED | |
| MATH 1513 | COLLEGE ALGEBRA —OR— | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1503 | CONTEMPORARY MATHEMATICS —OR— | | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Freshman 2nd Semester | | | | |
| PSY 2403 | DEVELOPMENTAL PSYCHOLOGY | 3 | MAJOR | (R) (W), PSY 1113 |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| PHYS * | ANY PHYSICAL SCIENCE* | 3-4 | GEN ED | |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 1st Semester | | | | |
| PSYCH ** | PSYCHOLOGY ELECTIVE | 6 | MAJOR | |
| SOC 1113 | INTRODUCTION TO SOCIOLOGY | 3 | GEN ED | (R) |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| FA SUPPORT *** | FACULTY APPROVED SUPPORT ELECTIVES | 3 | SUPPORT | |
| Suggested Sophomore 2nd Semester | | | | |
| PSYCH ** | PSYCHOLOGY ELECTIVE | 3 | MAJOR | |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| FA SUPPORT *** | FACULTY APPROVED SUPPORT ELECTIVES | 5 | SUPPORT | |
| SOC SC | SOCIAL SCIENCE ELECTIVE | 3 | GEN ED | |

Major Courses: (15 credit hours) **Psychology: PSY 1113; twelve credit hours of psychology electives, which must include PSY 2403 and two of the following: PSY 2123; PSY 2193; or PSY 2743.

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; *Sciences: General education Biological Science; and Physical Science (at least one must have a lab); Humanities: Six credit hours of humanities electives.; Mathematics: MATH 1513 or MATH 1503 or MATH 2013; Social Sciences: SOC 1113; three credit hours of social science electives.; General Education Electives: Three credit hours of electives.

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

Support Courses: (8 credit hours) ***Support courses selected from: AHP, ART, BIO, CHEM, CD,COM, CS, ENGL, HIST, HUM, MATH, MGMT, MU, PHIL, PHYS, POLSC, PSY, SOC and any foreign language course. Other courses by approval of program advisor.

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

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

Public Relations — Journalism and Broadcasting/Public Relations Emphasis (AA)

Associate in Arts

Minimum of 61 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 and journalism.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| PSY 1113 | INTRODUCTION TO PSYCHOLOGY —OR— | 3 | GEN ED | (R) |
| SOC 1113 | INTRODUCTION TO SOCIOLOGY | | GEN ED | (R) |
| MATH 1503 | CONTEMPORARY MATHEMATICS —OR— | | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | COLLEGE ALGEBRA —OR— | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| COM 1123 | INTERPERSONAL COMMUNICATIONS | 3 | GEN ED | (R) (W) |
| JB 1103 | AUDIO PRODUCTION | 3 | MAJOR | (R) (W) |
| Suggested Freshman 2nd Semester | | | | |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| ECON 1013 | INTRODUCTION TO ECONOMICS | 3 | GEN ED | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| JB 1133 | NEWS WRITING | 3 | MAJOR | (R) (W) |
| COM 2213 | INTRO TO PUBLIC SPEAKING | 3 | GEN ED | (R) |
| Suggested Sophomore 1st Semester | | | | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | 3 | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | | GEN ED | (R) (W) |
| JB 2413 | PRINCIPLES OF PUBLIC RELATIONS | | MAJOR | (R) (W) |
| GCOM 1143 | BLACK AND WHITE PHOTOGRAPHY I —OR— | 3 | SUPPORT | (R) |
| GCOM 2773 | IMAGE EDITING: PHOTOSHOP I | | SUPPORT | (R) |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| BIO | * BIOLOGICAL SCIENCE | 3-4 | GEN ED | |
| Suggested Sophomore 2nd Semester | | | | |
| JB 2643 | VIDEO PRODUCTION | 3 | MAJOR | (R) (W) |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| PHYS SC | * ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL PREFIXES | 3-4 | GEN ED | |
| ELEC | ELECTIVE | 4-5 | GEN ED | |

Major Courses: (12 Credit Hours) Journalism and Broadcasting: JB 1103; JB 1133; JB 2413; JB 2643

General Education Courses: (40-41 Credit Hours) English: ENGL 1113; ENGL 1213; Communications: COM 1123; COM 2213; Economics: ECON 1013; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Political Science: POLSC 1113; Social Sciences: PSY 1113 or SOC 1113; Humanities: Six credit hours Humanities Electives; *Sciences: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science - one of the science courses must include a lab component.

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

Support Courses: (7-8 Credit Hours) GCOM 1143 or GCOM 2773; ELECTIVES (4-5 Credit Hours)

Electives: Four to five credit hours Free Electives

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

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

Respiratory Care Therapist (AAS) # ++

Associate in Applied Science

Minimum of 68 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 alliance.

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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| RC 1041 | INTRODUCTION TO CLINICAL APPLICATION | 1 | MAJOR | (R) COREQUISITE: RC 1114, RC 1021 |
| RC 1033 | RESPIRATORY CARE SCIENCES | 3 | MAJOR | (R) (W) MATH 1513 OR APPM 1223 |
| APPM 1223 | MATHEMATICS FOR TECHNICAL CAREERS I —OR— | | SUPPORT | (R), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | COLLEGE ALGEBRA | 3 | SUPPORT | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| BIO 1224 | TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY —OR— | | SUPPORT | (R) (W) |
| BIO 1314 | HUMAN ANATOMY AND PHYSIOLOGY I | 4 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. AN ADEQUATE BIOLOGY PLACEMENT TEST SCORE OR BIO 0123 OR A COLLEGE-LEVEL BIOLOGICAL SCIENCE CLASS. |
| RC 1114 | RESPIRATORY THERAPY PROCEDURES I AND LAB | 4 | MAJOR | (R) (W) MATH 1513 OR APPM 1223 COREQUISITE: RC 1033; BIO 1314 OR BIO 1224; MATH 1513 OR MATH 1223 |
| RC 1021 | MEDICAL ETHICS | 1 | MAJOR | (R), ADMISSION TO RESPIRATORY THERAPY PROGRAM |
| Suggested Freshman 2nd Semester | | | | |
| RC 1124 | RESPIRATORY THERAPY PROCEDURES II AND LAB | 4 | MAJOR | RC 1041; RC 1114 |
| RC 1142 | RESPIRATORY PHARMACOLOGY | 2 | MAJOR | RC 1312; COREQUISITE: MATH 1513 OR APPM 1223 |
| RC 1312 | CARDIOPULMONARY ANATOMY, PHYSIOLOGY AND PATHOLOGY | 2 | MAJOR | NONE |
| ENGL 1113 | ENGLISH COMPOSITION I (COMPUTER ASSISTED) | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| RC 1244 | CLINICAL APPLICATION OF BASIC RESPIRATORY THERAPEUTIC | 4 | MAJOR | (R), RC 1041, RC 1114 |
| Suggested Freshman Summer Semester | | | | |
| RC 2212 | PULMONARY FUNCTION TESTING AND BRONCHOSCOPY | 2 | MAJOR | (R) (W) RC 1124, RC 1253, RC 1312 |
| RC 1253 | CLINICAL APPLICATION OF ADVANCED RESPIRATORY THERAPEUTICS | 3 | MAJOR | (R) (W), RC 1124, RC 1244 |
| Suggested Sophomore 1st Semester | | | | |
| RC 2124 | CRITICAL CARE RESPIRATORY THERAPY | 4 | MAJOR | (R) (W) RC 1124, RC 1142, RC 1253, RC 1312 |
| RC 2312 | CLINICAL EXPERIENCE I | 2 | MAJOR | (R) (W) RC 2212 |
| RC 1223 | PEDIATRIC AND NEONATAL RESPIRATORY CARE | 3 | MAJOR | (R) (W), RC 1124; RC 1142; RC 1244; RC 1312; RC 1253 |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 2nd Semester | | | | |
| RC 2512 | RESPIRATORY THERAPY SEMINAR | 2 | MAJOR | RC 1124, RC 1244, RC 1142, RC 1312, RC 1253 |
| RC 2412 | CLINICAL EXPERIENCE II | 2 | MAJOR | (R) (W) RC 2124, RC 1223 |
| RC 2613 | ADVANCED RESPIRATORY CARE/PATIENT MANAGEMENT | 3 | MAJOR | (R) (W), RC 1223, RC 2124, RC 2213 |
| PSY 1113 | INTRODUCTION TO PSYCHOLOGY | 3 | GEN ED | (R) |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| OSRHE1 | * OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE* | 3 | GEN ED | |

Major Courses: (42 credit hours) RC 1021; RC 1033; RC 1041; RC 1114; RC 1124; RC 1142; RC 1223; RC 1244; RC 1253; RC 1312; RC 2124; RC 2212; RC 2312; RC 2412; RC 2512; RC 2613

General Education Courses: (18 credit hours) Political Science: POLSC 1113; English: ENGL 1113 Computer-Assisted; Any Oklahoma State Regents for Higher Education approved general education three credit hour English or communications course.*; Psychology: PSY 1113; History: HIST 1483 or HIST 1493; General Education Electives: three credit hours

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

Support Courses: (7 credit hours) Biological Sciences: BIO 1314 or BIO 1224; Mathematics: MATH 1513 or APPM 1223

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog. Major courses are available only at Francis Tuttle Technology Center.

A cooperative agreement has been established with 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 (AA)

Associate in Arts

Minimum of 62 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|------------------------------------|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| SOC 1113 | INTRODUCTION TO SOCIOLOGY | 3 | MAJOR | (R) |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| BIO | ** BIOLOGICAL SCIENCE | 3-4 | GEN ED | |
| PSY 1113 | INTRODUCTION TO PSYCHOLOGY | 3 | GEN ED | (R) |
| Suggested Freshman 2nd Semester | | | | |
| SOC 2023 | SOCIAL PROBLEMS | 3 | MAJOR | (R) (W), SOC 1113 |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| MATH 1503 | CONTEMPORARY MATHEMATICS —OR— | | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | COLLEGE ALGEBRA —OR— | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| SOC | SOCIOLOGY ELECTIVE | 3 | MAJOR | |
| Suggested Sophomore 1st Semester | | | | |
| SOC | SOCIOLOGY ELECTIVE | 3 | MAJOR | |
| PHYS | ** ANY PHYSICAL SCIENCE | 3-4 | GEN ED | |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| SUPP | GUIDED SUPPORT ELECTIVE | 6 | SUPPORT | |
| Suggested Sophomore 2nd Semester | | | | |
| SUPP | GUIDED SUPPORT ELECTIVE | 3 | SUPPORT | |
| SOC | SOCIOLOGY ELECTIVE | 3 | MAJOR | |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| GEN ED | GEN ED ELECTIVE | 6 | GEN ED | |

Major Courses: (15 credit hours) Sociology: SOC 1113; SOC 2023. Nine credit hours of Sociology electives, (i.e. any other SOC category courses)

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Psychology: PSY 1113 ; Sciences: Three or four credit hours of general education biological sciences; three or four credit hours of physical science-one of the science courses must include a lab component; Humanities: Six credit hours of Humanities courses.; General Education Electives: Six credit hours

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

Support Courses: (9 credit hours) All courses within the following categories: CD, ENGL, CS, ECON, GER, HIST, HUM, PHIL, POLSC, PSY, SOC. Any foreign language or credited sign language course. Additional courses may be substituted with approval of advisor.

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

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

Spanish — Modern Languages: Spanish Emphasis (AA)

Associate in Arts

Minimum of 61 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|---|----------|-------------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/Writing ASSESSMENT SCORES |
| SPAN 1115 | ELEMENTARY SPANISH I | 5 | MAJOR | (R) (W) |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| BIO SUPP | * BIOLOGICAL SCIENCE GUIDED SUPPORT ELECTIVE | 3-4 3 | GEN ED SUPPORT | |
| Suggested Freshman 2nd Semester | | | | |
| SPAN 1225 | ELEMENTARY SPANISH II | 5 | MAJOR | SPAN 1115 OR BY EVALUATION. § |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| MATH 1503 | CONTEMPORARY MATHEMATICS —OR— | | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | COLLEGE ALGEBRA —OR— | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 1st Semester | | | | |
| SPAN 2113 | INTERMEDIATE SPANISH I | 3 | MAJOR | (R), SPAN 1225 OR BY EVALUATION. § |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| ENGL 2123 | INTRODUCTION TO LITERATURE —OR HIGHER LIT ELECTIVE | 3 | GEN ED | (R) (W), ENGL 1213 |
| Suggested Sophomore 2nd Semester | | | | |
| SPAN 2223 | INTERMEDIATE SPANISH II | 3 | MAJOR | (R), SPAN 2113 OR BY EVALUATION. § |
| PHYS SC | * ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL PREFIXES | 3-4 | GEN ED | |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| SUPP | GUIDED SUPPORT ELECTIVE | 4 | SUPPORT | |

Major Courses: (16 Credit Hours) Spanish: SPAN 1115; SPAN 1225; SPAN 2113; SPAN 2223

General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Humanities: Six credit hours Humanities Electives; *Sciences: Three to four credit hours Biological Science; three to four credit hours Physical Science-one of the science courses must include a lab component.; Literature: Any ENGL course 2123 or higher; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Electives: Six credit hours General Education Electives

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

Support Courses: (7 Credit Hours) Electives: Choose seven credit hours of electives from SPAN, GRMN, FREN, COM, ENGL, HUM, WL categories.

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

* At least one science course must have a lab component.

§ Criteria available in division office

Spanish — Modern Languages: Spanish Emphasis (Certificate: Conversational)

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.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|-----|---------------------------------|---------|-------|--|
| Suggested Freshman 1st Semester | | | | | |
| SPAN 1010 | (C) | CONVERSATIONAL SPANISH I | 3 | MAJOR | (R) (W) |
| SPAN 1120 | (C) | CONVERSATIONAL SPANISH II | 3 | MAJOR | (R), SPAN 1010 OR 1115 OR BY EVALUATION. § |
| Suggested Freshman 2nd Semester | | | | | |
| SPAN 1225 | (C) | ELEMENTARY SPANISH II | 5 | MAJOR | SPAN 1115 OR BY EVALUATION. § |
| Suggested Sophomore 1st Semester | | | | | |
| SPAN 2010 | (C) | CONVERSATIONAL SPANISH III —OR— | | MAJOR | (R), SPAN 1120 OR 1225 OR BY EVALUATION. § |
| SPAN 2113 | (C) | INTERMEDIATE SPANISH I | 3 | MAJOR | (R), SPAN 1225 OR BY EVALUATION. § |
| SPAN 1150 | (C) | SPANISH IMMERSION I | 1 | MAJOR | (R), SPAN 1010 OR 1115 OR BY EVALUATION. § |
| Suggested Sophomore 2nd Semester | | | | | |
| SPAN 2060 | (C) | INTERNATIONAL STUDY II | 3 | MAJOR | (R), SPAN 1120 OR 1225 OR BY EVALUATION. § |
| SPAN 2223 | (C) | INTERMEDIATE SPANISH II | 3 | MAJOR | (R), SPAN 2113 OR BY EVALUATION. § |

Major Courses: (21 credit hours) SPAN 1010, 1120, 1225, 2010 or 2113, 2050, 2223, 2060

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

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

§ Criteria available in division office

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occc.edu/certificates/spanish.html>.

Spanish — Modern Languages: Spanish Emphasis (Certificate: Traditional)

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.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|---|-----|---------------------------------|---------|-------|--|
| Suggested Freshman 1st Semester | | | | | |
| SPAN 1115 | (C) | ELEMENTARY SPANISH I | 5 | MAJOR | (R) (W) |
| Suggested Freshman 2nd Semester | | | | | |
| SPAN 1225 | (C) | ELEMENTARY SPANISH II | 5 | MAJOR | SPAN 1115 OR BY EVALUATION. § |
| SPAN 1120 | (C) | CONVERSATIONAL SPANISH II | 3 | MAJOR | (R), SPAN 1010 OR 1115 OR BY EVALUATION. § |
| Suggested Sophomore 1st Semester | | | | | |
| SPAN 2010 | (C) | CONVERSATIONAL SPANISH III —OR— | | MAJOR | (R), SPAN 1120 OR 1225 OR BY EVALUATION. § |
| SPAN 2113 | (C) | INTERMEDIATE SPANISH I | 3 | MAJOR | (R), SPAN 1225 OR BY EVALUATION. § |
| SPAN 1150 | (C) | SPANISH IMMERSION I | 1 | MAJOR | (R), SPAN 1010 OR 1115 OR BY EVALUATION. § |
| Suggested Sophomore 2nd Semester | | | | | |
| SPAN 2223 | (C) | INTERMEDIATE SPANISH II | 3 | MAJOR | (R), SPAN 2113 OR BY EVALUATION. § |
| SPAN 2050 | (C) | SPANISH IMMERSION II | 1 | MAJOR | (R), SPAN 1120 OR 1225 OR BY EVALUATION. § |

Major Courses: (21 credit hours) SPAN 1115, 1120, 1225, 2010 or 2113, 1150, 2223, 2050

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

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

§ Criteria available in division office

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.occc.edu/certificates/spanish.html>.

Speech Language Pathology Assistant Program (AAS) ++

Associate in Applied Science

Minimum of 61 Credits

The Associate of Applied Science in Speech-Language Pathology Assistant program will train individuals to provide speech-language services to the citizens of Oklahoma. The Speech-Pathology Assistant program has been designed to be almost totally online. The exceptions are a math course and two clinical courses.

| Course ID | | Course Name | Credits | Type | Prerequisites |
|--|------|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | | |
| SCL 1001 | (C) | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | (C) | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| SLPA 1013 | *(C) | FOUNDATIONS OF SPEECH-LANGUAGE | 3 | MAJOR | (R) (W) |
| SLPA 1023 | *(C) | PHONETICS | 3 | MAJOR | (R) (W) |
| SLPA 1033 | *(C) | PROFESSIONAL ISSUES FOR SPEECH-LANGUAGE PATHOLOGY ASSISTANTS | 3 | MAJOR | (R) (W) |
| Suggested Freshman 2nd Semester | | | | | |
| ENGL 1213 | (C) | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| SLPA 1043 | *(C) | INTRODUCTION TO ARTICULATION DISORDERS | 3 | MAJOR | SLPA 1033 |
| SLPA 1053 | *(C) | LANGUAGE DISORDERS IN THE EXCEPTIONAL CHILD | 3 | MAJOR | SLPA 1033, SLPA 1023 |
| SLPA 1063 | *(C) | ANATOMY AND PHYSIOLOGY OF THE SPEECH AND HEARING MECHANISM | 3 | MAJOR | SLPA 1013 |
| Suggested Sophomore Summer Semester | | | | | |
| HIST 1483 | (C) | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | (C) | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| SLPA 1073 | *(C) | SCHOOL ISSUES FOR THE SPEECH-LANGUAGE PATHOLOGY ASSISTANT | 3 | MAJOR | SLPA 1033 |
| SLPA 1083 | *(C) | INSTRUCTIONAL PROCEDURES IN COMMUNICATION DISORDER | 3 | MAJOR | SLPA 1043, SLPA 1053, SLPA 1063 |
| Suggested Sophomore 1st Semester | | | | | |
| PSY 1113 | (C) | INTRODUCTION TO PSYCHOLOGY | 3 | GEN ED | (R) |
| MATH 1503 | (C) | CONTEMPORARY MATHEMATICS | 3 | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| SLPA 2013 | *(C) | MEDICAL ISSUES FOR THE SPEECH-LANGUAGE PATHOLOGY ASSISTANT | 3 | MAJOR | SLPA 1053, SLPA 1063, SLPA 1083 |
| SLPA 2023 | *(C) | AUTISM | 3 | MAJOR | SLPA 1053, SLPA 1083 |
| SLPA 2033 | (C) | CLINICAL EXPERIENCE I | 3 | MAJOR | SLPA 1043, SLPA 1053, SLPA 1063, SLPA 1073, SLPA 1083 |
| Suggested Sophomore 2nd Semester | | | | | |
| POLSC 1113 | (C) | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| SLPA 2043 | *(C) | ADULT NEUROGENIC COMMUNICATION DISORDERS AND TREATMENT | 3 | MAJOR | SLPA 2013, SLPA 2023, SLPA 2033 |
| SLPA 2053 | *(C) | AUGMENTATIVE COMMUNICATION | 3 | MAJOR | SLPA 2013, SLPA 2023, SLPA 2033 |
| SLPA 2063 | (C) | CLINICAL EXPERIENCE II | 3 | MAJOR | SLPA 2013, SLPA 2023, SLPA 2033 |

Major Courses: (42 Credit Hours) (C) SLPA 1013; (C) SLPA 1023; (C) SLPA 1033; (C) SLPA 1043; (C) SLPA 1053; (C) SLPA 1063; (C) SLPA 1073; (C) SLPA 1083; (C) SLPA 2013; (C) SLPA 2023; (C) SLPA 2033; (C) SLPA 2043; (C) SLPA 2053; (C) SLPA 2063

General Education Courses: (18 Credit Hours) English: (C) ENGL 1113; (C) ENGL 1213; History: (C) HIST 1483 or (C) HIST 1493; Mathematics: (C) MATH 1503; Political Science: (C) POLSC 1113; Social Sciences: (C) PSY 1113

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

Support Courses: None

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

+Special Admissions Procedures: Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. The student is responsible for the cost of the Background Report, which must be paid by credit card or money order only. Clinical agency representative(s) review the reports that have any criminal history (or "hits on the designated areas of concern") without access to identifying information. The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites, he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require another complete Background Report. Licensure and the ability to sit for the national certification examination may be approved or denied based on results of the criminal history investigations.

Drug Testing: Drug testing is required of all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Random drug tests will be done on a predetermined date. Any break in continuous enrollment will require an additional random test.

* All Speech Language Pathology Assistant (SLPA) are to be offered online only

++ Special Admissions Procedures Required

+ These courses have a clinical component that requires purchase of medical liability insurance, a clinical uniform (if applicable) and a physical (with completed health packet)

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

Speech and Theatre — Speech Option (AA)

Associate in Arts

Minimum of 62 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 Speech and Theatre prepare students to transfer to a four-year college or university.

After graduating, students may find career opportunities in teaching, public service, broadcasting, business management, or the ministry. Other area option also available is theatre.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|------------------------------------|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| MATH 1503 | CONTEMPORARY MATHEMATICS —OR— | 3 | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | COLLEGE ALGEBRA —OR— | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| PSY 1113 | INTRODUCTION TO PSYCHOLOGY —OR— | | GEN ED | (R) |
| SOC 1113 | INTRODUCTION TO SOCIOLOGY | 3 | GEN ED | (R) |
| TA 1103 | INTRODUCTION TO THEATRE | 3 | MAJOR | (R) (W) |
| COM 2213 | INTRO TO PUBLIC SPEAKING | 3 | MAJOR | (R) |
| Suggested Freshman 2nd Semester | | | | |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| BIO * | BIOLOGICAL SCIENCE | 3-4 | GEN ED | |
| TA 1133 | VOICE AND SPEECH IMPROVEMENT | 3 | MAJOR | (R) |
| TA 1513 | ACTING I | 3 | MAJOR | (R) (W) |
| Suggested Sophomore 1st Semester | | | | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | 3 | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | | GEN ED | (R) (W) |
| PHYS | ANY PHYSICAL SCIENCE* | 3-4 | GEN ED | |
| HUM | HUMANITIES ELECTIVE | 3 | SUPPORT | |
| SUPP | GUIDED SUPPORT ELECTIVE | 3 | SUPPORT | |
| COM 1123 | INTERPERSONAL COMMUNICATIONS | 3 | MAJOR | (R) (W) |
| Suggested Sophomore 2nd Semester | | | | |
| PHIL 1013 | INTRODUCTION TO PHILOSOPHY | 3 | GEN ED | ENGL 1113 |
| TA 2233 | ACTING FOR THE CAMERA | 3 | MAJOR | (R) (W) |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| SUPP | GUIDED SUPPORT ELECTIVE | 3 | SUPPORT | |

Major Courses: (18 Credit Hours) Communications: COM 1123; COM 2213; Theatre Arts: TA 1103; TA 1133; TA 1513; TA 2233

General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; Mathematics: MATH 1503 or MATH or 1513 or MATH 2013; Humanities: Six credit hours Humanities Electives; History: HIST 1483 or HIST 1493; Philosophy: PHIL 1013; * Sciences: Three to four credit hours Biological Science; three to four credit hours Physical Science - one of the science courses must include a lab component; General Education Elective: Three credit hours; Psychology: PSY 1113 or Sociology: SOC 1113; Political Science: POLSC 1113

Life Skills Courses: (1 Credit Hour) Life Skills: SCL 1001

Support Courses: (6 Credit Hours) Any elective with Theatre, Communications, Journalism/Broadcasting prefix.

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

Speech and Theatre — Theatre Option (AA)

Associate in Arts

Minimum of 62 Credits

The Speech and Theatre program uses classroom and hands-on experiences on stage to develop student performance skills. Classes in acting and make-up teach students about the theories, techniques and elements of theatre. Courses cover subjects such as role preparation, diction, and auditioning. Additional experience can be gained by participating in any of the College's stage productions during the year. Associate degrees in theatre give students the background needed to continue their education at a four-year college or university. Graduating students may find career opportunities performing, directing, producing, writing, critiquing or teaching. Other program option also available is speech.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| TA 1103 | INTRODUCTION TO THEATRE | 3 | MAJOR | (R) (W) |
| TA 1513 | ACTING I | 3 | MAJOR | (R) (W) |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | MAJOR | (R) (W) |
| COM 1123 | INTERPERSONAL COMMUNICATIONS | 3 | SUPPORT | (R) (W) |
| Suggested Freshman 2nd Semester | | | | |
| TA 2203 | ACTING II | 3 | SUPPORT | (R) (W), TA 1513 |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| TA 1133 | VOICE AND SPEECH IMPROVEMENT | 3 | MAJOR | (R) |
| MATH 1503 | CONTEMPORARY MATHEMATICS —OR— | | GEN ED | (R) (W), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 1513 | COLLEGE ALGEBRA —OR— | | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MATH 2013 | INTRODUCTION TO STATISTICS | 3 | GEN ED | (R), MATH 0403 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Sophomore 1st Semester | | | | |
| TA 1223 | MAKE-UP FOR THE STAGE | 3 | SUPPORT | (R) |
| PHYS * | PHYSICAL SCIENCE ASTR, PHYS, CHEM, OR GEOL PREFIXES | 3-4 | GEN ED | |
| PSY 1113 | INTRODUCTION TO PSYCHOLOGY —OR— | | GEN ED | (R) |
| SOC 1113 | INTRODUCTION TO SOCIOLOGY | 3 | GEN ED | (R) |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| Suggested Sophomore 2nd Semester | | | | |
| COM 2213 | INTRO TO PUBLIC SPEAKING | 3 | MAJOR | (R) |
| BIO * | BIOLOGICAL SCIENCE | 3-4 | GEN ED | |
| PHIL 1013 | INTRODUCTION TO PHILOSOPHY | 3 | GEN ED | ENGL 1113 |
| HUM | HUMANITIES ELECTIVE | 3 | GEN ED | |
| TA 2233 | ACTING FOR THE CAMERA | 3 | MAJOR | (R) (W) |

Major Courses: (18 Credit Hours) Theatre Arts: TA 1103; TA 1133; TA 1513; TA 2233; COM 1123; COM 2213

General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1503 or MATH 1513 or MATH 2013;; *Sciences: Three to four credit hours Biological Science; three to four credit hours Physical Science - one of the science courses must include a lab component; Introduction to Psychology: PSY 1113 or Introduction to Sociology: SOC 1113; Introduction to Philosophy: PHIL 1013; Humanities: Six credit hours Humanities Electives; General Education Elective: Three credit hours

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

Support Courses: Acting II: TA 2203; Make-up for the Stage: TA 1223

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

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

Surgical Technology (AAS) # ++

Associate in Applied Science

Minimum of 66 Credits

This program is offered through cooperative alliances established with Metro Tech and Moore Norman Technology Centers. Surgical Technologists are integral members of the surgical team who work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel delivering patient care before, during and after surgery. The application process for the program must be completed at Metro Tech or Moore Norman Technology Centers. An applicant who provides documentation of certification as a Surgical Technician may be eligible for advanced standing credit. Students must be admitted to the program before enrollment in major courses. Students pursuing this associate degree would complete general education and support courses at Oklahoma City Community College. All major courses are taught at Metro Tech or Moore Norman Technology Centers.**

The Metro Tech and Moore Norman Technology Centers Certified Surgical Technician Programs are fully accredited by the Commission on Accreditation of Allied Health Education Programs. The graduate is eligible to apply for the national certifying examination in Surgical Technology.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|--|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ST 1114 | SURGICAL TECHNIQUES I | 4 | MAJOR | (R) COREQUISITE: ST 1126 |
| ST 1126 | SURGICAL TECHNIQUES PRACTICUM I | 6 | MAJOR | (R) COREQUISITE: ST 1114 |
| BIO 1224 | TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY—OR— | | MAJOR | (R) (W) |
| BIO 1314 | HUMAN ANATOMY AND PHYSIOLOGY I | 4 | SUPPORT | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. AN ADEQUATE BIOLOGY PLACEMENT TEST SCORE OR BIO 0123 OR A COLLEGE-LEVEL BIOLOGICAL SCIENCE CLASS. |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| Suggested Freshman 2nd Semester | | | | |
| ST 2214 | SURGICAL TECHNIQUES II | 4 | MAJOR | (R) (W), ST 1114 AND ST 1126; COREQUISITE: ST 2226 |
| ST 2226 | SURGICAL TECHNIQUES PRACTICUM II | 6 | MAJOR | (R) (W), ST 1126 AND ST 1114; COREQUISITE: ST 2226 |
| AHP 1013 | MEDICAL TERMINOLOGY | 3 | MAJOR | (R) |
| CS 1103 | INTRODUCTION TO COMPUTERS AND APPLICATIONS | 3 | GEN ED | (R) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Sophomore 1st Semester | | | | |
| OSRHE | * OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE | 3 | GEN ED | |
| ST 2314 | SURGICAL TECHNIQUES III | 4 | MAJOR | (R) (W), ST 2226 AND ST 2214; COREQUISITE: ST 2336 |
| ST 2336 | SURGICAL TECHNIQUES PRACTICUM III | 6 | MAJOR | (R) (W), ST 2226 AND ST 2214; COREQUISITE: ST 2314 |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| Suggested Sophomore 2nd Semester | | | | |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR—OR— | | GEN ED | (R) (W) |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| GEN ED | GEN ED ELECTIVE | 3 | GEN ED | |
| ST-2114 | TECHNICAL MICROBIOLOGY | 4 | MAJOR | BIO 1224 |
| FA MATH1 | FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS | 3 | SUPPORT | |
| PSY 1113 | INTRODUCTION TO PSYCHOLOGY | 3 | GEN ED | (R) |

Major Courses: AHP 1013, ST 1114, ST 1126, ST 2114, ST 2214, ST 2226, ST 2314, ST 2336

General Education Courses: ENGL 1113, *OSHRE Approved General Education Communications or English course, POLSC 1113, HIST 1483 OR HIST 1493, PSY 1113, CS 1103, Three (3) credit hours of General Education Elective

Life Skills Courses: SCL 1001- Success in College and Life

Support Courses: Mathematics that meets OCCC mathematics proficiency, BIO 1224 OR BIO 1314

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog. Major courses beginning with ST are available only at Metro Tech and Moore Norman Technology Centers.

#Cooperative Alliance have been established with 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.

Technology (AAS)

Associate in Applied Science

Minimum of 61 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, AMI 500-Office of Information Services, Atkins Benham, Inc., BTG Incorporated, CACI-ASG, Cisco, Commander Aircraft, Communitech, Cox Communications, Dobson Communications, Inc., EDS, Endex of Oklahoma, Inc., 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 ñ 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) and MCSE (Microsoft Certified Systems Engineer) 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|---|---------|-------------|---|
| Suggested Freshman 1st Semester | | | | |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ENGL 1113 | ENGLISH COMPOSITION I | | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033 COLLEGE WRITING II, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | | GEN ED | (R) (W) |
| FA SUPPORT | FACULTY APPROVED SUPPORT ELECTIVES | 3 | SUPPORT | |
| TECH 1000 | * SPECIAL TOPICS | 6 | MAJOR | BY EVALUATION. § |
| Suggested Freshman 2nd Semester | | | | |
| COM 1123 | INTERPERSONAL COMMUNICATIONS —OR— | | GEN ED | (R) (W) |
| COM 1323 | ORAL INTERPRETATION —OR— | | GEN ED | (R) (W) |
| COM 2213 | INTRO TO PUBLIC SPEAKING —OR— | | GEN ED | (R) |
| FA COM | FACULTY APPROVED COMMUNICATIONS ELECTIVE | | GEN ED | |
| ENGL 1213 | ENGLISH COMPOSITION II | 3 | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| FA MATH | FACULTY APPROVED MATHEMATICS ELECTIVE | 3 | SUPPORT | |
| TECH 1000 | * SPECIAL TOPICS | 9 | MAJOR | BY EVALUATION. § |
| Suggested Sophomore 1st Semester | | | | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | | GEN ED | (R) (W) |
| TECH 2000 | * ADVANCED SPECIAL TOPICS | 6 | MAJOR | TECH 1113, ENGL 1113 |
| FA GEN | FACULTY APPROVED GENERAL EDUCATION ELECTIVE | 3 | GEN ED | |
| FA SUPPORT | FACULTY APPROVED SUPPORT ELECTIVES | 3 | SUPPORT | |
| Suggested Sophomore 2nd Semester | | | | |
| TECH 2000 | * ADVANCED SPECIAL TOPICS | 9 | MAJOR | TECH 1113, ENGL 1113 |
| FA SUPPORT | FACULTY APPROVED SUPPORT ELECTIVES | 3 | SUPPORT | |
| FA GEN | FACULTY APPROVED GENERAL EDUCATION ELECTIVE | 3 | GEN ED | |

Major Courses: (30 credit hours) Special topics in Technology: TECH 1000 and TECH 2000; Completion of ACE credit; approved Business/Industry/Government training curriculum; prescribed technical or advisor approved courses.

General Education Courses: (18 credit hours) Communications: COM 1123; or COM 1323 or COM 2213 or advisor approved COM elective or ENGL 1213 ; English: ENGL 1113 ; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; 3 credit hours of Approved General Education Electives

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

Support Courses: (12 credit hours) Approved Support Electives; Approved Math Elective

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

#This program is offered through cooperative alliances with Francis Tuttle and Moore Norman Technology Centers. See the General Education requirements in the front section of the catalog.

* Special Topics in Technology: Completion of ACE credit, approved Business/Industry/Government training curriculum, prescribed technical OR advisor approved courses.

§ Criteria available in division office

Vehicle Service Management (AAS)

Associate in Applied Science

Minimum of 61 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.

| Course ID | Course Name | Credits | Type | Prerequisites |
|---|---|---------|-------------|--|
| Suggested Freshman 1st Semester | | | | |
| ENGL 1113 | ENGLISH COMPOSITION I | 3 | GEN ED | (R) (W), ADEQUATE READING AND WRITING ASSESSMENT SCORES OR LS 0033, EITHER TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| SCL 1001 | SUCCESS IN COLLEGE AND LIFE | 1 | LIFE SKILLS | LS 0023, LS 0203, OR ADEQUATE READING/WRITING ASSESSMENT SCORES |
| ECON 2123 | PRINCIPLES OF MICROECONOMICS | 3 | GEN ED | (R) (W) MATH 0303 OR ADEQUATE MATH PLACEMENT TEST SCORE, ECON 2123 OR BY EVALUATION. § |
| MGMT 1533 | INTRODUCTION TO SERVICE MANAGEMENT | 3 | MAJOR | (R) (W) |
| BUS 1323 | MATHEMATICS FOR BUSINESS CAREERS | 3 | SUPPORT | (R), MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE WITHIN THE LAST YEAR. |
| FA GEN | FACULTY APPROVED GENERAL EDUCATION ELECTIVE | 3 | GEN ED | |
| Suggested Freshman 2nd Semester | | | | |
| ENGL 1213 | ENGLISH COMPOSITION II —OR— | | GEN ED | (R) (W), ENGL 1103 OR ENGL 1113 TAKEN WITHIN THE LAST YEAR, WITH STRONG ENCOURAGEMENT FOR IMMEDIATE CONTINUATION. |
| ENGL 1233 | REPORT WRITING —OR— | | GEN ED | (R) (W), ENGL 1113 |
| COM 1123 | INTERPERSONAL COMMUNICATIONS —OR— | | GEN ED | (R) (W) |
| COM 2213 | INTRO TO PUBLIC SPEAKING | 3 | GEN ED | (R) |
| ACCT 2113 | ACCOUNTING I/FINANCIAL | 3 | SUPPORT | (R) (W) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MGMT 2053 | PRINCIPLES OF MANAGEMENT | 3 | MAJOR | (R) |
| MKT 2043 | PRINCIPLES OF MARKETING | 3 | MAJOR | (R) MATH 0203 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| AT 1733 | BODY AND ELECTRICAL SERVICE | 3 | MAJOR | (R) (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Sophomore 1st Semester | | | | |
| HIST 1483 | U.S. HISTORY TO THE CIVIL WAR —OR— | | GEN ED | (R) (W) |
| HIST 1493 | U.S. HISTORY SINCE THE CIVIL WAR | 3 | GEN ED | (R) (W) |
| ACCT 2123 | ACCOUNTING II/MANAGERIAL | 3 | MAJOR | ACCT 2113 |
| POLSC 1113 | AMERICAN FEDERAL GOVERNMENT | 3 | GEN ED | (R) (W) |
| MGMT 2013 | SMALL BUSINESS MANAGEMENT | 3 | MAJOR | (R) (W) |
| AT 1753 | UNDER-VEHICLE SERVICE | 3 | MAJOR | (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| Suggested Sophomore 2nd Semester | | | | |
| BUS 2073 | LEGAL ENVIRONMENT OF THE WORKPLACE | 3 | SUPPORT | (R) (W), ENGL 1113 AND POLSC 1113 |
| MGMT 2663 | HUMAN RESOURCE MANAGEMENT | 3 | MAJOR | MGMT 2053 OR BY EVALUATION. § |
| BUS 2033 | BUSINESS COMMUNICATION | 3 | SUPPORT | (R) (W), ENGL 1113 OR BY EVALUATION. § |
| AT 1773 | POWERTRAIN SERVICE | 3 | MAJOR | (W) MATH 0103 OR ADEQUATE MATH PLACEMENT TEST SCORE. |
| MGMT 2453 | MID-MANAGEMENT SEMINAR | 3 | MAJOR | (R) OR BY EVALUATION. § |

Major Courses: (30 credit hours) Accounting: ACCT 2123; Management: MGMT 1533; MGMT 2013; MGMT 2053; MGMT 2453; MGMT 2663; Marketing: MKT 2043; Automotive Technology: AT 1733; AT 1753; AT 1773

General Education Courses: (18 credit hours) English: ENGL 1113; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; English/Communications Elective: ENGL 1113, or ENGL 1233, or COM 1123, or COM 2213; Economics: ECON 2113; Faculty Approved General Education Elective

Life Skills Courses: (1 credit hour) SCL 1001

Support Courses: (12 credit hours) Accounting: ACCT 2113; Business: BUS 1323; BUS 2033; BUS 2073

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

§ Criteria available in division office

Course Descriptions

ACCOUNTING

ACCT 2000 SPECIAL TOPICS

Prerequisite: ACCT 2113 and by evaluation. §

VARIABLE 1-3 CREDITS The student will demonstrate specified competencies in subjects not included in other accounting courses, but which are beneficial in providing a better understanding of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change in subject matter.

ACCT 2113 ACCOUNTING I/FINANCIAL

Prerequisite: (R) (W) MATH 0203 or adequate math placement test score.

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. 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.

Note: (This course is generally offered in the fall semester only.)

Note: This course satisfies the computer proficiency requirement.

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. 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.

Note: (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. 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.

Note: (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. 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.

Note: (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. 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.

Note: (This course is generally offered in the spring semester only.)

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.

Note: This course satisfies the computer proficiency requirement.

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 by evaluation. §

3 CREDITS The student will review the theory of Gregg Shorthand, take dictation for three minutes at specified speeds and will transcribe shorthand notes accurately using the microcomputer.

AOT 1713 BEGINNING WORD PROCESSING APPLICATIONS

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, find/replace and tables. This course is an introduction and overview with the emphasis being on learning and applying the mechanics of the software.

Note: This course satisfies the computer proficiency requirement.

AOT 1813 LEGAL OFFICE PROCEDURES

Prerequisite: None

3 CREDITS This is an introductory course which provides the student with an overview of the legal secretarial profession and the various aspects of the law office. Emphasis is placed on developing the skills and aptitudes for a professional legal secretary, court structure, ethics, writing and research.

Note: (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) or by evaluation. §

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.

Note: (This course is generally offered fall only.)

Note: This course satisfies the computer proficiency requirement.

AOT 2039 MEDICAL CODING

Prerequisite: (R) (W), BIO 1314, Minimum "C" grade in course

9 CREDIT HOURS The student will be able to correctly enter international classification of diseases (ICD) codes on a claim form, identify current procedural terminology (CPT), and explain their application to a medical office. The student will also identify various insurance plans, learn the rules and regulations of Medicare filing, translate written documentation into a numerical language, and describe legal issues concerning medical records.

AOT 2143 ADMINISTRATIVE OFFICE SYSTEMS

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.

Note: (This course is generally offered spring only.)

AOT 2253 MEDICAL OFFICE PROCEDURES

Prerequisite: (R) (W), AHP 1013, AOT 1713 with a minimum grade of "C" or better

3 CREDITS This course provides a realistic approach for students to learn the skills required in a medical office including communications, records management, telecommunications, billing, scheduling, and terminology.

