OSU-OKC®

TO A HIGHER DEGREE

CATALOG 2011-2012

OKLAHOMA STATE UNIVERSITY®

OKLAHOMA CITY

A message from President Natalie Shirley:

We are truly embarking on a new era at OSU in Oklahoma City and are excited that YOU are here to witness the transformation. As your new president I look forward to continuing OSU-OKC's excellence in education and student experience, including making the campus more "orange."

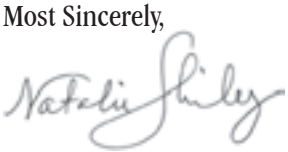
It was 50 years ago the first OSU-OKC class was held. A total of 92 students enrolled that semester. Today enrollment nears 7,700 students!

Over the next year we invite you to be a part of the commemoration of 50 years of education excellence in Oklahoma City. The 50th anniversary celebration begins in September at the grand opening of the Engineering Technology Center, located on the north end of campus.

I encourage you to come by and tour this modern "green" building, featuring a wind turbine, solar panels and an environmentally friendly parking lot. This building will house engineering programs, including the Wind Turbine Technology and Renewable/Sustainable Energy degree programs.

With 43 degree programs and seven certificate programs, you will find a diverse range of choices, with many classes offered online. Whether you are planning on transferring to a four-year university or working on a new career, we are glad you have chosen OSU-OKC as your pathway to success. We look forward to seeing you!

Most Sincerely,



President Natalie Shirley
president@osuokc.edu

This catalog offers information about the academic programs of Oklahoma State University-Oklahoma City. It is as accurate as possible, but the information may not remain current for all of the academic year. The right is reserved to change any of the rules and regulations, courses, course content, credit, fees, regulations, semester calendar, curriculum, degrees offered and other college matters. Such changes are effective at such times as the proper authorities determine, and the changes apply both to prospective students and to those previously enrolled, unless the latter are specifically exempted.

Drug and Alcohol Abuse Prevention Policy
Oklahoma State University-Oklahoma City is in compliance with Section 22 (The Drug Free Schools and Communities Act Amendment of 1989) of Title XII of the Higher Education Act of 1965 and imposes a standard of conduct which prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the OSU-Oklahoma City campus or as a part of any of its activities. Failure to comply with this policy will result in sanctions as outlined in the Student Rights and Responsibilities Policy and/or OSU Employee Responsibilities. A complete copy of the text of the Title XII Drug and Alcohol Abuse Prevention Policy is available at the Office of Admissions/Records and Financial Aid. A copy of the full text of the OSU Employee Responsibilities is on file in the Personnel Office.

Equal Educational Opportunity Policy
Oklahoma State University - Oklahoma City in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, American Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, 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.

Oklahoma State University - Oklahoma City supports the American Disabilities Act (ADA) and welcomes requests for reasonable accommodation.

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B.S., Southern Nazarene University

Heather Kay

Assistant Vice President for Business & Industry Training and Education Center
B.A., University of Central Oklahoma

ACADEMIC CALENDAR

Fall 2011

August 22 ..... First Day of Class
September 5 ..... Labor Day (No classes in session and campus is closed)
October 20-21 ..... Fall Break (No classes in session and campus is closed)
November 23-25 ..... Thanksgiving (No classes in session and campus is closed November 24-25)
December 18 ..... Last Day of Classes
December 23-January 2... Holiday Break (No classes in session and campus is closed)

Spring 2012

January 16.....Martin Luther King, Jr. Day (Campus is closed)
January 17 ..... First Day of Classes
March 19-23 ..... Spring Break (No classes in session)
May 13 ..... Last Day of Classes
May 14 ..... Commencement
May 28 ..... Memorial Day (No classes in session and campus is closed)

Summer 2012

June 4 .....First Day of Class
July 4.....Independence Day-Observed (No classes in session and campus is closed)
July 29.....Last Day of Classes

OKLAHOMA STATE UNIVERSITY-OKLAHOMA CITY

Oklahoma State University-Oklahoma City is a North Central Association accredited, state-assisted public college serving the technical education and training needs of Oklahoma. Located in the heart of Oklahoma City, at the crossroads of Interstate 44 and Interstate 40, this campus enrolls approximately 7,600 full- and part-time students each semester. OSU-Oklahoma City has grown from one building with fewer than 100 students in 1961 to a campus today of 110 acres, 14 modern buildings and 331 full-time faculty and staff.

Taking pride in its student-centered approach to collegiate education, OSU-Oklahoma City offers:

- a bachelor of technology degree program
- 33 associate in applied science degree programs with numerous areas of option,
- eight associate in science degree programs,
- a variety of certificate programs,
- developmental education courses, and
- business and industry training.

Curriculum is designed in response to current business and industry needs and with input from professionals who serve on advisory committees. All energies are directed toward one goal: blending academic and student support services to create a collegiate educational experience that addresses individual student goals and job-force needs.

The Oklahoma State University System

OSU-Oklahoma City is one of four branch campuses within the Oklahoma State University system. The other three campuses are OSU-Institute of Technology, OSU-Tulsa and the Center for Health Sciences, Tulsa. The main Oklahoma State University campus is located 80 miles northeast of Oklahoma City in Stillwater, Oklahoma. The chief executive officer of the Oklahoma City campus holds the title of president. Governing board of all five OSU campuses, as well as Langston University, Oklahoma State Panhandle University, Connors State University and Northeastern Oklahoma A&M College, is the Board of Regents for Oklahoma State University and the A&M Colleges.

The Philosophy

OSU-Oklahoma City operates in the belief that each person should be:

- treated with dignity and respect,
- afforded equal opportunity to acquire a complete educational experience,
- given an opportunity to discover and develop their special aptitudes and insights,
- provided an opportunity to equip themselves for a fulfilling life and responsible citizenship in a world characterized by change.

The Mission

Oklahoma State University – Oklahoma City develops and delivers collegiate level career and transfer educational programs, professional development and support services which prepare individuals to live and work in an increasingly technological and global community.

The Vision

Oklahoma State University – Oklahoma City will be the preeminent educational resource in Oklahoma City, enhancing people's lives by providing:

- Unique and exceptional programs to serve the community,
- Progressive, highest quality learning opportunities and,
- Outstanding support services.

The Function

- Maintain an open-door policy, which will provide access to higher education for all eligible individuals, treating all students fairly and equally and with no discrimination, regardless of social, economic or academic background.
- Provide learning opportunities for students to complete a bachelor of technology degree, an associate in applied science degree, an associate in science degree or a certificate program primarily in technical education.
- Prepare students for upper division academic study; when appropriate, participating in reciprocal and cooperative relationships with educational and various other types of institutions.
- Provide students the opportunity to acquire the knowledge and skills that will enable them to accomplish specified career or personal education goals.
- Provide a developmental studies program to enable students to be successful at the college level.
- Provide a complete student services program, including academic advisement, career planning and placement, enrollment management, counseling services, judicial programs and services, admissions and records, minority student programs and services, veteran services, student life, financial aid, assessment, student support services, job placement, Family Resource Center and wellness services.

- Conduct classes, workshops, seminars and conferences to accommodate the needs of local business, industry and community groups on a non-credit basis.
- Engage in a continual campus-wide program of assessment and improvement, including regular systematic review of program and funding sources, conduct long- and short-range planning, and provide and encourage faculty and staff development activities, to meet our stated goals and improve efficiency and effectiveness.

Institutional Grants and Research

This office develops and implements processes that provide the campus with data, information, and analysis concerning the effectiveness and efficiency of classes, degree and certificate programs, and academic support services. Program and student learning outcomes are continually assessed, analyzed, and reported to ensure the continued excellence of all programs. Timely and accurate data reporting to state and federal agencies as well as institutional and departmental accrediting agencies is a major function since continued accreditation is crucial to the mission of OSU-Oklahoma City.

Institutional Grants and Research is the focal point for campus wide process improvement. Ensuring that all offices are operating in the most efficient and effective way possible helps the college to continue excelling at preparing its students to live and work in an increasing global and technological society. In pursuit of this academic mission, the office also devotes time and effort in support of special projects, especially related to research and grant development and funding.

General Education Goals

Goal Statement:

The general education curriculum is designed to help students develop math, science and communication skills; gain a sense of social, ethical and cultural values; and appreciate the application of these values in a complex technological and global society.

Upon completion of the general education curriculum, students should be proficient in demonstrating the following competencies:

Goal #1: Critical Thinking

Critical thinking skills include, but are not limited to, the ability to comprehend complex ideas, data and concepts; to make inferences based on careful observation; to make judgments based on specific and appropriate criteria; to solve problems using specific processes and techniques; to recognize relationships among the arts, culture and society; to develop new ideas by synthesizing related and/or fragmented information; to apply knowledge and understanding to different contexts, situations and/or specific endeavors; and to recognize the need to acquire new information.

Goal #2: Effective Communication

Effective communication is the ability to develop organized, coherent, unified written or oral presentations for various audiences and situations.

Goal #3: Computer Proficiency

Computer proficiency includes a basic knowledge of operating systems, word processing and Internet research capabilities.

Goal #4: Civic Responsibility

Preparation for civic responsibility in the democratic society of the United States includes acquiring knowledge of the social, political, economic and historical structures of the nation in order to function effectively as citizens in a country that is increasingly diverse and multicultural in its population and more global in its view and functions.

Goal #5: Global Awareness

Global awareness includes knowledge of the geography, history, cultures, values, ecologies, languages and present day issues of different peoples and countries, as well as an understanding of the global economic, political and technological forces which define the interconnectedness and shape the lives of the world's citizens.

Student Profile

OSU-Oklahoma City classes and halls are filled with students from many social and cultural backgrounds, age groups, interests, and academic and work-related experiences.

Seventy percent of our students arrive from within Oklahoma County, 29 percent from outside the county and one percent from outside Oklahoma. Fifty-nine percent of the student body is female and 41 percent male. Thirty-eight percent are minority, including African-American, Asian, Hispanic, Native American and non-resident alien. Approximately 66 percent attend classes part-time and 34 percent are full-time. The age range is from 15 to 76 with an average of about 27.

Classes are scheduled throughout the day, evening, weekends and online to accommodate our totally commuter student body. Whereas 96 percent of our students are enrolled in collegiate-level career and transfer programs, another 4 percent are not seeking a degree but focusing on improving skills and enjoying the new knowledge and environment.

Equal Opportunity/Affirmative Action

- To be a complete equal opportunity university in all phases of operations, toward the end of attaining the university's basic mission and goals.
- To provide equal employment and/or educational opportunity on the basis of merit and without discrimination because of age, race, ethnicity, color, sex, religion, national origin, sexual orientation, veterans' status or qualified disability.
- To subscribe to the fullest extent to the principle of the dignity of all persons and their labors; in support of this principle, sexual harassment is condemned in the recruitment, appointment, and advancement of employees and in the evaluation of students' academic performance.
- To apply equal opportunity in the recruitment, hiring, placement, training, promotion, and termination of all employees; and to all personnel actions such as compensation, education, tuition assistance, and social and recreational programs. The university shall consistently and aggressively monitor these areas to ensure that any differences which may exist are the results of bona fide qualification factors other than age, race, ethnicity, color, sex, religion, national origin, sexual orientation, veterans' status or qualified disability.
- To ensure that each applicant who is offered employment at the university shall have been selected on the basis of qualification, merit, and professional ability.
- To provide and to promote equal educational opportunity to students in all phases of the academic program and in all phases of the student life program; and shall consistently and aggressively monitor these areas to ensure that any differences which may exist are the results of bona fide factors other than age, race, ethnicity, color, sex, religion, national origin, sexual orientation, veterans' status or qualified disability.

Workforce Development

The Workforce Development office strengthens OSU-Oklahoma City's ties to business and industry, assists in the economic development of our city and state, and serves as a focal point to help employees and organizations meet their training needs. Education and training offered through Workforce Development is on a non-credit basis in traditional classrooms on campus, on your company site or custom-designed for the client. In addition to the instruction coordinated through Workforce Development, they serve as a liaison between business and industry and the campus. For more information call (405)945-3373, fax (405)945-8616, email wfd@osuokc.edu or go online to www.osuokc.edu/wfd.

Cooperative Alliance

Under the leadership and guidance of the Oklahoma State Regents for Higher Education, OSU-Oklahoma City has partnered with Metro Technology Centers and other Oklahoma technology centers to forge a Cooperative Alliance and Cooperative Agreements that allow high school and adult students in cooperatively-offered degree programs the opportunity to earn college credit while taking courses at the technology center.

The Cooperative Alliance has multiple goals: (1) get more high school students into college, (2) get more adults to continue their education or begin college, (3) expand access to postsecondary education, and (4) efficiently use federal, state and local resources. The driving principle is to be student-centered, not institution-centered.
The list of cooperative agreements can be found on page 42.

Accreditation

Oklahoma State University-Oklahoma City and the academic programs offered to students strive to achieve and maintain the highest standards of accreditation. For students, accreditation speaks directly to the quality and reputation of the degrees and programs they seek. Accreditation facilitates the transferability of credits from this university to other colleges and universities both inside and outside the state of Oklahoma.

Oklahoma State University-Oklahoma City is accredited by the Higher Learning Commission, www.ncahigherlearningcommission.org, as a member of the North Central Association of Colleges and Schools Commission on Institutions of Higher Education. The university is also fully accredited by the Oklahoma State Regents for Higher Education OSRHE.edu. Several academic programs have received additional accreditation status from their corresponding professional boards, councils or regulatory groups. Information about program specific accreditations are included on the program degree sheets listed by academic division within this catalog.

Following is a list of OSU-Oklahoma City's accrediting agencies:

American Veterinary Medical Association Committee on Veterinary Technician Education and Activities
1931 N. Meacham Road
Schaumburg, IL 60173-4360
(800) 248-2662
www.avma.org

College Reading and Learning Association
CRLA-ITPC
C/O Rick Sheets, ITPC Coordinator
12422 West Aurora Dr.
Sun City West, AZ 85375-1924

Commission on Accreditation for Dietetics Education
120 S. Riverside Plaza, Suite 200
Chicago, IL, 60606-6995
(312) 899-0040 x5400
www.eatright.org

Council on Law Enforcement and Education and Training
2401 Egypt Rd.
Ada, OK, 74820-0669
(405) 239-5100
www.ok.gov/cleet

Joint Review Committee on Education in Diagnostic Medical Sonography *
6021 Univ. Blvd. Suite 500
Ellicott City, MD 21043
1-443-973-3251
www.jrcdms.org

National Association for the Education of Young Children
1313 L. Street N.W., Suite 500
Washington DC, 20005
(202) 232-8777
www.naeyc.org

National League for Nursing Accrediting Commission
3343 Peachtree Rd NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
www.nlnac.org

North Central Association of Colleges and Schools Commission on Institutions of Higher Education
30 North LaSalle Street, Suite 2400
Chicago, IL, 60602-2504
(800) 621-7440
(312) 263-0456
www.ncahigherlearningcommission.org

SERVICES TO STUDENTS

Academic Advisement
Academic advisors are available to provide guidance, support and encouragement to prospective, new and current students. The Advisement Center is located on the first floor of the Student Center. For more information call (405) 945-9150 or email: advisement@osuokc.edu.

Business Services
The Business Services Office (Administration Building, second floor) is responsible for all financial transactions between students and the university. Students can visit the Business Services Office to pay their bill, find out information about a refund, obtain a parking pass, or put money on their campus ID card.

Campus Tours
Nothing can take the place of being shown around campus on a tour, visiting with faculty and getting questions answered. A tour can take 30-60 minutes, depending on the size of the group. Campus tours can be scheduled Monday through Friday, 8 a.m. – 3 p.m., for individuals or groups. To schedule a tour call (405) 945-9150 or email: info@osuokc.edu.

Career Resource Center
The Career Resource Center offers personalized and professional employment assistance to all OSU-OKC students looking for a job or a career. Help is available with résumé writing and job interviewing techniques, career exploration, interest surveys, "hot" jobs, wages, national job listings and more, including how to make the online services Oklahoma Career Information System (OkCIS) and JobFit work for you. CRC is on the first floor of the Student Center. Come by for more information, call (405) 945-8680 or visit online at www.osuokc.edu/CareerResources.

Deaf Student Services
Deaf Student Services (DSS) provides note taking, interpreting and C-Print services for students who are deaf or hard of hearing. For more information call (405) 945-3288 V/TDD.

Financial Aid and Scholarships
Information on financial aid and scholarship opportunities is available through the Office of Financial Aid and Scholarships, Student Center, first floor. For more information call (405) 945-8646 or go online to www.osuokc.edu/financialaid.

International Student Services
International student services are available to assist students through the admissions process and provide advisement on travel, employment, academic, and immigration status issues. In addition to these services, there is also an international orientation for new students that sheds light on immigration requirements, things to do in Oklahoma City, and tips on how to succeed in the classroom. For information about international admissions, call (405) 945-3315 or email: international@osuokc.edu.

New Student Orientation
Orientations are free sessions for students new to OSU-Oklahoma City. Orientations are designed for first-time students, transfer students and adult, non-traditional students. Information about campus programs and services is highlighted during the orientation sessions.

For dates, information and to register, contact the Information/Welcome Center, Student Center, first floor, or call (405) 945-9150 or email: info@osuokc.edu.

Recruitment Services
Campus tours, college fairs and other student recruitment activities are coordinated by the college recruitment specialists, located in the Student Center, first floor. To schedule a campus tour or arrange for a recruiter to attend a special event, call (405) 945-9150 or email Info@osuokc.edu.

Admissions & Registrar Services
Located on the first floor of the Student Center, the Office of Admissions & Registrar Services is where students begin the admissions/enrollment process. Admission, official transcripts and requests for other registrar services are handled by the Admissions staff. For more information call (405) 945-3291 or email: records@osuokc.edu

Scholarships - Institutional Tuition Scholarships
OSU-Oklahoma City offers a variety of tuition scholarships to eligible students. More details are available in the Financial Aid section of this catalog. To apply for an Institutional Tuition Scholarship, contact the Financial Aid and Scholarships Office at (405) 945-8646 or (405) 945-8681, visit the office (Student Center, first floor) or go online to www.osuokc.edu for an application.

Student IDs
Student identification cards are obtained at the Admissions Office, Student Center first floor, during the first semester of attendance at OSU-Oklahoma City. The ID card is required when checking out library materials, picking up financial aid checks, making tuition payments, using computer labs or the Wellness Center facilities and/or participating in various campus activity programs.

Services to Students with Disabilities

- Disability Services Coordinator/Physical Access Coordinator
  (405) 945-3385
  Student Center, First Floor
- Services to Deaf and Hard of Hearing Students
  (405) 945-3288 or (405) 945-3288 VP
  West Education Center (WEC) Building
  First Floor, Room 100
- Vice President for Student Services
  (405) 945-3204
  Student Center, First Floor

OSU-Oklahoma City is committed to providing equal access to otherwise qualified students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. Equal access is most commonly provided through reasonable academic accommodations/adjustments in the classroom or physical modifications to make classrooms and other learning environments accessible.

Definition

A student may be eligible to receive reasonable accommodations if they have a disability and are otherwise qualified to enroll or participate in an OSU-Oklahoma City course or program. Current disability legislation defines an individual with a disability as someone who:

- has a physical or mental impairment which substantially limits one or more major life activities,
- has a record of such impairment, or
- is regarded as having such impairment.

Additionally, students may be considered "otherwise qualified" and covered under current disability legislation if, with or without reasonable accommodations, they meet the same academic, professional, technical and behavioral standards as those without disabilities.

Policies and Procedures

It is the responsibility of each student who desires reasonable accommodation at OSU-Oklahoma City to identify themselves as an individual with a disability and to make a request for accommodation through the Disability Services Coordinator. The Disability Services Coordinator will then meet with the student to discuss the requirements of a student's selected course or degree program and appropriate accommodations. Students must also provide documentation of their disability before accommodations are approved.

Once accommodations are approved, the Disability Services Coordinator will work with the student to develop a Notification of Student Disability Accommodations form, which is a document certifying (but not specifically disclosing) the student's disability and the reasonable accommodations to be provided for each course. The student will then deliver the Notification form to each of their instructors as official notification of accommodations. The Disability Services Coordinator will then coordinate with faculty members or other departments as needed to implement the accommodations. It should be noted that students remain responsible for fulfilling all other university academic and conduct requirements despite receiving accommodations, and students must visit with the Disability Services Coordinator to develop new plans for accommodation for each semester they would like accommodations.

While there may be many options for reasonably accommodating a student, OSU-Oklahoma City strives to preserve essential course/degree requirements and to maintain a safe learning environment for the benefit of all students. As such, reasonable accommodations are generally considered those that provide equal access to disabled students without:

- Making a substantial change to essential course/degree requirements
- Posing a direct threat to the health or safety of others
- Posing an undue financial or administrative burden on the university

The Disability Services Coordinator is also pleased to support faculty/staff/administration, and welcomes consultation or concerns regarding student disability accommodations. If a faculty member has a concern regarding student accommodations, he/she is encouraged to consult with the Disability Services Coordinator. If the concern cannot be resolved between the faculty member and the Disability Services Coordinator, the Vice President for Student Services may be consulted along with the relevant academic Department/Division Head(s) and/or the Vice President for Academic Affairs. A similar process is adopted for student grievances regarding equal access and accommodations, and students with disabilities who have grievances are strongly encouraged to engage in resolution at the institutional level before seeking outside assistance.

Testing and Assessment Center

The OSU-Oklahoma City Testing and Assessment Center administers and interprets a wide variety of tests including make-up exams, COMPASS™, ACT, CLEP, GED, HESI A2, SPEAK, and TOEFL. Proctor service is also provided. Located in Student Center, Room 104. For more information, go to www.osuokc.edu/assessment or call (405) 945-8648.

Veterans' Services Center

The Veterans' Services Center Coordinator serves as a liaison to the Department of Veterans' Affairs in certifying veterans for educational benefits. Students receiving VA benefits are encouraged to stop by the Veterans' Services Center for important information about their enrollment and the filing procedures for their benefits. The Veterans' Services Center is located on the first floor of the Student Center. For more information call (405) 945-8692 or email veteransservices@osuokc.edu.

Wellness Services

Currently enrolled students may join any of the Wellness Center non-credit classes for free. They also have access to cardio/fitness equipment and free weights, the five-hole golf course, one-half mile outdoor fitness track, outdoor volleyball, croquet and tennis courts. First-time visitors may schedule a free fitness orientation that covers basic exercise technique, cardiovascular and basic nutrition guidelines and basic stretching exercises.

The Wellness Center operates Monday through Thursday, 7 a.m. to 7 p.m.; Friday, 7 a.m. to 6 p.m. and Saturday, 9 a.m. to 2 p.m. (summer and break times may vary).

Located on the first floor of the Administration Building, the center features a fully-equipped exercise room with treadmills; elliptical trainers; bikes; Cybex, Paramount and Quantum strength training equipment; and a multi-purpose room for serious aerobic classes.

Expanded services include a variety of fitness and wellness programs, as well as intramural sports. Many new opportunities are available to OSU-Oklahoma City students and the community. Call the Wellness Center at (405) 945-8642 for the latest program information and scheduling or go to www.osuokc.edu/wellness.

ASSISTANCE, RESOURCES, POLICIES

Assistance

Business Services

Tuition is paid, parking tags are issued and student account information is provided at Business Services, Administration Building, Room 222.

ESL Classes

The English as a Second Language (ESL) program is available for individuals who want to increase proficiency in the English language. FREE.
For information call (405) 945-3278.

GED Instruction

Individuals wishing to prepare for the GED (general educational development) exam may participate in one of the GED prep programs offered in The Learning Center located in the Learning Resource Center, second floor.

- In-class instruction two days a week, three hours each day – FREE! Call (405) 231-2055 for information.
- Self-paced, computer-based instruction, $30 per semester (prorated). For information call (405) 945-3278.

Library

The Library is located in the Learning Resource Center, fourth floor, and is open seven days a week. Students are required to have a valid OSU-Oklahoma City photo identification card (ID). Hours are Monday through Thursday, 8 a.m. to 9 p.m.; Friday, 8 a.m. to 5 p.m.; Saturday, 9 a.m. to 5 p.m. and Sunday, 1 p.m. to 5 p.m. Holidays and interim hours may vary. An exterior book return is located on the west side of the LRC building.

Fully automated, the Library provides many electronic information resources with staff available to instruct students in the use of these resources. Inter-Library Loan service is available for items not held locally. Self-service photocopiers and study rooms are provided.

The Learning Center

The Learning Center is one of only five tutoring centers in Oklahoma certified by the College Reading and Learning Association (CRLA). Located in the center of campus, The Learning Center (TLC) offers computer-assisted instruction in most academic areas; free individual tutoring with CRLA certified tutors, access to the Internet, MS Office software on computers and My Math Lab and academic software. Special programs such as Project Second Chance, GED preparation and the Family Resource Center are also among the services offered.

Located in the Learning Resource Center Building, second floor, hours of operation are Monday through Thursday, 8 a.m. to 9 p.m.; Friday, 8 a.m. to 5 p.m.; Saturday, 9 a.m. to 5 p.m.; and Sunday, noon to 6 p.m. For more information, come by The Learning Center or call (405) 945-8679.

Project Second Chance

Project Second Chance is a program of educational supportive services offered to low income, single parents attending OSU-Oklahoma City. College students work with Second Chance staff to complete financial aid applications and enrollment. After regular participation, students may be eligible for financial assistance in a variety of academic and emergency situations. Students desiring a GED (General Educational Development) may receive instruction through Second Chance. Contact the program coordinator at (405) 945-8691 to discuss educational and training needs.

Project SOAR

Project SOAR provides a special environment in which students can receive assistance in meeting academic, career, personal and social needs. Services include tutoring, academic advisement, personal counseling, study skills development, self-esteem enhancement, workshops and cultural events.

In addition, an Educational Center is available with computer accessibility, a resource center, and a math specialist and an English specialist who each provide tutoring 20-30 hours a week. Project SOAR is located in the Student Center, first floor. For more information call (405) 945-8627 or go to www.osuokc.edu/soar.

Talent Search

Educational Talent Search is a federally-funded TRIO program designed to increase the number of youth from disadvantaged backgrounds who complete high school and enroll in a postsecondary educational institution of their choice. Talent Search serves 600 sixth through 12th grade students in four school districts at the following schools: El Reno, Putnam City West, Capitol Hill, Southeast, U.S. Grant, and Western Heights high schools and at Etta Dale, Mayfield, Jefferson, Roblyer, Roosevelt, Webster, and Western Heights middle schools. Talent Search also aids out of school adults up to age 27 and U.S. military veterans of any age to enroll in postsecondary education. If you would like further information, please contact the Talent Search office at (405) 945-9160 or view our website at www.osuokc.edu/talentsearch.

Upward Bound

Upward Bound is a federally-funded program designed to identify and select 68 specific high school students in order to assist them in preparing to enroll and succeed in a post-secondary education program. In order to qualify, interested students must meet certain federal guidelines and be currently enrolled in one of the target area high schools: Northwest Classen, Putnam City West or Western Heights. If you would like further information, please contact the Upward Bound office at (405) 945-8623.

Veterans' Services Center

OSU-Oklahoma City's certificate and degree programs are approved for benefits by the Veterans Administration. The OSU-Oklahoma City Veterans' Services Center accommodates students with assistance in educational benefits (application and certification). For more information contact the Veterans' Services Center, Student Center, first floor, call (405) 945-8692.

Resources

Alumni Association

Membership to the OSU-OKC Alumni & Friends is FREE to graduates, former students and friends. Benefits include membership to the OSU-OKC Wellness Center, discounts and more. Opportunities for involvement include monthly meetings, fund-raising, event planning and outreach. For more information call (405) 945-9106 or go to www.osuokc.edu/alumni.

Membership in the OSU system-wide Alumni Association keeps you connected to the university and its resources. Benefits of membership include participation in the OSU Legacy Program, discounts, car decals, OSU's "STATE" magazine, "Orange Bytes" monthly e-newsletter and more. Go to www.orangeconnection.org for more information.

Bookstore

The OSU-Oklahoma City Bookstore is operated and managed by Follett Higher Education Group, a private company that manages bookstores in colleges and universities across the country. Offering a complete line of required course books and educational supplies, gift items, reference materials, books, computer supplies, calendars and greeting cards, the Bookstore is also the best source for OSU-OKC and OSU insignia items, including T-shirts, sweatshirts, coffee mugs, jackets and notebooks.

Textbooks, gifts and clothing may be purchased on the web at www.osuokc.bkstr.com. Students may sell their books back year round depending on market availability. Full refunds with a receipt are available through the first two weeks of a sixteen-week class. The Bookstore also offers "Rent-a-Text," a new option that allows students to rent eligible textbooks for less than half of the new book price. Simply register at www.rent-a-text.com. The Bookstore is located in the Student Center, second floor, and can be contacted at (405) 945-3201 or faxed at (405) 945-3213.

Cafeteria

OSU-OKC Food Service (Student Center, second floor) offers a place to eat, relax and visit with friends or study. Breakfast items, both hot and cold, are available daily. Other meal offerings include homemade entrees, cook-to-order grill items, fresh-made wraps and salads and a variety of snacks. Menu's can be found online at www.osuokc.edu/foodservice. A selection of hot and cold drinks, chips and snack items are available, not only at Food Service, but also from vending machines located across campus.

Child Development Center - Lab School

The Child Development Center - Lab School (CDC-LS) is a developmental program, which provides quality care to children age six weeks to five years. Children of students, faculty and staff of OSU-Oklahoma City and the community are served by the CDC-LS, 6:30 a.m. to 6 p.m., Monday through Friday. There is a significant waiting list for all age groups, therefore applicants need to plan accordingly. For more information, please call (405) 945-3260.

Computer Labs and Copy Machines

Computer laboratories with Internet access are located in the Library (Learning Resource Center, fourth floor) and in The Learning Center (Learning Resource Center, second floor). The Learning Center has computers with word processing software. The library has laptops for in-library use only available at the Circulation Desk. These laptops have Microsoft Office Suite and wireless Internet access.

Coin-operated copy machines are located in the Learning Resource Center in The Learning Center, second floor and Library, fourth floor.

Conference and Meeting Space

OSU-Oklahoma City has impressive facilities, superior services, superb cuisine and a staff of professionals who will do their best to please you and your guests. The Student Center has more than 20,000 square feet of meeting space that can accommodate small or large groups (up to 250 people). Audiovisual equipment is available upon request.

The full-service catering staff will gladly assist you in planning the menu for your event. In addition, if your event requires specialized planning, we will work with you. Please allow us to discuss the numerous possibilities and arrange a successful meeting for your group or organization. For more information, please call (405) 945-3238.

Cyber Café/Student Lounge

Drop by the Cyber Café to check email between classes, play games or surf the Web. Located in the Student Center, second floor, the Cyber Café is a great place to spend time between classes.

The Student Lounge, right next door to the Cyber Café (Student Center, second floor), features plush, comfortable couches, club-style chairs and a 42-inch plasma-screen television. It's a fun area where students can kick back while waiting for class, studying or hanging out with friends.

The Cyber Café and Student Lounge are open Monday through Thursday, 8:30 a.m. to 6 p.m. and Friday, 9 a.m. to 2 p.m.

Family Resource Center

The Family Resource Center assists OSU-Oklahoma City family members in a variety of life-related issues, enabling them to take a proactive approach toward educational, personal and professional challenges through an innovative support services network.

FRC provides referrals to community resources, campus activities such as Thanksgiving baskets, the Cowboys Kids Christmas program, the Spring Egg Hunt, and also maintains an emergency food pantry.

For more information, call (405) 945-8691.

Student Center

The Student Center provides a convenient one-stop shop for student services including the offices of Admissions and Registrar Services, Advisement Center, Testing and Assessment, Financial Aid and Scholarships, International Student Services, Services to Students with Disabilities, Student Life, Student Employment Services, Student Support Services, and Recruitment. The Bookstore, Food Service cafeteria, student lounge, Cyber Café and a full-service conference center are also located in the Student Center.

Wireless Internet Access is Available

Students with active O-Key accounts have free wireless Internet access in buildings on campus. For more information contact the Technology Support Center, Learning Resource Center or call 945-6767.

Policies

Electronic Data Device

Cell phones and other electronic devices are disruptive to the class. If a student's work or family situation requires the student to keep the device turned on during class, the student must turn the phone to a silent or vibrate mode. If a student must receive a call during class, the student will leave the room. A student may not make a call during class. Cell phones and all electronic devices may not be used during an exam unless stipulated by an instructor. Use of a cell phone or electronic device during an exam is considered academic misconduct, and the student will be subject to the appropriate penalties. This policy may be strengthened by the instructor.

Food and Drinks

Food and drinks are strictly forbidden in classrooms and laboratories.

Housing

OSU-Oklahoma City does not operate any on-campus housing; however, there are several apartment complexes within easy access of the campus. Metro Oklahoma City apartment information may be accessed at the following web site: www.apartmentguide.com.

Student Rights and Responsibilities

It is the intent of OSU-Oklahoma City to ensure that students understand their rights and their responsibilities as students. ***Student Rights and Responsibilities*** is a document that clarifies the rights and responsibilities of student members of this academic community.

See website www.osuokc.edu/rights for the complete ***OSU-OKC Student Rights and Responsibilities*** document that includes information about:

- General Student Disciplinary Policies
- Academic Policies, Rights and Responsibilities
- Academic Discipline, Procedures and Grievances
- Nonacademic Discipline, Procedures and Grievances
- Disciplinary Sanctions
- Extracurricular Use of University Facilities, Areas or Media for the Purpose of Expression
- Oklahoma State Policy for All Students and Employees Regarding the Drug-Free Schools and Communities Act
- Hazing
- Gender Discrimination and Sexual Harassment

Copies of ***Student Rights and Responsibilities*** are available in the Office of the Vice President for Student Services, the Office of Student Life and online at www.osuokc.edu/rights.

Student Code of Conduct

To view the complete policy relating to Student Conduct, please visit the website at www.osuokc.edu/rights.

Tobacco Policy

The use of tobacco products including cigarettes, cigars, pipes and smokeless tobacco shall be prohibited anywhere on campus, including buildings, grounds and parking lots leased, owned or operated by OSU-Oklahoma City.

Unattended Children

For the personal safety of children and to avoid potential problems in supervision, children should not be at any location on campus without adult supervision. No children are permitted in classrooms, laboratories, teaching areas or the Library.

STUDENT LIFE

Student Engagement and Development

OSU-Oklahoma City offers a wide array of extracurricular programs and activities that serve students' interests. A wide range of social, recreational, cultural and civic activities are offered to students. The Office of Student Life works closely with student organizations and provides guidance and information concerning student organization constitutions, by-laws, membership and issues concerning college policy.

OSU-Oklahoma City students may request an official OSU-Oklahoma City Student Activity Transcript from the Office of Student Life (Student Center, Room 102A) or call (405) 945-3378 or email studentlife@osuokc.edu. The Student Activity Transcript is an official record of out-of-class, extracurricular activities and accomplishments of students.

Student Organizations

Want to get involved in college? Join any of the campus clubs and organizations at OSU-Oklahoma City, or join the organization that pulls all of these groups together - the Student Government Association. For more information, please contact the Office of Student Life at (405) 945-6796 or (405) 945-8674 or email studentlife@osuokc.edu. Check out current campus organizations or start a new one. Drop by the Office of Student Life, Student Center, first floor, and let us show what it takes to start an organization or how to get involved.

American Criminal Justice Association

The American Criminal Justice Association's purpose is to further professionalism in the field of criminal justice. As a student organization, it strives to fulfill the needs of the profession through education, training, seminars and personal contacts. To this end, members are encouraged to attend annual regional and national conferences, as well as participate in monthly chapter meetings.

Baptist Collegiate Ministries (BCM)

BCM is a Christ-centered, church-related, student-led organization on college and university campuses throughout Oklahoma. BCM is dedicated to bringing students to a closer walk with Jesus Christ through worship, Bible study, fellowship, ministry opportunities and missions.

Black Student Association

The mission of BSA is to encourage a positive educational experience among all students of African/African-American descent and to educate the campus and community about the culture. Any OSU-OKC student is eligible for membership.

Chemical Abuse Recovery Education Student Organization (CARE)

Membership in this organization is open to any student who wants to learn more about the substance abuse counseling field. Monthly meetings feature guest speakers, special activities and will give you an opportunity to get to know fellow students!

College Republicans

Interested in the political process and learning about the Republican Party? If so, come join the College Republicans where local candidates are invited to come speak about the issues, members learn about the Republican platform and they increase awareness about the political process in America. Membership is open to all college students.

Computer Technology Club (CTC)

Is a computer part of your life? Then the Computer Technology Club is the student organization for you! Some of the goals of the C.T.C are to help raise funds for the campus, tour off-campus sites, provide speakers at meetings to give updates on new technology and provide student user support. There are also lots of opportunities for social events and fellowship.

Deaf/Hearing Social Club

The Deaf/Hearing Social Club offers support for students who are deaf and hard of hearing, as well as for Interpreter Training students. Not only does the Deaf/Hearing Social Club provide opportunities for socializing in sign, but it also offers activities such as trips, parties, guest speakers and educational functions.

Sexual Orientation Diversity Association (SODA)

The purpose of the Sexual Orientation Diversity Association is to generate a network of support that promotes reaching educational goals, as well as, tolerance and equality for gay, lesbian, transgender, and bisexual people. This club will strive to promote unity and leadership in the celebration of diversity among all cultures and their families.

Early Care Education Association

The mission of the OSU-OKC Early Care Education Association is to advance the field of early education through the creation of knowledge and promotion of professionalism and leadership. ECA will support high quality early care for families and children. Through this promotion and support, the ECA will serve our community through service activities while enhancing the learning opportunities for OSU-OKC students.

Electronics Engineering Technology Club (EET)

The Electronics Engineering Technology Club has activities for its members to enhance and supplement their education. Club activities include speakers from industry, interaction with EET graduates and field trips to companies that have possible job opportunities for EET graduates. The EET Club also provides fellowship and social events for the members.

Go Green

Are you interested in educating our community to be more eco-friendly? Are you interested in finding out how to preserve our world? Come and get involved with Go Green as we strive to promote environmental awareness on the OSU-OKC campus and within our community.

Hispanic Student Association
The Hispanic Student Association's purpose is to educate the OSU-Oklahoma City community about Hispanic culture and history. This club will plan activities on campus and offer services to the Oklahoma City Hispanic community.

Mission Dance
Mission Dance is an organization for those who want to share in their appreciation for the art of dance and learn a variety of dance styles. This organization provides an outlet from the stressful demands of school and encourages students to become active and express their creativity. Furthermore, Mission Dance appeals to a broad scope of students including current and prospective students.

Native American Student Association (NASA)
The Native American Student Association helps the individual Native American student adjust to college life and gain a better understanding and knowledge of Native American heritage, as well as preserve it. Membership is open to those interested in the cultures of Native Americans.

Oklahoma Intercollegiate Legislature (OIL)
The purpose of this organization shall be to provide the students of OSU-OKC with a beneficial educational experience in the governmental process. The organization shall also serve as a forum for issues of concern to the students of OSU-OKC.

Oklahoma State Secular Organization
Oklahoma State Secular Organization exists to provide a forum for secular minded students to meet like-minded individuals, promote critical thinking and provide a positive representation for secularists in the community. The group endeavors to provide education and foster understanding between religious and secular people alike.

OSU-Oklahoma City Chapter of the Emergency Medical Technician Student Association (EMTSA)
The purpose of EMTSA is to recognize the vital role that emergency medical service personnel play in our daily lives and to encourage emergency medical services as a career.

OSU-Oklahoma City Chapter of the Oklahoma Student Nurse Association
The formal organization of student nurses on campus is the OSU-Oklahoma City Chapter of the Oklahoma Student Nurse Association. Membership is open to all nursing students. Members receive mailings from the National Student Nurse Association and have the opportunity to attend state and national conventions. Membership allows nursing students a chance to interact with nursing students from other college nursing programs and to stay current with trends and issues regarding the nursing profession.

Phi Theta Kappa Alpha Pi Nu Chapter
Phi Theta Kappa International Honor Society of the Two-Year College recognizes scholastic achievement and promotes social awareness, fellowship and individual growth. Students must have completed at least 12 college semester credit hours at OSU-Oklahoma City with a minimum 3.5 cumulative grade point average to be eligible for membership. Invitations for membership are mailed to eligible students in September and February. Transfers from other Phi Theta Kappa college chapters are welcome.

PLANET (formerly known as Associated Landscaping Contractors of America)
PLANET's purpose is to act as a stepping stone for horticulture students interested in entering the landscape contracting industry.

Society of Manufacturing Engineers (SME) Student Chapter 263
SME provides students with a direct link to manufacturing professionals through a monthly technical magazine and meetings that alternate between day and night. There are also opportunities for participation in professional activities both locally and regionally. Scholarship awards are provided by the Oklahoma City Chapter 125.

Sociology Club
This club provides its members with the opportunity to meet with groups or individuals with similar interests while promoting interaction between sociology majors, minors and others interested in sociology.

Students Association for Victim's Interest and Empowerment (SAVIE)
The purpose of SAVIE is to provide, through campus activities, education to the student body on matters relating to victim-survivor issues and the support agencies available for consultation. In addition, those students enrolled in the Crime Victim/Survivors Services (CVSS) program shall be provided with information and lectures on topics relating to the profession and are provided with an avenue for networking.

Student Government Association (SGA)
The Student Government Association is the representative body of all OSU-Oklahoma City students. SGA sponsors and co-sponsors campus activities and events, recommends the spending of student activity fees and represents the students on campus committees. SGA maintains an office in the Student Center, first floor, for all clubs and organizations to use.

Student Parents Association (SPA)
SPA promotes the development of a network of support on the OSU-Oklahoma City campus for students who are facing the dual challenge of college classes and parenting. This is done through a variety of activities: social, family, fund raising and public service.

Student Leaders of Tomorrow
Membership is open to any OSU-Oklahoma City student who is eligible for and participating in the Project SOAR program on campus. Project SOAR is a federally-funded Title IV program under the Higher Education Act of 1965 and is offered to students who meet the criteria set by the Department of Education. Members are dedicated to providing support to other students like themselves who welcome encouragement and assistance in becoming successful in their academic endeavors.

Student Today, Alumni Tomorrow (STAT)
STAT is the student Alumni & Friends membership program that helps supports students during their time at OSU-OKC. Members are engaged in the promotion of OSU-OKC programs and activities both on and off campus.

Veterinary Technician Student Association
The Veterinary Technician Student Association was organized in 1997 by OSU-Oklahoma City's first class of Veterinary Technology students. Membership is open to anyone interested in promoting the professional and educational advancement of veterinary technicians.

Wind Energy Student Association
The purpose of the Wind Energy Student Association is to bring further awareness of the educational opportunities available to current students and prospective students pursuing careers in the rapidly growing alternative energy sector.

Young Democrats of America
Interested in the political process and learning about the Democrat Party? If so, come join the Young Democrats where local candidates are invited to come speak about the issues and members learn about the Democrat platform as well as increase awareness about the political process in America. Membership is open to all college students.

SECURITY

Campus security is provided 24 hours a day, seven days a week, by OSU-Oklahoma City Campus Security. Campus Security constantly patrols parking lots, buildings and grounds. As a precaution, car doors, office doors, classroom doors and other areas should be locked and secured when not occupied or scheduled for activities. If anyone suspicious is observed in or around the campus area, contact the Office of Safety and Security immediately.

If you find safety hazards that you feel should be addressed immediately, such as a broken chair, an unidentified bothersome smell inside a building, or a trip hazard, please contact the Office of Safety and Security so that we may investigate the problem.

Location

The OSU-Oklahoma City Office of Safety and Security is located on the first floor of the Business Technologies Building, Room 100. The phone number is (405) 945-3253.

Emergencies

In case of an emergency on campus, contact Campus Security by dialing 945-9111. Security officers will determine if any outside agencies (fire department, police department, paramedics, etc.) need to be contacted and do so as the need arises. For more specific information see Medical and Health Emergencies below.

Emergency Messages

Emergency messages are often received for faculty, staff and students. All attempts are made to deliver messages deemed to have urgency. The least interruption possible is the goal; but, if necessary, an emergency message will be delivered to either a student or instructor during class. Persons wishing to get an emergency message to a student should contact OSU-Oklahoma City Security by calling (405) 945-9111. Caller must be able to provide valid emergency information before a message is delivered.

Request of Identification

No person on university property shall willfully fail or refuse to comply with any lawful order or direction of an officer of Safety and Security or any university administrator. Upon the request of any Safety and Security officer or university administrator, proper identification shall be produced.

Identification Cards

OSU-Oklahoma City identification cards are issued at the Information Desk in the Student Center, first floor, during working hours Monday through Friday. These are required for access to Business Services, Library, computer labs, Cyber Café and Wellness Center, as well as many other departments on campus. They are also used by Security for identification after hours and/or on weekends as authorization for your presence on campus. Students, as well as employees, are encouraged to obtain one.

Surveillance Cameras

The Department of Safety and Security is committed to enhancing the campus community quality of life by integrating the best practices of public and private campus safety with state-of-the-art technology. This department will utilize overt video surveillance cameras to monitor and record public areas to help ensure the safety and security of the campus community.

Reporting Incidents

Any unusual event such as theft of property or auto mishap should be reported to the Office of Safety and Security, Business Technologies Building, Room 100, at (405) 945-9111. Security does not investigate auto accidents, but can provide a statement to submit to an insurance company. Security personnel will complete an incident report, which is placed on file. Security is responsible for contacting city police to investigate the incident when so requested. A complainant/witness statement form may be found at www.osuokc.edu/security/forms/Complainant_Witness_Statement.xls

Emergency Preparedness Plan for Injury to Students/Guests on Campus

All injuries occurring on campus need to be reported to the Office of Safety and Security immediately regardless of the severity at (405) 945-9111. Please fill out the Accident/Injury form (www.osuokc.edu/security/forms/Accident_Injury_Report_Form.xls) in its entirety and return it to Security without delay.

If a student or guest is injured on campus, it is up to the faculty or staff person supervising the class or event to contact the Office of Safety and Security so that Security may complete an "Incident Report" which details the injury. (In the event that the faculty or staff person cannot be located, it will be necessary for the student or guest to contact Security directly.)

If the injured person feels that the injury or property damage was caused by negligence on the part of OSU-Oklahoma City and wishes to file a claim for medical costs or property damage, they should contact either the vice president for Finance and Operations for OSU-Oklahoma City or they may contact the State Risk Management Office at (405) 521-4999. OSU-Oklahoma City will not make any reimbursements for personal injury or physical damage. Determination of negligence and amounts of monetary liability are the exclusive responsibility of the State Risk Management Office. Employees of OSU-Oklahoma City may NOT obligate any institutional funds for payment of injuries or property damage.

If after an investigation it has been determined that the injury or property damage was caused by negligence on the part of OSU-Oklahoma City, the injured person may file a claim for medical costs and/or property damage by contacting the vice president of Finance and Operations for OSU-Oklahoma City.

If there are any questions in regard to this policy, please contact the vice president of Finance and Operations.

Medical and Health Emergencies

1. Faculty or staff should call Security at extensions 253 or 111. DO NOT CALL THE NURSE SCIENCE OR EMT DEPARTMENTS. In emergencies with immediate danger or an unconscious person call 911 AND Security.
2. When you call Security (extension 253 or 111):
   a. Give the Security officer the exact location of the emergency, including building and room number.
   b. Describe the emergency (such as seizure, accident, chest pain, etc.)
3. Provide assistance to the emergency victim only if you are trained to do so. Otherwise, wait with the victim and make him/her as comfortable as possible without moving the individual until Security or emergency personnel arrive.
4. General First Aid Guidelines – DO NOT CONTACT THE NURSE SCIENCE OR EMT DEPARTMENTS.
   a. Do not attempt to move the victim.
   b. Apply direct, steady pressure to wound, if bleeding. For victims who have stopped breathing, fainted, are choking or have had a seizure, CALL 911 AND SECURITY (extension 253 or 111) IMMEDIATELY. Do not attempt to administer aid unless you are trained to do so.
5. When Security or emergency personnel arrive they will assume control of the situation.