AOT 2313 INTERMEDIATE WORD PROCESSING APPLICATIONS

Prerequisite: (R) (W), AOT 1713 or by evaluation. §

3 CREDITS Students will extend basic word processing knowledge and skill to include proficiency in producing office correspondence. Emphasis will be on formatting, proofreading, using advanced features of word processing software, and increasing production speed.

Note: This course satisfies the computer proficiency requirement.

AOT 2323 LEGAL TERMINOLOGY AND MACHINE TRANSCRIPTION

Prerequisite: (R) (W), AOT 1113, AOT 1713 or by evaluation. §

3 CREDITS The student will correctly spell, transcribe, and define terms commonly used in the legal field.

Note: This course satisfies the computer proficiency requirement.

AOT 2413 MEDICAL MACHINE TRANSCRIPTION

Prerequisite: (R) (W), AHP 1013, AOT 1113 and AOT 1713 or by evaluation. §

3 CREDITS The student will correctly transcribe medical documents including admissions and physicals, operative reports, pathology reports, discharge summaries, radiology reports, and requests for consultation reports. The student will be able to describe the knowledge, skills, and abilities required of a medical transcriptionist.

AOT 2443 ADMINISTRATIVE OFFICE PROCEDURES

Prerequisite: Corequisite: (R) (W), AOT 2313, AOT 2553 or by evaluation. §

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

AOT 2453 OFFICE INFORMATION PROCESSING

Prerequisite: Corequisite: (R) (W), AOT 2313 or by evaluation. §

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

Note: This course satisfies the computer proficiency requirement.

AOT 2463 APPLIED GRAPHICS WITH DESKTOP PUBLISHING

Prerequisite: (R) (W), AOT 2313 or by evaluation. §

3 CREDITS This course is an introduction to the use of computer-generated pictures, charts, and graphs. Students will complete a variety of documents such as flyers, brochures, newsletters, and business cards using industry standard desktop publishing software, graphics, and effective design conventions. This course will assist students in producing documents that communicate effectively through good design and application of basic concepts of desktop publishing.

Note: (This course is generally offered spring only.)

Note: This course satisfies the computer proficiency requirement.

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.

Note: This course satisfies the computer proficiency requirement.

AOT 2553 AUTOMATED RECORDS MANAGEMENT

Prerequisite: (R) (W), AOT 1713, AOT 2473

3 CREDITS Utilizing simulated office records, the student will use correct records-management techniques in the creation, storage and disposition of materials in a variety of business situations. The course will involve the study and practice of various filing methods integrating the use of the computer to control and manage a file system.

Note: (This course is generally offered fall only.)

AOT 2663 CAREER EDUCATION/INTERNSHIP

Prerequisite: (R) (W) 9 credits of AOT course work with a "C" or better and by evaluation

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.

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*Prerequisite: None*

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other Allied Health courses, but which are beneficial in providing a better understanding of health or health care. A specific subject will be announced for each offering. Enrollment may be repeated with a change of topic.

APPLIED MATHEMATICS

APPM 1223 MATHEMATICS FOR TECHNICAL CAREERS I*Prerequisite: (R), MATH 0103 or adequate math placement test score.*

3 CREDITS The student will apply principles of basic algebra, equations, functions and graphs, factoring, and fractions in the solutions of technical problems.

Note: 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), APPM 1223*

3 CREDITS The student will apply the systems of equations, exponents and radicals, quadratic equations, ratio and proportion, exponential and logarithmic functions, and trigonometry and geometry in the solution of technical problems.

Note: This course is intended only for certain majors leading to an Associate in Applied Science (Technical-Occupational) degree.

APPM 1313 MATHEMATICS FOR HEALTH CAREERS*Prerequisite: (R), MATH 0103 or adequate math placement test score.*

3 CREDITS The student will convert units of measure within and among the metric, apothecary, and avoirdupois systems of measurement; solve pharmacology problems; apply algebraic concepts to signed numbers, formulas, and graphs; and use statistical software to analyze data with descriptive statistics and linear regression.

Note: This course is intended only for certain majors leading to an Associate in Applied Science (Technical-Occupational) degree.

Note: This 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) (W)*

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) (W)*

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

ART 1053 ART APPRECIATION*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*Prerequisite: (R)*

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

ART 1183 COMPUTER DRAWING: ILLUSTRATOR*Prerequisite: (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.

Note: This course satisfies the computer proficiency requirement.

ART 1190 MOSAICS*Prerequisite: (R)*

VARIABLE 1-3 CREDITS The student will demonstrate understanding of basic design and proficiency in techniques for creating mosaics, consistent with materials to be used. The student also will select proper materials, cut materials, position and adhere materials, transfer designs, produce porcelain tile and proper mortar mixes for interior and exterior mosaics. Course may be repeated for up to three credit hours.

† 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.

ART 1203 FIGURE DRAWING*Prerequisite: ART 1123*

3 CREDITS Figure Drawing includes study in gesture and finished drawings of the draped and undraped model. Emphasis will be placed on pose, composition and a variety of media. The students' drawings will demonstrate the movement, rhythm, simplicity, gesture and unique character of each model through a series of basic methods of construction ranging from quick sketches to completed drawings.

ART 1213 FOUNDATIONS I: DESIGN AND COLOR*Prerequisite: (R)*

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 MULTIMEDIA

Prerequisite: (R) (W) Math 0203 or adequate math placement test score, CS 1103 or by evaluation. §

3 CREDITS Students will use selected application software to develop presentation graphics. This will include the creation, importation, modification, and sequencing of still and motion graphics. Digital audio will be created, edited and synchronized to the presentations.

Note: This course satisfies the computer proficiency requirement.

ART 2000 SPECIAL TOPICS IN VISUAL ART

Prerequisite: (R) (W)

VARIABLE 1-6 CREDITS The student will demonstrate specified competencies in subjects not included in other Visual Arts courses, but which are beneficial in providing a better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change in topic.

ART 2013 PAINTING I

Prerequisite: (R)

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.

† 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.

ART 2133 SERIGRAPHY I (SILK SCREEN-PRINTING)

Prerequisite: (R)

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.

† 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.

ART 2143 CERAMICS I

Prerequisite: (R)

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.

† 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.

ART 2183 PAINTING II

Prerequisite: ART 2013

3 CREDITS Painting II will continue to develop the students' skills in opaque painting. The course will continue to stress form and content, visual appreciation and individual expression.

† 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.

ART 2190 ADVANCED MOSAICS

Prerequisite: (R), ART 1190

VARIABLE 1-3 CREDITS The student will demonstrate understanding of advanced mosaic design and proficiency in techniques for creating mosaics. The advanced student will assist the instructor with firing tile, rendering drawings (enlarging cartoons), and assisting with mosaics projects. Course may be repeated for up to three credit hours.

† 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.

ART 2233 SERIGRAPHY II (ADVANCED SILK SCREENPRINTING)

Prerequisite: ART 2133

3 CREDITS Serigraphy II involves advanced studies in utilizing screen-printing techniques. Students will produce a body of work that emphasizes the exploration of color, design, and personal creativity.

† 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.

ART 2263 CERAMICS II

Prerequisite: ART 2143

3 CREDITS Ceramics II continues to develop the students' skills in a variety of ceramic techniques. Students will continue to develop their glazing and knowledge of ceramics and its terminology. They will mix their own clay and construct clay pieces using the coil, pinch, wheel, slab and mold methods of construction. They

will demonstrate various firing techniques such as raku, sawdust and dung. They will test various pottery glazes and assist in firing pottery in a kiln.

† 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.

ART 2373 GRAPHIC ARTS ILLUSTRATION

Prerequisite: (R), ART 1123 or by evaluation. §

3 CREDITS The student will learn about and produce illustrations using a variety of techniques and media. Types of illustrations produced include pencil, ink, markers, scratchboard, colored pencil and mixed media. Work will be accomplished to conform to professional standards in the graphic arts industry.

ART 2533 3D RENDERING AND DESIGN VISUALIZATION

Prerequisite: (R) Math 0103 or adequate math placement test score.

3 CREDITS The student aspiring to become an artist, designer or other professional using 3D computer graphics will be able to create, generate or integrate 3D computer graphics. The student will demonstrate a fundamental understanding of how the computer can be used to create 3D computer renderings. These renderings could be related to either technical design, fine art or applied art. Emphasis will be on using application software (primarily 3D modeling and rendering programs) in the development of modeling logos, 3D scenes, textures, lighting, atmosphere effects, and basic animation.

Note: This course satisfies the computer proficiency requirement.

ART 2573 DIGITAL PAINTING

Prerequisite: (R)

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.

Note: This course satisfies the computer proficiency requirement.

ART 2633 3D ANIMATION AND SPECIAL EFFECTS

Prerequisite: (R) Math 0103 or adequate math placement test score, ART 2533 or by evaluation. §

3 CREDITS The student will be able to use professional techniques to create photo realistic renderings, advanced physical based and character animations, interactive Media and Web development, 3D gaming and 3D virtual environments. This course will enhance the abilities of artists, designers and other professionals using 3D computer created, generated, or integrated graphics. Emphasis will be on the development of professional techniques in the area of 3D computer graphics. This course is the second course in the field of 3D computer graphics for technical design, fine art or applied art professionals.

Note: This course satisfies the computer proficiency requirement.

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

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

1 CREDIT The student and instructor will make a critical analysis of the student's work done over the duration of the program to identify any deficiencies. The student will address any deficiencies and develop a portfolio. The portfolio will

present works of art in a professional format, either framed, matted, as slides, or in digital form, whichever is most appropriate to the student's area of concentration. The student will also write a well developed artist's statement.

ASTRONOMY

ASTR 1504 GENERAL ASTRONOMY

Prerequisite: (R) (W) Math 0203 or adequate math placement test score.

4 CREDITS This course will fulfill the general education requirement for Physical Science (without laboratory). The student will be introduced to modern astronomy. Concepts to be studied include the solar system, the sun and stars, galaxies (including the Milky Way Galaxy), and current theories of the origin, evolution, and fate of the universe.

GenEd Requirement

ASTR 1514 GENERAL ASTRONOMY WITH LAB

Prerequisite: (R) (W) Math 0203 or adequate math placement test score.

4 CREDITS This course will fulfill the general education requirement for Physical Science (with laboratory). The student will be introduced to modern astronomy. Concepts to be studied include the solar system, the sun and stars, galaxies (including the Milky Way Galaxy), and current theories of the origin, evolution, and fate of the universe. Laboratory exercises will explore basic physical principles related to Astronomy as well as activities with specific astronomical applications.

GenEd Requirement

AUTOMOTIVE TECHNOLOGY

AT 1000 SPECIAL TOPICS

Prerequisite: None

VARIABLE 1-3 CREDITS The student will demonstrate specified competencies in subjects not included in other automotive courses, but which benefit students wanting additional training in the field or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

AT 1013 AUTOMOTIVE STUDENT SUCCESS INITIATIVE

Prerequisite: None

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

AT 1204 A.S.E. ENGINE PERFORMANCE

Prerequisite: (R) (W) MATH 0103 or adequate math placement test score.

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) MATH 0103 or adequate math placement test score.

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) MATH 0103 or adequate math placement test score.

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) MATH 0103 or adequate math placement test score.

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) MATH 0103 or adequate math placement test score.

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) MATH 0103 or adequate math placement test score.

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) MATH 0103 or adequate math placement test score.

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) MATH 0103 or adequate math placement test score.

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) MATH 0103 or adequate math placement test score.

Special admission procedures required.

2 CREDITS The student will discuss and demonstrate specific competencies in subject not included in other ASE 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

Prerequisite: None

3 CREDITS This course covers safety practices, personal protection, and equipment operation during collision repair. The course will also cover compliance with Environmental Protection Agency policies, state and local regulations, and the Right-to-Know Act.

AT 1523 AUTOMOTIVE REFINISHING SYSTEMS AND PREPARATION

Prerequisite: AT 1513, Special admission procedures required.

3 CREDITS This course is designed to cover finish systems, both type and color. Students will identify refinishing systems and prepare surfaces for refinishing. Students will demonstrate knowledge and skill in applications of primer-surface, seam sealers, chip resistant coating, and maskings.

AT 1533 NON-STRUCTURAL TRIM AND PANEL ALIGNMENT

Prerequisite: AT 1513, Special admission procedures required.

3 CREDITS This course covers the basics of non-structural trim and body alignment. Students will demonstrate knowledge and skill in the use of panel alignment tools, fastener applications, panel alignment methods for bolt panels, and repair procedures.

AT 1543 SURFACE PREPARATION

Prerequisite: AT 1513, Special admission procedures required.

3 CREDITS This course covers the development of a refinishing process plan and the implementation of this plan. Students will demonstrate knowledge and skill in the removal of paint finish, cleaning surfaces, applying metal treatment, applying primer, block sanding, primer surfacing, and preparing adjacent panels for blend.

AT 1553 AUTOMOTIVE/COLLISION PROGRAM BASICS

Prerequisite: None

3 CREDITS This course covers the basic knowledge of collision repair. Students will receive an overview of the collision repair facility, basic safety aspects of the program, and student expectations for success in the collision repair program. Related topics will include general lab safety, tool usage, quality customer service and teamwork as they relate to the collision repair process. Applications of math skills such as standard and metric measuring, ratios, and proportions will also be taught. Students will also be required to participate in an industry work-site learning opportunity during the Automotive Collision Program Basics course.

AT 1612 A.S.E. ENGINE PERFORMANCE

Prerequisite: (R) (W) MATH 0103 or adequate math placement test score, or by evaluation. §

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) MATH 0103 or adequate math placement test score, or by evaluation. §

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) MATH 0103 or adequate math placement test score, or by evaluation. §

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) MATH 0103 or adequate math placement test score, or by evaluation. §

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) MATH 1652 or adequate math placement test score, or by evaluation. §

2 CREDITS This is an individual-paced (IP) course. The student will discuss and demonstrate specific competencies in subjects not included in another ATIP automotive courses, which will benefit those needing additional automotive training in new technology and specialized areas. A specific topic is announced for each offering.

AT 1733 BODY AND ELECTRICAL SERVICE

Prerequisite: (R) (W) MATH 0103 or adequate math placement test score.

3 CREDITS The student will demonstrate competencies in electrical theory and automotive heat and air conditioning theory, general body accessory and electrical service including automotive air conditioning/heating systems repair and diagnosis, battery charging, lighting and repair.

AT 1753 UNDER-VEHICLE SERVICE

Prerequisite: (W) MATH 0103 or adequate math placement test score.

3 CREDITS The student will demonstrate competencies in vehicle brake systems, steering systems and suspension systems. These competencies will include brake system repair and diagnosis, anti-lock brake system diagnosis, alignment procedures and theory, and suspension diagnosis.

AT 1773 POWERTRAIN SERVICE

Prerequisite: (W) MATH 0103 or adequate math placement test score.

3 CREDITS The student will demonstrate competencies in engine repair and engine performance that will include general engine diagnosis, engine repair, valve train design, cooling system diagnosis, ignition system diagnosis, emission control system diagnosis and engine control diagnosis.

AT 2001 CAREER EXPERIENCE

Prerequisite: (R) (W) MATH 0103 or adequate math placement test score.

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) MATH 0103 or adequate math placement test score.

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) MATH 0103 or adequate math placement test score.

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) MATH 0103 or adequate math placement test score.

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) MATH 0103 or adequate math placement test score.

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) MATH 0103 or adequate math placement test score.

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) MATH 0103 or adequate math placement test score.

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) MATH 0103 or adequate math placement test score.

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) MATH 0103 or adequate math placement test score.

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) MATH 0103 or adequate math placement test score.

Special admission procedures required.

2 CREDITS The student will discuss and demonstrate specific competencies in subjects not included in other ASE 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 by evaluation. §

3 CREDITS This course covers the preparation for refinishing and topcoat. Students will demonstrate knowledge and skill in body refinishing, preparing and mixing topcoats, using air supply equipment, using spray guns, and applying various types of topcoats.

AT 2523 TINTING AND BLENDING

Prerequisite: AT 1553 or by evaluation. §

3 CREDITS This course covers the basics and characteristics of color. The students will demonstrate knowledge and skill in the plotting of solid, pearl, and metallic color, and color matching. Students will demonstrate knowledge and skill in blending processes for single state, base coat/clear coat, and tri-coat finishes.

AT 2533 TROUBLESHOOTING AND DETAILING

Prerequisite: AT 1553 or by evaluation. §

3 CREDITS This course covers the identification of paint film defects and their causes and cures. Also covered are finish detailing as it relates to refinishing, decals and strip taping. Students will demonstrate knowledge and skill in these areas.

AT 2563 MINOR BODY REPAIR

Prerequisite: AT 1553 or by evaluation. §

3 CREDITS This course covers metal-straightening processes and the selection and application of body surface and specialty fillers. Students will demonstrate knowledge and skill in the proper utilization of tools and equipment and applying the processes of straightening, body surfacing and the application of specialty fillers.

AT 2573 DOOR AND QUARTER PANEL REPLACEMENT

Prerequisite: AT 1553 or by evaluation. §

3 CREDITS This course covers the removal and replacement of weld-on panels. Students will demonstrate knowledge and skill in the repair or replacement of weld-on panels.

AT 2583 AUTOMOTIVE GLASS REPLACEMENT

Prerequisite: AT 1553 or by evaluation. §

3 CREDITS This course covers the removal and installation of moveable and fixed glass using the tools and processes necessary. Students will demonstrate knowledge and skill in the replacement of glass.

AT 2593 MIG WELDING AND CUTTING

Prerequisite: AT 1553 or by evaluation. §

3 CREDITS This course covers safety practices and processes in different types of welds associated with automotive sheet metal welding. Students will demonstrate knowledge and skill in applying different types of welds.

AT 2612 A.S.E. MANUAL DRIVE TRAINS

Prerequisite: (R) (W) MATH 0103 or adequate math placement test score, or by evaluation. §

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) MATH 0103 or adequate math placement test score, or by evaluation. §

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) MATH 0103 or adequate math placement test score, or by evaluation. §

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) MATH 0103 or adequate math placement test score, or by evaluation. §

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) MATH 0103 or adequate math placement test score, or by evaluation. §

2 CREDITS This is an individual-paced (IP) course. The student will discuss and demonstrate specific competencies in subjects not included in other ATIP automotive courses, which will benefit those needing additional automotive training in new technology and specialized areas. A specific topic is announced for each offering.

AVIATION MAINTENANCE TECHNOLOGY

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) AMT 1212

5 CREDITS The student will develop a high degree of proficiency in troubleshooting complex aircraft electrical systems. The student will install electrical system components and check these systems for proper operation. The student will be introduced to modern electric control devices such as logic circuit components and digital electronics.

AMT 1135 POWERPLANT ELECTRICAL SYSTEM

Prerequisite: (R) (W) AMT 1212

5 CREDITS The student will practice installation procedures of powerplant electrical components. The student will check for proper operation of powerplant electrical charging/starting systems and components such as generators, alternators and starters. The student will service these systems and learn to perform repairs to system components.

AMT 1212 BASIC AIRCRAFT ELECTRONICS

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)

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)

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)

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)*

3 CREDITS The student will demonstrate proper procedures for determining turbine engine conformity and performing air-worthiness inspections, troubleshooting, maintenance and repair operations including removal, installations, rigging and 100-hour inspections. The student will also use instruments and other methods to inspect, troubleshoot service and repair turbine powerplant related systems such as fuel and metering, ignition, instrument, fire protection and turbine propeller systems in accordance with FAA and manufacturer's standards.

BANKING AND FINANCE**BF 1000 SPECIAL TOPICS***Prerequisite: (R) (W) MATH 0103 or adequate math placement test score.*

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) MATH 0103 or adequate math placement test score.*

3 CREDITS The student will trace the history, the organization and the operations of the commercial financial industry and explain the impact of these fundamental financial concepts on today's economy. (This course is generally offered in the fall semester only.)

BF 2000 SPECIAL TOPICS*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.

BIOINFORMATICS**BINFO 1011 INTRODUCTION TO BIOINFORMATICS***Prerequisite: (R) (W) Math 0103 or adequate math placement test score.*

1 CREDIT Students are introduced to the field of bioinformatics. They will explore the field of bioinformatics in a comprehensive overview, which includes ethics, as well as current trends in bioinformatics careers and applications.

BINFO 2013 BIOINFORMATICS TOOLS AND DATABASES*Prerequisite: (R) (W) Math 0303 or adequate math placement test score, BINFO 1011*

3 CREDITS Students are introduced to internet databases and methods in bioinformatics. They will learn to use genomic and protein databases, and appropriate software tools to align and compare sequences and to model protein structures. Students focus on the practical use of bioinformatics tools and databases to explore genomes and proteomes in applied problem spaces.

BINFO 2113 BIOINFORMATICS PROGRAMMING IN PERL*Prerequisite: (R) (W) Math 0203 or adequate math placement test score, BINFO 2013*

3 CREDITS Students are introduced to the PERL programming language. They use PERL along with web server concepts to create web sites with database interactivity.

BINFO 2213 BIOINFORMATICS PRACTICUM*Prerequisite: (R) (W) Math 0303 or adequate math placement test score, BINFO 2013, BINFO 2113*

3 CREDITS Students gain practical experience in the field of bioinformatics through an internship at an affiliated business or university research center, or a capstone experience at OCCC. Students will use all techniques learned in BINFO 1011, 2013, and 2113 in a work setting.

BIOLOGICAL SCIENCE**BIO 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*

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) Math 0103 or adequate math placement test score.*

3 CREDITS Upon completion of this course, the student will be able to discuss the composition of nutrients and accessory factors required for human nutrition, relate their roles in human health and disease, and describe the application of basic nutritional principles to the planning of normal and special dietary regimens.

GenEd Requirement

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 (NON-MAJORS)*Prerequisite: (R) (W) Math 0103 or adequate math placement test score.*

3 CREDITS An introductory non-lab course that is designed to provide non-biological science major with the necessary background needed to effectively understand scientific information. Students investigate the properties of life to include: organization, energy use, evolution, maintenance of homeostasis, reproduction, growth, and development. Ecological concepts are discussed which enables students to have a better understanding regarding the impact that humans have on the natural world.

*GenEd Requirement***BIO 1114 GENERAL BIOLOGY (NON-MAJORS)***Prerequisite: (R) (W) Math 0103 or adequate math placement test score.*

4 CREDITS An introductory lab-based course that is designed to provide non-biological science major with the necessary background needed to effectively understand scientific information. Students investigate the properties of life to include: organization, energy use, evolution, maintenance of homeostasis, reproduction, growth, and development. Ecological concepts are discussed which enables students to have a better understanding regarding the impact that humans have on the natural world. Laboratory work is an integral and required part of this course.

*GenEd Requirement***BIO 1124 GENERAL BIOLOGY I (MAJORS)***Prerequisite: (R), (W), MATH 0403 or adequate math placement test score.*

4 CREDITS An introductory course required for all biological science majors and pre-health profession students. The fundamental principles of biology are described using a cellular approach. Students gain knowledge regarding the chemical basis of life, structural characteristics of cells to include a discussion of

energetics, metabolism and genetics. Evolution and ecology are also discussed in order to provide an understanding of both the diversity of living organisms and the living world. Students recognize, discuss and correctly apply fundamental biological principles influencing their personal relationship with other life forms. A discussion of the scientific method, logical (deductive) reasoning, hypothesis testing and some common fallacies and misconceptions that cloud scientific explanations of the natural world are included. Laboratory work, an integral and required part of the course, will enhance the student's understanding of fundamental biological concepts as well as scientific procedures, laboratory technical skills, dissection and statistical analysis.

GenEd Requirement

BIO 1134 GENERAL BIOLOGY II (MAJORS)

Prerequisite: (R), (W) MATH 0403 or adequate math placement test score.

4 CREDITS This second course in the General Biology series for majors in the biological sciences and related fields, takes organismal approach to studying bacterial, plant and animal diversity, and relates how various morphological features function. A discussion of the scientific method, logical (deductive) reasoning, hypothesis testing and some common fallacies and misconceptions that cloud scientific explanations of the natural world are included. Students discuss Darwinian natural selection as a mechanism for evolutionary change with emphasis on systematics in order to understand evolutionary relationships between the major classes of plants and animals. Laboratory work, an integral and required part of the course, includes a variety of dissections and hypothesis testing exercises.

GenEd Requirement.

BIO 1204 HISTORY OF LIFE ON EARTH

Prerequisite: (R) (W) Math 0103 or adequate math placement test score.

4 CREDITS This course includes a one hour lab and field experience. Students will demonstrate knowledge of biological systematics, paleontology, evolution, vertebrate anatomy, ecology, and several topics within geology. Students will apply these concepts to the origin and evolution of the major groups of living things on Earth.

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. This course is not equivalent to BIO 1314 Human Anatomy and Physiology I, and it is not transferrable to other institutions.

BIO 1314 HUMAN ANATOMY AND PHYSIOLOGY I

Prerequisite: (R) (W) Math 0103 or adequate math placement test score. An adequate biology placement test score or BIO 0123 or a college-level biological science class.

4 CREDITS Through a systematic study of the structure and function of the human body, its cells, tissues, organs and systems, the student will identify and describe basic anatomical structures and fundamental physiological processes that occur in health and disease for the major body systems. Laboratory work which may require dissection is an integral and required part of the course.

† 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.

BIO 1414 HUMAN ANATOMY AND PHYSIOLOGY II

Prerequisite: (R) (W) Math 0103 or adequate math placement test score, BIO 1314

4 CREDITS With Human Anatomy & Physiology I as a foundation, the student will advance his or her study of the structure and function of the human body and will identify and describe more detailed anatomical structures and more comprehensive physiological processes that occur in health through a systematic survey of the major body systems. Laboratory work which may require dissection is an integral and required part of the course.

† 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.

BIO 1514 MICROBIOLOGY OF INFECTIOUS DISEASE

Prerequisite: (R) (W) Math 0103 or adequate math placement test score, BIO 1314

4 CREDITS This course is designed as an overview of microbiology as related to the health care profession. Primary concentration will be on the pathogenic microorganisms, including bacteria, virus, rickettsiae, fungi and protozoa. Emphasis will be placed on diseases caused by microorganisms, host/parasite relationships, aseptic technique, and control of nosocomial infections. Laboratory work is an integral component of this course.

† 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.

BIO 2000 SPECIAL TOPICS

Prerequisite: (R) (W) Math 0203 or adequate math placement test score.

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other biological science courses, but which are beneficial in providing a better understanding of the field. A specific topic is announced for each time of offering. Enrollment may be repeated with a change of topic.

BIO 2102 CLINICAL ANATOMY

Prerequisite: (R) (W) Math 0103 or adequate math placement test score, PTA and OTA students only

2 CREDITS This course is designed to strengthen the student's knowledge of human anatomy in the areas of bones, muscles, and nerves as related to the areas of occupational and physical therapy. Models and prosected cadavers will be utilized to enrich the student's understanding of these systems.

BIO 2114 GENERAL BOTANY

Prerequisite: (R) (W) Math 0403 or adequate math placement test score, BIO 1124

4 CREDITS Through a systematic survey of major plant groups, the student will demonstrate his or her ability to apply principles of plant structure and function, genetics, classification and life cycles to explain evolutionary relationships of plants to each other and their economic importance to man. Laboratory work which may require dissection is an integral and required part of the course.

GenEd Requirement.

BIO 2125 MICROBIOLOGY

Prerequisite: (R) (W) or adequate math placement test score, Any four credit hour college-level biology course and a college-level chemistry course.

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

GenEd Requirement.

BIO 2203 CELL BIOLOGY

Prerequisite: (R) (W) Math 0403 (R) (W) Math 0203 or adequate math placement test score, BIO 1124

3 CREDITS Students are introduced to the basic features of cells and methods of studying them. Emphases are on cellular chemistry, structure, functions of organelles and processes. Students will demonstrate knowledge of the mechanisms of cellular processes, energetics, reproduction and differentiation.

BIO 2215 GENERAL ZOOLOGY

Prerequisite: (R) (W) Math 0403 or adequate math placement test score, BIO 1124

5 CREDITS General Zoology provides a systematic investigation of the major protistan and animal groups. Students discuss and correctly apply evolutionary, taxonomic, anatomical, physiological, behavioral, and ecological characteristics which exist within each of these groups. Laboratory work which requires dissection is an integral and required part of this course.

GenEd Requirement.

BIO 2224 INVERTEBRATE ZOOLOGY

Prerequisite: (R) (W) Math 0403 or adequate math placement test score, BIO 1124

4 CREDITS The student will demonstrate knowledge of invertebrate animals with relationship to their taxonomy, anatomy, physiology, life history, ecology and evolution. Laboratory work which may require dissection is an integral and required part of the course.

BIO 2234 HUMAN PHYSIOLOGY

Prerequisite: (R) (W) Math 0403 or adequate math placement test score, BIO 1124 and one college-level chemistry course.

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

BIO 2255 HUMAN ANATOMY

Prerequisite: (R) (W) Math 0403 or adequate math placement test score, BIO 1124

5 CREDITS Students study the development and gross morphology of the human body and its systems. This course may not be applied for Biology major credit. Open only to majors in physical education, science education, physical therapy, nursing, occupational therapy, physician's associate, dental hygiene, pharmacy, and selected fields. Laboratory dissection of human cadavers is required.

BIO 2324 COMPARATIVE VERTEBRATE ANATOMY

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) Math 0203 or adequate math placement test score.

3 CREDITS Through a study of genetic principles, the student will be able to describe mechanisms of heredity and the relationship of genetics to disease, inheritance, evolution and contemporary social problems.

GenEd Requirement

BIO 2403 ECOLOGY AND ENVIRONMENTAL ISSUES

Prerequisite: (R) (W) Math 0203 or adequate math placement test score.

Assessment required prior to enrollment.

3 CREDITS The student will discuss and correctly apply fundamental ecological principles as a basis for understanding, evaluating, and suggesting possible solutions to environmental problems relating to man's manipulation of and role in the biosphere. Individual and group projects, discussion groups and selected readings provide the basis for understanding basic ecological principles as they apply to major issues.

GenEd Requirement

BIO 2404 ECOLOGY AND ENVIRONMENTAL ISSUES

Prerequisite: (R) (W) Math 0203 or adequate math placement test score.

Assessment required prior to enrollment.

4 CREDITS The student will demonstrate his or her ability to discuss and correctly apply fundamental ecological principles as a basis for understanding, evaluating, and suggesting possible solutions to environmental problems relating to man's manipulation of and role in the biosphere. Individual and group projects, discussion groups and selected readings provide the basis for understanding basic ecological principles as they apply to major issues. Laboratory work which may require dissection is an integral and required part of the course.

GenEd Requirement

BIOTECHNOLOGY

BIOT 1011 SURVEY OF BIOTECHNOLOGY

Prerequisite: (R) (W) Math 0203 or adequate math placement test score.

1 CREDIT The student will explore the field of biotechnology in a comprehensive overview. Course topics will include ethics, current trends in biotechnology careers and research through demonstrations, seminars, and field-trips.

BIOT 1022 MEDIA AND SOLUTION PREPARATION

Prerequisite: (W) 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) BIO 2125

2 CREDITS The student will discuss the nonspecific and specific immune systems of the human organism. Course topics will include antigen-antibody interaction, cell-mediated immunity, interferon, natural killer cells, and complement.

BIOT 2823 BIOTECHNOLOGY LABORATORY I

Prerequisite: (W), MATH 2013 or MATH 1513, BIOT 1022; Corequisite: BIO 2343, CHEM 1215

3 CREDITS Students become familiar with recombinant DNA techniques and gene expression. Students work with genomic and plasmid DNA, transfer, select for, identify, characterize, quantify, amplify, and purify DNA. Experience with electrophoresis, polymerase chain reaction, plasmid preps, and bioinformatics will be included.

BIOT 2843 ADVANCED NUCLEIC ACID LABORATORY

Prerequisite: (W) BIOT 2823

3 CREDITS Students build on the skills learned in Biotechnology Laboratory I to explore more advanced DNA and RNA techniques.

BIOT 2921 CELL CULTURE METHODS

Prerequisite: (W) BIO 2125; BIOT1022

1 CREDIT The student will learn to successfully maintain mammalian culture cells in a healthy uncontaminated state for an extended period of time. The course will include making cell culture media, monitoring cell growth, freezing cells, and bringing up frozen cells.

BIOT 2933 BIOTECHNOLOGY LABORATORY II

Prerequisite: (W) BIOT 2823

3 CREDITS The student will characterize, quantify and partially purify proteins with a variety of methods. Immunochemistry will be examined including ELISA and Western Blot.

BIOT 2942 BIOMANUFACTURING

Prerequisite: (W) BIOT 2823 and BIOT 2933

2 CREDITS The student will use a biofermenter to grow and monitor cells on a laboratory scale that simulates the large-scale production used in industry. Students will clean, sterilize, inoculate, operate and monitor the fermenter and then recover and purify protein products. Principles of upstream and downstream processing in the manufacture of a protein product using current Good Manufacturing Practices (cGMPs) and following Standard Operating Procedures (SOPs) will be emphasized.

BIOT 2993 BIOTECHNOLOGY INTERNSHIP

Prerequisite: (W) BIOT 2933, BIOT 2921

3 CREDITS Students receive 320 hours of practical experience at one of the affiliated corporations or a university research facility. The techniques learned in BIOT 2823, BIOT 2933 and BIOT 2921 will be applied in an actual research setting to give the student more experience while learning practical applications for laboratory procedures.

BUSINESS

BUS 1000 SPECIAL TOPICS

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) MATH 0103 or adequate math placement test score.

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 0103 or adequate math placement test score within the last year.

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.

Note: 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 0403 or adequate math placement test score.

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

BUS 2033 BUSINESS COMMUNICATION

Prerequisite: (R) (W), ENGL 1113 or by evaluation. §

3 CREDITS Business Communication is a survey course of communication skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology.

Note: This course satisfies the computer proficiency requirement.

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 THE WORKPLACE

Prerequisite: (R) (W), ENGL 1113 and POLSC 1113

3 CREDITS Students will study the American Legal System and how it applies to the workplace. Students will demonstrate knowledge in court systems, legal reasoning, law and ethics, civil procedure, agency, torts, negligence, labor law, and employment discrimination.

CHEMISTRY

CHEM 1103 CHEMISTRY AROUND US

Prerequisite: (R) (W) Math 0203 or adequate math placement test score.

3 CREDITS A course designed for students having no previous training in chemistry or for whom the study of chemistry will terminate with this experience. Upon completion of this course, the student will be able to discuss such fundamental concepts of chemistry as atomic structure and the periodic table, chemical bonding, nuclear energy, chemical elements and compounds, and the significance of carbon and some other elements to life itself.

GenEd Requirement

CHEM 1115 GENERAL CHEMISTRY I

Prerequisite: (R) (W), MATH 1513 or MATH 1533, or both MATH 0403 and High School Chemistry or CHEM 1123. A grade of "C" or better is required in all prerequisite courses.

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

† 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.

GenEd Requirement

CHEM 1123 SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY

Prerequisite: (R) (W) Math 0403 or adequate math placement test score.

3 CREDITS This course is designed for nursing and allied health programs which do not require General Chemistry I for science majors. This course is also appropriate for individuals interested in a general overview of chemistry. The course covers selected topics in general chemistry including unit conversions, atomic structure, chemical bonding, acids, bases, pH, chemical equilibrium, electrolytes, and properties of solutions. The course also introduces topics from organic and biochemistry. The relationship between chemical principles and human health is emphasized throughout the course.

GenEd Requirement

CHEM 1131 LABORATORY FOR SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY

Prerequisite: (R) (W), MATH 0403 or adequate math placement test score.

Prerequisite or Corequisite: CHEM 1123

1 CREDIT Students apply chemical principles discussed in CHEM 1123 in a laboratory setting.

† 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.

GenEd Requirement

CHEM 1144 TECHNICAL CHEMISTRY

Prerequisite: (R) (W), APPM 1233 or MATH 1613

4 CREDITS This is a course designed primarily for technical career programs. Upon completion of this course, the student will be able to apply chemical concepts and techniques to solve technical problems in the areas of chemistry, environmental measurements and instrumentation. The student will demonstrate a basic knowledge of structure and bonding, the nature of solutions, states of matter, acid-base phenomena, thermodynamics, electrochemistry and elementary organic chemistry. Laboratory experience is an integral part of the course.

† 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.

CHEM 1215 GENERAL CHEMISTRY II

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

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

† 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.

GenEd Requirement

CHEM 2114 ORGANIC CHEMISTRY I

Prerequisite: CHEM 1215 with a grade of "C" or better.

4 CREDITS This course is the first of a two-semester sequence of Organic Chemistry for science and chemical engineering majors as well as students seeking to enter the fields of medicine, dentistry, pharmacy, and veterinary medicine. Students will master the fundamental concept of structure, functional groups, and reactions of aliphatic compound along with selected reaction mechanisms.

Note: (This course replaced the lecture component of CHEM 2115 beginning in Spring 2009.)

CHEM 2122 ORGANIC CHEMISTRY LABORATORY*Prerequisite: CHEM 2114 with a grade of "C" or better.*

2 CREDIT HOURS This laboratory course is intended for science and chemical engineering majors as well as students seeking to enter the fields of medicine, dentistry, pharmacy, and veterinary medicine. Students will master common laboratory techniques used to synthesize, separate, purify, and characterize organic compounds.

† 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.

Note: (This course replaced the laboratory components of CHEM 2115 and CHEM 2125 beginning in Fall 2009.)

CHEM 2124 ORGANIC CHEMISTRY II*Prerequisite: CHEM 2114 with a grade of "C" or better.*

4 CREDITS This course is the second of a two-semester sequence of Organic Chemistry for science and chemical engineering majors as well as students seeking to enter the fields of medicine, dentistry, pharmacy, and veterinary medicine. Students will master the concepts of structural theory, reactions, and the reaction mechanisms of the principal functional groups of organic compounds which were not included in the first course.

Note: (This course replaced the lecture component of CHEM 2125 beginning in Fall 2009.)

CHEM 2990 CHEMICAL RESEARCH INTERNSHIP*Prerequisite: CHEM 1115 or by evaluation. §*

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 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 1121 THE CHILD DEVELOPMENT PROFESSIONAL*Prerequisite: (R) (W)*

1 CREDIT This course will introduce students to the Child Development profession and program as well as the fields of child development and early childhood education.

CD 1123 BASIC CHILD CARE II*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 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 1211 PARENTING*Prerequisite: None*

1 CREDIT In this course, students will learn some of the best practices in parenting, including: the basic care of a child, guidance and discipline, the importance of interactive play, the understanding of language and literacy development, knowledge of the basic ages and stages of child development, knowledge of a child's microsystem, and balancing multiple responsibilities.

CD 2000 SPECIAL TOPICS IN CHILD DEVELOPMENT*Prerequisite: (R) (W) or by evaluation. §*

VARIABLE 1-6 CREDITS The student will identify patterns of child growth and development, and will complete appropriate plans or designs for one or more of the following: learning programs, creative activities, nutritional diets, community relations, management activities, salesmanship, and budgeting.

CD 2113 INTRODUCTION TO CHILD DEVELOPMENT*Prerequisite: (R) (W)*

3 CREDITS This course will identify patterns of the physical, intellectual and emotional/psycho-social development of children. The course will recognize the major theories of human development as they apply to children.

CD 2153 INTRODUCTION TO EARLY CHILDHOOD EDUCATION*Prerequisite: (R)*

3 CREDITS This course explores the early childhood profession and its multiple historical, philosophical, and social foundations, including how these foundations influence current thought and practice.

CD 2213 CHILD AND FAMILY IN SOCIETY*Prerequisite: (R) (W)*

3 CREDITS This course emphasizes promoting optimum development and support of families and children within various settings and the larger community. *General Education Course*

CD 2333 INTEGRATED CURRICULUM DEVELOPMENT I*Prerequisite: (R) (W), Earned at least a "C" in CD 2113, CD 2153*

3 CREDITS This course discusses how to create, evaluate, and select developmentally appropriate materials, equipment, and environments that support children's early learning. It provides the opportunity to plan, implement, and evaluate an integrated curriculum that focuses on children's needs and interests and takes into account culturally valued content and children's home experiences. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements.

NOTE: In this course preschool and infant toddler early learning guidelines will be included.

CD 2353 CHILD HEALTH, SAFETY AND NUTRITION*Prerequisite: (R) (W), Earned at least a "C" in CD 2113, CD 2153*

3 CREDITS This course explores the identification and implementation of best practices for health, safety, and nutrition of young children in a variety of early childhood settings. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements.

NOTE: In this course preschool and infant toddler early learning guidelines will be included.

CD 2363 BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN

Prerequisite: (R) (W) Earned at least a "C" in CD 2153 & CD 2113 for Child Development majors or by evaluation. §

3 CREDITS This course presents the theoretical basis for the use of positive, constructive child guidance and discipline techniques in programs serving children. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements.

NOTE: In this course preschool and infant toddler early learning guidelines will be included.

CD 2443 LANGUAGE & LITERACY FOR YOUNG CHILDREN

Prerequisite: (R) (W) CD 2113 and CD 2153

3 CREDITS This course is designed for students preparing to teach children fewer than six years of age. The student will demonstrate knowledge of the language and literacy development and learning needs of young children. The student will demonstrate skills in planning and presenting activities for children in the areas of language and literacy.

CD 2533 INTEGRATED CURRICULUM DEVELOPMENT II

Prerequisite: (R) (W) ENGL 1113 Earned at least a "C" CD 2113, CD 2153, CD 2333, and CD 2353

3 CREDITS This course is designed for students preparing to teach children fewer than six years of age. Students will demonstrate the ability to use assessment effectively and plan curriculum on both a day-to-day and long-term basis for infants, toddlers and preschool age children of all abilities in group early care and education settings. Students will demonstrate knowledge of the teacher's relationship and ethical responsibility to children's families.

NOTE: In this course preschool and infant toddler early learning guidelines will be included.

CD 2623 SUPERVISED LABORATORY

Prerequisite: (R) (W) ENGL 1113 Earned at least a "C" in CD 2333, CD 2353

3 CREDITS This course is designed for students planning to teach children under the age of six years. Students will work a minimum of 96 clock hours at the Oklahoma City Community College Child Development Center and Laboratory School. Students will provide for children's health and safety, guide their behavior, plan and execute activities in all curriculum areas, communicate with children's families, and interact with staff on a professional level. Students must meet pre-laboratory requirements.

CD 2632 CHILD DEVELOPMENT FIELDWORK

Prerequisite: (R) (W) ENGL 1113 Earned at least a "C" in CD 2533

2 CREDITS This course is designed for students who plan to teach children under the age of six years. Students will demonstrate skill in guiding young children and providing for their health and safety in a group setting. Students will also demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. A minimum of eighty contact hours is required, which must be completed in instructor approved on- and off-campus early care and education facilities. Students must meet pre-laboratory requirements. Students must meet pre-fieldwork requirements documenting a minimum of 220 observation and contact hours with children in a variety of settings, including the workplace.

CD 2633 CHILD DEVELOPMENT FIELDWORK

Prerequisite: (R) (W) ENGL 1113 Earned at least a "C" in CD 2533

3 CREDITS This course is designed for students who plan to teach children under the age of six years. Students will demonstrate skill in guiding young children and providing for their health and safety in a group setting. Students will also demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. A minimum of eighty contact hours is required, which must be completed in instructor approved on- and off-campus early care and education facilities. Students must meet pre-laboratory requirements. Students must meet pre-fieldwork requirements documenting a minimum of 220 observation and contact hours with children in a variety of settings, including the workplace.

CD 2713 INFANT/TODDLER DEVELOPMENT AND EDUCATIONAL PROGRAM

Prerequisite: (R) (W) ENGL 1113 Earned at least a "C" in CD 2113, CD 2153, CD 2333, CD 2353, CD 2363

3 CREDITS This course will focus specifically on the cognitive, psychosocial, and physical development of the child from conception up to age 3. Attention will focus on the consequential care required for infants/toddlers in early care and education settings. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements. Other field study is expected as well.

CD 2813 EARLY CHILDHOOD CENTER PERSONNEL DEVELOPMENT & MANAGEMENT

Prerequisite: (R) (W) Earned at least a "C" in CD 2113, CD 2153, CD 2333, CD 2353, CD 2363, ENGL 1113.

3 CREDITS This course is for individuals wishing to improve their management skills with personnel working in early care and education programs. Students will examine the principles, procedures and organizational techniques used in the development and management of personnel including employment practices, employee assessment and evaluation, orientation, training, related federal and state legislation and regulations, diversity, employee/employer relations, compensation, advocacy, ethics, and leadership.

CD 2833 EARLY CHILDHOOD CENTER FINANCIAL PLANNING AND MANAGEMENT

Prerequisite: (R) (W) Math 0103 or adequate math placement test score, Earned at least a "C" in CD 2113, CD 2153, CD 2333, CD 2353, CD 2363, ENGL 1113.

3 CREDITS This course is for individuals wishing to improve their skills in designing and managing budgets and financial plans for early care and education programs. Students will have practical experience utilizing guidelines and tools for creating budgets as well as other financial issues pertinent to the field. Other content will include governmental regulations as they pertain to budgets, insurance, customer service, collection issues, financial policies and procedures, fund raising, and government programs and their relationships to financial management of early care and education programs.

CLINICAL RESEARCH COORDINATOR

CRC 1103 INTRODUCTION TO CLINICAL RESEARCH

Prerequisite: (R) (W) Meet the basic requirements for admission to the clinical research program which are assessment of entry-level skills and educational readiness in the topics of reading and reasoning, writing, mathematics, and science. Competency in basic computer skills or CS 1103 Introduction to computers and applications.

Corequisite: ENGL 1113

3 CREDITS The student will demonstrate knowledge of the history of human subject research, evolution of rules protecting human subjects, roles of the clinical research teams, clinical trial phases, and responsibilities of clinical research organizations.

CRC 1112 VITAL SIGNS AND VENIPUNCTURE

Prerequisite: BIO 1414

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

CRC 1203 MEDICAL ETHICS AND CLIENT CARE

Prerequisite: CRC 1103

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

CRC 1303 CLINICAL TRIALS AND RESEARCH REGULATIONS

Prerequisite: CRC 1103

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

CRC 1503 CLINICAL TRIALS AND RESEARCH INTERNSHIP I

Prerequisite: CRC 1203; CRC 1303

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

CRC 2003 CLINICAL DATABASE APPLICATIONS

Prerequisite: CRC 1103

3 CREDITS The student will demonstrate mastery of the concepts of clinical research data management systems, quality assurance, data confidentiality and security, accurate preparation of case reports.

CRC 2103 CLINICAL RESEARCH DESIGN

Prerequisite: CRC 1203; CRC 1303

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

CRC 2113 CLINICAL RESEARCH SITE MANAGEMENT

Prerequisite: CRC 2103

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

CRC 2203 PATHOPHYSIOLOGY

Prerequisite: CHEM 1123; BIO 1414; AHP 1013

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

CRC 2213 PHARMACOLOGY FOR CLINICAL RESEARCH

Prerequisite: CHEM 1123; BIO 1414

3 CREDITS The student will correctly spell names of major drugs, place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names. The student will identify and discuss the purpose of nutritional products, blood modifiers, hormones, diuretics, diabetes medications, cardiovascular agents, respiratory drugs, and gastrointestinal agents

CRC 2313 CLINICAL PROTOCOL DESIGN

Prerequisite: CRC 2103; CRC 2113

3 CREDITS Through study, discussion, and classroom activities the student will identify different research designs, master the rules for writing protocols, understand ethical issues involved in research protocol design, and develop the skills to design data collection forms.

COMMUNICATIONS

COM 1000 SPECIAL TOPICS

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 by evaluation. §

3 CREDITS The student will improve reading rate while maintaining or improving comprehension. The student will study conventional patterns of written material in order to improve comprehension and retention. Individual contracts allow students to focus on specific aspects of reading: speed, comprehension skills, vocabulary, study reading, or reasoning/thinking skills.

General Education Course

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.

General Education Course

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 INTRO TO PUBLIC SPEAKING

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.

General Education Course

COMPUTER-AIDED TECHNOLOGY

CAT 1000 SPECIAL TOPICS

Prerequisite: (R) (W) Math 0103 or adequate math placement test score.

VARIABLE 1-6 CREDITS The student will demonstrate specified competencies in subject areas not covered in other computer-aided design and design courses, but which are beneficial in providing a better understanding of drafting and design. Enrollment may be repeated with a change of topic.

CAT 1013 CREATIVITY AND DESIGN

Prerequisite: (R), (W), MATH 0103 or adequate math placement test score.

3 CREDITS This course combines theory and problem-solving assignments to introduce students to the main concepts of creativity and design. Throughout this course students will exam the principles of design and critical thinking skills that lead to creative solutions. Within this collaborative learning environment students will complete hands on activities that stimulate innovation and promote life long learning.

CAT 1023 EVOLUTION OF GAME TECHNOLOGY

Prerequisite: (R) (W) Math 0103 or adequate math placement test score.

3 CREDITS This course provides a historical and critical approach to the evolution of computer and video game design from its beginnings to the present. The student will learn the history of the industry and its continuing trends. Through analysis and example the student will learn why people play games, the game interface, design cycles, game genres, game-related technology and the possible futures of the industry.

CAT 1033 PRINCIPLES OF ANIMATION

Prerequisite: (R) (W) Math 0103 or adequate math placement test score.

3 CREDITS This course provides a historical and critical approach to animation from early black-and-white cartoons to modern 2D and 3D productions. It includes aesthetic theory and critical analysis of processes and techniques involved in the construction of traditional and computer based animation sequences.

CAT 1043 ENGINEERING PRINCIPLES

Prerequisite: (R) (W) Math 0103 or adequate math placement test score.

3 CREDITS The student will use computational techniques and computer-aided drawing to create, analyze and graphically represent solutions to architectural and engineering problems, reflecting national, international and professional norms and standards. The student will be able to describe and demonstrate familiarity with the functions and responsibilities of research, manufacturing, construction and quality assurance involved in the solutions of a variety of engineering and architectural problems.

CAT 1053 MANUFACTURING MATERIALS AND PROCESSES

Prerequisite: (R) (W) Math 0103 or adequate math placement test score, CAT 1043 or by evaluation. §

3 CREDITS Students will learn basic concepts of the properties, behaviors and proper application of materials used in manufacturing and construction. The Student will discuss and demonstrate various manufacturing, fabrication, assembly, handling and finishing processes.

CAT 1214 COMPUTER-AIDED DESIGN (CAD)

Prerequisite: (R) Math 0103 or adequate math placement test score.

4 CREDITS The student will learn and demonstrate the proper use of computer-aided design software as a design tool in fields such as Engineering, Architectural and Multimedia. Emphasis will be on computer-aided design fundamentals such as creating, editing and printing of 2D computer-aided design documents. The student will demonstrate his or her understanding of the structure, use and development of computer-aided design documents by correctly creating, using and storing computer-aided design documents.

Note: This course satisfies the computer proficiency requirement.

CAT 1223 GAME DEVELOPMENT AND DESIGN CONCEPTS

Prerequisite: (R) (W) Math 0203 or adequate math placement test score.

3 CREDITS This course will introduce students to the concepts and tools used to create 2D games. Using a drag and drop system, students will build and test their interactive games that reflect the design mechanics of historical games.

Note: This course satisfies the computer proficiency requirement.

CAT 1233 2D COMPUTER ANIMATION

Prerequisite: (R) (W) Math 0103 or adequate math placement test score, CAT 1033 or by evaluation. §

3 CREDITS In this class students will apply basic animation principles to produce a sequence using industry leading 2D animation computer software. Emphasis will be placed on timing, performance and creativity.

CAT 1253 CAD 3D MODELING

Prerequisite: (R) (W) Math 0103 or adequate math placement test score, CAT 1043 and CAT 1214 or by evaluation. §

3 CREDITS The student will use Computer-Aided Design software to create 3-dimensional graphics. The student will demonstrate the ability to define 3D workspaces and viewing positions. The student will use various 3D drawing tools to

create 3D objects as surfaced and solid models. The student will also develop rendered bitmap images and use them in professional drawings. Emphasis will be placed on the creation of 3D models from 2D data and 2D detail drawings from 3D data.

Note: This course satisfies the computer proficiency requirement.

CAT 1313 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEM (GIS)

Prerequisite: (R) (W) Math 0103 or adequate math placement test score.

3 CREDITS Students will learn fundamental concepts in Geographic Information System (GIS). The student will be introduced to introductory content on typical business and technical applications, data, software, and techniques used to accomplish GIS projects. Students receive hands-on experience with global positioning system (GPS) hardware and ArcGIS software.

Note: This course satisfies the computer proficiency requirement.

CAT 1323 INTRODUCTION TO GLOBAL POSITIONING SYSTEMS (GPS)

Prerequisite: (R) (W) Math 0103 or adequate math placement test score.

3 CREDITS The student will demonstrate the ability to use GPS technology for collecting, processing, and analyzing spatial and non-spatial data. The student will learn and apply GPS theory and techniques through computer laboratory assignments, and field survey experiences.

Note: This course satisfies the computer proficiency requirement.

CAT 1413 CAD HARDWARE AND SOFTWARE

Prerequisite: (R) (W) Math 0103 or adequate math placement test score.

3 CREDITS The student will demonstrate his or her ability to understand the purposes and advantages of using networks, the Internet and operating systems in computer-aided design. The student will be introduced to computer-aided design hardware, software, networks, and operating systems as an integral part of computer-aided design productivity.

Note: This course satisfies the computer proficiency requirement.

CAT 1513 DIGITAL IMAGING

Prerequisite: Math 0103 or adequate math placement test score, CS 1103 or CAT 1413 or by evaluation. §

3 CREDITS Students will develop both technical skills and creative techniques in a project-based learning environment. Many aspects of digital imaging will be applied including digital cameras and scanners, image retouching and manipulation, selection, layering, color correction, channels, paths, and filters.

Note: This course satisfies the computer proficiency requirement.

CAT 2000 SPECIAL TOPICS

Prerequisite: (R) (W) Math 0103 or adequate math placement test score.

VARIABLE 1-6 CREDITS The student will demonstrate competencies with subjects not covered in other program courses. Each course will cover a specific topic and may be repeated with a change in content.

CAT 2013 GEOMETRIC DIMENSIONING AND TOLERANCING

Prerequisite: (R) Math 0103 or adequate math placement test score, CAT 2540 (minimum of three credit hours)

3 CREDITS This course will introduce the student to the concepts of geometric dimensioning and tolerancing. The coursework will focus on recognition and understanding of geometric tolerancing terms and symbols. The student will interpret and apply the basic geometric tolerancing techniques.

CAT 2023 DESIGN MECHANICS

Prerequisite: (R) (W) Math 1613, 15 credit hours of CAT, PHYS 1114 or PHYS 1314

3 CREDITS The student will analyze coplanar force systems and calculate moments of inertia, centroids, tensile stresses. The student will demonstrate an understanding of the relationship between stress and strain, basic properties of materials and shear, bending and moment diagrams. This course is designed as an applied static's and strength of materials course for technicians utilizing algebra, trigonometry and analytic geometry.

CAT 2113 CAD MANAGEMENT AND STANDARDS

Prerequisite: (R) (W) Math 0103 or adequate math placement test score, CAT 1253 or by evaluation. §

3 CREDITS The student will demonstrate the ability to manage and maintain a Computer-Aided Design System. The student will demonstrate his or her ability to handle problems in the Computer-Aided Design office related to organization, finances, communication, hardware, software, training and limited resources by providing written, structured solutions to Computer-Aided Design office problems. The student will be able to develop, apply and maintain a Computer-Aided Design standards manual defining the operational parameters necessary for a profitable and efficient Computer-Aided Design operation. Emphasis will be on organizing data input, drawing output, data exchange and networking.

Note: This course satisfies the computer proficiency requirement.

CAT 2143 DIGITAL VIDEO EDITING

Prerequisite: (W), MATH 0103 or adequate math placement test score, CS 1103 or by evaluation. §

3 CREDIT HOURS This course will focus on advanced projects in video editing and motion graphics. Students will develop both technical and creative skills in non-linear editing, compositing, special effects, camera movements and cinematic points of view, and titling and motion graphics.

CAT 2163 CAD PROGRAMMING AND AUTOMATION

Prerequisite: (R) (W) Math 0203 or adequate math placement test score, CAT 1253 or by evaluation. §

3 CREDITS The student will use embedded programming languages such as AutoLISP and Visual Basic to automate the drafting and design process. Emphasis will be placed on the development of parametric drawing programs. The student will demonstrate his or her ability to understand Computer-Aided Design automation by writing computer programs that can be used in the Computer-Aided Design industry.

Note: This course satisfies the computer proficiency requirement.

CAT 2223 GAME LEVEL DESIGN

Prerequisite: (R) (W) Math 0203 or adequate math placement test score, CAT 1223

3 CREDITS This course will introduce students to the concepts and tools used to create levels for games. The course will incorporate level design, environment theory, concepts of linear and non-linear game balance, low and high polygon modeling, play testing and storytelling. Using user-friendly toolsets based on current industry title game engines, students will build and test "modification" (MOD) levels that reflect design concepts.

Note: This course satisfies the computer proficiency requirement.

CAT 2313 INTRODUCTION TO SPATIAL ANALYSIS

Prerequisite: (R) (W) Math 0203 or adequate math placement test score, CAT 1313 or by evaluation. §

3 CREDITS This course is designed to expose students to various components of spatial analysis. Emphasis is placed on modeling and decision making with the use of spatial data. Upon completion, students will be able to utilize common GIS techniques to solve complex spatial problems.

Note: This course satisfies the computer proficiency requirement.

CAT 2334 PLANE SURVEYING

Prerequisite: (R) (W) MATH 1613 or by evaluation. §

4 CREDITS The student will be introduced to maps, survey measurement techniques and computations related to distances, elevations and traverse surveys. The student will study topics related to topographical, construction and boundary surveying. Field laboratory work is required.

CAT 2533 3D RENDERING AND DESIGN VISUALIZATION

Prerequisite: (R) (W) Math 0103 or adequate math placement test score.

3 CREDITS The student aspiring to become an artist, designer or other professional using 3D computer graphics will be able to create, generate or integrate 3D computer graphics. The student will demonstrate a fundamental understanding of how the computer can be used to create 3D computer renderings. These renderings could be related to either technical design, fine art or applied

art. Emphasis will be on using application software (primarily 3D modeling and rendering programs) in the development of modeling logos, 3D scenes, textures, lighting, atmosphere effects, and basic animation.

Note: This course satisfies the computer proficiency requirement.

CAT 2540 APPLICATIONS IN CAD

Prerequisite: (R) (W) Math 0103 or adequate math placement test score, CAT 1043 and CAT 1214 or by evaluation. §

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 drawings and presenting their work to a group of their peers. This course may be repeated with a different content.

Note: This course satisfies the computer proficiency requirement.

CAT 2633 3D ANIMATION AND SPECIAL EFFECTS

Prerequisite: (R) (W) Math 0103 or adequate math placement test score, CAT 2533 or by evaluation. §

3 CREDITS The student will use professional techniques to create photo-realistic renderings, advanced physical-based and character animations, interactive media and Web development, 3D gaming and 3D virtual environments. This course will enhance the abilities of artists, designers and other professionals using 3D computer-created, generated, or integrated graphics. Emphasis will be on the development of professional techniques in the area of 3D computer graphics.

Note: This course satisfies the computer proficiency requirement.

CAT 2703 PRACTICUM

Prerequisite: (R) (W) Math 0103 or adequate math placement test score, 12 hours of CAT or by evaluation. §

3 CREDITS The Practicum is a course designed to monitor students in an on-site job location. The student will report to and receive supervision by the employer during the course of the semester. The student will demonstrate the ability to work effectively in a commercial setting, toward satisfying objectives prescribed by the instructor and the participating employer. Work objectives will be consistent with meaningful career learning experiences.

CAT 2733 3D CHARACTER DESIGN AND ANIMATION

Prerequisite: (R) (W) Math 0103 or adequate math placement test score, CAT 2533 or by evaluation. §

3 CREDITS This is a support-oriented course in which the student will learn and use skills specific to creating 3D character models and character animation in the fields of television, movies, advertising, multimedia, and gaming. Emphasis of the course will be on advanced modeling techniques in the creation of a seamless 3D character design of head, body, clothing, animation concepts in facial expression, internal skeleton control, morphing, dialogue and lip sync, character posing, and locomotion. Discussion topics will include traditional animation techniques, body language, vocabulary, and character physics. This course will enhance the abilities of artists, designers, and other professionals using 3D computer created, generated, or integrated graphics.

Note: This course satisfies the computer proficiency requirement.

CAT 2924 DESIGN PROJECT

Prerequisite: (R) (W) Math 0103 or adequate math placement test score, 15 hours of CAT

4 CREDITS In this capstone course of the Computer-Aided Technology Program the student will demonstrate the collected knowledge, skills and techniques acquired in the program courses by creating and presenting a representative project to a panel of students, instructors and representatives from industry. The project must be an original design of the student. The project must reflect the standards relative to the project's nature and the program emphasis. The student must assemble and create components, choose the proper presentation medium, and present the project in a professional manner.

Note: This course satisfies the computer proficiency requirement.

COMPUTER SCIENCE

CS 1000 SPECIAL TOPICS

Prerequisite: (R) Math 0203 or adequate math placement test score.

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subjects not included in other computer science courses but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

CS 1103 INTRODUCTION TO COMPUTERS AND APPLICATIONS

Prerequisite: (R) Math 0103 or adequate math placement test score.

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

General Education Course

Note: This course satisfies the computer proficiency requirement.

CS 1143 BEGINNING PROGRAMMING

Prerequisite: (R) (W) Math 0303 or adequate math placement test score.

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.

Note: This course satisfies the computer proficiency requirement.

CS 1153 INTRODUCTION TO COMPUTING TECHNOLOGIES

Prerequisite: (R) Math 0103 or adequate math placement test score.

3 CREDITS Students will learn fundamental concepts of hardware and software prior to learning tools of support technicians. Topics will include the computer architecture, the instruction execution cycle, I/O and storage. In addition, students will learn basics of digital electronics, how to perform mathematical operations and conversions on multiple numbering systems, develop fundamental problem-solving skills for troubleshooting, and investigate career opportunities within the information technology industry.

Note: This course satisfies the computer proficiency requirement.

CS 1333 DATABASE MANAGEMENT APPLICATIONS

Prerequisite: (R) Math 0203 or adequate math placement test score.

3 CREDITS The student will use a selected database management program to create and edit database files. The student will also search, organize, and build reports, forms, and templates with the database files.

Note: This course satisfies the computer proficiency requirement.

CS 1343 SPREADSHEET APPLICATIONS

Prerequisite: (R) Math 0303 or adequate math placement test score.

3 CREDITS Using selected spreadsheet software on a microcomputer, the student will apply the basic theoretical and practical concepts of an electronic spreadsheet as used in business applications. Study will include the design and creation of worksheets, templates, graphs, macros, and other options as they apply to the software being used.

Note: This course satisfies the computer proficiency requirement.

CS 1353 INTRODUCTION TO OPERATING SYSTEMS AND HARDWARE

Prerequisite: (R) (W) Math 0203 or adequate math placement test score, CS 1103.

3 CREDITS Students will learn to install, configure and troubleshoot several versions of the Windows operating system and the hardware these operating systems run on. A foundational knowledge in the following important areas will be developed using a combination of lectures and interactive activities: identifying Windows desktop components; identifying hardware components; procedures for installing software and hardware; networking capabilities of the Windows operating

system and steps to connect to a network; basic Internet protocols and terminologies and the procedures for establishing an Internet connection; and recognizing common problems and the procedures to resolve them.

Note: This course satisfies the computer proficiency requirement.

CS 1363 DIGITAL MEDIA DEVELOPMENT

Prerequisite: (R) (W) Math 0203 or adequate math placement test score,

Prerequisite or Corequisite: CS 1103.

3 CREDITS This hands-on course affords students a basic understanding of industry standard design applications. Upon completion of this course, the student will be able to demonstrate the ability to create computer illustrations, graphics, page layouts, animations, video and audio, at an introductory level.

Note: This course satisfies the computer proficiency requirement.

CS 1413 IT TECHNICIAN

Prerequisite: (R) (W) Math 0203 or adequate math placement test score, CS 1103

3 CREDITS Students will learn to perform the following tasks through class lectures and hands-on projects: Hardware and Operating Systems installation, configuration, diagnosing, preventive maintenance and basic networking. This course will also cover IT areas in: security, safety and environmental issues, and communication and professionalism.

CS 2000 SPECIAL TOPICS

Prerequisite: (R) (W) Math 0203 or adequate math placement test score.

VARIABLE 1-6 CREDITS The student will demonstrate competencies with subjects not covered in other computer science courses. Each course will cover a specific topic and may be repeated with a change in content.

CS 2113 COMPUTER-BASED INFORMATION SYSTEMS

Prerequisite: (R) (W) Math 0203 or adequate math placement test score.

3 CREDITS Covers theory and practice for the design and use of computer-based information systems in organizations, with a focus on the relational database. Student projects will include designing and implementing relational database applications and designing a web page.

Note: This course satisfies the computer proficiency requirement.

CS 2123 ASSEMBLY

Prerequisite: (R) (W) Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS The student will demonstrate an understanding of the structure and operation of assemblers. Student will use IBM mainframe assembly language to solve programming problems involving Input/Output definitions, Loops, Decimal and fixed point arithmetic, register operations, control structures and report editing.

Note: This course satisfies the computer proficiency requirement.

CS 2143 DIGITAL VIDEO EDITING

Prerequisite: (R) Math 0203 or adequate math placement test score, CS 1363.

3 CREDITS Students will develop both technical skills and creative techniques in a project-based learning environment. Many aspects of digital editing will be applied including digitizing audio and video, the composition of computer-generated graphics and animation, multiple audio layers, title overlay, and special effects.

Note: This course satisfies the computer proficiency requirement.

CS 2153 SUPPORTING OPERATING SYSTEMS

Prerequisite: (R) Math 0203 or adequate math placement test score, CS 1353 or by evaluation. §.

3 CREDITS Students will learn the procedures for installing, configuring and maintaining a Windows Operating System in a business environment. Real-world examples and interactive activities are used to reinforce key concepts such as: Managing files and folders, printers, storage devices and display devices; desktop user environments; user profiles and networking.

Note: This course satisfies the computer proficiency requirement.

CS 2163 JAVA

Prerequisite: (R) (W) Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS Student will develop object-oriented Java applications and applets, which demonstrate comprehension of fundamental programming structures,

object-oriented programming, graphics, event handling, interface components, programming for the Internet, data structures, and exception handling.

Note: This course satisfies the computer proficiency requirement.

CS 2173 ORACLE

Prerequisite: (R) (W) Math 0303 or adequate math placement test score, CS 1143

3 CREDITS Using Oracle as a platform, students will learn relational database concepts, sound database design and development techniques, and SQL commands. Topics include how to create and modify database tables; retrieve data from database tables; use subqueries to retrieve data; use table constraints, sequences, indexes, synonyms, views and functions; create users and assign privileges to users; create printable reports through SQL*Plus commands; practice SQL statement tuning.

Note: This course satisfies the computer proficiency requirement.

CS 2183 LINUX

Prerequisite: (R) Math 0203 or adequate math placement test score, CS 1353 or CS 1153 or by evaluation. §

3 CREDITS This course is an introduction to the Linux operating system for users. It is designed for those with a DOS/Windows operating system background with little or no knowledge of Linux. Topics include the development of Linux; basic Linux operating system concepts; a comparison of Linux to MS Windows; frequently used Linux programs and utilities, shells, editors, and tools; X window GUI and applications; Linux and the internet; setting up Apache web server software; basic HTML and CGI programming for Linux; use of virtual machine software to create virtual machines of guest operating system on top of host operating system.

Note: This course satisfies the computer proficiency requirement.

CS 2193 SUPPORTING DESKTOP APPLICATIONS

Prerequisite: (R) Math 0203 or adequate math placement test score, CS 1353.

3 CREDITS Students will learn how to install, configure and support Microsoft Office applications running in a Microsoft Windows environment. Real-world examples and interactive activities are used to reinforce the following key concepts: configuring Internet Explorer and Outlook Express; resolving issues related to customizing Office Application; migrating from Outlook Express to Outlook; identifying and troubleshooting network problems; configuring Office security settings; and monitoring security vulnerabilities and updates.

Note: This course satisfies the computer proficiency requirement.

CS 2223 SYSTEMS ANALYSIS AND DESIGN

Prerequisite: (R) (W) Math 0303 or adequate math placement test score, ENGL 1113 and a 2000 level programming language.

3 CREDITS Students will investigate and participate in the analysis and design of information systems through application of the Systems Development Life Cycle. Topics include the role of the analyst, review of common business systems, preparation of data-gathering instruments, database design and normalization and module design. Computer Aided Software Engineering (CASE) tools such as data dictionary, data flow diagramming, data modeling, and structure charts will also be covered.

Note: This course satisfies the computer proficiency requirement.

CS 2303 NETWORKING TECHNOLOGIES

Prerequisite: (R) Math 0203 or adequate math placement test score, CS 1353.

3 CREDITS Students will learn how to install, configure, and troubleshoot basic networking hardware, protocols, and services and to describe the features and functions of networking components. A foundational knowledge in the important areas of media and topologies, protocols and standards, network implementation, and network support will be developed using a combination of lectures and interactive assignments.

Note: This course satisfies the computer proficiency requirement.

CS 2363 C++

Prerequisite: (R) (W) Math 0303 or adequate math placement test score, CS 2163.

3 CREDITS This course is a continuation of the study of object-oriented programming covered in CS 2163 Java. Students will use C++ to write programs that demonstrate comprehension of the advanced object-oriented features of the C++ language and of common data structures. Topics include pointer manipulation, overloaded operators, friends, exception handling, templates, linked lists, stacks, queues, trees, and time complexity associated with sorts and searches.

Note: This course satisfies the computer proficiency requirement.

CS 2373 IPHONE/IPAD SOFTWARE DEVELOPMENT

Prerequisite: (R) CS 1143

3 CREDITS Students will learn the skills to develop iOS software applications on Apple mobile devices such as iPhone/iPad/iPod Touch. Topics covered include Objective C, iOS architecture, Cocoa Touch APIs, Apple Integrated Development Environment Xcode, Interface Builder, secure coding in iOS, and other related Apple SDK frameworks. Students will also learn how to download iOS applications to Apple mobile devices.

CS 2403 COMPUTER SUPPORT SERVICES

Prerequisite: (R) ENGL 1113 Math 0203 or adequate math placement test score and 9 credit hours of Computer Science courses.

3 CREDITS Students will demonstrate their understanding of planning, implementing, and maintaining a support center for both internal and external users of computer hardware and software. The main topics will include: the Help Desk, design of hardware and software specifications, performing a needs assessment, design of evaluation instruments, creation of both technical and non-technical documentation, working with customers in a support role, and ethical standards for the computing professional.

Note: This course satisfies the computer proficiency requirement.

CS 2413 WEB SITE DEVELOPMENT

Prerequisite: (R) (W) Math 0103 or adequate math placement test score, Prerequisite or Corequisite: CS 1103.

3 CREDITS Students will develop the skills needed to create a Web site for personal or professional use. Design considerations will include accessibility standards, navigation techniques, audience needs, browser/platform concerns, and connection speeds. A combination of current technologies and Web page authoring software will be utilized for topics such as: building, formatting, enhancing, and publishing pages; maintaining a Web site; manipulating graphics; and incorporating additional items such as, CSS and JavaScript.

Note: This course satisfies the computer proficiency requirement.

CS 2433 DIGITAL MEDIA SCRIPTING

Prerequisite: (R) (W) Math 0203 or adequate math placement test score.

3 CREDITS Students will develop both technical skills and creative techniques in a project-based learning environment. The student will learn to script in icon-based and command-based authoring languages to create interactive digital media and online applications.

Note: This course satisfies the computer proficiency requirement.

CS 2443 SQL SERVER

Prerequisite: (R) (W) Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS Students will learn terms, concepts and features needed to work with most relational databases. Using SQL Server databases and tools, they will learn concepts on how to design a database, retrieve data from and manipulate data in a database. They will also learn SQL programming and will be able to work with database features that will include views, stored procedures, functions, triggers and others.

Note: This course satisfies the computer proficiency requirement.

CS 2453 VISUAL BASIC

Prerequisite: (R) (W) Math 0303 or adequate math placement test score, CS 1143 or by evaluation. §

3 CREDITS The students will use Visual Basic to create object-oriented, event-driven programs. This course teaches the students to handle the visual interface and also learn programming concepts that include objects, decisions, loops, dialog boxes, arrays, menus, subs, functions, files, simple data access and various other programming topics as they apply to Visual Basic.

Note: This course satisfies the computer proficiency requirement.

CS 2463 ADVANCED JAVA

Prerequisite: (R) (W) Math 0303 or adequate math placement test score, CS 2163.

3 CREDITS Student will develop Java applications and applets, which demonstrate comprehension of advanced programming structures and practices, object-oriented programming, fundamental data structures (arrays, linked lists, stacks and queues), SWING, Java Beans, database programming (JDBC), and distributed computing (Sockets/RMI).

Note: This course satisfies the computer proficiency requirement.

CS 2503 NETWORK ADMINISTRATION

Prerequisite: (R) (W) Math 0203 or adequate math placement test score, CS 1353.

3 CREDITS The students will use a network operating system to create and manage a local area network. The topics to be covered include creating and administering user and group accounts, managing network resources and administering permissions for files and folders, setting up and administering the printing environment, using the auditing functions, backing up and restoring files and folders.

Note: This course satisfies the computer proficiency requirement.

CS 2513 CLIENT-SIDE PROGRAMMING

Prerequisite: (R) (W) Math 0303 or adequate math placement test score, CS 2413 and CS 1143.

3 CREDITS Students will create dynamic web applications using client-side programming. A combination of current scripting/programming languages and web page authoring software will be utilized for topics such as: using the Document Object Model, coding event handlers, validating user input, manipulating graphics, and creating interactive web pages.

Note: This course satisfies the computer proficiency requirement.

CS 2553 ADVANCED VISUAL BASIC

Prerequisite: (R) (W) Math 0303 or adequate math placement test score, CS 2453.

3 CREDITS Students will expand their knowledge of Visual Basic as used in business applications both for Windows and for the Web. Included will be topics such as advanced controls, MDI programming, collections, object-oriented programming, multi-tier applications, data access, ADO.Net, ASP.Net, and report writing.

Note: This course satisfies the computer proficiency requirement.

CS 2563 C#

Prerequisite: (R) (W) Math 0303 or adequate math placement test score, CS 2163.

3 CREDITS Students will develop C# programs using the .NET framework that demonstrate comprehension of language syntax, fundamental program structures, object-oriented programming, windows applications, web applications, and database applications. Students will use ADO.NET, XML, ASP.NET, SOAP, and REST to create their applications.

Note: This course satisfies the computer proficiency requirement.

CS 2573 ORACLE DATABASE ADMINISTRATION

Prerequisite: (R) (W) Math 0303 or adequate math placement test score, CS 2173 or CS 2443.

3 CREDITS Students will develop the skills needed for database administration. Topics covered include software installation, the creation of new databases, database architecture, management of database files, administration of user accounts, roles, privileges and profiles, database performance monitoring, and database backup and recovery strategies.

Note: This course satisfies the computer proficiency requirement.

CS 2610 INTERNSHIP

Prerequisite: (R) (W) Math 0203 or adequate math placement test score, 15 credit hours of Computer Science courses.

1-3 CREDITS A practicum course intended to provide the student with work experience in various areas in his/her major under the supervision of an experienced technician/professional from the business community. This course may be repeated.

Note: This course satisfies the computer proficiency requirement.

CS 2623 SERVER-SIDE PROGRAMMING

Prerequisite: (R) (W) Math 0303 or adequate math placement test score, CS 1143 and CS 2413.

3 CREDITS Students will create interactive and dynamic web applications using server-side programming. A combination of current scripting/programming languages and web page authoring software will be used for topics such as maintaining state, processing data from the user, creating cookies, and interacting with databases.

Note: This course satisfies the computer proficiency requirement.

CS 2703 INTRODUCTION TO CYBER/INFORMATION SECURITY

Prerequisite: (R) (W) Math 0103 or adequate math placement test score.

3 CREDITS Students will examine the field of information security. This course presents the managerial and technical aspects of information security and addresses knowledge areas of the CISSP (Certified Information Systems Security Professional) certification. Information security is discussed within a real-world context, by including examples of issues faced by today's professionals. This course provides numerous opportunities for hands-on work.

Note: This course satisfies the computer proficiency requirement.

CS 2713 PRINCIPLES OF INFORMATION SECURITY

Prerequisite: (R) (W) Math 0203 or adequate math placement test score.

3 CREDITS Students will complete a comprehensive overview of network security, with an introduction to a variety of security problems faced by the computing industry. This course is mapped to the CompTIA Security+ Certification Exam. The course covers topics in general security concepts, communication security, infrastructure security, cryptography basics, and operational/organizational security.

Note: This course satisfies the computer proficiency requirement.

CS 2723 SECURE ELECTRONIC COMMERCE

Prerequisite: (R) (W) Math 0203 or adequate math placement test score.

3 CREDITS Students will learn the fundamentals of secure electronic commerce technology, models and issues. This course includes principles and case studies of secure electronic commerce as well as an introduction to security architectures for secure electronic commerce. These include digital signatures, certificates, and public key infrastructure (PKI). Legal and national policy secure electronic commerce issues are included.

Note: This course satisfies the computer proficiency requirement.

CS 2743 ENTERPRISE SECURITY MANAGEMENT

Prerequisite: (R) (W) Math 0203 or adequate math placement test score.

3 CREDITS Students will learn the managerial aspects of computer security and risk management for enterprises. Topics include accreditation, procurement, extension and operation principles for secure enterprise information systems. Additional topics are security policy and plan development, contingency, continuity and disaster recovery planning, and incident handling and response.

Note: This course satisfies the computer proficiency requirement.

CS 2753 INFORMATION SYSTEM ASSURANCE

Prerequisite: (R) (W) Math 0203 or adequate math placement test score, (CS 2703 or CS 2713) and (CS 2723 or CS 2743).

3 CREDITS Students will learn design and analysis methods for high assurance information systems. Topics covered will consist of safety, reliability, security, and specification of mission-critical system properties. Software and hardware validation, as well as verification and certification are also included.

Note: This course satisfies the computer proficiency requirement.

CS 2763 NETWORK SECURITY

Prerequisite: (R) (W) Math 0203 or adequate math placement test score, CS 2713 and (CS 2303 or CS 2503).

3 CREDITS Students will participate in a comprehensive study of current and developing communications systems and networks. These include host-based and network-based intrusion detection, anomaly and misuse detection, and network security appliances including firewalls and access control devices. Topics are covered with all networks in mind, including the Internet, PSTN, ATM, Frame Relay Networks, etc.

Note: This course satisfies the computer proficiency requirement.

CS 2773 SECURE SYSTEM ADMINISTRATION AND CERTIFICATION

Prerequisite: (R) (W) Math 0203 or adequate math placement test score, (CS 2703 or CS 2713) and (CS 2723 or CS 2743).

3 CREDITS Students will learn provisioning, procurement and installation of network, hardware and software systems for mission critical enterprises. System configuration and maintenance, incident handling and response, system certification, testing and validation are also covered.

Note: This course satisfies the computer proficiency requirement.

CS 2783 CYBER FORENSICS

Prerequisite: (R) (W) Math 0203 or adequate math placement test score, CS 2713 and (CS 2723 or CS 2743 or CS 2763)

3 CREDITS Student will learn the procedures for the identification, preservation and extraction of electronic evidence. Topics include auditing and investigation of network and host intrusions, and forensic tools and resources for systems administrators and information system security officers.

Note: This course satisfies the computer proficiency requirement.

DATABASE MANAGEMENT

DBM 1000 SPECIAL TOPICS

Prerequisite: (R) (W) or by evaluation. §

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subjects not included in other Database Management courses but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

Note: This course satisfies the computer proficiency requirement.

DBM 1103 DATABASE THEORY

Prerequisite: (R) (W), Students must have a third party certification in one of the following: CompTIA's A+, CompTIA's NET+, CompTIA's iNET+, Microsoft MCP, Oracle OCP or have completed 18 credit hours of faculty approved computer science course work before beginning the Database Management program of study.

3 CREDITS The student will develop an understanding of the concepts of the relational database model. In addition, the student will gain knowledge of database management systems through an introduction to Query-by-Example, Structured Query Language (SQL), database design, services of database management systems, and database administration tasks.

Note: This course satisfies the computer proficiency requirement.

DBM 1313 INTRODUCTION TO SQL

Prerequisite: (R) (W), DBM 1103

3 CREDITS The student will demonstrate specific competencies in creating database structures and storing, retrieving, and manipulating data in a relational database using SQL. The student will create blocks of SQL application code. The student will demonstrate through hands-on activities an understanding of the SQL composite and scalar data types and error processing.

Note: This course satisfies the computer proficiency requirement.

DBM 1333 DATABASE ADMINISTRATION

Prerequisite: (R) (W), DBM 1313

3 CREDITS The student will demonstrate specific competencies in managing an instance, creating a database, managing database objects, managing users, controlling access privileges, exporting/importing data, and auditing database activities. The student will demonstrate an understanding of instance architecture, database structure, and multinational language support.

Note: This course satisfies the computer proficiency requirement.

DBM 2000 SPECIAL TOPICS

Prerequisite: (R) (W) or by evaluation. §

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subjects not included in other Database Management courses but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

Note: This course satisfies the computer proficiency requirement.

DBM 2213 PL/SQL PROGRAMMING

Prerequisite: (R) (W), DBM 1103 and DBM 1313

3 CREDITS The student will learn Procedural Language/Structured Query Language (PL/SQL). This is Oracle Corporation's procedural extension to SQL, the standard data access language for relational databases. PL/SQL offers modern software engineering features such as data encapsulation, exception handling, information hiding, object orientation. It allows the data manipulation and query

statements of SQL to be included in block-structured and procedural units of code, making PL/SQL a powerful transaction processing language. The students will learn about PL/SQL basics such as PL/SQL language structure, flow of execution and interface with SQL.

DBM 2313 DATABASE BACK UP AND RECOVERY

Prerequisite: (R) (W), DBM 1333

3 CREDITS The student will demonstrate specific competencies in performing backup and recovery operations as well as exporting and importing data. The student will demonstrate an understanding of backup and recovery considerations, database structures, and backup/recovery processes.

Note: This course satisfies the computer proficiency requirement.

DBM 2322 DATABASE NETWORKING

Prerequisite: (R) (W), DBM 2313 or by evaluation. §

2 CREDITS The student will demonstrate specific competencies in configuring the network connection between the client system and the database server using a variety of strategies. The student will demonstrate an understanding of networking architecture, networking products and tools, and application deployment strategies.

Note: This course satisfies the computer proficiency requirement.

DBM 2334 DATABASE PERFORMANCE TUNING

Prerequisite: (R) (W), DBM 2322 or by evaluation. §

4 CREDITS The student will demonstrate specific competencies in SQL statement tuning, tuning memory and storage structures, and analyzing performance. The student will demonstrate an understanding of business requirements related to tuning and tuning considerations for different applications.