Only if asked by Security should faculty, staff, or students on the scene assist by waiting outside buildings to provide assistance and direction to emergency units. Individuals may be asked to assist with maintaining calm in the classroom or providing direct care to the victim as directed by Security or emergency personnel.

Student Organizations off Campus

Student organizations participate in workshops, conventions, conferences, etc., off campus at various locations with advisors present. These advisors are required to report any known crimes to the Office of Safety and Security; and, in turn, Security will report these crimes to the appropriate law enforcement agency at its discretion.

Campus Event Notification

Security is to be taken into consideration when campus events are planned. Contact the Office of Safety and Security, (405) 945-3253, early in the planning process of campus events.

Inclement Weather, Class Cancellation, Campus Closing

A decision to close the campus or to cancel classes because of inclement weather or other adverse conditions will be made as early as possible. Students should watch and listen for news broadcasts. Weather information is available on www.osuokc.edu/weather. Students are encouraged to join social media networks at www.facebook.com/osuokc and www.twitter.com/osuokc.

A decision to close the campus includes offices across the campus. If only classes are cancelled, campus offices remain open. Instructions and further information for these contingencies have been provided for faculty and staff employees through the campus Emergency Preparedness Plan.

Tornado and Severe Windstorms

When a tornado is confirmed close to the OSU-Oklahoma City campus, college officials and campus Security will notify each building on campus that all persons should seek immediate cover in a shelter area. The shelter locations for each building are identified by yellow signs labeled "Emergency Storm Shelter." Most shelters are located on the lowest level of each building and usually inside restrooms, stairwells and northeast classrooms. When conditions are safe to return to normal operations, campus officials and security will issue "all clear" notices to shelter locations.

Energy Education

Oklahoma State University in Stillwater has contracted with Energy Education, Inc. (EEI) to develop an energy education program that will become self-sustained on each of the campuses. OSU-Oklahoma City has built an awareness of conservation to have a more prosperous and sustainable future through the wise use of energy. Its policy and guidelines cover general information and guidelines for heating, air conditioning, water usage and lighting with emphasis on usage during unoccupied times.

Safety and Maintenance

Safety is taken into consideration when any new construction or remodeling projects are undertaken on campus.

Evening Vehicle Escort

Upon request, the Office of Safety and Security provides an escort to all persons traveling across campus after dark. Call (405) 945-9111 for escort.

Dead Battery

As a courtesy, the Office of Safety and Security gives assistance for "dead battery" vehicle starts on campus provided the vehicle owner signs a "Release of Liability" form. Officers WILL NOT give assistance in retrieving keys locked in vehicles. Security will not perform mechanical repairs or maintenance on vehicles.

Office and Classroom Buildings

Most campus buildings and facilities are accessible to the campus community, guests and visitors during normal business hours, Monday through Friday. At other times, access can be obtained by contacting the Office of Safety and Security. Laboratories are open during posted hours. Approval from the appropriate professor is required for access at any other times. All buildings and facilities are patrolled and monitored by Safety and Security officers on a 24-hour basis.

Maintenance and lighting problems are reported to the Physical Plant by the officers. Depending on the criticality, repairs are accomplished on a 24-hour basis.

Special Event Coordination for Parking and Building/Classroom Access

If your event will require visitors to park on campus notify the Office of Safety and Security at (405) 945-3253 or email security@osuokc.edu to arrange to have Temporary Parking Passes issued. Without these passes, visitors may be cited for illegal parking. If buses or other large vehicles will be parking on campus, we may need to coordinate an area where they will have plenty of room and will be less likely to cause traffic/parking problems.

If your event requires building or classroom access on weekends, evenings or after hours, you will need to make arrangements with Security at (405) 945-3253 or email security@osuokc.edu. Occupants of the meeting or class will be questioned by a Security Officer if prior arrangements have not been made.

If your vehicle will be left on campus due to an event off campus, please inform Security of the type of vehicle, the location where you have parked it and the duration it will stay on campus.

Recreational Use of OSU-Oklahoma City Property

Riding a motorcycle, motor scooter, roller blades, skateboards or any other recreational item on any sidewalk, pathway or area intended solely for pedestrian use is prohibited. Roller blades, skateboards or any other recreational items are also prohibited in all parking lots, driveways and the Precision Driving Training Course.

Use of land, launching of hot air balloons, use of remote controlled vehicles and flying of model aircraft is also prohibited on OSU-Oklahoma City properties without prior written approval from the vice president of Finance and Operations.

The Agriculture Technologies Division's golf course, practice putting green, driving range and pavilion are available for use on a reservation basis only. Use of these facilities is prohibited without prior scheduling. For information on reservations or use call the Agriculture Technologies Office at (405) 945-3358.

Lost and Found

All lost and found items are brought to the Security Office at the end of each day from various locations on campus. Please call the office at (405) 945-3253 to obtain information on how to pick up personal property.

Parking and Traffic Regulations

The Board of Regents for Oklahoma State University/A&M Colleges, the governing board, has appointed necessary officers for the purpose of protecting personnel and property at Oklahoma State University-Oklahoma City. These officers are assigned to the Office of Safety and Security, which has the responsibility and authority for the administration and enforcement of the university's parking and traffic regulations.

Any student, eligible faculty, adjunct or staff member of the university who operates a motor vehicle on the campus is required to obtain a university hangtag and display it on his/her vehicle mirror before parking the vehicle on university property. Student registration hangtags are issued by Business Services, located on the second floor of the Administration Building. The annual parking fee is $15 and additional hangtags may be purchased for $1.

Copies of the OSU-Oklahoma City Parking and Traffic Regulations are available at Business Services, or in the Office of Safety and Security, Business Technologies Building, Room 100. The Parking and Traffic Regulations that outline the parking policy are also available in PDF format at www.osuokc.edu/security/forms/parkregs.pdf. Employees may obtain their hangtags from Business Services.

Students have designated parking areas on campus and tickets may be issued to students who park in any unauthorized area. Parking spaces for the disabled are available in all parking areas. For more information, see the Parking and Traffic Regulations portion of the Security section in this catalog.

Traffic Citations

Charges for parking violations are added to the student's account. Payment for violations should be made in Business Services, Administration Building, second floor. Students who allow their account to be delinquent will have a "hold" placed on their academic records or re-enrollment.

To contest a ticket, obtain a Traffic Violation Petition from Business Services. Fill out the requested information completely, attach the ticket in question and return the petition to Business Services or send to the Office of Safety and Security. You will be notified by mail of the final decision.

Crime Information at OSU-Oklahoma City

Reported crime statistics are those which occurred within the jurisdictional boundaries of campus. They include Oklahoma City Police jurisdiction on city streets or public property immediately adjacent to the campus, and may include Oklahoma County property.

Crime statistics concerning other locations are available at the Oklahoma City Police Department. To view OSU-Oklahoma City's crime statistics go to: www.osuokc.edu/security/stats.htm.

Summary of the Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Because the law is tied to participation in federal student financial aid programs it applies to most institutions of higher education both public and private. It is enforced by the U.S. Department of Education.

The "Clery Act" is named in memory of 19-year old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. The law was amended in 2000 to require schools beginning in 2003 to notify the campus community about where public "Megan's Law" information about registered sex offenders on campus could be obtained.

For more information about the Jeanne Clery Act, visit the Security on Campus, Inc. at www.securityoncampus.org.

Drugs and Alcohol

OSU-Oklahoma City does not tolerate illicit drug use and/or alcohol abuse on campus or in connection with university functions by any person regardless of age. State law regulates the possession, use and/or sale of alcoholic beverages and illegal drugs. OSU has articulated a policy on alcohol and drug use on campus. This and other related policies are in the Oklahoma State University-Oklahoma City Student Rights and Responsibilities Governing Student Behavior available in the Office of Student Life or on the website at www.osuokc.edu/rights.

Weapons, Firearms, Ammunition, Fireworks, Explosives and Dangerous Chemicals

The possession of weapons on campus is regulated by state law; all weapons are prohibited on any college or university campus by state law. This is to include, but not limited to, the possession or use of weapons, firearms, ammunition, fireworks, explosives and dangerous chemicals on campus, in OSU-Oklahoma City vehicles, or on OSU-Oklahoma City sponsored trips.

Exceptions to this policy are police and peace officers employed by OSU-Oklahoma City and those who have been called to assist or to perform law enforcement duties on campus as well as police and peace officers in their official on-duty capacities and in the performance of their duties. Collegiate Officer Program students during supervised-skills training are exempt.

Persons who are licensed to carry concealed handguns pursuant to the Oklahoma Self Defense Act are authorized by that Act to enter the grounds of OSU-Oklahoma City with such handguns only if the handguns are concealed and stored in the licensee's motor vehicle at all times. No handgun may be removed from such concealed storage while the vehicle is on OSU-Oklahoma City property.

Authority

The OSU-Oklahoma City Office of Safety and Security derives its authority from Oklahoma state statutes. As established by these statutes, the Board of Regents for the Oklahoma State University/A & M Colleges and the chief of the OSU-Oklahoma City Security Office shall specify duties, appoint officers, designate uniforms and fix compensation for the OSU-Oklahoma City Office of Safety and Security.

The primary mission of officers serving in the OSU-Oklahoma City Office of Safety and Security shall be the protection of persons and property on the campus of OSU-Oklahoma City. Attention shall be directed toward the prevention of unlawful or otherwise improper conduct and trespassing on university property. As defined by statute, "campus" shall include all real property, buildings and improvements within the state of Oklahoma that are owned, leased or rented by OSU-Oklahoma City.

Officers are authorized to issue summons to, or to make arrests and take into custody, persons guilty of unlawful conduct or trespassing. OSU-Oklahoma City Security officers shall have jurisdiction over all parts and aspects of the OSU-Oklahoma City campus and any other area as authorized by law pursuant to an agreement or agreements as authorized by the Oklahoma Campus Security Act.

OSU-Oklahoma City Security officers will call the appropriate law enforcement agency for crimes committed on campus, at their discretion. It is at the discretion of campus Security to call the Oklahoma City Police Department to report thefts on campus, as the school is self-insured.

Arrest Authority of Security Personnel

The OSU-Oklahoma City security officers have the arrest powers of a private citizen.
22 O.S. § 202. ARREST BY PRIVATE PERSON

A private person may arrest another:

1. for a public offense committed or attempted in his presence.
2. when the person arrested has committed a felony although not in his presence.
3. when a felony has been committed, and he has reasonable cause for believing the person arrested to have committed it.

FINANCIAL AID

What Is Financial Aid?

Financial aid is money in the form of loans, grants and employment that is available to students to help pay the cost of attending a college, university or vocational/technical school. Financial aid comes from the federal government, which is the largest provider of aid, as well as state government, schools and a variety of other public and private sources.

Merit-Based Aid

Merit-based aid is given to students who have a special characteristic, skill, talent or ability. Scholarships and/or tuition waivers are examples of merit-based aid. Merit-based aid is usually a gift that does not have to be paid back, although students who get merit aid sometimes have to promise to teach or perform some other service when they finish school.

Scholarships

Oklahoma State University-Oklahoma City Tuition Scholarships

Each year the OSU-Oklahoma City Scholarship Committee and the Academic Divisions award tuition scholarships based on academic excellence, potential, talent, leadership and community service. Awards are available to part-time as well as full-time students. General tuition scholarships are competitive and are awarded on an annual basis.

The Application for Tuition Scholarship must be completed, signed and returned with supporting documents to the OSU-Oklahoma City Financial Aid and Scholarship Office by the March 1 priority deadline. Applications received after the priority deadline will be considered on a first-come, first-served basis pending fund availability.

Applicants, who are not already enrolled at OSU-Oklahoma City, must submit their application for admission prior to being considered for a tuition scholarship. Applicants will be notified by mail of any awards that they are eligible to receive. The eligibility criteria are listed on the Application for Tuition Scholarship. Call the Office of Financial Aid and Scholarships at (405) 945-8646 or (405) 945-8681 for an application form or download the application from the OSU-Oklahoma City website at www.osuokc.edu/financialaid. A portion of OSU-Oklahoma City general tuition may also be waived for full-time benefit-eligible faculty and staff, concurrently-enrolled high school seniors and Oklahoma Independent Living Act students (in Oklahoma Department of Human Services custody).

In addition, many employers, professional organizations, civic groups and other groups offer scholarships. Eligibility criteria and deadlines vary from program to program. Applicants must contact the agency offering the scholarship for information. Examples of these types of scholarships are the Oklahoma Higher Learning Access Program (OHLAP) and the Heartland Scholarship Program.

Oklahoma Higher Learning Access Program (OHLAP)

For students who completed eligibility requirements, Oklahoma's Promise will pay his/her tuition at an Oklahoma public two-year college or four-year university. It will also cover at least a portion of tuition at an Oklahoma accredited private college or university or for courses offered at public technology centers that qualify for credit from an Oklahoma public two-year college. The scholarship amount, however, does not cover items such as books, supplies, room and board, or any other special fees. Students are strongly encouraged to apply for other forms of financial aid to cover these costs. For more information concerning your receipt of OHLAP while attending OSU-OKC, please visit the Office of Financial Aid and Scholarships.

Oklahoma State Regents Academic Scholars Program

The Oklahoma State Regents for Higher Education Academic Scholars Program is designed to attract top students in Oklahoma and from across the country. The Academic Scholars Program covers a student's college costs, including room, board, tuition, books and incidental fees for up to five years of full-time undergraduate and/or graduate study. Students can qualify for the Academic Scholars Program by being named National Merit Scholars, National Merit Finalists, National Achievement Scholars, National Hispanic Scholars, Hispanic Honorable Mention Awardees or Presidential Scholars. Oklahomans can also qualify by scoring at or above the 99.5 percentile on the American College Testing Program exam (ACT) or the Scholastic Aptitude Test (SAT).

Once admitted to a college or university, Academic Scholars must maintain a 3.25 cumulative grade point average. To apply for this scholarship visit www.okhighered.org.

Oklahoma National Guard Tuition Waiver Program

A member of the Oklahoma National Guard shall be awarded a tuition waiver, provided the student:

- has been certified as eligible by the Oklahoma Military Department,
- is an Oklahoma resident,
- has a cumulative GPA of 2.0 or better,
- does not currently hold a baccalaureate or graduate degree,
- is enrolled in a program of study leading to an associate degree or a baccalaureate degree and
- meets all admission and retention requirements of the institution.

Former Prisoners of War, Persons Missing in Action and Dependents

The Oklahoma legislature has enacted legislation, which provides that any former prisoner of war and their dependents or dependents of persons missing in action, if otherwise qualified, may enroll and pursue study at any state-supported institution of higher education or state-supported technical institute without payment of enrollment fees. The following points of policy and procedure will serve as guidance for institutions in the administration of this law:

- A "prisoner of war" is defined as a person who was a resident of the state of Oklahoma at the time he or she entered service of the United States Armed Forces or whose official residence is within the state of Oklahoma and who, while in the United States Armed Forces, has been declared to be a prisoner of war or to be a person missing in action as established by the Secretary of Defense after January 1, 1960.
- A "dependent" means any child whose parent served as a prisoner of war or was declared by the United States Armed Forces to be a person missing in action. A "dependent" child ceases to be eligible for benefits on his or her 26th birthday.
- Dependents of prisoners of war, persons missing in action or dependents of persons reclassified as killed in action are not eligible for this benefit if federal funds are provided to pay their enrollment fees.
- The benefit to which an eligible person is entitled under this policy includes enrollment fee waivers for five years or the completion of a bachelor's degree, whichever occurs first.

Children of Peace Officers and Fire Fighters Whose Lives Were Given in the Line of Duty

Tuition will be waived for children of Oklahoma peace officers or fire fighters who have given their lives in the line of duty. Such waiver of tuition shall be limited to a period of five years from the date of the first waiver. (SB 234, 1989)

Senior Citizens

Institutions of the state system are authorized to waive the tuition for Oklahoma residents 65 years of age or older for auditing academic courses, contingent upon space available. Students auditing courses under this policy are responsible for paying any and all fees associated with the enrollment.

Veterans' Benefits

Veterans Administration benefits provide educational assistance to eligible veterans as well as to children of deceased or disabled veterans. For complete information concerning VA benefits, applications for benefits, amount of assistance awarded, eligibility and other veteran services, contact the Veterans' Services Center, Student Center first floor, or call (405) 945-8692.

How Do I Apply for Merit-Based Financial Aid (Scholarships)?

1. Contact the schools to which you are applying and ask for information/applications on any available merit-based aid. At OSU-Oklahoma City, financial aid and scholarships are processed in the Office of Financial Aid and Scholarships located in the Student Center, first floor.
2. Visit your public library; it should give reference books with information on the many scholarships available from public and private sources. Some high schools, colleges and libraries have computerized scholarship listings that help students identify potential sources of funds. When using scholarship search services, check with a school to see if the organization is reliable and reputable. You should never have to pay any fee to an organization for scholarship information. Any and all information about financial aid and scholarships should be free.

Additional scholarship opportunities are available through OSU-OKC's Academic Divisions. Applicants wanting to apply for a divisional scholarship should contact their academic division for more information.

Need-Based Aid

Need-based aid is given to a student who can show that he or she needs financial assistance to pursue an education beyond high school. Most financial aid is awarded on the basis of need. There are three kinds of need-based aid: grants, college work-study and loans.

One of the principles behind need-based aid is that a student and his or her family should pay for educational expenses to the extent they are able. If you think your educational expenses are more than you and your family can afford, you should apply for need-based financial aid using the Free Application for Federal Student Aid **(FAFSA)**, www.fafsa.ed.gov. OSU-OKC's federal school code is 009647.

Financial Aid Eligibility

To be considered for financial aid you must:

- be enrolled as a degree- or certificate-seeking student,
- be a U.S. citizen or eligible non-citizen,
- have a valid social security number,
- register with Selective Service (if required),
- make satisfactory academic progress (successfully complete with grade of A, B, C, D or P at least 67 percent of the cumulative hours attempted with a grad/retention GPA of 2.0 or above), and
- demonstrate an ability to benefit (see below).

Ability to Benefit (ATB)

Federal regulations state that a student must demonstrate an ability to benefit from college before receiving aid. Students, therefore, must demonstrate one of the following ATB requirements:

1. high school diploma or
2. General Education Development (GED) certificate or
3. COMPASS test with a minimum score of 25 on Pre-Algebra/Numerical, 62 on Reading and 32 on Writing or
4. Successfully complete six credits required for completion of an associate or bachelor's degree.

Financial Aid Satisfactory Academic Progress Policy

In accordance with the U.S. Department of Education regulations governing Title IV (federal student aid) and state grant student financial aid programs, students receiving financial aid must be in compliance with the Oklahoma State University-Oklahoma City Financial Aid Satisfactory Academic Progress Policy (SAPP). Federal regulations require this policy to be applied to each financial aid recipient in determining satisfactory academic progress for financial aid eligibility purposes. Students are expected to read, understand and adhere to this policy. A copy of this policy is available in the Office of Financial Aid and Scholarships or online at www.osuokc.edu/financialaid/resources.aspx.

GRANTS - Monies that do not have to be paid back. Most require at least half-time enrollment status for minimum eligibility. Grant opportunities available at OSU-Oklahoma City are as follows:

- **Pell Grants** - Federal Pell Grants are available only to undergraduates with no prior bachelor's degree. Pell Grant Awards for the 2011-2012 school year will range from $555 to $5,550. The amount of aid a student receives will depend on his or her Expected Family Contribution (EFC), the cost of attendance and enrollment status. The Office of Financial Aid and Scholarships determines eligibility and will notify the student when an award is made.
- **Supplemental Educational Opportunity Grant (SEOG)** - This grant is available only to undergraduates with no prior bachelor's degree whose FAFSA Expected Family Contribution is zero. SEOG awards at OSU-OKC will range from $200 to $600. Due to limited funding, awards are made on a first-come, first-served basis by the Office of Financial Aid and Scholarships until all federally-allocated funds are awarded.
- **Oklahoma Tuition Aid Grant (OTAG)** - This grant is available to Oklahoma residents whose Free Application for Federal Student Aid (FAFSA) was processed by the federal processor by March 15, 2011, and whose FAFSA Expected Family Contribution is $1,700 or less. This grant is also limited to undergraduates who have not earned a bachelor's degree. The maximum award amount for the 2011-2012 school year is $1,000. Awards are made by the Oklahoma State Regents for Higher Education based on the information provided on the FAFSA.

COLLEGE WORK-STUDY - Money that a student can earn by working at a part-time job on campus. Funds to pay the major portion of the student's work-study earnings come from the Federal Work-Study Program.

- This part-time work program provides employment opportunities on and off campus. Financial aid eligibility is required, and the OSU-Oklahoma City Financial Aid and Scholarships Office will contact eligible applicants.

Students who do not qualify for the federal work-study program may apply for part-time employment through the OSU-Oklahoma City Human Resources Office or the OSU-Oklahoma City Career Resource Center.

LOANS - Unlike grants or federal work-study, loans are borrowed money that must be repaid with interest. Repayments typically begin upon graduation, withdrawal or enrolling at less than half-time status. For detailed information concerning all loan programs listed in this publication, please secure a copy of the 2011-2012 Funding Education beyond High School - The Guide to Federal Student Aid from the OSU-OKC Financial Aid and Scholarship Office or visit www.fafsa.gov.

OSU-Oklahoma City participates in the Federal Direct Student Loan Program. The William D. Ford Direct loan program, also called Direct Loans, allows students and parents to borrow directly from the U.S. Department of Education. Direct loans include subsidized and unsubsidized Direct Student Loans and Direct PLUS Loans. A brief description of the loan opportunities available at OSU-OKC are as follows:

- **Subsidized Direct Student Loan** - Need-based loan program in which the U.S. Department of Education pays the interest while the student is in school at least half-time, for the first six months after you leave school and during a period of deferment. Federal Stafford Loan funds are borrowed from the U.S Department of Education with funds obtained from the U.S. Treasury. Borrowers must be enrolled at least half-time to receive a loan.
- **Unsubsidized Direct Student Loan** - This program is non-need-based and the borrower is responsible for the interest during the life of the loan. The borrower must be enrolled at least half-time to receive a loan. Borrower is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it's paid in full.
- **Direct Parent Loan for Undergraduate Students (PLUS)** - Parents of dependent students enrolled at least half-time may apply for the Federal PLUS loan. The terms and conditions of this loan program require that the applicant not have an adverse credit history and a fixed interest rate of 7.9 percent. Repayment usually begins 60 days after the loan is fully disbursed or six months after the dependent student is not enrolled at least half-time.

Loans are serious financial and legal obligations and must be repaid. Students are encouraged to pursue all financial opportunities available (grants, employment opportunities and scholarships) before borrowing. Failure to repay student loans may result in a damaged credit rating, loss of federal/state tax refunds, a lawsuit and ineligibility for further financial aid.

Early application is encouraged to allow processing time by OSU-Oklahoma City and the Department of Education. If you have classes that are late starting classes, i.e. fast-track, second eight-week classes, etc, your loan disbursement could be delayed until after the start date for the course(s) that make the student a half-time student. Student loans are disbursed depending on when the student applied for the loan and/or whether the student is a new borrower. No money will be disbursed prior to the first day of courses for any given semester.

Every student awarded a loan is put into a grade level by their classification of hours earned, as calculated by the OSU-Oklahoma City Office of Admissions. A freshman-level borrower is a student who has earned 0 through 29 credit hours. A sophomore-level borrower is a student who has earned 30 or more hours.

All loan borrowers at OSU-Oklahoma City are required to complete an entrance counseling session each academic year before loans are originated. You may complete loan counseling online at www.dl.ed.gov. Follow the instructions on the screen. Our office will receive notification informing us of the date and time of your successful completion of this requirement.

Consequently, upon your departure from OSU-Oklahoma City, (withdrawal, graduation or less than half-time enrollment status) you are required by federal regulations to complete an Exit Counseling Session in person at the Office of Financial Aid and Scholarships or online at www.dl.ed.gov. Follow the instructions on the screen. Our office will receive notification informing us of the date and time of your successful completion of this requirement.

A Note on Borrowing

Many students find that they must borrow money to finance a portion of their education. Before you borrow, remember that loans must be repaid at some point in the future. Consider carefully how much you will need to borrow and the burden your loans will impose after you leave school. Your Financial Aid and Scholarship Office staff can provide you with more information about the responsibilities that you assume when you borrow money.

What is Financial Need?

Financial need is the difference between a student's total annual educational expenses and the amount the student and his or her family is expected to pay. Total educational expenses are usually called the cost of attendance or student budget. The amount the student and/or family is expected to pay is called the Expected Family Contribution (EFC). The EFC is calculated once the student completes the FAFSA (Free Application for Federal Student Aid) and gets the processed report returned to him or her. A student's need for assistance will differ from school to school because the cost of attendance will differ.

The equation for determining financial need is:

	COST OF ATTENDANCE
Minus	EXPECTED FAMILY CONTRIBUTION
Equals	FINANCIAL NEED

What is Included in the Cost of Attendance?

The OSU-Oklahoma City Office of Financial Aid and Scholarships must calculate the cost of the student's college education based on several variable factors, which include the number of credit hours taken, books and supplies, and personal expenses. Awarded financial aid can be used for educational expenses such as tuition, books, transportation costs, room and board, and other personal expenses.

When calculating a financial aid package, a full-time student is a student that is enrolled in 12 or more credit hours in a fall, spring or summer semester. Three-quarter-time students are enrolled in nine, 10 or 11 hours in a fall, spring or summer semester. Half-time students are enrolled in six, seven or eight hours in a fall, spring or summer semester. Less than half-time enrollment is one, two, three, four or five hours in a fall, spring or summer semester. When your enrollment status is determined, it should be noted that courses outside the typical fall, spring or summer semester are counted toward the semester following the term. Examples are: August interim courses count toward fall enrollment hours, January interim courses count toward spring enrollment hours and May interim courses count toward summer enrollment hours.

Am I Supposed to Help Pay the Cost of Attendance?

Yes. One of the principles of need-based aid is that the student and his or her family should pay what they can afford for educational expenses. This means you will be expected to help pay for your education; and, if the federal government considers you as a dependent student, your parent(s) may also be expected to assist.

How is Dependency Status Determined?

Whether you are considered dependent or independent of your parents depend mostly on your age, but other factors are considered as well. For each school year (fall, spring and summer), the U.S. Department of Education considers you an independent student if you can answer yes to just one of the following questions:

- Were you born before January 1, 1988? - The year noted in this question changes each application year on the FAFSA.
- During the 2011-2012 school year will you be working on a graduate degree program?
- As of today, are you married? (Answer yes if you are separated but not divorced.)
- Do you have children who receive more than half of their support from you?
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June of 2012?
- Are you an orphan, or are you or were you (until age 18) a ward/dependent of the court?
- Are you a veteran of the U.S. Armed Forces?
- Are you or were you an emancipated minor as determined by a court in your state of legal residence?
- Are you or were you in legal guardianship as determined by a court in your state of legal residence?
- At any time on or after July 1, 2010, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2010, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2010, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or self-supporting and at risk of being homeless?

The rules about dependency status pertain to students who are applying for any federal financial aid programs, including grants, loans and on-campus work programs.

How Do I Apply for Need-Based Financial Aid?

You will need to apply for need-based financial aid every year by completing a Free Application for Federal Student Aid (FAFSA).

Application Process

1. New students should complete the Free Application for Federal Student Aid (FAFSA). Previous students may either complete a new application or simply update the renewal application sent to you by the federal government. Applications will be available after January 1 at the OSU-Oklahoma City Office of Financial Aid and Scholarships or via the Internet at www.fafsa.ed.gov.

NOTICE - if you have moved, your SAR (Student Aid Report) and/or renewal application WILL NOT be forwarded.

2. Remember to list OSU-Oklahoma City Federal School Code: **009647** on the FAFSA if you want OSU-Oklahoma City to receive your need analysis information electronically.
3. Students will receive a Student Aid Report (SAR) from the federal aid processing center, either electronically or via the mail within two to three weeks of application.
4. Review the information on the SAR for accuracy.
5. Respond immediately if any information is inaccurate or if there is a request for additional information. The sooner you respond, the sooner you will receive notification of eligibility for financial aid. If you need assistance please call the OSU-Oklahoma City Office of Financial Aid and Scholarships, (405) 945-8646 or (405) 945-8681 or email finaid@osuokc.edu.
6. Respond promptly to any requests for additional information from the OSU-Oklahoma City Office of Financial Aid and Scholarships.
7. Award notification indicating the types and amounts of financial aid available will be mailed to students beginning in late spring or early summer, for the fall semester.

When to Apply

You should apply for federal and state need-based financial aid (for the upcoming academic year beginning in August) as soon after January 1 as possible. Many financial aid programs have limited funding, therefore early application is recommended. Application should be completed at least two months prior to the semester you are planning to attend. If you apply late for funding, you will receive your funding late.

Helpful Hints When Applying for Financial Aid

- Contact the financial aid office at your school for information on application procedures.
- Complete and submit the forms, as requested.
- Know the deadline dates and meet them.
- Complete the forms accurately.
- Respond promptly to any correspondence you receive from the school or the application servicer.
- Keep copies of all forms you use to apply for financial aid and any forms or correspondence you receive or send that are related to your aid application.
- Apply every year for as long as you need assistance.
- Update your email as needed.

How Will I Hear About My Aid Eligibility?

If you apply and are eligible for financial aid, you will receive an award letter that tells you the types and amounts of aid you have been awarded. Most schools offer aid awards in the form of a "package" that contains some combination of scholarships, grants, loans and work-study. OSU-Oklahoma City will ask you to formally accept or decline the aid you have been offered by returning a signed award letter that is mailed to you via the U.S. Postal Service.

When Will I Get the Excess Money After My Charges at OSU-Oklahoma City Have Been Paid by Federal Aid?

OSU-Oklahoma City policy states that students will not receive any excess funds prior to the first day of classes for the semester the funds are certified for disbursement. This applies specifically to all student or parent loans, as any grant or scholarship money is applied to the student's account after the semester's add/drop period and refunds are processed accordingly.

Exceptions to this policy apply to students that are classified as both first-time freshmen and first-time loan borrowers. These students have a federally mandated 30-day disbursement delay from the first day of classes for their first semester of enrollment. This means that any loan proceeds for first-time freshmen, first-time borrowers will not be released from their lender until 30 days after the first day of classes for the semester; therefore, OSU-Oklahoma City will not receive their loan proceeds until nearly a month after the start of school. Also, if a student has courses that are late starting classes, i.e. do not begin on the first day of the semester, the loan disbursement could be delayed until after the start date for the course(s) that make the student a half-time student.

How Do I Compare Aid Offers from Different Schools?

If you are applying for financial aid at more than one school, you may receive several financial aid offers. **Federal regulations do not allow for a student to benefit from federal aid at two institutions for the same or overlapping academic periods, therefore a choice will have to be made by the student as to which institution will handle the financial aid for the semester.** Take a close look at the offers and note the following:

- **Cost of Attendance**. The more expensive a school is to attend the more financial aid you may need to make ends meet. A high cost of attendance may not be a problem as long as you have the resources to pay for it. Make sure you know what items are included in the cost of attendance and compare the figures with your own estimates.
- **Expected Family Contribution.** This is the amount you and your family are expected to pay. It is not financial aid. You and/or your parents may be able to borrow an educational loan to help you meet the Expected Family Contribution.
- **Financial Aid Package.** Remember that grants and scholarships are gifts; you do not have to pay them back or work for them. Compare the total gift aid (grants and scholarships) to the cost of attendance. A high proportion of gift aid in the package may mean you will not have to borrow or work as much to meet your expenses. If you need to borrow, you should be aware that the terms and conditions of educational loans vary. Make sure you understand the terms and the costs (i.e., interest rate, loan fees) of the loans you are offered.
- **Unmet financial need.** If the aid offer does not contain enough money to cover all your financial need, you will have to come up with this amount on your own, in addition to the Expected Family Contribution. This may mean you need to borrow more or find a part-time job.
- **Conditions of the aid award.** Note the things you must do to receive and keep your financial aid.

Beware of the "bottom line." The total amount of aid in your award notification is not necessarily the most important figure. Consider the whole package, starting with the cost of attendance. Subtract the financial aid offer from the cost of attendance to see exactly how much you and your family will have to pay. Remember that it is the combination of both cost and financial resources that determines how much you will have to pay.

What If I Don't Qualify for Need-Based Aid?

If you do not qualify for need-based aid, or if you feel your award if insufficient to allow you to go to school, contact the Financial Aid and Scholarship Office to ask about alternatives. You may have special circumstances that were not considered when your eligibility was determined.

Where Can I Get More Information?

Contact the Financial Aid and Scholarship Office at OSU-Oklahoma City at (405) 945-8646 or (405) 945-8681, visit our office on the first floor of the Student Center, check us out online at www.osuokc.edu/financialaid or go online to www.fafsa.gov for the U.S. Department of Education website. If you are in high school, you may want to contact your high school counselor.

For more information about Financial Aid and Scholarships contact:

Office of Financial Aid and Scholarships
Student Center, First Floor
(405) 945-8646 or (405) 945-8681
finaid@osuokc.edu or
www.osuokc.edu/financialaid

BUSINESS SERVICES

Special Charges

In some courses, special services, supplies or equipment may be used. Cost for these are not normally covered by fees, tuition or departmental operating budgets and, therefore, are incurred by the student. Special charges are itemized in student bills.

Payment of Tuition and Fees

To remain in good financial standing with the university and thereby continue to participate in its educational programs, services and benefits, a student must meet all financial obligations incurred at the university. Enrollment in classes financially obligates the student for full payment of the fees as shown on his or her fee statement. Fees may be paid by cash, check or Visa/MasterCard/American Express. Checks sent by mail should include the student's ID number to insure proper credit. Credit card payments are accepted on the OSU-Oklahoma City website (www.osuokc.edu/sis).

A student who has been awarded a scholarship or fee waiver is responsible for fees and/or tuition over and above the amount awarded. A student receiving assistance with tuition and/or books from any outside agency, company or organization must submit a letter with detailed instructions and proper billing information to Business Services located in the Administration Building, Room 230. The letter must be on file prior to the fee payment deadline. Contact Business Services at (405) 945-3203 or (405) 945-3249 for additional information.

Tuition is due in full by the first day of the semester unless students choose to use the Deferred Payment Plan, which doesn't require a written agreement.

Deferred Payment Plan

Student account balances not covered by financial aid can be divided into a maximum of four monthly payments, with the fourth payment due two weeks before the end of the semester. Accounts not paid in full two weeks before the end of the semester will have a 22 percent service charge applied to the balance and will be turned for collection at the end of the semester. OSU-Oklahoma City participates in the Oklahoma Tax Commission Warrant Intercept program, which deducts past due balances from tax refund checks.

Persons who have outstanding indebtedness to OSU-Oklahoma City, including students with the Deferred Payment Plan, are not allowed to register, receive a transcript of record or receive a diploma until such indebtedness is satisfactorily cleared with Business Services.

Business Services accepts Visa, MasterCard and American Express.

Refund/Waiver of Fees

When a student enrolls at OSU-Oklahoma City, that student reserves a place that cannot be made available to another student until the student officially withdraws or drops the class. A course change period is provided at the beginning of each semester to allow some shifting of schedules and placement of students into class vacancies which may be created. Refunds will not be honored unless all financial obligations to OSU-Oklahoma City have been fulfilled. Refunds to persons receiving financial aid assistance require special calculations as needed with the Office of Financial Aid and Scholarships. Refunds will not be issued, nor will charges be waived, for non-attendance. If you choose not to attend OSU-Oklahoma City, you must officially withdraw from your courses with the OSU-Oklahoma City Office of Admissions.

Refund/Withdrawal Policy

You will be responsible for all charges incurred if you fail to withdraw prior to the first day of the semester or during the defined refund add/drop period. Non-payment or non-attendance does not constitute a withdrawal or drop.

Withdrawal and Changes of Enrollment

Changes in schedules and complete withdrawals from the institution during the defined refund add/drop period will result in full charges for courses added and full credit for courses dropped. No refunds will be made after the defined refund add/drop period for that session except as calculated under the Return of Title IV Aid for those students benefiting from federal aid. Refund checks will be mailed to the address on record.

Add/Drop Periods

- First week of an eight-week class
- First week of a 12-week class
- First two weeks of a 16-week class
- First day of a four-week term
- First day of a fast track term

For more information about fees, charges, payments or refunds contact:

Business Services
Administration Building, Room 230
(405) 945-3203 or (405) 945-3249

MONEY MATTERS

The figures that follow are for the OSU-Oklahoma City 2011-2012 academic year. These fees are subject to change without notice, as provided by the Oklahoma State University/ A&M Board of Regents and Oklahoma State Regents for Higher Education policies.

Tuition and General Fees:

Oklahoma Residents (per credit hour) *	$ 105.60 **Lower Level**
	$ 129.40 **Upper Level**
Non-Residents (per credit hour) *	$ 284.85 **Lower Level**
	$ 308.40 **Upper Level**
Records Fee ($0.50 per credit hour-$2.00 maximum)	$ 2.00
Remedial Course Fee (per credit hour) *	$ 10.00

Special Fees and Charges:

Recreation Services (per semester)	$ 10.00
Parking Permit (annual)	$ 15.00
ACT Test **	$ 45.00
Nursing Admission Test **	$ 50.00
CLEP Exam	$ 102.00
CLEP Exam/Freshman Comp**	$ 122.00
TOEFL Exam **	$ 50.00
SPEAK Test **	$ 135.00
Correspondence **	$ 20.00
COMPASS Test ** (per section)	$ 4.00
GED	$ 65.00
Audit without Credit (no refund)	Same as General Fee
Advanced Standing (per credit hr.)	$ 5.00
Laboratory Materials	Cost of Materials
Return Check Charge	$ 40.00

The following figures reflect the cost of attending OSU-Oklahoma City for two semesters or one year (fall and spring). Costs are based on an average of 12 hours per semester at OSU-Oklahoma City's Oklahoma Resident rate of $105.60 per credit hour for lower classes and $129.40 for upper level classes.*

Tuition and Fees	$ 2534.40 **Lower Level**
	$ 3105.60 **Upper Level**
Books	$ 1392.00
Room and Board	$ 5377.50
Transportation	$ 2700.00
Miscellaneous	$ 1350.00

Tuition, Fees and Books Only:

Based on 12 hours (fall and spring)	$ 3926.40 **Lower Level**
	$ 4497.60 **Upper Level**
Based on 6 hours (summer)	$ 981.60 **Lower Level**
	$ 1124.40 **Upper Level**

* These charges are set by the Oklahoma State Regents for Higher Education and are subject to change.

** Charges subject to change.

ADMISSION GENERAL INFORMATION

The OSU-Oklahoma City policy on admission provides an easily accessible educational opportunity for all students who can profit from college-level instruction. Admission to OSU-Oklahoma City does not ensure registration in all courses or eligibility for all curricular programs. Many courses have prerequisites and some degree programs have specific admission requirements. Additional information concerning program admission is available in the degree sheets for those programs.

The admission policies of OSU-Oklahoma City do not discriminate on the basis of national origin, race, sex, age or disability and are in compliance with the 1972 Educational Amendments of Title IX.

All interested parties should address inquiries and submit applications to:

Office of Admissions
Oklahoma State University-Oklahoma City
900 N. Portland Avenue
Oklahoma City, OK 73107-6195
Phone: (405) 945-3224 or (405) 945-3216
Admissions@osuokc.edu

Selective Admission Degree Programs

Admission to certain degree or certificate programs may be restricted (i.e., Nurse Science, Veterinary Technology, Bachelor of Technology). Refer to details outlined in the Degrees, Certificates and Course Descriptions section of this catalog.

Curricular Requirements

The Oklahoma State Regents for Higher Education (OSRHE) mandate certain curricular requirements for freshman entering state colleges and universities. These curricular requirements act as prerequisites for certain freshman-level courses.

Students must meet the criteria for both the high school curricular requirements and the high school performance criteria as defined in the following sections to be eligible for admission. While high school students are encouraged to meet the state's criteria, we do not require these courses for admission. However, students need to remediate their deficiencies prior to taking freshman-level courses in the discipline area and must remediate all performance and/or curricular deficiencies within the first 24 semester credit hours of seeking an associate in science degree or bachelor's degree.

Assessment

All first-time freshmen admitted as regular students will be assessed prior to placement in courses. Students will be required to present ACT test scores and/or scores from a similar battery of tests. Some students may also be required to take the COMPASS test. COMPASS™ is a comprehensive, computerized test system that determines appropriate placement in the areas of reading, writing and math. Placement according to test scores is mandatory as per Oklahoma State Regents for Higher Education policy. Advisors will assist students in selecting courses utilizing available assessment tests, previous educational experiences and expected workloads.

Classification of Students

Degree-seeking students enrolled at OSU-Oklahoma City shall be classified as follows:

1 – 30 credit hours Freshman
31 – 59 credit hours Sophomore
60 – 93 credit hours Junior
94+ credit hours Senior

Full-Time Status (Academic)

Students who are enrolled in 12 or more semester credit hours during a fall or spring session (16-week term) or enrolled in six or more semester credit hours during a summer session (eight-week term) shall be classified as full-time.

Full-Time Status (Financial Aid)

Students must be enrolled in 12 or more credit hours each semester (fall, spring and summer) to be considered full-time for financial aid purposes.

Non-major Student

Students enrolled for credit coursework at OSU-Oklahoma City who have indicated their educational objective as other than pursuing an associate degree, bachelor's or certificate program are classified as non-major students.

Major Student

Students who declare an educational goal of pursuing an associate degree, bachelor's degree or certificate in a particular OSU-Oklahoma City academic major shall be classified as a major student of that academic program. A student on an F-1 visa may not be classified as a non-major student since he or she must be admitted to a degree program. Students receiving veterans' benefits and/or any other type of financial assistance may also be required to be degree-seeking, according to the mandates of the assistance program.

ADMISSION CATEGORIES:

Recent High School Graduate or GED Recipient:

Each applicant shall provide the following:

- Official copy of high school transcript showing date of graduation or equivalency certificate based on the GED test (GED recipient's high school class must have graduated)
- Placement scores from ACT, SAT or similar acceptable battery of tests

Additionally, students must meet the following high school curricular requirements:

- 4 units English (Grammar, Composition, Literature)
- 3 units Lab Science (excluding General Science)
- 3 units Math (Algebra I or higher level math course)
- 3 units History and Citizenship Skills (including one unit of American History and two additional units from the subjects of History, Economics, Geography, Government, Non-western Culture)
- 2 units Other (any of the subjects previously lists or selected 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, and Speech
- 1 additional units: Lab Science (as described above)
- 1 additional units: Mathematics (as described above)

4 Recommended Units

Home Study/Unaccredited High School Student

A graduate of a private, parochial or other non-public high school which is not accredited by a recognized accrediting agency is eligible for admission if their high school class has graduated. Students under this category must meet the high school curricular requirements listed under the section titled Recent High School Graduate or GED Recipient.

Adult Student

- Students who are 21 years of age or older or on active military duty may be admitted upon satisfactory demonstration of proficiency to perform at the collegiate level.
- Applicants who are not yet 21, who did not graduate from high school (their high school class has already graduated), and have participated in the ACT program or similar battery of tests are eligible for admission

Concurrently Enrolled High School Student

To be admitted as a concurrently-enrolled student a student must be able to satisfy all 15 curricular requirements and requirements for graduation no later than the spring semester of the high school senior year and meet the performance requirements below.

Performance Requirements

- High School Seniors - Minimum ACT 19 or SAT 900 OR 3.0 high school GPA (on a 4.0 scale). (First semester of enrollment can be the summer before the senior year.)
- High School Juniors - Minimum ACT 21 or SAT 980 OR 3.5 high school GPA (on a 4.0 scale). (First semester of enrollment can be the summer before the junior year.)
- Home Study or Unaccredited High School:
  Seniors (17 years of age) – Minimum 19 ACT or 900 SAT
  Juniors (16 years of age) – Minimum 21 ACT or 980 SAT

The Application for Concurrent Enrollment can be obtained at www.osuokc.edu/apply.

Course Placement

To help ensure that students possess the skills necessary to be successful in college, students must have a 19 ACT subject score in English, Mathematics, and/or Science Reasoning to enroll in courses that require those prerequisites. Additionally, students must have at least a 19 in Reading to enroll in any other collegiate course.

Course Load

A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester credit hours. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester credit hours of college work.

High school students concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if they achieve a CGPA of 2.0 or above on a 4.0 scale.

Transfer Student

A transfer student is defined as any undergraduate student with greater than six attempted credit hours, excluding remedial/developmental (zero-level courses) and credit hours accumulated by concurrently enrolled high school students.

- Transfer students who do not meet curricular requirements must make up deficiencies within their first 12 credit hours of college-level work.
- Any student who transfers to OSU-Oklahoma City with less than a 2.0 cumulative grade point average will be conditionally admitted. A student admitted under this category is admitted on probation and must maintain a 2.0 GPA each semester while on probation and will remain on probation until the GPA meets retention standards.

Non-Degree Seeking Student

Any student who wishes to enroll in courses without pursuing a degree may be permitted to enroll in a maximum of nine credit hours without submitting academic credentials or meeting the academic curricular or performance requirements. Prerequisite and retention standards will be enforced. Once a student has successfully completed nine credit hours, should he or she wish to enroll in additional course work, he or she is required to meet the formal admission or transfer criteria. Both transfer and first-time freshmen are eligible to enroll under this category.

Opportunity Admission

Students who have not graduated from high school whose composite standard score on the ACT without the writing component places them at the 99th percentile of all students using Oklahoma norms, or whose combined critical reading and mathematical score on the SAT without the writing component places them at the 99th percentile of all students using national norms may be eligible for admission. Admissibility will be determined based on test scores, evaluation of the student's level of maturity and ability to function in the adult college environment, and whether the experience will be in the best interest of the student intellectually and socially.

International Student Admission

A student seeking to enroll at OSU-Oklahoma City who is not a United States citizen, resident alien, refugee or other non-temporary U.S. Citizenship and Immigration Services classification is considered for admission purposes as an international student. Every international applicant is required to meet the equivalent of 12 years of combined elementary and secondary education that is measurable and comparable to that of the United States.

Each international applicant shall provide:

- a completed International Application for Admission,
- official copies of Test of English as a Foreign Language (TOEFL),
- official transcripts of high school and/or college(s) attended. (English translation with an evaluation from a recognized evaluation service is also required. Academic records must reflect a cumulative minimum grade point average of 2.0.),
- evidence of "good standing" (if transferring from another U.S. institution.)
- evidence of financial support, and
- at the time of enrollment the student must present a valid passport (the passport must be valid for at least six months into the future), I-94 and I-20 ID.

Proof of English Proficiency

See "Students for Whom English is a Second Language" below.

Financial Support

An international student must provide evidence to certify that sufficient funds will be available to complete the associate or bachelor's degree program. This proof of financial support may be a copy of the award letter from a scholarship agency or a statement of financial support from the family or financial sponsor.

Evidence of Good Standing

An international student must provide evidence of good standing with his or her previous school and must be "in status" with the U.S. Citizenship and Immigration Services before he or she will be admitted.

Acceptance to OSU-Oklahoma City

If the student meets all requirements for admission, a letter of acceptance and Certificate of Eligibility (Form I-20) will be generated. If the student is not in the United States, the I-20 will be sent to the student who must then take the Form I-20 to the United States Consulate or Embassy and apply for a U.S. visa. Each student will be notified of admission acceptance as soon as possible via a letter of acceptance. Upon acceptance for admission the student is eligible to register for classes.

Students for Whom English is a Second Language

In addition to meeting all admission requirements listed under the appropriate section of this catalog, all applicants for whom English is a second language must provide proof of English proficiency by meeting one of the following standards:

- score of 500 or higher on the Test of English as a Foreign Language (TOEFL), or
- 173 or higher on the computerized version of the TOEFL, or
- 61 or higher on the Internet-based version of the TOEFL.

Lesser scores as listed below will be accepted in combination with a subsequent 12 weeks of study at an intensive English program operated by an institution of higher learning or private school approved by the Oklahoma State Regents for Higher Education:

- a score of 460 or higher on the TOEFL, or
- 140 on the computerized version, or
- 48 on the Internet-based version.

In State/Out of State Status of Enrolled Students

All applicants are classified as in-state or out-of-state for purposes of admission and tuition. Applicants may be required to submit evidence to substantiate their claim of classification on the application for admission. Questions regarding classification should be directed to the Office of Admissions. A resident of Oklahoma is one who has lived continuously in the state for at least 12 consecutive months and whose domicile is in Oklahoma. Students' domiciles are their permanent homes - the places where they intend to remain and are expected to return. Students can have more than one residence, but only one domicile.

Attendance at an educational institution is interpreted as temporary residence; therefore, a student neither gains nor loses in-state status solely by such attendance.

An out-of state student attending an Oklahoma college or university on more than a half-time basis is presumed to be in the state primarily for educational purposes.

An individual is not deemed to have acquired in-state status until he or she has been in the state for at least a year primarily as a permanent resident and not merely as a student. Likewise, an individual classified as in-state shall not be reclassified as an out-of-state until 12 months after having left Oklahoma to live in another state.

Unless residency has been established in another state, a student who resided in Oklahoma at the time of graduation from an Oklahoma high school and has resided in the state with a parent or legal guardian for the two years prior to graduation from high school will be eligible for in-state status.

The burden of proof of establishing Oklahoma domicile, including providing any supporting documentation, shall be upon the applicant. Students requesting a change in their status must complete the Residence Reclassification form and provide documentation as necessary.

Full-time Profession Practitioners or Workers

Students who provide evidence of having come to Oklahoma to practice a profession on a full-time basis, conduct a business full time or work on a full-time basis shall be admitted along with their spouse and dependent children immediately without the 12 month domiciliary requirement as long as they continue full-time employment capacity.

Foreign Citizen Criteria

Students who are not citizens of the United States may become eligible for residence status by proving their "permanent status" as evidenced by an I-551 (green card). An individual who has resided in Oklahoma for at least 12 consecutive months following the date of adjudication on their "green card" may be eligible for in-state classification.

Military Personnel Criteria

Students enrolled at OSU-Oklahoma City who provide evidence they are full-time active duty in the armed forces stationed in Oklahoma or temporarily present through military orders shall be immediately classified upon admission as in-state status along with their spouse and dependent children. Further, when members of the armed services are transferred out-of-state, the member, their spouses and dependent children shall continue to be classified as in-state as long as they remain continuously enrolled.

Former full-time active military personnel who remain in Oklahoma after their service may retain their in-state status without the 12 month requirement if they establish domicile.

Readmission to OSU-Oklahoma City

Students who have attended OSU-Oklahoma City but were not enrolled during the immediate past year must reapply for admission. If a student has attended another college or university since last attending OSU-Oklahoma City he or she must submit a transcript of all work taken elsewhere.

Students who are academically suspended by an institution will not be allowed to reenter the institution for at least one regular semester (fall or spring) unless immediate reinstatement is granted through the enrollment appeals process. Students returning from an academic suspension will be readmitted on probationary status. Should a reinstated student be suspended a second time from the same institution, the student cannot return to the suspending school until such time as the student has demonstrated, by attending another institution, the ability to succeed academically by raising the GPA to the retention standards.

Additional Requirements for Admission or Continued Enrollment

Immunization Requirements

Per Oklahoma law, all new students are required to provide evidence of having been immunized against measles, mumps and rubella (MMR) (two shots) and against Hepatitis B (Hep B) (three shot series). Students may complete an Immunization Certificate of Compliance when applying to the institution. For more information regarding the MMR and Hep B immunizations, please contact the Admissions offices.

If the certificate is not received during the student's first semester, a hold will be placed on future enrollment until the requirement is met.

ACADEMIC REGULATIONS

In addition to the minimum regulations listed below, there may be college, departmental or program requirements that apply. Students are advised to review all steps, procedures, policy documents and details of their academic program with their academic advisor, department head or division head.

Enrollment in Good Standing

Students who are not under academic or disciplinary suspension or expulsion from OSU-Oklahoma City, are judged to be making satisfactory progress towards educational objectives, and have met financial obligations to OSU-Oklahoma City, are considered to be in good standing and eligible to enroll.

Retention Standards

A student will automatically be placed on academic probation when the grade point average of the last semester attempted is less than 2.0 and the retention/graduation grade point average falls below the standards set by the Oklahoma State Regents for Higher Education. For continued enrollment a student must have earned a retention/graduation grade point average as indicated below:

Collegiate Hours Attempted	**Min. GPA**
0 through 30 semester credit hours	1.70
Greater than 30 semester credit hours	2.00

A student (with fewer than 30 collegiate credit hours attempted) whose retention/graduation grade point average falls between a 1.70 and 2.00 will be placed on Academic Notice.

Scholastic Requirements for Continued Enrollment of a Student under Academic Probation

Students who fail to maintain satisfactory progress toward educational goals as outlined above will be placed on probation for one semester. At the end of that semester, students must have a semester grade point average (GPA) of at least 2.00 or meet the minimum retention standard (See Retention Standards) to continue as a student. A student will be academically suspended when he or she fails to meet the conditions of academic probation.

Reinstatement after Academic Suspension

A student who has been suspended from OSU-Oklahoma City for academic reasons may not ordinarily apply for readmission earlier than one 16-week semester following the date of suspension. Following the mandatory stop-out period or non-enrollment/suspension, an academically-suspended student may petition for reinstatement. A student may be reinstated under this provision only once. Reinstatement will be based on the merits of the individual case.

Procedure of Appeal for Immediate Reinstatement

An academically-suspended OSU-Oklahoma City student may petition for immediate reinstatement if:

- the student can document extraordinary personal circumstances that contributed to his or her academic deficiencies (for example, severe illness or injury, death of immediate family member, etc.) and reasonable cause as to unusual reasons for failure can be shown;
- evidence as to capabilities for success is presented (for example, satisfactory scores obtained on aptitude or achievement tests);
- an objective plan balancing proposed enrollment, study time and a work schedule that focuses upon achievement of the student's educational goal is presented; and
- students requesting immediate resinstatement may obtain the request form from the Office of Admissions & Registrar Services and should provide supporting documentation with the request.

Transfer of Credit from other Accredited Colleges and Universities

Undergraduate and graduate semester credit hours earned at another college may be applied toward a degree or certificate program at OSU-Oklahoma City.

The credit must have been earned in courses offered at a college or university that has been fully accredited within the Association of the Council on Postsecondary Accreditation.

The Registrar's Office will make the determination of acceptance of any course to be accepted for transfer to OSU-Oklahoma City. The number of credit hours to be accepted and the applicability of such evaluated credit will also be determined at that time.

Applicability of evaluated courses to a particular program at OSU-Oklahoma City is made by the academic division of the specific curriculum in accordance with the recommendations for transfer from the Office of the Registrar.

Credit will be evaluated from each individual college transcript. Credit for military training will be determined from official documents or completion certificates in accordance with the Guide for the Evaluation of Educational Experiences in the Armed Services published by the American Council on Education. Military credit posted to a previous college's transcript may be re-evaluated by OSU-Oklahoma City.

Transfer Students with Less than a 2.0 Grade Point Average

Students who are accepted for admission with a retention/graduation grade point average below the retention standards will be admitted on academic probation. Academic status following the entry semester of probation will be determined thereafter according to the institutional probation and suspension regulations.

Enrollment

Dropping and Withdrawing from Classes

A student who wishes to drop a class or completely withdraw (ceases to be enrolled for credit in all courses during a semester or session) will initiate the withdrawal with his or her academic advisor, obtain the required signatures, and complete the process by submitting the withdrawal form to the Office of Admissions.

At any time prior to the end of the second week of a regular semester, the first week of an eight-week session or before the beginning of a four-week or short course, a student may withdraw and no evidence of the enrollment will appear on the student's academic record. Students may drop online only through the first week of the 16-week term.

After the drop/add period, but prior to the end of the 12th week of a regular semester, the sixth week of an eight-week session or three-fourths of the way through a four-week or short course, a student may drop a course and receive the grade of "W" for all classes dropped.

After the 12th week of a regular semester, the sixth week of an eight-week session or three-fourths of the way through a four-week or short course a student may not withdraw. A grade ("A, B, C, D, F, I or P") will be assigned for each course. The term "AU" is automatically generated on the transcript record for all students enrolled in an audit status. Audit is considered a non-credit status; therefore, those students enrolled for audit do not submit a withdrawal form.

A student may not withdraw from or drop any course(s) in which a formal charge of academic dishonesty is pending against the student. If the student is absolved of the formal charge, he or she may withdraw or drop the course. If the student is found guilty, the instructor may take appropriate disciplinary action, including assigning the grade "F" for the course.

The date the withdrawal form is received by the Office of Admissions is the official date of the transaction. It is the student's responsibility to ensure that the withdrawal form is received in the Office of Admissions.

An instructor may, but is not required to, administratively withdraw a student for non-attendance. This will appear on the transcript as an "AW."

Non-attendance does not relieve the student of financial obligations to OSU-OKC. Charges due to failure to drop or withdraw from classes will not be waived.

Adding Courses

Students can add courses before each semester or session begins and through the course change period each semester or session. No adds or section changes after the course change period are permitted unless approved by the instructor and department head.

Registration

Course Numbering System

All OSU-Oklahoma City credit courses are identified by numbers composed of four digits. The first digit indicates the class year in which the subject is ordinarily taken. The last digit indicates the number of semester credit hours for which the course is offered. Course numbers ending in 0 indicate that the course carries variable credit. A course number beginning with 0 indicates that the course is developmental or remedial in nature and cannot be used to satisfy a degree requirement.

Semester Credit Hour

A semester credit hour is equivalent to: (1) 16 class sessions 50-minutes in length (including examinations) conducted under the guidance of a qualified instructor, or (2) 16 three-hour laboratory sessions or (3) 16 two-hour laboratory sessions plus 16 hours of preparation time. These same equivalencies apply to extension courses, short courses and other learning formats for which academic credit is awarded.

Preparation

Students need to maintain a ratio of class time to study time of at least two to three hours of study for every one hour of class credit. This ratio means that enrolling in 15-18 semester hours assumes a 30 to 36-hour-per-week study commitment, or a total of 45-54 hours each week devoted to your degree.

Maximum Semester Credit Hour Load

Any student intending to enroll in 19 semester credit hours and above (10 or above during a summer session) must have approval from the registrar. Excessive hours in any given semester or summer session will be limited to the number of semester credit hours 50 percent greater than the number of weeks in the applicable semester or session. The maximum enrollment for a fall or spring semester is 24 credit hours. Maximum enrollment for a summer session is 12 credit hours. The maximum credit hour and excessive hour regulation shall include courses taken in residence at OSU-Oklahoma City, concurrently-enrolled courses at other colleges, correspondence or extension courses. Students with a GPA less than 3.0 will not be considered for overload.

Class Size

The minimum number of students enrolled in a class in order for the class to actually meet is typically 12. The maximum enrollment for each class section is determined by the academic division heads and vice president for academic affairs prior to the publishing of the class schedule each semester. These maximum or minimum sizes can be increased or decreased only by the division head or vice president for academic affairs.

Tuition and Fee Charges

Tuition, fees and other charges are established by the Oklahoma State Regents for Higher Education and are subject to change each academic year. Tuition and fee rates are assessed on a per credit hour basis and vary depending on the student's residency classification. Non-attendance does not relieve the student of financial obligations to OSU-Oklahoma City. Charges due to failure to drop or withdraw from classes will not be waived.

Payment of Tuition and Fees

The payment schedule is published each semester or session in the class schedule publication. Students are responsible for full payment of tuition, fees and other charges by the deadline date(s). All delinquent accounts must be cleared before the student can obtain a transcript or letter of good standing, receive a diploma or enroll at OSU-Oklahoma City for subsequent semesters.

Cancellation of Classes

OSU-Oklahoma City reserves the right to cancel any class that does not have a sufficient number of students to warrant its continuation. A class may also be cancelled if extenuating circumstances occur. Classes officially cancelled by OSU-Oklahoma City will be refunded at a rate of full tuition and fees to students enrolled in those cancelled sections.

Audit
A student who does not wish to receive credit in a course may enroll for audit. Students who audit classes are considered "visitors" to that class and will receive the designation "AU" on the permanent transcript record. Students enrolled for audit are considered to be in a non-credit status, and, therefore, do not need to drop/withdraw from audited classes. Fees for auditing courses are the same as for credit enrollment. Fees are non-refundable.

Students who originally enroll in classes for credit may change to audit. Students changing from credit to audit must do so within the time limits for dropping or withdrawing. Students who originally enroll for audit may change to credit only if they have been determined to be admissible for credit and process the request during the drop/add period.

Class Attendance
Students are expected to regularly attend all classes in which they are enrolled. Class attendance is the responsibility of the student. It is also the responsibility of the student to consult with the class instructor when an absence occurs.

Change of Address, Name or Student Data
Changes in address, name or other student demographic data should be reported immediately to the Admissions Office. Name changes necessitate the presentation of official documentation (i.e. marriage license, divorce decree) of the change requested. Name changes will be made to a student's permanent transcript record only during semesters in which a student is enrolled.

Grades and Grade Reporting
Official Transcripts
All official transcripts of students' academic records at OSU-Oklahoma City are prepared and released by the Registrar's Office. The transcript is the official academic record of a student's work. Transcripts list semesters enrolled as well as any credit awarded by advanced placement. Transfer credit may be added to the OSU-Oklahoma City transcript.

Transcript requests must be submitted in writing or on the Transcript Request form (www.osuokc.edu/current). Transcripts will not be furnished to students who have delinquent accounts with the college. Official transcripts submitted from other academic institutions become a part of the student's permanent academic record at OSU-Oklahoma City and will not be released to the student although the student may request unofficial copies of these records.

Registrar
All requests for registrar services (i.e., letters of good standing, deferments for financial institutions, copies of documents from the student record) are processed by the Office of the Registrar. Such service may not be provided for students who have delinquent accounts with OSU-Oklahoma City. Requested service may take 24-48 hours.

Grade Point System
Students receive one final grade in each course taken. The grade point is used with grades as a gauge of scholastic standing and as a partial basis for graduation. The following grade point system is used in calculating the grade point average:

- Grade "A" yields four (4) quality points per credit hour.
- Grade "AH" (A with Honors) yields four (4) quality points per credit hour.
- Grade "B" yields three (3) quality points per credit hour.
- Grade "BH" (B with Honors) yields three (3) quality points per credit hour.
- Grade "C" yields two (2) quality points per credit hour.
- Grade "D" yields one (1) quality point per credit hour.
- Grade "F, I, P, W, N, AU (audit) and AW" (administrative withdrawal) yield zero (0) quality points per credit hour.

Grade Interpretation
Grades for work in class and laboratories at OSU-Oklahoma City are indicated by "A, AH, B, BH, C, D, F, I, P, W, N, AU or AW." Descriptions of the grades are as follows:

A - Superior
To obtain the grade of "A," students must show that they have: 1) a thorough comprehension and retention of facts and principles of the subject; 2) the ability to reproduce these facts and principles readily, accurately and concisely, orally and in writing; 3) the power to correlate; 4) the ability to apply the methods of the course to new and original problems and situations with reasonably sound results.

AH - Superior
To obtain a grade of "AH" students must show all of the qualities shown above for an "A" and they must have successfully completed all requirements outlined in the individual honors contract (see Honors Program information).

B - Good
To obtain the grade of "B," the student must show the first two qualities which are required for the "A" without the third and fourth; that is, the student shows thorough comprehension and accurate retention, but does not show the power of correlation or original reaction. The grade "B" is also for the student, who, during a considerable part of the course, but not uniformly, has shown all the qualities of an "A" grade student. At times the student has been neglectful of prescribed tasks to a slight or moderate degree, due, not to illness, but to pressure of other work or to legitimate outside interests.

BH - Good
To obtain a grade of "BH" students must show all of the qualities shown above for a "B" and they must have successfully completed all requirements outlined in the individual honors contract (see Honors Program information).

C - Adequate
The work of the student receiving this grade frequently shows adequate comprehension and accurate reproduction but is moderately irregular.

D - Minimum Passing
This grade is for the student whose work is considerably below the average. The work is barely passable.

F - Failing
An "F" for failure is given to a student who does not show satisfactory grasp of the subject and whose examinations and class performance are poor. (In other instances, an "F" is given to a student who ceases to attend class without officially dropping or withdrawing, and therefore cannot complete the work.)

I - Incomplete
The grade of "I" represents incomplete work. It is given to students whose work averages above passing, but who have been unavoidably prevented from completing the work of the course. The "I" grade indicates that the student has completed at least 70 percent of the required work for the course. The "I" grade is also given in courses of a continuing character. (For regulations concerning the request for and the removal of "I" grades, refer to that section.)

P - Passing Grade
The grade "P" is given to indicate passing in a course that has been approved for a pass-fail grading system at OSU-Oklahoma City. In computing grade point averages, both credit hours and quality points are ignored for courses with grades of "P." The hours are computed into the total hours earned.

W - Drop or Withdrawal
A mark of "W" indicates a student dropped or withdrew before the official withdrawal deadline. The grade of "W" does not indicate drop passing or failing and is not used in the grade point calculation or hours earned. The "W" grade is not punitive.

AW - Administrative Withdrawal
"AW" may be assigned for lack of attendance or other "special circumstances." An "AW" will affect the financial aid status of the student. A grade of "AW" is not used in the grade point calculation or hours earned and is not punitive. The grade may be appealed through the grade appeal process.

N - No Grade
A mark of "N" indicates that a grade was not available to the registrar at the time grades were posted to student records. An "N" is not a grade and will be changed to the grade earned within a reasonable time after the grades are received by the registrar from the instructor. The "N" is not used in calculation of grade point averages.

AU - Audit
"AU" indicates that the class was not taken for credit and that the student was only a "visitor" to the class. Audit classes do not indicate passing or failing and are not used in the grade point calculation or hours earned.

Grade Point Average
Grade point average (GPA) is calculated by dividing the total number of quality points earned by the total number of semester hours attempted. For example, a total of 32 quality points earned in a semester by a student officially enrolled in 16 semester hours of classes gives a grade point average of 2.00 for that semester. Cumulative grade point average is calculated similarly using the sum total from all semesters of all collegiate-level courses attempted at all accredited institutions of higher education. In both cases, the grades "P, W, I, N, AU and AW" will not be used to calculate the grade point average.

Prerequisite Courses
If a course has a required prerequisite, students must successfully complete the prerequisite course with a "C" or better to advance to the next course in the required sequence.

Incomplete "I" Contract
The request for the "I" grade is initiated by the student and is granted to eligible students at the discretion of the instructor. In order to be considered for an "I" grade, a student must have successfully completed (grades above passing) at least 70 percent of the coursework and be unable to finish the course for reasons beyond his or her control. In order to award a grade of "I," the student and the instructor must complete an "Agreement for Incomplete Grade." The "I" Grade Agreement sets the conditions for the satisfactory completion of the coursework and is submitted by the instructor to the Registrar's Office with the official grade roll.

Removal of Incomplete "I" Grades
It is the responsibility of the instructor to report the removal of the incomplete grade to the Registrar's Office on the appropriate form furnished by the registrar. Students who receive an "I" grade in courses of non-continuing nature have the responsibility for satisfying the requirements stipulated by the "I" Grade Agreement at the time of the assignment of the "I" grade. The maximum time frame allowed a student to remove an incomplete grade is one calendar year unless a shorter time is stipulated in the agreement.

Final Grades
A final student grade report at the end of each semester or session is prepared by the Registrar's Office. Grade reports are usually available to students within two weeks after the official ending of the semester. Grades are available to students on the OSU-Oklahoma City website at www.osuokc.edu/sis/ and an official grade report can be mailed upon written request. Final grades are posted on the student's official transcript. The final evaluation of grades for the student is the responsibility of the individual faculty member.

Grades Reported in Error
A grade posted incorrectly may be corrected by the registrar at the instructor's request. The request must be in writing and must be approved by the vice president for Academic Affairs and the division head. The incorrectly reported grade will be replaced with the new grade. In no case will the registrar lower a grade after the student has graduated.

Grade Appeal
If a student believes that his or her final grade has been erroneously assessed by the instructor, the student may file an appeal with the Academic Appeals Committee, after first visiting with the instructor and the appropriate department and division head. The deadline for submitting the completed form is four months after the date the grade was assigned, or six weeks after student begins a new semester, whichever comes first. Grade Appeal Forms may be obtained from the Office of the Vice President for Academic Affairs.

The Academic Appeals Committee will communicate its decision in writing to the student, the instructor and the division head of the area. Any grade change will be reflected on the student's transcript. The original grade is removed from the transcript record and the new grade is recorded.

Enrollment Appeal
If a student believes that his or her enrollment or billing statement is incorrect due to a processing error, he or she may file an Enrollment Appeal Petition. The deadline for submission of an Enroll¬ment Appeal Petition is six months after the date the grade was assigned or fees were assessed. Forms for this purpose are available at www.os¬uokc.edu/appeal. The director of Student Engage¬ment will communicate the enrollment appeal decision in writing to the student. Financial charges due to non-atten¬dance or failure to drop or withdraw from classes by the deadline will not be waived. Enrollment Appeals of this nature will not be granted unless extreme circumstances apply (see Emergency Withdrawal procedures).

Emergency Withdrawal
Students who have experienced an emergency or extraordinary circumstance may petition to withdraw from classes after the drop/add deadline has passed. The student should fill out the Enrollment Appeal petition and must provide supporting documentation to show why he or she was unable to withdraw from courses by the drop deadline. Examples of an emergency/extraordinary circumstance may include situations such as severe illness resulting in hospitalization, death of an immediate family member or employment relocation to another state, etc. Students receiving Federal Financial Aid may only be eligible to receive W's for courses and are not eligible for a refund. The petition will be reviewed by the Enrollment Appeals committee and the decision will be provided in writing by the director of Student Engagement. The deadline for appeal is six months following the semester in question.

Academic Forgiveness Provisions

Circumstances may justify a student being able to recover from academic problems in ways that do not forever jeopardize his/her academic standing. The student's academic transcript, however, should be a full and accurate reflection of the facts of the student's academic life. Therefore, in situations which warrant academic forgiveness, the transcript will reflect all courses in which a student was enrolled and in which grades were earned, with the academic forgiveness provisions reflected in such matters as how the retention and graduation grade point average is calculated. Specifically, for those students receiving academic forgiveness by repeating courses or through academic reprieve or renewal, the transcript will reflect the retention/graduation grade point average excluding forgiven course(s)/semester(s). The transcript will also note the cumulative GPA, which includes all attempted regularly, graded course work.

Academic forgiveness may be warranted for currently enrolled undergraduate students in three specific circumstances:

(1) Repeated Courses
A student may repeat courses and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the retention/graduation grade point average. A maximum of four (4) courses, not to exceed 18 hours, may be repeated in the courses in which the original grade earned was a "D" or "F." Both grades shall be recorded on the transcript with the earned grade for each listed in the semester earned. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the retention/graduation GPA. Grades of any courses repeated after the first four, or 18 credit hours, will be averaged with original grades.

(2) Academic Reprieve
Academic reprieve is a provision allowing a student who has experienced extraordinary circumstances to disregard up to two semesters in the calculation of his or her retention/graduation grade point average. A student may request an academic reprieve from OSU-Oklahoma City using the following guidelines:

a) At least three years must have elapsed between the period in which the grades being requested reprieved were earned and the reprieve request.

b) Prior to requesting the academic reprieve, the student must have earned at least 12 semester credit hours with a GPA of 2.0 or higher with no grade lower than a "C" in all courses.

c) The request may be for one semester or term of enrollment or two consecutive semesters or terms of enrollment in which the semester GPA was 2.0 or below. If the reprieve is awarded, all grades and hours during the enrollment period are included. If the student's request is for two consecutive semesters, the institution may choose to reprieve only one semester.

d) The student must petition for consideration of an academic reprieve according to institutional policy.

e) All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA. Course work with a passing grade included in a reprieved semester may be used to demonstrate competency in the subject matter. However, the course work may not be used to fulfill credit hour requirements.

f) Students who have been granted academic renewal are not eligible for academic reprieve.

(3) Academic Renewal
Academic renewal is a provision allowing a student who has not been academically successful previously and who has been out of higher education for a number of years to reenter college without penalty. Under academic renewal, course work taken prior to a date specified by OSU-Oklahoma City is not counted in the student's graduation/retention GPA.

A student may request academic renewal from OSU-Oklahoma City using the following guidelines:

a) At least five years must have elapsed between the last semester being renewed and the renewal request.

b) Prior to requesting academic renewal, and after the elapsed five years, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (totaling a minimum of 12 hours) excluding activity or performance courses.

c) The request will be for all courses completed before the date specified in the request for renewal.

d) The student must complete the Academic Renewal form (available in Registrar's Office).

e) All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements.

f) Students who have been granted academic reprieve are not eligible for academic renewal.

Honor Rolls

President's List of Distinguished Students

Students must complete at least 12 credit hours for a fall or spring semester and six credit hours for a summer session, excluding zero-level courses. All courses taken in any semester must be completed with the letter grade of "A" (4.00 GPA). Students meeting this criterion will be listed on the President's List.

Vice President's List of Distinguished Students

Students must complete at least 12 credit hours, for a fall or spring semester and six credit hours in a summer session, excluding zero-level courses. All courses taken in any semester must be completed with a semester grade point average of 3.00 or higher and no grade lower than a "C" in that semester. Students meeting this criterion will be listed on the Vice President's List of Distinguished Students.

OSU-Oklahoma City President's List of Distinguished Part-time Students

Students must complete at least six credit hours, excluding zero-level courses, each semester completing all courses taken in the semester with no grade lower than a "C" with a semester grade point average no less than 3.50 will be listed on the OSU-Oklahoma City President's List of Distinguished Part-time Students.

FERPA - Student Records and the Family Educational Rights and Privacy Act of 1974

In compliance with the Family Education Rights and Privacy Act of 1974 (Buckley Amendment), and as amended in 1988, OSU-Oklahoma City maintains procedures pertaining to confidentiality of student educational records. No one outside the institution shall have access to, nor will the institution disclose, any information other than Directory Information from the student's educational records without the written consent of the student except to qualified personnel within the institution, or officials of other institutions in which the student seeks to enroll, to persons or organizations providing students with financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with judicial order and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted in the 1974 ACT, and its 1988 revision.

Written consent of the student is not required for OSU-Oklahoma City staff or faculty members to utilize educational records for legitimate educational purposes. These members include faculty, advisors, administrators and classified and professional level employees. At its discretion, the institution may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act to include student name, major field of study, dates of attendance, enrollment status (full-time or part-time), degrees and awards received and participation in officially recognized activities and sports. Students who wish Directory Information be kept confidential must notify the Registrar's Office in writing within the official course change period. Additional information is available online at www.osuokc.edu/registrar.

Rights to Inspect

Students may inspect and review their educational records upon written request to the registrar. Students should identify the records they wish to inspect. The registrar will make the needed arrangements for access as promptly as possible and will notify the student of the time and place the records will be available.

Oklahoma State University-Oklahoma City reserves the right to refuse access to the following records:

1. Financial statement(s) of the student's parents.
2. Education records containing information about more than one student, in which case the University will permit access only to the part of the record pertaining to the student.
3. Those records excluded from the FERPA definition of education records.

Oklahoma State University-Oklahoma City reserves the right to deny copies of transcripts or other records (not required to be made available under FERPA), if the student has an overdue financial obligation to the university or if there is an unresolved disciplinary or academic dishonesty action against the student.

If students believe that any information contained in their educational records is inaccurate, misleading or in violation of their privacy rights, they may request in writing that the office that contains those records amend them. Students should identify the part of the records they want changed and specify why they believe it is inaccurate, misleading or in violation of their privacy rights.

The registrar will reach a decision and inform students in a reasonable amount of time after receiving the request. If the records custodian refuses to amend the record, students have the right to a hearing. This hearing will be conducted by someone who does not have a direct interest in the outcome of the hearing, but may be an official of the university. The student will be notified of the date, place and time of the hearing.

Students will be afforded an opportunity to present evidence relevant to the issue raised. The hearing officer will make a decision in writing based on the evidence presented at the hearing. The officer will also notify the student in writing and include a summary of the evidence and the reasons for the decision.

If the hearing officer supports the complaint, the education records will be amended accordingly. If the hearing officer does not support the complaint, and decides not to amend the record, the student has the right to place a statement in the record commenting on the challenged information and stating the reasons for disagreeing with the decision. This statement will be kept as part of the record as long as the contested portion is maintained. Whenever a copy of the record is sent to any party, the student's statement will be included.

Matriculation Policy

Academic programs at OSU-Oklahoma City are kept relevant through continuous revision of curricula. Although the curriculum may be revised before a student graduates, any student who makes normal progress toward graduation (enrollment in six or more credit hours per calendar year that pertain to the student's major) will be held responsible for degree requirements in effect at the time of matriculation. The exception would be if a national certification or accrediting body for that particular program changed their requirements. In this case, the student would have to change to the new degree program.

Matriculation occurs when a student first declares a major at OSU-Oklahoma City. A student has the option of following the degree requirements that were in effect at the time of matriculation or meeting the new degree requirements that have been adopted since matriculation.

A student who fails to enroll in six hours of courses that pertain to the student's major within a calendar year of their last course is considered to have broken matriculation and thus would be held to the requirements in the most current degree program. When a student first enrolls at

OSU-Oklahoma City, the requirements for the degree programs being offered are made available. A complete listing of academic programs and degree requirements is available online at www.osuokc.edu/catalog.

Bachelor of Science/Bachelor of (Specialty) – Bachelor of Technology

The minimum requirements for the Bachelor of Science/Bachelor of (Specialty) degree at any institution in the Oklahoma State System of Higher Education shall include the following:

Minimum semester credit hours required 120

General Education 40

Credit in residence at awarding institution* 30

Liberal arts and sciences course work 55

Credit from baccalaureate degree-granting institutions (40 hrs must be upper division) 60

Area of specialization (50% must be upper division) 30

*For the bachelor's degree 15 of the final 30 hours or 50 percent of the major are also required in-residence at awarding institution.

Associate in Applied Science

The minimum standards for the awarding of associate degrees in technical-occupational areas of specialization (Associate in Applied Science) at institutions in the Oklahoma State System of Higher Education shall be as follows:

The completion of 60 semester-credit-hours, excluding physical education activity courses, with an overall grade point average of 2.0.

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 listed as transferable on the Oklahoma State System Course Equivalency Project matrices, instructed by general education faculty, and which shall include the following:

1. Communications ..... 6 hours
   This must include two courses from one or more of the following three areas:
   a. a college-level communications course in general, applied technical writing, or
   b. a course in English grammar and composition, or
   c. a college-level oral communication course.
2. U.S. History and U.S. Government .... 6 hours
3. General Education Electives ..... 6 hours

The completion of 27 hours in a Technical-Occupational Specialty.

The completion of Support and Related Courses (to total a minimum of 60 hours).

The completion of 15 resident credit hours, applicable to the degree.

Summary of Minimum Standards

General Education ..... 18 hours

Technical-Occupational Specialty ..... 27 hours

Support and Related Courses ..... 0-15 hours

Total Min. Semester Credit Hours ..... 60 hours

Associate in Science

The minimum requirements for the Associate in Science degree at any institution in The Oklahoma State System of Higher Education shall include the following:

Students recommended for the Associate in Science degree must achieve a grade point average of 2.0 as a minimum on all course work attempted (a minimum of 60 hours) excluding any courses repeated or reprieved as detailed in the State Regents' Grading Policy and excluding physical education activity courses.

The completion, as a portion of the overall 60 semester-credit-hours, of a basic general education core, or a minimum of 37 semester-credit-hours, which shall include the following (Note: this 37-hour basic general education core is also required for the baccalaureate degree):

1. English Composition ..... 6 hours
2. U.S. History and U.S. Government ..... 6 hours
3. Science (one course must be a laboratory science) ..... 6 hours
4. Humanities ..... 6 hours
   (Chosen from nonperformance courses defined as humanities by the institution granting the associate degree)
5. Mathematics ..... 3 hours
6. At least one course from the following areas: Psychology, Social Sciences, Foreign Languages, Fine Arts (Art, Music, Dramatics) ..... 3 hours
7. Additional liberal arts and sciences courses as needed to meet the minimum total of 37 credit hours required in this policy. (The Oklahoma State Regents' policies require a minimum of 40 semester hours of general education for the baccalaureate degree.)

The remaining minimum of 23 semester-credit-hours of academic work shall be applicable to the student's major objective including any prerequisite courses necessary for his/her anticipated upper-division program. A majority of such student credit hours should be taken in courses classified as liberal arts and sciences.

Students must demonstrate computer proficiency, which includes demonstrating competent use of a variety of software and networking applications. This requirement may be completed through one of three options: 1) successfully complete a high school computer science course that meets the Oklahoma State Regents' high school curricular requirements, or 2) satisfy an institution's computer proficiency assessment or 3) successfully complete college-level course work that the institution designates.

To receive an associate in science degree from OSU-Oklahoma City, the student must take a minimum of 15 hours of resident credit, applicable to the degree.

Reach Higher

Residence credit for the Associate in Science in Enterprise Development (Reach Higher degree) will be determined by the policies established by the Oklahoma State Regents for Higher Education.

English Requirement
OSU-Oklahoma City requires a minimum of three semester credit hours in English Composition for the associate degree. The required course to fulfill this requirement is English 1113. Students may fulfill the English requirement by CLEP or advanced standing examinations.

History and Government Requirement
The college requires a minimum of six semester credit hours in American history and government for the associate degree. The required courses to fulfill this requirement are History 1493 or History 1483 and Political Science 1113. Students may fulfill the government and history requirements by CLEP or advanced standing examinations.

Requirements for Awarding Certificates

Certificate Requirements

Students must satisfy all certificate requirements as listed in the certificate curriculum description in the corresponding academic division section of this catalog. The responsibility for satisfying all requirements for the certificate rests with the student. Advisors, department heads and administrators are available to assist students in meeting this responsibility.

Grade Point Average

A graduation/retention grade point average of 2.0 or better is required for completion of the certificate.

Certificate Applications

Candidates for certificates must file an Application for Graduation with the Academic Division prior to the mid-point of the graduation semester/session. If the student fails to complete requirements in the semester for which he or she files, he or she must re-file.

Conferring of Certificates

Certificates are awarded at the end of the semester or session in which a candidate files for completion. The registrar will notify students who have met all requirements for the certificate when the official certificates are available. Completion of the certificates will be noted on the student's official transcript record.

Second Certificate

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

- the student must complete the general and specific requirements for both degrees,
- the selection of a certificate program must be different from that studied for the first certificate, and
- the student must complete a minimum of eight credit hours from OSU-Oklahoma City in addition to those presented for the first certificate and which are clearly applicable to the second certificate sought.

Computer Literacy Policy

Student Policy

The goal of this policy is that degree-and/or certificate-seeking students and those students who complete 30 or more credit hours at OSU-Oklahoma City should possess sufficient skill and experience to employ contemporary information systems in their personal and professional lives. Specifically, they should be able to:

1. enter, manipulate and retrieve information using microcomputer systems;
2. identify and use software for word processing; and
3. identify and use common internal and external electronic data sources.

Degree-seeking students may meet the computer literacy requirement in either of two ways:

1. complete a course or curriculum at OSU-Oklahoma City designated in the course catalog by the sponsoring division as computer intensive, or
2. pass the OSU-Oklahoma City written or hands-on computer literacy test.

The computer literacy test will include:

1. general information, such as viruses, disk care, rebooting and other trouble-shooting techniques;
2. Internet use;
3. word processing; and
4. electronic information retrieval.

Meeting this standard is also strongly recommended for all other OSU-Oklahoma City students.

Honors Program

The Honors Program provides academically-committed students with the opportunity to study, conduct research and exchange ideas in an exciting and supportive environment. Honors sections may be offered in many general education courses. Honors classes are taught by outstanding faculty members and the classes are small in size to facilitate active student involvement. Completion of the requirements for the Honors Program leads to special designation on the student's OSU-Oklahoma City transcript. Students must be admitted to the Honors Program. A student interested in the Honor's Program should contact Honor's coordinator Dennis Smith, at 945-3246.

Honors Contract

An Honors Contract is a mechanism for achieving an "Honors" designation in any college-level course. The contract project should add an academic dimension to the course by introducing new material or by allowing the student to go into greater depth than normally required in some aspect of the course. The contract must be supervised by the faculty member and be approved by the Honors Program Committee. Contracts must be filed by the end of the fourth week of the current semester and the project completed by the fourteenth week.

The contract does not affect the student's grade in the course. However, to receive honors credit for the course the student must earn a grade of "A" or "B." If the work specified in the Honors contract is not completed, the grade for the course will not be affected, but the "Honors" designation will not appear on the student's transcript.

Graduate Honors Scholar Award

All OSU-Oklahoma City graduates with 15 hours of honors credit earned at OSU-Oklahoma City with an "A" or "B" will be eligible for official recognition as an "Honors" Graduate.

Outstanding Honors Contract

The Honors Committee will annually select one outstanding student who has agreed to an Honors Contract and grant the student a cash award.

Eligible students for Outstanding Honors Contract are nominated by their sponsoring instructors and will present their work before the Honors Committee, as well as at an honors conference. The recipient must have earned six honors credits from OSU-Oklahoma City with a minimum of a "B" grade in the course. No student may receive more than one cash award annually.

Service Learning

Service learning is a special form of community service designed to promote student learning and development. Optional service learning opportunities stimulate academic performance, increase students' understanding of the responsibilities of living in a democratic society and encourage students to become involved in the social problems facing their communities. Whether students "learn to serve" or students "serve to learn," the service learning component is a valuable tool for academic growth and success. OSU-Oklahoma City graduates receive recognition for their service learning accomplishments at commencement. For more information, go to www.osuokc.edu/servicelearning/.

Graduation

Graduation Requirements

The responsibility for satisfying all requirements for a degree rests with the student. Advisors, department heads and administrators are available to assist students in meeting this responsibility. Each associate degree program requires a specific number of credit hours for completion. These are listed in the individual division sections of this catalog. No associate degree program shall require fewer than 60 semester credit hours for graduation. A minimum of 120 credit hours are required for the completion of a bachelor's degree.

Completion of Degree Requirements

Students have four weeks after the official close of a semester to complete degree requirements in order to graduate for that semester. Students completing the requirements after four weeks will be listed as graduating the next semester and must re-file. Once degree requirements have been satisfactorily met, the registrar will provide a Statement of Degree Completion upon the request of the student.

Residence Requirements

Resident credit is awarded for work taken within the Oklahoma State University System or approved by faculty at a location officially designated as a residence center by the Oklahoma State University Board of Regents. A minimum of 15 semester credit hours must be taken in residence at OSU-OKC's campus prior to receiving the associate degree and a minimum of 30 credit hours in residence for the bachelor's degree. A student must complete either 50 percent of their technical occupational courses or the last 12 credit hours (30 for bachelor's) immediately preceding graduation in residence at OSU-OKC. For a certificate program, the last eight hours immediately preceding completion of the certificate must be taken in residence at OSU-OKC. Reach Higher residency requirements are determined by the Oklahoma State Regents for Higher Education.

Grade Point Average for Graduation

A graduation/retention grade point average of 2.0 or better, in addition to the minimum grade point average as required by the department in the major program, will be required for graduation.

OSU-Oklahoma City Honor Graduate

Students who earn the associate degree and have a grade point average of 4.0 over all courses attempted will be considered as honor graduates. Students will wear the white honor cord during commencement exercises.

Second Associate Degree

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

- the student must complete the general and specific requirements for both degrees,
- the selection of a major must be different from that studied for the first degree, and
- the student must complete a minimum of 15 credit hours from OSU-Oklahoma City which are directly applicable to the second degree sought and which are in addition to those presented for the first degree.

Option within a Major

A student may complete one or more options within a major depending on the selected program of study. An option is a special sub-grouping of relevant courses within a major. It is possible to earn only one degree in a specific major program. Diplomas and certificates will reflect the official degree, major and initial option only. Students can verify completed coursework for additional options by presenting their transcripts, which will show the courses that were completed.

Application for Graduation

Candidates for graduation must file an Application for Graduation with the Academic Division prior to the mid-point of the graduation semester/session. If the student fails to graduate in the semester for which he or she files, he or she must re-file for graduation.

Commencement

OSU-Oklahoma City holds commencement exercises once each year at the close of the spring semester. Students who have met the graduation requirements the preceding fall semester and students who will meet the graduation requirements during the spring semester, and students who will meet the graduation requirements by the close of the following summer session are invited and encouraged to participate in commencement. For more information, please visit www.osuokc.edu/graduation.

Two-Year Associate Degree Graduation Plan

Students at Oklahoma State University-Oklahoma City may follow many diverse paths to complete an associate degree. One of the options students may elect is to complete their associate degree program requirements within two years of their initial fall enrollment. There are many reasons students may want to complete their degree in two years: some may want to enter the full-time work force as soon as possible, others are planning to continue their education and do not want to prolong their undergraduate study and most want to save money.

With the encouragement of the Oklahoma State Regents for Higher Education, OSU-Oklahoma City has developed a plan to assist students who have a desire to graduate in two years with an associate degree. Students who elect to participate in the OSU-Oklahoma City Two-Year Graduation Plan will work closely with their faculty advisor to make sure they know the requirements that must be met and the appropriate sequences in which to take the courses. OSU-Oklahoma City has a long history of helping students plan for, and enroll in, the courses they need to graduate in a timely manner; and students who elect to participate in the agreement below can be assured that they will be able to enroll in courses allowing them to graduate in two years with an associate degree.

Students that agree to participate in the Two-Year Graduation Plan are given assurance by OSU-Oklahoma City to be able to enroll in courses that permit graduation in two years. The institution will ensure that graduation in two years will not be delayed by the unavailability of courses. If a student graduates in two years with an associate degree, he or she will be recognized for doing so upon graduation.

Conditions the student must satisfy:

1. Enter the institution as a first-time student at the collegiate level (no remedial/review courses required).
2. Choose an associate degree program that qualifies for the Two-Year Plan. Most Associate in Science and Associate in Applied Science degrees qualify; check with an academic/faculty advisor to develop a personal two-year graduation plan.
3. Stay on track by completing a minimum of one-quarter of the work each semester or one-half of the work over an academic year, which includes summer.
4. Meet with the faculty advisor in a timely manner to discuss and enroll for the upcoming semester.
5. Enroll in available courses needed for the chosen degree program.
6. Accept responsibility for maintaining academic progress so that he or she may stay on track to complete the requirements in two years.
7. Change option only if it will allow completion of the chosen degree program in two years.
8. Remain in good standing with the institution academically and financially.
9. Accept responsibility for meeting all requirements to obtain needed financial assistance.
10. Notify in writing the division head prior to the beginning of classes (in the semester in which a course is needed) that graduation may be delayed due to the unavailability of a course.
11. Notify in writing the division head if/when the student chooses to withdraw from this agreement.

In the event that the institution does not meet the commitments made herein, and the student is unable to graduate due to the unavailability of a course (or courses), the division offering the degree program will choose one of the following:

1. Allow the student to graduate in two years by substituting a different course (or courses), as determined by the division offering the degree program and the student's faculty advisor, for the unavailable course (or courses).
2. Allow the student to graduate in two years by substituting an individual study assignment, as determined by the division offering the degree program and the student's faculty advisor, for the unavailable course (or courses).
3. Allow the student to graduate in two years by waiving the requirement to be met by the unavailable course (or courses), as determined by the division offering the degree program and the student's faculty advisor, for the unavailable course (or courses).
4. Allow the unavailability of a course (or courses) to delay the student from graduating in two years, in which case, the institution will pay the tuition for the student to take the unavailable course(s) in a later semester.

These procedures shall constitute the exclusive remedy for the Two-Year Graduation Plan agreement. OSU-Oklahoma City is under no obligation to provide these adjustments unless the student submits a written request for accommodation to the division head of the division offering the degree program prior to the beginning of classes in the last semester of the student's two-year plan.

To graduate with an associate degree in two years a student must complete 30 to 36 semester hours each year. Some students do this by taking 15 to 18 semester hours each semester; others will take fewer hours each semester but schedule summer classes to make up the difference. Sometimes a student will have to take a class at a time that may not be completely convenient, or may need to substitute an alternative class (must be approved by the institution) for one that is unavailable during a specific semester or at a specific time. Each semester a student's advisor provides a "degree-check" listing the courses completed and requirements yet to be fulfilled. Students will also use the class schedule, departmental materials and other sources of information to develop and monitor each student's plan for graduation.

Credit Earned through Extension and Correspondence

Academic credit earned through extension or correspondence within the Oklahoma State University System shall be considered as resident credit for means of posting extrainstitutional learning only. It is not resident credit for graduation purposes.

Extrainstitutional Learning Credit

The term applies to learning acquired from work and life experiences, independent reading and study, the mass media and participation in formal courses sponsored by associations, business, government, industry, the military and unions. Types of extrainstitutional learning include:

- Advanced Placement (AP),
- American Council on Education (ACE),
- Non-collegiate learning experiences,
- Military learning experiences,
- Transfer of military credit awarded by another institution of higher education,
- College Level Examination Program (CLEP),
- Council for Adult and Experiential Learning (CAEL),
- Defense Activity for Non-Traditional Education Support (DANTES),
- OSU-Oklahoma City divisional credits,
- Advanced Standing examination(s),
- Career Technology Centers, and
- other accreditation or licensure or certification.

OSU-Oklahoma City encourages capable students to seek extrainstitutional learning credit for knowledge they may have acquired in a variety of ways. OSU-Oklahoma City students enrolled (or pre-enrolled) and former students eligible to re-enroll may seek extrainstitutional learning credits for undergraduate credit. The course(s) must be a part of an OSU-Oklahoma City degree program or taught at OSU-Oklahoma City. Extrainstitutional learning credits are not allowed in the first language of a foreign student. The national standardized subject examinations, if available, are the mandatory testing methodologies for extrainstitutional learning credit.

General Requirements

- The student must be enrolled for credit at OSU-Oklahoma City during the semester or session in which he or she applies for extrainstitutional learning credit.
- The course(s) must be a part of an OSU-Oklahoma City degree program or taught at OSU-Oklahoma City.

The national standardized subject examinations, if available, are the mandatory testing methodologies for extrainstitutional learning credit.

Application toward Associate Degree Requirements

The OSU-Oklahoma City division head or designee determines the application of the extrainstitutional learning credit towards the OSU-Oklahoma City degree. Extrainstitutional learning credit is not considered residence credit and thus will not satisfy the "Residence Requirement" for graduation purposes (See Residence Requirements at OSU-Oklahoma City on the OSU-Oklahoma City Campus).

Assessment

Proficiency is expected to be comparable to that of a student who takes the subject in residence at OSU-Oklahoma City. To successfully complete a course by extrainstitutional learning, a student must demonstrate proficiency through a 1) OSU-Oklahoma City departmental examination, 2) state or national examination, 3) validation of experiential learning or 4) documentation of experiential learning.

Cost

The student is responsible for any costs associated with extrainstitutional learning credits. These fees must be paid prior to the evaluation or examination. The fees are not refundable - even if no credit is earned.

Re-testing of Divisional Examinations

Should a student lack proficiency (i.e., fail an examination or lack validation of experiential learning), no grade will be recorded. A failed advanced standing exam may not be repeated.

Posting

Extrainstitutional learning credit will be posted on a student's permanent academic transcript only after it is validated by the successful completion of 12 or more semester hours of academic work within the Oklahoma State University System, of which a portion must be completed as OSU-Oklahoma City resident credit. The OSU System includes OSU-Oklahoma City, OSU-Stillwater, OSU-Institute of Technology and OSU-Tulsa.

If proficiency is demonstrated, the credit will be posted as a "P" for pass. It will be posted to the student's permanent transcript under the OSU-Oklahoma City division number and course title. Credit earned in this way will be designated as earned through extrainstitutional learning.

Transfer of Credits

Extrainstitutional learning credit, once posted to a student's permanent transcript record is transferable on the same basis as if the credit had been earned through regular study at the awarding institution. The only exception is military credit (see the section on Transfer of Military Credit Awarded by Another Institution of Higher Education, under Military Learning Experiences).

Advanced Placement (AP) Administered by the College Entrance Examination Board

This program allows high school students to take examinations for credit at the college level. High school counselors will assist students with testing arrangements. Scores of one and two are not acceptable for credit.