Note: This course satisfies the computer proficiency requirement.

DBM 2353 DATABASE ADMINISTRATION WITH SQL SERVER

Prerequisite: (R) (W), DBM 2332

3 CREDITS The student will demonstrate specific competencies in installing Microsoft SQL Server, creating an operation database, performing backup/recovery operations, managing users, managing access privileges, managing resources, database tuning, and importing and exporting data.

Note: This course satisfies the computer proficiency requirement.

DBM 2363 UNIX FOR DATABASE ADMINISTRATORS

Prerequisite: (R) (W), DBM 1333

3 CREDITS The student will demonstrate specific competencies in using basic UNIX operating system commands to: navigate file systems, manage files and directories, edit files using the VI text editor, and manage users and groups. The student will demonstrate an understanding of the different command shells (Bourne, Korn, C, and Bash) and the organization of typical UNIX file systems.

Note: This course satisfies the computer proficiency requirement.

DBM 2373 DATABASE APPLICATION DESIGN USING CASE

Prerequisite: (R) (W), DBM 1333

3 CREDITS The student will demonstrate specific competencies in creating application and database structures using CASE (Computer Aided Software Engineering) tools. The student will demonstrate an understanding of modeling business requirements, modeling data requirements, transforming models into designs, and using data presentation standards.

Note: This course satisfies the computer proficiency requirement.

DIAGNOSTIC MEDICAL SONOGRAPHY

DMS 1112 PATIENT CARE

Prerequisite: (R) (W)

2 CREDITS The student will learn the physical and psychological concepts of patient care. The student will demonstrate routine patient care procedures, professional scopes of practice, and record keeping paperwork pertinent to the clinical setting. The student will develop proper patient care skills and an understanding of the fundamental elements of how an ultrasound department functions. The student will also acquire basic Spanish healthcare phrases.

DMS 1122 MEDICAL ETHICS

Prerequisite: (R) (W)

2 CREDITS The student will learn the standard ethical theories and apply them to various issues that arise in the health care context, such as euthanasia, abortion, informed consent, confidentiality, genetic testing and intervention, AIDS, distributive justice, and professional gatekeeping. Emphasis will be made on understanding the relationship of current ethical standards in health care delivery.

DMS 1213 INTRODUCTION TO ULTRASOUND

Prerequisite: (R) (W) AHP 1013 and BIO 1314

3 CREDITS Students will be introduced to the field of sonography, including the history of medical ultrasound, professional and occupational development, and the current uses of ultrasound. Students will identify normal sonographic anatomy in cross section views of the human body, as well as develop an understanding for mechanics, scanning techniques, and protocols.

DMS 1233 ULTRASOUND PHYSICS AND INSTRUMENTATION I

Prerequisite: (R) (W) MATH 1513

3 CREDITS Students will be familiar with the theoretical aspects of ultrasonic physics and instrumentation and demonstrate the practical application of these principles. Students will focus on the characteristics and properties of ultrasound energy, generation, transmission, and reception as related to ultrasound imaging. Students will investigate physical principles and will be able to understand the production of quality ultrasound images and apply this information to real-time scanning.

DMS 1254 ABDOMINAL ULTRASOUND

Prerequisite: (R) (W) BIO 1314

4 CREDITS The student will demonstrate an understanding of transabdominal ultrasounds of the abdomen, and will identify the characteristics of normal anatomy, pathology, and exam protocols, related lab values, and imaging processes. The student will identify major organ systems and will recognize the membranes associated with the thoracic and abdominopelvic cavities, as well as explain pathophysiology associated with the abdomen and describe normal and abnormal vascular Doppler patterns of the vascular structures.

DMS 1274 OB/GYN ULTRASOUND

Prerequisite: (R) (W) BIO 1314

4 CREDITS The student will demonstrate an understanding of transabdominal and transvaginal ultrasounds of the pregnant and non-pregnant female pelvis. Students will identify the appearance and characteristics of normal gynecological anatomy, pathology, pathophysiology, exam protocols, related lab values, and imaging processes. The student will describe the structure of the uterus and identify the normal measurements of the uterus, ovaries, cervix, and endometrium.

DMS 1292 ULTRASOUND PHYSICS AND INSTRUMENTATION II

Prerequisite: (R) (W) DMS 1233

2 CREDITS Students will identify the areas of ultrasound propagation principles, transducer parameters, interactive properties of ultrasound with human tissue, possible biological effects, types of equipment, and quality control.

DMS 1356 CLINICAL ULTRASOUND I

Prerequisite: (R) (W) Prerequisite: DMS 1213, Corequisite: DMS 1254

6 CREDITS The student will perform basic scanning techniques in abdominal sonography. This course is a practical application in a clinical setting and the student will be observed in all clinical duties performed in the Ultrasound department. Twenty-four (24) hours a week in an ultrasound department is required.

DMS 2216 CLINICAL ULTRASOUND II

Prerequisite: (R) (W) DMS 1356

6 CREDITS The student will observe and perform scans in the following specialty areas: abdomen, small parts, and OB/GYN. This course is a continuation of clinical application and the student will spend on average, twenty-four (24) hours per week in an ultrasound department observing and scanning.

DMS 2221 SMALL PARTS SONOGRAPHY

Prerequisite: (R) (W) BIO 1314

1 CREDIT The student will identify normal anatomy of small parts such as the thyroid, parathyroid, breast, prostate, and scrotum. The student will describe the function and physiology of the small parts, examine pathology, pathophysiology, and recognize tests and values associated with abnormalities and pathologies of these organs. Students will demonstrate a thyroid exam in a laboratory and perform Doppler during thyroid, parathyroid, breast, prostate, and scrotum ultrasound exams.

DMS 2316 CLINICAL ULTRASOUND III

Prerequisite: (R) (W) DMS 2216

6 CREDITS The student will demonstrate competency in the practical clinical application of ultrasound techniques in abdominal, OB/GYN, small parts, and a special emphasis will be placed in general vascular Sonography. Twenty-four hours per week in a hospital ultrasound department is required.

DMS 2321 BIOEFFECTS

Prerequisite: (R) (W) DMS 1292

1 CREDIT The student will demonstrate an understanding of the biological effect processes, related to thermal, mechanical, and cavitation bioeffect principles, as well as identify regulations, recommendations, and safety guidelines. The student will be familiar with the methods to reduce patients' risk for bioeffects, using the various techniques of measuring bioeffects.

DMS 2332 VASCULAR SONOGRAPHY

Prerequisite: (R) (W) BIO 1314

2 CREDITS The student will develop an understanding of non-invasive vascular ultrasound. The student will develop basic skills and knowledge in the following areas: image orientation, patient set up, and sonographic performance of vascular exams. Special emphasis will be placed on carotid exams, as well as venous and arterial exams of the extremities. Normal and disease processes of the vascular system will be discussed.

DMS 2371 ADVANCED SONOGRAPHY

Prerequisite: (R) (W) DMS 1254, DMS 1274

1 CREDIT The student will identify normal and pathologic states of pediatric and vascular anatomy during ultrasonic examination. The student will identify and describe the normal/abnormal sonographic appearance of neonatal brains, neonatal surgical conditions and transcranial Doppler, as well as assess pertinent information from patients' histories and evaluate patients' pathologies.

DIESEL TECHNOLOGY

DT 1101 INTRODUCTION TO DIESEL TECHNOLOGY

Prerequisite: (R), (W)

1 CREDIT Students will learn about the basic personal and shop safety protocol used in the diesel repair industry that includes hazardous material handling and storage. Students will identify, use and care for hand and power tools commonly found in the diesel repair industry. Students will learn about the history of the diesel industry and explore opportunities for careers and employment in the various areas of the diesel industry

DT 1103 PREVENTATIVE MAINTENANCE

Prerequisite: (R) (W)

3 CREDITS Students will demonstrate an understanding of the importance of a good preventive maintenance program, the various inspection procedures, federal regulations, and the necessity of keeping correct documentation. Students will perform preventative maintenance services on the various medium/heavy vehicles relating to the electrical/electronic systems, brakes, drive trains, suspension and steering systems, and the tires and wheels.

DT 1114 DIESEL ENGINES I

Prerequisite: DT 1103

4 CREDITS Students will be able to identify the various elements associated with diesel engines and equipment such as lubricants, oil and filter replacement, identify and inspect components of the cooling systems and possible causes of engine

overheating. In addition, student will demonstrate the procedures for inspecting, diagnosing and repairing problems with the air flow system and fuel system.

DT 1124 DIESEL ENGINES II

Prerequisite: DT 1114

4 CREDITS Students will learn about the construction of diesel engines and related components. Students will service and repair diesel engines, diagnose causes of engine fuel, oil, coolant, air leaks, engine noises and vibrations, and determine appropriate solutions and repairs. Students will disassemble, repair and reassemble a diesel engine.

DT 1144 DIESEL ELECTRICAL/ELECTRONICS I

Prerequisite: DT 1101

4 CREDITS Students will learn about magnetism, basic electrical circuits and schematics associated with the operation of diesel engines. Students will solve problems, test, and replace defective fuses, fusible links, circuit breakers, relays and solenoids. Students will perform tasks on the battery system, starter system, charging system, and ignition system.

DT 1214 DIESEL ELECTRICAL/ELECTRONICS II

Prerequisite: DT 1144

4 CREDITS Students will learn about the evolution of electronics as it pertains to the diesel industry. Students will learn the advantage of integrated circuits over transistorized circuits, and use appropriate test equipment to check continuity in electric circuits. Students will test and retest warning devices, diagnose intermittent, high, low and no gauge readings. Students will also interface with vehicle on-board computers and perform diagnostic procedures to determine needed repairs.

DT 1234 MEDIUM/HEAVY EQUIPMENT AND TRUCK BRAKES

Prerequisite: DT 1103

4 CREDITS Students will demonstrate an understanding of the operation of air brake systems, and hydraulic brake systems. Student will use problem solving techniques to identify and recommend appropriate options for repair procedures for these systems and related components.

DT 2001 CAREER EXPERIENCE

Prerequisite: DT 1101

1 CREDIT Students will participate in an on-the-job internship in order to become familiar with the diesel service industry and to develop skills necessary for employment within the diesel industry. This course is an integrated component of the program. Enrollment may be repeated with a change in work emphasis as needed.

DT 2002 DIESEL INTERNSHIP AND PROFESSIONAL DEVELOPMENT

Prerequisite: DT 1103

2 CREDITS Students will be provided with training in leadership and personal development in order to successfully obtain employment. This course is designed to be delivered as an integrated component within the courses taken by the individual student. Students will spend time in the classroom developing soft skills, while also completing internships within the Diesel industry to gain valuable training and experience.

DT 2104 HEATING, VENTILATION AND AIR CONDITIONING

Prerequisite: DT 1103

4 CREDITS Students will demonstrate an understanding of the general A/C systems; compressor and clutch, evaporator, condenser and related components. The student will troubleshoot electrical, vacuum and mechanical system failures related to the heating, ventilation and air conditioning system. Student will inspect, test and diagnose and service engine cooling system components.

DT 2114 MEDIUM/HEAVY TRUCK AND EQUIPMENT SUSPENSION AND STEERING

Prerequisite: DT 1103

4 CREDITS Students will identify and describe various steering systems used on medium/heavy equipment and trucks and inspect, diagnose, and repair steering

problems. Students will perform repairs on suspension systems and perform wheel alignment in accordance with industry procedures.

DT 2124 MEDIUM/HEAVY EQUIPMENT AND TRUCK DRIVE TRAINS

Prerequisite: DT 1103

4 CREDITS Students will identify the different drive train configurations found in industry. Students will demonstrate an understanding of the different transmission configurations found in industry and identify the components, identify problems, and make necessary repair action plans. Students will identify and repair drive shafts, universal joints, drive axles, and final drive differentials.

DT 2134 MEDIUM/HEAVY EQUIPMENT AND TRUCK HYDRAULICS

Prerequisite: DT 1103

4 CREDITS Students will demonstrate an understanding of the general operation system, pumps, filtration, reservoir tanks, hoses, fittings, control valves, and actuators found in hydraulic systems. Students pressure test, articulate cylinder devices as well as make inspections and diagnose problems for necessary repair actions.

ECONOMICS

ECON 1013 INTRODUCTION TO ECONOMICS

Prerequisite: (R) (W) MATH 0203 or adequate math placement test score.

3 CREDITS This course is an introduction to the fundamental framework economists use to analyze problems. Students will explore the principles by which decisions are made by consumers, businesses and the government. Upon completion of this course will be able to relate the principles of economics to solve everyday problems. Topics covered include scarcity, choice and opportunity cost; demand, supply, market efficiency and structure; consumer utility theory, inflation, unemployment and the effects of government policy and intervention.

Note: This course will not substitute for ECON 2113 or 2123. Credit toward graduation will not apply for business majors if ECON 1013 is taken instead of ECON 2113 or 2123.

General Education Course

ECON 1113 ECONOMIC DEVELOPMENT OF THE UNITED STATES

Prerequisite: (R) (W) MATH 0103 or adequate math placement test score.

3 CREDITS The student will examine and discuss the organization and evolution of the economic system of the United States as affected by agriculture, industry and commerce.

ECON 2023 STATISTICS FOR BUSINESS AND ECONOMICS

Prerequisite: (R) (W) MATH 1743

3 CREDITS Basic statistics course for undergraduate business majors. Introductory statistical methods are presented employing statistical computer software and applications to typical business and economic problems. Topics include descriptive statistics, probability concepts, probability distribution, estimation, hypothesis testing, and introduction to econometric regression analysis, and correlation.

Note: Student enrolled in this course may use it as a substitute for BUS 2023. However, BUS 2023 cannot be taken as a substitute for this course.

ECON 2123 PRINCIPLES OF MICROECONOMICS

Prerequisite: (R) (W) MATH 0303 or adequate math placement test score.

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.

General Education Course

ECON 2143 PRINCIPLES OF MACROECONOMICS

Prerequisite: (R) (W) MATH 0303 or adequate math placement test score, ECON 2123 or by evaluation. §

3 CREDITS This course is a continuation of the Principles of Economics involving the production, consumption and distribution of wealth in a market economy, with major emphasis macroeconomics theory, particularly the general

price level, output and income, and interrelations among sectors of the economy, determinants of aggregate demand and aggregate supply, as well as monetary and fiscal policy tools that can be used to achieve particular policy objectives. The basics of international finance will be reviewed.

General Education Course

ECON 2203 PRINCIPLES OF INTERNATIONAL ECONOMICS

Prerequisite: (W) MATH 0303 adequate math placement test score.

3 CREDITS This course is an introduction to the theory of international trade, commercial policy, preferential trading arrangements, and topics on the balance of payments and the international adjustment mechanism.

ECON 2303 MONEY AND BANKING

Prerequisite: (R) MATH 0303 or adequate math placement test score, ECON 2123 or by evaluation. §

3 CREDITS The student will discuss problems of economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios.

(This course is generally offered in the spring semester only.)

ELECTRONICS

ET 1000 SPECIAL TOPICS

Prerequisite: (R) (W) or by evaluation. §

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subjects not included in other electronics courses, but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

ET 1014 D.C. / A.C. FUNDAMENTALS

Prerequisite: None

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), ET 1014

4 CREDITS The student will discuss, demonstrate and solve problems relating to various solid state devices and associated circuits such as diodes, transistors, F.E.T.s, power supplies, filters, regulators, and amplifiers. Laboratory applications are an integral part of this course.

ET 1124 DIGITAL LOGIC FUNDAMENTALS

Prerequisite: (R) (W), ET 1014

4 CREDITS The student will demonstrate digital logic fundamentals by applying digital devices in a laboratory setting and by solving problems related to circuit theory, number systems, and Boolean algebra. Specific devices included are basic gates, combination logic, flip-flops and MSI devices.

Note: This course satisfies the computer proficiency requirement.

ET 1144 INDUSTRIAL ELECTRONICS

Prerequisite: (R) (W)

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)

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

Prerequisite: (R) (W) ET 1014

4 CREDITS The student will use hand tools to construct, solder and desolder electrical circuitry. In addition, the student will use electronic measuring instruments such as oscilloscopes, multimeters, and function generators to measure and record voltages, currents, frequencies, resistances and other circuit values.

ET 1604 INTRODUCTION TO ELECTRONICS

Prerequisite: (R) (W)

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) or by evaluation. §

VARIABLE 1-6 CREDITS The student will demonstrate competencies with subjects not covered in other program courses. Each course will cover a specific topic and may be repeated with a change in content.

ET 2014 CONTROL DEVICES

Prerequisite: (R) (W), 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), 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)

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), 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)

4 CREDITS The student will discuss and demonstrate the characteristics of an industrial control system consisting of transmitters, controllers, control valves, and transducers. Pneumatics and electronics components are emphasized in this course.

ET 2214 MICROPROCESSOR INSTRUMENTATION*Prerequisite: (R) (W), 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), 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 or by evaluation. §*

VARIABLE 1-3 CREDITS The student will demonstrate the ability to work effectively, in a commercial setting, toward satisfying objectives prescribed by the instructor and the participating employer. Work objectives will be consistent with meaningful career learning experiences.

ET 2334 DIGITAL LOGIC SYSTEMS*Prerequisite: (R) (W), 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)*

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), 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)*

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), ET 2334*

4 CREDITS The student will use microprocessors and support devices to evaluate microcontrollers and support devices to evaluate microcontroller applications related to the electronics industry. Microcomputer drive capabilities related to input/output interfacing, programming, motion control, A/D and D/A conversions and embedded controller applications will be analyzed and tested.

*Note: This course satisfies the computer proficiency requirement.***ET 2632 ELECTRONICS PROJECT***Prerequisite: (R)*

2 CREDITS The student will demonstrate the knowledge and skills necessary to plan, construct, test, and document an electronics hardware and/or software project which meets accepted industry standards as set forth in manufacturer's data sheets.

ET 2663 MICROCONTROLLER SYSTEMS*Prerequisite: (R) (W), ET 1144*

3 CREDITS The student will use microcontrollers to interface with devices such as switches, light emitting diodes, motors, analog to digital devices and temperature transducers. In addition, programming will be an integral part of the curriculum. Laboratory exercises will allow the student to build, program and test a microcontroller system.

EMERGENCY MEDICAL SCIENCES

EMS 1000 SPECIAL TOPICS*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)*

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. 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*Prerequisite: (R) MATH 0103 or adequate math placement test score, EMS 1018 or by evaluation. §**Pre- or corequisite: 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 and a student uniform are required.

EMS 1059 PARAMEDIC CARE II*Prerequisite: (R) MATH 0103 or adequate math placement test score, EMS 1018 or equivalent, BIO 1314; EMS 1035 or by evaluation. §**Pre- or co-requisite: BIO 1414*

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 and a student uniform are required.

EMS 1113 ECG INTERPRETATION AND PROCEDURES

Prerequisite: BIO 1314

3 CREDITS 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: MATH 1513 or APPM 1313; pre- or corequisite BIO 1314

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 prehospital care protocols. Rec: BIO 1314; APPM 1313 or MATH 1513

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: (W) APPM 1313 OR MATH 1513, EMS 1113, EMS 1123, BIO 1414, EMS 1059 or by evaluation. §

9 CREDITS The student will summarize and correctly interpret federal and state communications regulations; correctly interpret electrocardiograms; and integrate fluid therapy, advanced airway care and drug therapy in 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 and a student uniform are required.

EMS 2179 PARAMEDIC CARE IV

Prerequisite: (W), EMS 1059, APPM 1313 OR MATH 1513, EMS 1113, EMS 1123 BIO 1414; EMS 2169 or by evaluation. §

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 prehospital 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 and a student uniform are required.

ENGINEERING

ENGR 1000 SPECIAL TOPICS

Prerequisite: None

VARIABLE 1-4 CREDITS Students will demonstrate specified competencies in subjects not included in other engineering courses, but which benefit those seeking additional training or enrichment in the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

ENGR 1213 ENGINEERING GRAPHICS & DESIGN

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.

Note: This course satisfies the computer proficiency requirement.

ENGR 2000 SPECIAL TOPICS

Prerequisite: None

VARIABLE 1-6 CREDITS Students will demonstrate advanced competencies in subjects not included in other engineering courses, but which benefit those seeking additional training or enrichment in the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

ENGR 2002 PROFESSIONAL DEVELOPMENT

Prerequisite: English 1213

2 CREDITS Students demonstrate knowledge of basic principles of a successful engineering enterprise: written and oral communications, planning, design, production, risk management and evaluation. Students utilize business and project management principles to complete multi-disciplinary design experiences.

ENGR 2103 INTERACTIVE ENGINEERING DESIGN GRAPHICS

Prerequisite: Corequisite: ENGR 1113, MATH 2103, MATH 2203 or by evaluation. §

3 CREDITS The student will demonstrate familiarity with visualization and modeling techniques used in product design and development for a variety of engineering problems. The student will utilize (1) the engineering language including terminology, graphics and standards (2) observation, visual perception and spatial visualization (3) computer-aided design systems including solid modeling.

Note: This course satisfies the computer proficiency requirement.

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 elastoplastic materials. Quantitative analysis will incorporate methods of scalar and vector calculus and vector algebra where appropriate.

ENGR 2243 STATICS

Prerequisite: (R), 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, CHEM 1115

3 CREDITS The student will solve problems related to an understanding of the first and second laws of thermodynamics; ideal gases; mixtures of ideal gases; and

power and refrigeration cycles. Quantitative analysis will incorporate methods of algebra and calculus where appropriate.

ENGR 2343 FLUID MECHANICS

Prerequisite: 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.

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 1103 MULTICULTURAL ENGLISH COMPOSITION I

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

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

Note: This course has the same requirements as ENGL 1113-English Composition I but is designed for multicultural and international students.

GenEd Requirement

ENGL 1113 ENGLISH COMPOSITION I

Prerequisite: (R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.

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

GenEd Requirement

ENGL 1123 MULTICULTURAL ENGLISH COMPOSITION II

Prerequisite: Corequisite, (R), (W), ENGL 1103 and ENGL 1113 taken within last year, with strong encouragement for immediate continuation.

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

Note: This course has the same requirements as ENGL 1213 - English Composition II, but is designed for multi-cultural and international students.

GenEd Requirement

Multicultural English Composition II is for multicultural and international students who speak a second language. This course has the same requirements as ENGL 1213-English Composition II but is designed for multicultural and international students.

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

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

GenEd Requirement

ENGL 1233 REPORT WRITING

Prerequisite: (R) (W), ENGL 1113

3 CREDITS The student will improve composition skills by developing and constructing various types of reports based on a particular situation in his or her career field.

Note: This course satisfies the computer proficiency requirement.

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.

General Education Course

ENGL 2103 HUMANITIES COMPOSITION

Prerequisite: (R) (W), ENGL 1213

3 CREDITS The student will improve basic composition skills by constructing essays based on assignments in humanistic readings about the following: drama, art, music, literature, history and philosophy.

ENGL 2110 READINGS

Prerequisite: (R) (W), ENGL 1113

VARIABLE 1-3 CREDITS The student enrolled in this course will read various popular literary forms. The purpose of these readings will be to enhance the student's reading abilities as well as to enable him or her to develop lifetime reading habits.

This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

ENGL 2123 INTRODUCTION TO LITERATURE

Prerequisite: (R) (W), ENGL 1213

3 CREDITS This course is a study of literary forms and genres, including short story, poetry, drama, and novels. Students will be introduced to literary terminology, critical theories, and a diversity of authors and literary styles. Through various assignments, written and/or oral, students will demonstrate their ability to analyze, evaluate and interpret literary forms.

Note: 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

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.

This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

ENGL 2323 THE SHAKESPEARE PLAYS

Prerequisite: (R), ENGL 1113

3 CREDITS After reading, discussing, attending lectures and viewing commercially produced films of selected plays, the student will describe the role of these plays within the literary, historical and cultural context of the Renaissance.

This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

ENGL 2333 INTRODUCTION TO THE NOVEL

Prerequisite: (R), ENGL 1113

3 CREDITS Students will read several novels from a variety of historical periods. After additional study of the different types and techniques of novels, the student will describe the common characteristics and the special features of this literary form.

This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

ENGL 2343 THE SHORT STORY

Prerequisite: (R), ENGL 1113

3 CREDITS After reading and discussing a wide selection of story masterpieces and commentaries on those short stories, the student will be able to describe the historical and literary development of this literary form.

This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

ENGL 2353 NATIVE AMERICAN LITERATURE

Prerequisite: (R), ENGL 1113

3 CREDITS Students will study the literary, historical, and traditional backgrounds of Native American cultures. After studying selected tribes and reading poems, short stories and novels by Native American authors, students will be able to describe the characteristics of Native American literature. Students, furthermore, will be able to explain the importance of Native American literature within the canon of non-Western world literature.

This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

ENGL 2363 AFRICAN-AMERICAN LITERATURE

Prerequisite: (R), ENGL 1113

3 CREDITS Students will read literature from the African-American culture and demonstrate understanding of the culture and its literature through discussions and written work. The student will be able to construct appropriate written and/or oral statements concerning literary, historical, cultural, and philosophical movements of the African-American culture from pre-slavery to the present time.

This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

ENGL 2413 WOMEN IN LITERATURE

Prerequisite: ENGL 1113

3 CREDITS After reviewing literature written by and about women of various times and places, students will examine and interpret values and attitudes from a variety of perspectives suggested by the readings. Lectures, discussions, and papers will emphasize relationships between social, political, and personal issues while making global connections, both historical and contemporary, and exploring the universality and variety of women's issues.

Note: This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

ENGL 2423 SURVEY OF WORLD LITERATURE I

Prerequisite: (R), ENGL 1213

3 CREDITS This course is a survey of world literature from the time of ancient civilizations to about 1600. Students will study representative works that comprise literary traditions from diverse cultures throughout the world. The cultural, historical and philosophical influences of the literature will also be examined.

Note: This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts and Associate in Science degrees.

ENGL 2433 SURVEY OF WORLD LITERATURE II

Prerequisite: (R), ENGL 1213

3 CREDITS This course is a survey of world literature from about 1600 to contemporary times. Students will study representative works that comprise literary traditions from diverse cultures throughout the world. The cultural,

historical and philosophical influences on the literature will also be examined.

Note: This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts and Associate in Science degrees.

ENGL 2543 SURVEY OF ENGLISH LITERATURE I

Prerequisite: (R), ENGL 1213

3 CREDITS This course is a survey of English literature from the Anglo-Saxon era up to approximately 1798. Students will study representative works that shaped the literary canon and traditions in English literature, placing them in their literary, historical, philosophical, and cultural contexts.

This course satisfies three credits of the General Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

ENGL 2653 SURVEY OF ENGLISH LITERATURE II

Prerequisite: (R), ENGL 1213

3 CREDITS This course is a survey of English literature from the Romantic Age to the present. Students will study representative works that shaped the literary canon and traditions in English literature, placing them in their literary, historical, philosophical, and cultural contexts.

This course satisfies three credits of the General Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

ENGL 2773 SURVEY OF AMERICAN LITERATURE I

Prerequisite: ENGL 1213

3 CREDITS This course is a survey of American literature from the pre-Colonial Period to the Civil War. Students will study representative works that shaped the American literary tradition, placing them in their literary, historical, philosophical, and cultural contexts. In addition, students will examine common issues, conflicts, preoccupations, and themes found in the literary selections.

Note: This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

ENGL 2883 SURVEY OF AMERICAN LITERATURE II

Prerequisite: ENGL 1213

3 CREDITS This course is a survey of American literature from the Civil War to the present time. Students will study representative works that shaped the American literary tradition, placing them in their literary, historical, philosophical, and cultural contexts. In addition, students will examine common issues, conflicts, preoccupations, and themes found in the literary selections.

Note: This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

ENGLISH AS A SECOND LANGUAGE

ESL 0373 TOEFL PREPARATION

Prerequisite: Appropriate Score on a Skills Assessment Test or by evaluation. §.

3 CREDITS This course is for the intermediate to advanced level student who desires to improve his or her score on the institutional (paper-based) Test of English as a Foreign Language (TOEFL). The course provides extensive practice with the specific listening, grammar, and reading skills which are essential for TOEFL success. Although designed with the TOEFL examinee in mind, the drills and exercises in this course can be equally useful to the student who has other goals.

ESL 0413 ADVANCED LISTENING

Prerequisite: Appropriate Score on a Skills Assessment Test or by evaluation. §

3 CREDITS This course develops the student's ability to comprehend and interpret aural information. Students practice active listening skills and develop comprehension abilities in a variety of discourse situations including natural conversations, film and video contexts, and classroom lectures. This course is organized around topics in American culture. Students will learn about and discuss the cultural values and traditions which have shaped and continue to shape American society.

ESL 0423 ADVANCED READING

Prerequisite: Appropriate Score on a Skills Assessment Test or by evaluation. §

3 CREDITS This course is for the student who wants to improve his/her ability to read English for academic purposes. Through extensive practice, students increase both their reading speed and their comprehension of college-level reading material. Acquisition of new college-level vocabulary is an integral part of the course. Students are given frequent and varied practice with vocabulary words including practice with word families and with the forms and grammatical features of new words.

ESL 0443 ADVANCED WRITING

Prerequisite: Appropriate Score on a Skills Assessment Test or by evaluation. §

3 CREDITS This course prepares students to write in English for academic purposes. Students develop the skills necessary for effective paragraph and essay writing. Students learn how to generate and focus ideas, to support a thesis, and to revise and refine their work. Writing strategies and techniques covered will include brainstorming, free writing, drafting, and editing. The course introduces rhetorical patterns used in essay writing such as compare/contrast and persuasion.

ESL 0453 ADVANCED GRAMMAR

Prerequisite: Appropriate Score on a Skills Assessment Test or by evaluation. §

3 CREDITS This course provides a comprehensive and in-depth presentation of English grammar. Grammar aspects covered include the verb tense system, gerunds and infinitives, nouns and articles, adverb and adjective clauses, conditional structures, modal verbs, and the passive voice. Students develop mastery of these fundamental structures through a variety of practice exercises and activities. While focusing primarily on grammar, the course promotes the development of all language skills for effective communication.

ESL 0463 ADVANCED SPEAKING

Prerequisite: Appropriate Score on a Skills Assessment Test or by evaluation. §

This course increases the student's ability and confidence as an effective communicator in English. Students practice the advanced communications skills necessary for success in academic and professional situations. Speaking tasks assigned will include discussion, debate, recitation, public speaking, and the production of dialogues and skits for in-class performance. Aspects of pronunciation will be covered as needed to improve the student's overall comprehensibility.

ESL 0640 SPECIAL TOPICS IN ENGLISH AS A SECOND LANGUAGE

Prerequisite: None

VARIABLE 1-3 CREDITS The student will demonstrate competencies in specific areas of English as a Second Language study which are not covered in other English as a Second Language courses. The course can be repeated either with a change in course content or by recommendation of the instructor.

ENTERPRISE COMMUNICATIONS SYSTEMS

ECS 1000 SPECIAL TOPICS

Prerequisite: (R) (W)

1-4 CREDITS Students demonstrate specific competencies in subjects not included in Enterprise Communication Systems courses but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

Note: This course satisfies the computer proficiency requirement.

ECS 1022 INTRODUCTION TO ENTERPRISE COMMUNICATION SYSTEMS

Prerequisite: (R) (W)

2 CREDITS Students demonstrate basic competencies in network services, modems, and access devices, the Internet, convergence and wireless services. Students demonstrate knowledge of the history of telecommunications, the public network and the Local Competition and the Telecommunications Act as it relates to the workforce requirements of network technicians and administrators.

Note: This course satisfies the computer proficiency requirement.

ECS 1054 BASIC WEB DESIGN ELEMENTS

Prerequisite: (R) (W)

4 CREDITS Students develop competencies in web design, basic web page design principles; file formats for creating web pages, accessibility, usability, and site management skills. Students demonstrate the ability to create basic HTML code, vector and bitmap graphics, SWF and GIF animations, animations with DHTML and images for web pages that include interactive elements and Cascading Style Sheets. In addition, students use web development tools to build a course project website.

Note: This course satisfies the computer proficiency requirement.

ECS 1214 PC HARDWARE AND SOFTWARE

Prerequisite: (R), (W)

4 CREDITS Students develop an understanding of emerging information technology and data communications. Students demonstrate, in a laboratory setting, knowledge of the necessary skills of building a computer, installing the operating systems, adding peripherals, and connecting the computer to a local-area network as well as the Internet.

Note: This course satisfies the computer proficiency requirement.

ECS 1233 OPERATING SYSTEMS

Prerequisite: (R) (W)

3 CREDITS Students will develop an understanding of various operating systems and demonstrate competencies in installing and operating various computer systems, the Internet and telephone applications-programming interface.

Note: This course satisfies the computer proficiency requirement.

ECS 1253 BEGINNING SOLARIS

Prerequisite: (R) (W)

3 CREDITS Students develop competencies in various operating command systems that include UNIX operating system commands, Solaris operating environment commands and Common Desktop Environments. Students demonstrate an understanding of fundamental command-line features of the operating environment including file system navigation, file permission, the VI text editor, and command shells.

Note: This course satisfies the computer proficiency requirement.

ECS 1273 BASIC JAVA ELEMENTS

Prerequisite: (R) (W)

3 CREDITS Students develop competencies in JAVA concerning basic programming with the conceptual understanding of object-oriented programming. Students identify JAVA language's object-oriented techniques to solve business problems and to create classes, object, and applications.

Note: This course satisfies the computer proficiency requirement.

ECS 1314 NETWORKING FUNDAMENTALS

Prerequisite: (R) (W)

4 CREDITS Students demonstrate specified competencies in various routers, switches, cable analyzers, smart remotes, and cable meters. Students demonstrate knowledge of the OSI reference model, the basics of network layout and function, and the elements of TCP/IP. Students will also set up and configure a local area network.

Note: This course satisfies the computer proficiency requirement.

ECS 1334 ROUTING TECHNOLOGIES

Prerequisite: ECS 1314

4 CREDITS Students demonstrate specified competencies with router switching technologies, beginning router and switching configurations and network management. Basic router configurations will be emphasized using the routing information protocol. Students configure addresses, host names, telnet procedures, IP races, Ethernet MAC addresses, serial port addresses, router commands, router troubleshooting, password recovery, and make physical connections at various ports.

Note: This course satisfies the computer proficiency requirement.

ECS 2000 SPECIAL TOPICS

Prerequisite: (R) (W)

1-4 CREDITS Students demonstrate specified advanced competencies in subjects not included in other Enterprise Communication Systems courses but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

Note: This course satisfies the computer proficiency requirement.

ECS 2224 NETWORK OPERATING SYSTEMS

Prerequisite: ECS 1214

4 CREDITS Students identify multi-user, multi-tasking network operating systems. LINUX, Windows 2000, NT, and XP networking operating systems will be covered. Students explore a variety of topics including installation procedures, security issues, back-up procedures, remote access and administration of Microsoft and Unix-based network operating systems.

Note: This course satisfies the computer proficiency requirement.

ECS 2272 ADVANCED JAVA ELEMENTS

Prerequisite: ECS 1273

2 CREDITS Students develop competencies and demonstrate an understanding in classes and inheritance, Arrays, packages, creating GUI applications using AWT, creating applets and graphics, exceptions, streams and stream output, utility classes and threads.

Note: This course satisfies the computer proficiency requirement.

ECS 2334 ADVANCED ROUTING AND SWITCHING

Prerequisite: ECS 1334

4 CREDITS Students demonstrate specified competencies in advanced routing and switching technologies and network management. Students demonstrate an understanding of virtual LANS, data-link layer network addressing, simple network management protocols, interior gateway routing protocol, enhanced interior gateway protocol, classless IP and wide area networking.

Note: This course satisfies the computer proficiency requirement.

ECS 2354 ADVANCED SOLARIS

Prerequisite: ECS 1253

4 CREDITS Students develop advanced competencies in Solaris through implementing internetworking connectivity, systems, services, and security using the tools and features specific to Solaris. Students will demonstrate the ability to identify a variety of characteristics, commands and features specific to Solaris.

Note: This course satisfies the computer proficiency requirement.

ECS 2364 ADVANCED NETWORK & DESIGN MANAGERMENTS

Prerequisite: ECS 2334

4 CREDITS Students demonstrate specified competencies in project-based experimental activity and network design. Students demonstrate knowledge in trends and developments in the field of networking. The student will work with a Professional Network/WAN design tool to complete a 12,000 Ethernet host design project.

Note: This course satisfies the computer proficiency requirement.

ECS 2414 BUILDING SCALABLE NETWORKS

Prerequisite: ECS 2364

4 CREDITS Students demonstrate the implementation of OSPF, EIGRP, BGP, Route Redistribution, NAT, Easy IP, Route Optimization, and Security utilizing Lock-and-Key, Reflexive, and Context-Based Access Control access lists.

Note: This course satisfies the computer proficiency requirement.

ECS 2434 BUILDING REMOTE ACCESS NETWORKING

Prerequisite: ECS 2414

4 CREDITS Students build remote access networks. Students implement remote technologies in asynchronous modem dial-up, ISDN, X.25, frame relay, T1 and address security concerns utilizing PAP, CHAP, and Secure AAA.

Note: This course satisfies the computer proficiency requirement.

ECS 2454 BUILDING MULTILAYER SWITCHED NETWORKS

Prerequisite: ECS 2434

4 CREDITS Students develop competencies to design and implement a multi-layer switched network utilizing routers. Through hands on lab activities, students demonstrate the ability to optimize routing, ensure network availability, and provide for multi-cast applications.

Note: This course satisfies the computer proficiency requirement.

ECS 2474 INTERNETWORK TROUBLESHOOTING

Prerequisite: ECS 2454

4 CREDITS Students learn to troubleshoot an environment that uses routers and switches for multi-protocol client hosts and servers. Students develop competencies to use configuration examples to demonstrate management and troubleshooting techniques for numerous LAN and WAN designs. Students also demonstrate the ability to identify tools used to trouble shoot the most common networking environments in use today.

Note: This course satisfies the computer proficiency requirement.

ECS 2514 FUNDAMENTALS OF NETWORK ROUTER SECURITY

Prerequisite: ECS 2364 or CCNA Certification

4 CREDITS Students learn the overall security processes of basic networks and demonstrate these skills in the following areas through hands-on projects: Security policy design and management, Security technologies, products and solutions, Firewall and secure router design, installation, configuration, maintenance and management, AAA implementation using routers, Intrusion detection (IDS) implementation using routers, and VPN implementation using routers.

Note: This course satisfies the computer proficiency requirement.

ECS 2534 FUNDAMENTALS OF NETWORK SECURITY FOR PIX FW

Prerequisite: ECS 2364 or CCNA Certification

4 CREDITS Students learn basic security processes dealing with network firewalls. Students demonstrate skills in Security policy design and management of firewalls, Security technologies, products and solutions associated with firewalls, Firewall and secure router design, installation, configuration, maintenance and management of firewalls. Additional areas are: AAA implementation using routers and firewalls, Intrusion detection (IDS) implementation using routers and firewalls, VPN implementation using routers and firewalls.

Note: This course satisfies the computer proficiency requirement.

ECS 2554 FUNDAMENTALS OF WIRELESS LANS

Prerequisite: ECS 2364 or CCNA Certification

4 CREDITS Students design, plan, implement, operate and troubleshoot wireless LANs. Students demonstrate comprehension of wireless LANs through a variety of hands-on projects and laboratory simulations. Special projects will cover: setting up and troubleshooting various wireless LANs technologies and products, providing solutions, completing site surveys and resilient WLAN designs, installation and configuration of various wireless networks, performing WLAN security diagnostics and developing vendor interoperability strategies.

Note: This course satisfies the computer proficiency requirement.

FILM AND VIDEO PRODUCTION

FVP 1000 SPECIAL TOPICS IN FILM TECHNOLOGY

Prerequisite: None

Variable 1-3 CREDITS The student will demonstrate specified competencies in subjects not included in other film and video production courses but which will benefit students wanting additional training. Each course will cover a specific topic and may be repeated with a change in content.

FVP 1133 PRODUCTION DESIGN

Prerequisite: (R)

3 CREDITS The student will demonstrate an understanding of location design, exterior and interior art direction and construction, stage sets, props, signage, costume and set decoration, makeup, and hair dressing.

FVP 1214 CINEMATOGRAPHY I

Prerequisite: (R)

4 CREDITS Students will be introduced to the equipment and technical aspects used for films and television. They will demonstrate an understanding of terms and procedures in selecting equipment for specific scenes. They will demonstrate a basic understanding of how to use lights, sound and camera devices. They will

demonstrate a technical understanding of the workflow utilized in preproduction, production and post production process of motion pictures. Laboratory experience is a required component of this course.

FVP 1713 SCREENWRITING

Prerequisite: (R), (W) or by evaluation. §

3 CREDITS Students will be given basic instruction in the skills of writing and analyzing screenplays. Students will produce examples of the type of writing on which the instruction is focused. This course will include the analytical breakdown of screenplay elements through script analysis of feature-length screenplays and short-form screenplays. Students will synthesize their knowledge and skills learned in class, and problem-solve by writing “coverage” of student class projects—and by writing multiple short-form screenplays, culminating in a screenplay for a Capstone Project. They will also create a step-outline for a feature-length motion picture.

FVP 2000 SPECIAL TOPICS IN FILM TECHNOLOGY

Prerequisite: 6 hours of Film and Video Production courses or by evaluation. §

Variable 1-3 CREDITS The student will demonstrate specified competencies in subjects not included in other film and video production courses but which will benefit students wanting advanced training. Each course will cover a specific topic and may be repeated with a change in content.