American Council on Education (ACE)

Non-collegiate Learning Experiences

OSU-Oklahoma City awards credit for educational experiences provided by certain business, industrial and governmental agencies. Credit is awarded on the basis of recommendations made by the American Council on Education in its publication "The National Guide to Educational Credit for Training Programs" and also by the publication "College Credit Recommendations: The Directory of the National Program on Non-collegiate Sponsored Instruction." Students may present certificates of completion or a transcript from the ACE Registry of Credit Recommendations to the OSU-Oklahoma City Office of the Registrar for evaluation.

Registry transcripts can be requested by contacting the Center for Adult Learning and Educational Credentials, American Council on Education, One Dupont Circle, Suite 250, Washington, DC 20036-1193, Attn: Registries, (202) 939-9434. The grade of "P" (pass) is assigned to all credit awarded in this manner. The head of the division (or designee) in which a student will earn a degree at OSU-Oklahoma City will determine how this credit applies toward the degree. Call (405) 945-3291 for more information.

Military Learning Experiences

OSU-Oklahoma City awards credit for educational experiences during military service according to the recommendations of the American Council on Education as published in "The Guide to the Evaluation of Military Experiences in the Armed Services." Students who wish to establish credit for educational experiences in the military should submit the following documents for review:

- Veterans should submit a DD Form 214, Certificate of Release or Discharge from Active Duty, and certificates of completion for all service schools attended.
- Active duty personnel should submit a DD Form 295, Application for the Evaluation of Learning Experiences during Military Service.
- U.S. Army personnel who have an Army/American Council on Education Registry Transcript (AARTS) should submit this document instead of the DD Form 214 or 295.

If an ACE transcript is not available, certificates of completion are also accepted and will be evaluated based on recommendations of the American Council on Education.

Students may also request a transcript from DANTES (Defense Activity for Non-Traditional Education Support). Many tests taken under the auspices of DANTES carry American Council on Education credit recommendations recognized by the University. Transcripts may be ordered from DANTES, Educational Testing Service, P.O. Box 6604, Princeton, NJ 08541-6604.

Military credentials should be submitted to the OSU-Oklahoma City Veterans' Services Center, telephone (405) 945-8692. The policies governing the acceptance of credit awarded for military experience toward satisfying degree requirements vary among the degree-recommending divisions at OSU-Oklahoma City. Students should contact the division head (or designee) for more specific information.

The grade of "P" (pass) is assigned to all credit awarded for military training or through standardized testing.

Transfer of Military Credit Awarded by Another Institution of Higher Education
OSU-Oklahoma City reserves the right to re-evaluate the military credit which has been posted on other college academic records prior to posting it on the OSU-Oklahoma City academic record. The credits will be evaluated in relation to the degrees and courses offered at OSU-Oklahoma City.

College Level Examination Program (CLEP)

Administered by the College Entrance Examination Board. OSU-Oklahoma City is a national CLEP testing center.

OSU-Oklahoma City awards credit for certain CLEP subject examinations. Students who take the national CLEP subject examination in Freshman College Composition must take the COMPASS E-Write essay as part of the exam. Prospective students are advised that the numerical score on the national score report from CLEP does not reflect the final score for this examination and should not be used to determine whether credit will be awarded for this examination.

Questions about the CLEP program and other test centers should be directed to the OSU-OKC Testing and Assessment Center, (405) 945-8648.

OSU-Oklahoma City Divisional Credits

Advanced Standing Examination(s)
OSU-Oklahoma City offers a number of divisional advanced standing examinations. There is a fee for each examination. Interested students should consult with the OSU-Oklahoma City Office of Testing and Assessment or with the division responsible for offering the course.

Interested students should consult with the division responsible for offering the course.

Other Accreditation, Licensure or Certification
OSU-Oklahoma City may award credit for educational learning provided by certain business, industrial and governmental agencies. Credit is awarded on the basis of recommendations from the OSU-Oklahoma City division head (or designee) for certain accreditation, licensure or certifications. Students may present official certificate(s), license(s) or official documentation to the OSU-Oklahoma City division head (or designee) to demonstrate knowledge in his or her subject area. Recommendations will be forwarded to the Registrar's Office to file for advanced standing credit.

The grade of "P" (pass) is assigned to all credit awarded in this manner. The head of the division (or designee) in which a student will earn a degree at OSU-Oklahoma City will determine how this credit applies toward the degree. For further infor¬mation, students should contact the appropriate OSU-Oklahoma City division.

Technology Center Cooperative Agreement Credit

General Information
Cooperative agreement credit is defined as learning that is attained through approved curriculum and instruction at an Oklahoma career technology center. The classroom, equipment, instructor and curriculum have been evaluated and demonstrated to be equal to the classroom, equipment, instructor and curriculum at OSU-Oklahoma City. Cooperative Agreements are approved by the Oklahoma State Regents for Higher Education.

General Requirements
Students earning cooperative credit are considered to be students of OSU-Oklahoma City and are therefore held to all admission and academic regulations.

High School Students
As part of the State Regents' Cooperative Alliance Project, some higher education institutions, in partnership with Oklahoma's career technology centers, have been approved to allow high school students to enroll in technical programs and courses under separate admission standards. This allows an 11th- or 12th-grade student enrolled in an accredited high school or a student who is at least 16 years of age and receiving high school-level instruction at home or from an unaccredited high school to be admitted to a college or university in the Oklahoma State System of Higher Education that offers technical AAS and certificate programs and enroll in technical courses only. Students must meet the following standards:

Option 1 – ACT: 19
Option 2 – ACT PLAN: 15
Option 3 – High school GPA: 2.5

In addition to meeting the requirements above, students must provide a letter of support from the high school counselor and written permission from a parent or legal guardian.

All other concurrent admission policy requirements remain in effect for technical students, including retention standards of a 2.0 college cumulative GPA.

Adult Students
Adult students must meet the college admission requirements approved by the Oklahoma State Regents for Higher Education.

Application toward Degree Requirements
The amount of cooperative credit that may be applied toward a AAS degree or certificate program at OSU-Oklahoma City is subject to the amount of approved credit in the cooperative agreement. Cooperative credit is considered residence credit and therefore will satisfy the "Residence Requirement" for graduation.

Cost
No college tuition is charged to high school and adult students enrolling in courses taught by the technology center. As approved the Oklahoma State Regents for Higher Education, an Academic Service Fee of $8 per credit hour will be charged to cover the costs of services delivered by OSU-Oklahoma City.

Posting
Students must co-enroll while attending the approved course at the technology center. The cooperative credit will be posted as the letter grade earned at the technology center under the OSU-Oklahoma City department number and course title on the student's OSU-Oklahoma City academic transcript. Grades will be posted at the end of the OSU-Oklahoma City semester in which the course is completed.

Technology Center Partnerships
OSU-Oklahoma City has cooperative agreements with the following Oklahoma Career Technology Centers:

- Canadian Valley Technology Center
- Eastern Oklahoma County Technology Center
- Francis Tuttle Technology Center
- Kiamichi Technology Center
- Metro Technology Centers
- Moore Norman Technology Center

For further information about cooperative agreements, students should contact the OSU-Oklahoma City Cooperative Alliance Services Office at (405) 945-3395.

O-KEY AND THE ONLINE CLASSROOM

Your O-Key username and password are used to access the computer labs, the Student Information System (SIS), the Online Classroom (https://oc.okstate.edu), the OSU Wireless Network, and your OSU Outlook/Exchange e-mail.

How do I activate my O-Key account?

- Go to http://okey.okstate.edu.
- Click on the O-Key Account Activation button on the main page and follow the prompts.

- Upon completion of the activation wizard, it may take 24 hours or more before your new account is ready to use.

How do I access my courses in the Online Classroom?

- Go to www.osuokc.edu and click on "Online Classroom".
- Use your O-Key username and password to log in.

For questions about your O-Key account or the Online Classroom, please contact the Technology Support Center at 405-945-6767 or email helpdesk@osuokc.edu.

Emergency Alert Information

This is a reverse 9-1-1 system that will notify you in the event of an emergency here on the OSU-OKC campus.

To receive emergency messages from OSU-OKC, you must provide your voice and text telephone numbers. It's as easy as logging into your O-Key account at okey.okstate.edu.

Click on "Campus Alerts" on the left-hand navigation bar and use the drop-down menu to select Emergency Voice and/or Emergency Text. Enter your number, cell phone service provider and an email address. Update your contact information any time by logging into your O-Key account.

- Upon activation completion, your screen will display your "Personal Profile."
  - NOTE: the "PRISM" user name and password are listed, but no longer used. Please disregard this information.

TECHNOLOGY SUPPORT CENTER

- OSU-OKC's first "walk-up" and "live" help desk area for instant technical support
- Open 7 days a week
- Staffed with highly-trained support technicians and lead analysts who can help students, staff and faculty with:
  - O-Key
  - The Online College
  - Software downloads
  - Wireless Internet access
  - And many other technology-related issues!

Office Hours:
Monday - Friday 7:30 a.m. - 10 p.m.
Saturday & Sunday 8 a.m. - 5 p.m.

Location and Phone:
Learning Resource Center, 1st floor
405-945-6767

TECHNICAL EDUCATION GRADUATE PERFORMANCE 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 by Oklahoma State University-Oklahoma City as exit competencies for the specific degree program, the graduate will be provided up to nine credit hours of additional education at and by OSU-Oklahoma City.

Special conditions that apply to the Guarantee are as follows:

- The graduate must have earned the A.A.S. degree from OSU-Oklahoma City beginning May 1996 or thereafter in a technical program identified in the current catalog.
- The graduate must have completed the A.A.S. degree at OSU-Oklahoma City with a majority of the credits being earned at OSU-Oklahoma City and must have completed the degree within a four-year time span.
- The graduate must be employed full-time in an area directly related to the program of concentration as certified by the OSU-Oklahoma City Office of Academic Affairs.
- Employment must commence within 12 months of graduation.
- 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 OSU-Oklahoma City as a part of the degree program.
- The employer, graduate, department head, academic affairs officer and the appropriate faculty will develop a written educational plan for the needed education.
- Education 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.
- All education must be completed within three semesters from the time the educational plan is agreed upon.
- The graduate and/or employer are responsible for the cost of books, insurance, uniforms, fees, room and board, tools and other course-related expenses.
- The Guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
- OSU-Oklahoma City's sole responsibility for skill deficiencies shall be limited to nine credit hours of education under the conditions described above.
- The Guarantee process can be initiated by written notification from the employer to the vice president for Academic Affairs, OSU-Oklahoma City, 900 N. Portland Ave., Oklahoma City, OK 73107. For more information call (405) 945-3240.

DEGREES AND CERTIFICATES

Bachelor of Technology

The bachelor of technology degree is a 124-credit hour technology-intensive application-focused baccalaureate degree. OSU-Oklahoma City offers one bachelor of technology degree:

Human Services

- Emergency Responder Administration

Associate in Applied Science

The associate in applied science degree signifies completion of at least 60 semester credit hours of collegiate course work (excluding any physical education courses), which will place the graduate on a career path. OSU-Oklahoma City offers 33 associate in applied science degree programs in six divisional areas:

Agriculture Technologies

- Horticulture Technology
  - — Horticultural Therapy Option
  - — Landscape Contracting Option
  - — Landscape Design Option
  - — Nursery and Greenhouse Production Option
  - — Retail Floristry Option
  - — Sustainable Crops Production Option
- Turfgrass Management
- Veterinary Technology

Arts and Sciences

- Applied Technology
  - — Art Plan of Study
  - — General Studies Plan of Study
  - — History/Political Science Plan of Study
  - — Humanities Plan of Study
  - — Math Plan of Study
  - — Oklahoma Studies Plan of Study
  - — Pre-Nursing Plan of Study
  - — Psychology/Sociology Plan of Study
- Technical Spanish/Translation and Interpretation
  - — Health Care Option
  - — Legal Option

Business Technologies

- Accounting
- Business Technologies
  - — Office Management Option
- Computer Information Systems
  - — Accounting Option
  - — Business Information Systems Option
  - — Computer Game Programming Option
  - — Computer Technical Support Option
- Graphic Design
  - — Graphic Game Development Option
  - — Illustration/Multimedia Option
  - — Internet/Web Page Design Option
  - — Writing Option
- Information Technology
  - — Network Option
- Management
  - — General Business Option
  - — Management Option
  - — Marketing Option
- Restaurant Management
  - — Baker Assistant Option
  - — Banquet Caterer Option

Health Sciences

- Dietetic Technology
- Echocardiography Technology
- Nurse Science
- Radiologic Technology
- Vascular Technology

Human Services

- Crime Victim/Survivor Services
- Early Care Education
  - — Administration Option
  - — Master Teacher Option
- Emergency Medical Services - Municipal Fire Protection
- Municipal Fire Protection
- Police Science
  - — Crime Scene Investigation Option
- Sign Language Interpretation

Science and Engineering Technologies

- Applied Technology
  - — Chemistry Plan of Study
  - — Life Science Plan of Study
  - — Pre-Health Plan of Study
  - — Science and Engineering Plan of Study
- Architectural Technology
  - — CAD-Architecture Option
  - — Pre-Architecture Option
- Construction Technology
  - — Building Inspection Option
  - — Construction Management Option
  - — Construction Techniques Option
- Electrical Power Technology
  - — Metering Technology Option
  - — Relay Technology Option
- Electronics Engineering Technology
- General Engineering Technology
  - — Mechanical Engineering Option
- Occupational and Environmental Health and Safety
- Power Transmission and Distribution Technology
- Renewable/Sustainable Energy
- Surveying Technology
- Wind Turbine Technology

Associate in Science

The associate in science degree is a program designed for transfer to an upper-division bachelor's degree program. It is typically awarded to those who wish to major in subjects with heavy undergraduate requirements in mathematics and science, including, but not limited to, fields such as engineering and agriculture. This degree represents successful completion of a minimum of 60 credit hours (excluding any physical education courses). OSU-Oklahoma City offers seven associate in science degree programs:

Agriculture Technologies

- Horticulture Technology
  - — Pre-Landscape Architecture/Landscape Contracting Option

Arts and Sciences

- Enterprise Development - Reach Higher
  - — General Studies Option
- Public Service

Business Technologies

- Enterprise Development - Reach Higher
  - — Business Administration Option
- Health Care Administration

Human Services

- Alcohol and Substance Abuse Counseling
- American Sign Language
- Police Science

Science and Engineering Technologies

- Fire Protection and Safety Technology
  - — General Studies Option
  - — Professional Practices Option

Certificate Programs

For the student who finds it necessary to obtain a college credential in a shorter period of time than the associate degree program, OSU-Oklahoma City offers a variety of certificate programs:

Agriculture Technologies

- Horticulture
- Retail Floristry

Human Services

- Certificate of Mastery in Early Care Education Administration
  - — Child Care Center Option
  - — Family Child Care Home Option
- Certificate of Mastery in Early Care Education
  - — Infant Toddler Option*
- Firefighter I

Science and Engineering Technologies

- Renewable/Sustainable Energy
- Wind Turbine Technology

**Pending Regents approval*

Cooperative, Articulation, Higher Education and 2+2 Agreements

In an effort to reduce the time it takes a student to complete a degree, OSU-Oklahoma City has partnered with various Oklahoma technology centers to allow students to earn college credit while attending qualifying technology center programs. Please see your counselor or academic advisor for details.

Career Technology Center Partners

- Canadian Valley Technology Center
- Eastern Oklahoma County Technology Center
- Francis Tuttle Technology Center
- Kiamichi Technology Center
- Metro Technology Centers
- Moore Norman Technology Center

In addition, OSU-Oklahoma City fully supports the Oklahoma State Regents for Higher Education Articulation Agreements and other initiatives designed to facilitate transfer among Oklahoma institutions of higher education. Please see your counselor or academic advisor for details.

Higher Education

The purpose of these agreements is to serve students who choose to pursue unique OSU-Oklahoma City degree programs in their geographical areas. The following are our current Higher Education partners and programs:

- Alcohol and Substance Abuse Counseling
  - Murray State College
  - Cameron University
- Nurse Science
  - Panhandle State University

Technology Center Cooperative Agreements

The purpose of these Cooperative Agreements is to allow students of approved technology center programs to obtain OSU-Oklahoma City college credit so they may attain their education or career goals.

- Accounting
  - Metro Technology Centers
- Computer Information Systems – Accounting Option
  - Francis Tuttle Technology Center
- Computer Information Systems
  - Metro Technology Centers
- Emergency Medical Services – Municipal Fire Protection
  - Canadian Valley Technology Center
  - Eastern Oklahoma County Technology Center
  - Kiamichi Technology Center
  - Metro Technology Centers
  - Moore Norman Technology Center
- Graphic Design - Graphic Game Development Option
  - Metro Technology Centers
- Graphic Design - Illustration/Multimedia Option
  - Metro Technology Centers
- Information Technology – Network Option
  - Metro Technology Centers
- Municipal Fire Protection
  - Eastern Oklahoma County Technology Center
- Radiologic Technology
  - Metro Technology Centers
- Restaurant Management
  - Metro Technology Centers
- Wind Turbine Technology
  - Metro Technology Centers

2+2 Agreements

A 2+2 agreement allows an associate degree to be applied directly to the first two years of a bachelor's degree program. The following OSU-Oklahoma City associate in science and associate in applied science degree programs have standing 2+2 agreements with the following institutions and bachelor degree programs:

- All accredited technical, vocational and academic credit hours earned
  - Midwestern State University-Wichita Falls, TX with a Bachelor of Arts and Science
- Alcohol and Substance Abuse Counseling
  - University of Central Oklahoma with a Bachelor of Arts Degree in Sociology-Chemical Dependency
- Business Technologies
  - Mid-America Christian University with a Bachelor of Science Degree in Management Information Systems/Ethics or Management and Ethics
- Computer Information Systems – Business Information Systems Option
  - Mid-America Christian University with a Bachelor of Science Degree in Management Information Systems/ Ethics
- Early Care Education – Administration Option
  - University of Central Oklahoma with a Bachelor of Science in Family Life Education - Child Development
  - Northeastern State University with a Bachelor of Science in Human and Family Sciences/Early Care
- Management – Management Option
  - Mid-America Christian University with a Bachelor of Science Degree in Management and Ethics
  - Southern Nazarene University with a Bachelor of Science in Organizational Leadership
- Municipal Fire Protection
  - University of Central Oklahoma with a Bachelor of Science in General Studies - Training and Development
- Police Science - Crime Scene Investigation (CSI) Option
  - University of Central Oklahoma with a Bachelor of Science in General Studies - Training and Development Emphasis

General Education

The general education courses necessary to complete a degree program at OSU-Oklahoma City are the primary responsibility of the Division of Arts and Sciences. The Division of Arts and Sciences academic discipline areas include:

- Developmental Math
- Developmental Reading
- Developmental Writing
- English and Language Arts
- Health and Physical Education
- Humanities
- Mathematics
- Social Sciences

For more information, call:
Division of Arts & Sciences | (405) 945-3256
Email: arts.sciences@osuokc.edu

Computer Industry Certifications

OSU-Oklahoma City offers courses preparing the student for a number of computer industry certifications:

- Comptia A+
- Comptia Linux+
- Comptia Network+
- Microsoft Certified Technology Specialist
- Microsoft Certified IT Professional

For information, call:
Division of Business Technologies | (405) 945-9166
Email: businesstech@osuokc.edu

Online College

OSU-Oklahoma City's Online College provides convenience and flexibility in the pursuit of higher education. Earn a degree online or complete college credit courses from the convenience of a personal computer. Course materials are available 24 hours a day, seven days a week. All Internet courses are provided through world-class technologies and taught by professional OSU-Oklahoma City instructors. Successful Online students are self-motivated and independent people who can manage their time and can take responsibility for learning.

For additional course availability and program information:
Contact the Enrollment Management Office or visit the OSU-Oklahoma City website (www.osuokc.edu). For specific information regarding the Internet-based delivery systems or operational specifications contact the Distance Education coordinator at (405) 945-9136.

Upper-Division Courses

Upper-division coursework in Electronic Engineering Technology is available on the OSU-Oklahoma City campus through the OSU-Stillwater College of Engineering, Architecture and Technology. A minimum of two upper-division courses per semester are scheduled for students who have completed the lower-division courses necessary for an OSU bachelor of science degree in Electronic Engineering Technology and wish to complete their undergraduate education on the OSU-Oklahoma City campus. For additional information contact Science and Engineering Technologies, Engineering Technology Building, Room 300, or call (405) 945-3220.

DIVISION OF AGRICULTURE TECHNOLOGIES

Degrees Offered

Associate in Applied Science

- Horticulture Technology
  - — Horticultural Therapy Option
  - — Landscape Contracting Option
  - — Landscape Design Option
  - — Nursery & Greenhouse Production Option
  - — Retail Floristry Option
  - — Sustainable Crops Production Option
- Turfgrass Management
- Veterinary Technology

Associate in Science

- Horticulture Technology
  - — Pre-Landscape Architecture/Landscape Construction Option

Certificate Programs

- Horticulture
- Retail Floristry

Agriculture Resource Center

The Agriculture Resource Center, dedicated in 2008, is a new state-of-the-art facility housing the Division of Agriculture Technologies. Degree programs, certificates and non-credit courses in Horticulture Technology and Veterinary Technology are offered by the division. The Agriculture Division also sponsors the OSU-Oklahoma City Farmers' Market. This year-round market features 100% Oklahoma-grown produce and made-in-Oklahoma products.

Horticulture Technology

OSU-Oklahoma City is the home of the John E. Kirkpatrick Horticulture Center. The 40-acre site is carefully planned and planted with demonstration and display gardens for flowers, fruits and vegetables, and tree and shrub collections to support one of the finest horticultural education facilities in the country. Using the greenhouses, gardens and golf course facilities as living laboratories, the horticulture programs uniquely prepare students to work in the many service and production industries in this field. Through classroom and laboratory experiences, students learn to grow and maintain nursery stock, landscape plants, turf grasses, fruits and vegetables, floral crops, tropical plants and garden flowers for residential, commercial or park locations.

Landscape and floral design options provide students an opportunity to express their artistic talents, while the nursery and greenhouse management courses emphasize the plant production and marketing aspects of the industry. The sustainable crops production option helps students learn about local production of horticultural food crops, cut flowers, herbs etc. using environmentally sound practices.

Maintenance of outdoor and interior landscape plants is a fast-growing employment area. Demand is high for students who understand proper planting, pruning and pest control techniques and have a working knowledge of equipment use. The horticultural therapy option integrates horticulture activities into an appropriate therapeutic setting for individuals with special needs. A five-hole teaching and demonstration golf course and sports turf training facility provide students with the latest techniques in turfgrass management.

Veterinary Technology

Lecture, laboratory, clinical and preceptorship experiences provide students the opportunity to learn the theory, skills and practical applications necessary to succeed in this field. Students learn the special needs of domestic and wild/zoo animals, livestock and laboratory/research animals through cooperative agreements with diverse facilities such as the Oklahoma City Animal Welfare Division, WildCare Foundation and the University of Oklahoma Health Sciences Center.

Throughout the course of study, instructors emphasize regulatory, safety, ethical and humane aspects of the veterinary field. Program accreditation by the American Veterinary Medical Association allows graduates to apply to the Oklahoma Board of Veterinary medical Examiners to sit for state and national licensing exams, and, if successful, become Registered Veterinary Technicians.

For More Information Contact:

Dave L. Edwards, Division Head
Division of Agriculture Technologies
Agriculture Resource Center
400 N. Portland Ave.
Oklahoma City, Oklahoma 73107
(405) 945-3358
agriculture.technologies@osuokc.edu

Faculty:

David A. Gerken, Horticulture
Dr. Sally Henderson, Veterinary Technology
Angela Holmberg, Horticulture
Haldor Howard, Horticulture
Julia D. Laughlin, Department Head, Horticulture
Dr. David Morales, Department Head, Veterinary Technology
Dr. Rachel Reeves, Veterinary Technology

Horticulture Technology A.A.S.

Program Description

Horticulture Technology is a program at OSU-Oklahoma City that prepares students for an exciting and rewarding career in the horticulture industry. Since OSU-Oklahoma City is a technical campus, a student takes primarily those courses geared to his/her field of interest. This enables the student to enter the career market in the shortest possible time. Classroom time will be spent learning theory but the majority of the student's experiences will be "hands-on" training in the lab, greenhouse, nursery grounds etc.

Employment Information

Oklahoma has a thriving multi-million dollar plant production, plant sales and plant maintenance complex of industries. The possibilities for work and a rewarding career are limited only by a student's imagination, creativity and effort. Many jobs are available on a full-time or part-time basis which will fit many career objectives and abilities. A graduate will find many supervisory jobs available in the greenhouse, nursery, interior plantscape and garden center industry both at the wholesale and retail levels. The landscape maintenance and landscape design fields also offer a multitude of opportunities for the graduate.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Julia Laughlin, Horticulture Department Head
Division of Agriculture Technologies
Agriculture Resource Center
400 N Portland Avenue
Oklahoma City, OK 73107
405-945-3348
Email: jlaugh@osuokc.edu
agriculture.technologies@osuokc.edu

Mary Ellen Brown, Secretary
405-945-3358
Email: maryellen.brown@osuokc.edu
agriculture.technologies@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**37 Credit Hours**		
☐	BIOL	1404	Plant Biology	4		
☐	HRT	1013	Principles of Horticulture	3		
☐	HRT	2453	Herbaceous Ornamental Plants	3		
☐	HRT	2463	Interior Plants	3		
☐	HRT	2213	Horticulture Marketing	3		
☐	HRT	2232	Seminar Horticulture Occupations	2*		
☐	HRT	2244	Horticulture Practicum	4*		
☐	HRT	2313	Deciduous Landscape Plants	3		
☐	HRT	2413	Evergreen Landscape Plants	3		
☐	HRT	Electives	(Prefix of HRT)	9		
Support and Related Courses				**6 Credit Hours**		
	BUS	2003	Small Business Management			
☐	**OR**			3		
	BUS	Any	Business Management Course			
	CIS	1503	Microcomputer Applications Microsoft Office			
☐	**OR**			3		
	Select 3 credit hours from the following:					
	CIS	1113	Computer Concepts with Applications			
	ITD	1323	Internet Fundamentals			
General Education Requirements				**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
	MATH	1413	General College Math			
☐	**OR**			3		
	MATH	1513	College Algebra			
☐	POLS	1113	American Government	3		
☐	SPCH	1113	Introduction to Speech Communication	3		
☐		***General Education Electives***		3		
		(Prefix of: BIOL, ENGL, HUMN, MATH, PSYC, etc)				
Total to Graduate				**61 Credit Hours**		

*Department head approval required

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

Horticulture Technology A.A.S.

— Horticulture Therapy Option

Program Description

Horticulture therapy is an emerging field that uses horticulture in a therapeutic setting to treat individuals with physical and developmental disabilities, recovering substance abusers, prisoners seeking rehabilitation, the elderly and others. Students discover how to use horticulture to improve the cognitive, physical and psychological well-being of special populations.

Employment Information

Employment opportunities in this field could include working with individuals with special needs in nursing homes, schools, botanical gardens, prisons, or recovery and rehabilitation settings.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Julia Laughlin, Horticulture Department Head
Division of Agriculture Technologies
Agriculture Resource Center
400 N Portland Avenue
Oklahoma City, OK 73107
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Student Name:	
CWID:	
Counselor:	
Catalog 2011-2012	

					Date	Institution
Technical Occupational Specialty				**37 Credit Hours**		
☐	BIOL	1404	Plant Biology	4		
☐	HRT	1013	Principles of Horticulture	3		
☐	HRT	1253	Introduction to Horticulture Therapy	3		
☐	HRT	2003	Horticulture Therapy Program Management	3		
☐	HRT	2232	Seminar Horticulture Occupations	2*		
☐	HRT	2244	Horticulture Practicum	4*		
☐	***Select a minimum of 6 credit hours from the following:***					
	HRT	2453	Herbaceous Ornamental Plants	3		
	HRT	2463	Interior Plants	3		
	HRT	2313	Deciduous Landscape Plants	3		
	HRT	2413	Evergreen Landscape Plants	3		
☐	***Select 12 credit hours from the following:***					
	HRT	1103	Landscape Graphics I	3		
	HRT	1123	Home Gardening Fruits & Vegetables	3		
	HRT	1153	Beginning Floral Design	3		
	HRT	2050	Advanced Problems-Horticulture	3*		
	HRT	2163	Plant Propagation	3		
	HRT	2343	Controlled Environments Horticulture - Fall	3		
	HRT	2443	Controlled Environments Horticulture - Spring	3		
Support and Related Courses				**6 Credit Hours**		
☐	***Select 3 credit hours of approved elective****			3		
	CIS	1503	Microcomputer Applications Microsoft Office			
☐	**OR**			3		
	Select 3 credit hours from the following:					
	CIS	1113	Computer Concepts with Applications			
	ITD	1323	Internet Fundamentals			
General Education Requirements				**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
	MATH	1413	General College Math			
☐	**OR**			3		
	MATH	1513	College Algebra			
☐	POLS	1113	American Government	3		
☐	SPCH	1113	Introduction to Speech Communications	3		
☐	PSYC	1113	Introduction to Psychology	3		
Total to Graduate				**61 Credit Hours**		

*Department head approval required

Horticulture Technology A.A.S
— Landscape Contracting Option

Program Description

Landscape contracting is a very important segment of the horticulture industry. The contracting curriculum prepares students for career opportunities in the landscape contracting field, including interior and exterior plant installation, landscape construction, plant maintenance, pest management and plant health care. Coursework provides students with an understanding of methods and materials pertaining to the use of basic landscape elements, their place in the landscape and the maintenance aspects of the completed projects.

Employment Information

Landscape contracting companies offer horticulture-related services pertaining to landscape construction, plant material installation, plant maintenance, irrigation and drainage, lawn care, sales and support. The demand is great for skilled, knowledgeable employees who are ready to work for companies that may specialize in one area of service, or may offer a broad range of services.

Degree Awarded

Associate in Applied Science

For More Information Contact:

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Student Name:	
CWID:	
Counselor:	
Catalog 2011-2012	

					Date	Institution
Technical Occupational Specialty				**37 Credit Hours**		
☐	BIOL	1404	Plant Biology	4		
☐	HRT	1013	Principles of Horticulture	3		
☐	HRT	1423	Landscape Bidding and Contracts	3		
☐	HRT	2013	Maintenance of Landscape Plants	3		
☐	HRT	2232	Seminar Horticulture Occupations	2*		
☐	HRT	2233	Landscape Construction	3		
☐	HRT	2244	Horticulture Practicum	4*		
☐	HRT	2263	Horticulture Pest Management	3		
☐	HRT	2313	Deciduous Landscape Plants	3		
☐	HRT	2413	Evergreen Landscape Plants	3		
☐	***Select a minimum of 6 credit hours from the following:***					
	HRT	1103	Landscape Graphics I	3		
	HRT	1133	Landscape Graphics II	3		
	HRT	1163	Bilingual Horticultural Communications	3		
	HRT	2453	Herbaceous Ornamental Plants	3		
	HRT	2463	Interior Plants	3		
	HRT	1413	Math Applications for Horticulture	3		
	HRT	1723	Grounds Maintenance Equipment: Mechanics and Repair	3		
	HRT	1843	Irrigation and Drainage Design	3		
	HRT	2023	Horticultural Soil Science	3		
	HRT	2050	Advanced Problems-Horticulture	3*		
	HRT	2113	Turfgrass Management	3		
	HRT	2123	Landscape Design Theory	3		
	HRT	2143	Landscape Design Applications	3		
	HRT	2213	Horticulture Marketing	3		
	HRT	2423	CAD Graphics for Landscape Design	3		
	HRT	2533	Advanced Turfgrass Management	3		
	HRT	2843	Irrigation Installation and Troubleshooting	3		
	Support and Related Courses			**6 Credit Hours**		
	BUS	2003	Small Business Management			
☐	**OR**			3*		
			Business Management Course-3 credit hours*			
	CIS	1503	Microcomputer Applications-Microsoft Office			
☐	**OR**			3		
	Select 3 credit hours from the following:					
	CIS	1113	Computer Concepts with Applications			
	ITD	1323	Internet Fundamentals			
	General Education Requirements			**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
☐	ENGL	2333	Technical Report Writing	3		
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
	MATH	1413	General College Math			
☐	**OR**			3		
	MATH	1513	College Algebra			
☐	POLS	1113	American Government	3		
☐	SPCH	1113	Introduction to Speech Communications	3		
	Total to Graduate			**61 Credit Hours**		

*Department head approval required

Horticulture Technology A.A.S
— Landscape Design Option

Program Description

Landscape design combines elements of art and science, teaching students how to create functional and aesthetically-pleasing outdoor spaces. Students acquire a working knowledge of design principles, theories of analysis and planning, and fundamentals of the design process. Contract preparation, client interaction, and materials and methods of construction are also integrated into the design program. Students are given the opportunity to apply their skills in hands-on design exercises working with selected projects in the community.

Employment Information

Career opportunities exist for landscape designers in a variety of employment settings. Landscape design provides opportunities for self-employment as a design consultant, or in positions with design/build firms, landscape contractors, landscape nurseries and garden centers.

Degree Awarded

Associate in Applied Science

For More Information Contact:

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agriculture.technologies@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**37 Credit Hours**		
☐	BIOL	1404	Plant Biology	4		
☐	HRT	1013	Principles of Horticulture	3		
☐	HRT	1103	Landscape Graphics I	3		
☐	HRT	2123	Landscape Design Theory	3		
☐	HRT	2143	Landscape Design Applications	3		
☐	HRT	2232	Seminar Horticulture Operations	2*		
☐	HRT	2244	Horticulture Practicum	4*		
☐	HRT	2313	Deciduous Landscape Plants	3		
☐	HRT	2413	Evergreen Landscape Plants	3		
☐	HRT	2423	CAD Graphics for Landscape Design	3		
☐	***Select a minimum of 6 credit hours from the following:***					
	HRT	1123	Home Gardening-Fruits & Vegetables			
	HRT	1133	Landscape Graphics II			
	HRT	1153	Beginning Floral Design			
	HRT	1163	Bilingual Horticultural Communications			
	HRT	2453	Herbaceous Ornamental Plants			
	HRT	2463	Interior Plants			
	HRT	1423	Landscape Bidding and Contracts			
	HRT	1843	Irrigation and Drainage Design			
	HRT	2013	Maintenance of Landscape Plants			
	HRT	2023	Horticulture Soil Science			
	HRT	2050	Advanced Problems-Horticulture			
	HRT	2113	Turfgrass Marketing			
	HRT	2213	Horticulture Marketing			
	HRT	2233	Landscape Construction			
	HRT	2263	Horticulture Pest Management			
	HRT	2843	Irrigation Installation and Troubleshooting			
Support and Related Courses				**6 Credit Hours**		
	BUS	2003	Small Business Management			
☐	**OR**			3		
	BUS		Business Management Course*			
	CIS	1503	Microcomputer Applications-Microsoft Office			
☐	**OR**			3		
	Select 3 credit hours from the following:					
	CIS	1113	Computer Concepts with Applications			
	ITD	1323	Internet Fundamentals			
General Education Requirements				**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
☐	ENGL	2333	Technical Report Writing	3		
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
	MATH	1413	General College Math			
☐	**OR**			3		
	MATH	1513	College Algebra			
☐	POLS	1113	American Government	3		
☐	SPCH	1113	Introduction to Speech Communications	3		
Total to Graduate				**61 Credit Hours**		

*Department head approval required

Student Name: _____
CWID: _____
Counselor: _____
Catalog 2011-2012

Horticulture Technology A.A.S

— Nursery and Greenhouse Production Option

Program Description

The Associate in Applied Science-Nursery and Greenhouse Production Option prepares graduates in multiple aspects of crop production. This option offers training in propagation, growing on, finishing, and marketing plants and related products at both the wholesale and retail levels. Students gain valuable experience working with crops in a 16,000 square foot ridge-and-furrow greenhouse range, a 3,000 square foot Quonset-style greenhouse and other facilities. Students also experience various methods of plant production, including container and field production systems, providing a valuable understanding of each method's advantages and limitations with a view toward operations management.

Employment Information

Graduates will find employment as supervisors and technicians in the greenhouse, nursery, interior plantscape, garden center and related industries, both at the wholesale and retail levels. Some graduates choose to start their own operations.

Degree Awarded

Associate in Applied Science

For More Information Contact:

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Student Name:	
CWID:	
Counselor:	

Catalog 2011-2012

					Technical Occupational Specialty	37 Credit Hours	Date	Institution
☐	BIOL	1404	Plant Biology	4				
☐	HRT	1013	Principles of Horticulture	3				
☐	HRT	2133	Nursery Management and Operations	3				
☐	HRT	2163	Plant Propagation	3				
☐	HRT	2213	Horticulture Marketing	3				
☐	HRT	2343	Controlled Environments Horticulture-Fall	3				
☐	HRT	2443	Controlled Environments Horticulture-Spring	3				
☐	HRT	2232	Seminar Horticulture Occupations	2*				
☐	HRT	2244	Horticulture Practicum	4*				
☐	***Select a minimum of 6 credit hours from the following:***							
	HRT	2453	Herbaceous Ornamental Plants	3				
	HRT	2463	Interior Plants	3				
	HRT	2313	Deciduous Landscape Plants	3				
	HRT	2413	Evergreen Landscape Plants	3				
	Select 3 credit hours from HRT*			3				
	Support and Related Courses			**6 Credit Hours**				
	BUS	2003	Small Business Management					
☐	**OR**			3				
			Business Management Course					
	CIS	1503	Microcomputer Applications-Microsoft Office					
☐	**OR**			3				
	Select 3 credit hours from the following:							
	CIS	1113	Computer Concepts with Applications					
	ITD	1323	Internet Fundamentals					
☐	**General Education Requirements**			**18 Credit Hours**				
	ENGL	1113	English Composition I	3				
☐	HIST	1483	U.S. History to 1865					
	OR			3				
	HIST	1493	U.S. History Since 1865					
☐	MATH	1413	General College Math					
	OR			3				
☐	MATH	1513	College Algebra					
☐	POLS	1113	American Government	3				
☐	SPCH	1113	Introduction to Speech Communications	3				
			General Education Electives	3				
			(prefix of: BIOL, ENGL, HUMN, MATH, PSYC, etc)					
	Total to Graduate			**61 Credit Hours**				

* Department head approval required

Horticulture Technology A.A.S
— Retail Floristry Option

Program Description

The Horticulture A.A.S. option in Retail Floristry provides students a career ladder, from entry-level skills and basic knowledge desired by the floral industry for designers, through studies and techniques required to own or manage a flower shop.

Employment Information

Oklahoma has a growing floristry industry. Trained people for employment are in great demand. This course of study in retail floristry allows one to find work in a variety of florist-related firms. The possibilities for work are limited only by one's imagination, creativity and willingness to work hard. Jobs are available on a full-time or part-time basis to fit one's needs.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Julia Laughlin, Horticulture Department Head
Division of Agriculture Technologies
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400 N Portland Avenue
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405-945-3348
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Mary Ellen Brown, Secretary
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					Date	Institution
Technical Occupational Specialty				**37 Credit Hours**		
☐	BIOL	1404	Plant Biology	4		
☐	HRT	1013	Principles of Horticulture	3		
☐	HRT	1153	Beginning Floral Design	3		
☐	HRT	2453	Herbaceous Ornamental Plants	3		
☐	HRT	2463	Interior Plants	3		
☐	HRT	2153	Advanced Floral Design	3		
☐	HRT	2213	Horticulture Marketing	3		
☐	HRT	2232	Seminar Horticulture Occupations	2*		
☐	HRT	2244	Horticulture Practicum	4*		
☐	HRT	2253	Special Occasions Floral Design	3		
Select 6 credit hours from the following:						
☐	HRT	2051-6	Advanced Problems-Horticulture	1-6*		
☐	HRT	2163	Plant Propagation	3		
☐	HRT	2343	Controlled Environments Horticulture - Fall	3		
☐	HRT	2443	Controlled Environments Horticulture - Spring	3		
Support and Related Courses				**6 Credit Hours**		
	BUS	2003	Small Business Management			
☐	**OR**			3		
			Business Management Course*			
	CIS	1503	Microcomputer Applications-Microsoft Office			
☐	**OR**			3		
Select 3 credit hours from the following:						
	CIS	1113	Computer Concepts with Applications			
	ITD	1323	Internet Fundamentals			
General Education Requirements				**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
	MATH	1413	General College Math			
☐	**OR**			3		
	MATH	1513	College Algebra			
☐	POLS	1113	American Government	3		
☐	SPCH	1113	Introduction to Speech Communication	3		
☐			**General Education Electives**	3		
			(Prefix of: BIOL, ENGL, HUMN, MATH, PSYC, etc)			
			Total to Graduate	**61 Credit Hours**		

*Department head approval required

Student Name:	
CWID:	
Counselor:	
Catalog 2011-2012	

Horticulture Technology A.A.S

— Sustainable Crops Production Option

Program Description

There is a national emerging interest in local food systems that includes farmers' markets, community-supported agriculture, food co-ops and direct sales from the farm. In addition, the consumer's desire for a safe and secure food supply and environmentally-sound production methods has created a need for more local production of sustainable horticultural food crops. This field of study is designed to help an individual develop the skill to produce horticultural food crops using environmentally-sound methods. Studies include sustainable production methods of vegetables, small fruits, tree fruits, cut flowers, herbs and other niche crops. Season extension and year-round market gardening are emphasized.

Employment Information

Graduates would have a wide range of employment opportunities in agricultural production systems, government service and non-profit organizations. In addition, entrepreneurial opportunities for small farm development and direct sales of crops are unlimited.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Julia Laughlin, Horticulture Department Head
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agriculture.technologies@osuokc.edu

Mary Ellen Brown, Secretary
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agriculture.technologies@osuokc.edu

					Date	Institution
	Technical Occupational Specialty			**37 Credit Hours**		
	BIOL	1404	Plant Biology	4		
	HRT	1013	Principles of Horticulture	3		
	HRT	1023	Sustainable Horticultural Practices	3		
	HRT	1173	Market Gardening-Fall/Winter Production	3		
	HRT	1183	Market Gardening-Spring/Summer Production	3		
	HRT	2023	Horticulture Soil Science	3		
	HRT	2213	Horticulture Marketing	3		
	HRT	2232	Seminar in Horticulture Occupations	2		
	HRT	2244	Horticulture Practicum	4*		
	Select a minimum of 6 credit hours from the following:					
	HRT	2453	Herbaceous Ornamental Plants	3		
	HRT	2463	Interior Plants	3		
	HRT	2313	Deciduous Landscape Plants	3		
	HRT	2413	Evergreen Landscape Plants	3		
	Select 3 credit hours from the following:					
	HRT	1123	Home Gardening - Fruits & Vegetables	3		
	HRT	2050	Advanced Problems-Horticulture	3*		
	HRT	2133	Nursery Management and Operations	3		
	HRT	2163	Plant Propagation	3		
	HRT	2343	Controlled Environments Horticulture - Fall	3		
	HRT	2443	Controlled Environments Horticulture - Spring	3		
	Support and Related Courses			**6 Credit Hours**		
	BUS	2003	Small Business Management			
	OR			3		
			Business Management Course-3 cr. Hrs *			
	CIS	1503	Microcomputer Applications-Microsoft Office			
	OR			3		
	Select 3 credit hours from the following:			3		
	CIS	1113	Computer Concepts with Applications			
	ITD	1323	Internet Fundamentals			
	General Education Requirements			**18 Credit Hours**		
	ENGL	1113	English Composition I	3		
	HIST	1483	U.S. History to 1865			
	OR			3		
	HIST	1493	U.S. History Since 1865			
	MATH	1413	General College Math			
	OR			3		
	MATH	1513	College Algebra			
	POLS	1113	American Government	3		
	SPCH	1113	Introduction to Speech Communications	3		
			General Education Electives	3		
			(Prefix of: BIOL, ENGL, HUMN, MATH, PSYC, etc)			
	Total to Graduate			**61 Credit Hours**		

*Department head approval required

Student Name:
CWID:
Counselor:
Catalog 2011-2012

Horticulture Technology A.S.

Program Description

The Horticulture Technology Associate in Science degree is a program at OSU-Oklahoma City that prepares students for an exciting and rewarding career in the horticulture industry. This degree is designed to prepare the student to enter into a baccalaureate degree program. Specific articulation and transfer agreements should be verified between the student and the accepting institution.

Employment Information

Oklahoma has a thriving multi-million dollar plant production, plant sales and plant maintenance complex of industries. The possibilities for work and a rewarding career are limited only by a student's imagination, creativity and effort. Many jobs are available on a full- time or part-time basis which will fit career objectives and abilities. A graduate will find many supervisory jobs available in the greenhouse, nursery, interior plantscape and garden center industry both at the wholesale and retail levels. The landscape maintenance and landscape design fields also offer a multitude of opportunities for the graduate. Advanced degrees may provide the avenues necessary to fulfill professional desires such as a landscape architect or future aspirations in research, extension or teaching.

Degree Awarded

Associate in Science

For More Information Contact:

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agriculture.technologies@osuokc.edu

	General Education Requirements			39 Credit Hours	Date	Institution
☐	BIOL	1404	Plant Biology	4		
☐	CHEM	1214	Chemistry I	4		
☐	ENGL	1113	English Composition I	3		
☐	ENGL	1213	English Composition II	3		
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	HUMN	2103	Masterworks (Ancient)	3		
☐	HUMN	2203	Masterworks (Modern)	3		
☐	MATH	1513	College Algebra	3		
☐	POLS	1113	American Government	3		
☐	BIOL	1303	Principles of Biology	3		
	PLUS					
☐	BIOL	1311	Principles of Biology Lab	1		
	ART	1103	Free-Hand Drawing			
☐	**OR**			3		
	PSYC	1113	Introduction to Psychology			
☐	SPCH	1113	Introduction to Speech Communication	3		
	Specialized Course Requirements			**21 Credit Hours**		
☐	HRT	1013	Principles of Horticulture	3		
	HRT	1163	Bilingual Hort. Comm			
☐	**OR**			3		
	HRT		Horticulture Course*			
☐	HRT	2453	Herbaceous Ornamental Plants	3		
☐	HRT	2463	Interior Plants	3		
☐	HRT	2053	Advanced Problems-Hort	3*		
☐	HRT	2313	Deciduous Landscape Plants	3		
☐	HRT	2413	Evergreen Landscape Plants	3		
	Guided Electives			**3 Credit Hours**		
	ACCT	2103	Financial Accounting*			
☐	**OR**			3*		
	BUS	2023	Business Statistics*			
	OR					
	CSUR	2614	Surveying I*			
	Total to Graduate			**63 Credit Hours**		

*Department head approval required

Student Name:
CWID:
Counselor:
Catalog 2011-2012

Horticulture Technology A.S.

— Pre-Landscape Architecture/Landscape Contracting Option

Program Description

This Associate in Science degree option prepares the student for transfer into the Landscape Architecture/Landscape Contracting program at Oklahoma State University. Specific articulation and transfer agreements should be verified between the student and the accepting institution.

Employment Information

Landscape architects may work on a variety of projects ranging from a small landscape design to regional planning. Some specialize in a particular area, such as street and highway beautification, waterfront improvement projects, parks and playgrounds, or shopping centers. Still others work in regional planning and resource management; feasibility, environmental impact, and cost studies; or site construction. Landscape architects also work in areas of environmental remediation, stormwater management, and historic landscape preservation and restoration.

Landscape contracting companies offer horticulture-related services pertaining to landscape construction, plant material installation, plant maintenance, irrigation and drainage, lawn care, sales and support. The demand is great for skilled, knowledgeable employees who are ready to work for companies that may specialize in one area of service, or may offer a broad range of services.