FVP 2123 FILM PRODUCTION AND BUSINESS

Prerequisite: (R), (W)

3 CREDITS Students will study the film-making process from concept to completion with special emphasis on the relationship between key staff members such as the producers, editors, directors, and cinematographers. They will demonstrate a basic understanding of film production technology and terminology. They will also analyze publicity, marketing techniques and materials, distribution plans, contracts, labor relations, business plans, copyright, chain of title, and negotiating with management and representation. As part of this course students will develop an entire plan for the production of a film which may become their Capstone project. The plan will include the selection of a script, a detailed schedule, budget, and possible contracts for staff and talent.

FVP 2153 SCREENPLAY INTERPRETATION

Prerequisite: (R), FVP 1214, FVP 2323 or by evaluation. §

3 CREDITS Students will learn the form and function of the basic motion picture screenplay through the analytical breakdown of film elements from the perspective of selected labor craft categories. Students will demonstrate their ability to apply learned craft skills to interpret the suggested imagery of the screenwriter by applying useful, creative and technical contributions in the production of screenplay into filmmaking projects.

FVP 2214 CINEMATOGRAPHY II

Prerequisite: FVP 1214 and FVP 2323

4 CREDITS Students will be introduced to the composition of film and television. They will demonstrate an understanding of picture and sound techniques to produce a meaningful and cohesive visual and aural story. They will demonstrate a basic understanding of utilizing lights, sound and camera locations and movements relative to the visual and aural story. Laboratory experience is a required component of this course.

FVP 2253 FILM SOUND

Prerequisite: FVP 1214

3 CREDITS Students will demonstrate the use of microphones, microphone placement, sound enhancements, volume, and the recording techniques used on location and in a studio. They will produce a full sound mix, including dialogue, score, source music, sound effects, and a variety of digital technologies.

FVP 2263 AMERICAN CINEMA

Prerequisite: ENGL 1113 or by evaluation. §

3 CREDITS The focus in this course will be on these film topics: history and development, the studio system, economic structure, technical and critical vocabulary, style, the star, genres, themes, and audience. Instructional films and readings will enable the student to understand each of these topics; furthermore, the student will view several classic and contemporary American films to exemplify and clarify cinematic techniques and concepts. The student will become able to think and write critically about film and its role in American culture.

FVP 2273 DOCUMENTARY FILMMAKING

Prerequisite: FVP 1214 and FVP 2323 or by evaluation. §

3 CREDITS Students will analyze the techniques and resources for the successful development and completion of filmed documentary productions. They will examine the duties of the documentary filmmaker from the perspective of the various craft categories. Students will synthesize their knowledge and skills learned in class, and problem-solve by producing examples of the type of filmmaking on which the instruction is focused.

FVP 2314 CINEMATOGRAPHY III

Prerequisite: FVP 2214 or by evaluation. §

4 CREDITS Students will be introduced to the special effects technology of match movement. They will demonstrate an understanding of the knowledge and skills to track a camera's movement in three-dimensional space so a virtual camera can be reproduced by computer software. They will demonstrate an understanding of three-dimensional match moving tools to extrapolate three-dimensional information from two-dimensional photography. Laboratory experience is a required component of this course.

FVP 2323 FILM EDITING AND DIGITAL EFFECTS I

Prerequisite: (R) or by evaluation. §

3 CREDITS Students will learn the digital environment of the non-linear AVID editing system, mastering the basics of multiple video and audio tracks, scenes assembly, time line structure and maintenance. Basic transitions such as dissolves, fades, wipes, and others will be introduced. Students will learn the process of commercial digital film editing and become familiar with story line and plot development through basic post-production techniques of picture and sound juxtaposition. Students will also be introduced to the mechanics and methods of digital effects. They will demonstrate a proficiency in the manipulation of single images, resulting in digitally enhanced composite shots and scenes.

FVP 2423 FILM EDITING AND DIGITAL EFFECTS II

Prerequisite: FVP 2323 or by evaluation. §

3 CREDITS Students will master the visual and aural forces that make the film an expressive means of communication utilizing the digital medium of the intermediate level AVID non-linear editing system. Students will demonstrate proficiency in construction of film sequences, interrelationships of the various film elements, editorial theory and practices that affect the overall aesthetics of recorded storytelling. They will additionally study the arena of digital effects and various non-linear after-market effects palettes.

FVP 2453 FILM SOUND EDITING

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 by evaluation. §

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 2623 DIRECTING

Prerequisite: (R), FVP 1214 or by evaluation. §

3 CREDITS Students will analyze the techniques and resources used in modern film directing. They will learn the director's responsibilities in script development, pre-production, production, and post-production. They will learn how a director assesses and integrates the individual contributions of the various film crafts into a production. They will learn how to work with actors in casting sessions and on the set. They will be given practical, hands-on experience in directing by the completion of directing assignments and projects. Students will be divided into teams to work on directing assignments outside of class for later presentation

in class, as well as presentations of edited assignments. Each team will be responsible for "casting" the acting talent required for those assignments. Some additional time outside of class will be required for the editing of projects.

FVP 2713 CAPSTONE PROJECT

Prerequisite: All required Major FVP courses, computer proficiency or by evaluation. §

3 CREDITS In groups, students will produce a short 10 to 20 minute, completely edited, finished film, demonstrating their mastery of the various film craft categories and the entire film making process.

Note: If students want to make a Documentary film for their capstone, they must take Documentary Filmmaking (FVP2273) prior to Capstone Project. If students want to make a narrative film, they should take Screenwriting (FVP1713) as one of their major or support courses prior to the Capstone Project.

FINANCE

FIN 1000 SPECIAL TOPICS

Prerequisite: (R) (W) MATH 0203 or adequate math placement test score.

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) MATH 0203 or adequate math placement test score.

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.

General Education Course

FIN 2023 INTRODUCTION TO BUSINESS FINANCE

Prerequisite: (R) (W) MATH 0303 or adequate math placement test score, ACCT 2113

3 CREDITS The student will study the basic concepts essential to the management of business finances and apply these concepts to problems involving financial planning, capital investments, budgeting, time value of money and financial decision making.

FIN 2033 FUNDAMENTALS OF INVESTMENTS

Prerequisite: (R) (W) MATH 0303 or adequate math placement test score.

3 CREDITS The student will examine the basic concepts of investing, methods for evaluating risk, and types of investments. The fundamental concepts will be applied to establishment of investment goals, portfolio creation and management, and determining the effects of government regulation.

(This course is generally offered in the spring semester only.)

FIN 2123 SECURITIES AND INSURANCE LICENSING

Prerequisite: (R) (W) MATH 0303 or adequate math placement test score, 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) MATH 0203 or adequate math placement test score., FIN 1013 or by evaluation. §

1-6 CREDITS The course will assist students in earning academic credit in a planned process that integrates academic preparation with supervised work experience. Students will work in an approved financial services environment with cooperating employers for a specified period of time, and will attend arranged lectures relating to a variety of financial services topics.

Note: 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 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.

General Education Course

FREN 1120 CONVERSATIONAL FRENCH II

Prerequisite: (R) (W), FREN 1010 or FREN 1115 or by evaluation. §

1-4 CREDITS The student will further develop oral communication skills through intensive practice in French with a focus on listening and speaking activities. The student will be able to function in French in a variety of situations. Credit is variable and, with different content, may be repeated for up to 4 credits.

FREN 1225 ELEMENTARY FRENCH II

Prerequisite: FREN 1115 or by evaluation. §

5 CREDITS A continuation of FREN 1115. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing French. The student will continue to explore significant aspects of French and Francophone culture. Satisfactory completion of this course confirms that a student has demonstrated competency in a foreign language at the novice-high level on the ACTFL scale.

General Education Course

FREN 2113 INTERMEDIATE FRENCH I

Prerequisite: (R) (W), FREN 1225 or by evaluation. §

3 CREDITS The student will demonstrate proficiency in understanding, speaking, reading, and writing French at the intermediate level. The student will read a variety of French texts, using them as a basis for conversation and composition in French and will begin a systematic review of French grammar. The class is taught in French.

General Education Course

FREN 2223 INTERMEDIATE FRENCH II

Prerequisite: (R) (W), FREN 2113 or by evaluation. §

3 CREDITS A continuation of FREN 2113. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing French at the intermediate level. The student will read short literary texts and use them as a basis for discussions and compositions in French and will complete a systematic review of French grammar. The class is taught in French.

General Education Course

GEOGRAPHY

GEOG 1103 CULTURAL GEOGRAPHY

Prerequisite:

3 CREDITS Cultural Geography is the study of spatial variations among cultural groups and the spatial functioning of society. It focuses on describing and analyzing the ways language, religion, economy, government and other cultural phenomena vary or remain constant from one place to another and on explaining how humans function spatially.

GEOG 2603 WORLD REGIONAL GEOGRAPHY*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.

*General Education Course (humanities)***GEOLOGY****GEOLOGY SPECIAL TOPICS***Prerequisite: LS 0033 College Writing II*

1-3 CREDITS The student will demonstrate specified competencies in subjects not included in other geology (or related) courses, but which benefit those seeking additional training or enrichment in that field (or related fields). A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

GEOLOGY 1063 EARTH SCIENCE*Prerequisite: (R) (W) Math 0203 or adequate math placement test score.*

3 CREDITS Students will demonstrate their understanding of an overview of the earth sciences. The student will study the areas of astronomy, meteorology, climatology and oceanography, with the major concentration on the study of geologic principles.

*GenEd Requirement***GEOLOGY 1064 EARTH SCIENCE***Prerequisite: (R) (W) Math 0203 or adequate math placement test score.*

4 CREDITS Students will demonstrate their understanding of an overview of the earth sciences. The student will study the areas of astronomy, meteorology, climatology and oceanography, with the major concentration on the study of geologic principles. Laboratory work is an integral part of the course.

† 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.

*GenEd Requirement***GEOLOGY 1114 GENERAL GEOLOGY***Prerequisite: (R) (W) Math 0203 or adequate math placement test score.*

4 CREDITS Students will describe theories of the earth's formation, its composition and structure and the processes which change the earth's surface. Laboratory work and field trips are an integral part of the course.

† 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.

*GenEd Requirement***GERMAN****GERMAN 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.

GERMAN 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.

GERMAN 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.

*General Education Course***GERMAN 1120 CONVERSATIONAL GERMAN II***Prerequisite: (R) (W), GRMN 1010 or GRMN 1115*

1-4 CREDITS The student will further develop oral communication skills through intensive practice in German with a focus on listening and speaking activities. The student will be able to function in German in a variety of situations. Credit is variable and, with different content, may be repeated for up to 4 credits.

GERMAN 1225 ELEMENTARY GERMAN II*Prerequisite: GRMN 1115*

5 CREDITS A continuation of GRMN 1115. The student will demonstrate increased proficiency in the fundamentals of German grammar, oral communication, as well as in reading and writing skills. The student will continue to explore selected aspects of German culture.

GERMAN 2113 INTERMEDIATE GERMAN I*Prerequisite: (R) (W), GRMN 1225*

3 CREDITS The student will read a variety of German texts, using them as a basis for conversation and short compositions in German. The readings will be accompanied by a review and enrichment of the student's knowledge of German grammar.

*General Education Course***GERMAN 2223 INTERMEDIATE GERMAN II***Prerequisite: (R) (W), GRMN 2113*

3 CREDITS A continuation of GRMN 2113. The student will read more advanced German texts, using them as a basis for discussions and literary compositions in German. Grammar review and enrichment are an ongoing part of the course.

*General Education Course***GRAPHIC COMMUNICATIONS****GRAPHIC 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.

GRAPHIC 1023 INTRODUCTION TO GRAPHIC DESIGN*Prerequisite: (R)*

3 CREDITS This course is an introduction to the principles of design, terminology, typography, and the design process. Students will indicate an understanding of the design and print process, the use of emphasis, contrast, balance, alignment, repetition, flow, color and typography through the successful completion of assigned projects.

GRAPHIC 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.

*Note: This course satisfies the computer proficiency requirement.***GRAPHIC 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.

Note: This course satisfies the computer proficiency requirement.

GCOM 1153 DIGITAL PHOTOGRAPHY

Prerequisite: (R)

3 CREDITS The student will demonstrate proficiency in using digital cameras and will produce color and black and white images which demonstrate a knowledge of basic 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.

Note: This course satisfies the computer proficiency requirement.

GCOM 1183 COMPUTER DRAWING: ILLUSTRATOR

Prerequisite: (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.

Note: This course satisfies the computer proficiency requirement.

GCOM 1223 ADVERTISING LAYOUT

Prerequisite: (R), 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.

Note: This course satisfies the computer proficiency requirement.

GCOM 2000 INTERNSHIP

Prerequisite: (R) or by evaluation. §

VARIABLE 1-6 CREDITS The student will work in a real graphic arts environment. The student will be instructed by a qualified graphic artist in a work situation and will produce printable assignments using current technology. This course may be repeated to a maximum of nine credit hours with the permission of the instructor.

GCOM 2053 ELECTRONIC PUBLISHING: INDESIGN II

Prerequisite: (R), GCOM 1053 or by evaluation. §

3 CREDITS The student will demonstrate proficiency using advanced functions and commands of electronic desktop publishing. This will include libraries, master pages, color separation, prepress document preparation, working with graphic files, and templates.

Note: This course satisfies the computer proficiency requirement.

GCOM 2100 ADVANCED SPECIAL TOPICS

Prerequisite: (R), Any 1000-level GCOM course or by evaluation. §

VARIABLE 1-3 CREDITS Students will demonstrate competencies in advanced topics not covered in other Graphic Communication courses. A specific topic is designated for each offering. This course may be repeated with a change of subject matter.

GCOM 2143 PHOTO LIGHTING

Prerequisite: (R), GCOM 1143 or by evaluation. §

3 CREDITS The student will demonstrate proficiency in photographic lighting through projects which demonstrate basic lighting techniques on people and objects using studio lighting and electronic flash.

GCOM 2153 DIGITAL PHOTOGRAPHY II

Prerequisite: (R), GCOM 1153 or by evaluation. §

3 CREDITS The student will demonstrate knowledge of DSLR camera operations, exposure, exposure controls, lenses, depth of field, shutter speeds, existing lighting, and basic lighting techniques using studio lighting and electronic flash. Student proficiency will be indicated by successful completion of projects and the development of a one-person exhibit or portfolio.

GCOM 2163 PHOTOJOURNALISM

Prerequisite: (R), GCOM 1153, GCOM 2153 or by evaluation. §

3 CREDITS The student will demonstrate the skills used in publication photography. These skills include knowledge of equipment, special lighting,

compositional techniques, and publication requirements used in photographing news events and photo essays. Student proficiency will be indicated by successful completion of projects and the development of a one-person exhibit or portfolio.

GCOM 2253 ADVERTISING PHOTOGRAPHY

Prerequisite: (R), GCOM 1153, GCOM 2153 or by evaluation. §

3 CREDITS The student will demonstrate the skills used in catalog and advertising photography. These skills include knowledge of equipment, special lighting, and compositional techniques used in the studio and on location. Student proficiency will be indicated by successful completion of projects and the development of a one-person exhibit or portfolio.

GCOM 2323 PUBLICATION DESIGN

Prerequisite: (R), GCOM 1053 or by evaluation. §

3 CREDITS Upon completion of the course the student will demonstrate knowledge of the elements of newsletter and magazine design. The student will produce a four-page newsletter. The student will also produce a magazine cover, table of contents page(s), masthead, and departmental page designs. The work will be performed on a Macintosh computer using a desktop publishing program.

Note: This course satisfies the computer proficiency requirement.

GCOM 2353 APPLIED GRAPHIC ART

Prerequisite: (R), GCOM 1053 and GCOM 1223

3 CREDITS The student will apply skills learned in previous classes to produce real projects for the College or community. Students will design and produce a variety of production pieces.

Note: This course satisfies the computer proficiency requirement.

GCOM 2363 PORTRAIT PHOTOGRAPHY

Prerequisite: (R), GCOM 1153, GCOM 2153 or by evaluation. §

3 CREDITS The student will demonstrate the skills required to photograph people in the studio and on location. These skills include knowledge of equipment, special lighting, and posing techniques. Student proficiency will be indicated by successful completion of projects and the development of a one-person exhibit of portfolio.

GCOM 2373 GRAPHIC ARTS ILLUSTRATION

Prerequisite: (R), ART 1123 or by evaluation. §

3 CREDITS The student will learn about and produce illustrations using a variety of techniques and media. Types of illustrations produced include pencil, ink, markers, scratchboard, colored pencil and mixed media. Work will be accomplished to conform to professional standards in the graphic arts industry.

GCOM 2773 IMAGE EDITING: PHOTOSHOP I

Prerequisite: (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, CYMK color, separations, channels, paths, and filters.

Note: This course satisfies the computer proficiency requirement.

GCOM 2783 IMAGE EDITING: PHOTOSHOP II

Prerequisite: (R), GCOM 2773 or by evaluation. §

3 CREDITS The student will demonstrate knowledge of more advanced functions of the Photoshop software program. Student proficiency will be demonstrated by successfully completing projects which require skills in advanced techniques in selection, layering, color correction, and image manipulation.

Note: This course satisfies the computer proficiency requirement.

GCOM 2793 WEB PAGE DESIGN I

Prerequisite: (R) (W)

3 CREDITS The student will learn the skills required to create Web pages and maintain websites. These skills include using Adobe Dreamweaver software, HTML and CSS languages, producing graphics, and applying design principles for effective Web layouts. Proficiency will be demonstrated by successful completion of projects.

Note: This course satisfies the computer proficiency requirement.

GCOM 2803 PORTFOLIO PREPARATION AND PRESENTATION

Prerequisite: (R), GCOM 1223, GCOM 1053 and GCOM 2323 or by evaluation. §

3 CREDITS The student will prepare a portfolio for professional presentation and evaluation. The portfolio will consist of matted pieces, resume, and notebook which contains samples of projects representing skills using various graphic arts software programs.

GCOM 2813 WEB PAGE ANIMATION: FLASH I

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 by evaluation. §

3 CREDITS Students will use advanced HTML, CSS, and Javascript to create highly interactive Web content. They will also use PHP and MySQL to generate dynamic websites from a database, to process form input, and to incorporate Flash and other multimedia elements into websites. Student proficiency will be demonstrated by successful completion of projects.

GCOM 2843 WEB PAGE ANIMATION: FLASH II

Prerequisite: (R), GCOM 2813 or by evaluation. §

3 CREDITS The student will demonstrate the ability to create interactive multimedia and web projects using the Flash software authoring environment. He/She will also demonstrate knowledge of ActionScript, the Flash programming language, and use it to create and enhance online (web sites) and offline (CD-ROM) projects. In addition, the student will demonstrate a working knowledge of variables, scripted motion, text fields, advanced movie clip options, arrays, and functions.

GCOM 2853 MULTIMEDIA PORTFOLIO PRODUCTION

Prerequisite: (R), GCOM 2813 and GCOM 2583 or by evaluation. §

3 CREDITS The student will demonstrate the ability to design and produce an interactive QuickTime movie presentation using an authoring software. The production will include animation, graphics, text, digital photography, sound and video. The project will become part of the student's portfolio.

HISTORY

HIST 1000 SPECIAL TOPICS IN HISTORY

Prerequisite: (R) or by evaluation. §

VARIABLE 1-3 CREDITS The student will demonstrate competencies in subjects not covered in other history courses. Each course will relate to a specific issue and may be repeated with a change in topic.

General Education Course (humanities)

HIST 1123 SURVEY OF AMERICAN SPORTS HISTORY

Prerequisite: None

3 CREDITS Students will participate in discussions of American Sports History—which may include the study of baseball, football, basketball, and/or other sport histories and heroes, as well as their memories and myths from the age of folk games to the age of televised sports, with special emphasis on the nineteenth and twentieth centuries. Information sources for class discussions may include appropriate video, print, and/or Internet learning materials.

HIST 1483 U.S. HISTORY TO THE CIVIL WAR

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 students 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 students search for change, equal rights and conflicts in the American past.

GenEd Requirement

HIST 1613 EARLY WESTERN CIVILIZATION

Prerequisite: (R) (W)

3 CREDITS After surveying the roots of civilization, students will study the origins of Western Civilization in the Greco-Roman world, medieval Europe, the European Renaissance, the Reformation, and the Age of Discovery. Students will be able to identify contributions of early Western Civilization to the emergence of the modern West, including modern Europe and the United States.

General Education Course (humanities)

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.

General Education Course (humanities)

HIST 1713 SURVEY OF WORLD CIVILIZATIONS TO 1600 C.E.

Prerequisite: (R) (W)

3 CREDITS After a general introduction to the roots of human civilization, students will survey the development of the major civilizations of Mesoamerica, Africa, Asia, and Europe to 1600 C.E. After studying these major civilizations in a comparative framework, students will be able to identify and explain both common aspects of human development and dissimilarities among the particular civilizations of the pre-modern world.

General Education Course (humanities)

HIST 1723 SURVEY OF WORLD CIVILIZATIONS SINCE 1600 C.E.

Prerequisite: (R) (W)

3 CREDITS Students will survey the history of the major civilizations of Mesoamerica, Africa, Asia, and Europe from 1600 C.E. to the present. After studying these civilizations in a comparative framework, students will be able to identify major patterns of political, economic, social, and cultural change and conflict over a period in which contact between civilizations became more frequent and sustained and the West rose to world prominence.

General Education Course (humanities)

HIST 2000 SPECIAL TOPICS IN HISTORY

Prerequisite: Pre or Corequisite: Any 1000 level History course or by evaluation. §

VARIABLE: 1-4 CREDITS In this course, the student will build on his or her background in U.S. History or Western Civilization survey courses. The student will develop a basic bibliography for a special topic in history. The bibliography will include primary and secondary sources. The student will learn writing skills that extend beyond the requirements of the survey course. The course will foster communication skills that will prepare the student to create an oral or written presentation on the historical topic. The student will be given an opportunity to develop computer software skills using the latest presentation software available. This course may be repeated with a change in content.

General Education Course (humanities)

HIST 2013 HISTORY OF RUSSIA

Prerequisite: (R) (W)

3 CREDITS After studying the history of Russia from its beginning to the present, students will be able to identify and explain the political, economic, social, and cultural changes that occurred through the various stages of Russian development.

General Education Course (humanities)

HIST 2103 OKLAHOMA HISTORY

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.

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.

General Education Course (humanities)

HIST 2133 SURVEY OF WOMEN'S HISTORY

Prerequisite: None

3 CREDITS Students will study the history of women, in the course that may take an American, European, or international perspective. The public and private spheres of women's lives will be examined through reading and brief writing assignments, worksheets, participation, in class discussions, and book reviews. Students will submit assignments using MS Word or MS PowerPoint.

HIST 2153 SURVEY OF AMERICAN FAMILIES AND COMMUNITIES

Prerequisite: HIST 1483 or 1493 or by evaluation. §

3 CREDITS Students will survey the history of the American family and community life in the nineteenth and twentieth centuries. Students will focus on slavery, industrialization, the growth of working classes, westward expansion, and changing roles of women in society. This is not a genealogy course, but a social history that relies on a wide range of historical resources.

HIST 2203 THE AMERICAN INDIAN

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.

General Education Course (humanities)

HIST 2213 GREAT AMERICAN BIOGRAPHIES

Prerequisite: (R) (W)

3 CREDITS Great American Biographies introduces students to biographies and autobiographies of significant people in U.S. history. Students study the lives and work of individuals by reading, watching biographical films, engaging in discussions, and, finally, by writing a fifteen-page biography of an ancestor or family member.

General Education Course (humanities)

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.

Note: This course satisfies the computer proficiency requirement.

HIST 2353 WORLD HISTORY: LATIN AMERICA

Prerequisite: Pre or Corequisite: ENGL 1113 or by evaluation. §

3 CREDITS Students will survey the history of Latin America, focusing on indigenous inhabitants, their interaction with Europeans, especially the Spanish

and Portuguese, the colonization process, independence movements and current economic, political and cultural issues. Course materials include textbooks and novels that relate the histories of the area as well as journal articles, websites and other sources. Student assignments will be submitted electronically.

Note: This course satisfies the computer proficiency requirement.

HUMANITIES

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

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

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

3 CREDITS This course is a study of the major world religions both ancient and modern. The student will examine and compare historical developments, major historical figures, philosophical tenets and /or belief systems, and sacred texts from various religions. Also, students will evaluate the impact of these elements within a contemporary, global framework.

Note: This course satisfies three credit hours of the General Education Humanities requirements for all Associate in Arts, Science, and Diversified Studies degrees.

HUM 2143 MYTHOLOGY

Prerequisite: ENGL 1113

3 CREDITS In this review of myth throughout history, students will examine common motifs shared by myths from various cultures. In discussions and written responses, students will analyze the connections between myths and describe the function of myth in society and its importance to the individual.

Note: 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

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*

3 CREDITS Given examples of leadership qualities and skills which are evident in selected readings from classical literature, portrayed in selected films and discussed in contemporary leadership theory, the student will develop a fundamental understanding of leadership and the skills manifest in effective leaders. Participation in course discussions and activities will enable the student to develop personal leadership abilities.

HUM 2213 HUMANITIES-CLASSICAL AND MEDIEVAL*Prerequisite: ENGL 1113*

3 CREDITS This course is a study of the humanities from pre-history through the early Renaissance. The student will recognize, interpret, and evaluate the interrelationship of art, architecture, literature, philosophy, and music and their legacies and impact on contemporary culture.

Note: This course satisfies three credit hours of the General Education Humanities requirement for all Associates in Art, Science, and Diversified Studies degrees.

HUM 2223 HUMANITIES-MODERN*Prerequisite: ENGL 1113*

3 CREDITS This course is a study of the humanities from the early Renaissance to the present. The student will recognize, interpret, and evaluate the interrelationship of art, architecture, literature, philosophy, and music and their legacies and impact on contemporary culture.

Note: This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science and Diversified Studies degrees.

HUM 2233 EUROPEAN FILM*Prerequisite: ENGL 1113*

3 CREDITS After viewing classic and contemporary European films, the student will identify and describe those technical and artistic qualities which characterize fine films. The student will accurately describe the role of European cinema within the cultural framework of western civilizations.

HUM 2243 FILM STUDIES*Prerequisite: ENGL 1113*

3 CREDITS The focus in this course will be on these film topics: composition, cinematography, editing, and sound techniques; in addition, the student will study narrative structure, thematic elements, and viewer response. Instructional films and readings will enable the student to understand each of these topics; furthermore, the student will view several classic and modern American and international films to exemplify and clarify cinematic techniques and concepts. The student will write and speak critically about film and its role in human culture.

General Education Course (humanities)

HUM 2253 DOCUMENTARY FILMS*Prerequisite: ENGL 1113*

3 CREDITS Given historical information about documentary films, screenings of selected documentaries and discussions of the films' purposes and effects, a student will discuss orally or in writing how documentary films display, influence, and examine human values.

General Education Course (humanities)

HUM 2263 AMERICAN CINEMA*Prerequisite: ENGL 1113*

3 CREDITS The focus in this course will be on these film topics: history and development, the studio system, economic structure, technical and critical vocabulary, style, the star, genres, themes, and audience. Instructional films and readings will enable the student to understand each of these topics; furthermore, the student will view several classic and contemporary American films to exemplify and clarify cinematic techniques and concepts. The student will think and write critically about film and its role in American culture.

General Education Course (humanities)

HUM 2273 INTERNATIONAL CINEMA*Prerequisite: (W) ENGL 1113*

3 CREDITS In International Cinema, students will examine the themes and techniques of world films. Movies from various lands and cultures will be viewed, and students will write or speak critically about cinematic qualities, the cultural values, and the human conditions observed in the films.

HUM 2283 FILM GENRE*Prerequisite: (W) ENGL 1113*

3 CREDIT In Film Genre, students will examine the themes and techniques of films in one of the primary genre. Students will view and study movies from a specific genre: comedy, science fiction, horror, independent, western, film noir, combat, animation, musical or crime/gangster. Students will write and speak critically about recurring patterns, conventions, and film techniques that predominate in a genre. Furthermore, students will be able to express their ideas concerning the cultural values represented or challenged by the particular genre.

HUM 2293 FOLKLORE*Prerequisite: ENGL 1113*

3 CREDIT HOURS By reviewing literary and other artistic examples of folklore from around the world, students will study the evaluation of the folktale and the development of lore. Through discussion and written responses, students will describe the functions of folklore and analyze its importance to the individual and to various cultures throughout history.

Note: This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

HUM 2353 HISTORY OF SCIENCE*Prerequisite: ENGL 1113*

3 CREDITS This course satisfies three credit hours of the General Education Humanities for all Associate in Arts, Science, and Diversified Studies degrees. Course units will examine selected episodes or periods in the history of science from ancient times until the present day. The course will treat the interaction of science and scientists with the social context as well as the internal structure and evolution of scientific ideas. Explanations of scientific theories and principles are not technical, and no special competence in science or mathematics is required.

HUM 2373 INTRODUCTION TO WORLD MUSIC*Prerequisite: ENGL 1113*

3 CREDITS After a brief introduction to the aesthetic and functional dimensions of non-western music, students will learn to listen critically to indigenous music of several geographical areas and to analyze and make oral and written statements about its components. They will also examine the unique cultural, political, and religious factors which give rise to certain types of music. Students are encouraged to attend live performances whenever possible, and guest musicians are scheduled to visit the class. No previous musical training is assumed.

General Education Course (humanities)

HUM 2423 ADVOCATES OF PEACE*Prerequisite: ENGL 1113*

3 CREDITS Advocates of Peace deals with a section of East-West culture and politics often overlooked today: the positive and successful influence one individual can have over the masses. In this course, the student will recognize the interdependency of people from totally different geographical and cultural backgrounds using the same ideas of non-violence and non-aggression to combat suppression of and discrimination against any group of people. Two dynamic leaders, Mahatma Gandhi and Dr. Martin Luther King, Jr., have been chosen to exemplify this process. They are as radically different in most respects as one can imagine, and yet, as philosopher politicians, they used the same concepts of non-aggressiveness and non-violence to bring freedom to their peoples.

General Education Course (humanities)

INSURANCE

INS 1103 PRINCIPLES OF INSURANCE*Prerequisite: (R) (W) MATH 0203 or adequate math placement test score.*

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) MATH 0203 or adequate math placement test score.

3 CREDITS The student will analyze situations and determine the appropriate coverage for homeowners, dwelling and contents, personal liability, inland marine and other personal insurance policies.

INS 1203 PRINCIPLES OF COMMERCIAL INSURANCE

Prerequisite: (R) (W) MATH 0203 or adequate math placement test score.

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) MATH 0203 or adequate math placement test score.

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) MATH 0203 or adequate math placement test score.

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) MATH 0203 or adequate math placement test score.

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) MATH 0103 or adequate math placement test score.

VARIABLE 1-3 CREDITS The student will demonstrate competencies in subjects not covered in other insurance courses, but which are beneficial to students wanting a greater understanding of insurance functions. A specific topic is announced for each offering. May be repeated with a change of topic.

INTERNATIONAL BUSINESS

INTL 2123 FUNDAMENTALS OF INTERNATIONAL BUSINESS

Prerequisite: (W) MATH 0203 or adequate math placement test score.

3 CREDITS The study of international business has become a necessary discipline for all business students irrespective of their area of major. The realization that "Globalization" is equally important to a domestic business as it is to a multinational corporation has forced the study of international business into the core curriculum of business school. This course stresses fundamental concepts and tools that international business managers should know. It addresses how differences in countries' economic, political, cultural and legal environment affect functional business decisions.

INTL 2223 FUNDAMENTALS OF INTERNATIONAL MARKETING

Prerequisite: (W) MATH 0203 or adequate math placement test score.

3 CREDITS This course addresses marketing activities based on differing economic, social, geographic, and cultural environments. Emphasis is placed on problems and practices of managing international marketing activities. Topics include alternative ways of marketing internationally, approaches for conducting international marketing research, product adaptations, distribution channels between and with foreign markets, and international promotions.

INTL 2323 FUNDAMENTALS OF INTERNATIONAL FINANCE

Prerequisite: (W) MATH 0303 or adequate math placement test score.

3 CREDITS The course begins with a brief but comprehensive review of balance of payments and international monetary arrangements. Foreign exchange markets, the risk of foreign exchange fluctuation, and different strategies for managing foreign exchange risk will be discussed. We will then concentrate on analysis of operational and strategic financial decisions of MNCs, including fund raising, working capital management, capital budgeting, financial structure, cost of capital and international project evaluation.

INTL 2423 FUNDAMENTALS OF INTERNATIONAL LOGISTICS MANAGEMENT

Prerequisite: (W) MATH 0203 or adequate math placement test score.

3 CREDITS This course addresses the art and science of managing and controlling the flow of goods, energy, information and other resources like products, services, and people, from the source of production to the marketplace.

INTL 2523 INTERNATIONAL CAPSTONE COURSE

Prerequisite: (W)

3 CREDITS This course is designed to provide students an opportunity to synthesize previous experiences and apply theoretical knowledge to the real world situations. To ensure students possess sufficient knowledge and understanding of global issues, enrollment is restricted to individuals in the final semester. A faculty advisor will work with the students to determine the course format which may include one of the following: case studies, internship, study abroad or research paper.

INTERNATIONAL STUDIES

ISTU 1013 INTRODUCTION TO INTERNATIONAL STUDIES

Prerequisite: (R) (W)

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) or by evaluation. §

3 CREDITS This course is designed to provide students majoring in International Studies an opportunity to synthesize previous experiences and apply theoretical knowledge to the real world situations. To ensure students possess sufficient knowledge and understanding of global issues, enrollment is restricted to individuals in the final semester. A Faculty Advisor will work with the students to determine the course format which may include case studies or a portfolio.

Note: (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.

JOURNALISM AND 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.

General Education Course

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*Prerequisite: (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.

*Note: This course satisfies the computer proficiency requirement.***JB 2000 INTERNSHIP***Prerequisite: (R) (W) or by evaluation. §*

VARIABLE 1-3 CREDITS The student will work in a professional setting with practitioners in either radio, television, advertising, audio production, video production, photo, public relations, or print journalism. The course may be repeated to a maximum of 6 credit hours with the consent of the instructor.

JB 2103 INDEPENDENT PROJECTS*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 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 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.

LEARNING SKILLS

LS 0023 COLLEGE WRITING I*Prerequisite: Assessment required prior to enrollment.*

3 CREDITS Through instruction in an increasingly collaborative environment, students will improve basic skills of written communications, focusing on good sentence and paragraph structure. Students will utilize the writing process, basic grammar and usage skills, and mechanics, as well as computer literacy when appropriate.

LS 0033 COLLEGE WRITING II*Prerequisite: Adequate writing assessment score or College Writing I (LS 0023), either taken within the last year; with strong encouragement for immediate continuation.*

3 CREDITS Through instruction in an increasingly collaborative environment, students will improve skills in written communications with an emphasis on the writing process. Students will focus on proper grammar, usage, and mechanics as they learn to compose organized paragraphs and a basic 5-paragraph essay with development of computer skills. These skills will better prepare students for academic writing in college level courses.

LS 0133 STUDY SKILLS*Prerequisite: None*

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 Through instruction in an increasingly collaborative environment, students will develop and increase skills in vocabulary, including use of context clues and word structure; increase comprehension of text by understanding the main idea and details; develop management and study skills for academic reading, as well as include computer literacy when appropriate.

LS 0213 COLLEGE READING II*Prerequisite: Adequate reading assessment score or College Reading I (LS 0203), either taken within the last year; with strong encouragement for immediate continuation.*

3 CREDITS Through instruction in an increasingly collaborative environment, students will improve vocabulary through context clues and word structure analysis; increase comprehension of text by understanding the main idea, supporting details, and organizational patterns; practice organizational and note taking skills; develop critical thinking skills; and utilize reading technology. These skills will better prepare students for academic reading in college level courses.

LS 0233 SPELLING/VOCABULARY DEVELOPMENT*Prerequisite: None*

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.

LEISURE

LEIS 1000 SPECIAL TOPICS*Prerequisite: None*

VARIABLE 1-4 CREDITS The student will demonstrate special competencies in subject areas not covered in other Leisure courses, but which are beneficial in providing a better understanding of topics or activities in the field of Leisure Studies. A specific subject will be announced for each offering. Enrollment may be repeated with a change in topic.

LEIS 1602 TOTAL WELLNESS*Prerequisite: None*

2 CREDITS Students will learn the different aspects of health including physical, mental, and emotional aspects. They will develop an understanding of health and be able to identify a healthy lifestyle. Students will also learn the different levels of physical fitness appropriate for different levels of development: childhood, adolescence, adulthood and older adulthood.

LEIS 2000 SPECIAL TOPICS

Prerequisite: None

VARIABLE 1-4 CREDITS The student will demonstrate special competencies in subject areas not covered in other Leisure courses, but which are beneficial in providing a better understanding of topics or activities in the field of Leisure Studies. A specific subject will be announced for each offering. Enrollment may be repeated with a change in topic.

LEIS 2132 CARE AND PREVENTION OF ATHLETIC INJURIES

Prerequisite: None

2 CREDITS This course is designed to provide the student with the basic knowledge to assist with the prevention, recognition, and care of athletic injuries. It is a basic introduction to the field of sports medicine. The student will learn basic skills in taping and bracing. He/she will also be able to implement a prevention program for athletic injuries which will include education in exercise, flexibility and nutrition.

LEIS 2413 INTRODUCTION TO LEISURE STUDIES

Prerequisite: (R) (W)

3 CREDITS This course introduces students to the nature, scope and significance of leisure and recreation. They will also study the delivery systems for leisure services, major program areas and the interrelationship of special agencies and institutions serving the recreation needs of society.

LEIS 2443 HUMAN DIVERSITY IN LEISURE AND RECREATION

Prerequisite: (R)(W)

3 CREDITS This course allows students to examine their personal belief systems and to think critically about, and participate in, discussions regarding diversity and social justice issues in leisure and recreation, as well as in everyday life.

LEIS 2463 LABORATORY IN LEISURE SERVICES

Prerequisite: (R) (W)

3 CREDITS Through lecture, discussion and experiential learning, students will study recreation and leisure activities. They will develop skills to lead and/or knowledge to organize adapted activities, small and large group games, sports, arts and crafts, music, drama and cultural events.

LEIS 2473 FOUNDATION OF LEISURE SERVICE LEADERSHIP

Prerequisite: (R) (W)

3 CREDITS This course introduces the student to the principles and practical applications of group leadership techniques, problem solving, supervision and evaluation of personnel. Laboratory experience is an integral part of the course.

MANAGEMENT

MGMT 1533 INTRODUCTION TO SERVICE MANAGEMENT

Prerequisite: (R) (W)

3 CREDITS The student will demonstrate knowledge of the service management field. Areas of discussion will be service trends, safety, employee relations, industry outlooks and business development.

MGMT 2000 SPECIAL TOPICS

Prerequisite: None

VARIABLE 1-3 CREDITS The student will demonstrate competencies in subjects not covered in other management courses but which are beneficial to students wanting a greater understanding of the functions of management. A specific topic is announced for each offering. May be repeated with a change of topic.

MGMT 2013 SMALL BUSINESS MANAGEMENT

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) MATH 0303 or adequate math placement test score, MGMT 2053 or by evaluation. §

3 CREDITS This course is designed to provide students with an in-depth study of the five planning phases. The student will demonstrate the knowledge and skills to develop, implement and evaluate strategic, tactical, standing, and single use plans. Specific emphasis will be placed on techniques useful in offsetting future uncertainties by the risk associated with decision making.

MGMT 2323 TOTAL QUALITY MANAGEMENT

Prerequisite: (R) (W) None, MGMT 2053 or by evaluation. §

3 CREDITS This course is designed to introduce the principles of total quality management and to provide the student with a systematic way of applying quality techniques to any type of organization. Emphasis is given to customer focus, process improvement and total involvement. Students will demonstrate their knowledge through the simulation and case study methods.

MGMT 2423 LEADERSHIP

Prerequisite: (R) (W), MGMT 2053 or by evaluation. §

3 CREDITS This course is designed to introduce students to the process of effective leadership. The student will study various leadership styles and theories and demonstrate acquired knowledge and skills through the use of various techniques, such as role playing, and the analysis of case studies.

MGMT 2453 MID-MANAGEMENT SEMINAR

Prerequisite: (R) or by evaluation. §

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 by evaluation. §

3 CREDITS This course is designed to introduce the student to the process of assuring the effective and efficient accomplishment of desired objectives and goals. The student will study qualitative and quantitative control techniques, and apply these techniques to the evaluation of processes involving human, material, and financial resources. Students will demonstrate acquired knowledge and skills through the use of the simulation and case study methods.

MGMT 2553 DIRECTED OCCUPATIONAL EXPERIENCE

Prerequisite: (R), Must be a second semester student in Business or by evaluation. §

3 CREDITS The student will function in a wide variety of positions in a business compatible with his/her occupational choice, which will enable him/her to carry out a series of objectives developed by the student, instructor and supervisor.

MGMT 2623 STATISTICAL PROCESS CONTROL

Prerequisite: (R) (W), BUS 2023 and MGMT 2053 or by evaluation. §

3 CREDITS This course is designed to introduce the student to the theories of statistical process control. The student will demonstrate acquired knowledge of control techniques to the analysis of various processes, qualitative and quantitative, to achieve quality improvement.

MGMT 2663 HUMAN RESOURCE MANAGEMENT

Prerequisite: MGMT 2053 or by evaluation. §

3 CREDITS The student will apply the principles of management to procurement, development, compensation, integration, and maintenance of personnel.

MGMT 2913 MANAGEMENT APPLICATIONS

Prerequisite: (R), 12 credit hours of MGMT Coursework or by evaluation. §

3 CREDITS Using the case study method, the student will develop a systematic approach to decision making and apply this approach to the identification, evaluation and resolution of selected management problems.