Degree Awarded

Associate in Science

For More Information Contact:

Julia Laughlin, Horticulture Department Head
Division of Agriculture Technologies
Agriculture Resource Center
400 N Portland Avenue
Oklahoma City, OK 73107
405-945-3348
Email: jlaugh@osuokc.edu
agriculture.technologies@osuokc.edu

Mary Ellen Brown, Secretary
405-945-3358
Email: maryellen.brown@osuokc.edu

					Credit Hours	Date	Institution
General Education Requirements					**39**		
☐	BIOL	1404	Plant Biology		4		
☐	CHEM	1214	Chemistry I		4		
☐	ENGL	1113	English Composition I		3		
☐	ENGL	1213	English Composition II		3		
	HIST	1483	U.S. History to 1865				
☐	**OR**				3		
	HIST	1493	U.S. History Since 1865				
☐	HUMN	2103	Masterworks (Ancient)		3		
☐	HUMN	2203	Masterworks (Modern)		3		
☐	MATH	1513	College Algebra		3		
☐	POLS	1113	American Government		3		
☐	BIOL	1303	Principles of Biology		3		
	PLUS						
☐	BIOL	1311	Principles of Biology Lab		1		
	ART	1103	Free-Hand Drawing				
☐	**OR**				3		
	PSYC	1113	Introduction to Psychology				
☐	SPCH	1113	Introduction to Speech Communication		3		
Specialized Course Requirements					**21**		
☐	HRT	1013	Principles of Horticulture		3		
☐	HRT	1103	Landscape Graphics I		3		
☐	HRT	1133	Landscape Graphics II		3		
☐	HRT	2123	Landscape Design Theory		3		
☐	HRT	2423	Comp. Graphics for Landscape Design		3		
☐	HRT	2313	Deciduous Landscape Plants		3		
☐	HRT	2413	Evergreen Landscape Plants		3		
Guided Electives					**3**		
	ACCT	2103	Financial Accounting*				
☐	**OR**				3*		
	BUS	2023	Business Statistics*				
	OR						
	CSUR	2614	Surveying I*				
Total to Graduate					**63**		

*Department head approval required

Student Name:

CWID:

Counselor:

Catalog 2011-2012

Horticulture Certificate

Program Description

This horticulture curriculum offers a program of studies designed to develop an in-depth understanding of plant growth and development. A certificate program allows the student to meet the minimum requirements requested by the horticulture industry for employment and provides an excellent base for future growth and advancement in education and career development.

Employment Information

Oklahoma has a multi-million dollar nursery and greenhouse industry. A certificate in horticulture allows one to find work in greenhouses, nurseries, interior plant firms, garden centers, landscape maintenance and design firms. The possibilities for work are limited only by one's imagination, creativity and willingness to work hard. Jobs are available on a full-time or part-time basis to fits one's needs.

Degree Awarded

Certificate in Horticulture

For More Information Contact:

Julia Laughlin, Horticulture Department Head
Division of Agriculture Technologies
Agriculture Resource Center
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Oklahoma City, OK 73107
405-945-3348
Email: jlaugh@osuokc.edu
agriculture.technologies@osuokc.edu

Mary Ellen Brown, Secretary
405-945-3358
Email: maryellen.brown@osuokc.edu
agriculture.technologies@osuokc.edu

Program Core Courses				**12 Credit Hours**	**Date**	**Institution**
☐	HRT	1013	Principles of Horticulture	3		
	HRT	2453	Herbaceous Ornamental Plants			
☐	**OR**			3		
	HRT	2463	Interior Plants			
☐	HRT	2263	Horticultural Pest Management	3		
	HRT	2313	Deciduous Landscape Plants			
☐	**OR**			3		
	HRT	2413	Evergreen Landscape Plants			
Support and Related Courses				**12 Credit Hours**		
☐	CIS	1503	Microcomputer Applications-Microsoft Office	3		
			Select 9 credit hours from the following:			
	HRT	1023	Sustainable Horticultural Practices	3		
	HRT	1103	Landscape Graphics I	3		
	HRT	1123	Home Gardening - Fruits & Vegetables	3		
	HRT	1153	Beginning Floral Design	3		
	HRT	1163	Bilingual Horticulture Communications	3		
	HRT	1173	Market Gardening - Fall/Winter Production	3		
	HRT	1183	Market Gardening - Spring/Summer Production	3		
	HRT	1253	Introduction to Horticultural Therapy	3		
	HRT	1321-3	Technical Problems - Horticulture	1-3*		
	HRT	1423	Landscape Bidding & Contracts	3		
	HRT	1503	Viticulture - Intro, Site Selection and Cold Protection	3		
	HRT	1513	Viticulture - Establishment and Propagation	3		
	HRT	1523	Viticulture - Canopy and Harvest Management	3		
	HRT	1723	Grounds Maintenance Equipment: Mechanics and Repair	3		
	HRT	1843	Irrigation and Drainage Design	3		
	HRT	2003	Horticultural Therapy Program Management	3		
	HRT	2013	Maintenance of Landscape Plants	3		
	HRT	2023	Horticultural Soil Science	3		
	HRT	2113	Turfgrass Management	3		
	HRT	2123	Landscape Design Theory	3		
	HRT	2133	Nursery Management and Operations	3		
	HRT	2143	Landscape Design Applications	3		
	HRT	2153	Advanced Floral Design	3		
	HRT	2163	Plant Propagation	3		
	HRT	2233	Landscape Construction	3		
	HRT	2244	Horticulture Practicum	4		
	HRT	2253	Special Occasion Floral Design	3		
	HRT	2343	Controlled Environments Horticulture-Fall	3		
	HRT	2443	Controlled Environments Horticulture-Spring	3		
	HRT	2423	Computer Graphics for Landscape Design	3		
	HRT	2533	Advanced Turfgrass Management	3		
	HRT	2843	Irrigation Installation and Troubleshooting	3		
Total for Certificate				**24 Credit Hours**		

*Department head approval required

Student Name:	
CWID:	
Counselor:	
Catalog 2011-2012	

Retail Floristry Certificate

Program Description

The retail floristry curriculum offers a program of studies designed to develop an in-depth understanding of the floristry industry. This certificate program allows the student to meet the minimum requirements requested by the floristry industry to become a floral designer or to manage a florist shop.

Employment Information

Oklahoma has a growing floristry industry. Trained people for employment are in great demand. A certificate in retail floristry allows one to find work in a variety of florist-related firms. The possibilities for work are limited only by one's imagination, creativity and willingness to work hard. Jobs are available on a full-time or part-time basis to fit one's needs.

Degree Awarded

Certificate in Retail Floristry

For More Information Contact:

Julia Laughlin, Horticulture Department Head
Division of Agriculture Technologies
Agriculture Resource Center
400 N Portland Avenue
Oklahoma City, OK 73107
405-945-3348
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Mary Ellen Brown, Secretary
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agriculture.technologies@osuokc.edu

Program Core Courses			15 Credit Hours	Date	Institution
HRT 1013	Principles of Horticulture		3		
HRT 1153	Beginning Floral Design		3		
HRT 2463	Interior Plants		3		
HRT 2153	Advanced Floral Design		3		
HRT 2253	Special Occasion Floral Design		3		

Support and Related Courses			9 Credit Hours		
BUS 2003	Small Business Management				
	OR		3		
	Business Management Course *				
HRT	Horticulture Course		3		
HRT	Horticulture Course				
	OR		3		
	General Education Course				

Total for Certificate **24 Credit Hours**

*Department head approval required

Student Name:
CWID:
Counselor:

Catalog 2011-2012

Turfgrass Management A.A.S.

Program Description

The Turfgrass Management A.A.S. degree program is designed to prepare students for an entry-level position within the turfgrass industry. The program will provide the opportunity for interested individuals to acquire the skills, knowledge and competencies necessary for a career as a golf course superintendent or grounds manager at a variety of facilities including golf courses, sports stadiums, parks and lawn care companies. For individuals currently employed in the field, the turfgrass management program will provide an opportunity to maintain and/or upgrade their education and training.

Employment Information

National trends reflect an increased demand for turfgrass management graduates throughout the next decade. Continuing opportunities in this specialized field exist for graduates in the golf course, sports field, parks and lawn care industry with both public and private entities.

Degree Awarded

Associate in Applied Science

For More Information Contact:

David Gerken, Associate Professor
Horticulture Department
Division of Agriculture Technologies
Agriculture Resource Center
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Oklahoma City, OK 73107
405-945-3348
Email: Gerken@osuokc.edu
agriculture.technologies@osuokc.edu

Mary Ellen Brown, Secretary
405-945-3358
Email: maryellen.brown@osuokc.edu
agriculture.technologies@osuokc.edu

					Technical Occupational Specialty	30 Credit Hours	Date	Institution
☐	HRT	1013	Principles of Horticulture	3				
☐	HRT	1843	Irrigation and Drainage Design	3				
☐	HRT	2023	Horticulture Soil Science	3				
☐	HRT	2113	Turfgrass Management	3				
☐	HRT	2232	Seminar Horticulture Occupations	2*				
☐	HRT	2244	Horticulture Practicum	4*				
☐	HRT	2263	Horticulture Pest Management	3				
☐	HRT	2313	Deciduous Landscape Plants	3				
☐	HRT	2413	Evergreen Landscape Plants	3				
☐	HRT	2533	Advanced Turfgrass Management	3				
			Support and Related Courses	**19 Credit Hours**				
	BIOL	1303	Principles of Biology					
☐	**OR**			3-4				
	BIOL	1404	Plant Biology					
☐	BUS	2113	Business Communications	3				
☐	MGMT	2213	Human Resources Management	3				
	CIS	1503	Microcomputer Applications - Microsoft Office					
☐	**OR**			3				
	CIS	1113	Computer Concepts with Applications					
	Select 6 credit hours from the following:							
☐	HRT	1103	Landscape Graphics I	3				
☐	HRT	1163	Bilingual Horticultural Communications	3				
☐	HRT	1423	Landscape Bidding & Contracts	3				
☐	HRT	2013	Maintenance of Landscape Plants	3				
☐	HRT	2233	Landscape Construction	3				
☐	HRT	2843	Irrigation Installation and Troubleshooting	3				
			General Education Requirements	**18 Credit Hours**				
☐	ENGL	1113	English Composition I	3				
☐	ENGL	2333	Introduction to Technical Report Writing	3				
	HIST	1483	U.S. History to 1865					
☐	**OR**			3				
	HIST	1493	U.S. History Since 1865					
☐	MATH	1413	General College Math	3				
☐	POLS	1113	American Government	3				
☐	SPCH	1113	Introduction to Speech Communication	3				

*Department head approval required

Total to Graduate **67 Credit Hours**

Student Name: _____
CWID: _____
Counselor: _____

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Veterinary Technology A.A.S.

Program Description

The Veterinary Technology curriculum is a six- semester program including an eight-week summer preceptorship. In order to graduate, the student must pass all of the required courses with a "C" or better and obtain an overall GPA of 2.0. The summer preceptorship involves a minimum of 320 clock-hours of on-the-job training with a practicing veterinarian.

The Veterinary Technology program prepares graduates to take the national and Oklahoma state board exams for licensure for veterinary technicians. Graduates are qualified to perform any task related to animal health care with the exception of diagnosing, prescribing treatment or performing surgery. Each class of Veterinary Technology students begins in the fall semester of the academic year. The application and selection process for admission to the Veterinary Technology program occurs each Spring.

Employment Information

According to the most recent American Veterinary Medicine Association survey of Veterinary Technology programs, starting salaries range from $12,640 to $47,200 per year (approximate average $28,900).

Degree Awarded

Associate in Applied Science

For More Information Contact:

Department of Veterinary Technology
Division of Agriculture Technologies
Agriculture Resource Center
400 N Portland Avenue
Oklahoma City, OK 73107
405-945-6742
Fax: 405-945-3382
www.BeAVetTech.com

Faculty & Staff

David Morales, DVM, Department Head

Sally Henderson, DVM, Professor

Rachel Reeves, DVM, Instructor

Pam Crabtree, RVT, Veterinary Technician

Natalie Clawson, RVT, Veterinary Technician

Jackie McShane Meeks, RVT, Secretary

Prerequisites — **13 Credit Hours**

	MATH	1413	General College Math			
	OR			3		
	MATH	1513	College Algebra			
	VT	1012	Veterinary Medical Terminology	2		
	CHEM	1214	Chemistry I			
	OR			4		
	CHEM	1314	General Chemistry I			
	MCRO	2124	Intro to Microbiology	4		

Technical Occupational Specialty — **44 Credit Hours**

					Date	Institution
	VT	1113	Breeds, Restraint and First Aid	3		
	VT	1114	VT Anatomy and Physiology I	4		
	VT	1213	Laboratory Techniques I	3		
	VT	1224	VT Anatomy and Physiology II	4		
	VT	2103	Animal Reproduction, Production and Nutrition	3		
	VT	2114	Clinics and Nursing	4		
	VT	2123	Laboratory Techniques II	3		
	VT	2213	Wild, Zoo and Lab Animal Care	3		
	VT	2223	VT Radiology	3		
	VT	2233	VT Pharmacology	3		
	VT	2314	Preceptorship	4		
	VT	2403	Clinic Management	3		
	VT	2404	Animal Pathology	4		

General Education Requirements

Other Required Courses — **12 Credit Hours**

	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II			
	OR			3		
	SPCH	1113	Introduction to Speech Communication			
	HIST	1483	U.S. History to 1865			
	OR			3		
	HIST	1493	U.S. History Since 1865			
	POLS	1113	American Government	3		

Total to Graduate — **69 Credit Hours**

Recommended Electives

	VT	2442	Capstone-Board Exam Review	2		
	VT	1322	Technical Problems - Vet. Technology	2		

Student Name:	
CWID:	
Counselor:	

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DIVISION OF ARTS AND SCIENCES

Degrees Offered

Associate in Applied Science

- Applied Technology
  - — Art Plan of Study
  - — General Studies Plan of Study
  - — History/Political Science Plan of Study
  - — Humanities Plan of Study
  - — Math Plan of Study
  - — Oklahoma Studies Plan of Study
  - — Pre-Dietetic Plan of Study*
  - — Pre-Nursing Plan of Study
  - — Psychology/Sociology Plan of Study
- Technical Spanish/Translation and Interpretation
  - — Health Care Option
  - — Legal Option

**Degree Sheet available in Division of Arts & Sciences Office*

Associate in Science

- Public Service

About Arts and Sciences

The OSU-Oklahoma City Arts and Sciences Division is the student's gateway to higher education, whether planning to earn a technical program associate degree or pursuing a bachelor's degree. Many courses offered by the division are required of students attending any Oklahoma public higher education institution and can be transferred for degree credit. Many other courses offered provide students with useful and interesting electives to round out a college education. Students can determine whether specific courses will transfer for degree credit, or as an elective, by consulting the four-year institution to which they are transferring.

Applied Technology - Plans of Study

This degree offers nine different plans of study and is designed for students who want the associate in applied science degree but whose previously earned college credit, goals or backgrounds are not supported by other A.A.S. programs. Also, students not yet certain of their major can pursue the associate in applied science degree, obtain core general education credits and pick up basic skills required for most professional careers today. Students graduate with 21 hours of general education courses, 30 hours of technical occupational-specialty core courses and 12 hours of guided electives, in addition to the general education. Beginning fall 2010 students anticipating OSU-Oklahoma City's premier Dietetic Technician program will be able to begin their coursework in the Pre-Dietetic Technician Plan of Study. For more information contact Dr. Teri Ferguson at (405) 945-3392.

Public Service

Students in this program gain an overview of public service, the laws governing public and/or nonprofit organizations, as well as the financial and budgeting principles that distinguish public sector accounting practices from private enterprise. In addition, they learn the dynamics of working and negotiating constructively with employee or public interest groups and examine hot-button issues that administrators must be prepared to face.

Students also acquire computer database and word processing skills essential for administrators in today's lean public and nonprofit organizations. Internships with area organizations and agencies give students the option of gaining firsthand administrative experience. This associate in science degree program provides students with 37 hours of general education courses and 26 credit hours of specialty core courses. For more information, contact Dr. Robin Scott at (405) 945-3255.

Technical Spanish: Translation and Interpretation

This program meets the increasingly critical need of the medical and legal communities and business in general for individuals who can accurately translate and interpret between Spanish and English. This is not a traditional Spanish language program; instead, the emphasis of this program is on accurate and spontaneous translation and interpretation.

Graduates of this program can earn certifications in these skills, and there is a significant demand for employees with these abilities. For more information, contact Dr. Jerry Rice at (405) 945-3381.

For More Information Contact:

Dr. Teri Ferguson, Division Head
Division of Arts & Sciences
Learning Resource Center, Room 331
900 N. Portland Ave.
Oklahoma City, Oklahoma 73107
(405) 945-3256
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Faculty:

Vickie Ashby, Developmental Studies
Dr. Doug Baker, History
Wayne Brown, Developmental Math
Dr. Steven Collins, Political Science
C.J. Frederick, Mathematics
Dr. Karen Jobe, English
Garrett Jones, Associate Division Head
Marcel Maupin, Mathematics
Jennifer Poynter, Department Head, Developmental Studies
Dr. Jerry Rice, Technical Spanish
Dr. Robin Scott, Public Service
Dr. Nancy Shuman-Miller, Department Head, Social Sciences
Dennis Smith, Humanities
Jason Stone, Department Head, Humanities
Dr. Ricky Streight, Department Head, Mathematics

Applied Technology A.A.S.
— Art Plan of Study

***When a student graduates with this degree the diploma will read A.A.S. in "Applied Technology ". The general education courses within this sequence will easily transfer into a four year degree program within the State of Oklahoma.*

Program Description

This degree is designed for students who want the Associate in Applied Science degree but whose previously earned college credit, goals or backgrounds are not supported by other A.A.S. programs. Also, students not yet certain of their major can pursue the Associate in Applied Science degree, obtain core general education credits and pick up basic skills required for most professional careers today. Students graduate with 21 hours of general education courses, 12 hours of guided electives and 30 hours of technical occupational specialty core courses.

Degree Awarded

Associate in Applied Science

For More Information Contact:

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Technical Occupational Specialty — **30 Credit Hours**

Technical Occupational Specialty courses consist of courses taken from three emphasis areas. The following courses are courses that you must take for this degree from each of those subject areas.

					Date	Institution
☐	ART	1803	Intro to Art	3		
☐	ART	1103	Drawing I	3		
☐	ART	1203	Design I	3		
☐	ART	1503	Color Illustration	3		
☐	ART	2050	Technical Problems	Variable Credit		
☐	ART	2323	Introduction to Photography	3		
☐	HUMN	2103	Masterworks of Western Culture/Ancient and Medieval	3		
☐	HUMN	2203	Masterworks of Western Culture/Modern	3		
☐	GDD	1253	Computer Graphic	3		
☐	GDD	1463	Computer Art	3		

Guided Electives — **12 Credit Hours**

☐	CIS	1113	Computer Concepts with Applications	3		
☐	SOC	1113	Introductory Sociology	3-4		
☐	Any college level science course with lab			3		
☐	Any college level humanities course			3		
☐	SPCH	1113	Introduction to Speech	3		

Other courses may be substituted with departmental approval.

21 Credit Hours

General Education Courses — 3

☐	ENGL	1113	English Composition I			
	ENGL	1213	English Composition II	3		
☐	**OR**					
	ENGL	2333	Introduction to Technical Report Writing			
	HIST	1483	U.S. History to 1865	3		
☐	**OR**					
	HIST	1493	U.S. History Since 1865	3		
☐	MATH	1513	College Algebra	3		
☐	POLS	1113	American Government	3		
☐	PSYC	1113	Introductory Psychology	3		
☐	SOC	1113	Introductory Sociology			

63 Credit Hours

Total to Graduate

Student Name: _____
CWID: _____
Counselor: _____

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Applied Technology A.A.S.

— General Studies Plan of Study

***When a student graduates with this degree the diploma will read A.A.S. in "Applied Technology ". The general education courses within this sequence will ea transfer into a four year degree program within the State of Oklahoma.*

Program Description

This degree is designed for students who want the Associate in Applied Science degree but whose previously earned college credit, goals or backgrounds are not supported by other A.A.S. programs. Also, students not yet certain of their major can pursue the Associate in Applied Science degree, obtain core general education credits and pick up basic skills required for most professional careers today. Students graduate with 21 hours of general education courses, 12 hours of guided electives and 30 hours of technical occupational specialty core courses.

Degree Awarded

Associate in Applied Science

For More Information Contact:

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Fax: 405-945-9141
arts.sciences@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**30 Credit Hours**		
Technical Occupational Specialty courses selected with the approval of the department head/counselor and must be from three or more emphasis areas with a minimum of 9 credits in one area, a minimum of 6 credits in each of two additional areas and up to 9 hours of general education electives.						
					9 hour grouping	
					6 hour grouping	
					6 hour grouping	
					9 hours electives	
Guided Electives				**12 Credit Hours**		
	CIS	1113	Computer Concepts with Applications			
	OR			3		
	CIS	1103	Fundamentals of Computers with Applications			
	Any college level science course with lab			3-4		
	Any college level humanities course			3		
	SPCH	1113	Introduction to Speech Communication	3		
Other courses may be substituted with departmental approval.						
General Education Courses				**21 Credit Hours**		
	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II			
	OR			3		
	ENGL	2333	Introduction to Technical Report Writing			
	HIST	1483	U.S. History to 1865			
	OR			3		
	HIST	1493	U.S. History Since 1865			
	MATH	1513	College Algebra	3		
	POLS	1113	American Government	3		
	PSYC	1113	Introductory Psychology	3		
	SOC	1113	Introductory Sociology	3		
Total to Graduate				**63 Credit Hours**		

Student Name: _____
CWID: _____
Counselor: _____
Catalog 2011-2012

Applied Technology A.A.S.

— History/Political Science Plan of Study

***When a student graduates with this degree the diploma will read A.A.S. in "Applied Technology ". The general education courses within this sequence will easily transfer into a four year degree program within the State of Oklahoma.*

Program Description

This degree is designed for students who want the Associate in Applied Science degree but whose previously earned college credit, goals or backgrounds are not supported by other A.A.S. programs. Also, students not yet certain of their major can pursue the Associate in Applied Science degree, obtain core general education credits and pick up basic skills required for most professional careers today. Students graduate with 21 hours of general education courses, 30 hours of technical occupational specialty core courses, and 12 hours of guided electives.

Degree Awarded

Associate in Applied Science

For More Information Contact:

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Oklahoma City, OK 73107
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arts.sciences@osuokc.edu

Technical Occupational Specialty — **30 Credit Hours**

This plan of study requires the following courses plus 6 credit hours in general education electives.

					Date	Institution
☐	ECON	2013	Introduction to Macroeconomics	3		
☐	GEOG	2253	World Regional Geography	3		
☐	HIST	1483	U.S. History to 1865	3		
☐	HIST	2323	Oklahoma History	3		
☐	HIST	2463	Native American History	3		
☐	HIST	2513	World History to 1500			
☐	**OR**			3		
	HIST	2533	World History since 1500			
☐	POLS	2053	State and Local Government	3		
☐	POLS	2113	Comparative Politics	3		

Choose at least 6 credit hours from these related electives:

☐	HIST	2451-6	Special Topics	3		
☐	POLS	1321-6	Special Topics	3		
☐	Any General education elective			3-6		

Guided Electives — **12 Credit Hours**

☐	CIS	1113	Computer Concepts with Applications	3		
☐	Any college level science course with lab			3-4		
☐	Any college level humanities course			3		
☐	SPCH	1113	Introduction to Speech Communication	3		

Other courses may be substituted with departmental approval.

General Education Courses — **21 Credit Hours**

☐	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II			
☐	**OR**			3		
	ENGL	2333	Introduction to Technical Report Writing			
☐	HIST	1493	U.S. History since 1865	3		
☐	MATH	1513	College Algebra	3		
☐	POLS	1113	American Government	3		
☐	PSYC	1113	Introductory Psychology	3		
☐	SOC	1113	Introductory Sociology	3		

Total to Graduate — **63 Credit Hours**

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011-2012

Applied Technology A.A.S.
— Humanities Plan of Study

***When a student graduates with this degree the diploma will read A.A.S. in "Applied Technology ". The general education courses within this sequence will easily transfer into a four year degree program within the State of Oklahoma.*

Program Description

This degree is designed for students who want the Associate in Applied Science degree but whose previously earned college credit, goals or backgrounds are not supported by other A.A.S. programs. Also, students not yet certain of their major can pursue the Associate in Applied Science degree, obtain core general education credits and pick up basic skills required for most professional careers today. Students graduate with 21 hours of general education courses, 12 hours of guided electives and 30 hours of technical occupational specialty core courses.

Degree Awarded

Associate in Applied Science

For More Information Contact:

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900 N. Portland Avenue
Oklahoma City, OK 73107
405-945-3256
Fax: 405-945-9141
arts.sciences@osuokc.edu

Technical Occupational Specialty — **30 Credit Hours**

This plan of study requires the following courses plus 6 credit hours in general education electives.

					Date	Institution
☐	ENGL	1923	Masterpieces of Literature	3		
	ENGL	2773	American Literature I			
☐	**OR**			3		
	ENGL	2883	American Literature II			
☐	HUMN	1803	Intro to Art	3		
☐	HUMN	2053	Seminar in Humanities - Religions of Mankind	3		
☐	HUMN	2103	Masterworks of Western Culture/Ancient and Medieval	3		
☐	HUMN	2203	Masterworks of Western Culture/Modern	3		
☐	PHIL	1013	Intro to Philosophy	3		
☐	PHIL	1313	Intro to Critical Thinking	3		
☐	*ELECTIVES*			6		

Guided Electives — **12 Credit Hours**

☐	CIS	1113	Computer Concepts with Applications	3		
☐	Any college level science course with lab			3-4		
☐	Any college level humanities course			3		
☐	SPCH	1113	Intro to Speech Communication	3		

Other courses may be substituted with departmental approval.

General Education Courses — **21 Credit Hours**

☐	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II			
☐	**OR**			3		
	ENGL	2333	Introduction to Technical Report Writing			
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	PSYC	1113	Introductory Psychology	3		
☐	SOC	1113	Introductory Sociology	3		

Total to Graduate — **63 Credit Hours**

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011-2012

Applied Technology A.A.S.
— Math Plan of Study

***When a student graduates with this degree the diploma will read A.A.S. in "Applied Technology ". The general education courses within this sequence will easily transfer into a four year degree program within the State of Oklahoma.*

Program Description

This degree is designed for students who want the Associate in Applied Science degree but whose previously earned college credit, goals or backgrounds are not supported by other A.A.S. programs. Also, students not yet certain of their major can pursue the Associate in Applied Science degree, obtain core general education credits and pick up basic skills required for most professional careers today. Students graduate with 21 hours of general education courses, 12 hours of guided electives and 30 hours of technical occupational specialty core courses.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Dr. Teri Ferguson, Division Head
Arts & Sciences Division
Learning Resource Center, Room 331
900 N. Portland Avenue
Oklahoma City, OK 73107
405-945-3256
Fax: 405-945-9141
arts.sciences@osuokc.edu

Technical Occupational Specialty — **30 Credit Hours**

This plan of study requires the following courses plus 11 credit hours of electives in the areas specified below.

					Date	Institution
☐	MATH	1613	Trigonometry	3		
☐	MATH	2145	Calculus I	5		
☐	MATH	2155	Calculus II	5		
☐	MATH	2233	Differential Equations	3		
☐	STAT	2013	Elementary Statistics	3		
☐	***TECHNICAL OCCUPATIONAL ELECTIVES***			11		

Electives must be chosen from Economics, Physics, Computer Science, Math, or Engineering courses or in consultation with the Math Department. (Note: Technical Calculus and Elementary Calculus cannot be counted without prior approval.)

☐						
☐						
☐						
☐						

Guided Electives — **12 Credit Hours**

☐	CIS	1113	Computer Concepts with Applications	3		
☐	Any college level science course with lab			3-4		
☐	Any college level humanities course			3		
☐	SPCH	1113		3		
☐	Other courses may be substituted with departmental approval.					

General Education Courses — **21 Credit Hours**

☐	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II			
☐	**OR**			3		
	ENGL	2333	Introduction to Technical Report Writing			
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	MATH	1513	College Algebra	3		
☐	POLS	1113	American Government	3		
☐	PSYC	1113	Introductory Psychology	3		
☐	SOC	1113	Introductory Sociology	3		

Total to Graduate — **63 Credit Hours**

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011-2012

Applied Technology A.A.S.
— Oklahoma Studies Plan of Study

***When a student graduates with this degree the diploma will read A.A.S. in "Applied Technology ". The general education courses within this sequence will easily transfer into a four year degree program within the State of Oklahoma.*

Program Description

This degree is designed for students who want the Associate in Applied Science degree but whose previously earned college credit, goals or backgrounds are not supported by other A.A.S. programs. Also, students not yet certain of their major can pursue the Associate in Applied Science degree, obtain core general education credits and pick up basic skills required for most professional careers today. Students graduate with 21 hours of general education courses and 30 hours of technical occupational specialty core courses.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Dr. Teri Ferguson, Division Head
Arts & Sciences Division
Learning Resource Center, Room 331
900 N. Portland Avenue
Oklahoma City, OK 73107
405-945-3256
Fax: 405-945-9141
arts.sciences@osuokc.edu

Technical Occupational Specialty — **30 Credit Hours**

This plan of study requires the following courses plus 9 credit hours of electives.

					Date	Institution
☐	ECON	2013	Intro to Macroeconomics	3		
☐	ECON	2023	Intro to Microeconomics	3		
☐	ENGL	2353	American Indian Lit	3		
☐	HIST	2323	Oklahoma History	3		
☐	HIST	2463	Native American History	3		
☐	HUMN	2053	Seminar in Humanities - Oklahoma Art	3		
☐	POLS	2053	State & Local Government	3		
☐	*ELECTIVES*			9		

Guided Electives — **12 Credit Hours**

☐	CIS	1113	Computer Concepts with Applications	3
☐	Any college level science course with lab			3-4
☐	Any college level humanities course			3
☐	SPCH	1113	Introduction to Speech	3

Other courses may be substituted with departmental approval.

General Education Courses — **21 Credit Hours**

☐	ENGL	1113	English Composition I	3
	ENGL	1213	English Composition II	
☐	**OR**			3
	ENGL	2333	Introduction to Technical Report Writing	
	HIST	1483	U.S. History to 1865	
☐	**OR**			3
	HIST	1493	U.S. History Since 1865	
☐	MATH	1513	College Algebra	3
☐	POLS	1113	American Government	3
☐	PSYC	1113	Introductory Psychology	3
☐	SOC	1113	Introductory Sociology	3

Total to Graduate — **63 Credit Hours**

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011-2012

Applied Technology A.A.S.

— Pre-Nursing Plan of Study

***When a student graduates with this degree the diploma will read A.A.S. in "Applied Technology ". The general education courses within this sequence will easily transfer into a four year degree program within the State of Oklahoma.*

Program Description

This degree is designed for students who want the Associate in Applied Science degree but whose previously earned college credit, goals or backgrounds are not supported by other A.A.S. programs. Also, students not yet certain of their major can pursue the Associate in Applied Science degree, obtain core general education credits and pick up basic skills required for most professional careers today. Students graduate with 21 hours of general education courses and 30 hours of technical occupational specialty core courses.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Dr. Teri Ferguson, Division Head
Arts & Sciences Division
Learning Resource Center, Room 331
900 N. Portland Avenue
Oklahoma City, OK 73107
405-945-3256
Fax: 405-945-9141
arts.sciences@osuokc.edu

Technical Occupational Specialty — **30 Credit Hours**

This plan of study requires the following courses plus 5 credit hours of related electives.

Course work must include the following:

					Date	Institution
☐	BIOL	1214	Human anatomy w/Lab	4		
	CHEM	1214	Chemistry I			
☐	**OR**			4		
	CHEM	1314	General Chemistry I			
☐	MCRO	2124	Introduction to Microbiology	4		
☐	NSCI	1113	Basic Human Nutrition	3		
☐	PSIO	2314	Human Physiology	4		
☐	PSYC	2213	Lifespan Human Development	3		
☐	PSYC	2113	Psychology of Adjustment	3		

Choose at least 5 credit hours from these related electives:

☐	BIOL	1012	Medical Terminology	2		
☐	CHEM	1515	General Chemistry II	5		
☐	STAT	2013	Elementary Statistics	3		
☐	HCM	1143	Health Care Systems/Operations	3		
☐	PSYC	2453	Special Topics-Ethical Issues in the Helping Professions	3		

Guided Electives — **12 Credit Hours**

☐	CIS	1113	Computer Concepts with Applications	3		
☐	Any college level science course with lab			3-4		
☐	Any college level humanities course			3		
☐	SPCH	1113	Introduction to Speech	3		

Other courses may be substituted with departmental approval.

General Education Courses — **21 Credit Hours**

☐	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II			
☐	**OR**			3		
	ENGL	2333	Introduction to Technical Report Writing			
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	MATH	1513	College Algebra	3		
☐	POLS	1113	American Government	3		
☐	PSYC	1113	Introductory Psychology	3		
☐	SOC	1113	Introductory Sociology	3		

Total to Graduate — **63 Credit Hours**

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011-2012

Applied Technology A.A.S.

— Psychology/Sociology Plan of Study

***When a student graduates with this degree the diploma will read A.A.S. in "Applied Technology ". The general education courses within this sequence will easily transfer into a four year degree program within the State of Oklahoma.*

Program Description

This degree is designed for students who want the Associate in Applied Science degree but whose previously earned college credit, goals or backgrounds are not supported by other A.A.S. programs. Also, students not yet certain of their major can pursue the Associate in Applied Science degree, obtain core general education credits and pick up basic skills required for most professional careers today. Students graduate with 21 hours of general education courses, 12 hours of guided electives and 30 hours of technical occupational specialty core courses.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Dr. Teri Ferguson, Division Head
Arts & Sciences Division
Learning Resource Center, Room 331
900 N. Portland Avenue
Oklahoma City, OK 73107
405-945-3256
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arts.sciences@osuokc.edu

Student Name:	
CWID:	
Counselor:	
	Catalog 2011-2012

Technical Occupational Specialty — **30 Credit Hours**

This plan of study requires the following courses plus 6 credit hours of electives, 3 of which must be in Psychology or Sociology. The other 3 hours of electives may be in any general studies subject area.

					Date	Institution
☐	PSYC	2113	Psychology of Adjustment	3		
☐	PSYC	2213	Life-Span Human Development	3		
☐	PSYC	2223	Child Psychology	3		
☐	PSYC	2453	Special Topics	3		
	PSYC	2333	Psychology of Race			
☐	**OR**			3		
	PSYC	2713	Psychology of Aging			
☐	SOC	2023	Marriage and Family	3		
☐	SOC	2123	Social Problems	3		
☐	SOC	2213	Crime and Deliquency	3		
☐	PSYC or SOC elective			3		
☐	General education elective			3		

Guided Electives — **12 Credit Hours**

☐	CIS	1113	Computer Concepts with Applications	3		
☐	Any college level science course with lab			3-4		
☐	Any college level humanities course			3		
☐	SPCH	1113		3		

Other courses may be substituted with departmental approval.

General Education Courses — **21 Credit Hours**

☐	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II			
☐	**OR**			3		
	ENGL	2333	Introduction to Technical Report Writing			
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	MATH	1513	College Algebra	3		
☐	POLS	1113	American Government	3		
☐	PSYC	1113	Introductory Psychology	3		
☐	SOC	1113	Introductory Sociology	3		

Total to Graduate — **63 Credit Hours**

Enterprise Development A.A.S.

— General Studies Option

Reach Higher-Oklahoma's Degree Completion Program

The Associate in Science in Enterprise Development - General Studies is designed for those who have already earned at least 18 hours of college credit and want to finish an associate degree, have a minimum of 2.0 GPA from previous college credits and have completed any required remedial courses. The Reach Higher associate program provides on-campus and online class options, personalized schedules and courses of study that meet career goals.

Program Description

The Oklahoma economy will require an educated workforce that is literate and flexible enough to change occupational areas as the economy dictates. The general studies option in the Enterprise Development degree builds on the core competencies to provide a well-educated and well-rounded citizen in the workplace.

Degree Awarded

Associate in Science

For More Information

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Dr. Teri Ferguson
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Oklahoma State University - Oklahoma City
Room: LRC 331
900 N Portland Avenue
Oklahoma City, OK 73107
405-945-3392
teri.ferguson@osuokc.edu

					Date	Institution
Specialized Course Requirements				**23 Credit Hours**		
23 college level hours selected from the student's field of interest						
General Education Requirements				**37-38 Total Credit hours**		
Communiations				**9 Credit Hours**		
ENGL	1113	English Composition I		3		
ENGL	1213	English Composition II		3		
SPCH	1113	Introduction to Speech Communication		3		
Political Sciences				**6 Credit Hours**		
HIST	1483	U.S. History to 1865				
OR				3		
HIST	1493	U.S. History Since 1865				
POLS	1113	American Government		3		
Mathematics (Select one of the following)				**3 Credit Hours**		
MATH	1413	General College Math		3		
MATH	1513	College Algebra		3		
STAT	2013	Elementary Statistics		3		
Life Sciences (Select 3 or 4 credit hours)				**3-4 Credit Hours**		
BIOL	1303	Prin. of Biology (taking lab is recommended)		3		
BIOL	1404	Plant Biology		4		
MCRO	2124	Introduction to Microbiology		4		
BIOL	1214	Human Anatomy		4		
PSIO	2314	Human Physiology		4		
Physical Sciences (Select 4 credit hours)				**4 Credit Hours**		
CHEM	1214	Chemistry		4		
CHEM	1314	General Chemistry		4		
GEOL	1114	Physical Geology		4		
PHYS	1204	General Physical Science		4		
PHYS	1114	General Physics		4		
Humanities (Humanities coursework only)				**6 Credit Hours**		
				3		
				3		
Soc. Sci. or World Language (Select 3 credit hours)				**3 Credit Hours**		
PSYC	1113	Introductory Psychology		3		
SOC	1113	Introductory Sociology		3		
		World Language		3		
Computer Sciences				**3 Credit Hours**		
CIS	1103	Fundamentals of Computer W/Apps				
OR				3		
CIS	1113	Computer Concepts W/Apps				
Total to Graduate				**60-61 Credit Hours**		

Student Name:

CWID:

Counselor:

Catalog 2011-2012

Public Service A.S.

Program Description

An Associate in Science degree in Public Service prepares students for entry-level administrative jobs in government or nonprofit organizations or for transfer to four-year institutions.

Employment Information

The program gives students an overview of public service, the laws governing public and/or nonprofit organizations and the financial and budgeting principles that distinguish public sector accounting practices from private enterprise. In addition, students learn the dynamics of working and negotiating constructively with employee and public interest groups and examine hot-button issues that administrators must be prepared to face in the increasingly competitive public sector. Students learn computer database and word processing skills essential for administrators in today's lean public/nonprofit organizations and have the option of gaining firsthand administrative experience through internships with area organizations or agencies.

Degree Awarded

Associate in Science

For More Information

Dr. Robin Scott, Associate Professor/Advisor
Public Service
Arts & Sciences Division
Learning Resource Center, Room 320
900 N. Portland Avenue
Oklahoma City, OK 73107
405-945-3255
Fax: 405-945-9141
Email: scottra@osuokc.edu

					Date	Institution
General Education Courses				**37 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
☐	ENGL	1213	English Composition II	3		
☐	HIST	1483	U.S. History to 1865			
	OR			3		
	HIST	1493	U.S. History Since 1865			
☐	HUMN	2103	Masterworks of Western Culture (Ancient/Medieval)	3		
☐	HUMN	2203	Masterworks of Western Culture (Modern)	3		
☐	MATH	1513	College Algebra	3		
☐	POLS	1113	American Government	3		
☐	PSYC	1113	Introductory Psychology	3		
☐	SOC	1113	Introductory Sociology	3		
☐	SPCH	1113	Introduction to Speech Communication	3		
☐	*Science*		*College level science (one must be a lab)*	7		
Major Core Requirements				**16 Credit Hours**		
☐	PSER	1113	Introduction to Public Personnel Administration	3		
☐	PSER	2023	Public Law	3		
☐	PSER	2213	Introduction to Public Service Organizations	3		
☐	PSER	2223	Leadership and Group Dynamics	3		
☐	PSER	2333	Introduction Public/Nonprofit Finance and Budget	3		
☐	PSER	2450	Technical Problems	1-3		
Occupational Support Courses				**4-6 Credit Hours**		
Select 4-6 hours from the following:						
	CIS	1503	Microcomputer Applications-Microsoft Office			
☐	**OR**			3		
			Higher computer skills course			
☐	PSER	2050	Practicum	1-3		
☐	POLS	2053	State and Local Government	3		
Recommended Electives				**6-9 Credit Hours**		
☐	***Select 6-9 credit hours of coursework approved by the lead instructor.***			6-9		
Total to Graduate				**63 Credit Hours**		

Student Name: _____
CWID: _____
Counselor: _____
Catalog 2011-2012

Public Service A.S.

— Legal Case Management

Program Description

An Associate in Science degree in Public Service prepares students for entry-level administrative jobs in government or nonprofit organizations or for transfer to four-year institutions.

Employment Information

The program gives students an overview of public service, the laws governing public and/or nonprofit organizations and the financial and budgeting principles that distinguish public sector accounting practices from private enterprise. In addition, students learn the dynamics of working and negotiating constructively with employee and public interest groups and examine hot-button issues that administrators must be prepared to face in the increasingly competitive public sector. Students learn computer database and word processing skills essential for administrators in today's lean public/nonprofit organizations and have the option of gaining firsthand administrative experience through internships with area organizations or agencies. The Associate in Science degree in Public Service Legal Case Management option gives students basic knowledge and skill in how to work in the legal departments of organization and government agencies.

Degree Awarded

Associate in Science

For More Information

Dr. Robin Scott, Associate Professor/Advisor
Public Service
Arts & Sciences Division
Learning Resource Center, Room 320
900 N. Portland Avenue
Oklahoma City, OK 73107
405-945-3255
Fax: 405-945-9141
Email: scottra@osuokc.edu

					Date	Institution
General Education Courses				**37 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
☐	ENGL	1213	English Composition II	3		
☐	HIST	1483	U.S. History to 1865			
	OR			3		
	HIST	1493	U.S. History Since 1865			
☐	HUMN	2103	Masterworks of Western Culture (Ancient/Medieval)	3		
☐	HUMN	2203	Masterworks of Western Culture (Modern)	3		
☐	MATH	1513	College Algebra	3		
☐	POLS	1113	American Government	3		
☐	PSYC	1113	Introductory Psychology	3		
☐	SPCH	1113	Introduction to Speech Communication	3		
☐	SOC	2143	Sociology of Stratification	3		
☐	*Science*		*College level science (one must be a lab)*	7		
Major Core Requirements				**21 Credit Hours**		
☐	PSER	1113	Introduction to Public Personnel Administration	3		
☐	PSER	1123	Intro to Legal Case Management	3		
☐	PSER	2023	Public Law	3		
☐	PSER	2113	Alternative Dispute Resoluation	3		
☐	PSER	2213	Introduction to Public Service Organizations	3		
☐	PSER	2223	Leadership and Group Dynamics	3		
	PSER	2333	Intro Public/Nonprofit Finance and Budget			
☐	**OR**			3		
	PSER	3333	Pub Sector Budget and Resource Mgmt			
Support and Related Courses				**5-6 Credit Hours**		
Select 5-6 hours from the following:						
	CIS	1503	Microcomputer Applications-Microsoft Office			
☐	**OR**			3		
			Higher computer skills course			
☐	PSER	2051-3	Practicum	1-3		
☐	POLS	2053	State and Local Government	3		
☐	PSER	2453	Technical Problems - Public Service	3		
Total to Graduate				**63 Credit Hours**		

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

Technical Spanish/Translation and Interpretation A.A.S.

Program Description

The Associate in Applied Science in Technical Spanish/Translation and Interpretation prepares graduates to translate and interpret from Spanish to English and vice versa. This degree offers training in written and oral transfer skills, as well as studies in the theory, ethics and professional and contextual aspects of interpreting and translating appropriate to practice at the professional level.

Fluency in both English and Spanish is required for graduation from this program. Students will develop their interpreting ability with courses that focus on consecutive interpreting, simultaneous interpreting and sight translation. Students will also be prepared to enter the workforce as freelance interpreters by learning how to succeed in the field of professional interpreting and translating.

Employment Information

Graduates find employment as contractors to interpreting and translating service providers or in public and private sector organizations, such as hospitals, courts, businesses, government departments or as independent contractors.

Degree Awarded

Associate in Applied Science

For More Information

Dr. Jerry Rice, Assistant Professor
Technical Spanish Coordinator
Arts & Sciences Division
Learning Resource Center, Room 303
900 N. Portland Avenue
Oklahoma City, OK 73107
405-945-3381
Fax: 405-945-9141
arts.sciences@osuokc.edu

Technical Occupational Specialty				30 Credit Hours	Date	Institution
SPAN	2115	Intermediate Spanish I		5		
SPAN	2143	Advanced Spanish Grammar and Composition		3		
TSTI	1113	Introduction to Interpreting		3		
TSTI	1123	Introduction to Translation		3		
TSTI	1133	Fundamentals of Translation		3		
TSTI	1143	Fund of Interpretation - Consecutive & Simultaneous		3		
TSTI	1213	Ethics and Business Practices		3		
TSTI	1223	Technology for Translators & Interpreters		3		
TSTI	1233	Vocabulary Acquisition & Terminology Research		3		
TSTI	2411	Practicum (Internship)		1		

Other courses may be substituted with departmental approval.

Guided Electives			Select 15 Credit Hours		
CIS	1113	Computer Concepts w/Applications	3		
BUS	2003	Small Business Management	3		
SOC	1113	Introductory Sociology	3		
SPCH	2723	Interpersonal Communication	3		
SPAN	2123	Spanish for Heritage Speakers	3		
TSTI	2133	Interpreting in Legal Settings	3		
TSTI	2213	Interpreting in Health Care Settings	3		
TSTI	2323	Interpreting in Law Enforcement Settings	3		
TSTI	2450	Language Immersion	1-6		

Other courses may be substituted with departmental approval.

General Education Courses			18 Credit Hours		
ENGL	1113	English Composition I	3		
ENGL	1213	English Composition II			
OR			3		
ENGL	2333	Introduction to Technical Report Writing			
HIST	1483	U.S. History to 1865			
OR			3		
HIST	1493	U.S. History Since 1865			
MATH	1513	College Algebra	3		
POLS	1113	American Government	3		
SPCH	1113	Introduction to Speech	3		

Total to Graduate **63 Credit Hours**

(Students may CLEP out of Spanish I, II and Intermediate Spanish I)

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011-2012

Technical Spanish/Translation and Interpretation A.A.S.
— Health Care Option

Program Description

The Associate in Applied Science in Technical Spanish/Translation and Interpretation prepares graduates to translate and interpret from Spanish to English and vice versa. This degree offers training in written and oral transfer skills, as well as studies in the theory, ethics and professional and contextual aspects of interpreting and translating appropriate to practice at the professional level.

Fluency in both English and Spanish is required for graduation from this program. Students will develop their interpreting ability with courses that focus on consecutive interpreting, simultaneous interpreting and sight translation. Students will also be prepared to enter the workforce as freelance interpreters by learning how to succeed in the field of professional interpreting and translating.

Employment Information

Graduates find employment as contractors to interpreting and translating service providers or in public and private sector organizations, such as hospitals, courts, businesses, government departments or as independent contractors.

Degree Awarded

Associate in Applied Science

For More Information

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	Technical Occupational Specialty			33 Credit Hours	Date	Institution
	SPAN	2115	Intermediate Spanish I	5		
	SPAN	2143	Advanced Spanish Grammar and Composition	3		
	TSTI	1113	Introduction to Interpreting	3		
	TSTI	1123	Introduction to Translation	3		
	TSTI	1133	Fundamentals of Translation	3		
	TSTI	1143	Fund of Interpretation - Consecutive & Simultaneous	3		
	TSTI	1213	Ethics and Business Practices	3		
	TSTI	2213	Interpreting in Health Care Settings	3		
	TSTI	2223	Medical Interpreting I: Medical Terminology	3		
	TSTI	2233	Medical Interpreting II: Medical Terminology	3		
	TSTI	2411	Practicum (Internship)	1		

Other courses may be substituted with departmental approval.

	Guided Electives			Select 12 Credit Hours		
	CIS	1113	Computer Concepts w/Applications	3		
	BUS	2003	Small Business Management	3		
	SOC	1113	Introductory Sociology	3		
	SPAN	2123	Spanish for Heritage Speakers	3		
	SPAN	2123	Spanish for Heritage Speakers	3		
	SPCH	1223	Technology for Translator & Interpreters	3		
	TSTI	1233	Vocabulary Acquisition & Terminology Research	3		
	TSTI	2450	Language Immersion	1-6		

Other courses may be substituted with departmental approval.

	General Education Courses			18 Credit Hours		
	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II			
	OR			3		
	ENGL	2333	Introduction to Technical Report Writing			
	HIST	1483	U.S. History to 1865			
	OR			3		
	HIST	1493	U.S. History Since 1865			
	MATH	1513	College Algebra	3		
	POLS	1113	American Government	3		
	SPCH	1113	Introduction to Speech	3		

Total to Graduate **63 Credit Hours**

(Students may CLEP out of Spanish I, II and Intermediate Spanish I)

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011-2012

Technical Spanish/Translation and Interpretation A.A.S.
— Legal Option

Program Description

The Associate in Applied Science in Technical Spanish/Translation and Interpretation prepares graduates to translate and interpret from Spanish to English and vice versa. This degree offers training in written and oral transfer skills, as well as studies in the theory, ethics and professional and contextual aspects of interpreting and translating appropriate to practice at the professional level.

Fluency in both English and Spanish is required for graduation from this program. Students will develop their interpreting ability with courses that focus on consecutive interpreting, simultaneous interpreting and sight translation. Students will also be prepared to enter the workforce as freelance interpreters by learning how to succeed in the field of professional interpreting and translating.

Employment Information

Graduates find employment as contractors to interpreting and translating service providers or in public and private sector organizations, such as hospitals, courts, businesses, government departments or as independent contractors.

Degree Awarded

Associate in Applied Science

For More Information

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Technical Spanish Coordinator
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Learning Resource Center, Room 303
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405-945-3381
Fax: 405-945-9141
arts.sciences@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**33 Credit Hours**		
☐	SPAN	2115	Intermediate Spanish I	5		
☐	SPAN	2143	Advanced Spanish Grammar and Composition	3		
☐	TSTI	1113	Introduction to Interpreting	3		
☐	TSTI	1123	Introduction to Translation	3		
☐	TSTI	1133	Fundamentals of Translation	3		
☐	TSTI	1143	Fund of Interpretation - Consecutive & Simultaneous	3		
☐	TSTI	1213	Ethics and Business Practices	3		
☐	TSTI	2113	Court Procedures	3		
☐	TSTI	2123	Fundamentals of Court Interpreting	3		
☐	TSTI	2133	Interpreting in Legal Settings	3		
☐	TSTI	2411	Practicum (Internship)	1		

Other courses may be substituted with departmental approval.

Guided Electives				**Select 12 Credit Hours**		
☐	CIS	1113	Computer Concepts w/Applications	3		
☐	BUS	2003	Small Business Management	3		
☐	SOC	1113	Introductory Sociology	3		
☐	SPAN	2123	Spanish for Heritage Speakers	3		
☐	SPCH	2723	Interpersonal Communication	3		
☐	TSTI	1223	Technology for Translators & Interpreters	3		
☐	TSTI	1233	Vocabulary Acquisition & Terminology Research	3		
☐	TSTI	2450	Language Immersion	1-6		

Other courses may be substituted with departmental approval.

General Education Courses				**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II			
☐	**OR**			3		
	ENGL	2333	Introduction to Technical Report Writing			
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	MATH	1513	College Algebra	3		
☐	POLS	1113	American Government	3		
☐	SPCH	1113	Introduction to Speech	3		

Total to Graduate **63 Credit Hours**

(Students may CLEP out of Spanish I, II and Intermediate Spanish I)

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011-2012

DIVISION OF BUSINESS TECHNOLOGIES

Degrees Offered

Associate in Applied Science

- Accounting
- Business Technologies
  - — Office Management Option
- Computer Information Systems
  - — Accounting Option
  - — Business Information Systems Option
  - — Computer Game Programming Option
  - — Computer Technical Support Option
- Enterprise Development
  - — Business Administration Option
- Graphic Design
  - — Graphic Game Development Option
  - — Illustration/Multimedia Option
  - — Internet/Web Page Design Option
  - — Writing Option
- Information Technology
  - — Network Option
- Management
  - — General Business Option
  - — Management Option
  - — Marketing Option
- Restaurant Management
  - — Baker Assistant Option
  - — Banquet Caterer Option

Associate in Science

- Health Care Administration

About Business Technologies

The Business Technologies Division provides educational programs that are dynamic, flexible, readily accessible to the public, convenient and economical. Many courses are offered via the Internet, in addition to on-campus classes. The division provides initial career preparation, full and part-time study, program degree completion and ongoing education renewal, allowing people of all ages to develop their personal and professional potential, upgrade job-related skills and prepare for informed participation in their community's civic, cultural and political life. Services provided can address an individual's career needs to cope with new information and technology, work toward job advancement or move into a new career.

The Business Technologies Division is a member of Microsoft IT (Information Technology) Academy. Microsoft IT Academies are empowered to deliver the latest technologies, in-demand skills, certification opportunities and the assurance of the Microsoft quality standards. As an approved Microsoft IT Academy, OSU-Oklahoma City is committed to the workforce development and success of our students through excellent IT education.

Microsoft is the dominant player in the information technology field and this program provides more employability skills for our graduates. IT Academy program flexibility enables us to expand our students' career opportunities, while fueling the employability and productivity of our local workforce. The Microsoft IT Academy program will cover our current networking, Microsoft Office, computer programming and database courses.

Associate Degrees

Accounting Technology

Accounting is a consistently high-demand technology for a graduate with a basic knowledge of accounting theory, a high level of computer applications competency, good communication skills, familiarity of the business environment, and the ability to work through the decision-making process. Accounting technology at OSU-Oklahoma City builds this expertise into more than 60 credit hours of accounting, computer applications and business-related courses in the curriculum. Classes are relatively small, tutoring is available and the computer lab is accessible. Also, students can earn on-the-job experience through an accounting practicum/internship that is part of the curriculum. Program graduates have been placed in public accounting firms, private companies and government offices.

Business Technologies

This degree is offered on campus and entirely online. This degree will provide students with a solid management background and an understanding of the basic applications of computer technology used daily in business and industry. The curriculum includes courses in management, marketing, communications and accounting, as well as fundamentals of computers, the Internet, programming, and spreadsheet and database design.

Office Management Option

Changes in the office environment have increased the demand for office managers who are competent, professional, adaptable and versatile. Office managers must have a core set of education, abilities and skills in the following areas: administrative services and skills, facilities, equipment and supplies, information technology, business law and finance, human resources, management, leadership and communication. The Office Management option is designed to provide all of these skills to enable the student to be ready and competitive in today's job market.

Computer Information Systems

Per U.S. Office of Technology Assessment estimates, 80 percent of all jobs are computer-related. Using programming languages, software applications and computer operations, the dynamic computer information systems field presents many career opportunities to a student proficient in both software applications and business problem-solving – the focus of this program.

The CIS curriculum provides diverse career options with four separate options: accounting, business and information systems (transfer option), computer technical support, and computer game programming; and, it ensures hands-on student learning in laboratories with state-of-the-art computers, laser printers and operating systems. Careers open to graduates include computer programmer, PC (personal computer) technical support, computer help desk support, computer trainer, computer operator, database manager, production analysts, computer game design, microcomputer support and office management.

Enterprise Development

The Associate in Science in Enterprise Development degree is designed for those who have already earned at least 18 hours of college credit and want to finish an associate degree, have a minimum of 2.0 GPA from previous college credits and have completed any required remedial courses. The Reach Higher associate program provides on-campus and online class options, personalized schedules and courses of study that meet career goals.

Oklahoma employers, regardless of industry sector, are looking for employees with a wide range of business competencies and a desire for lifelong learning. This program is a flexible two-year degree in business that includes the most desirable core competencies requested by employers and provides a degree completion framework that matches student aspirations with the needs of all industry sectors. This degree provides complete transferability to a four-year university and a Bachelor's degree.

Graphic Design

Qualified graphic designers are enjoying greater opportunities than ever. In addition to the traditional demand for their services in media, the explosion in web-based and other digital media has created new design specializations. Graphic design is a profession offering a variety of opportunities in just about every industry. Companies and organizations of all kinds need skilled graphic designers for their advertising and marketing departments. In addition, many skilled graphic designers are self-employed and enjoy the freedom to work from home. An associates degree in Graphic Design can qualify you to take advantage of this growing demand. Following is a brief overview of each option:

Graphic Game Development Option

This degree option prepares students for career opportunities, providing a general education background in technical communication and specialty courses for emphasis in graphic development for gaming. The curriculum provides an excellent foundation for those seeking entry into the gaming profession. In addition, the degree provides specialized training for those already working in graphic areas. Theory as well as practical hands-on application in computer art and illustration, animation multimedia, digital media and imaging and design, ensure a solid curriculum. Students learn how to research topics, how to plan the production of printed or electronic materials, how to prepare media presentations and publications, computer and software applications and gaming graphic development.

Illustration/Multimedia Option

This degree option trains today's artists and designers in the communication medium of the future, as well as the present. Students work with state-of-the-art hardware and software, creating professional publishing, graphics, illustration, animation, digital imaging and presentation documents.

Internet/Web Page Design Option

This degree option allows millions of people to access information and services around the clock and the world, whether ordering groceries over the Internet or reading an electronic newspaper tailored to personal areas of interest. Job opportunities expand in this field daily because virtually every business is affected by this technology in some way.

Writing Option

Technical writers or communicators translate technical and scientific information into easy to understand language. They work in many diverse disciplines including medicine, law, software development, CD-ROM production, education, instructional technology, film and broadcasting, publishing and World Wide Web development. Students choosing this option learn the theory and practical applications of technical writing, computers and graphic arts, researching topics, planning the production of printed material, preparing media presentations, working with computer and software applications and other related topics.

Health Care Administration

This degree is now offered entirely online, teaching health care system management principles and techniques and effective supervision of health care personnel. Its core curriculum provides an in-depth knowledge of health care's nature and current evolution, delivery approaches and funding strategies, and medicolegal, ethical and related concepts, issues and trends. Graduates can transfer the degree into a bachelor's program at OSU-Stillwater, the University of Central Oklahoma and other four-year universities.

Information Technology

The Information Technology degree prepares students for a variety of career opportunities. The program provides a general education background in computer networking, security and telecommunications. The curriculum provides an excellent foundation for those seeking employment in networking or telecommunications, or advanced training for those already working in the field. Through the Information Technology degree options, students prepare for a variety of information technology industry certifications.

Management

This degree is offered on campus and entirely online. The field of management, overseeing assigned functions to assure business or industry success, is complex and ever-changing as organizational structures evolve. Students in this program learn to plan, organize, staff, motivate, control, innovate and represent. Graduates are equipped with supervisory and managerial skills for entry-level or middle-management positions. In addition to addressing the needs of those new to management, the curriculum is also designed to upgrade existing managers with vital and specialized knowledge. This program has three options: management, marketing and general business.

Restaurant Management

The Restaurant Management degree is a partnership with Metro Technology Centers (Metro Tech) providing students with the opportunity to work in the culinary industry. Students will learn nutrition, hot and cold food production, food decoration techniques, supervision, business laws and marketing. Students will have opportunities to select electives for a specific career interest/need, as well as participate in work-based learning experiences. The degree prepares students for the academic requirements of the sous chef, working pastry chef, personal chef and pastry culinarian by the American Culinary Federation. This program also leads to the Food Service Management Professional Certificate.

Computer Industry Certifications

OSU-Oklahoma City offers courses preparing the student for a number of computer industry certifications:

- Comptia A+
- Comptia Linux+
- Comptia Network+
- Microsoft Certified Technology Specialist
- Microsoft Certified IT Professional

To learn more about these courses or for more information, call Pat Reaves, associate professor, Division of Business Technologies, (405) 945-9166 or email patr@osuokc.edu.

For More Information Contact:

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Faculty:

Jackie Artmayer, Technical Communications
Jeff Brewer, Department Head, Business Administration
Tom Finnicum, Accounting
Kemit Grafton, Computer Information Systems
Amber Hefner, Marketing
René Hurst, Computer Information Systems
Bob Linville, Health Care Administration
Lisa McConnell, Management
Patricia Reaves, Technical Communications/ITD
Diana Wolfe, Department Head, Computer Information Systems, Information Technology and Technical Communications
Chuck Zalonka, Economics and Business Statistics

Advisor:

Roberta Hollen

Accounting A.A.S.

Program Description

Many career paths are available to the students interested in accounting technology. The curriculum includes basic accounting knowledge including skills in proprietorships, partnerships and corporations, with career enhancement in the area of cost, tax, inventory control, payroll and purchasing. Educational opportunities also include the ability to computerize this knowledge through classroom and laboratory instruction.

Employment Information

The U.S. Bureau of Labor Statistics reports the employment of accountants and auditors is expected to grow faster than the average for all occupations. Qualified accountants and auditors should have good job opportunities. The salary range for accountants with an associate degree is $22,000-$35,000, with an average salary of $19,250, according to a survey by the American Association of Community Colleges.

Cooperative Agreement

This program is part of a cooperative agreement offered between OSU-Oklahoma City and Metro Technology Centers.

Degree Awarded

Associate in Applied Science

For More Information Contact:

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Division Advisor
Business Technologies Division
Business Technology Building, Room 300
900 N Portland Avenue
Oklahoma City, OK 73107
405-945-3282
businesstech@osuokc.edu

Tom Finnicum, Associate Professor
Accounting
405-945-3365
Email: finnicu@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**29 Credit Hours**		
☐	ACCT	1333	Personal Finance	3		
☐	ACCT	2001	Payroll Accounting	1		
☐	ACCT	2041	Computerized Accounting	1		
☐	ACCT	2103	Financial Accounting	3		
☐	ACCT	2203	Managerial Accounting	3		
☐	ACCT	2423	Fundamentals of Income Tax	3		
☐	ACCT	2443	Intermediate Accounting I	3		
☐	ACCT	2543	Intermediate Accounting II	3		
	CIS	1113	Computer Concepts with Applications			
☐	**OR**			3		
	CIS	1503	Microcomputer Applications-Microsoft Office			
☐	CIS	2263	Spreadsheet Applications	3		
☐	***Electives approved by division advisor***			3		
Support and Related Courses				**16 Credit Hours**		
☐	BUS	1011	Business Ethics	1		
☐	BUS	2023	Business Statistics	3		
☐	BUS	2113	Business Communications	3		
☐	BUS	2333	Business Law	3		
☐	ECON	2013	Introduction to Macroeconomics	3		
☐	MGMT	2103	Principles of Management	3		
General Education Requirements				**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	HUMN	2203	Masterworks of Western Culture (Modern)	3		
☐	MATH	1513	College Algebra	3		
☐	POLS	1113	American Government	3		
☐	SPCH	1113	Introduction to Speech Communications	3		
Total to Graduate				**63 Credit Hours**		

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011-2012

Business Technologies A.A.S.

Program Description

In today's increasingly technical and competitive environment, our degree will provide students with a solid management background and the technology know-how to be successful. This degree facilitates a balance between technology training and leadership skills needed to allow the student to be globally competitive.

Employment Information

The business technologies degree program at OSU-Oklahoma City will provide students with the opportunity to explore day-to-day issues and master the principles involved in management in the age of technology. The degree is a blend of technology and management coursework, and is designed to equip the student with the knowledge and practical skills needed to turn technology into a strategic advantage. The business and management courses in this program contain technology components.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Roberta Hollen
Division Advisor
Business Technologies Division
Business Technology Building, Room 300
900 N Portland Avenue
Oklahoma City, OK 73107
405-945-3282
businesstech@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**27 Credit Hours**		
☐	ACCT	2103	Financial Accounting	3		
☐	BUS	2113	Business Communication	3		
☐	CIS	1123	Programming Fundamentals	3		
☐	CIS	2263	Spreadsheet Applications	3		
☐	CIS	2363	Database Design	3		
☐	MGMT	2103	Principles of Management	3		
☐	MGMT	2213	Human Resource Management	3		
☐	MKT	2273	Principles of Marketing	3		
☐	***Select 3 credit hours from the following:***					
	CIS	1103	Fundamentals of Computers with Applications	3		
	CIS	1113	Computer Concepts with Applications	3		
	ITD	1323	Internet Fundamentals	3		
Support and Related Courses				**12 Credit Hours**		
	GDD	1523	Electronic Commerce			
☐	**OR**			3		
	BUS	1543	Electronic Commerce			
☐	ITD	1533	LAN Fundamentals	3		
☐	MGMT	2143	Leadership	3		
	GDD	2113	Business Technical Writing			
☐	**OR**			3		
	GDD	1333	Desktop Publishing I *(Advisor Approval Required)*			
General Education Requirements				**24 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
☐	ENGL	1213	English Composition II	3		
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
	MATH	1413	General College Math			
☐	**OR**			3		
	MATH	1513	College Algebra			
☐	POL	1113	American Government	3		
☐	SPCH	1113	Intro to Speech Communications	3		
☐	***Select 6 credit hours from the following:***					
☐	PSYC	1113	Introductory Psychology	3		
☐	SOC	1113	Introductory Sociology	3		
☐	Science		6 credit hours *(one must be a lab)*	6		
Total to Graduate				**63 Credit Hours**		

Student Name: _____
CWID: _____
Counselor: _____
Catalog 2011-2012

Business Technologies A.A.S.

— Office Management Option

Program Description

The education and skills required to become a professional office manager are: administrative services and skills, facilities, equipment and supplies, information technology, business law and finance, human resources, management, leadership and communication. This degree is designed to provide all of the knowledge and skills to enable the student to be ready and competitive in today's job market.

Employment Information

Changes in the office environment have increased the demand for office managers who are competent, professiona,l adaptable and versatile. Office managers must have a core set of education, abilities and skills. The three skills most vital to employment are conceptual, people and technical. Conceptual skills include the ability to analyze problems and come up with solutions. People skills include good oral and written communication abilities, the ability to resolve conflicts and build consensus, and the ability to motivate and inspire employees. Technical skills should include knowledge in areas such as communication systems, records management, finance, human resources, facilities, mail processing and business methods.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Roberta Hollen
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Business Technologies Division
Business Technology Building, Room 300
900 N Portland Avenue
Oklahoma City, OK 73107
405-945-3282
businesstech@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**34 Credit Hours**		
☐	ACCT	2041	Computerized Accounting	1		
☐	ACCT	2103	Financial Accounting	3		
☐	ACCT	2203	Managerial Accounting	3		
☐	BUS	2113	Business Communications	3		
☐	CIS	1033	Introduction to Microsoft Word	3		
☐	CIS	1503	Microcomputer Applications - Microsoft Office	3		
☐	CIS	2263	Spreadsheet Application	3		
☐	CIS	2363	Database Design	3		
☐	CIS	2463	Database Application	3		
☐	ITD	1323	Internet Fundamentals	3		
☐	MGMT	2103	Principles of Management	3		
☐	MGMT	2213	Human Resources Management	3		
Support and Related Courses				**10 Credit Hours**		
☐	BUS	1011	Business Ethics	1		
☐	BUS	1543	Electronic Commerce	3		
☐	MKT	2273	Principles of Marketing	3		
☐	MGMT	2143	Leadership	3		
General Education Requirements				**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
	MATH	1413	General College Math			
☐	**OR**			3		
	MATH	1513	College Algebra			
☐	POLS	1113	American Government	3		
☐	PSYC	1113	Introductory Psychology	3		
☐	SPCH	1113	Introduction to Speech Communication	3		
Total to Graduate				**62 Credit Hours**		

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

Computer Information Systems A.A.S.

Program Description

Computer Information Systems allows students to customize their program. This degree provides students with a broad background in applications. Students can tailor this degree to their prospective career.

Employment Information

The U.S. Bureau of Labor Statistics says computer support specialists and systems administrators are projected to be among the fastest growing occupations over the next 10 years. Job prospects will be best for college graduates who are up to the date with the latest skills and technologies, certifications and practical experiences.

Cooperative Agreement

This program is part of a cooperative agreement offered between OSU-Oklahoma City and Metro Technology Centers.

Degree Awarded

Associate in Applied Science

For More Information Contact:

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businesstech@osuokc.edu

Diana Wolfe, Department Head
Information Systems & Technologies
405-945-3233
Email: wolfedc@osuokc.edu

	Technical Occupational Specialty			**36 Credit Hours**	**Date**	**Institution**
	CIS	1123	Programming Fundamentals	3		
	CIS	2363	Database Design	3		
	CIS	2513	Principles of Information Systems Security	3		
	CIS	2703	Systems Analysis and Design	3		
	CIS	2803	Computer Science Project Capstone	3		
	ITD	1533	LAN Fundamentals	3		

Electives: 18 hours from courses with the following prefixes:

CIS, ITD, GDD- 9 hours must be CIS prefix

	Support and Related Courses			**7 Credit Hours**		
	BUS	1011	Business Ethics	1		
	BUS	2113	Business Communications	3		
	GDD	1523	Electronic Commerce	3		

	General Education Requirements			**18 Credit Hours**		
	ENGL	1113	English Composition I	3		
	HIST	1493	U.S. History Since 1865	3		
	MATH	1413	General College Math	3		
	POLS	1113	American Government	3		
	SPCH	1113	Introduction to Speech Communications	3		
	General education elective *(must be approved by division advisor)*			3		

Total to Graduate **61 Credit Hours**

Student Name: _____
CWID: _____
Counselor: _____
Catalog 2011-2012

Computer Information Systems A.A.S.

— Accounting Option

Program Description

The uses of computers span business, industry science and education. Computers are involved in improving the quality, economics and/or efficiency of practically every aspect of human activity. The blending of accounting and computer programming skills provide a broad background to allow the graduate to move freely within the employment opportunities.

Employment Information

The U.S. Bureau of Labor Statistics says computer support specialists and systems administrators are projected to be among the fastest growing occupations over the next 10 years. Job prospects will be best for college graduates who are up to date with the latest skills and technology expertise remains a key hiring criterion in accounting and finance.

Cooperative Agreement

This program is part of a cooperative agreement offered between OSU-Oklahoma City and Francis Tuttle Technology Center.

For More Information Contact:

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Division Advisor

Business Technologies Division

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Diana Wolfe, Department Head

Information Systems & Technologies

405-945-3233

Email: wolfedc@osuokc.edu

						Date	Institution
Technical Occupational Specialty				**36 Credit hours**			
☐	ACCT	2001	Payroll Accounting	1			
☐	ACCT	2041	Computerized Accounting	1			
☐	ACCT	2103	Financial Accounting	3			
☐	ACCT	2203	Managerial Accounting	3			
☐	ACCT	2423	Fundamentals of Income Tax	3			
☐	CIS	1123	Programming Fundamentals	3			
☐	CIS	2263	Spreadsheet Application	3			
☐	CIS	2363	Database Design	3			
☐	CIS	2513	Principles of Information Systems Security	3			
☐	CIS	2703	Systems Analysis and Design	3			
☐	CIS	2803	Computer Science Project Capstone	3			
☐	ITD	1533	LAN Fundamentals	3			
☐	Elective *(approved by department)*			1			
Select 3 credit hours from the following:							
☐	CIS	1113	Computer Concepts with Applications	3			
☐	CIS	1103	Fundamentals of Computers with Applications	3			
☐	ITD	1323	Internet Fundamentals	3			
Support and Related Courses				**7 Credit Hours**			
☐	BUS	1011	Business Ethics	1			
☐	BUS	2113	Business Communications	3			
☐	GDD	1523	Electronic Commerce	3			
General Education Requirements				**18 Credit Hours**			
☐	ENGL	1113	English Composition I	3			
	HIST	1483	U.S. History to 1865				
☐	**OR**			3			
	HIST	1493	U.S. History Since 1865				
☐	MATH	1413	General College Math	3			
☐	POLS	1113	American Government	3			
☐	SPCH	1113	Introduction to Speech Communication	3			
☐	General education elective *(must be approved by division advisor)*			3			
Total to Graduate				**61 Credit Hours**			

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

Computer Information Systems A.A.S.

— Business Information Systems Option

Program Description

Business Information Systems combines the degree programs in programming and operations to allow students to customize their program. This degree provides students with a broad background in applications programming systems and computer operations.

Employment Information

The U.S Bureau of Labor Statistics says computer support specialists and systems administrators are projected to be among the fastest growing occupations over the next 10 years. Job prospects will be best for college graduates who are up to date with the latest skills and technologies, certifications and practical experiences.

Degree Awarded

Associate in Applied Science

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						Date	Institution
Technical Occupational Specialty				**36 Credit Hours**			
☐	CIS	1123	Programming Fundamentals	3			
☐	CIS	2363	Database Design	3			
☐	CIS	2463	Database Applications	3			
☐	CIS	2513	Principles of Information Systems Security	3			
☐	CIS	2703	Systems Analysis and Design	3			
☐	CIS	2713	Systems Development and Implementation	3			
☐	CIS	2803	Computer Science Project Capstone	3			
☐	ITD	1533	LAN Fundamentals	3			
Select 6 credit hours from the following:							
☐	CIS	1533	Visual Basic Programming	3			
☐	CIS	2013	C++ Language Programming	3			
☐	CIS	2023	C#(Sharp)Language Programming	3			
☐	CIS	2323	JAVA	3			
Select 3 credit hours from the following:							
☐	CIS	2053	Advanced Visual Basic	3			
☐	CIS	2343	Advanced C+ + Programming	3			
☐	CIS	2433	Advanced C#(Sharp) Language Programming	3			
☐	CIS	2543	Advanced JAVA Programming	3			
Select 3 credit hours from the following:							
☐	CIS	1113	Computer Concepts with Applications	3			
☐	CIS	1103	Fundamentals of Computers with Applications	3			
☐	ITD	1323	Internet Fundamentals	3			
Support and Related Courses				**7 Credit Hours**			
☐	BUS	1011	Business Ethics	1			
☐	BUS	2113	Business Communications	3			
☐	GDD	1523	Electronic Commerce	3			
General Education Requirements				**18 Credit Hours**			
☐	ENGL	1113	English Composition I	3			
	HIST	1483	U.S. History to 1865				
☐	**OR**			3			
	HIST	1493	U.S. History Since 1865				
☐	MATH	1413	General College Math	3			
☐	POLS	1113	American Government	3			
☐	SPCH	1113	Introduction to Speech Communications	3			
☐	General education elective *(must be approved by division advisor)*			3			
Total to Graduate				**61 Credit Hours**			

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

Computer Information Systems A.A.S.

— Computer Game Programming Option

Program Description

Computer game programming combines the degree programs in programming and multimedia to allow students to develop computer games. This degree provides students with a familiarity in programming and a specialization in game development.

Employment Information

It has been estimated that the $20 billion computer game industry will grow to a $100 billion-a-year business within a decade, so the need for students that are equipped with the game developers skill will be more in demand.

Degree Awarded

Associate in Applied Science

For More Information Contact:

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Diana Wolfe, Department Head
Information Systems & Technologies
405-945-3233
Email: wolfedc@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**36 Credit Hours**		
☐	CIS	1123	Programming Fundamentals	3		
☐	CIS	1433	Game Development	3		
☐	CIS	1453	Character Development	3		
☐	CIS	2103	Level Design Concepts	3		
☐	CIS	2363	Database Design	3		
☐	CIS	2513	Principles of Information Systems Security	3		
☐	CIS	2703	Systems Analysis and Design	3		
☐	CIS	2803	Computer Science Project Capstone	3		
☐	ITD	1533	LAN Fundamentals	3		
Select 6 credit hours from the following:						
☐	CIS	1533	Visual Basic Programming	3		
☐	CIS	2013	C+ +Language Programming	3		
☐	CIS	2023	C#(Sharp) Language Programming	3		
☐	CIS	2323	JAVA	3		
Select 3 credit hours from the following:						
☐	CIS	2053	Advanced Visual Basic	3		
☐	CIS	2343	Advanced C+ +Programming	3		
☐	CIS	2433	Advanced C#(Sharp) Language Programming	3		
☐	CIS	2543	Advanced JAVA Programming	3		
Support and Related Courses				**7 Credit Hours**		
☐	BUS	1011	Business Ethics	1		
☐	GDD	1523	Electronic Commerce	3		
☐	ITD	1323	Internet Fundamentals	3		
General Education Requirements				**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	MATH	1513	College Algebra	3		
☐	POLS	1113	American Government	3		
☐	SPCH	1113	Introduction to Speech Communications	3		
☐	General education elective *(must be approved by division advisor)*			3		
Total to Graduate				**61 Credit Hours**		

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

Computer Information Systems A.A.S.
— Computer Technical Support Option

Program Description

Computer support technicians offer software and hardware support to an organization's computer users. A familiarity with business application software products, their uses in business and a basic understanding of microcomputer hardware maintenance are essential.

Employment Information

The U.S. Bureau of Labor Statistics says computer support specialists and systems administrators are projected to be among the fastest growing occupations over the next 10 years. Job prospects will be best for college graduates who are up to date with the latest skills and technologies, certifications and practical experiences.

Degree Awarded

Associate in Applied Science

For More Information Contact:

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405-945-3282
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Information Systems & Technologies
405-945-3233
Email: wolfedc@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**36 Credit Hours**		
☐	CIS	1123	Programming Fundamentals	3		
☐	CIS	2363	Database Design	3		
☐	CIS	2463	Database Applications	3		
☐	CIS	2513	Principles of Information Systems Security	3		
☐	CIS	2703	System Analysis and Design	3		
☐	CIS	2803	Computer Science Project Capstone	3		
☐	ITD	1113	Windows Expert User	3		
☐	ITD	1523	Support & Troubleshooting Personal Computers	3		
☐	ITD	1533	LAN Fundamentals	3		
☐	ITD	2053	Telecommunication Fundamentals	3		
☐	ITD	2213	Windows Networking I	3		
Select 3 credit hours from the following:						
☐	ITD	1323	Internet Fundamentals	3		
☐	CIS	1113	Computer Concepts with Applications	3		
☐	CIS	1103	Fundamentals of Computers with Applications	3		
Support and Related Courses				**7 Credit Hours**		
☐	BUS	1011	Business Ethics	1		
☐	BUS	2113	Business Communications	3		
☐	GDD	1523	Electronic Commerce	3		
General Education Requirements				**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
☐	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	MATH	1413	General College Math	3		
☐	POLS	1113	American Government	3		
☐	SPCH	1113	Introduction to Speech Communications	3		
☐	General education elective *(must be approved by division advisor)*			3		
Total to Graduate				**61 Credit Hours**		

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011-2012

Enterprise Development A.S.

— Business Administration Option

Reach Higher-Oklahoma's Degree Completion Program

The Associate in Science in Enterprise Development - Business Administration is designed for those who have already earned at least 18 hours of college credit and want to finish an associate degree, have a minimum of 2.0 GPA from previous college credits and have completed any required remedial courses. The Reach Higher associate program provides on-campus and online class options, personalized schedules and courses of study that meet career goals.

Program Description

Oklahoma employers, regardless of industry sector, are looking for employees with a wide range of business competencies and a desire for lifelong learning. This program is a flexible two-year degree in business that includes the most desirable core competencies requested by employers and provides a degree completion framework that matches student aspirations with the needs of all industry sectors.

Degree Awarded

Associate in Science

For More Information

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Business Technologies Division
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Reach Higher Coordinator:

Dr. Lesia Strong, Division Head
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lstrong@osuokc.edu

Student Name:	
CWID:	
Counselor:	

			Specialized Course Requirements	**23 Credit Hours**	**Date**	**Institution**
☐	ACCT	2103	Financial Accounting	3		
☐	ACCT	2203	Managerial Accounting	3		
☐	ECON	2013	Introduction to Macroeconomics	3		
☐	ECON	2023	Introduction to Microeconomics	3		
☐	BUS	2023	Business Statistics	3		
☐	MKT	2273	Principles of Marketing	3		
☐	BUS	2052	Adv. Tech Problems-Business Capstone	2		
☐	BUS	2753	Business Internship	3		

			General Education Requirements	**37-38 Total Credit hours**	**Date**	**Institution**
			Communications	**9 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
☐	ENGL	1213	English Composition II	3		
☐	SPCH	1113	Introduction to Speech Communication	3		
			Political Sciences	**6 Credit Hours**		
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	POLS	1113	American Government	3		
			Mathematics (Select one of the following)	**3 Credit Hours**		
☐	MATH	1413	General College Math	3		
☐	MATH	1513	College Algebra	3		
☐	STAT	2013	Elementary Statistics	3		
			Life Sciences (Select 3 or 4 credit hours)	**3-4 Credit Hours**		
☐	BIOL	1303	Principles of Biology (taking lab is recommended)	3		
☐	BIOL	1404	Plant Biology	4		
☐	MCRO	2124	Introduction to Microbiology	4		
☐	BIOL	1214	Human Anatomy	4		
☐	PSIO	2314	Human Physiology	4		
			Physical Sciences (Select 4 credit hours)	**4 Credit Hours**		
☐	CHEM	1214	Chemistry	4		
☐	CHEM	1314	General Chemistry	4		
☐	GEOL	1114	Physical Geology	4		
☐	PHYS	1204	General Physical Science	4		
☐	PHYS	1114	General Physics	4		
			Humanities (Humanities designated coursework only)	**6 Credit Hours**		
☐				3		
☐				3		
			Social Science or World Language	**3 Credit Hours**		
☐	PSYC	1113	Introductory Psychology	3		
☐	SOC	1113	Introductory Sociology	3		
☐			World Language	3		
			Computer Sciences	**3 Credit Hours**		
	CIS	1103	Fundamentals of Computers W/Apps			
☐	**OR**			3		
	CIS	1113	Computer Concepts W/Apps			
			Total to Graduate	**60-61 Credit Hours**		

Graphic Design A.A.S.

— Graphic Game Development Option

Program Description

Graphic Game Development Option prepares students for career opportunities, providing a general education background in graphic design and specialty courses for emphasis in graphic development for gaming. The curriculum provides an excellent foundation for those seeking entry into the graphic gaming profession. In addition, the degree provides specialized training for those already working in graphic areas. Theory as well as practical hands-on application in computer art and illustration, animation multimedia, digital media and imaging and design,einsure a solid curriculum. Students learn how to research topics, how to plan the production of printed or electronic materials, how to prepare media presentations and publications, computer and software applications and gaming graphic development.

Employment Information

The U.S. Bureau of Labor Statistics reports that there will be rapid growth for multimedia artists and animinators. These fall into one of the fastest growing occupations through 2016.

Cooperative Agreement

This program is part of a cooperative agreement between OSU-Oklahoma City and Metro Technology Center.

Degree Awarded

Associate in Applied Science

For More Information Contact:

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Diana Wolfe, Department Head
Information in Systems & Technology
405-945-3233
Email: wolfedc@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**36 Credit Hours**		
	CIS	1113	Computer Concepts with Applications			
	OR			3		
	CIS	1103	Fundamentals of Computers with Applications			
	CIS	1433	Game Development	3		
	CIS	1453	Character Development	3		
	CIS	2103	Level Design	3		
	GDD	1253	Computer Graphic Illustration	3		
	GDD	1333	Desktop Publishing I	3		
	GDD	2233	Computer Animation	3		
	GDD	2263	Digital Media	3		
	GDD	2273	Digital Imaging	3		
	GDD	2323	Multimedia Computing	3		
	GDD	2823	Graphic Design Capstone	3		
	ITD	1323	Internet Fundamentals	3		
Support and Related Courses				**6 Credit Hours**		
	GDD	1463	Computer Art	3		
	GDD	2423	Advanced Multimedia	3		
General Education Requirements				**18 Credit Hours**		
	ENGL	1113	English Composition I	3		
	HIST	1483	U.S. History to 1865			
	OR			3		
	HIST	1493	U.S. History Since 1865			
	MATH	1413	General College Math			
	OR			3		
	MATH	1513	College Algebra			
	POLS	1113	American Government	3		
	SPCH	1113	Introduction to Speech Communications	3		
	General education elective *(must be approved by division advisor)*			3		
Total to Graduate				**60 Credit Hours**		

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

Graphic Design A.A.S.
— Illustration/Multimedia Option

Program Description

Illustration/Multimedia Option prepares students for a variety of career opportunities, providing a general education background in graphic design and specialty courses for emphasis in illustration, multimedia and visual communications. The curriculum provides an excellent foundation for those seeking entry into the graphic arts, multimedia and presentation professions. In addition, the degree provides advanced training for those already working in these areas. Theory as well as practical hands-on application in computer art and illustration, animation multimedia, digital media and imaging and design, ensure a solid curriculum. Students learn how to research topics, how to plan the production of printed or electronic materials, how to prepare media presentations and publications, computer and software applications and other related topics.

Employment Information

The U.S. Bureau of Labor Statistics reports that there will be rapid growth for design, desktop publishing and computer software specialists. These fall into the six fastest growing occupations through 2010.

Cooperative Agreement

This program is part of a cooperative agreement offered between OSU-Oklahoma City and Metro Technology Centers.

Degree Awarded

Associate in Applied Science

					Date	Institution
Technical Occupational Specialty				**36 Credit Hours**		
	CIS	1113	Computer Concepts with Applications			
	OR			3		
	CIS	1103	Fundamentals of Computers with Application			
	GDD	1253	Computer Graphic Illustration	3		
	GDD	1333	Desktop Publishing I	3		
	GDD	2233	Computer Animation	3		
	GDD	2263	Digital Media	3		
	GDD	2273	Digital Imaging	3		
	GDD	2303	Desktop Publishing II	3		
	GDD	2323	Multimedia Computing	3		
	GDD	2423	Advanced Multimedia	3		
	GDD	2443	Multimedia Project Design and Management	3		
	GDD	2823	Graphic Design Capstone	3		
	ITD	1323	Internet Fundamentals	3		
Support and Related Courses				**6 Credit Hours**		
	GDD	1463	Computer Art	3		
	GDD	2033	Web Page Design	3		
General Education Requirements				**18 Credit Hours**		
	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II	3		
	HIST	1483	U.S. History to 1865			
	OR			3		
	HIST	1493	U.S. History Since 1865			
	MATH	1413	General College Math			
	OR			3		
	MATH	1513	College Algebra			
	POLS	1113	American Government	3		
	General education elective *(must be approved by division advisor)*			3		
Total to Graduate				**60 Credit Hours**		

For More Information Contact:

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Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

Graphic Design A.A.S.

— Internet/Web Page Design Option

Program Description

The Internet/Web Page Design option prepares students for a variety of career opportunities in computer and web development fields. The program provides a general education background in graphic design and specialty courses in web development.

Employment Information

The U.S. Bureau of Labor Statistics reports that there will be rapid growth for fields involving computers, networks, communication and Internet. This degree plan covers all of these areas. Web devlopment is projected to be one of the fastest growing employment areas for the future.

Degree Awarded

Associate in Applied Science

For More Information Contact:

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Information Systems & Technology
405-945-3233
Email: wolfedc@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**36 Credit Hours**		
	CIS	1113	Computer Concepts with Applications			
	OR			3		
	CIS	1103	Fundamentals of Computers with Applications			
	GDD	1253	Computer Graphic Illustration	3		
	GDD	1333	Desktop Publishing I	3		
	GDD	2033	Web Page Design	3		
	GDD	2133	Advanced Web Page Design	3		
	GDD	2143	Web Programming	3		
	GDD	2263	Digital Media	3		
	GDD	2303	Desktop Publishing II	3		
	GDD	2323	Multimedia Computing	3		
	GDD	2823	Graphic Design Capstone	3		
	ITD	1323	Internet Fundamentals	3		
	ITD	1533	LAN Fundamentals	3		
Support and Related Courses				**6 Credit Hours**		
	CIS	1123	Programming Fundamentals	3		
	CIS	2363	Database Design	3		
General Education Requirements				**18 Credit Hours**		
	ENGL	1113	English Composition I	3		
	HIST	1483	U.S. History to 1865			
	OR			3		
	HIST	1493	U.S. History Since 1865			
	MATH	1413	General College Math			
	OR			3		
	MATH	1513	College Algebra			
	POLS	1113	American Government	3		
	SPCH	1113	Introduction to Speech Communications	3		
	General education elective *(must be approved by division advisor)*			3		
Total to Graduate				**60 Credit Hours**		

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

Graphic Design A.A.S.
— Writing Option

Program Description

The Writing Option prepares students for a variety of career opportunities. The program provides a general education background in graphic design and specialty courses provide emphasis in technical writing and written communications. The curriculum provides an excellent foundation for those seeking entry into the technical writing profession or advances training for those who are already working in the field. The curriculum provides theory as well as practical applications of technical writing, computer and graphics arts. Students learn how to research topics, how to plan the production of printed materials, how to prepare media presentations, computer and software applications and other related topics.

Employment Information

Desktop publishing specialists rank in the top four fastest-growing employment sectors both in Oklahoma and the nation. It is predicted that this field will experience a 67 percent increase in positions nationwide by the year 2010. New opportunities exist for all areas dealing with communication and computers. An ever-increasing number of corporations are producing books, manuals and presentations in-house. The student who graduates under this degree plan has the advantage of writing experience and the computer skills needed in today's job market.

Degree Awarded

Associate in Applied Science

For More Information Contact:

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					Date	Institution
Technical Occupational Specialty				**36 Credit Hours**		
	CIS	1113	Computer Concepts with Applications			
	OR			3		
	CIS	1103	Fundamentals of Computer with Applications			
	CIS	1033	Introduction to Microsoft Word	3		
	GDD	1123	Introduction to Technical Writing	3		
	GDD	1333	Desktop Publishing I	3		
	GDD	2113	Business /Technical Writing	3		
	GDD	2223	Information Gathering Writing and Editing	3		
	GDD	2303	Desktop Publishing II	3		
	GDD	2323	Multimedia Computing	3		
	GDD	2823	Graphic Design Capstone	3		
	ENGL	2333	Intro to Tech Report Writing	3		
	ITD	1323	Internet Fundamentals	3		
	CIS/GDD elective (approved by department)			3		
Support and Related Courses				**6 Credit Hours**		
	BUS	1523	Introduction to Business	3		
	BUS	2113	Business Communications			
	OR			3		
	MKT	2643	Principles of Public Relations			
General Education Requirements				**18 Credit Hours**		
	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II	3		
	HIST	1483	U.S. History to 1865			
	OR			3		
	HIST	1493	U.S. History Since 1865			
	MATH	1413	General College Math			
	OR			3		
	MATH	1513	College Algebra			
	POLS	1113	American Government	3		
	General Education Elective *(must be approved by division advisor)*			3		
Total to Graduate				**60 Credit Hours**		

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Student Name:
CWID:
Counselor:

Catalog 2011-2012

Health Care Administration A.S.

Program Description

The skills and knowledge base of health care administrators are critical to the success of any health care organization. This program will provide these health care administrators with the tools they will need to ensure their organization will thrive and meet the community's needs. Many of the courses in this program will be offered online and/or in a classroom setting to ensure the most effective service to health care organizations throughout the state.

Employment Information

Health care is one of the fastest growing, most dynamic and necessary industries. The field offers energetic, creative and enterprising individuals a host of administrative and service options. Career opportunities continue to expand in hospitals, public health managed care systems and long-term care community health. Health Care Administration majors are in an excellent position to be competitive in the health care marketplace.

Degree Awarded

Associate in Science

For More Information Contact:

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Bob Linville, Assistant Professor
Healthcare Administration
405-945-9177
Email: bobdl@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**21 Credit Hours**		
☐	HCM	1143	Health Care Systems/Operations	3		
☐	HCM	1153	Medicolegal Principles and Ethical Issues	3		
☐	HCM	1173	Third Party Pay/ Health Issues	3		
☐	HCM	1183	Health Care Coding/Billing	3		
☐	HCM	2163	Health Care Management	3		
☐	HCM	2173	Health Care Human Resource Management	3		
☐	HCM	2193	Health Care Provider Relationships	3		
Technical Occupational Support and Related Courses				**6 Credit Hours**		
Select a minimum of 6 credit hours from the following:						
☐	BUS	2333	Business Law	3		
☐	HCM	2233	Health Care Internship or Project Mgmt	3		
☐	Any ACCT, CIS or MGMT course			3		
General Education Requirements				**37 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
☐	ENGL	1213	English Composition II	3		
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	HUMN		Any 6 credit hours	6		
☐	MATH	1413	General College Math	3		
☐	POLS	1113	American Government	3		
☐	PSYC	1113	Introductory Psychology	3		
☐	SOC	1113	Introductory Sociology	3		
☐	SPCH	2723	Interpersonal Communications	3		
☐	***Any college-level science courses (one must be a science lab)***			7		
	Total to Graduate			**64 Credit Hours**		

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

Information Technology A.A.S.

— Network Option

Program Description

The Information Technology-Network Option degree prepares students for a variety of career opportunities. The program provides a general education background in computers and networking with emphasis on Microsoft. Students that successfully complete this degree are prepared to take the Microsoft Certification tests. Each student has the opportunity to become a Microsoft Certified Systems Administrator and hold an associates in applied science degree in the field of networking. The curriculum provides an excellent foundation for those seeking employment in networking or advanced training for those already working in the communications and networking field.

Employment Information

The U.S. Bureau of Labor Statistics says computer support specialists and systems administrators are projected to be among the fastest growing occupations over the next 10 years. Job prospects will be best for college graduates who are up to date with the latest skills and technologies, certification and practical experiences. OSU-Oklahoma City is one of the first universities in the midwest to offer an associate degree in the field of networking which parallels Microsoft Certification.

Cooperative Agreement

This program is part of a cooperative agreement offered between OSU-Oklahoma City and Metro Technology Centers.

					Date	Institution
Technical Occupational Specialty				**36 Credit Hours**		
☐	CIS	2513	Principles of Information Systems Security	3		
☐	CIS	2803	Computer Science Project Capstone	3		
☐	ITD	1113	Windows Expert User	3		
☐	ITD	1323	Internet Fundamentals	3		
☐	ITD	1533	LAN Fundamentals	3		
☐	ITD	2053	Telecommunications Fundamentals	3		
☐	ITD	2213	Windows Networking I	3		
☐	ITD	2313	Windows Networking II	3		
☐	ITD	2333	Windows Networking III	3		
☐	ITD	2433	Linux	3		
☐	ITD	2623	Advanced LAN Fundamentals	3		
	CIS/GDD/ITD electives (approved by department)			3		
Support and Related Courses				**7 Credit Hours**		
☐	BUS	1011	Business Ethics	1		
☐	BUS	2113	Business Communications	3		
☐	MGMT	2213	Human Resources Management			
☐	**OR**			3		
	MGMT	2103	Principles of Management			
General Education Requirements				**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	MATH	1413	General College Math	3		
☐	POLS	1113	American Government	3		
☐	SPCH	1113	Introduction to Speech Communication	3		
☐	General education elective *(must be approved by division advisor)*			3		
Total to Graduate				**61 Credit Hours**		

Degree Awarded

Associate in Applied Science

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Information Systems & Technologies
405-945-9166
Email: patr@osuokc.edu

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011-2012

Management A.A.S.
— General Business Option

Program Description

The General Business Option gives students a broad, comprehensive business education which will prepare them to enter employment in a wide range of management positions in private, government or non-profit organizations. This program is designed for both working professionals that want to hone their skills or gain new insight with vital and specialized knowledge and students that want to enter the job force immediately after graduation. Graduates of this program will be equipped with managerial skills for entry-level or middle management positions in organizations of varying sizes and ranges of operations.