MGMT 2953 SUPERVISORY TRAINING*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*Prerequisite: None*

VARIABLE 1-3 CREDITS The student will demonstrate specified competencies in subjects not included in other metal courses, but which benefit students wanting additional training in the field or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

MET 1013 MACHINE TOOL THEORY*Prerequisite: None*

3 CREDITS Students will systematically study, recognize and discuss machine tool structures and capabilities, safety systems, metal cutting theory, shop calculations, tool geometry, cutting tool materials and standards, cutting fluids and non-traditional processes, and relate the application of these principles to machine shop operations.

MET 1021 ORIENTATION TO MACHINING*Prerequisite: None*

1 CREDIT The student will be provided with and utilize proper safety procedures in labs, the classroom and the workplace. The student will learn and demonstrate machine safety in the areas of hand tools, saws, presses, lathes, grinders and milling. The student will also be provided basic knowledge in mathematics for shop practice implementation. This knowledge will be directly applied to simulated business and industry projects.

MET 1033 SPECIAL TOPICS*Prerequisite: Corequisite: MET 1013*

3 CREDITS Having reviewed advanced operational methods with engine lathes, milling machines, surface grinders, as well as investigating additional electrical discharge machining concepts, the student will apply these methods in the construction of machined parts. Operations will include threading and tapers on the lathe; digital readout systems, dividing head and rotary table work on the milling machine; angles and contours on the surface grinder.

MET 1112 PRECISION MEASUREMENT*Prerequisite: None*

2 CREDITS Through the systematic study of precision measuring tools, such as vernier-calipers, micrometers, dial indicators, optical comparators, electronic and air gauges, the student will recognize, discuss and apply the principles of precision measurement. Laboratory work is an integral part of this course.

MET 1143 COMPUTER NUMERICAL CONTROL OPERATION*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.

*Note: This course satisfies the computer proficiency requirement.***MET 1153 COMPUTER NUMERICAL CONTROL SETUP***Prerequisite: MET 1143*

3 CREDITS The student will develop basic set up and programming skills on computer numerical control (CNC) lathes, mills machining centers. Topics covered include cutting tool set up, fixturing alignment and set up, uploading of programs, minor program editing, identification and application of various cutting tools and cutting tool configurations.

*Note: This course satisfies the computer proficiency requirement.***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 1423 INTRODUCTION TO MILLING OPERATIONS*Prerequisite: (R) (W) and MET 1013*

3 CREDITS Students will become familiar with tools and techniques of milling machine operations as well as the theory of milling operations in the manufacturing process. Students will learn and understand industry specific safety standards and guidelines of milling operations in a manufacturing process, tool and shop safety, and print reading specific to milling operations. In applied laboratory assignments, students will demonstrate an understanding of print reading, mathematic calculations relating to setting up a milling operation, milling operations in a manufacturing process, and industry specific safety standards and guidelines.

MET 1424 MILLING OPERATIONS*Prerequisite: (R), (W) and MET 1013*

4 CREDITS Through the investigation of the theories, tools and techniques involved with milling machine operations, the student will recognize, discuss and apply the principles of precision milling machine work. Laboratory work is an integral part of the course. Topics covered are setup, squaring, boring, drilling, dividing head and rotary table work.

MET 1433 INTRODUCTION TO ENGINE LATHE OPERATIONS*Prerequisite: (R) (W) and MET 1013*

3 CREDITS Students will become familiar with the theory and operations of engine lathes. Students will learn and understand industry specific safety standards and guidelines associated with the operation of engine lathes in the manufacturing process, equipment and shop safety, and print reading specific to engine lathe operations. Laboratory assignments are an integral component of this course.

MET 1434 ENGINE LATHE OPERATIONS*Prerequisite: (R), (W) and MET 1013*

4 CREDITS While analyzing the theory and operation of the engine lathe, the student will describe and apply the principles of turning, as well as the tools and equipment involved. Laboratory activity is an integral part of this course. Topics covered will include setup, nomenclature, turning, facing, boring, screwthreads, tapers, and tool geometry.

MET 1443 INTRODUCTION TO PRECISION SURFACE GRINDING*Prerequisite: (R) (W) and MET 1013*

3 CREDITS Students will identify, evaluate and apply the principles of surface grinding operations including wheel structure and uses and accessories. Students will learn industry specific safety standards and guidelines associated with precision surface grinding process in manufacturing, equipment and shop safety, and mathematics required in the production process and print reading specific to precision surface grinding. Laboratory assignments are an integral component of this course.

MET 1444 PRECISION SURFACE GRINDING*Prerequisite: (R), (W) and MET 1013*

4 CREDITS Through the systematic examination of precision surface grinding techniques, the student will identify, evaluate, and apply the principles of surface grinder operations. Laboratory work is an integral part of this course. Topics covered are wheel structure and uses, setup, surface finish, accessories and contours.

MET 2103 METALLURGY*Prerequisite: None*

3 CREDITS The student will describe the sources, preparation and properties of various ferrous and non-ferrous metals. He or she will solve problems relating to heat treatment and mechanical deformation of metals and apply the solution in laboratory experiments.

MET 2203 MACHINE TOOLS: PRODUCTION APPLICATIONS

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

Prerequisite: None

3 CREDITS The student will review and apply electrical and electro-chemical machining methods. Laboratory activities, simulations, and problem-solving activities are integral parts of the course.

MET 2223 NUMERICAL CONTROL I

Prerequisite: MET 1424

3 CREDITS The student will relate numerical control theory and computer numerical control techniques and practices to various machine tools, including milling, turning, and drilling machines. Simulations, problem-solving activities and laboratory activities are integral parts of the course.

MET 2233 NUMERICAL CONTROL II

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

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.

Note: This course satisfies the computer proficiency requirement.

MET 2433 JIGS AND FIXTURING

Prerequisite: (R) (W)

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), 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), 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)

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)

3 CREDITS The student will describe typical methods used by industry for internal communications in such areas as quality control reporting and communications between production and engineering. A broad spectrum of methods from blueprints to CAD systems will be investigated.

PRDT 1223 INTRODUCTION TO COMPUTER INTEGRATED MANUFACTURING

Prerequisite: (R) (W)

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.

Note: This course satisfies the computer proficiency requirement.

PRDT 1233 MECHANICAL SYSTEMS

Prerequisite: (R) (W)

3 CREDITS The student will demonstrate competencies by installing, adjusting, aligning, and troubleshooting mechanical systems that include bearings, belt drives, roller chain drives, gear drives, couplings, clutches and brakes, and conveyors. Laboratory experience with equipment similar to that used in industry is an integral part of this course.

PRDT 1243 MANUFACTURING FABRICATIONS

Prerequisite: (R) (W), PRDT 1223

3 CREDITS Students will learn to identify and apply solutions to routine maintenance issues associated with mechanical and electrical manufacturing equipment in manufacturing facilities. Students will learn and demonstrate basic metal fabrication techniques used in modern manufacturing facilities to perform preventive and proactive equipment repair. Students will fabricate common manufacturing equipment items such as chain guards, shields and covers for mechanical or electrical manufacturing equipment.

PRDT 1313 MANUFACTURING MAINTENANCE

Prerequisite: (R) (W), PRDT 1223

3 CREDITS Students will learn to safely configure setup and operate shielded metal arc welders and oxy-acetylene cutting equipment to perform maintenance tasks associated with manufacturing processing systems. Students will be able to demonstrate an understating of industry related safety standards and guidelines of

tool safety, welding specific print reading, metal preparation, electrode selection and calculate specific ratios for the safe operation of an oxy-acetylene cutting torch and a shielded metal arc welder. Laboratory work is an integral part of this course.

PRDT 1413 FLUID POWER

Prerequisite: (R) (W)

3 CREDITS This course is an introduction to using pressurized hydraulic components in power delivery and positioning systems. Students will use hydraulic pumps and motors and make hydraulic connections, measurements, and calculations.

PRDT 1534 PROGRAMMABLE CONTROLLER PROGRAMMING

Prerequisite: (R) (W)

4 CREDITS Following a study of the theory and operational characteristics of programmable control systems used in industry, the student will demonstrate the operation of a programmable controller by writing a program to control on-delay and off-delay timers, test the program for correct operation and apply troubleshooting techniques as necessary. Laboratory experience with equipment similar to that used in industry is an integral part of the course.

Note: This course satisfies the computer proficiency requirement.

PRDT 1542 PROGRAMMABLE CONTROLLER INTERFACING

Prerequisite: (R) (W), PRDT 1534

2 CREDITS The student will write a program for a programmable controller, implementing a multiple input/output system to control the operation of an external electromechanical device. The student will interface photosensitive devices as detectors in the system and will run the program to verify proper operation.

Note: This course satisfies the computer proficiency requirement.

PRDT 2013 GEOMETRIC TOLERANCING TECHNIQUES

Prerequisite: (R) (W)

3 CREDITS The student will be introduced to the concepts of geometric tolerancing. Geometric tolerancing terms and symbols will be recognized and understood. The student will interpret and apply these to special projects that will reflect various work-based opportunities.

PRDT 2023 MACHINING FOR MANUFACTURING

Prerequisite: (R) (W), PRDT 1223

3 CREDITS Students will learn processes and techniques to safely perform general maintenance machining techniques to address a variety of maintenance issues associated with medium-to-large production equipment. Students will demonstrate these techniques by completing task lab assignments as required by industrial manufacturing technicians. Typical tasks include turning shafts, boring sprockets, and removing broken bolts.

PRDT 2112 INTRODUCTION TO QUALITY CONTROL

Prerequisite: (R) (W), MET 1112 or any 1000 level Math class

2 CREDITS The student will prepare and apply control procedures and devices, including coordinate measuring machines, which are typically used in manufacturing. The student will develop sampling and acceptance plans, control charts and various other statistical process control functions.

PRDT 2122 ADVANCED PROGRAMMABLE LOGIC CONTROLLERS

Prerequisite: (R) (W), PRDT 1544

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), PRDT 2112

3 CREDITS The student will prepare and apply control procedures and devices, including coordinate measuring machines and profile projects, which are typically used in manufacturing complex shapes.

PRDT 2222 STATISTICAL PROCESS CONTROL

Prerequisite: (R) (W), 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.

Note: This course satisfies the computer proficiency requirement.

PRDT 2333 POWER RF AND VACUUM INTERFACING

Prerequisite: (R) (W), 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), 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), PRDT 1544

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), PRDT 1223

4 CREDITS This is the concluding course in the Computer Integrated Manufacturing option. The student will set up a batch processing line which converts raw material into a finished product, utilizing the concepts learned in earlier courses and provide programming, interfacing and troubleshooting of an automated system.

Note: This course satisfies the computer proficiency requirement.

PRDT 2553 COMPUTER-AIDED MACHINING

Prerequisite: (R) (W), 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.

Note: This course satisfies the computer proficiency requirement.

PRDT 2563 MANUFACTURING PROCESSES

Prerequisite: PRDT 1223

3 CREDITS Student will learn concepts associated with different manufacturing processes involved in the various productions of common products such as glass, rubber, steel and food products. Emphasis will be placed upon the role of the maintenance technician in keeping equipment functioning efficiently with preventive, predictive, and proactive maintenance procedures. In addition to the basic manufacturing processes, students will understand the philosophy and methods associated with the industry "LEAN Manufacturing" processes as they apply to advanced manufacturing settings.

PRDT 2603 SENSORS AND POSITION DEVICES

Prerequisite: (R) (W), 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), 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), 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)

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) PRDT 2633

2 CREDITS The student will write a project plan for implementing an advanced manufacturing subsystem and analyzing input requirements. After approval of the plan, the project will be assembled and tested.

PRDT 2713 MANUFACTURING PRACTICUM

Prerequisite: PRDT 1223

3 CREDITS Students will work with a mentor from the manufacturing industry to develop and produce a career-preparation portfolio documenting activities that help prepare the student for the realities of the workplace. Activities include but are not limited to program lab assignments, mentorship, job shadowing, resume writing workshops, industry visits, and related job interviews which provide the student with practical industry experience.

MARKETING

MKT 2043 PRINCIPLES OF MARKETING

Prerequisite: (R) MATH 0203 or adequate math placement test score.

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 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 by evaluation. §

3 CREDITS Using the case study method, the student will develop a systematic approach to decision making and apply this approach to the identification, evaluation, and resolution of selected marketing problems.

MATHEMATICS

MATH 0103 COLLEGE PREP MATH I

Prerequisite: Math placement test score or evaluation by advisor.

3 CREDITS This course provides the conceptual foundation of whole numbers, fractions, decimals, percents, and integers with the purpose of preparing students to perform and apply calculation and solution techniques with these topics in future classes. Students will use manipulatives, number lines, and other concrete examples to model basic mathematical representations and operations. Additionally, the student will apply math study skills throughout this course.

MATH 0203 COLLEGE PREP MATH II

Prerequisite: MATH 0103 or adequate math placement test score.

Pre- or Co-requisite: LS 0203 College Reading I or adequate Reading Placement Test score.

3 CREDITS The student will perform basic operations with signed numbers, exponents, and polynomials; solve linear equations, inequalities, and formulas; and plot points and graph lines in the Cartesian coordinate system. Additionally, the student will apply math study skills throughout this course.

MATH 0303 COLLEGE PREP MATH III

Prerequisite: MATH 0203 or adequate math placement test score.

Pre- or Co-requisite: LS 0203 College Reading I or adequate Reading Placement Test score.

3 CREDITS The student will factor polynomials; perform operations, solve equations and model applications with rational expressions and ratios; and will analyze and write equations for graphs of linear relationships and their applications. Additionally, the student will apply math study skills throughout this course.

MATH 0403 COLLEGE PREP MATH IV

Prerequisite: MATH 0303 or adequate math placement test score.

Pre- or Co-requisite: LS 0203 College Reading I or adequate Reading Placement Test score.

3 CREDITS The student will solve systems of linear equations by graphical and algebraic methods; solve equations involving quadratic functions and analyze their graphs; and model applications using linear and quadratic functions. Additionally, the student will apply math study skills throughout this course.

MATH 1000 SPECIAL TOPICS

Prerequisite: None

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subjects not covered in other courses, but which are beneficial in providing a better understanding of the related program. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

MATH 1503 CONTEMPORARY MATHEMATICS

Prerequisite: (R) (W), MATH 0403 or adequate math placement test score.

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

Note: This course satisfies the computer proficiency requirement.

GenEd Requirement

MATH 1513 COLLEGE ALGEBRA

Prerequisite: (R), MATH 0403 or adequate math placement test score.

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

GenEd Requirement

MATH 1533 PRE-CALCULUS AND ANALYTIC GEOMETRY

Prerequisite: (R) (W), MATH 0403 or adequate math placement test score.

3 CREDITS This course is intended to serve students for whom Calculus and Analytic Geometry I is a requirement. Topics will include conic sections, systems of equations (both linear and nonlinear), and a general discussion of functions with emphasis on polynomial, rational, exponential, and logarithmic functions.

GenEd Requirement

MATH 1613 TRIGONOMETRY

Prerequisite: (R), Pre or Corequisite: MATH 1513 or MATH 1533 or adequate math placement test score.

3 CREDITS The student will evaluate trigonometric functions and their inverses, graph trigonometric functions, prove trigonometric identities, solve trigonometric equations, solve problems involving triangles and indirect measurement, use trigonometric forms of complex numbers, and identify and graph polar curves.

MATH 1743 CALCULUS I FOR BUSINESS, LIFE SCIENCES, AND SOCIAL

Prerequisite: (R), MATH 1513 or adequate math placement test score.

3 CREDITS This is the first of a two-semester sequence in elementary calculus in which students use the concepts of differential and integral calculus to solve theoretical and applied problems in business, life sciences, and social sciences.

MATH 2000 SPECIAL TOPICS

Prerequisite: None

Variable 1-4 The student will demonstrate specified competencies in subjects not covered in other courses, but which are beneficial in providing a better understanding of the related program. A specified subject is announced for each offering. Enrollment may be repeated with a change in topic.

MATH 2013 INTRODUCTION TO STATISTICS

Prerequisite: (R), MATH 0403 or adequate math placement test score.

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

GenEd Requirement

MATH 2023 FOUNDATIONS OF GEOMETRY AND MEASUREMENTS

Prerequisite: (R), MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of the basic concepts of geometric shapes, measurement, triangle congruence and similarity, coordinates, and transformations; the ability to think conceptually of mathematics and to apply the concepts learned in real life problem solving situations.

MATH 2104 CALCULUS AND ANALYTIC GEOMETRY I

Prerequisite: (R) (W), MATH 1533 and MATH 1613 or adequate math placement test score.

4 CREDITS The student will compute, interpret and apply the basic concepts of limits, differentiation and integration to algebraic and transcendental functions and will solve applied problems that include rates of change, optimization, area and total change in a function.

Note: This course satisfies the computer proficiency requirement.

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 2213 MATHEMATICAL SYSTEMS

Prerequisite: (R) (W), MATH 0403 or adequate math placement test score.

3 CREDITS The student will demonstrate an understanding of arithmetic; give a systematic analysis of arithmetical operations as well as intuitive algebra. Topics include the structure of number systems, operations, properties, ordering and number theory beginning with natural numbers and extending through the set of all real numbers.

MATH 2214 CALCULUS AND ANALYTIC GEOMETRY II

Prerequisite: (R) (W), MATH 2104 or equivalent within the last year.

4 CREDITS The student will use integration techniques to find antiderivatives, compute definite integrals, and solve application problems that include volume, work and pressure; investigate the convergence of improper integrals and infinite series; use Taylor polynomials and Taylor Series to estimate, represent, and analyze functions; perform basic operations on vectors and analyze functions of three variables and their contour plots.

Note: This course satisfies the computer proficiency requirement.

MATH 2314 CALCULUS AND ANALYTIC GEOMETRY III

Prerequisite: (R) (W), MATH 2214 or equivalent within the last year.

4 CREDITS The student will compute partial derivatives, gradients, differentials, double and triple integrals in rectangular, cylindrical and spherical coordinate systems, curl and divergence of a vector field, and path and surface integrals of vector fields directly and by applying Green's Theorem, Stokes' Theorem and the Divergence Theorem; write parameterizations for lines, curves and surfaces; and solve application problems that include optimization, work and flows of vector fields.

Note: This course satisfies the computer proficiency requirement.

MATH 2413 INTRODUCTION TO ORDINARY DIFFERENTIAL EQUATIONS

Prerequisite: (R) (W), Math 2214 or a minimum of 8 semester hours of calculus.

3 CREDITS This course will cover methods of solution of ordinary differential equations with applications. Topics will include first order equations, linear equations of higher order, series solutions, Laplace transforms, applications and numerical methods.

Note: This course satisfies the computer proficiency requirement.

MEDICAL ASSISTANT

MA 1000 SPECIAL TOPICS

Prerequisite: (R) (W) or by evaluation. §

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other medical assistant courses, but that are beneficial in providing a better understanding of the field. A specific topic would be covered for each offering. Enrollment may be repeated with a change of topic.

MA 1022 MEDICAL LAW AND ETHICS

Prerequisite: (R) (W)

2 CREDITS Students demonstrate a knowledge of ethical issues, contracts, health care worker liability, medical litigation, drug regulations, discrimination issues, OSHA rules, bioethical issues, medical records, acceptable fees, and laws that may affect the health care professional. Emphasis is placed upon the settings that employ medical assistants. This course covers information necessary to understand the legal and ethical standards of the medical assistant practice.

MA 1033 MEDICAL INSURANCE AND CODING

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) (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 1143 MEDICAL ASSISTANT APPLICATIONS

Prerequisite: (R) (W)

3 CREDITS Students demonstrate proficiency in microcomputer word processing software applied to the medical office to create, modify, store, retrieve, and print documents. This course is an introduction and overview with an emphasis on learning and applying the mechanics of common software for medical office correspondence.

MA 1233 CLINICAL PROCEDURES II

Prerequisite: (R) (W); Corequisite: MA 1133

3 CREDITS The student will demonstrate an understanding of such skills as maintaining the examination area, performing clinical lab tests, venipuncture, microhematocrit, twelve lead electrocardiograph (ECG), drug calculation and medication administration. An emphasis is placed on the patient's physical examination and treatment procedures that are performed in a medical office setting.

MA 2213 PHARMACOLOGY FOR MEDICAL ASSISTANTS

Prerequisite: (R) (W)

3 CREDITS Students identify sources, schedules and classes of drugs. Students identify and interpret actions of drugs commonly used in a physician's office, accurately calculate drug dosages, and identify appropriate administration routes. Students learn to follow the written, verbal or standing physician's orders and properly prepare and administer medications using aseptic techniques as required.

MA 2234 ADMINISTRATION AND MEDICAL OFFICE PROCEDURES

Prerequisite: (R) (W)

3 CREDITS This course is designed to study the ethics, attitudes and responsibilities for the administrative tasks that occur in a medical office setting. Emphasis is placed on developing the skills and aptitudes for a professional medical assistant career in the administrative area.

Note: This course satisfies the computer proficiency requirement.

MA 2243 MEDICAL INFORMATICS

Prerequisite: (R) (W)

3 CREDITS The student will gain an understanding of the automated medical office by using a computerized medical office package. Included in this software package is billing, charge slips, scheduling, insurance form preparation and patient data storage. The student will demonstrate familiarity with methods and techniques used in literary research for medical professionals. The student will further be exposed to the basic concepts of e-mail, search engines, web page creation and internet research.

MA 2252 MEDICAL ASSISTANT SIMULATION

Prerequisite: (R) (W); Prerequisite: MA 1133; MA1233

2 CREDITS This course builds upon previous knowledge from medical assistant courses. Students apply critical thinking skills to include the processes of planning, managing and delivering care to patients. Students schedule, prepare and assist in the care of a group of virtual patients' health care needs. Emphasis placed on communication skills in relation to patients and their families. Further, students manage a simulated clinic including patient charts, inventories, billing, scheduling, insurance form preparation, coding, and other administrative and clinical duties. A variety of teaching methods, learning activities, computer research, and practical simulations are utilized.

MA 2413 MEDICAL OFFICE LABORATORY PROCEDURES

Prerequisite: (R) (W)

3 CREDITS Students receive an overview of patient preparation, collection, handling, quality control and transporting of specimens for the most common CLIA (Clinical Laboratory Improvement Amendments) waived laboratory tests performed in a doctor's office. Furthermore, students demonstrate how to complete medical laboratory request forms and laboratory/pathology reports.

MA 2516 MEDICAL ASSISTANT EXTERNSHIP

Prerequisite: (R) (W); Prerequisite: Completion of 26 credit hours in the major.

6 CREDITS This course is designed to apply the knowledge and skills acquired in previous medical assistant courses to the clinical site. Externship assignments are scheduled to provide students with adjunct faculty and supervised experience in performing the skills and competencies of a medical assistant in a physician's office. Students accept accountability and responsibility for their own behavior while in the learning environment, and practice within the ethical and legal framework of the profession of a medical assistant.

MICRO-ELECTRO-MECHANICAL SYSTEMS

MEMS 2233 MICRO-ELECTRO-MECHANICAL SYSTEMS

Prerequisite: (R) (W) Math 0203 or adequate math placement test score, PHYS 1214

3 CREDITS Students will learn computer simulation and modeling techniques for micro-electromechanical systems. Students will learn to design, analyze, and evaluate the performance of a variety of MEMS devices.

MUSIC

MU 1000 SPECIAL TOPICS

Prerequisite: (R) (W)

VARIABLE 1-3 CREDITS The student will demonstrate competencies in subjects not covered in other music courses. Each course will relate to a specific musical skill or area of knowledge and may be repeated with a change in subject matter.

MU 1124 MUSIC THEORY I

Prerequisite: (R) (W) Math 0103 or adequate math placement test score.

4 CREDITS This course will develop notational skills in music theory through the study of triad function, beginning harmonic analysis, basic principles of voice

leading, connection of SATB triads in root position and inversion, phrase structure, and cadences. The foregoing skills will be demonstrated through the partwriting of bass lines and reinforced through correlated aural and keyboard application exercises.

MU 1131 CONCERT CHOIR

Prerequisite: None

1 CREDIT The student will participate in vocal rehearsals and performances for the college choir. A wide variety of choral literature will be studied and performed including works for a cappella chorus. No audition is required. The course may be repeated.

MU 1141 INDIVIDUAL INSTRUCTION

Prerequisite: (R) (W)

1 CREDIT The student will receive individual instruction in beginning techniques for a musical instrument. Performance in at least one studio recital will be expected. The course may be repeated. Maximum credit at this level for a Music major toward the associate degree is two credit hours.

MU 1151 GROUP INSTRUCTION

Prerequisite: (R) (W)

1 CREDIT The student will receive group instruction in beginning techniques for a musical instrument. The course may be repeated until the student's skills are proficient enough to enter MU 1241. Maximum credit at this level toward the associate degree for a Music major is two credit hours.

MU 1224 MUSIC THEORY II

Prerequisite: (R) (W) MU 1124

4 CREDITS This course is a continuation of MU 1124 Music Theory I. The student will develop additional skills in music theory through the study of the principles of harmonic progression, harmonization of bass and soprano lines, and the use of non-harmonic tones. Compositional analysis and original composition also will be emphasized. Correlated aural and keyboard application exercises will be an integral part of the course.

MU 1241 INDIVIDUAL INSTRUCTION

Prerequisite: (R) (W)

1 CREDIT This course is a continuation of MU 1141. Technical skills will be reinforced and built upon. The student will receive individual instruction for a musical instrument. Performance in at least one studio recital will be expected. This course may be repeated. Maximum credit at this level toward the associate degree for a Music major is two credit hours.

MU 1251 GROUP INSTRUCTION

Prerequisite: (R) (W) MU 1151

1 CREDIT This course is continuation of MU 1151. The skills begun in that course will be reinforced and refined through the increased performance of solo and ensemble repertoire. This course may be repeated. Maximum credit at this level toward the associate degree for a Music major is two credit hours.

MU 1331 CHAMBER SINGERS

Prerequisite: (R) (W) or by evaluation. §

1 CREDIT Chamber Singers is a musical ensemble of approximately twenty to thirty vocal performers. Membership is by audition only. Students selected for membership participate in all rehearsals and performances of the group and represent Oklahoma City Community College in numerous performances both on and off campus. The course may be repeated.

MU 1341 SYMPHONIC COMMUNITY CHOIR

Prerequisite: None

1 CREDIT This class will be a performing music ensemble. Students will participate in all rehearsals and performances. A wide variety of choral literature will be studied and performed including works for a cappella chorus. No audition is required. The course may be repeated.

MU 2000 SPECIAL TOPICS

Prerequisite: (R) (W) HUM 1113 or MU 1124

1-3 CREDITS The student will demonstrate competencies not covered in other music courses. Each course will relate to a specific musical skill or area of knowledge and may be repeated with a change in subject matter.

MU 2123 MUSIC LITERATURE I

Prerequisite: (R) (W)

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.

General Education Course (humanities)

MU 2141 INDIVIDUAL INSTRUCTION

Prerequisite: (R) (W)

1 CREDIT This course is a continuation of MU 1241. Objectives will be geared toward the study of challenging repertoire which demonstrates the skills and techniques studied. Performance in at least one studio recital will be expected. This course may be repeated. Maximum credit at this level toward the associate degree for a Music major is two credit hours.

MU 2223 MUSIC LITERATURE II

Prerequisite: (R) (W)

3 CREDITS The student will explore selected musical works representative of the Classic through the contemporary eras. The primary focus will be the identification and analysis of stylistic features within a historical perspective. Music listening will be a substantial component of the course.

General Education Course (humanities)

MU 2241 INDIVIDUAL INSTRUCTION

Prerequisite: (R) (W)

1 CREDIT This course is a continuation of MU 2141. Objectives will be geared toward the study of challenging repertoire which demonstrates the skills and techniques studied. Performance in at least one studio recital will be expected. This course may be repeated. Maximum credit at this level toward the associate degree for a Music major is two credit hours.

MU 2242 INDIVIDUAL INSTRUCTION

Prerequisite: (R) (W)

2 CREDITS The student will receive individual instruction in more advanced technique and performance. This course is intended for the more advanced students who may or may not be preparing for a degree recital. This course may be repeated.

Note: Maximum credit at this level toward the associate degree for a Music major is four credit hours.

MU 2314 MUSIC THEORY III

Prerequisite: (R) (W) MU 1224

4 CREDITS This course is a continuation of MU 1224 Music Theory II. The student will study the usage of dominant and non-dominant seventh chords, secondary dominant chords, borrowed chords, and modulation. Harmonization of bass and soprano lines, compositional analysis, and original composition will be emphasized. Correlated aural and keyboard application exercises will be an integral part of the course.

MU 2341 CLASSICAL GUITAR ENSEMBLE

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) MU 2314

4 CREDITS This course is a continuation of MU 2314 Music Theory III. The student will study augmented sixth chords, Neapolitan and altered dominant chords, and modulation with the diminished seventh and major-minor seventh chords. Harmonization of bass and soprano lines, compositional analysis, and original composition will be emphasized. Correlated aural and keyboard application exercises will be an integral part of the course.

NETWORK TECHNOLOGY

NT 1000 SPECIAL TOPICS

Prerequisite: (R) (W) or by evaluation. §

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subjects not included in other Network Technology courses but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

Note: This course satisfies the computer proficiency requirement.

NT 1113 OPERATING SYSTEMS

Prerequisite: (R) (W)

3 CREDITS Students will learn basic computer concepts and terms associated with a variety of computer operating systems, and progresses into the Microsoft Windows 9X and Windows 2000 Professional graphical operating systems. Through hands-on application the student will install, configure and troubleshoot common network operating systems. At completion of the course the student will be prepared to take the CompTIA A+ certification exam.

NT 1114 MICROCOMPUTER INSTALLATION AND SERVICE

Prerequisite: (R) (W), NT 1113

4 CREDITS The student will use effective diagnostic, analytical and mechanical skills to demonstrate installation and service of microcomputer systems troubleshooting; system diagnostics; advanced peripheral installation and testing; software installation; and survey of state-of-the-art processors and operating systems.

Note: This course satisfies the computer proficiency requirement.

NT 1124 COMPUTER NETWORK CONNECTIONS: COPPER

Prerequisite: (R) (W)

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.

Note: This course satisfies the computer proficiency requirement.

NT 1134 CONFIGURING AND TROUBLESHOOTING DESKTOP APPLICATIONS

Prerequisite: (R) (W)

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.

Note: This course satisfies the computer proficiency requirement.

NT 1144 INTRODUCTION TO NETWORKING

Prerequisite: (R) (W), NT 1114

4 CREDITS Students will gain an understanding of networking technology for local area networks (LAN's) and the characteristics of networking practices. The students will also learn a wide range of networking technologies including the knowledge needed to configure and install various clients, such as Microsoft, Novell and Unix/Linux.

Note: This course satisfies the computer proficiency requirement.

NT 1154 INTERNETWORK THEORY & DESIGN

Prerequisite: (R) (W), NT 1144

4 CREDITS Students will study basic network topologies and protocols. They will study the use of LANs and WANs, Open Systems Interconnection (OSI) model, Ethernet, and Internet Protocol (IP) addressing. Students will demonstrate competencies through designing and documentation of basic networks, structured cabling and network-to-network communications.

Note: This course satisfies the computer proficiency requirement.

NT 1164 MS WINDOWS PROFESSIONAL INSTALLATION AND SUPPORT

Prerequisite: (R) (W), NT 1144

4 CREDITS Students will install and configure a Windows operating system, create and manage users and groups; configure file systems and security; configure local network printing; share resources with other network users; troubleshoot and tune their Windows workstation's performance.

Note: This course satisfies the computer proficiency requirement.

NT 1184 LINUX INSTALLATION AND ADMINISTRATION

Prerequisite: (R) (W), NT 1144

4 CREDITS The student will demonstrate specific competencies through "hands-on" activities using the Linux operating system. Students will examine hardware and software requirements; install a Linux based operating system and software package; configure system settings, network services, and access rights. In addition, the student will manage users, file systems, services, and devices; monitor and maintain processes, network interfaces, system logs, security, and troubleshoot generic and specific hardware.

Note: This course satisfies the computer proficiency requirement.

NT 1194 NOVELL NETWARE INSTALLATION AND ADMINISTRATION

Prerequisite: (R) (W), NT 1144

4 CREDITS The student will demonstrate specific competencies through "hands-on" activities which prepares students to administer a fileserver, install and configure client software; implement and manage network access security and file system security; create manager user groups; create login scripts, manage network printing services, use fileserver commands, create alias and application objects.

Note: This course satisfies the computer proficiency requirement.

NT 1224 MS OFFICE INSTALLATION AND SUPPORT

Prerequisite: (R) (W)

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.

Note: This course satisfies the computer proficiency requirement.

NT 1233 NETWORK ROUTING SYSTEMS

Prerequisite: (R) (W), NT 1154

3 CREDITS Students will demonstrate competencies through activities that include the router command line, basic router configurations, interior routing protocols such as RIP and IGRP, routed versus routing protocols, and various software used to configure a router such as Telnet, Terminal Emulation, and TFTP.

Note: This course satisfies the computer proficiency requirement.

NT 2000 SPECIAL TOPICS

Prerequisite: (R) (W) or by evaluation. §

1-4 CREDITS The student will demonstrate specified competencies in subjects not included in other Network Technology courses but which benefit students wanting additional training in or comprehension of the field. Each course will cover a specific topic and may be repeated with a change in content.

Note: This course satisfies the computer proficiency requirement.

NT 2114 MS WINDOWS SERVER INSTALLATION AND SUPPORT

Prerequisite: (R) (W), NT 1164

4 CREDITS Students will install and configure the operating system, create and manage users and groups, configure file systems and security, manage access to files and folders, administer the distributed file system, configure local and network printing, administer terminal services, manage web services and network connections, and troubleshoot and tune their server's performance.

Note: This course satisfies the computer proficiency requirement.

NT 2124 NETWORK SWITCHING SYSTEMS*Prerequisite: (R) (W), NT 1233*

4 CREDITS Students will demonstrate competencies through activities that include advanced router configuration, LAN switching theory, VLAN's, advanced LAN and WAN switch design, and the Novell IPX protocol.

*Note: This course satisfies the computer proficiency requirement.***NT 2144 NETWORK SERVICES***Prerequisite: (R) (W), NT 2114*

4 CREDITS The student will develop competencies through "hands-on" experience that provides a foundation to the network services available in a windows network environment. Each student will install, manage, monitor, configure and troubleshoot DNS, DHCP, remote access, network protocols, IP routing, WINS, Network Address Translation, and services in a network environment.

*Note: This course satisfies the computer proficiency requirement.***NT 2154 DIRECTORY SERVICES***Prerequisite: (R) (W), NT 2114*

4 CREDITS The student will demonstrate competencies through "hands-on" activities that provide a foundation to windows based active directory services available in a windows network environment. Each student will install, configure and troubleshoot active directory components, DNS for active directory, active directory security solutions and group policy.

*Note: This course satisfies the computer proficiency requirement.***NT 2164 WAN SYSTEMS AND DESIGN***Prerequisite: (R) (W), NT 2124*

4 CREDITS Students will demonstrate competencies through activities that include WAN devices, encapsulation formats, PPP components, session establishment, and authentication, ISDN uses, services, and configuration, Frame relay technology and configuration.

*Note: This course satisfies the computer proficiency requirement.***NT 2324 NETWORK PLANNING AND DESIGN***Prerequisite: (R) (W), NT 2114*

4 CREDITS Students will develop an understanding of the knowledge and skills necessary to design windows based directory services infrastructure in an enterprise network. The student will demonstrate competencies in identifying the information technology needs of an organization, and then designing an active directory structure that meets those needs.

*Note: This course satisfies the computer proficiency requirement.***NT 2344 PROXY SERVER INSTALLATION AND ADMINISTRATION***Prerequisite: (R) (W), NT 2114*

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.

*Note: This course satisfies the computer proficiency requirement.***NT 2374 COMPUTER NETWORK CONNECTIONS: FIBER***Prerequisite: (R) (W), NT 1124*

4 CREDITS Students will demonstrate competencies through activities that include identifying fiber optic tools and supplies, understanding the characteristics of light waves, cable construction, terminating ST connectors to light guided building cable and multimode fiber optic cable, and testing for quality connections.

*Note: This course satisfies the computer proficiency requirement.***NT 2394 NETWORK ADMINISTRATION***Prerequisite: (R) (W)*

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.

*Note: This course satisfies the computer proficiency requirement.***NURSING****NUR 1000 SPECIAL TOPICS***Prerequisite: None*

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other Nursing courses but which are beneficial in providing a better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

NUR 1221 OVERVIEW OF NURSING*Prerequisite: None*

1 CREDIT This course is designed for students who are considering nursing as a career choice and presents an introduction to nursing as a profession with emphasis on types of nursing programs, historical influences, professionalism, ethics, the nursing process, and current trends and issues affecting nursing. The course also offers information concerning the student's degree plan, time/stress management, and study skills that would be helpful in progressing through an integrated nursing program.

NUR 1423 PHARMACOLOGY FOR NURSING PRACTICE*Prerequisite: Math 0303 or adequate math placement test score.*

3 CREDITS The course utilizes a nursing process approach to provide an overview of common pharmacological therapies which are used in client care across the lifespan. It is designed to aid student success in a nursing program as well as to augment theory within the core nursing curriculum courses. Content includes phases of drug action, principles of drug administration, drug classifications and an introduction to dosage calculation. The course will be offered through both online and web enhanced formats. The course also serves as a clinical update for practicing nurses.

NUR 1512 NURSING TRANSITION I

Prerequisite: CHEM 1123 and CHEM 1131 or CHEM 1115; BIO 1023, BIO 1314; PYS 1113; Meet basic requirements for admission to the Nursing Career Ladder Pathway, LPN, or Oklahoma Licensed Paramedic. Corequisites: PSY 2403; ENGL 1113; BIO 1414

2 CREDITS The course is designed for students applying to the nursing program's career ladder pathway who are LPNs (graduates of non-NLNAC accredited practical nursing programs) or who are Oklahoma licensed paramedics. Theory concepts included in the course will include nursing process and critical thinking. The course will also provide reviews of nursing care for childbearing families, including neonates, and clients experiencing common medical-surgical health care needs. The course design will incorporate directed studies and computer assisted instruction.

NUR 1519 NURSING PROCESS I

Prerequisite: Traditional: (R) Admission to the nursing program; BIO 1023; CHEM 1123 and CHEM 1131 or CHEM 1115. Corequisites: BIO 1314; ENGL 1113.

Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway are: (R) (W) Math 0403; Admission to the Nursing Program; CHEM 1123 AND CHEM 1131 OR CHEM 1115; BIO 1023, BIO 1314, BIO 1414, BIO 2125, PSY 1113, PSY 2403, ENGL 1113, ENGL 1213, POLS 1113, HIST 1483 or HIST 1493.

9 CREDITS Nursing Process I introduces the learner to nursing knowledge, including the nursing process, clinical reasoning skills, and the components of safe, quality nursing care. The learner will begin to apply nursing knowledge to meet clients' basic needs and to promote clients' optimal health within complex healthcare systems. Each learner will be expected to accept accountability for personal learning and performance of nursing care which reflects basic understanding and commitment to professional nursing role expectations, including the values, ethics, legalities, and standards for nursing practice.

NUR 1519 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 1529 NURSING PROCESS II

Prerequisite: Traditional: NUR 1519; BIO 1314; ENGL 1113. Corequisites: BIO 1414; PSY 1113

Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway are: NUR 1519

9 CREDITS Nursing Process II is designed to promote learner development of additional nursing knowledge and skills, including clinical reasoning, while meeting the multi-dimensional needs of clients across the lifespan within complex healthcare systems. The course is divided into two components. One component focuses on safe, quality nursing care of clients with common medical-surgical health alterations. The second component focuses on safe, quality nursing care of the childbearing family. Learners will be expected to use communication competencies, including technological competencies, while participating with the healthcare team to provide client-centered care. Each learner will also be expected to act in accordance with an increasing understanding of personal accountability for compliance with professional role expectations, consistent with the values, ethics, legalities, and standards for nursing practice.

NUR 1529 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 1532 NURSING TRANSITION II

Prerequisite: CHEM 1123 and CHEM 1131 OR CHEM 1115; BIO 1023, BIO 1314, BIO 1414, PSY 1113, ENGL 1113, NUR 1512 (unless exempt).

Corequisite: ENGL 1213; POLSC 1113

2 CREDITS The course is designed for licensed paramedics and licensed practical nurses who have been admitted to the nursing program's career ladder pathway. The course will introduce students to the philosophy and organizing framework of the OCCC nursing program. Theory concepts will include role transition as well as role expectations and legal considerations for the practice of the registered nurse. Course content will also provide introductions to the Human Patient Simulator and the nursing computer lab with reviews of basic nursing skills, including IV therapy and drug calculations. The course design will incorporate directed studies and computer aided instruction.

NUR 2539 NURSING PROCESS III

Prerequisite: Traditional: NUR 1529; BIO 2125; PSY 2403. Corequisites: PSY 2403, POLSC 1113.

Prerequisites for Career Ladder Pathway are: NUR 1532; POLSC 1113; ENGL 1213. Corequisites: BIO 2125.

Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway are: NUR 1529.

9 CREDITS Nursing Process III is designed for the learner to build upon nursing knowledge, skills, and clinical reasoning abilities acquired in previous nursing courses while meeting the multi-dimensional needs of clients across the lifespan within complex healthcare systems. The course is divided into two components. One component focuses on safe, quality nursing care of clients with more complex medical-surgical health alterations. The second component focuses on safe, quality nursing care of clients with psychiatric/mental health alterations. Learners will be expected to use communication competencies, including technological and informatics competencies, while functioning with increasing effectiveness as a healthcare team member to provide client-centered care. The course is also designed to assist the learner to apply principles of teaching/learning necessary to meet the more complex needs of assigned clients. Each learner will be expected to act with an increasing level of personal accountability for compliance with professional role expectations to include the values, ethics, legalities, and standards for nursing practice.