Employment Information

National trends reflect an increased need for these graduates throughout the next decade. Specialized management skills will be more in demand as down-sizing and restructuring continues in most major organizations. U.S. Department of Labor statistics report continued growth through the 21st century.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Roberta Hollen

Division Advisor

Business Technologies Division

Business Technology Building, Room 300

900 N Portland Avenue

Oklahoma City, OK 73107

405-945-3282

businesstech@osuokc.edu

Jeff Brewer, Department Head

Business Administration

405-945-3267

Email: brewejm@osuokc.edu

Lisa McConnell, Associate Professor

Management

405-945-3366

Email: mccollu@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**33 Credit Hours**		
☐	MGMT	2103	Principles of Management	3		
☐	MKT	2273	Principles of Marketing	3		
☐	BUS	2113	Business Communications	3		
☐	ACCT	2103	Financial Accounting	3		
Electives: 21 hours from courses with the following prefixes, BUS, CIS, MGMT & MKT				21		
☐						
☐						
☐						
☐						
☐						
☐						
☐						
Recommended electives - *9 hours **must** have the MGMT prefix*						
☐	BUS	2003	Small Business Management	3		
☐	BUS	2333	Business Law	3		
☐	CIS	2363	Database Design	3		
☐	MGMT	2913	Organizational Behavior	3		
☐	MGMT	2143	Leadership	3		
☐	MGMT	1313	Stress Management	3		
☐	MKT	2643	Principles of Public Relations	3		
Support and Related Courses				**13 Credit Hours**		
☐	CIS	1113	Computer Concepts with Applications	3		
☐	CIS	1503	Microcomputer Applications - Microsoft Office	3		
☐	BUS	1011	Business Ethics	1		
☐	MATH	1413	General College Math	3		
☐	ECON	2013	Introduction to Macroeconomics	3		
General Education Requirements				**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
☐	ENGL	1213	English Composition II	3		
☐	SPCH	1113	Introduction to Speech Communications	3		
☐	POLS	1113	American Government	3		
☐	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
	PSYC	1113	Introductory Psychology			
☐	**OR**			3		
	SOC	1113	Introductory Sociology			
Total to Graduate				**64 Credit Hours**		

Student Name:	
CWID:	
Counselor:	

Catalog 2011-2012

Management A.A.S.
— Management Option

Program Description

The field of management is indeed a complex one in modern society and it is ever-changing as organizational structures evolve. Management's role is to control those functions assigned to assure success to the business/industry. Graduates will be educated to plan, organize, staff, motivate, control, innovate and represent. The student will be equipped with supervisory and managerial skills for an entry-level or middle-management position. The curriculum is also designed to upgrade existing managers with vital and specialized knowledge.

Employment Information

National trends reflect an increased need for these graduates throughout the next decade. Specialized management skills will be more in demand as downsizing continues in most major organizations. U.S. Department of Labor statistics report continued growth throughout the 21st century.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Roberta Hollen

Division Advisor

Business Technologies Division

Business Technology Building, Room 300

900 N Portland Avenue

Oklahoma City, OK 73107

405-945-3282

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Lisa McConnell, Associate Professor

Management

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Email: mccollu@osuokc.edu

Jeff Brewer, Department Head

Business Administration

405-945-3267

Email: brewejm@osuokc.edu

	Technical Occupational Specialty			30 Credit Hours	Date	Institution
	ACCT	2103	Financial Accounting	3		
	ACCT	2203	Managerial Accounting	3		
	BUS	2023	Business Statistics	3		
	BUS	2113	Business Communications	3		
	ECON	2013	Introduction to Macroeconomics	3		
	ECON	2023	Introduction to Microeconomics	3		
	MGMT	2103	Principles of Management	3		
	MGMT	2913	Organizational Behavior	3		
	Electives: select 6 hours from courses with MGMT Prefix			6		
	Support and Related Courses			**13 Credit Hours**		
	BUS	1011	Business Ethics	1		
	CIS	1113	Computer Concepts with Applications	3		
	MATH	1513	College Algebra	3		
	PSYC	1113	Introductory Psychology	3		
	OR					
	SOC	1113	Introductory Sociology	3		
	SPCH	1113	Introduction to Speech Communications	3		
	General Education Requirements			**19 Credit Hours**		
	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II	3		
	HIST	1483	U.S. History to 1865	3		
	OR					
	HIST	1493	U.S. History Since 1865	3		
	HUMN		*Designated humanities courses*	3		
	POLS	1113	American Government	3		
	SCI		*4-hour science course with a lab*	4		
	Total to Graduate			**62 Credit Hours**		

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

Management A.A.S.
— Marketing Option

Program Description

The field of management is indeed a complex one in modern society and it is ever-changing as organizational structures evolve. Management's role is to control those functions assigned to assure success to the business/industry. Graduates will be educated to plan, organize, staff, motivate, control, innovate and represent. The students will be equipped with supervisory and managerial skills for an entry-level or middle-management position. The curriculum is also designed to upgrade existing managers with vital and specialized knowledge.

Employment Information

National trends reflect an increased need for these graduates throughout the next decade. Specialized management skills will be more in demand as downsizing continues in most major organizations. U.S. Department of Labor statistics report continued growth through the 21st century.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Roberta Hollen

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Business Technologies Division

Business Technology Building, Room 300

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Amber Hefner, Instructor

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Jeff Brewer, Department Head

Business Administration

405-945-3267

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	Technical Occupational Specialty			30 Credit Hours	Date	Institution
☐	ACCT	2103	Financial Accounting	3		
☐	ACCT	2203	Managerial Accounting	3		
☐	BUS	2023	Business Statistics	3		
☐	BUS	2113	Business Communications	3		
☐	BUS	2753	Internship	3		
☐	ECON	2013	Introduction to Macroeconomics	3		
☐	ECON	2023	Introduction to Microeconomics	3		
☐	MKT	2273	Principles of Marketing	3		
☐	*Select 6 hours from courses with the following prefixes BUS,MGMT & MKT*			6		
	Support and Related Courses			**13 Credit Hours**		
☐	BUS	1011	Business Ethics	1		
☐	CIS	1113	Computer Concepts with Applications	3		
☐	MATH	1513	College Algebra	3		
☐	PSYC	1113	Introductory Psychology			
☐	**OR**			3		
☐	SOC	1113	Introductory Sociology			
☐	SPCH	1113	Introduction to Speech Communications	3		
	General Education Requirements			**19 Credit Hours**		
☐	BIOL	1303	Principles of Biology	3		
☐	BIOL	1311	Principles of Biology Laboratory	1		
☐	ENGL	1113	English Composition I	3		
☐	ENGL	1213	English Composition II	3		
☐	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
☐	HIST	1493	U.S. History Since 1865			
☐	HUMN		*Designated humanities courses*	3		
☐	POLS	1113	American Government	3		
	Total to Graduate			**62 Credit Hours**		

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

Restaurant Management A.A.S.

— Baker Assistant Option

Program Description

The Associate in Applied Science in Restaurant Management is a partnership with Metro Technology Centers (Metro Tech) providing students with the opportunity to work in the culinary industry. Students will learn nutrition, hot and cold food production, food decoration techniques, supervision, business laws and marketing. Students who select the Baker Assistant option will also learn the principles and skills that are needed to be successful in the baking industry and will have the opportunity to participate in work-based learning experiences. The degree prepares students for the academic requirements of the sous chef, working pastry chef, personal chef and pastry culinarian by the American Culinary Federation. This program also leads to the Food Service Management Professional Certificate.

Employment Information

According to information provided by the Oklahoma Restaurant Association, Oklahoma restaurant-industry employment is expected to grow 15.7% between 2007 and 2017 adding a total of 22,700 new jobs. Nationally, restaurants are expected to add 2 million new jobs between 2007 and 2017. Source: http://www.okrestaurants.com/

Degree Awarded

Associate in Applied Science

Cooperative Agreement

This program is part of a cooperative agreement offered between OSU-Oklahoma City and Metro Technology Centers.

					Date	Institution
Technical Occupational Specialty				**41 Credit Hours**		
☐	+CUA	1114	Culinary Basis Skills	4		
☐	+CUA	1124	Culinary Intermediate Skills	4		
☐	+CUA	1214	Dining Room Management	4		
☐	+CUA	1224	Culinary Advanced Skills	4		
☐	+CUA	2112	Food Service and Sanitation	2		
☐	+CUA	2133	Cost Control and Revenue Management	3		
☐	+CUA	2216	Food Service Management	6		
☐	+CUA	2226	Culinary Arts Practicum	6		
☐	+CUA	2315	Baker Assistant Practicum	5		
☐	+NSCI	1113	Basic Human Nutrition	3		

+ Courses taken at Metro Tech

Support and Related Courses				**12 Credit Hours**		
☐	ACCT	1333	Personal Finance	3		
☐	BUS	2003	Small Business Management	3		
☐	CIS	1113	Computer Concepts with Applications	3		
☐	MGMT	2103	Principles of Management	3		
General Education Courses				**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II			
☐	**OR**			3		
	ENGL	2333	Introduction to Technical Report Writing			
	SPCH	1113	Introduction to Speech Communication			
☐	**OR**			3		
	SPCH	2723	Interpersonal Communication			
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	POLS	1113	American Government	3		
☐	PSYC	1113	Introductory Psychology	3		
Total to Graduate				**71 Credit Hours**		

For More Information Contact:

Lesia Strong

Division Head

Business Technologies Division

(405) 945-3294

Email: lstrong@osuokc.edu

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

Restaurant Management A.A.S.

— Banquet Caterer Option

Program Description

The Associate in Applied Science in Restaurant Management is a partnership with Metro Technology Centers (Metro Tech) providing students with the opportunity to work in the culinary industry. Students will learn nutrition, hot and cold food production, food decoration techniques, supervision, business laws and marketing. Students who select the Banquet Caterer option will also learn pastry and baking skills, purchasing and distribution, and will have the opportunity to participate in work-based learning experiences. The degree prepares students for the academic requirements of the sous chef, working pastry chef, personal chef and pastry culinarian by the American Culinary Federation. This program also leads to the Food Service Management Professional Certificate.

Employment Information

According to information provided by the Oklahoma Restaurant Association, Oklahoma restaurant-industry employment is expected to grow 15.7% between 2007 and 2017 adding a total of 22,700 new jobs. Nationally, restaurants are expected to add two million new jobs between 2007 and 2017. Source http://www.okrestaurants.com/

Cooperative Agreement

This program is part of a cooperative agreement offered between OSU-Oklahoma City and Metro Technology Centers.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Lesia Strong

Division Head

Business Technologies Division

(405) 945-3294

Email: lstrong@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**41 Credit Hours**		
☐	+CUA	1114	Culinary Basis Skills	4		
☐	+CUA	1124	Culinary Intermediate Skills	4		
☐	+CUA	1214	Dining Room Management	4		
☐	+CUA	1224	Culinary Advanced Skills	4		
☐	+CUA	2112	Food Service and Sanitation	2		
☐	+CUA	2133	Cost Control and Revenue Management	3		
☐	+CUA	2216	Food Service Management	6		
☐	+CUA	2226	Culinary Arts Practicum	6		
☐	+CUA	2325	Banquet Caterer Practicum	5		
☐	+NSCI	1113	Basic Human Nutrition	3		

+ Courses taken at Metro Tech

Support and Related Courses				**12 Credit Hours**		
☐	ACCT	1333	Personal Finance	3		
☐	BUS	2003	Small Business Management	3		
☐	CIS	1113	Computer Concepts with Applications	3		
☐	MGMT	2103	Principles of Management	3		

General Education Courses				**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II			
☐	**OR**			3		
	ENGL	2333	Introduction to Technical Report Writing			
	SPCH	1113	Introduction to Speech Communication			
☐	**OR**			3		
	SPCH	2723	Interpersonal Communication			
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	POLS	1113	American Government	3		
☐	PSYC	1113	Introductory Psychology	3		

Total to Graduate **71 Credit Hours**

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

DIVISION OF HEALTH SCIENCES

Degrees Offered

Associate in Applied Science

- Dietetic Technology
- Echocardiography Technology
- Nurse Science
- Radiologic Technology
- Vascular Technology

Dietetic Technology

The Associate in Applied Science in Dietetic Technology program prepares graduates to take and pass the national registry examination and enter the healthcare workforce as a dietetic technician, registered (DTR). DTRs help dietitians in planning, providing and supervising food service operations. Working under the supervision of a registered dietitian, dietetic technicians plan menus and diets, maintain food procurement systems, teach nutrition and food service principles, and monitor quality assurance in dietetics. Dietetic technicians responsibilities also include completing nutritional assessments and assisting individuals with special dietary needs. Dietetic technicians also promote healthy eating habits through public service and educational programs.

Echocardiography Technology

The Associate in Applied Science in Echocardiography Technology will prepare graduates to take and pass the national registry examination in echocardiography and qualify to enter the health care workforce as cardiac sonographers. Sonography or ultrasonography is the use of sound waves to generate an image for the assessment and diagnosis of various medical conditions. Trained sonographers operate equipment that collects reflected echoes and forms an image that may be recorded for interpretation and diagnosis by a physician. Echocardiographers specialize in sonography of the human heart.

Nurse Science

Nurses, with their highly developed client care skills, are often the most visible practitioners of direct health care. The Oklahoma State University-Oklahoma City Nurse Science program is approved by the Oklahoma Board of Nursing and accredited by the National League for Nursing Accrediting Commission. Graduates of this state-approved program are eligible to apply to take the National Council Licensure Examination (NCLEX) for registered nurses.

Requirements for Licensure in Oklahoma
Verification of citizenship status:
Legislation taking effect November 1, 2007, requires the Oklahoma Board of Nursing to issue a license only to United States citizens, nationals and legal permanent resident aliens; and to applicants who present, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent residence status or conditional resident status.

Applicants in the above six categories will only be eligible to receive a license card that is valid for the time period of their authorized stay in the United States, or if there is no date of end to the time period of their authorized stay for one year. The license card is required to indicate that it is temporary. The information will be verified through the Systematic Alien Verification for Entitlements (SAVE) Program, operated by the United States Department of Homeland Security.

Graduation from a government-approved program of registered or practical nursing:
You must be a graduate of a government-approved program of registered or practical nursing. An official transcript from the nursing education program must be submitted directly from the nursing education program. The nursing education program you attended **must have included theory and clinical experience in the following areas:**

- Care of the adult
- Care of children
- Maternal-newborn nursing
- Psychiatric-mental health nursing (no psychiatric clinical experience is required for licensed practical nurses)

Completion of the licensure examination:
Once all other requirements for licensure have been met, you will be made eligible to take the NCLEX-RN or NCLEX-PN licensure examination. In order to be made eligible, you must have registered with the testing service.

Verification of high school completion:
Applicants for LPN licensure must either have earned a high school diploma or a high school equivalency certificate (GED); or have met the criteria for an Adult High School Diploma.

Review of criminal history:
All applicants for Oklahoma licensure must submit an original copy of a criminal history record search conducted by the Oklahoma State Bureau of Investigation (OSBI) no more than three (3) months prior to submission of the application.

In addition to the criminal history record search, applicants for licensure who have ever been arrested for or convicted of any offense, including a deferred sentence or expunged offense; or have ever had disciplinary action taken against another health-related license, recognition, or certification; or have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing. Failure to report such action is a violation of the Oklahoma Nursing Practice Act.

An applicant for a license to practice as a registered nurse or licensed practical nurse must submit to the Oklahoma Board of Nursing "certified written evidence that the applicant has never been convicted in this state, the United States or another state of any felony, unless five (5) years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial pardon for the criminal offense has been received" [59 O.S. §567.5]. Therefore, applicants for licensure in Oklahoma with one or more felony convictions cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received.

NCLEX or AUA Certification Candidates With History of Arrest/Deferred Sentence/ Conviction Policy

Applicants with a history of arrest, deferred sentence or conviction must refer to the Oklahoma Board of Nursing website, http://www.ok.gov/nursing/, for information about taking the National Council Licensing Examination (NCLEX) for licensure as a registered nurse (NCLEX or AUA Certification Candidates With History of Arrest/ Deferred Sentence/Conviction Policy).

Admission to the nursing program is competitive, so applicants are encouraged to contact the OSU-Oklahoma City Nurse Science Department for application deadlines and information. The high demand for qualified registered nurses throughout the nation gives OSU-Oklahoma City nursing graduates many employment options, with most choosing to remain in Oklahoma.

Advanced Standing for LPNs

The OSU-Oklahoma City nursing program offers advanced standing to licensed practical nurses (LPNs) that qualify. In order to receive advanced standing and be admitted to the nursing program an LPN must be a graduate of a state-approved school of practical nursing and hold a current license. The student must also complete all required prerequisite courses, and receive a passing score on written examinations. LPNs who graduated from an NLNAC (National League for Nursing Accrediting Commission) accredited program will receive special consideration. Many LPNs have been successful in completing the OSU-Oklahoma City nursing program and have achieved registered nurse licensure. Those students who are interested should contact the Nurse Science Department for further information.

Paramedic to RN

The nursing program at OSU-Oklahoma City offers advanced standing to paramedics who qualify. In order to receive advanced standing and be admitted to the nursing program, a paramedic must be a graduate of a state/National Registry approved paramedic program and hold a current license and National Registry card. The student must also complete all required prerequisite courses and receive a passing score on written examinations. Successful completion of the course of study qualifies the graduate to take the examination for registered nurse licensure. The course of study includes classroom and laboratory instruction on campus and supervised clinical experience in affiliating health agencies.

Guidelines for Admission to and Retention in the Associate Degree Nursing Program

It is important to note that in order to progress successfully through the nursing curriculum and function as a practicing nurse upon graduation, an individual must be able to perform, with or without accommodation, certain physical activities that include vocal, visual, auditory, dexterity and intellectual requirements.

These include:

1. Sufficient visual acuity is needed in the accurate preparation and administration of medications and for the observation necessary for client assessment and nursing care.
2. Sufficient auditory perception to receive verbal communication from clients and members of the health team and to assess health needs of people through the use of monitoring devices such as stethoscopes, IV infusion pumps, cardiac monitors, fire alarms, etc.
3. Sufficient gross and fine motor coordination to respond promptly and to implement the skills required in meeting client health care needs safely. These include but are not limited to manipulation of equipment and performance of CPR (cardiopulmonary resuscitation).
4. Sufficient communication and language skills (speech, comprehension, reading and writing) to interact with clients and the health care team and to communicate effectively, as may be necessary in client's interest and safety.
5. Sufficient intellectual functions and emotional stability to plan and implement care for clients.

OSU-Oklahoma City fully subscribes to all principles and requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 for qualified individuals with disabilities. Students are encouraged to self-identify their accommodation needs. Individuals will need to notify the Nurse Science department head in writing if a disability exists or occurs during matriculation in the nursing program. Professional documentation may be requested regarding the individual's ability to perform nursing tasks.

An individual denied admission or continuance in the program due to the inability to perform certain activities has the right to appeal any decision made. A complete copy of the Grievance Procedure may be obtained from the Offices of the Vice President for Student Services or the Vice President for Academic Affairs.

Program Description

The Nurse Science Department offers a program of study leading to an associate in applied science degree. The course of study is a 69-credit hour program, which includes classroom and laboratory instruction on campus, as well as supervised clinical experience at hospitals and other affiliating health care agencies. Students enrolled in the program will be expected to use the computer for generating papers, testing, computer-assisted instruction and electronic searches. Those students who have no computer skills are advised that an introductory computer course is recommended. Because there are more students applying for nursing courses than it is possible to enroll, a Nurse Science Admissions Committee selects students for the program. Two classes are admitted to the nursing program each academic year in Oklahoma City. A graduation retention grade point average (GPA) of at least 2.5 on college work

completed is necessary in order to be considered for the nursing courses. High school transcripts are evaluated if the student has not completed 12 hours of college work. The following factors are considered in selecting students:

- Graduation retention grade point average (GPA) of previous academic work
- Scores on pre-admission examination
- Required general education and related courses completed.

All required documents must be in the Nursing Office by deadline dates published for the fall and spring semesters. Contact the Nurse Science Department for application information, (405) 945-3210.

It is possible to complete the nursing program in four semesters. However, if the student has other responsibilities, such as family or job, he or she may elect to enroll in general education and related courses before seeking admission to the nursing courses. After admission into the nursing program, the courses must be taken sequentially as listed. All students considering entrance into the nursing program are urged to seek advisement from counselors in the Nurse Science Department.

Graduate Educational Outcomes

The OSU-Oklahoma City Nurse Science graduate should be able to demonstrate knowledge of health-illness theory and the ability to utilize the nursing process within a structured setting. By integrating the roles of provider and manager of client care and member within the profession, the graduate should be a:

Provider of Care

1. Use critical thinking to integrate knowledge from required biophysical and social sciences to deliver safe nursing care to individuals in diverse health care settings.
2. Use the nursing process to care for individuals with alterations in health status and to facilitate the promotion of optimal levels of wellness.
3. Use effective communication skills to establish and maintain relationships with clients, families and other members of the health care team.

Manager of Care

4. Facilitate client care by consulting and collaborating with the client, family members, significant others and members of the health care team.
5. Manage nursing care for a group of clients in diverse settings having established care protocols.
6. Delegate appropriate nursing tasks to other health care providers.

Member within the Discipline of Nursing

7. Accept personal accountability for nursing practice, ongoing self-development and continuing education.
8. Incorporate legal and ethical principles into the practice of nursing.
9. Participate as a productive member of work groups whose focus is the delivery of health care.

Program Policies

In addition to the policies and procedures of OSU-Oklahoma City the following policies will apply to candidates entering the nursing program:

Grades

A graduation/retention grade point average of 2.5 ("C") is required for graduation from the nursing program. Grades of "C" or better are required for all courses necessary for the Associate in Applied Science in Nurse Science.

Interruption of Progression

1. A student must successfully complete the five major courses required for the Associate in Applied Science in Nurse Science within a three-year period. The three-year period begins with the first enrollment in Fundamentals of Nursing (NURS 1116).
2. Interruption of normal progression will occur when the student: a) does not achieve a grade of "C" or better in any course required for the Associate in Applied Science in Nurse Science degree; b) requests permission to delay progression for a period not to exceed two semesters; c) does not maintain an graduation/retention grade point average (GPA) of 2.0 or better.
3. When interruption of normal progression occurs, the student must notify the Health Sciences division head or associate division head in writing of intent to re-enroll in a Nurse Science course within two weeks of the interruption.
4. A student who wishes to enroll in the Nurse Science curriculum courses out of the required sequence must petition the faculty through the Nurse Science department head.
5. A student may re-enroll one time in only one of the five major Nurse Science courses required for the Associate in Applied Science in Nursing unless the student is dismissed and denied re-admission to the program.
6. Re-admission to the nursing program through any avenue will not be considered if the student leaves the program due to a second unsuccessful completion of any nursing course.

Admissions by Transfer into the Nursing Program

1. Applicants must meet all requirements for admission to the nursing program in addition to application to OSU-Oklahoma City.
2. All college credits from other institutions will be evaluated on an individual basis to determine their possible application to the nursing curriculum requirements of OSU-Oklahoma City.
3. There will be no more than one academic year between completion of the last nursing course and transfer into the nursing program at OSU-Oklahoma City. A student must successfully complete the five major courses required for the Associate in Applied Science in Nurse Science in a three-year period, which begins with the first enrollment in Fundamentals of Nursing.
4. A letter grade of "C" or better is required for all courses leading to the Associate in Applied Science in Nurse Science.
5. Previous nursing courses must be from a school of nursing approved by the Oklahoma State Board of Nursing.
6. Prior to enrollment in a nursing course the following must be submitted: a) course descriptions and/or course syllabi for previous nursing courses and samples of completed nursing care plans, if available; b) letter stating reason for transfer; c) resume of previous clinical experience (include skills checklist); d) proof of rubella, rubeola, mumps and varicella immunity, tuberculosis (TB) test, hepatitis B immunity or waiver and Healthcare Provider CPR (cardiopulmonary resuscitation) certification; e) letter of recommendation from the department head of the school from which the applicant is transferring, and criminal history check.
7. Transfer students who qualify are admitted if space is available.

Cost

Tuition for nursing students is the same as for all other OSU-Oklahoma City students. Additional expenses include:

- nursing student uniforms
- special equipment such as a stethoscope and watch
- liability insurance
- application fee for licensure examination upon graduation
- rubella, rubeola, mumps and varicella immunity, tuberculosis test, hepatitis B immunity or waiver, Healthcare Provider CPR (cardiopulmonary resuscitation) certification and urine drug test
- lab fees (Fees are subject to change. Please contact the Health Sciences Division Office for a current fee estimate.)
- criminal background and sex offender check

A financial aid officer is available to assist students in applying for grants, loans and scholarships.

Computer Literacy

The nursing curriculum at OSU-Oklahoma City is computer intensive. Graduation from the program allows the student to meet the computer literacy requirement.

Radiologic Technology

This program is part of a cooperative agreement offered between OSU-OKC and Metro Technology Centers. Radiologic technologists, also known as radiographers, use x-rays to produce medical images for diagnostic purposes. In addition to providing appropriate patient care, administering nonradioactive materials, adjusting exposure factors and operating equipment, radiologic technologists keep patient records, and monitor and maintain equipment. They also may prepare work schedules, evaluate equipment purchases and/or manage a radiology department. For more information contact Jackie Weston, Cooperative Alliance director, 945-3395, jweston@osuokc.edu; or Melissa Woodruff, (405) 945-3318, mjwoodr@osuokc.edu.

Vascular Technology

The Associate in Applied Science degree will prepare graduates to take and pass the National Registry examination in vascular sonography. Students who complete this degree will be prepared to enter the workforce as vascular technologists. Sonography or ultrasonography is the use of sound waves to generate an image for the assessment and diagnosis of various medical conditions. Trained sonographers operate equipment that collects reflected echoes and forms an image that may be recorded for interpretation and diagnosis by a physician. Vascular technologists specialize in sonography of the peripheral vascular system.

For More Information on Dietetic Technology Contact:

Catherine Palmer, Department Head
Dietetic Technology
Health Technology Building, Room 208
900 N. Portland Ave.
Oklahoma City, Oklahoma 73107
(405) 945-6797
Email: catheap@osuokc.edu

For More Information on Echocardiography Technology and Vascular Technology Contact:

Scott Lovett, Department Head
Cardiovascular Technology
Health Technology Building, Room 102
900 N. Portland Ave.
Oklahoma City, Oklahoma 73107
(405) 945-3212
Email: slovett@osuokc.edu

Secretarial Staff:

Jasmine Crawford, Part-time Secretary
(405) 945-8698

For More Information on Nurse Science Contact:

Linda Barren, Division Head
Division of Health Sciences
Health Technology Building, Room 205
900 N. Portland Ave.
Oklahoma City, Oklahoma 73107
(405) 945-3210
healthservices@osuokc.edu

Faculty:

Rose Marie Smith, Associate Division Head, Health Sciences
Connie Belford, Nurse Science
Nada Cain, Nurse Science
Gayla Florence-Clark, Nurse Science
Debbie Crow, Nurse Science
Tracy Edwards, Nurse Science
Tena Fry, Nurse Science
Nichole Jackson, Nurse Science
Karen Lockwood, Nurse Science
Mary Malaska, Nurse Science
Trina Masar, Nurse Science
Saundra Medrano, Nurse Science
Anna Nguyen, Nurse Science
Nicole Pascher, Nurse Science
Michelle Riley, Nurse Science
P. Eileen Stephens, Nurse Science
Bobbie Stoops, Nurse Science
Susan Thurber, Nurse Science
Judy Vorheis, Nurse Science
Lora Winchester, Nurse Science
Anita Wingfield, Nurse Science

Secretarial Staff:

Patricia Coley, Senior Secretary,
(405) 945-3210
Jenny Gillen Part-Time Secretary,
(405) 945-3210

Dietetic Technology A.A.S

Program Description

This program will equip graduates to promote health and wellness through the planning and implementation of nutritional programs and services. The purpose of the program is to prepare students to work as a dietetic technician, registered (DTR) in both health care and commercial food service settings. The program has received Candidacy of Accreditation by the Commission on Accreditation of Dietetics Education (CADE). Graduates of the program will be eligible to take the examination to become registered dietetic technicians.

Admission to the Dietetic program will be limited to 20 students per academic year beginning the Spring 2011 semester.

Employment Information

Dietetic technicians may work in hospitals, long-term care facilities, correctional facilities, schools, food processing and manufacturing concerns and restaurants. According to the U.S. Department of Labor, the demand for registered dietetic technicians will grow faster than the average of all occupations through 2016 because as the population grows and ages, demand for enhanced health care and wellness programs increases. The Oklahoma Employment Security Commission projects a 14.3% increase in employment for dietetic technicians in Oklahoma by 2014. Average annual salary of a dietetic technician is $35,750.

Degree Awarded

Associate in Applied Science

For More Information

Catherine Palmer, MS, RD/LD
Department Head, Dietetic Technology
900 N Portland Ave
Oklahoma City, OK 73107
(405) 945-6797
Email: catheap@osuokc.edu.

					Date	Institution
Dietetic Technology Specialty				**39 Credit Hours**		
☐	DT	1001	Orientation to Dietetics	1		
☐	DT	1013	Food Preparation	3		
☐	DT	1101	Food Service Operations	1		
☐	DT	1003	Dietetics & Food Service Management	3		
☐	DT	1102	Nutrition Assessment	2		
☐	DT	1202	Life Cycle Nutrition	2		
☐	DT	1213	Medical Nutrition Therapy I	3		
☐	DT	1233	Practicum-Life Cycle Nutrition	3		
☐	DT	1303	Nutrition in the Community	3		
☐	DT	1313	Medical Nutrition Therapy II	3		
☐	DT	1323	Practicum-Community Nutrition	3		
☐	DT	1012	Practicum- Food Service Management	2		
☐	DT	2112	Food Financial Management	2		
☐	DT	2213	Medical Nutrition Therapy III	3		
☐	DT	2223	Practicum - Medical Nutrition Therapy III	3		
☐	DT	2402	Dietetic Exam Preparation	2		
Support and Related Courses				**14 Credit Hours**		
☐	NSCI	1113	Basic Human Nutrition	3		
☐	BIOL	1012	Medical Terminology	2		
☐	BIOL	1515	Human Anatomy & Physiology	5		
	CHEM	1214	Chemistry I			
☐	**OR**			4		
	CHEM	1314	General Chemistry I - Prereq: MATH 1513			
General Education Requirements				**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II			
☐	**OR**			3		
	ENGL	2333	Technical Report Writing			
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	MATH		*Any 1000 level or above MATH course*	3		
☐	POLS	1113	American Government	3		
	SOC	1113	Intro to Sociology			
☐	**OR**			3		
	PSYC	1113	Intro to Psychology			
Total to Graduate				**71 Credit Hours**		

Student Name:	
CWID:	
Counselor:	

Catalog 2011-2012

Echocardiography Technology A.A.S.

Program Description

The Associate in Applied Science in Echocardiography Technology will prepare graduates to take and pass the national registry examination in echocardiography and will qualify them to enter the health care workforce as cardiac sonographers. Sonography or ultrasonography is the use of sound waves to generate an image for the assessment and diagnosis of various medical conditions. Trained sonographers operate equipment that collects reflected echoes and forms an image that may be recorded for interpretation and diagnosis by a physician. Echocardiographers specialize in sonography of the human heart. The application and selection process for admittance to the Echocardiography Technology program occurs in alternate summers. Application deadline is June 30.

Employment information

According to the U.S. Department of Labor, Bureau of Labor Statistics, the employment "of diagnostic medical sonographers is expected to grow faster than the average of all occupations through 2016 as the population grows and ages…" The optimistic outlook for diagnostic medical sonographers is also based on the need to replace existing sonographers and because many patients are seeking safer diagnostic methods such as sonography, due to improvements in technology and increasing demands on the health care system related to changes in population demographics.

Degree Awarded

Associate in Applied Science

For More Information

Scott Lovett,BSRT, RDCS, RVT, RT ®
Department Head
Cardiovascular Technology
Division of Health Sciences
Health Technology Building, Room HT 102
405-945-3212
Email: slovett@osuokc.edu
www.osuokc.edu/cardiovascular

					Date	Institution
Technical Occupational Specialty				**36 Credit Hours**		
☐	SON	1113	Ultrasound Physics & Instrumentation I	3		
☐	SON	1133	Echocardiography I	3		
☐	SON	1153	Patient Care & Medical Ethics & Law	3		
☐	SON	1213	Ultrasound Physics & Instrumentation II	3		
☐	SON	1253	Clinical Experience I	3		
☐	SON	2013	Echocardiography II	3		
☐	SON	2023	Echocardiography III	3		
☐	SON	2343	Echocardiography IV	3		
☐	SON	2313	Cardiovascular Concepts	3		
☐	SON	1153	Patient Care & Medical Ethics & Law	3		
☐	SON	2353	Clinical Experience III	3		
☐	SON	2453	Clinical Experience IV	3		
Support and Related Courses				**10 Credit Hours**		
☐	BIOL	1012	Biological and Medical Terminology	2		
☐	BIOL	1214	Human Anatomy	4		
☐	PSIO	2314	Human Physiology	4		
General Education Requirements				**26 Credit Hours**		
☐	POLS	1113	American Government	3		
☐	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II			
☐	**OR**			3		
	ENGL	2333	Technical Report Writing			
☐	PHYS	1114	General Physics I	4		
☐	CHEM	1214	Chemistry I	4		
☐	BIOL	1303	Principles of Biology	3		
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	MATH	1513	College Algebra	3		
Total to Graduate				**72 Credit Hours**		

Student Name: _____
CWID: _____
Counselor: _____
Catalog 2011-2012

Nurse Science A.A.S.

Program Description

The Nurse Science Department offers a program of study leading to the Associate in Applied Science. The program is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. The OSU-Oklahoma City Nursing program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered nurses. The course study is 69-credit hours which includes classroom and laboratory instruction on campus as well as supervised clinical experience in affiliating health agencies.

Because there are more students applying for nursing courses than is possible to enroll, an Admissions Committee selects students for the program. Two classes are admitted to the nursing program each academic year. A graduation retention GPA of at least 2.5 on college work completed is necessary in order to be considered for the nursing courses. High school transcripts are evaluated if no college work has been completed. The following factors are considered in selecting students: GPA of previous academic work, pre-admission test scores, required general education and related courses completed.
All required documents must be in the nursing office by the specified deadlines for the fall and spring semesters. Contact the Nurse Science Department for application information. (405) 945-3210.

It is possible to complete the nursing program in four semesters. However, if the student has other responsibilities such as family or job, he/she may elect to enroll in general education and related courses before seeking admission to the nursing courses. After admission into the nursing program, the courses must be taken sequentially as listed. All students considering entrance into the nursing program are urged to seek advisement from counselors in the Nurse Science Department.

					Date	Institution
Technical Occupational Specialty				**32 Credit Hours**		
☐	NURS	1116	Fundamentals of Nursing	6		
☐	NURS	1128	Adult Nursing	8		
☐	NURS	2228	Maternal-Child Nursing	8		
☐	NURS	2238	Advanced Nursing	8		
☐	NURS	2252	Trends and Issues in Nursing	2		
Support and Related Courses				**19 Credit Hours**		
☐	BIOL	1214	Human Anatomy & Lab	4		
	CHEM	1214	Chemistry I			
☐	**OR**			4		
	CHEM	1314	General Chemistry I			
☐	MICRO	2124	Introduction to Microbiology	4		
☐	NSCI	1113	Basic Human Nutrition	3		
☐	PSIO	2314	Human Physiology	4		
General Education Requirements				**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
☐	ENGL	1213	English Composition II	3		
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	POLS	1113	American Government	3		
☐	PSYC	1113	Introductory Psychology	3		
☐	SOC	1113	Introductory Sociology	3		
Total to Graduate				**69 Credit Hours**		

Degree Awarded
Associate in Applied Science

For More Information

Linda Barren,RNC, MS
Division Head
Health Sciences Division
Health Technology Building, Room 205
900 N Portland Avenue
Oklahoma City, OK 73107
405-945-3210
health.services@osuokc.edu

Student Name: _____
CWID: _____
Counselor: _____
Catalog 2011-2012

Radiologic Technology A.A.S.

Program Description

The Associate in Applied Science in Radiologic Technology is a cooperative agreement offered in partnership with Metro Technology Centers (Metro Tech) providing students with the opportunity to work in the multi-faceted world of radiation imaging. Students will take their core courses at Metro Tech and general education at OSU-Oklahoma City. Program completers take the American Registry of Radiologic Technologist (ARRT) certification exam in Radiography.

Employment Information

Per the American Society of Radiologic Technologists website, a career in radiologic technology can lead in many directions, with demand for radiologic technologists strong across the country in every health care setting. Radiologic technologist work in hospitals, outpatient clinics, imaging centers, and physicians offices. They can specialize in clinical areas ranging from general diagnostic to orthopedics, or from Computed Tomography (CT) and Magnetic Resonance Imaging (MRI) to Cardiovascular Imaging or Mammography. They could be responsible for quality assurance or for overseeing the implementation of new technology. With experience, they may manage entire radiology departments, including budget and personnel, work as a representative of an x-ray equipment or supply company, or they may teach in a Radiologic Technology program.

Cooperative Agreement

This program is part of a cooperative agreement offered between OSU-Oklahoma City and Metro Technology Centers.

Degree Awarded

Associate in Applied Science

For More Information

Scott Lovett,BSRT, RDCS, RVT, RT ®
Department Head
Cardiovascular Technology
Division of Health Sciences
Health Technology Building, Room HT 102
405-945-3212
Email: slovett@osuokc.edu
www.osuokc.edu/cardiovascular

					Date	Institution
Technical Occupational Specialty				**39 Credit Hours**		
	+RAD	1113	Fundamentals of Radiologic Science and Health Care	3		
	+RAD	1124	Patient Care Procedures	4		
	+RAD	1234	Basic Radiographic Procedures	4		
	+RAD	1334	Basic Radiographic Imaging and Analysis	4		
	+RAD	1343	Basic Clinical Practice	3		
	+RAD	2113	Imaging Physics and Equipment	3		
	+RAD	2223	Radiation Biology and Protection	3		
	+RAD	2235	Advanced Radiographic Procedures	5		
	+RAD	2334	Advanced Radiographic Imaging and Analysis	4		
	+RAD	2413	Career Preparation	3		
	+RAD	2433	Advanced Clinical Practice	3		
	+ Courses taken at Metro Tech					
Support and Related Courses				**7 Credit Hours**		
	BIOL	1515	Human Anatomy and Physiology	5		
	BIOL	1012	Biological and Medical Terminology	2		
General Education Requirements				**18 Credit Hours**		
	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II			
	OR			3		
	SPCH	1113	Introduction to Speech Communication			
	CIS	1113	Computer Concepts with Applications	3		
	HIST	1483	U.S. History to 1865			
	OR			3		
	HIST	1493	U.S. History Since 1865			
	MATH	1413	General College Mathematics			
	OR			3		
	MATH	1513	College Algebra			
	POLS	1113	American Government	3		
Total to Graduate				**64 Credit Hours**		

Student Name: _____
CWID: _____
Counselor: _____
Catalog 2011-2012

Vascular Technology A.A.S.

Program Description

This Associate in Applied Science degree will prepare graduates to take and pass the national registry examination in vascular sonography. Students who complete this degree will be prepared to enter the workforce as vascular technologists. Sonography or ultrasonography is the use of sound waves to generate an image for the assessment and diagnosis of various medical conditions. Trained sonographers operate equipment that collects reflected echoes for interpretation and diagnosis by a physician. The application and selection process for admission to the vascular technology program occurs alternate summers. Application deadline is June 15.

Employment Information

According to the U.S. Department of Labor, Bureau of Labor Statistics, the employment "of diagnostic medical sonographers is expected to grow faster than the average of all occupations through 2016 as the population grows and ages…" The optimistic outlook for diagnostic medical sonographers is also based on the need to replace existing sonographers and because many patients are seeking safer diagnostic methods such as sonography, due to improvements in technology and increasing demands on the health care system related to changes in population demographics.

Degree Awarded

Associate in Applied Science

For More Information

Scott Lovett,BSRT, RDCS, RVT, RT ®
Department Head
Cardiovascular Technology
Division of Health Sciences
Health Technology Building, Room HT 102
405-945-3212
Email: slovett@osuokc.edu
www.osuokc.edu/cardiovascular

					Date	Institution
Technical Occupational Specialty				**38 Credit Hours**		
☐	SON	1113	Ultrasound Physics and Instrumentation	3		
☐	SON	1153	Patient Care & Medical Ethics & Law	3		
☐	SON	1213	Physics and Instrumentation II	3		
☐	SON	1233	Vascular Technology & Scanning Techniques I	3		
☐	SON	1253	Clinical Experience I	3		
☐	SON	2214	Vascular Technology & Scanning Techniques II	4		
☐	SON	2223	Vascular Technology & Scanning Techniques III	3		
☐	SON	2234	Vascular Technology & Scanning Techniques IV	4		
☐	SON	2253	Clinical Experience II	3		
☐	SON	2313	Cardiovascular Concepts	3		
☐	SON	2353	Clinical Experience III	3		
☐	SON	2453	Clinical Experience IV	3		
Support and Related Courses				**8 Credit Hours**		
☐	BIOL	1214	Human Anatomy	4		
☐	PSIO	2314	Human Physiology	4		
General Education Requirements				**26 Credit Hours**		
☐	POLS	1113	American Government	3		
☐	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II			
☐	**OR**			3		
	ENGL	2333	Technical Report Writing			
☐	PHYS	1114	General Physics I	4		
☐	CHEM	1214	Chemistry I	4		
☐	BIOL	1303	Principles of Biology	3		
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	MATH	1513	College Algebra	3		
Total to Graduate				**72 Credit Hours**		

Student Name: _____
CWID: _____
Counselor: _____

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DIVISION OF HUMAN SERVICES

Degrees Offered

Bachelor of Technology

- Emergency Responder Administration

Associate in Applied Science

- Crime Victim/Survivor Services
- Early Care Education
  - — Administration Option
  - — Master Teacher Option
- Emergency Management
- Emergency Medical Services - Municipal Fire Protection
- Municipal Fire Protection
- Police Science
  - — Crime Scene Investigation Option
- Sign Language Interpretation

Associate in Science

- Alcohol and Substance Abuse Counseling
- American Sign Language
- Police Science

Certificate Programs

- Certificate of Mastery in Early Care Education Administration
  - — Child Care Center Option
  - — Family Child Care Home Option
- Certificate of Mastery in Early Care Education
  - — Infant Toddler Option*
- Firefighter I

**Pending Regents approval*

Alcohol and Substance Abuse Counseling

The Associate in Science (A.S.) in Alcohol and Substance Abuse Counseling degree curriculum provides students with a base of knowledge in chemical dependency and its treatment. This degree program also academically prepares students to continue their education in chemical dependency or another related field at a four-year institution. It fully integrates into the University of Central Oklahoma's Bachelor of Arts in Sociology-Chemical Dependency degree. It also partially integrates into other related programs at four-year colleges and universities depending on the curriculum requirements.

Crime Victim/Survivor Services

Americans are very aware of crime and its effects on them and their communities. Individuals who are victimized by criminal acts, their families and the community need support and intervention from trained professionals in the areas of crisis management, intervention and victim advocacy. The Associate in Applied Science in Crime Victim/Survivor Services degree provides the education and skills necessary for a career in crime victim advocacy. The degree also provides an opportunity for those currently working in the field to maintain and/or upgrade their education and training.

Early Care Education

The Associate in Applied Science in Early Care Education with options in either Administration or Master Teacher, and the Certificate of Mastery in Early Care Education Administration with option in either Child Care Center or Family Child Care Home, prepares individuals with the skills, knowledge and competencies necessary for careers as early care education administrators and master teachers. For those currently employed in the field, these degrees and certificate options provide an opportunity to maintain and/or upgrade their education and training.

Those students seeking the Associate in Applied Science in Early Care Education with option in Administration and/or the Certificate of Mastery in Early Care Education Administration, with either option, may qualify for financial assistance through Oklahoma's Scholars for Excellence in Child Care (SECC) Scholarship Program. Interested students may contact Jeff Rosson, scholar coordinator, at (405) 945-9168.

Emergency Management

The Associate in Applied Science in Emergency Management degree is designed to provide the student with qualifications necessary to function in the emergency management field. Emergency Management prepares students for a variety of careers in Emergency Medical Services (EMS), disaster response and other various emergency response conditions. The curriculum combines practical knowledge with skills training, preparing graduates to implement first response in emergency settings.

The Emergency Management degree provides students with the qualifications necessary for a variety of careers in Emergency Operation Centers, disaster relief and other emergency management settings.

Emergency Medical Services - Municipal Fire Protection

This Emergency Medical Services degree is designed to prepare students for a variety of careers in EMS. The curriculum meets and exceeds the most recent U.S. Department of Transportation and National Standards curriculum for EMT (Emergency Medical Technician) Basic, EMT Intermediate and EMT Paramedic. Students completing the required course work are eligible to sit for both the state of Oklahoma licenses and the National Registry exam.

This Associate in Applied Science in Emergency Medical Services degree will prepare students to become Emergency Medical Services providers in either the fire protection EMS field or ambulance EMS field. Salary ranges from $19,000 to $30,000 per year. According to the U. S. Department of Labor Bureau of Labor statistics this is one of the top 50 jobs in the United States.

Emergency Responder Administration

America's first line of defense in any major threat or crisis is the "first responder" community – local police, emergency medical professionals and firefighters. Properly trained and equipped emergency responders have the greatest potential to save lives and limit casualties during manmade and natural disasters. The Bachelor of Technology degree in Emergency Responder Administration is designed to equip students with the technical and tactical skills necessary to effectively coordinate crisis response between multiple agencies.

Graduates of this bachelor of technology degree program are eligible for higher levels of compensation as well as more eligible for promotion and additional job responsibilities. The U.S. Department of Labor Bureau of Labor Statistics estimates emergency management specialist employment to grow by 22 percent between 2008 and 2018.

Interpreter Training

The Interpreter Training program is designed to develop fluency in American Sign Language and to prepare interpreters to function in a variety of interpreting situations with persons who are deaf and hard-of-hearing. There is a demand for interpreters in educational settings, both K-12 and post-secondary, and in private practice. As graduates gain experience and advance in their level of certification, employment opportunities could also include settings such as video relay, medical, legal and mental health.

OSU-Oklahoma City offers the Associate of Science in American Sign Language degree and the Associate in Applied Science in Sign Language Interpretation degree. The Associate in Science in American Sign Language provides course work that serves as a foundation for a bachelor's degree in areas such as deaf education, speech pathology and audiology, interpreter training or any area where signing skills are needed.

Municipal Fire Protection

The Municipal Fire Protection Associate in Applied Science degree curriculum is designed to meet the needs of the beginning student or fire professional interested in becoming a highly skilled firefighter. Nationally recognized educational standards are the basis for this program. Students who graduate from the Municipal Fire Protection degree program find upward mobility and employment opportunities in the fire service industry.

Police Science

The complexities of everyday living introduce a variety of human problems that require police and law enforcement officials to be highly trained. This program focuses on the relationship between the police mission and such influences as the courts and the community, and provides present and future officers with special skills needed to meet the diversified demands of their jobs.

Graduates have found employment opportunities in local, state and federal criminal justice areas, private protection agencies, industrial plant security, corrections and general police work. OSU-Oklahoma City offers both the Associate in Science and the Associate in Applied Science degree in Police Science. The curriculum is accredited by the Council on Law Enforcement Education and Training (C.L.E.E.T.) and provides an alternate route to Peace Officer Certification for students desiring a career in police work, for the AAS degree students only.

Police Science - Crime Scene Investigation Option

Scientific investigative techniques are becoming increasingly important in the criminal justice system. This degree program is designed to prepare students for a variety of careers in the field of crime scene investigation and provide those currently working in the field the opportunity to upgrade their skills. The program focuses on the technical aspects of scientific investigation.

For More Information Contact:

Lisa Dillon, Division Head
Division of Human Services
Public Safety Training Center
3501 W. Reno Ave.
Oklahoma City, Oklahoma 73107
(405) 945-3214
Email: dillonl@osuokc.edu
human.services@osuokc.edu

Faculty:

Joni Bice, Department Head, Interpreter Training
Russ Calhoun, Associate Professor, Emergency Medical Services
Gary Davis, Assistant Professor, Interpreter Training
Mike Goldman, Assistant Professor, Emergency Medical Services
David Graham, Program Director, Emergency Medical Services
Kenny Heitzman, Instructor, Municipal Fire Protection
Petra Hutchison, Early Care Education
Ann Lowrance, Department Head, Social Services
Rebecca Pruitt, Department Head, Early Care Education
Larry W. Robinson, Department Head, Public Safety
Kent Studnicka, Department Head, Emergency Responder Administration

Alcohol and Substance Abuse Counseling A.S.

Program Description

The Associate in Science degree in Alcohol and Substance Abuse Counseling is designed to prepare students to continue their education in the counseling field. This degree will integrate into the Bachelor of Arts degree in Sociology-Chemical Dependency at the University of Central Oklahoma. It will also partially integrate into other baccalaureate degree programs at four-year colleges and universities depend on the curriculum requirements.