NUR 2539 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 2549 NURSING PROCESS IV

Prerequisite: Traditional: NUR 2539, PSY 2403; POLSC 1113. Corequisites: HIST 1483 or HIST 1493.

Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway are: NUR 2539.

Prerequisites for Career Ladder Pathway are: NUR 2539, BIO 2125.

Corequisites: HIST 1483 or HIST 1493.

9 CREDITS Nursing Process IV is designed for the learner to build upon nursing knowledge and skills acquired in previous nursing courses, including higher levels of clinical reasoning abilities. Each learner will independently use the nursing

process and clinical reasoning to meet the multi-dimensional needs of a variety of clients, whether individual, family, group, or community. Client-centered care will be provided in settings within complex healthcare systems, including critical care. The learner will use a collaborative approach involving the client, family, significant others, and members of the healthcare team to manage responsibilities for groups of clients. Each learner will be expected to act in accordance with professional role expectations, including the values, ethics, legalities, and standards for entry-level nursing practice.

NUR 2549 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

OCCUPATIONAL THERAPY ASSISTANT

OTA 1000 SPECIAL TOPICS

Prerequisite: (R)

VARIABLE 1-4 The student will demonstrate specified competencies in subject areas not covered in other Occupational Therapy courses, but which are beneficial in providing a better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic

OTA 1112 APPLICATION OF LEISURE OCCUPATION

Prerequisite: (R) (W) MATH 0103 or adequate math placement test score.

Pre or Corequisite: OTA 1123

2 CREDITS Through study, discussion, and classroom/laboratory activities, the student will (1) demonstrate basic skills in techniques, procedures, and activity analysis of selected leisure occupations, (2) identify performance components involved in leisure occupations, (3) select appropriate activities and skills for health maintenance and/or remediation based upon various client factors and contexts, and (4) instruct an individual in a selected activity ensuring proper tool, materials, and safety usage. Level I fieldwork is included in the course.

OTA 1122 PERFORMANCE IN ACTIVITIES OF DAILY LIVING

Prerequisite: OTA 1112; OTA 1123

2 CREDITS Through study, discussion, and classroom/laboratory activities, the student will demonstrate basic skill in techniques and procedures of activities of daily living and activity analysis. The student will demonstrate knowledge of environmental adaptation for a variety of client factors and contexts in the areas of activities of daily living. Level I fieldwork is included in the course.

OTA 1123 HISTORICAL AND CONTEMPORARY FOUNDATIONS IN OCCUPATIONAL THERAPY

Prerequisite: (R) (W)

3 CREDITS Through study, discussion, and field observation/participation, the student will (1) investigate a career choice in Occupational Therapy (2) gain an appreciation for The Model of Human Occupation (3) demonstrate a basic understanding of medical terminology (4) develop an understanding of the history and philosophy of Occupational Therapy with major emphases on contemporary roles, practice and functions and (5) investigate the role of the Occupational Therapy Assistant as part of the health care team. Level I fieldwork is included in the course.

OTA 1213 MOVEMENT AND THERAPEUTIC INTERVENTIONS

Prerequisite: OTA 1112; OTA 1123; OTA 1223; SOC 2143

Corequisite: OTA 1233

Pre or Corequisite: OTA 1122; BIO 1414

3 CREDITS Through study, discussion, and classroom/laboratory activities, the student will apply assessment and evaluation concepts to human movement. The student will also develop an understanding of the various types of therapeutic interventions utilized in Occupational Therapy. Concepts and considerations in the use of orthotics and modalities are included in the course.

OTA 1223 HUMAN CONDITIONS IMPACTING OCCUPATION

Prerequisite: Pre or Corequisite: OTA 1112; OTA 1123; BIO 1314; SOC 2143

3 CREDITS Through study, discussion, and classroom presentation of human conditions, the student will develop an understanding of how each condition by itself, or with others, impacts an individual's daily occupation, family, and/or community.

OTA 1233 OCCUPATIONAL PERFORMANCE — BIRTH THROUGH ADOLESCEN

Prerequisite: OTA 1112; OTA 1123; OTA 1223; SOC 2143

Corequisite: OTA 1213

3 CREDITS Through study, discussion, and classroom/laboratory activities, the student will examine the development of sensory motor, cognitive, and psychosocial skills necessary for an individual's occupational performance from birth through adolescence. The student will also acquire and demonstrate Occupational Therapy skills and techniques used in therapeutic intervention for selected deficits impacting occupational performance. Level I fieldwork is included in the course.

OTA 1242 OCCUPATIONAL THERAPY SERVICE SKILLS

Prerequisite: OTA 1112; OTA 1122; OTA 1123; OTA 1213; OTA 1223; OTA 1233; BIO 1414; SOC 2143

Pre or Corequisite: OTA 1252; ENGL 1233; PSY 2403

2 CREDITS Through study, discussion, and classroom activities, the student will (1) examine and discuss medical and legal aspects of intervention service programs (2) identify various types of medical and institutional records (3) apply skills in data gathering (4) effectively utilize various assessment tools and evaluations for intervention planning (5) demonstrate proper documentation utilizing verbal and written reports.

OTA 1252 GROUP DYNAMICS

Prerequisite: OTA 1112; OTA 1123; OTA 1223; SOC 2143

Pre or Corequisite: OTA 1122; OTA 1213; OTA 1233; PSY 1113

2 CREDITS Through study, discussion, and classroom/laboratory activities, the student will gain an understanding of group dynamics including the role of a group leader or facilitator. The student will demonstrate proficiency in using methods and materials for planning, organizing, and leading activities for groups of various sizes and ages in a variety of social and clinical/therapeutic situations.

OTA 1263 OCCUPATIONAL PERFORMANCE — ADULT LIFESPAN

Prerequisite: OTA 1112; OTA 1122; OTA 1123; OTA 1213; OTA 1223; OTA 1233; OTA 1252; BIO 1414; SOC 2143

Pre or Corequisite: OTA 1242; PSY 2403

3 CREDITS Through study, discussion, and classroom/laboratory activities, the student will examine the occupational performance, personal adaptation, work, leisure, and role changes occurring from early adulthood through the aging process. The student will examine the role of Occupational Therapy in wellness, aging in place, and end of life issues. Level I fieldwork is included in the course.

OTA 2141 SPECIAL TOPICS AND FIELDWORK

Prerequisite: Corequisite: OTA 2164

Pre or Corequisite: OTA 2153; MATH 1503

1 CREDIT Through study, discussion, and classroom activities, the student will become familiar with Level II fieldwork expectations, performance evaluations, and the roles of the supervisor/supervisee. The student will also investigate personal topics specific to future Level II fieldwork assignments.

OTA 2143 PROFESSIONAL DEVELOPMENT AND SUPPORT

Prerequisite: OTA 2141; OTA 2153; OTA 2164; MATH 1503

Corequisite: OTA 2253

3 CREDITS Through study, discussion, and classroom activities, the student will develop an understanding and application of concepts in administration,

supervision, ethics, licensure, certification, and ongoing professional development in Occupational Therapy. The student will also demonstrate an understanding of the evolution of healthcare in the United States along with the norms and practices of diverse cultures as they relate to the delivery of healthcare services.

OTA 2153 OCCUPATIONAL THERAPY FOR PSYCHOSOCIAL CONDITIONS

Prerequisite: OTA 1242; ENGL 1233; PSY 2403

Pre or Corequisite: OTA 1263

3 CREDITS Through study, discussion, and classroom/laboratory activities, the student will be able to implement Occupational Therapy intervention plans with individuals impacted by specific psychosocial conditions. Level I fieldwork is included in the course.

OTA 2164 OCCUPATIONAL THERAPY FOR PHYSICAL CONDITIONS

Prerequisite: OTA 1242; OTA 1263

Corequisite: OTA 2141

Pre or Corequisite: OTA 2153

4 CREDITS Through study, discussion, and classroom/laboratory activities, the student will be able to implement Occupational Therapy intervention plans with individuals impacted by specific physical conditions. Level I fieldwork is included in the course.

OTA 2253 FIELDWORK II A

Prerequisite: OTA 2141; OTA 2153; OTA 2164; MATH 1503

Corequisite: OTA 2143

3 CREDITS The student will successfully complete eight weeks in an approved facility offering supervised Level II fieldwork experiences in the application of learned principles to the delivery of Occupational Therapy services.

OTA 2263 FIELDWORK II B

Prerequisite: OTA 2141; OTA 2153; OTA 2164; MATH 1503

Corequisite: OTA 2253

Pre or Corequisite: HIST 1493; POLSC 1113

3 CREDITS The student will successfully complete eight weeks in an approved facility offering supervised Level II fieldwork experiences in the application of learned principles to the delivery of Occupational Therapy services. Fieldwork sites are different from Fieldwork II A and are utilized to broaden the student's Level II experiential background.

ORTHOTIC/PROSTHETIC TECHNICIAN

ORPR 1000 SPECIAL TOPICS

Prerequisite: (R) (W) or by evaluation. §

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other orthotic or prosthetic courses, but which are beneficial in providing a better understanding of the field. A specific subject will be announced for each offering. Enrollment may be repeated with a change of topic.

ORPR 1112 ORTHOTIC AND PROSTHETIC EQUIPMENT AND MATERIALS

Prerequisite: (R) (W)

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), 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), ORPR 1112, ORPR 1135

4 CREDITS This course is designed to build upon the knowledge and skills acquired in previous orthotics courses. Applications of plastic, metal and leather will be utilized in the design of various spine supports.

ORPR 1222 UPPER LIMB ORTHOTICS

Prerequisite: (R) (W), ORPR 1112, ORPR 1135

2 CREDITS The student will use principles learned in previous courses to design and fabricate upper limb support systems. Metal and plastics will be used in customizing each orthosis. Additional topics will include troubleshooting and repair.

ORPR 1245 CLINICAL ORTHOTICS

Prerequisite: (R) (W), ORPR 1112, ORPR 1135, ORPR 1154, ORPR 1222

5 CREDITS The student will participate in a clinical externship in an approved facility offering supervised experiences in the application of learned principles to the fabrication and delivery of orthotic services.

ORPR 2000 SPECIAL TOPICS

Prerequisite: (R) (W) or by evaluation. §

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other orthotic or prosthetic courses, but which are beneficial in providing a better understanding of the field. A specific subject will be announced for each offering. Enrollment may be repeated with a change of topic.

ORPR 2115 TRANSTIBIAL PROSTHETICS

Prerequisite: (R) (W) APPM 1223, ORPR 1112

5 CREDITS The student will be introduced to fabrication processes involved in transtibial prosthetics. The student will learn about wood, titanium and aluminum components, static and dynamic alignment and the use of instruments to transfer alignment. Classroom learning will be reinforced with laboratory experience. Laminating with epoxy, acrylic and polyester resins along with many different reinforcing materials will be used. Applied mathematical skills needed to mix resins correctly will be taught.

ORPR 2233 TRANSRADIAL AND TRANSHUMERAL PROSTHETICS

Prerequisite: (R) (W), ORPR 1112

3 CREDITS This course will introduce the student to transradial and transhumeral prosthetics. Upper limb prosthetics fabrication techniques will be learned. This includes suspension harnesses, cable operating systems, attaching prosthetic elbows, hinges, wrist units and terminal devices. The student will also demonstrate socket duplication methods.

ORPR 2255 TRANSFEMORAL PROSTHETICS

Prerequisite: (R) (W), ORPR 1112, ORPR 2115

5 CREDITS The student will build upon the knowledge and skills acquired in previous prosthetics courses. Socket position, knee components and their relationship to prosthetic feet in static alignment are covered. Socket design and fabrication of the flexible inner socket with various reinforcing materials will be the topics of instruction and application.

ORPR 2313 ADVANCED TRANSTIBIAL PROSTHETICS

Prerequisite: (R) (W), ORPR 1112, ORPR 2115

3 CREDITS The student will use knowledge and principles learned in previous courses to fabricate a transtibial prosthesis with a roll-on suspension component and distal attachment pin. The student will also attach side joints and a thigh corset to a transtibial socket. The joint and corset exercise utilizes an understanding of material strengths, alignment and careful hinge placement to augment anatomical knee stability and minimize distal residual limb pressure.

ORPR 2335 CLINICAL PROSTHETICS

Prerequisite: (R) (W), ORPR 1112, ORPR 2115, ORPR 2233, ORPR 2255, ORPR 2313

5 CREDITS The student will participate in a clinical externship in an approved facility offering supervised clinical experiences in the application of learned principles to the fabrication and delivery of prosthetic services.

PHILOSOPHY

PHIL 1000 SPECIAL TOPICS

Prerequisite: ENGL 1113

VARIABLE 1-4 CREDITS The student will demonstrate competencies in subjects not covered in other philosophy courses. Each course will cover a specific topic and may be repeated with a change in content.

PHIL 1013 INTRODUCTION TO PHILOSOPHY

Prerequisite: ENGL 1113

3 CREDITS After a review of the methods and sub-fields of philosophy, students will describe the positions selected philosophers have taken on several basic problems. Students will also describe and defend their own perspectives on these problems.

General Education Course (humanities)

PHIL 1123 CRITICAL THINKING

Prerequisite: ENGL 1113

3 CREDITS Critical Thinking provides opportunities for students to practice skills in both intellectual and personal development. Throughout the course, students will examine cognitive development, sound inductive argument development, biases and fallacies in decision formation, and problem solving skills. Students will apply these aspects of thought formation and critical thinking skills to writing development, goal setting, social analysis, and problem solving. This course satisfies three credit hours of the General Education humanities requirement for all Associates in Arts, Science, and Diversified Studies degrees.

PHIL 1213 INTRODUCTION TO ETHICS

Prerequisite: ENGL 1113

3 CREDITS Students will demonstrate their understanding of the relationship between philosophy and ethics; the language, concepts and traditions of ethics; and selected theories of ethics. The students will then use descriptive, normative and metathetical approaches to analyze selected contemporary ethical issues.

General Education Course (humanities)

PHIL 1603 INTRODUCTION TO LOGIC

Prerequisite: ENGL 1113

3 CREDITS Students will recognize genuine arguments in natural language, translate them into appropriate form for logical analysis, and use traditional and modern methods to determine their validity. Students also will recognize and refute various informal fallacies.

General Education Course (humanities)

PHIL 2000 SPECIAL TOPICS IN PHILOSOPHY

Prerequisite: ENGL 1113

VARIABLE 1-3 CREDITS Various sections of this course will treat specific topics not covered in other philosophy courses. Course topics will be chosen to broaden students' understanding of philosophy by addressing philosophical issues that are particularly timely or relevant to societal trends or events. The course may be repeated with a change in content.

PHIL 2133 COMPARATIVE RELIGIONS

Prerequisite: ENGL 1113

3 CREDITS This course is a study of the major world religions both ancient and modern. The student will examine and compare historical developments, major historical figures, philosophical tenets and/or belief systems, and sacred texts from various religions. Also, students will evaluate the impact of these elements within a contemporary, global framework. This course satisfies three credit hours of the General Education Humanities requirements for all Associate in Arts, Science, and Diversified Studies degrees.

PHIL 2153 INTRODUCTION TO EASTERN THOUGHT

Prerequisite: ENGL 1113

3 CREDITS This survey course is designed to introduce the student to the major religious and philosophic systems of the Asian world. After completing the course, the student will be able to accurately describe and discuss the historical development and major concepts of Hinduism, Buddhism (including Zen), Confucianism, and Taoism.

PHIL 2223 PHILOSOPHY OF RELIGION*Prerequisite: ENGL 1113*

3 CREDITS This course systematically and critically explores various dimensions of religious experience. Course units may treat questions of defining religion, the existence of deities and the human soul, immortality, determinism and free will, and the classical problem of evil.

PHIL 2343 PHILOSOPHY OF SCIENCE*Prerequisite: ENGL 1113*

3 CREDITS This course will examine philosophical principles underlying the theories and methods of Western science. Course units may include discussion of how science has informed our view of reality, the nature and requirements of scientific explanations, and ways in which ethical considerations direct and constrain scientific research.

PHYSICAL THERAPIST ASSISTANT

PTA 1000 SPECIAL TOPICS*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*Prerequisite: BIO 1314; Corequisite: PTA 1023, PTA 1213, and BIO 1414*

3 CREDITS The student will describe the development and current status of physical therapy and the role of the PTA in the healthcare system. He/she will be introduced to medical ethics, legislation, and the American Physical Therapy Association and its components. Medical communication and documentation will be discussed and practiced. The student will learn and demonstrate basic range of motion exercises, body mechanics and transfers, basic gait training, and infection control methods. The student will explain the concept of "therapeutic helping."

PTA 1023 DYNAMIC HUMAN MOTION*Prerequisite: BIO 1314; Corequisite: PTA 1013, PTA 1213, BIO 1414*

3 CREDITS The student will be introduced to basic concepts concerning human motion, bony landmarks, muscle location and function, and nerve innervations. The student will learn basic manual muscle testing to assess function and complete an in depth learning module on the use of the goniometer to assess joint motion. The class is divided into five units of instruction: terminology, skeletal and articular system, functional anatomy, goniometry, and manual muscle testing.

PTA 1112 PATHOLOGY FOR PHYSICAL REHABILITATION*Prerequisite: PTA 1013, PTA 1023, PTA 1213; Corequisite: PTA 1224, PTA 2014, BIO 2102*

2 CREDITS The student will identify underlying circumstances and phases of disease and dysfunction, describe primary and secondary disability patterns related to various deficits, gain knowledge of functional activities and techniques to prevent secondary disabilities using special equipment as needed, and identify terms, prefixes, suffixes and abbreviations used in the medical practice.

PTA 1202 DEVELOPMENT, CONDITIONS AND TREATMENT ACROSS THE LIFESPAN*Prerequisite: PTA 1312; Corequisites: PTA 2024, PTA 2113*

2 CREDITS The student will be introduced to basic terminology and the theoretical frameworks that guide the study of the human lifespan. The student will review the physiological function of different body systems, their interrelationships, and how changes occur over the course of a lifetime. The student will correlate these changes with age appropriate motor, cognitive, and social-emotional development across the lifespan, and demonstrate awareness and appropriate therapeutic intervention for specific issues/conditions that impact infants, children, adolescents, adults, and elders.

PTA 1213 PAIN MANAGEMENT AND MASSAGE*Prerequisite: BIO 1314; Corequisite: PTA 1013, PTA 1023*

3 CREDITS The student will apply therapeutic modalities and have knowledge of pain mechanisms to improve a patient's functional independence. The student will be able to safely and competently demonstrate the use of thermal modalities, ultrasound, traction, continuous passive motion devices, dynamic splinting, and massage to treat a patient's conditions. The students will recognize that all treatments provided by a physical therapist assistant are within the plan of care established by the physical therapist and are performed under the general supervision of a physical therapist in the state of Oklahoma. The student will also learn and apply documentation skills for the above modalities. The student must demonstrate proficiency/competency of above modalities with testing, and oral/practical demonstrations.

*Note: This course satisfies the computer proficiency requirement.***PTA 1224 THERAPEUTIC EXERCISE I***Prerequisite: PTA 1013, PTA 1023, PTA 1213; Corequisite PTA 2014, PTA 1112, BIO 2102*

4 CREDITS The student will apply biomechanical principles of human motion to progress basic exercise programs to complex exercise programs. The student will understand the purposes, indications, and contraindications for exercise. The student will be able to apply the principles of therapeutic exercise to a wide variety of orthopedic conditions, monitor the effectiveness of the exercise, and progress the patient's exercise program within the plan of care established by the physical therapist.

PTA 1312 INITIAL PRACTICUM*Prerequisite: The student must have completed the following courses with a "C" or better to participate in the Initial Practicum: PTA 1013, PTA 1023, PTA 1112, PTA 1213, PTA 1224, PTA 2014; BIO 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.

PTA 2000 SPECIAL TOPICS*Prerequisite: None*

VARIABLE 1-4 credits The student will demonstrate specific competencies in subject areas not covered in other PTA courses that are beneficial in exploring the field more intensely. A specific subject is announced for each offering. Enrollment may be repeated with a change in topic.

PTA 2014 ELECTROTHERAPY AND MODALITIES*Prerequisite: PTA 1013, PTA 1023, PTA 1213, Corequisites: PTA 1112, PTA 1224; BIO 2102*

4 CREDITS The student will learn how to apply therapeutic modalities within a physical therapist's plan of care, and use knowledge of pain perception to help improve a patient's functional independence. The student will gain knowledge of application and usage of the following modalities/treatment techniques: electrical stimulation, wound healing techniques (including dressings, topical agents, debridement techniques, universal precautions), respiratory treatments (including different coughing techniques, breathing exercises, and postural drainage/chest PT), and edema management (including compression therapies). Students will be able to use critical thinking to implement modality usage as per the physical therapist's plan of care, and document patient response and effectiveness of their treatments. The student must demonstrate proficiency/competency in these modalities through testing and oral/practical demonstrations.

PTA 2024 THERAPEUTIC EXERCISE II*Prerequisite: PTA 1312; Corequisite PTA 1202, PTA 2113*

4 CREDITS The student will continue to apply biomechanical principles of human motion to progress functional exercise programs. The student will understand the purposes, indications, and contraindications for exercise. The student will be able to apply the principles of therapeutic exercise to a wide variety of neurological, cardiac, multiple traumas, and various debilitating conditions, and monitor the effectiveness of the exercise. The student will recognize the role of the PTA and will progress the patient's exercise program within the plan of care established by the physical therapist.

PTA 2034 PRACTICUM I

Prerequisite: The student must have completed the following courses with a "C" or better to participate in the Practicum I: PTA 1312, PTA 1202, PTA 2024, PTA 2113.

4 CREDITS The student will function in the clinic as a health care team member, under the direct supervision of a physical therapist or physical therapist assistant, carrying out select portions of the physical therapist's plan of care. The student will establish helping relationships; practice effective interpersonal communications; apply ethical and legal principles, identify and provide for normal and threatened basic needs of patients; practice effective infection control techniques; administer selected modalities to prevent secondary disabilities and manage pain; correctly apply principles of biomechanics and physiology in administering exercise, transfer, and gait training. The student will clearly report and document significant observations and treatments orally and in writing.

PTA 2113 PTA SYSTEMS/PROBLEMS

Prerequisite: PTA 1312; Corequisite: PTA 1202, 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.

Note: This course satisfies the computer proficiency requirement.

PTA 2134 PRACTICUM II

Prerequisite: PTA 2034

4 CREDITS The student will continue to function in the clinic as a health care team member, under the direct supervision of a physical therapist or physical therapist assistant, carrying out select portions of the physical therapist's plan of care. The student will demonstrate competence in all areas described in PTA 2034. The student is expected to function at the level of an entry level physical therapist assistant at the completion of this course.

PHYSICS

PHYS 1011 PHYSICAL SCIENCE LABORATORY

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.

† 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.

PHYS 1013 PHYSICAL SCIENCE

Prerequisite: (R) (W) Math 0203 or adequate math placement test score.

3 CREDITS Students will develop an appreciation for concepts, methods, and applications of the natural sciences in their everyday lives. Students will be able to demonstrate their familiarity with some of the basic principles of chemistry, physics, geology, astronomy, and other physical sciences by (1) indicating how disciplines can work together in the solution of common problems and (2) utilizing physical science methods in their daily lives, describing physical phenomena and predicting the results of common occurrences.

GenEd Requirement

PHYS 1014 PHYSICAL SCIENCE

Prerequisite: (R) (W) Math 0203 or adequate math placement test score.

4 CREDITS Students will develop an appreciation for concepts, methods, and applications of the natural sciences in their everyday lives. Students will be able to demonstrate their familiarity with some of the basic principles of chemistry, physics, geology, astronomy, and other physical sciences by (1) indicating how

disciplines can work together in the solution of common problems (2) utilizing physical science methods in their daily lives, describing physical phenomena and predicting the results of common occurrences, and (3) demonstrating the ability to utilize scientific methodologies in a laboratory setting.

† 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.

GenEd Requirement

PHYS 1034 GENERAL GEOLOGY

Prerequisite: (R) (W) Math 0203 or adequate math placement test score.

4 CREDITS Students will describe theories of the earth's formation, its composition and structure and the processes which change the earth's surface. Laboratory work and field trips are integral parts of the course.

GenEd Requirement

PHYS 1063 EARTH SCIENCE

Prerequisite: (R) (W) Math 0203 or adequate math placement test score.

3 CREDITS Students will demonstrate their understanding of an overview of the earth sciences. The student will study the areas of astronomy, meteorology, climatology and oceanography, with the major concentration on the study of geologic principles.

GenEd Requirement

PHYS 1064 EARTH SCIENCE

Prerequisite: (R) (W) Math 0203 or adequate math placement test score.

4 CREDITS Students will demonstrate their understanding of an overview of the earth sciences. The student will study the areas of astronomy, meteorology, climatology and oceanography, with the major concentration on the study of geologic principles. Laboratory work is an integral part of the course.

† 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.

GenEd Requirement

PHYS 1114 COLLEGE PHYSICS I

Prerequisite: (R) (W), MATH 1513 or higher or APPM 1223, within the last two years or by evaluation. §

4 CREDITS Students will demonstrate their understanding of useful concepts of kinematics and dynamics, energy and momentum, waves and sound, fluids and thermodynamics by (1) developing numerical and graphical descriptions of physical phenomena, (2) numerically predicting the results of physical occurrences, and (3) applying laboratory skills to analyze real situations. Numerical computations will utilize algebra and basic trigonometry where appropriate.

† 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.

GenEd Requirement

PHYS 1214 COLLEGE PHYSICS II

Prerequisite: (R) (W) 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.

† 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.

GenEd Requirement

PHYS 1314 TECHNICAL PHYSICS

Prerequisite: (R) (W), Algebra II in High School or MATH 0403 or adequate math placement test score or APPM 1223 or the appropriate technical math course.

4 CREDITS This is a physics course designed primarily for technical career programs. Students will apply the concepts and techniques of physics to solve technical problems in the area of mechanics, fluids, heat, electricity and magnetism. Laboratory analysis is an integral part of the course.

† 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.

PHYS 1504 GENERAL ASTRONOMY

Prerequisite: (R) (W) Math 0203 or adequate math placement test score.

4 CREDITS This course will fulfill the General Education requirement for Physical Science (without laboratory). The student will be introduced to modern astronomy. Concepts to be studied include the solar system, the sun and stars, galaxies, including the Milky Way Galaxy, and current theories of the origin, evolution, and fate of the universe.

GenEd Requirement

PHYS 1514 GENERAL ASTRONOMY WITH LAB

Prerequisite: (R) (W) Math 0203 or adequate math placement test score.

4 CREDITS This course will fulfill the general education requirement for Physical Science (with laboratory). The student will be introduced to modern astronomy. Concepts to be studied include the solar system, the sun and stars, galaxies (including the Milky Way Galaxy), and current theories of the origin, evolution, and fate of the universe. Laboratory exercises will explore basic physical principles related to Astronomy as well as activities with specific astronomical applications.

† 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.

GenEd Requirement

PHYS 2014 ENGINEERING PHYSICS I

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

4 CREDITS This is a physics course designed primarily for pre-engineering, chemistry and physics majors. Students will demonstrate their understanding of concepts in mechanics, heat and sound by (1) developing qualitative and quantitative descriptions of physical phenomena, and (2) predicting the results of physical occurrences based on physics theory and laboratory experiments. Quantitative descriptions and predictions will incorporate methods of calculus where appropriate.

† 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.

GenEd Requirement

PHYS 2114 ENGINEERING PHYSICS II

Prerequisite: (R) (W), PHYS 2014 and MATH 2214 (or at least 8 hours of calculus) within the last year or by evaluation. §

Prerequisite or Corequisite: MATH 2314

4 CREDITS This course is a continuation of Engineering Physics I. Students will demonstrate their understanding of concepts in electricity, magnetism, and light by (1) developing qualitative and quantitative descriptions of physical phenomena, and (2) predicting the results of physical occurrences based on physics theory and laboratory experiments. Quantitative descriptions and predictions will incorporate methods of calculus where appropriate.

† 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.

GenEd Requirement

PHYS 2223 MODERN PHYSICS FOR ENGINEERS

Prerequisite: PHYS 2114; Prerequisite or Corequisite: MATH 2413

3 CREDITS Students will demonstrate understanding of essential concepts in 20th century physics. Topics investigated include relativity, quantization, atomic models, quantum mechanics, atomic physics, statistical mechanics, and the current standard model of particle physics. Students solve problems using mathematical methods including ordinary differential equations.

POLITICAL SCIENCE**POLSC 1000 SPECIAL TOPICS IN POLITICAL SCIENCE**

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.

General Education Course

POLSC 1113 AMERICAN FEDERAL GOVERNMENT

Prerequisite: (R) (W)

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

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) (W) POLSC 1113

3 CREDITS After surveying the field of public administration, the student will be able to (1) organize a workable administrative hierarchy, (2) construct a hypothetical governmental budget, (3) identify and describe the processes and problems in intergovernmental relations, (4) describe administrative law and procedure, (5) describe personnel policies, and (6) compare various public administrations.

General Education Course

POLSC 2113 INTRODUCTION TO STATE AND LOCAL GOVERNMENT

Prerequisite: (R) (W) POLSC 1113

3 CREDITS After studying the political processes in lower level governmental units, the student will be able to identify and describe processes and problems such as intergovernmental relations, fiscal and administrative systems, special urban problems, and legal systems in these governmental units.

General Education Course

POLSC 2213 CONTEMPORARY ISSUES IN AMERICAN POLITICS

Prerequisite: (R) (W) POLSC 1113

3 CREDITS This course is a study of significant contemporary political issues emphasizing events occurring at the time the course is offered. After surveying the field of American politics, the student will be able to: 1). critically evaluate some of the controversial issues which presently confront the U.S. and the global community; 2). facilitate intellectual discourse; 3). participate in civil debates; 4). identify a potential problem with a specific public policy and propose a solution to ameliorate it; and 5). construct a research paper and literature review reflecting the critical analysis skills that have been learned throughout the course.

POLSC 2223 INTRODUCTION TO LAW

Prerequisite: (R) (W) POLSC 1113

3 CREDITS The student will be introduced to legal subjects such as Criminal Law and Procedure, Civil Law and Procedure, Torts, Contracts, Sources of American Law, the Judicial System and the Courts, and Judicial Decision Making and Remedies. The student will learn legal research techniques and apply them in a moot court oral exercise, will learn about legal resources available through the Internet, and will make an observation of an actual case in a court of law. This course heavily relies upon graded, class participation by students.

General Education Course

POLSC 2303 INTRODUCTION TO INTERNATIONAL RELATIONS

Prerequisite: (R) (W) POLSC 1113

3 CREDITS An analysis of the structure of international relations and sources of international influence, conflict, and cooperation.

General Education Course

POLSC 2603 INTRODUCTION TO COMPARATIVE POLITICS

Prerequisite: (R) (W) POLSC 1113

3 CREDITS The student will utilize basic theories and methods of comparative analysis in studying selected nation-states. The student will also examine current world-wide political issues and problems. Topics for analysis will include political development, culture, elites, parties and political change.

General Education Course

POLSC 2613 SCOPE AND METHODS OF POLITICAL SCIENCE

Prerequisite: (R) (W) POLSC 1113 and MUST HAVE COMPLETED AT LEAST 6 HOURS OF POLITICAL SCIENCE ELECTIVES (e.g. 2003, 2103, 2113, 2213, 2223, 2303, 2603).

3 CREDITS This course examines the broad scope of political science from its earliest philosophic origins to its development as a contemporary social science. Various sub-fields of political science are analyzed including political theory, public administration, political behavior, comparative government, international relations, American government, methodology, and public policy.

General Education Course

PRESIDENT'S LEADERSHIP CLASS

PLC 2122 PRESIDENT'S LEADERSHIP CLASS

Prerequisite: (W), Math 0403 or adequate math placement test score, ENGL 1113 & 12 hours of 1000 level or above completed with a 3.0 grade point average.

2 CREDITS The President's Leadership Class (PLC) is designed to develop and enhance leadership skills and knowledge. The course will explore the personal, interpersonal, organizational, and social dimensions in the greater context of leadership. The goal of the course is to develop self-aware, ethical, and principle-centered future leaders with the ability to think critically, apply a proven process for decision-making, and communicate effectively.

PSYCHOLOGY

PSY 1000 SPECIAL TOPICS IN PSYCHOLOGY

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.

General Education Course

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 2113 INTRODUCTION TO CHILD DEVELOPMENT

Prerequisite: (R) (W)

3 CREDITS This course will identify patterns of the physical, intellectual and emotional/psycho-social development of children. The course will recognize the major theories of human development as they apply to children.

General Education Course

PSY 2123 BEHAVIORAL STATISTICS

Prerequisite: PSY 1113 and MATH 0403 or adequate math placement test score.

3 CREDITS Behavioral Statistics provides an introduction to descriptive and inferential, parametric and non-parametric statistical techniques used in behavioral research including measures of central tendency, variability, correlation, regression analysis, hypothesis testing, t-tests, Chi square, and ANOVA. Students finishing this course will be able to use computers for statistical analyses and will be prepared for advanced laboratory classes.

General Education Course

PSY 2163 DEATH, DYING, AND GRIEF

Prerequisite: (R) (W)

3 CREDITS Students will demonstrate an understanding of death, dying, and grief from three perspectives: The medical and legal perspective in American society; the human perspective, including how people die, caregiving, suicide, and funeral rituals; and the perspective of death related to other losses, including grief and coping strategies.

PSY 2193 PERSONALITY THEORIES

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.

General Education Course

PSY 2213 CHILD AND FAMILY IN SOCIETY

Prerequisite: (R) (W)

3 CREDITS This course emphasizes promoting optimum development and support of families and children within various settings and the larger community.

General Education Course

PSY 2233 ETHICS IN HEALTH AND HUMAN SERVICES

Prerequisite: (R) (W)

3 CREDITS Students will contrast ethical systems with religion, law, and justice; define ethical principles, and discuss ethical issues and professional conduct in health and human services. Students will apply ethical principles and decision-making models to analyze case studies.

PSY 2403 DEVELOPMENTAL PSYCHOLOGY*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.

*General Education Course***PSY 2503 HUMAN SEXUALITY***Prerequisite: PSY 1113, (R), (W)*

3 CREDITS This course is an introductory overview of the field of human sexuality. It will explore the psychological, physiological, and sociocultural aspects of human sexual behavior. Emphasis will be placed on the cultural and biological diversity of sexual expression.

PSY 2743 SOCIAL PSYCHOLOGY*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.

General Education Course

RESPIRATORY CARE THERAPIST

RC 1000 RESPIRATORY CARE SPECIAL TOPICS*Prerequisite: None*

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other Respiratory Care courses, but which are beneficial in providing a better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

RC 1021 MEDICAL ETHICS*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) 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) Math 1513 or APPM 1223 Corequisite: RC 1033; BIO 1314 or BIO 1224; MATH 1513 or MATH 1223*

4 CREDITS This is the beginning theory and application course in the study of respiratory care. It is designed to cover the theory and application of basic to intermediate skills. Included in this course are laboratory demonstrations, student practice, peer evaluation and return student demonstration for evaluation. Students will demonstrate minimal proficiency in the laboratory setting on all

required procedural skills. Topics include: safety, infection control, basic and advanced patient assessment, data management, communication skills regulators, flow meters, gas blenders, sustained maximal inspiration, breathing exercises, gas therapy administration, chest physical therapy, humidity and aerosol therapy, oxygen analysis, pulse oximetry, blood sampling, blood gas analysis, equipment cleaning, manual resuscitators and electrocardiographs.

RC 1124 RESPIRATORY THERAPY PROCEDURES II AND LAB*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), RC 1124; RC 1142; RC 1244; RC 1312; RC 1253*

3 CREDITS This course is designed to cover the various aspects of respiratory care which are unique to the neonatal and/or pediatric patient. The course covers development of the fetus, evaluation and stabilization of high-risk newborns, pediatric respiratory therapeutics, pediatric and neonatal resuscitation, the study of pediatric diseases with respiratory implications and appropriate therapeutic interventions. Mechanical ventilation of the newborn, nitric oxide administration, high frequency ventilation and transcutaneous monitoring are also covered. Included in this course are laboratory demonstrations, student practice, peer evaluation and return student demonstration for evaluation. Students will demonstrate minimal proficiency in the laboratory setting on all required procedural skills.

RC 1244 CLINICAL APPLICATION OF BASIC RESPIRATORY THERAPEUTICS*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

Prerequisite: None

2 CREDITS This course is designed as an in-depth study of the anatomy, physiology, and pathology of the cardiopulmonary system. The pathology portion of the course provides study of the etiology, pathophysiology, signs and symptoms, and treatment for specific cardiopulmonary diseases.

RC 1320 RESPIRATORY CARE TRANSITION

Prerequisite: (R) (W) 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) RC 1124, RC 1142, RC 1253, RC 1312

4 CREDITS This course introduces topics related to the delivery of respiratory care and patient management in the critical care setting. The student will master advance patient monitoring modalities as well as the more complex ventilation modes. The primary topic is overall evaluation and management of the critically ill patient with use of patient care plans and respiratory care protocols. Included in this course are laboratory demonstrations, student practice, peer evaluation and return student demonstration for evaluation. Students will demonstrate minimal proficiency in the laboratory setting on all required procedural skills. Topics include: developing care plans, cardiovascular monitoring and management, fluid and electrolyte monitoring, pleural drainage, x-ray assessment, advanced ventilatory modes and respiratory emergencies.

RC 2212 PULMONARY FUNCTION TESTING AND BRONCHOSCOPY

Prerequisite: (R) (W) RC 1124, RC 1253, RC 1312

2 CREDITS This course is designed for the student to develop knowledge of the advanced diagnostic procedures necessary to perform comprehensive pulmonary function testing in the clinical setting. This includes performance and interpretation of spirometry, lung volumes, diffusion and assisting the physician with performance of bronchoscopy. The student will demonstrate an understanding of these procedures through hands-on lab experiments. The student will also develop a basic understanding of the concepts of cardiac and exercise testing as well as a brief overview of polysomnography. The student will be able to relate these testing procedures to the diagnosis of cardiopulmonary disease.

RC 2312 CLINICAL EXPERIENCE I

Prerequisite: (R) (W) RC 2212

2 CREDITS The course is the direct clinical application of pulmonary function testing and bronchoscopy assistance taught in RC 2212. Students will attend 8-hour clinical rotations in the hospital pulmonary function laboratory observing and performing comprehensive patient testing. This course will also include additional adult intensive care rotations to promote continued practice and mastery of basic ventilator management skills.

RC 2412 CLINICAL EXPERIENCE II

Prerequisite: (R) (W) RC 2124, RC 1223

2 CREDITS This course provides clinical application in the hospital setting to the topics covered in Critical Care Respiratory Therapy and Pediatric/Neonatal Respiratory Care courses. Students are scheduled for rotations through adult, pediatric and neonatal intensive care units. Students will attend scheduled eight-hour rotations at specific hospital sites in order to complete assigned behavioral and didactic objectives.

RC 2512 RESPIRATORY THERAPY SEMINAR

Prerequisite: RC 1124, RC 1244, RC 1142, RC 1312, RC 1253

2 CREDITS This course includes topics related to management and specialty areas in the field of respiratory care. Students will develop an understanding of smoking cessation, home care and discharge planning, quality assurance, hospital department management, patient education and pulmonary rehabilitation.

RC 2613 ADVANCED RESPIRATORY CARE/PATIENT MANAGEMENT

Prerequisite: (R) (W), RC 1223, RC 2124, RC 2213

3 CREDITS This didactic course is designed to advance and refine assessment and critical thinking skills as related to respiratory patient care management. Students will focus on concepts related to total patient management related to specific disease processes. The skills of data collection, evaluation and assessment and clinical interventions will be stressed to emphasize functioning at an analysis cognitive level. Activities will be development of advanced patient care plans and respiratory care procedural protocols, participation in simulated case studies and laboratory simulations. Students will also participate in computer and paper-pencil simulations of the current credentialing examinations.

RUSSIAN

RUSS 1000 SPECIAL TOPICS

Prerequisite: None

VARIABLE 1-4 CREDITS The student will demonstrate competencies in specialized Russian language courses, such as Conversational or Traveller's Russian. Course may be repeated with a change in subject matter.

SCIENCE

SCI 1000 SPECIAL TOPICS

Prerequisite: None

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.

General Education Course

SOC 1143 CHEMICAL DEPENDENCY

Prerequisite: (R) (W)

3 CREDITS Introduction to Chemical Dependency is designed to introduce the dynamics of chemical dependency and the aspects of drug and alcohol dependence and addiction. Family dynamics will be discussed as well as the impact of dysfunctional or imbalanced family systems on individuals and their chemical use. The purpose of this course is to provide basic theoretical concepts and research in the field of chemical dependency.

SOC 1203 INTRODUCTION TO THE CRIMINAL PROCESS

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.

General Education Course

SOC 2000 SPECIAL TOPICS IN SOCIOLOGY

Prerequisite: SOC 1113 or by evaluation. §

1-3 CREDITS The student will demonstrate competencies in subjects not covered in other SOC courses. The course may relate to a specific issue, topic, or area of study within the field of sociology. The course may be repeated with a change in content.

SOC 2013 MARRIAGE AND FAMILY RELATIONSHIPS

Prerequisite: (R) (W)

3 CREDITS The student will identify the sociological and psychological approaches to problem-solving techniques in marriage and family relations.

General Education Course

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.

General Education Course

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.

General Education Course

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.

General Education Course

SOC 2163 DEATH, DYING, AND GRIEF

Prerequisite: (R) (W)

3 CREDITS Students will demonstrate and understanding of death, dying, and grief from three perspectives: The medical and legal perspective in American society; the human perspective, including how people die, caregiving, suicide, and funeral rituals; and the perspective of death related to other losses, including grief and coping strategies.

SOC 2173 SOCIOLOGY OF RELIGION

Prerequisite: (R) (W)

3 CREDITS This course will examine religion from the three sociological perspectives (structural-functionalism, conflict theory, and symbolic interactionism), including the study of practices, social structures, historical backgrounds, development, universal themes, and the roles of religion in society. It will examine the functions religion serves in societies, the distinction between magic and religion, and the relationship between religion and other major social institutions such as the economy and politics.

SOC 2213 CULTURAL ANTHROPOLOGY

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.

General Education Course

SOC 2243 ETHICS IN HEALTH AND HUMAN SERVICES

Prerequisite: (R) (W)

3 CREDITS Students will contrast ethical systems with religion, law and justice; define ethical principles, and discuss ethical issues and professional conduct in health and human services. Students will apply ethical principles and decision-making models to analyze case studies.

SOC 2313 INTRODUCTION TO SOCIAL WORK

Prerequisite: (R) (W), SOC 1113

3 CREDITS This course will introduce students to the profession of social work, including the historical background of the profession, the purposes of social work, the values and ethics of social work and the scope and methods used in social work.

SOC 2913 SOCIAL STRATIFICATION

Prerequisite: SOC 1113, (R), (W)

3 CREDITS This course is a study of social inequality and its causes and consequences for individuals and society. Emphasis is on the class structure of the United States. Topics include upper, middle, and working classes, poverty and gender and racial/ethnic stratification.

SPANISH

SPAN 1000 SPECIAL TOPICS IN SPANISH

Prerequisite: (R) (W) or by evaluation. §

VARIABLE 1-6 CREDITS The student will demonstrate competencies not covered in other Spanish language courses at the 1000-level. Each course will concentrate on a particular aspect of language and culture. The course may be repeated with a change in subject matter.

SPAN 1010 CONVERSATIONAL SPANISH I

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.

General Education Course

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.

General Education Course

SPAN 1120 CONVERSATIONAL SPANISH II

Prerequisite: (R), SPAN 1010 or 1115 or by evaluation. §

VARIABLE 1-4 CREDITS A continuation of SPAN 1010. The student will further develop oral communication skills through intensive practice in Spanish with a focus on listening and speaking activities. The student will be able to function in Spanish in a variety of situations. This class is taught completely in Spanish. Satisfactory completion of at least three credit hours of Conversational Spanish II confirms that a student has demonstrated competency in a foreign language at the novice-high level according to the ACTFL scale. Credit is variable and, with different content, may be repeated for up to 4 credits.

General Education Course

SPAN 1150 SPANISH IMMERSION I

Prerequisite: (R), SPAN 1010 or 1115 or by evaluation. §

VARIABLE 1-3 CREDITS The Spanish Immersion course provides an intensive language-learning experience for the student who has some background in Spanish. Following an orientation meeting on campus, students spend a period of time (minimum of two days) at an off-campus location hearing and speaking only Spanish. In addition to attending formal classes focusing on selected topics of vocabulary and grammar, students participate in activities such as dancing, games, aerobics, films, nature walks, and shopping in Spanish, enabling them to experience a total immersion.

SPAN 1160 INTERNATIONAL STUDY I

Prerequisite: (R), SPAN 1010 or 1115 or by evaluation. §

VARIABLE 3-6 CREDITS International Study I provides an intensive language and culture experience for the student who has some background in Spanish. Following orientation meetings on campus, students spend a period of time (minimum 9 days) in a Spanish-speaking country. Students will improve listening and speaking skills while developing cultural competence as they experience firsthand the culture of a part of the Hispanic world.

SPAN 1225 ELEMENTARY SPANISH II

Prerequisite: SPAN 1115 or by evaluation. §

5 CREDITS A continuation of SPAN 1115. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing Spanish. The student will continue to explore significant aspects of Spanish and Latin American culture. Satisfactory completion of this course confirms that a student has demonstrated competency in a foreign language at the novice-high level according to the ACTFL scale.

General Education Course

SPAN 2000 SPECIAL TOPICS IN SPANISH

Prerequisite: (R), Two semesters of 1000-level SPAN courses or by evaluation. §

VARIABLE 1-6 CREDITS The student will demonstrate competencies not covered in other Spanish language courses at the 2000-level. Each course will concentrate on a particular aspect of language and culture. The course may be repeated with a change in subject matter.

SPAN 2010 CONVERSATIONAL SPANISH III

Prerequisite: (R), SPAN 1120 or 1225 or by evaluation. §

3 CREDITS The student will actively participate in conversations on a variety of topics, including vocabulary specific for fields of study or careers. Listening and speaking will be emphasized, but reading and writing will be incorporated to enable the student to function at the intermediate level of proficiency or above, according to the ACTFL scale. This course is taught completely in Spanish. Credit is variable and, with different content, may be repeated for up to four (4) credits.

General Education Course

SPAN 2050 SPANISH IMMERSION II

Prerequisite: (R), SPAN 1120 or 1225 or by evaluation. §

VARIABLE 1-3 CREDITS The Spanish Immersion Course provides an intensive language-learning experience for the student who has a minimum of two semesters (or equivalent) of Spanish. Following an orientation meeting on campus, students spend a period of time (minimum of two days) at an off-campus location hearing and speaking only Spanish. In addition to attending formal classes focusing on selected topics of vocabulary and grammar, students participate in activities such as dancing, games, aerobics, films, nature walks, and shopping in

Spanish, enabling them to experience a total immersion. Students will demonstrate an intermediate level of oral proficiency through interactions with instructors and other students as well as formal presentations.

SPAN 2060 INTERNATIONAL STUDY II

Prerequisite: (R), SPAN 1120 or 1225 or by evaluation. §

VARIABLE 3-6 CREDITS International Study II provides an intensive language and culture experience for the student who has a minimum of two semesters of Spanish (or equivalent). Following orientation meetings on campus, students spend a period of time (minimum 9 days) in a Spanish-speaking country. Students will demonstrate an intermediate level of oral proficiency and cultural competence through interactions with instructors and other students as well as formal presentations, while they experience firsthand the culture of a part of the Hispanic world.

SPAN 2113 INTERMEDIATE SPANISH I

Prerequisite: (R), SPAN 1225 or by evaluation. §

3 CREDITS The student will demonstrate proficiency in understanding, speaking, reading, and writing Spanish at the intermediate level. The student will read a variety of Spanish texts, using them as a basis for conversation and composition in Spanish and will begin a systematic review of Spanish grammar. The class is taught in Spanish.

General Education Course

SPAN 2223 INTERMEDIATE SPANISH II

Prerequisite: (R), SPAN 2113 or by evaluation. §

3 CREDITS A continuation of SPAN 2113. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing Spanish at the intermediate level. The student will read short literary texts and use them as a basis for discussions and compositions in Spanish and will complete a systematic review of Spanish grammar. The class is taught in Spanish.

General Education Course

SPEECH LANGUAGE PATHOLOGY ASSISTANT

SLPA 1000 SPECIAL TOPICS

Prerequisite: None

1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other speech-language pathology assistant courses, but which are beneficial in providing a better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

SLPA 1013 FOUNDATIONS OF SPEECH-LANGUAGE

Prerequisite: (R) (W)

3 CREDITS Through study, online discussion and participation, the student will examine the evolution and acquisition of language from a social/interactional perspective. The course will focus on the acquisition of speech and language by children and adults, including the development of phonological, semantic, syntactic, and pragmatic aspects of linguistic competence. Students in this class will also explore changes that can occur during the life-span, as well as diversities of accent and dialect.

Note: This course is offered online only.

SLPA 1023 PHONETICS

Prerequisite: (R) (W)

3 CREDITS Through study, online discussion and participation, the student will explore phonetics, the scientific study of speech. Students will be introduced to the International Phonetic Alphabet and develop skills in the recognition, production and transcription of the sounds of the world's languages. The course will train students to produce detailed phonetic transcriptions of American English. The student will also explore aspects of phonology. Finally, regional varieties of English and delays/disorders of the speech mechanism will be explored.

Note: This course is offered online only.

SLPA 1033 PROFESSIONAL ISSUES FOR SPEECH-LANGUAGE PATHOLOGY

Prerequisite: (R) (W)

3 CREDITS Through study, online discussion and participation, the student will understand and demonstrate the application of concepts of professional ethics and issues, review regulations and requirements for professional practice for speech-language pathology assistants, and discuss cultural considerations for studying and treating communication sciences and disorders.

Note: This course is offered online only.

SLPA 1043 INTRODUCTION TO ARTICULATION DISORDERS

Prerequisite: (R) (W), SLPA 1033

3 CREDITS Through study, online discussion and participation, the student will understand and demonstrate concepts related to disorders of the articulatory and phonological aspects of communication. The course will provide foundational information in phonetics, phonology, and language development, and allow the student opportunities to gain understanding and knowledge of the principles used in the treatment of articulation disorders.

SLPA 1053 LANGUAGE DISORDERS IN THE EXCEPTIONAL CHILD

Prerequisite: (R) (W), SLPA 1033, SLPA 1023

3 CREDITS Through study, online discussion and participation, the student will develop an understanding of the remediation of language disorders in children and adults who demonstrate exceptionalities. The course will provide emphasis on aspects of normal language development and communication, language disorders, and language intervention. Populations that will be explored in this class include, but are not limited to toddlers and preschoolers, children with learning disabilities, adolescents with language impairment, children with Down syndrome, children with auditory impairments, and children with Autism. Adult language disorders will also be examined. Along with language development this course will examine language differences and language disorders in persons from culturally and linguistically diverse backgrounds.

Note: This course is offered online only.

SLPA 1063 ANATOMY AND PHYSIOLOGY OF THE SPEECH AND HEARING MECHANISM

Prerequisite: (R) (W), SLPA 1013

3 CREDITS Through study, online discussion and participation, the student will consider specific theory and mechanisms directly related to the speech and hearing mechanism. Students in this class will explore concepts related to the study of the anatomy and physiology of the speech and hearing mechanisms including; terminology, structure and function of the skeletal frameworks for respiration, phonation, articulation, swallowing, and hearing.

Note: This course is offered online only.

SLPA 1073 SCHOOL ISSUES FOR THE SPEECH-LANGUAGE PATHOLOGY ASSISTANT

Prerequisite: (R) (W), SLPA 1033

3 CREDITS Through study, online discussion and participation, the student will demonstrate an understanding of issues and concepts specific to SLPAs in the public school. Topics of interest for this class include specific target populations, record keeping, billing, Individual Educational Programs (IEP), time management and scheduling, and roles and responsibilities.

Note: This course is offered online only.

SLPA 1083 INSTRUCTIONAL PROCEDURES IN COMMUNICATION DISORDER

Prerequisite: (R) (W), SLPA 1043, SLPA 1053, SLPA 1063

3 CREDITS Through study, online discussion and participation, the student will understand and demonstrate hands-on core skills related to clinical and teaching skills development in the practice of speech-language-pathology. When you have completed this course you should be able to apply fundamental therapeutic procedures to speech-language pathology treatment sessions.

Note: This course is offered online only.

SLPA 2000 SPECIAL TOPICS

Prerequisite: None

1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other speech-language pathology assistant courses, but which are beneficial in providing a better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

SLPA 2013 MEDICAL ISSUES FOR THE SPEECH-LANGUAGE PATHOLOGY ASSISTANT

Prerequisite: (R) (W), SLPA 1053, SLPA 1063, SLPA 1083

3 CREDITS Through study, online discussion and participation, the student will demonstrate an understanding of issues and concepts specific to SLPAs in medical settings. Topics of interest for this class include specific target populations, record keeping, charting, billing, time management and scheduling, and roles and responsibilities.

Note: This course is offered online only.

SLPA 2023 AUTISM

Prerequisite: (R) (W), SLPA 1053, SLPA 1083

3 CREDITS Through study, online discussion and participation, the student will become familiar with current theories and scientific evidence on the nature and etiology of autism. Best practices in the treatment of Autism Spectrum Disorders (ASD) will be examined. Additionally, students will become familiar with inclusive practices, family concerns, multicultural issues, and community resources as they impact the lives of children and adults with ASD.

Note: This course is offered online only.

SLPA 2033 CLINICAL EXPERIENCE I

Prerequisite: (R) (W), SLPA 1043, SLPA 1053, SLPA 1063, SLPA 1073, SLPA 1083

3 CREDITS Through clinical site participation, the student will engage in supervised clinical training in the provision of speech and language services for children and adults. Clinical content for this course will include guided practice in the management and treatment of speech and language delays and disorders across the lifespan. Students will be supervised by licensed SLPs approved or trained by OCCC. Placements for Clinical Experience I will be made near the student's residence.

SLPA 2043 ADULT NEUROGENIC COMMUNICATION DISORDERS AND TREATMENT

Prerequisite: (R) (W), SLPA 2013, SLPA 2023, SLPA 2033

3 CREDITS Through study, online discussion and participation, the student will examine adult neurogenic communication disorders and treatment for use by speech-language pathology assistants in medical settings. This course examines aphasia, apraxia of speech, and the dysarthrias typically seen in adults. Cognitive disorders, as seen in traumatic brain injuries (TBI), as well as adult dysphagia issues will be discussed.

Note: This course is offered online only.

SLPA 2053 AUGMENTATIVE COMMUNICATION

Prerequisite: (R) (W), SLPA 2013, SLPA 2023, SLPA 2033

3 CREDITS Through study, online discussion and participation, the student will demonstrate understanding and knowledge of concepts, strategies, techniques, and issues surrounding augmentative and alternative communication (AAC). AAC strategies for use with children and adults will be a focus of this class. Hands-on experience with various methods of AAC strategies and devices will provide students with a foundation for therapies utilizing AAC principles for children and adult populations.

Note: This course is offered online only.

SLPA 2063 CLINICAL EXPERIENCE II

Prerequisite: (R) (W), SLPA 2013, SLPA 2023, SLPA 2033

3 CREDITS Through clinical site participation, the student will engage in supervised clinical training in the provision of speech and language services for children and adults. Clinical content for this course will include guided practice in the management and treatment of speech and language delays and disorders across the lifespan. Students will be supervised by licensed SLPs approved or trained by OCCC. Placements for Clinical Experience II will be made near the student's residence.

SLPA 2083 CLINICAL EXPERIENCE FIELDWORK

Prerequisite: None

1-4 CREDITS Through clinical site participation, the student will engage in supervised clinical training in the provision of speech and language services for children and/or adults. Clinical content for this course will include guided practice in the management and treatment of speech and language delays and disorders across the lifespan. Students will be supervised by licensed speech-language pathologists approved or trained by OCCC. Clinical experience fieldwork assignments will be made near the student's residence.

SUCCESS IN COLLEGE AND LIFE

SCL 1001 SUCCESS IN COLLEGE AND LIFE

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

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

SCL 1003 SUCCESS IN COLLEGE AND LIFE

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

3 CREDITS Following a similar approach as the one credit Success in College and Life course, in SCL-1003 students will be introduced to some of the best practices for attaining success in college and life. General topics include the following: making connections; time management; major/career exploration; setting educational, financial, and personal goals; diversity and global awareness; library skills and information literacy; using technology effectively; and health and wellness strategies. Students will be introduced to the services provided by Oklahoma City Community College, from academic advisement to clubs and labs. Students in this three-credit course will spend additional time on personal learning styles, textbook reading, study techniques, note-taking, memory techniques, and test-taking. Creative and critical thinking will be emphasized throughout the course in an increasingly collaborative environment. This course will satisfy the Life Skills requirement in the same manner the one credit course does.

SURGICAL TECHNOLOGY

ST 1000 SPECIAL TOPICS IN SURGICAL TECHNOLOGY

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; geneologic; ophthalmic; ear, nose, and throat; gastrointestinal; and pediatric surgery.

ST 2224 TECHNICAL MICROBIOLOGY

Prerequisite: BIO 1224

4 CREDITS The student will demonstrate an understanding of the following concepts: relationship between humans and microbes, immunology, disease and disease producing organisms, immunity, bloodborne pathogens, infectious disease processes and sterilization techniques for surgical technology.

Note: This course is not equivalent to Microbiology-BIO 2125.

ST 2226 SURGICAL TECHNIQUES PRACTICUM II

Prerequisite: (R) (W), ST 1126 and ST 1114; *Corequisite:* ST 2226

6 CREDITS This course is designed to introduce the students to the hospital in general and the surgical area in particular through practical experience. The student will be able to demonstrate application of basic skills and surgical technology.

ST 2314 SURGICAL TECHNIQUES III

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 in the clinical setting.

TECHNOLOGY

TECH 1000 SPECIAL TOPICS

Prerequisite: By evaluation. §

1-4 CREDITS This course includes advanced technical topics to which students may be exposed. The course may be repeated with a change in content.

TECH 1010 INTRODUCTION TO TECHNOLOGY

Prerequisite: None

1-3 CREDITS Students will demonstrate an understanding of the foundations of a specific technical area. These foundations will include an overview of the industry and its history. Each course will cover a specific topic and may be repeated with a change in content.

TECH 1113 BEGINNING TECHNOLOGY APPLICATIONS

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 ADVANCED 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: Pre or *Corequisite:* TECH 1113, ENGL 1113

3 CREDITS Students will demonstrate proficiency in the knowledge, use and application of intermediate operations required in a specific technical area.

TECH 2023 ADVANCED TECHNOLOGY APPLICATIONS*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*Prerequisite: 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.

*General Education Course (humanities)***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)*

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*

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) or by evaluation. §*

3 CREDITS The student will gain practical experience in a specific aspect of the theatre by working with a professional or semi-professional company either as an actor or as part of the production team. Performance will be judged by the professional with whom he or she works. Practicum may include work in the College's theatrical productions as well as off-campus work.

TA 2203 ACTING II*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 I*Prerequisite: (R) (W), WL 1000 or by evaluation. §*

1-6 CREDITS The student will develop listening, speaking, reading, and writing skills in a foreign language (other than French, German, Russian, or Spanish). Credit is variable, and with different content, may be repeated for up to 6 credits.

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M.S., National Technological University
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Ph.D., University of Louisiana at Lafayette
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B.A., University of Oklahoma

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B.A., University of California, Berkeley

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Nancy Spradling, Student Account Representative

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B.B.A., Cameron University
A.S., Western Oklahoma State College

Deborah Kahmar, Sr. Sales Associate

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Sheila La Ferney, Coordinator of Textbooks and General Merchandise

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Jennifer Maracara, Sales Associate

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Pam Simonds, Sr. Sales Associate

Chris Thornton, Shipping/Receiving Clerk

B.A. University of Oklahoma

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Donna Angus, Accounts Payable Bookkeeper

Toni Rose, Accounts Payable Bookkeeper

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CPO, Certified Procurement Officer, State of Oklahoma

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Certified Procurement Officer

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Lesley Rice, Campus Police Dispatcher
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Index

Symbols

2012 SUMMER/FALL CALENDAR 8
2013 SPRING CALENDAR 9

A

ACADEMIC ADVISING 251
ACADEMIC AFFAIRS 240
ACADEMIC FORGIVENESS 36
ACADEMIC FORGIVENESS APPEALS COMMITTEE 13
ACADEMIC INFORMATION 36
ACADEMIC NOTICE 36
ACADEMIC PROBATION 37
ACADEMIC RENEWAL 37
ACADEMIC REPRIEVE 37
ACADEMIC STANDARDS 36
ACADEMIC SUSPENSION 37
ACADEMIC WORKLOAD 37
ACCOUNTING 177
ACCOUNTING LAB 32
ACCREDITATION 10
ACCREDITATION CHART 11
ACT TESTING 18
ADMINISTRATIVE OFFICE TECHNOLOGY 177
ADMISSIONS 13
ADULT BASIC EDUCATION/GED PREP/ENGLISH AS A SECOND LANGUAGE 30
ADULT PERSONAL ENRICHMENT 30
ADVANCED STANDING CREDIT 36
ALLIED HEALTH 53, 178
 Science with Biology Concentration, Pre-Baccalaureate Allied Health Emphasis 55
ANNUAL SECURITY REPORT 2011 11
APPEALABLE CIRCUMSTANCES 27
APPEALING A GRADE 38
APPEALS 27
APPLICATION PROCESS 40
APPLIED MATHEMATICS 179
ART 49, 179
ARTS FESTIVAL OKLAHOMA 30
ART — VISUAL ARTS 56
ASSOCIATE IN APPLIED SCIENCE DEGREES 46
ASSOCIATE IN APPLIED SCIENCE GRADUATE 44
ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES 46
ASTRONOMY 181
ATTENDANCE AND RESPONSIBILITY FOR LEARNING 36
ATTENDANCE REQUIREMENTS 36
AUDITED COURSES 27
AUDITING A COURSE 16
AUTOMOTIVE TECHNOLOGY 50, 61, 181
 Automotive Technology Internship Program 57
 GM Automotive Service Educational Program 58
 Non-Structural Repair 59
 Painting and Refinishing 60
AVIATION MAINTENANCE TECHNOLOGY 62, 184
 Airframe and Powerplant Technician 63

B

BANKING AND FINANCE 185
BASIC ELIGIBILITY 19
BENEFITS 249
BIOINFORMATICS 185
BIOLOGICAL SCIENCE 185
BIOLOGICAL SCIENCE CENTER 32
BIOLOGY 53
 Science with Biology Concentration 64
BIOTECHNOLOGY 53, 65, 66, 187
BLOODBORNE PATHOGENS 35
BOOKSTORE 29, 247
BROADCASTING 49
 Journalism and Broadcasting/Broadcasting Emphasis 67
BUDGETING & FISCAL PLANNING 247
BUREAU OF INDIAN AFFAIRS (BIA) TRIBAL GRANTS 21
BURSAR 246
BUSINESS 50, 79, 187
 Accounting Option 68
 Administrative Office Technology — Administrative Office Specialist Option 69
 Administrative Office Technology — Legal Secretary Option 70
 Banking and Finance 71
 Business Management Option 78
 Finance/Banking Option 72
 Finance/General Option 73
 General Office Support 74
 Insurance 75
 Legal Office Procedures 76
 Medical Office Administration 77
BUSINESS AND FINANCE 246

C

CAMPUS POLICE 248
CAMPUS POLICE DEPARTMENT 35
CAPITOL HILL CENTER 248
CAREER DEVELOPMENT SCHOLARSHIP 28
CAREER TRANSITIONS 29
CAREER TRANSITIONS 249
CAS — FOR YOUNG AUDIENCES 30
CENTER FOR ENGINEERING AND ADVANCED TECHNOLOGY
EDUCATION (CEATE) 32
CENTER FOR LEARNING AND TEACHING 240
CERTIFICATES OF MASTERY 44
CHANGE OF NAME, ADDRESS OR TELEPHONE NUMBER 34
CHEMISTRY 53, 188
 Science with Chemistry Concentration 80

CHILD DEVELOPMENT 54, 81, 83, 84, 189
 Administrator Option 82
CHILD DEVELOPMENT CENTER AND LAB SCHOOL 30, 252
CLINICAL RESEARCH COORDINATOR 190
CLINICAL RESEARCH COORDINATOR PROGRAM 85
CLINICAL RESEARCH PROGRAM 86
CLUBS AND ORGANIZATIONS 33
CO-ENROLLMENTS AT OTHER COLLEGES 38
COLLEGE ENDS STATEMENTS 10
COLLEGE FOR KIDS/ACT® PREP 30
COLLEGE GRADUATION AND TRANSFER-OUT RATES 11
COLLEGE UNION 30
COLLEGE VALUES 10
COMMENCEMENT 41
COMMUNICATIONS 191
COMMUNICATIONS LAB 32
COMMUNITY DEVELOPMENT 248
COMMUNITY OUTREACH AND EDUCATION 30, 248
COMMUNITY SERVICES 30
COMPENSATION AND HUMAN RESOURCES SYSTEMS 249
COMPLETE WITHDRAWAL OF STUDENTS WHO ARE TITLE IV RECIPIENTS 17
COMPUTER-AIDED DESIGN 52
COMPUTER-AIDED TECHNOLOGY 191
 Computer-Aided Design 102
 Computer-Aided Design 103
 Computer Animation 100
 Computer Animation 101
 Digital Media Design 104
 Digital Media Design 105
 Game Design 106
 Game Design 107
 Geographic Information System 108
 Geographic Information System 109
COMPUTER ANIMATION 52
COMPUTER PROFICIENCY REQUIREMENT 41
COMPUTER SCIENCE 52, 194
 Computer Networking Support 87
 Computer Programming 88
 Computer Science Option Transferring to OU and colleges with Similar
 Patterns 89, 90
 Computer System Support 91, 92
 Cyber/Information Security 93, 94
 Cyber/Information Security Option Transferring to OSU-IT and Colleges With
 Similar Patterns 95
 Management Information Systems 96
 Web Design and Development 98
 Web Design 97
 Web Development 99
CONCURRENT ENROLLMENT 32
CONCURRENT ENROLLMENT SCHOLARSHIPS 29
CONTACT INFORMATION 40
COOPERATIVE ALLIANCES 240
COUNSELING 31
COURSE LENGTHS 37
COURSE PATTERNS 54
COURSE RE-ENROLLMENT 38
COURSE SUBSTITUTIONS 43
COURSE WITHDRAWAL/SCHEDULE ADJUSTMENT 16
CULTURAL ARTS SERIES 30
CULTURAL PROGRAMS 30, 249

D

DATABASE MANAGEMENT 110, 197
DEFINITIONS AND PROVISIONS 38
DEGREE CHECK/AUDIT 31
DEGREE COMPLETION 27
DEGREES AND CERTIFICATES 44
DELAYED DEGREES 43
DESKTOP SUPPORT 250
DEVELOPMENTAL COURSEWORK 27
DIAGNOSTIC MEDICAL SONOGRAPHY 111, 197
DIESEL TECHNOLOGY 112, 198
 Diesel Technician 113
DIRECTORY INFORMATION 34
DISCLOSURE OF GRADUATION RATES 43
DIVERSIFIED STUDIES 114
DIVISION OF ARTS AND HUMANITIES 49, 240
DIVISION OF BUSINESS 50, 241
DIVISION OF HEALTH PROFESSIONS 51, 242
DIVISION OF INFORMATION TECHNOLOGY 52, 243
DIVISION OF SCIENCE AND MATHEMATICS 53, 244
DIVISION OF SOCIAL SCIENCES 54, 225
DOUBLE MAJORS 43
DRUG EDUCATION 31

E

EARLY COLLEGE AWARENESS 31
ECONOMICS 199
EDUCATIONAL AND CAREER PLANNING 32
EDUCATIONAL APPROACH AND GRADING 38
EDUCATIONAL PARTNERSHIPS 39
EDUCATIONAL PROGRAM FEES 16
EDUCATIONAL RIGHTS AND PRIVACY 13
ELECTRONICS 200
 General Emphasis 115
 Instrumentation and Control Emphasis 116
ELIGIBILITY 40
EMERGENCIES ON CAMPUS 36
EMERGENCY DROPLATE WITHDRAWAL 16
EMERGENCY MEDICAL SCIENCES 51, 119, 201
 Basic Emergency Medical Technology 117
 Paramedic Certification 118
EMERGENCY PLANNING AND RISK MANAGEMENT 247

EMERGENCY PROCEDURES FOR PERSONS WITH DISABILITIES 36
EMPLOYMENT AND EMPLOYEE RELATIONS 249
ENGINEERING 53, 202
 Pre-Engineering 120
ENGLISH 203
ENGLISH AS A SECOND LANGUAGE 41, 204
ENROLLMENT AND STUDENT SERVICES 251
ENROLLMENT 16
ENTERPRISE COMMUNICATIONS SYSTEMS 121, 205
ENTRY-LEVEL ASSESSMENT 39
EVALUATION OF ACADEMIC PREPARATION 15
EVALUATION OF TRANSFER CREDIT EARNED 14
EXECUTIVE VICE PRESIDENT'S OFFICE 240
EXTERNAL SCHOLARSHIPS 29

F

FACILITIES MANAGEMENT 247
FACULTY & STAFF 240
FEDERAL DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS) 21
FEDERAL DIRECT STAFFORD STUDENT LOAN (SUBSIDIZED) 21
FEDERAL DIRECT STAFFORD STUDENT LOAN (UNSUBSIDIZED) 21
FEDERAL PELL GRANT 21
FEDERAL RETURN OF FUNDS REGULATIONS 24
FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG) 22
FEDERAL WORK-STUDY (FWS) EMPLOYMENT 22
FEE PAYMENT 17
FEE PAYMENT OPTIONS 17
FILM AND VIDEO PRODUCTION 206
FILM AND VIDEO PRODUCTION TECHNICIAN 122, 123, 124
FINANCE 208
FINANCIAL ACCOUNTING 247
FINANCIAL AID AND VETERANS SERVICES 19
FINANCIAL AID APPLICANTS 17
FINANCIAL AID INFORMATION 13
FINANCIAL AID SUCCESS PLANS 27
FINANCIAL ASSISTANCE AVERAGE COSTS OF ATTENDANCE 19
FINANCIAL ASSISTANCE PROGRAMS 20
FIRE 36
FOR STUDENTS WHO TOTALLY WITHDRAW FROM SCHOOL 24
FRENCH 208
 Modern Languages 125

G

GAME DESIGN EMPHASIS 52
GED CLASSES AND TESTING 18
GENERAL COUNSEL 249
GENERAL DEGREE REQUIREMENTS 46
GENERAL EDUCATION CORE 47
GENERAL INFORMATION 10
GEOGRAPHIC INFORMATION SYSTEM 52
GEOGRAPHY 208
GEOLOGY 209
GERMAN 209
GRADE POINT AVERAGE 38
GRADE REPORTING 38
GRADING SYSTEMS 38
GRADUATES FROM AN ACCREDITED SCHOOL 13
GRADUATING SENIORS 15
GRADUATION APPLICATION PROCEDURE 43
GRADUATION REQUIREMENTS 41
GRANTS AND CONTRACTS 250
GRAPHIC COMMUNICATIONS 49, 209
 Multimedia Emphasis 126
 Print Media Emphasis 127

H

HEALTH EMERGENCIES 36
HEALTH SERVICES 32
HIGH SCHOOL PERFORMANCE 14
HIGH SCHOOL SCHOLARSHIPS 28
HISTORY 54, 128, 211
HISTORY OF THE COLLEGE 10
HOME STUDY 15
HONOR ROLLS 40
HONORS PROGRAM 40
HOW FINANCIAL AID IS AWARDED 23
HOW TO APPLY FOR FINANCIAL ASSISTANCE 22
HOW TO WITHDRAW FROM A COURSE AT OCCC 25
HUMANITIES 49, 212
HUMANITIES 212
 General Humanities Emphasis 129
HUMAN RESOURCES 249

I

IF A STUDENT FAILS TO BEGIN ATTENDANCE 24
INFORMATION & INSTRUCTIONAL TECHNOLOGY SERVICES 250
INFORMATION SYSTEMS AND SERVICES 250
INSTITUTIONAL ADVANCEMENT 250
INSTITUTIONAL EFFECTIVENESS 251
INSTRUCTIONAL VIDEO SERVICES 251
INSURANCE 213
INTENSIVE ENGLISH PROGRAM (IEP) 14
INTERNATIONAL BUSINESS 130, 214
INTERNATIONAL STUDIES 214
INTRAMURALS 33

J

JOURNALISM 49
JOURNALISM AND BROADCASTING 214
 Journalism and Broadcasting/Journalism Emphasis 131
JUNIORS 15

K

KEITH LEFTWICH MEMORIAL LIBRARY 32

L

LATE ENROLLMENT 16
LEARNING ABOUT YOUR DRUG, ALCOHOL, AND TOBACCO FREE CAMPUS 13
LEARNING LABS 32
LEARNING SKILLS 215
LEISURE 215
LEISURE SERVICES MANAGEMENT 132
LIBERAL STUDIES 133
LIBRARY 246
LIFE SKILLS REQUIREMENT 48
LITERATURE 49
 Humanities/Literature Emphasis 134
LOCATION AND FACILITIES 10

M

MANAGEMENT 216
MANUFACTURING TECHNOLOGY 217
 Advanced Manufacturing Emphasis 135
 Precision Machining Emphasis 136
MARKETING 220
MARKETING AND PUBLIC RELATIONS 250
MATHEMATICS 53, 220
MATHEMATICS — GENERAL EMPHASIS 137
MATH LAB 32
MEDICAL ASSISTANT 138, 221
MICRO-ELECTRO-MECHANICAL SYSTEMS 222
MISSION 10
MULTIMEDIA EMPHASIS 49, 52
MUSIC 139, 222

N

NATIONAL GUARD TUITION WAIVER PROGRAM 22
NETWORK TECHNOLOGY 140, 224
NON-CREDIT CLASSES 15
NON-CREDIT PROFESSIONAL DEVELOPMENT INSTITUTE CLASSES 18
NON-CREDIT RECREATION AND FITNESS CLASSES 18
NOTIFICATION OF STUDENT RIGHTS UNDER FERPA 35
NURSING 51, 53, 225
NURSING PROGRAM 145
 Baccalaureate to Associate Degree Nurse Accelerated Pathway 141
 Nursing Career Ladder Pathway 143

O

OSCC COMPLIANCE 10
OCCUPATIONAL THERAPY ASSISTANT 51, 147, 226
OFFICE OF ACADEMIC ADVISING 13
OKC DOWNTOWN COLLEGE 39, 246
OKLAHOMA CITY COMMUNITY COLLEGE CAPITOL HILL CENTER 30
OKLAHOMA CITY COMMUNITY COLLEGE FINANCIAL AID OFFICE FACTS FOR
 FEDERAL TITLE IV FINANCIAL AID RECIPIENTS 26
OKLAHOMA HIGHER LEARNING ACCESS PROGRAM (OHLAP) OKLAHOMA'S
 PROMISE 22
OKLAHOMA MANUFACTURING ALLIANCE 249
OKLAHOMA TUITION AID GRANT (OTAG) PROGRAM 22
ONLINE COURSES 40
OPTIONS WITHIN A MAJOR 43
ORTHOTIC AND PROSTHETIC TECHNICIAN 149
ORTHOTIC/PROSTHETIC TECHNICIAN 227
ORTHOTICS TECHNICIAN150

P

PATHWAYS MIDDLE COLLEGE 32, 252
PHILOSOPHY 49, 228
 Humanities/Philosophy Emphasis 151
PHOTOGRAPHY — GRAPHIC COMMUNICATIONS/PHOTOGRAPHY/DIGITAL
 IMAGING 152
PHYSICAL THERAPIST ASSISTANT 153, 229
PHYSICS 53, 230
 Science with Physics Concentration 155
PLANNING AND RESEARCH 250
POLITICAL SCIENCE 231
POLITICAL SCIENCE/PRE-LAW 156
POST-WITHDRAWAL DISBURSEMENT 26
PRE-BACCALAUREATE NURSING — SCIENCE WITH BIOLOGY CONCENTRATION
 PROGRAM 157
PRE-DENTISTRY — SCIENCE WITH CHEMISTRY CONCENTRATION PROGRAM 158
PRE-EDUCATION 159
PRE-MEDICINE — SCIENCE WITH CHEMISTRY CONCENTRATION PROGRAM 161
PRE-PHARMACY — SCIENCE WITH CHEMISTRY CONCENTRATION PROGRAM 162
PRESIDENT'S HONOR ROLL 40
PRESIDENT'S LEADERSHIP CLASS 232
PRESIDENT'S OFFICE 240
PROBATION 27
PROFESSIONAL DEVELOPMENT 249
PROFESSIONAL DEVELOPMENT INSTITUTE 249
PROGRAM/MAJOR SELECTION 32
PROGRAMS OF STUDY 44
PROSTHETICS TECHNICIAN 163
PSYCHOLOGY 232
PSYCHOLOGY 54
PSYCHOLOGY164
PSYCHOLOGY LAB 32
PUBLIC RELATIONS 49
 Journalism and Broadcasting/Public Relations Emphasis 165
PURCHASING 247

Q

QUALITATIVE EVALUATION: GPA 27
QUANTITATIVE EVALUATION: MAXIMUM CREDIT HOURS 28
QUANTITATIVE EVALUATION: PACE 28

R

RECORDS AND GRADUATION SERVICES 252
RECREATION 33
RECREATION AND FITNESS 33, 249
RECRUITMENT AND ADMISSIONS 13, 253
REDLANDS COMMUNITY COLLEGE PARTNERSHIP 39
REFUNDS (CREDIT COURSES) 17
REFUNDS FOR SCHEDULE CHANGES OR COMPLETE
 WITHDRAWALS 18
REGAINING ELIGIBILITY 28
RELEASE OF ACADEMIC INFORMATION 34
REPEATED COURSES 36
REPEATED CREDIT HOURS 28
RESIDENCY REQUIREMENTS FOR A DEGREE OR CERTIFICATE 43
RESIDENT REQUIREMENTS 16
RESPIRATORY CARE THERAPIST 166, 233
RETENTION ALERT 31
RIGHTS AND RESPONSIBILITIES 26
RIGHT TO KNOW 12, 26
RIGHT TO KNOW — DISCLOSURE OF INFORMATION 12
ROSE STATE COLLEGE PARTNERSHIP 39
RUSSIAN 234

S

SAP STATUS 28
SATISFACTORY ACADEMIC PROGRESS STANDARDS 27
SCHEDULE CHANGES / WITHDRAWALS 18
SCHOLARSHIPS 28
SCIENCE 234
SECOND ASSOCIATE DEGREE 43
SELECTION OF CATALOG 43
SERVICES FOR STUDENTS 29
SERVICES FOR STUDENTS WITH DISABILITIES 33
SOCIOLOGY 54, 167, 234
SOUTHEASTERN OKLAHOMA STATE UNIVERSITY PARTNERSHIP 39
SPANISH 235
 Modern Languages: Spanish Emphasis 168, 169, 170
SPECIAL ACADEMIC PROGRAMS 41
SPECIAL ADMISSION PROCEDURES: NURSING, OCCUPATIONAL THERAPY
 ASSISTANT, PHYSICAL THERAPIST ASSISTANT, SPEECH-LANGUAGE
 PATHOLOGY ASSISTANT, SURGICAL TECHNOLOGY, DIAGNOSTIC MEDICAL
 SONOGRAPHY, AND RESPIRATORY CARE PROGRAMS 15
SPECIAL FEES AND ADDITIONAL FEES 17
SPECIAL TOPICS 29
SPEECH AND THEATRE 172
 Speech Option 172
 Theatre Option 173
SPEECH LANGUAGE PATHOLOGY ASSISTANT 236
SPEECH LANGUAGE PATHOLOGY ASSISTANT PROGRAM 171
STANDARDIZED TESTING 14
STUDENT ACTIVITIES AND ORGANIZATIONS 33
STUDENT COMPUTER CENTER 32
STUDENT CONDUCT 35
STUDENT CONDUCT AND DISCIPLINE 35
STUDENT CONSUMER INFORMATION 35
STUDENT EMPLOYMENT AND CAREER SERVICES 32, 252
STUDENT FINANCIAL SUPPORT SERVICES 253
STUDENT GRIEVANCE PROCEDURES 35
STUDENT INFORMATION 34
STUDENT LIFE 254
STUDENT OUTCOMES ASSESSMENT 41
STUDENT PUBLICATIONS 34
STUDENT SAFETY 35
STUDENTS TAKING COURSES THAT DO NOT SPAN THE ENTIRE LENGTH OF
 THE SEMESTER (MODULES) 25
STUDENT SUCCESS SEMINARS 34
STUDENT SUPPORT SERVICES 253
STUDENTS WHO FAIL TO EARN A PASSING GRADE IN ANY COURSE FOR THE
 PAYMENT PERIOD (SEMESTER) 25
STUDY ABROAD PROGRAMS 29
SUBMISSION OF ACADEMIC CREDENTIALS 15
SUCCESS IN COLLEGE AND LIFE 238
SUCCESS IN COLLEGE AND LIFE COURSE 34
SUPPLEMENTAL FEES 17
SURGICAL TECHNOLOGY 174, 238

T

TABLE OF CONTENTS 2
TECHNICAL/OCCUPATIONAL PROGRAMS 44
TECHNOLOGY 49, 50, 51, 52, 175, 238
TECHNOLOGY CENTER PARTNERSHIPS 40
TELECOMMUNICATIONS AND NETWORK SERVICES 251
TEST CENTER 18
TESTING AND ASSESSMENT 18, 254
TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) 18
THEATRE ARTS 239
THE GALLERY AT OSCC 30
THE PROFESSIONAL DEVELOPMENT INSTITUTE AT OSCC 30
TRANSFER INFORMATION 34
TRANSFER PROBATION STUDENTS 37
TRANSFER STUDENTS 15, 28
TRANSITIONAL LEADERSHIP ACADEMY 31, 248
TRIO PROGRAMS 34
TUITION WAIVER SCHOLARSHIPS 28

U

UNIVERSITY OF CENTRAL OKLAHOMA PARTNERSHIP 40
UNIVERSITY OF OKLAHOMA (AFROTC) PARTNERSHIP 40
UNIVERSITY OF OKLAHOMA PARTNERSHIP 39
UNIVERSITY PARALLEL/TRANSFER CURRICULUM PATTERNS 45
UNIVERSITY PARALLEL/TRANSFER PROGRAMS 45
U.S. MILITARY CONCURRENT ENROLLMENT 41

V

VEHICLE SERVICE MANAGEMENT 176
VETERANS SERVICES 22
VICE PRESIDENT'S HONOR ROLL 40

W

WORLD LANGUAGES 239
WORLD LANGUAGES AND CULTURES CENTER 32