Employment Information

Alcohol and substance abuse counseling is included within the job classification of human service workers. According to the U.S. Department of Labor, "Employment of human service workers is expected to grow much faster than the average for all occupations. Opportunities for qualified applicants are expected to be excellent."

Higher Education Agreement

This program is part of a higher education agreement between OSU-Oklahoma City and Murray State College, Ardmore Higher Education Center and Cameron University. For more information contact Ann Lowrance at (405) 945-9173.

Degree Awarded

Associate in Science

For More Information Contact:

Ann Lowrance, Dept. Head, Social Services
Human Services Division
Public Safety Training Center, PSTC 100A
3501 W. Reno Avenue
Oklahoma City, OK 73107
405-945-9713
Email: nancyal@osuokc.edu
Human.services@osuokc.edu

					Date	Institution
Specialized Course Requirements				**18 Credit Hours**		
☐	CA	1103	Drug Abuse	3		
☐	CA	1113	Helping Skills	3		
☐	CA	2213	Introduction to Group Dynamics	3		
☐	CA	2243	Practicum I (200 Hours)	3		
☐	CA	2333	Chemical Abuse in the Family	3		
☐	SOC	2123	Social Problems	3		
General Education Requirements				**37 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
☐	ENGL	1213	English Composition II	3		
☐	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	HUMN	2103	Masterworks in Western Culture (Ancient)	3		
☐	HUMN	2203	Masterworks in Western Culture (Modern)	3		
☐	MATH	1513	College Algebra			
	OR			3		
☐	MATH	1413	General College Math			
☐	POLS	1113	American Government	3		
☐	PSYC	1113	Introductory Psychology	3		
☐	Science - Any 7 credit hours of college level science. One course must be a lab			7		
☐	SOC	1113	Introductory Sociology	3		
☐	SPCH	2723	Interpersonal Communication	3		
Electives:				**9 Credit Hours**		
	Select 9 credit hours from the courses with the following prefixes:					
	BUS, CIS, GEOG, HIST, OR POLS					
☐						
☐						
☐						
Total to Graduate				**64 Credit hours**		

Student Name: _____
CWID: _____
Counselor: _____
Catalog 2011-2012

American Sign Language A.S.

Program Description

In response to the National Educational Task Force for Deaf Education (recommended guidelines for interpreters for the deaf, studies in bilingual/bicultural education for deaf children and recent research in American Sign Language) there is an imperative for professionals in areas of service to the deaf population to learn American Sign Language (ASL) to a near bilingual skill level. The curriculum of this program is designed to build the students' ASL signing skill while at the same time providing course work that will serve as the foundation for a bachelor's degree in one of several areas such as vocational rehabilitation counseling, speech pathology and audiology, deaf education and sign language interpretation.

Degree Awarded

Associate in Science

For More Information Contact:

Joni Bice, Department Head, Interpreter Training
Human Services Division
Engineering Technology Building, Room 100
900 N Portland Avenue
Oklahoma City, OK 73107
405-945-3288
405-445-7310 VP
Email: Bice@osuokc.edu
itp@osuokc.edu

					Date	Institution
Specialized Course Requirements				**18 Credit Hours**		
☐	ITP	1212	Nonverbal Communication	2		
☐	ITP	1352	Expressive/Receptive Fingerspelling	2		
☐	ITP	1364	American Sign Language I	4		
☐	ITP	1374	American Sign Language II	4		
☐	ITP	2413	American Sign Language III	3		
☐	ITP	2513	American Sign Language IV	3		
General Electives				**8 Credit Hours**		
Select 8 credit hours from courses with the following prefixes:						
BUS,CIS,FIRE,HUMN, IPT, MATH, PLSC, SOC or SCI						
☐						
☐						
☐						
General Education Requirements				**38 Credit Hours**		
☐	BIOL	1303	Principles of Biology	3		
☐	BIOL	1311	Principles of Biology Laboratory	1		
☐	CIS	1503	Microcomputer Applications - Microsoft Office	3		
☐	ENGL	1113	English Composition I	3		
☐	ENGL	1213	English Composition II	3		
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	HUMN	2103	Masterworks in Western Culture (Ancient)	3		
☐	HUMN	2203	Masterworks in Western Culture (Modern)	3		
☐	MATH	1513	College Algebra	3		
	PHYS	1204	General Physical Science	4		
☐	**OR**					
	CHEM	1104	Basic Chemistry	4		
☐	POLS	1113	American Government	3		
☐	PSYC	1113	Introductory Psychology	3		
☐	SOC	1113	Introductory Sociology	3		
Total to Graduate				**64 Credit Hours**		

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

Crime Victim/Survivor Services A.A.S.

Program Description

Americans are becoming more aware of crime and its effect on them and their community. A survey of American voters, the Battleground Survey, found that crime topped the list of citizen's concerns. Individuals who are victimized, their families and the community at large are in need of support and intervention from trained professionals in the areas of crisis management, intervention and victim advocacy. The Associate in Applied Science degree in Crime Victim/Survivor Services provides the education necessary for entry-level positions in victim advocacy. The degree will also provide an opportunity for those currently working in the field to maintain and/or upgrade their education and training.

(**Note:** Due to the nature of the work, practicum sites and potential employers in the field often require a background check for criminal records prior to placement or hiring with that agency.)

Degree Awarded

Associate in Applied Science

For More Information Contact:

Ann Lowrance, Dept. Head, Social Services
Human Services Division
Public Safety Training Center, PSTC 100A
3501 W. Reno Avenue
Oklahoma City, OK 73107
405-945-9713
Email: nancyal@osuokc.edu
Human.services@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**42 Credit Hours**		
☐	CVSS	1103	Victimology	3		
☐	CVSS	1113	Victim Services	3		
☐	CVSS	1213	Grieving Process	3		
☐	CVSS	1413	Elder Abuse	3		
☐	CVSS	2113	Abuse and Exploitation of Children	3		
☐	CVSS	2123	Rape and Sexual Assault	3		
☐	CVSS	2223	Legal Policy in Victim Services	3		
☐	CVSS	2233	Domestic and Family Violence	3		
☐	CVSS	2313	Stress Management for Service Providers	3		
☐	CVSS	2323	Special Populations in Victim Services	3		
☐	CVSS	2333	Introduction to Crisis Intervention	3		
☐	CVSS	2413	Ethics	3		
☐	CVSS	2511	Professional Principles	1		
☐	CVSS	2512	Occupational Proficiency	2		
☐	CVSS	2513	Practicum	3		
Support and Related Courses				**3 Credit Hours**		
☐	CIS		*Select any 3 credit hours from college-level course work*	3		
General Education Courses				**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	POLS	1113	American Government	3		
☐	PSYC	1113	Introductory Psychology	3		
☐	SOC	1113	Introductory Sociology	3		
☐	SPCH	2723	Interpersonal Communication	3		
Total to Graduate				**63 Credit Hours**		

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011-2012

Early Care Education A.A.S.

— Administration Option

Program Description

The Associate in Applied Science in Early Care Education-Administration Option is designed to prepare individuals to work as program administrators in early care and education setting. This degree will provide the opportunity for interested individuals to acquire the skills, knowledge and competencies necessary for careers as early care education administrators. For those currently employed in the field, it will provide an opportunity to maintain and/or upgrade their education and training.

Currently in the state of Oklahoma, there are few higher education degrees in the area of early care education and administration. The current performance standards expected of center directors comes from the Oklahoma Department of Human Services, Division of Child Care. The curriculum of this degree program is designed to give students the hands-on training and early care specific business courses to adequately prepare graduates to enter into administration with a wide range of knowledge and skills that will ensure their ability to succeed as a center director.

Degree Awarded

Associate in Applied Science

Transfer Agreement

This program is part of an agreement that allows the earned AAS degree to be applied directly to a bachelor's degree program. Students may apply the earned AAS toward a BS in Family Life Education-Child Development from the University of Central Oklahoma. (UCO) or an online BS in Human and Family Sciences-Early Care from Northeastern State University.

For More Information Contact:

Rebecca Pruitt, Dept. Head, Early Care Education
Human Services Division
Public Safety Training Center, PSTC 100A
3501 W. Reno Avenue
Oklahoma City, OK 73107
405-945-9140
Human.services@osuokc.edu

Petra Hutchison, Assistant Professor
Early Care Education
Human Services Division
Public Safety Training Center, PSTC 100A
3501 W. Reno Avenue
Oklahoma City, OK 73107
405-945-6786
Email: petra@osuokc.edu
Human.services@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**45 Credit Hours**		
☐	ECEA	1101	The Early Care Professional	1		
☐	ECEA	1103	Planning/Implementation of Administrative Systems	3		
	ECEA	1113	Personnel Supervision			
☐	**OR**			3		
	ECEA	1153	Program & Facilities Mgmt. for Family Child Care Homes			
☐	ECEA	1133	Child Health, Safety and Nutrition	3		
☐	ECEA	1143	Child Passenger Safety & Transportation	3		
☐	ECEA	1213	Utilization of Community Resources	3		
☐	ECEA	1233	Communication, Leadership & Technology	3		
☐	ECEA	2113	Child Development	3		
☐	ECEA	2123	Child and Family in the Community	3		
☐	ECEA	2133	Infant/Toddler Programming	3		
☐	ECEA	2213	Inclusion in Early Care Education	3		
☐	ECEA	2223	Liability, Ethics and Advocacy	3		
☐	ECEA	2233	Child Guidance, Behavior and Classroom Management	3		
	ECEA	2323	Budget Development and Finance Management			
☐	**OR**			3		
	ECEA	2353	Basic Budgeting & Rec. Keeping for Fam. Child Care Homes			
☐	ECEA	2412	Practicum	2		
☐	ECEA	2513	Occupational Proficiency	3		
Support and Related Courses				**3 Credit Hours**		
☐	CVSS	2113	Abuse and Exploitation of Children	3		
General Education Requirements				**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
☐	POLS	1113	American Government	3		
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	SPCH	1113	Introduction to Speech Communication	3		
☐	PSYC	1113	Introductory Psychology	3		
	HUMN	1803	Introduction to Art (H)			
☐	**OR**			3		
	HUMN	2103	Masterworks of Western Culture/Ancient & Medieval			
	OR					
	HUMN	2203	Masterworks of Western Culture/Modern (H)			
Total to Graduate				**66 Credit Hours***		

*** To graduate with the Early Care Education A.A.S., in addition to earning the required credit hours, student must complete with 80% accuracy:**

- **the six (6) component written exam covering Early Childhood/Child Development and**
- **the Proficiency Projects included for each of the Technical Occupational Specialty Courses; and**
- **earn a course grade of C or higher in all courses with the prefix ECEA**

For Scholarship Criteria Contact:

Jeff Rosson, Scholarship Coordinator
Public Safety Training Center, PSTC 100A
3501 W. Reno Avenue
Oklahoma City, OK 73107

Early Care Education, Human Services Division
(405)945-9168
Email: rossonj@osuokc.edu

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011-2012

Early Care Education A.A.S.
— Master Teacher Option

Program Description

The Associate in Applied Science in Early Care Education with a Master Teacher Option is designed to prepare individuals to work as a Master Teacher in early care and education settings. This degree will provide the opportunity for interested individuals to acquire the skills, knowledge and competencies necessary for careers as early care education Master Teachers. For those currently employed in the field, it will provide an opportunity to maintain and/or upgrade their education and training.

Currently in the state of Oklahoma, the performance standards expected of Master Teachers is derived from the Oklahoma Department of Human Services, Division of Child Care. The curriculum of this degree program is designed to give students the hands-on training needed to adequately prepare graduates to enter into Master Teacher positions upon graduation. The curriculum also provides a balance of theory and practice that supports the education required for both the Child Development Associate and the Child Care Professional Credential, and meets the required entry level and on-going education for DHS Licensing Requirements for Child Care Centers and the STARS program.

Degree Awarded

Associate in Applied Science

Transfer Agreement

This program is part of an agreement that allows the earned AAS degree to be applied directly to a bachelor's degree program. Student may apply the earned AAS toward a BS in Family Life Education-Child Development from the University of Central Oklahoma. (UCO) or an online BS in Human and Family Services-Early Care from Northeastern State University.

					Date	Institution
Technical Occupational Specialty				**45 Credit Hours**		
☐	ECEA	1101	The Early Care Professional	1		
☐	ECEA	1123	Foundations of Early Childhood Education and Care	3		
☐	ECEA	1133	Child Health, Safety and Nutrition	3		
☐	ECEA	1213	Utilization of Community Resources	3		
☐	ECEA	1243	Observing and Assessing the Young Child	3		
☐	ECEA	2113	Child Development	3		
☐	ECEA	2123	Child and Family in the Community	3		
☐	ECEA	2133	Infant/Toddler Programming	3		
☐	ECEA	2143	Cog. and Language Development in Infants & Toddlers	3		
☐	ECEA	2153	Social and Emotional Develop in Infants and Toddlers	3		
☐	ECEA	2163	Physical Development and Creative Expressions	3		
☐	ECEA	2213	Inclusion in Early Care Education	3		
☐	ECEA	2233	Child Guidance, Behavior and Classroom Management	3		
☐	ECEA	2243	Curriculum Development and Program Planning	3		
☐	ECEA	2412	Practicum	2		
☐	ECEA	2513	Occupational Proficiency	3		
Support and Related Courses				**3 Credit Hours**		
☐	CVSS	2113	Abuse and Exploitation of Children	3		
General Education Requirements				**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
☐	POLS	1113	American Government	3		
☐	HIST	1483	U.S. History to 1865			
	OR			3		
	HIST	1493	U.S. History Since 1865			
	SPCH	1113	Introduction to Speech Communication	3		
☐	PSYC	1113	Introductory Psychology	3		
	HUMN	1803	Introduction to Art			
☐	**OR**			3		
	HUMN	2103	Masterworks of Western Culture/Ancient and Medieval			
	OR					
	HUMN	2203	Masterworks of Western Culture/Modern			

Total to Graduate **66 Credit Hours***

*** To graduate with the Early Care Education A.A.S., in addition to earning the required credit hours, student must complete with 80% accuracy:**

- **the six (6) component written exam covering Early Childhood/Child Development and**
- **the Proficiency Projects included for each of the Technical Occupational Specialty Courses; and**
- **earn a course grade of C or higher in all courses with the prefix ECEA**

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

For More Information Contact:

Rebecca Pruitt, Dept. Head, Early Care Education
Human Services Division
Public Safety Training Center, PSTC 100A
3501 W. Reno Avenue
Oklahoma City, OK 73107
405-945-9140
Human.services@osuokc.edu

Petra Hutchison, Assistant Professor
Early Care Education
Human Services Division
Public Safety Training Center, PSTC 100A
3501 W. Reno Avenue
Oklahoma City, OK 73107
405-945-6786
Email: petra@osuokc.edu
Human.services@osuokc.edu

Certificate of Mastery in Early Care Education Administration
— Child Care Center Option

Program Description

The Certificate of Mastery in Early Care Education Administration, Child Care Center Option offers a program of studies designed to develop an in-depth understanding of directing and managing a childcare facility within Oklahoma. This unique, statewide certificate program allows the student who may be new to the early care education field, as well as the seasoned childcare director, to explore all aspects of early care education management, developing a solid foundation for meeting and exceeding Oklahoma Department of Human Services licensing regulations set for licensed childcare facilities. A certificate program provides not only an excellent base for early care education management, it prepares the student for future personal growth and advancement in education and career development.

Employment Information

Oklahoma has over 2000 licensed child care facilities. Students enrolled in the certificate program will be prepared to fulfill the duties and responsibilities of an Oklahoma childcare center director while earning a Certificate of Mastery. Individuals will also explore the criteria for two star centers; environmental rating scales and national accreditation. In addition, individuals completing the certificate program may be eligible for monetary advancement within Oklahoma's R.E.W.A.R.D. program.

					Date	Institution
Technical Occupational Specialty				**19 Credit Hours**		
☐	ECEA	1101	The Early Care Professional	1		
☐	ECEA	1103	Planning/Implementation of Administrative Systems	3		
☐	ECEA	1113	Personnel Supervision	3		
☐	ECEA	1213	Utilization of Community Resources	3		
☐	ECEA	1233	Communication, Leadership & Technology	3		
☐	ECEA	2223	Liability, Ethics and Advocacy	3		
☐	ECEA	2323	Budget Development and Finance Management	3		
Technical Occupational Support & Related Courses				**12 Credit Hours**		
☐	ECEA	2113	Child Development	3		
☐	ECEA	2233	Child Guidance, Behavior & Classroom Management	3		
☐	***Any two of the following to bring total to 12 credit hours:***			6		
	ECEA	1133	Child Health, Safety and Nutrition	3		
	ECEA	2133	Infant/Toddler Programming	3		
	ECEA	2213	Inclusion in Early Care Education	3		
	ECEA	2123	Child and Family in the Community	3		
General Education Requirements				**3 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
Total to Graduate				**34 Credit Hours***		

* To graduate with the Early Care Education Certificate of Mastery, in addition to earning the required credit hours, student must complete with 80% accuracy:

- the Proficiency Projects included for each of the Technical Occupational Specialty Courses

Certificate Awarded

Certificate of Mastery in Early Care Education Administration - Child Care Center Option

For More Information Contact:

Rebecca Pruitt, Dept. Head, Early Care Education
Human Services Division
Public Safety Training Center, PSTC 100A
3501 W. Reno Avenue
Oklahoma City, OK 73107
405-945-9140
Human.services@osuokc.edu
pruittr@osuokc.edu

Petra Hutchison, Assistant Professor
Early Care Education
Human Services Division
Public Safety Training Center, PSTC 100A
3501 W. Reno Avenue
Oklahoma City, OK 73107
405-945-6786
Email: petra@osuokc.edu
Human.services@osuokc.edu

For Scholarship Criteria Contact:

Jeff Rosson, Scholar Coordinator, Scholars for Excellence
Early Care Education
Human Services Division
Public Safety Training Center, PSTC 100A
3501 W. Reno Avenue
Oklahoma City, OK 73107
405-945-9168
Email: rossonj@osuokc.edu

Student Name:	
CWID:	
Counselor:	
Catalog 2011-2012	

Certificate of Mastery in Early Care Education Administration
- Family Child Care Home Option

Program Description

The Certificate of Mastery in Early Care Education Administration with an option in Family Child Care Home offers a program of studies designed to develop an in-depth understanding of directing and managing a licensed family child care home within Oklahoma. This unique, statewide certificate program allows the student who may be new to the early care education field, as well as the seasoned childcare director to explore all aspects of early care education management, developing a solid foundation for meeting and exceeding Oklahoma Department of Human Services licensing regulations set for licensed family child care home providers. A certificate program provides not only an excellent base for early care education management, it prepares the student for future personal growth and advancement in education and career development.

Employment Information

Oklahoma has over 4,100 licensed family child care homes. Students enrolled in the certificate program will be prepared to successfully fulfill the duties and responsibilities of an Oklahoma small business family child care home provider. Individuals achieving this Certificate of Mastery will also explore the criteria set forth for family child care providers within two star family child care homes, environmental rating scales and national accreditation. In addition, individuals completing the certificate program may be eligible for monetary advancement within Oklahoma's R.E.W.A.R.D. program

					Date	Institution
Technical Occupational Specialty				**19 Credit Hours**		
☐	ECEA	1101	The Early Care Professional	1		
☐	ECEA	1103	Planning/Implementation of Administrative Systems	3		
☐	ECEA	1153	Program & Facilities Mgmt for Fam. Child Care Homes	3		
☐	ECEA	1213	Utilization of Community Resources	3		
☐	ECEA	1233	Communication, Leadership & Technology	3		
☐	ECEA	2223	Liability, Ethics and Advocacy	3		
☐	ECEA	2353	Basic Budgeting and Record Keeping	3		
Technical Occupational Support & Related Courses				**12 Credit Hours**		
☐	ECEA	2113	Child Development	3		
☐	ECEA	2233	Child Guidance, Behavior and Classroom Management	3		
☐	***Any two of the following to bring total to 12 credit hours:***			3		
	ECEA	1133	Child Health, Safety and Nutrition			
	ECEA	2133	Infant Toddler Programming			
	ECEA	2213	Inclusion in Early Care Education			
	ECEA	2123	Child and Family in the Community			
General Education Requirements				**3 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
Total to Graduate				**34 Credit Hours***		

* To graduate with the Early Care Education Certificate of Mastery, in addition to earning the required credit hours, student must complete with 80% accuracy:

- the Proficiency Projects included for each of the Technical Occupational Specialty Courses

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

Certificate Awarded

Certificate of Mastery in Early Care Education Administration - Family Child Care Home Option

For More Information Contact:

Rebecca Pruitt, Dept. Head, Early Care Education
Human Services Division
Public Safety Training Center, PSTC 100A
3501 W. Reno Avenue
Oklahoma City, OK 73107
405-945-9140
Human.services@osuokc.edu
pruittr@osuokc.edu

Petra Hutchison, Assistant Professor
Early Care Education
Human Services Division
Public Safety Training Center, PSTC 100A
3501 W. Reno Avenue
Oklahoma City, OK 73107
405-945-6786
Email: petra@osuokc.edu
Human.services@osuokc.edu

For Scholarship Criteria Contact:

Jeff Rosson, Scholar Coordinator, Scholars for Excellence
Early Care Education
Human Services Division
Public Safety Training Center, PSTC 100A
3501 W. Reno Avenue
Oklahoma City, OK 73107
405-945-9168
Email: rossonj@osuokc.edu

Certificate of Mastery in Early Care Education

- Infant/Toddler Option**

Program Description

The Certificate of Mastery in Early Care Education, Infant/Toddler Option offers a program of studies designed to develop an in-depth understanding of infant and toddler growth and development as well as research based best practices regarding care and guidance of Infants and toddlers. This statewide certificate program allows the student who may be new to the early care education field, as well as the seasoned caregiver, to explore all aspects of infant and toddler education and care. All courses are offered both traditionally and online, and incorporate Oklahoma's Early Learning Guidelines for Infants, Toddler, and Twos throughout. Completion of this certificate program meets Oklahoma Department of Human Services licensing regulations set for teachers in licensed childcare facilities, as well as US Department of Health and Human Services qualifications for Early Head Start infant and toddler center- based staff. The Certificate of Mastery in Early Care Education, Infant/Toddler Option integrates fully into the Early Care Education A.A.S. Master Teacher Ootion.

Employment Information

Oklahoma has over 2000 licensed family child care facilities. Students enrolled in the certificate program will be prepared to fulfill the duties and responsibilities of an Oklahoma childcare center teacher. Individuals achieving a Certificate of Mastery may meet the criteria for two star centers in Oklahoma as well as national accreditation. In addition, individuals completing the certificate program may be eligible for monetary advancement within Oklahoma's R.E.W.A.R.D. program and may meet endorsement requirements for Oklahoma Association for Infant Mental Health Infant Family Associate.

Certificate Awarded

Certificate of Mastery in Early Care Education - Infant/Toddler Option

					Date	Institution
Technical Occupational Specialty				**16 Credit Hours**		
☐	ECEA	1101	The Early Care Professional	1		
☐	ECEA	2133	Infant/Toddler Programming	3		
☐	ECEA	2143	Cog. and Language Development in Infants & Toddlers	3		
☐	ECEA	2153	Social & Emotional Development in Infants & Toddlers	3		
☐	ECEA	2163	Physical Development and Creative Expressions	3		
And one of the following:						
☐	ECEA	2113	Child Development	3		
☐	ECEA	2233	Child Guidance, Behavior and Management	3		
General Education Course				**3 Credit Hours**		
☐	ENGL	1113	Freshman Composition I	3		
Total to Graduate				**19 Credit Hours***		

* To graduate with the Certificate of Mastery in Early Care Education -Infant/Toddler Option, in addition to earning the required credit hours, each student must earn a grade of C or higher in each technical occupational course and complete with 80% accuracy:

- The Proficiency Projects included for each of the Technical Occupational Specialty Courses

** Pending Regents approval

***As of date, this program has not been approved by the Department of Education to be eligible for federal student aid.

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

For More Information Contact:

Rebecca Pruitt
Department Head, Early Care Education
Human Services Division
405-945-9140
pruittr@osuokc.edu

Petra Hutchison
Assistant Professor, Early Care Education
Human Services Division
405-945-6786
Email: petra@osuokc.edu

For Scholarship Criteria Contact:

Jeff Rosson, Scholar Coordinator
Scholars for Excellence in Child Care
Early Care Education
405-945-9168
Email: rossonj@osuokc.edu

Emergency Medical Services - Municipal Fire Protection A.A.S.

Program Description

This degree is designed to prepare students for a variety of careers in EMS. The broad-based background in general education prepares graduates to continue their educational pursuits at four-year colleges and universities. The curriculum meets and exceeds the Department of Transportation 1999 National Standard curriculum for EMT paramedic. Students completing the required coursework are eligible to sit for both the state of Oklahoma License and National Registry exams. This degree transfers to BT-ERA Degree.

Employment Information

The Associate in Applied Science in Emergency Medical Services - Municipal Fire Protection is designed to provide the student with qualifications necessary to function as an EMS provider in the prehospital environment. Graduates of the program have the potential to earn salaries between $19,000 and $30,000 a year. Based on Bureau of Labor Statistics this is one of the top 50 jobs to have.

Cooperative Agreement

This program is part of a cooperative agreement offered between OSU-Oklahoma City and Canadian Valley Technology Center, Eastern Oklahoma County Technology Center, Kiamichi Technology Center, Metro Technology Centers, Moore Norman Technology Center.

Degree Awarded

Associate in Applied Science

					Date	Institution
Technical Occupational Specialty				**50 Credit Hours**		
☐	BIOL	1515	Human Anatomy and Physiology	5		
☐	MFP	1147	Emergency Medical Technician - Basic	7		
☐	MFP	2211	Emergency Vehicle Operations	1		
☐	MFP	2333	Rescue Awareness	3		
☐	MFP	1249	Paramedic Care I	9		
☐	MFP	1348	Paramedic Care II	8		
☐	MFP	2549	Paramedic Care III	9		
☐	MFP	2558	Paramedic Care IV	8		
Technical Occupational Support and Related Courses				**3 Credit Hours**		
☐	CIS		*Any 1000 (+) Level Computer Course*	3		
General Education Requirements				**18 Credit Hours**		
☐	BIOL	1212	Human Anatomy Lab	2		
☐	ENGL	1113	English Composition I	3		
	SPCH	1113	Introduction to Speech Communications			
	OR					
	ENGL	1213	English Composition II	3		
	OR					
	ENGL	2333	Introduction to Technical Report Writing			
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	MATH		*Any 1000(+) Level Math Course*	3		
☐	POLS	1113	American Government	3		
☐	PSIO	2311	Human Physiology Lab	1		
Total to Graduate				**71 Credit Hours**		

For More Information Contact:

David Graham, BS. NREMT-P
EMS Program Director
Human Services Division
Human Services Education Center, Room 144
3401 W. Reno Avenue
Oklahoma City, OK 73107
405-945-6716
Email: daviddg@osuokc.edu
Human.services@osuokc.edu

Mike Goldman, MBA REMT-P
Assistant Professor
405-945-9159
Email: mgoldma@osuokc.edu

Russ Calhoun, BS, REMT-P
Associate Professor
405-945-3340
Email: calhoun@osuokc.edu

Student Name:
CWID:
Counselor:
Catalog 2011-2012

Bachelor of Technology in Emergency Responder Administration

Program Description

First responders are professional and volunteer police, firefighters, emergency medical professionals and security personnel. Proper training and equipment provide first responders the ability to save lives, limit casualties and mitigate property damage both before and after a critical incident occurs. It is imperative that first responders are provided with an advanced educational program focused on acquiring the technical and tactical skills necessary to increase emergency response capabilities as well as enhance the safety and security of the community they serve. Coordination of all of the efforts necessary to organize an effective response is crucial. This degree program is designed to ensure that all emergency relief efforts are coordinated for maximum benefit to those impacted by a natural or manmade crisis.

Employment Information

The Bachelor of Technology/Emergency Responder Administration is designed to meet the increased demand for professionalized education and training expected by the public for the public safety workforce. Students will meet the requirements for first line supervisory positions within the public safety career field and assist those presently employed to advance in rank and increased supervisory responsibility.
Graduates of the program have the potential to earn averages salaries between $30,000 and $65,000 depending on hiring department and field.

Degree Awarded

Bachelor of Technology

For More Information

Kent Studnicka, PhD (ABD) NREMTP
Department Head
BT-Emergency Responder Administration
Center for Safety and Emergency Preparedness
Public Safety Training Center, PSTC 100A
3501 W. Reno Avenue
Oklahoma City, OK 73107
405-945-9199
Email: studnic@osuokc.edu
Human.services@osuokc.edu

* Credit in residence at awarding Institution = 30 hours

*Credit from baccalaureate degree-granting institution (40 hours must be upper division) = 60 hours.

					Date	Institution
Credit Hours Transferred from completed AAS Program				**36 Credit Hours**		
☐	Crime Scene Investigation or Criminal Justice					
☐	Emergency Management or Disaster Planning					
☐	Municipal Fire Protection or Fire Science					
☐	Paramedic					
☐	Police Science or Law Enforcement					
☐	Or other related Public Safety degree program approved by department head					
Required Upper Division Courses				**33 Credit Hours**		
☐	ERA	3013	Multi-agency Response to Emergency/Critical Incidents	3		
☐	ERA	3023	Multi-agency Personnel Oversight Strategies	3		
☐	ERA	3043	Community Relations During Crisis: Theory and Practice	3		
☐	ERA	3133	Strategic Planning and Analysis in Public Safety Agencies	3		
☐	ERA	3533	Technical Research & Design for Emergency Responders	3		
☐	ERA	4003	Tactical Emergency Management	3		
☐	ERA	4013	Technical Dissemination of Emergency Public Information	3		
☐	ERA	4023	Ethical Practices in Emergency Response Professionals	3		
☐	ERA	4133	Legal Issues Facing Emergency Response Agencies	3		
☐	ERA	4213	Advanced Occupational Proficiency for Emergency Providers	3		
☐	ERA	4323	Practicum	3		
Specialization Tracks				**9 Credit Hours**		
☐	Take 9 hours of specialty upper division coursework in public safety area per department head advisement.					
	_____, _____, _____			**Date**		
	_____, _____, _____			**ERA#**		
General Education Courses				**40 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
☐	ENGL	1213	English Composition II	3		
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History From 1865			
Any 6 hours designated as Humanities, 3 hours must be 3000-4000 level						
☐	HUMN			3		
☐	HUMN			3		
☐	MATH		Any college level Math course	3		
☐	POLS	1113	American Government	3		
☐	POLS	3223	Problems in Public Policy	3		
☐	PSYC	1113	Introductory Psychology	3		
☐	SCI		*Science-Any 7credit hours of college level science. One course*	3		
☐	SCI		*must be a lab.*	4		
	SOC	1113	Introductory Sociology			
☐	**OR**			3		
	SOC	3623	Cultural Diversity			
	SPCH	1113	Introduction to Speech Communication			
☐	**OR**			3		
	SPCH	2723	Interpersonal Communication			
Required Electives				**6 Credit Hours**		
☐	CIS	1113	Computer Concepts with Applications	3		
☐	PSER	3333	Public Sector Budgeting and Resource Management	3		
Total to Graduate				**124 Credit Hours***		

Student Signature

Counselor Signature

Date of Audit:

Student Name:
CWID:
Counselor:

Catalog 2011-2012

Firefighter I Certificate

Program Description

This program is designed to prepare students to the level of Firefighter I. Students completing the program will be competent at the level expected of an entry- level firefighter. The terminal events will be live fire training in Class A and B fires and National Certification testing for hazardous materials awareness and Firefighter I basic skill and knowledge.

Program topics include: fire department organization, firefighter safety, fire behavior and prevention, search and rescue, water supplies and sprinkler systems, fire alarm systems, ropes and hoisting practices, foam application, portable fire extinguishers, personal protective equipment, ladders, wildland firefighting and fire hose appliances and streams.

Employment Information

This program is designed to meet the requirements of fire service agencies across the United States who seek qualified individuals to become firefighters and to provide the opportunity for those seeking a fire service career to acquire the knowledge and skills necessary for employment.

Certificate Awarded

Certificate in Firefighter I

For More Information Contact:

Kenny Heitzman, Instructor

Human Services Division

Human Services Education Center, Room 142

3401 W. Reno Avenue

Oklahoma City, OK 73107

405-945-8672

Email heitzmk@osuokc.edu

Human.services@osuokc.edu

Technical Occupational Specialty

				26 Credit Hours	Date	Institution
☐	MFP	1113	Fire Tactics I	3		
☐	MFP	1123	Fire Tactics II	3		
☐	MFP	1147	EMT-Basic	7		
☐	MFP	2163	Fire Administration	3		
☐	MFP	2213	HazMat Operations	3		
☐	MFP	2727	Firefighter I	7		
Total to Graduate				**26 Credit Hours** *		

* To graduate with the Municipal Fire Protection AAS, in addition to earning required credit hours, student must complete with 70% accuracy:

* All IFSAC Testing associated with the Firefighter I course &

* The National Registry Test for EMT-Basic

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

Municipal Fire Protection A.A.S.

Program Description

Continued technical progress and increasing emphasis on fire prevention have created urgent demands for trained technicians in fire science. The curriculum provides opportunities to increase technical skills for fire service workers or to educate the beginning municipal fire protection student. Questions regarding course substitutions, degree requirements or fire department pre-employment requirements must be directed to a Municipal Fire Protection advisor. This degree transfers into the BT-ERA degree.

Employment Information

The Associate in Applied Science degree in Municipal Fire Protection is designed to meet the requirements of municipal fire services who seek qualified individuals to become firefighters, to provide advanced technical training in fire protection to those seeking employment in the fire service and to assist those presently employed to advance in rank. Increasing populations and municipality growth, as well as technology advancement and regulatory requirements, create an ever-growing need for well-trained individuals within municipal fire services. Many states currently require an associate degree as a precondition of fire service employment, while fire departments in other states use specialized degrees such as the Municipal Fire Protection degree in consideration of promotions, salary increases related to educational activities and special duty assignments. Graduates of the program have the potential to earn average salaries between $20,000 and $30,000, depending on the hiring department.

Cooperative Agreement

This program is part of a cooperative agreement between OSU-Oklahoma City and Eastern Oklahoma County Technology Center.

Degree Awarded

Associate in Applied Science

Technical Occupational Specialty				**33 Credit Hours**	**Date**	**Institution**
☐	MFP	1103	Introduction to Public Fire Protection	3		
☐	MFP	1113	Fire Tactics I	3		
☐	MFP	1123	Fire Tactics II	3		
☐	MFP	1147	Emergency Medical Technician - Basic	7		
☐	MFP	1223	Inspection Practices	3		
☐	MFP	2163	Fire Administration	3		
☐	MFP	2211	Emergency Vehicle Operations	1		
☐	MFP	2213	HazMat Operations	3		
☐	MFP	2727	Fire Fighter I	7		
Support and Related Courses				**9 Credit Hours**		
☐	CIS		*Any three (3) credit hours*	3		
	Select 6 credit hours from the following prefixes:					
☐	*ARCH, CONS, FPST, MFP, PLSC or other with advisor approval*			3		
☐				3		
General Education Courses				**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
	ENGL	2333	Introduction to Technical Report Writing			
☐	**OR**			3		
	ENGL	1213	English Composition II			
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	POLS	1113	American Government	3		
☐	POLS	2053	State and Local Government	3		
	SPCH	1113	Introduction to Speech Communication			
☐	**OR**			3		
	SPCH	2723	Interpersonal Communication			
Total to Graduate				**60 Credit Hours** *		

For More Information Contact:

Kenny Heitzman, Instructor

Human Services Division

Human Services Education Center, Room 142

3401 W. Reno Avenue

Oklahoma City, OK 73107

405-945-8672

Email heitzmk@osuokc.edu

Human.services@osuokc.edu

* To graduate with the Municipal Fire Protection AAS, in addition to earning required credit hours, student must complete with 70% accuracy:

* All IFSAC Testing associated with the Firefighter I course &

* The National Registry Test for EMT-Basic

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

Police Science A.A.S.

Program Description

Designed to prepare the student for a variety of career opportunities in the law enforcement system. This program focuses on the relationship between the police mission and such influences as the courts and the community. The program provides a general education background, as well as preparation for law enforcement work and is designed for professionals who wish to update their knowledge and perspectives on various developments in the fields of law enforcement and criminal justice. The curriculum is accredited by the Oklahoma Council on Law Enforcement Education and Training (CLEET) which provides an alternate route to peace officer certification for students desiring a career in police work. This degee transfers in to the BT-ERA degree.

Degree Awarded

Associate in Applied Science

For More Information

Larry Robinson, Department Head
Public Safety
Human Services Division
Human Services Education Center, HSEC 143
3401 W. Reno Avenue
Oklahoma City, OK 73107
405-945-9172
Email:lwrobin@osuokc.edu
Human.services@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**38 Credit Hours**		
☐	PLSC	1123	Introduction to Law Enforcement & Police Procedures	3		
☐	PLSC	1133	Ethics	3		
☐	PLSC	1143	Traffic	3		
☐	PLSC	1223	Penal Code and Related Criminal Laws	3		
☐	PLSC	1313	Patrol Procedures	3		
☐	PLSC	1413	Police Community Relations	3		
☐	PLSC	2103	Emergency First Aid	3		
☐	PLSC	2213	Principles of Investigation and Interview	3		
☐	PLSC	2222	Police Records and Reports	2		
☐	PLSC	2413	Technical Investigations I	3		
☐	PLSC	2543	Occupational Proficiency	3		
The following courses are required of C.O.P.S. students. Others will take six (6) credit hours approved by the department.						
☐	PLSC	1211	Firearms	1		
☐	PLSC	2111	Defensive Tactics	1		
☐	PLSC	2211	Emergency Vehicle Operation	1		
☐	PLSC	2253	C.O.P. Survey	3		
Technical Occupational Support and Related				**3 Credit Hours**		
	CIS		*Any three (3) credit hours of Computer Science*			
☐	**OR**			3		
	INDD	1513	Crime Scene Computer-Aided Drafting			
General Education Courses				**24 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II			
☐	**OR**			3		
	ENGL	2333	Introduction to Technical Report Writing			
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	POLS	1113	American Government	3		
☐	POLS	2053	State and Local Government	3		
☐	PSYC	1113	Introductory Psychology	3		
☐	SOC	1113	Introductory Sociology	3		
	SPCH	1113	Introduction to Speech Communication			
☐	**OR**			3		
	SPCH	2723	Interpersonal Communication			
Total to Graduate				**65 Credit Hours**		

Student Name: _____
CWID: _____
Counselor: _____
Catalog 2011-2012

Police Science A.A.S.

— Crime Scene Investigation Option

Program Description

This program is designed to prepare the student for a variety of careers in the field of technical investigation and to provide the opportunity for those currently working in the field to update their skills. The program focuses on the technical aspects of scientific investigation. Among the topics included in the program are: photography, bloodstain interpretation, fingerprinting, rules of evidence and its collection and preservation. The terminal event of the program is the investigation of a mock crime scene and the preparation of evidence for the courtroom.

Higher Education Agreement

This program is part of a higher education agreement between OSU-Oklahoma City and Murray State College and Ardmore Higher Education Center.

Degree Awarded

Associate in Applied Science

For More Information

Larry Robinson, Department Head
Public Safety
Human Services Division
Human Services Education Center, HSEC 143
3401 W. Reno Avenue
Oklahoma City, OK 73107
405-945-9172
Email:lwrobin@osuokc.edu
Human.services@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**37 Credit Hours**		
☐	PLSC	1103	Introduction to Forensic Science	3		
☐	PLSC	1213	Rules of Evidence	3		
☐	PLSC	1223	Penal Code and Related Criminal Laws	3		
☐	PLSC	1423	Interviewing Skills	3		
☐	PLSC	1433	Crime Scene Photography	3		
☐	PLSC	2213	Principles of Investigation and Interview	3		
☐	PLSC	2413	Technical Investigation I	3		
☐	PLSC	2423	Bloodstain Interpretation	3		
☐	PLSC	2434	Fingerprint Identification	4		
☐	PLSC	2443	Crime Scene Reconstruction	3		
☐	PLSC	2533	Courtroom Testimony and Presentation	3		
☐	PLSC	2543	Occupation Proficiency	3		
Support & Related Courses				**3 Credit Hours**		
☐	INDD	1513	Crime Scene Computer-Aided Drafting	3		
General Education Courses				**23 Credit Hours**		
☐	BIOL	1303	Principles of Biology	3		
☐	BIOL	1311	Principles of Biology Laboratory	1		
☐	CHEM	1104	Basic Chemistry	4		
☐	ENGL	1113	English Composition I	3		
☐	ENGL	1213	English Composition II			
☐	**OR**			3		
	ENGL	2333	Introduction to Technical Report Writing			
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History since 1865			
☐	POLS	1113	American Government	3		
	SPCH	1113	Introduction to Speech Communication			
☐	**OR**			3		
	SPCH	2723	Interpersonal Communication			
Total to Graduate				**63 Credit Hours**		

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

Police Science A.S.

Program Description

Designed to prepare the student for a variety of careers in law enforcement and other areas of the criminal justice system. The focus of the program is on law enforcement and its relationship to the community, the courts and related fields. The broad-based background in general education prepares graduates to continue their educational pursuits at four-year colleges and universities.

Degree Awarded

Associate in Science

For More Information

Larry Robinson, Department Head
Public Safety
Human Services Division
Human Services Education Center, HSEC 143
3401 W. Reno Avenue
Oklahoma City, OK 73107
405-945-9172
Email:lwrobin@osuokc.edu
Human.services@osuokc.edu

					Date	Institution
Specialized Course Requirements				**21 Credit Hours**		
	*PLSC	1123	Introduction to Law Enforcement and Police Procedures	3		
	*PLSC	1223	Penal Code and Related Criminal Laws	3		
	*PLSC	1313	Patrol Procedures	3		
	*PLSC	1413	Police-Community Relations	3		
	*PLSC	2103	Emergency First Aid	3		
	*PLSC	2213	Principles of Investigation and Interview	3		
	*PLSC	2543	Occupational Proficiency	3		
*Collegiate Officer Program (COP) students must include these courses within their degree.						
General Electives				**6 Credit Hours**		
Select six (6) credit hours of course work approved by department head						
				3		
				3		
General Education Requirements				**37 Credit Hours**		
	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II	3		
	HIST	1483	U.S. History to 1865			
	OR			3		
	HIST	1493	U.S. History Since 1865			
	HUMN		*Any courses designated as humanities courses*	6		
	MATH		*Any college level math course*	3		
	POLS	1113	American Government	3		
	POLS	2053	State and Local Government	3		
	PSYC	1113	Introductory Psychology	3		
	SCIENCE		Any 7 credit hours of college level science. One must be a lab	7		
	SOC	1113	Introductory Sociology	3		
Total to Graduate				**64 Credit Hours**		

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

Sign Language Interpretation A.A.S.

Program Description

The Sign Language Interpretation program is designed to develop fluency in American Sign Language and to prepare interpreters to function in a variety of interpreting situations with persons who are deaf and hard of hearing.

Courses are sequenced to build knowledge and competencies in both interpreting and transliterating. Students will also be exposed to specialized terminology such as that found in legal, religious, medical and mental health settings.

Employment Information

There is a demand for interpreters in educational settings, both K-12 and post-secondary and in private practice. As graduates gain experience and advance in their level of certification, employment opportunities could also include settings such as video relay, medical, legal and mental health. The rate of pay will vary depending on the level of skill as measured by the Oklahoma DRS Quality Assurance Screening Test.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Joni Bice, Department Head, Interpreter Training

Human Services Division

Engineering Technology Building, Room 100

900 N Portland Avenue

Oklahoma City, OK 73107

405-945-3288

405-445-7310 VP

Email: Bice@osuokc.edu

itp@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**59 Credit Hours**		
☐	ITP	1212	Nonverbal Communication	2		
☐	ITP	1333	Orientation to Deafness	3		
☐	ITP	1352	Expressive/Receptive Fingerspelling	2		
☐	ITP	1364	American Sign Language I	4		
☐	ITP	1374	American Sign Language II	4		
☐	ITP	1493	Interpreting Special Areas	3		
☐	ITP	2113	Sign-to-Voice Interpreting I	3		
☐	ITP	2263	Educational Interpreting	3		
☐	ITP	2273	Transliterating	3		
☐	ITP	2313	Fundamentals of Interpreting	3		
☐	ITP	2352	Fingerspelling II	2		
☐	ITP	2373	Technical Interpreting I	3		
☐	ITP	2383	Technical Interpreting II	3		
☐	ITP	2413	American Sign Language III	3		
☐	ITP	2443	Sign-to-Voice Interpreting II	3		
☐	ITP	2513	American Sign Language IV	3		
☐	ITP	2623	Interpreting I	3		
☐	ITP	2633	Advanced Interpreting II	3		
☐	ITP	2636	Interpreting Practicum	6		
General Education Requirements				**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
☐	ENGL	1213	English Composition II	3		
☐	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
☐	HIST	1493	U.S. History Since 1865			
☐	POLS	1113	American Government	3		
☐	PSYC	1113	Introductory Psychology			
☐	**OR**			3		
☐	SOC	1113	Introductory Sociology			
☐	SPCH	1113	Introduction to Speech Communication	3		
Total to Graduate				**77 Credit Hours**		

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

DIVISION OF SCIENCE AND ENGINEERING TECHNOLOGIES

Degrees Offered

Associate in Applied Science

- Applied Technology
  - — Chemistry Plan of Study
  - — Life Science Plan of Study
  - — Pre-Health Plan of Study
  - — Science and Engineering Plan of Study
- Architectural Technology
  - — CAD-Architecture Option
- Construction Technology
  - — Building Inspection Option
  - — Construction Management Option
  - — Construction Techniques Option
- Electrical Power Technology
  - — Metering Technology Option
  - — Relay Technology Option
- Electronics Engineering Technology
  - — Electronic Engineering Technology Option
- General Engineering Technology
  - — Mechanical Engineering Option
- Occupational and Environmental Health and Safety
- Power Transmission and Distribution Technology
- Renewable/Sustainable Energy
- Surveying Technology
- Wind Turbine Technology

Associate in Science

- Fire Protection and Safety Technology
  - — General Studies Option
  - — Professional Practice Option

Certificate Programs

- Certificate in Renewable/Sustainable Energy
- Certificate in Wind Turbine Technology

Applied Technology

These plans of study are designed to help students continue their education toward a degree in a four-year university.

Architecture Technology

Between the architect's vision and the engineer's scientific method comes the important role of the architecture technician. Students learn drafting techniques and procedures to record the documentation required and the methods necessary to create building environments. Graduates are employed in a variety of architectural and construction positions with engineering and architectural firms as well as city, state and federal government agencies.

Associate in applied science degree options within the architecture technology area are pre-architecture and CAD (computer-aided design) architecture.

Construction Technology

The Construction Technology degree program incorporates inspection, estimating, materials and selection use and construction procedures. Graduates are employed in construction positions with engineering and architectural firms, as well as city, state and federal government agencies. This program offers three options: Building Inspection, Construction Management and Construction Techniques.

Electrical Power Technology

The purpose of the Electrical Power Technology degree is to prepare students to become electrical power technicians and to assist those currently working in the power industry by providing them with an opportunity to advance in rank. This program is congruent with the statewide mission of OSU-Oklahoma City to educate its students to work in an increasingly technological and global economy.

Electronics Engineering Technology

An Electronics Engineering Technology graduate acts as a liaison between the electrical engineer and the skilled worker. The electronics technician possesses some of the "know-why" of the engineer and the "know-how" of the craftsman. To provide the flexibility required in the electrical science and electronics industries, this degree curriculum offers a solid foundation in mathematics, science and electronics. Graduates can anticipate profitable and rewarding careers in communication electronics, industrial electronics, computer electronics and automated manufacturing.

Fire Protection and Safety Technology

This degree program is designed for students who are interested in entering the Environmental, Health and Safety (EH&S) profession and who intend to transfer to a BS degree at some point (such as the Bachelor of Science in Fire Protection and Safety Engineering or the Bachelor of Science in Environmental Policy at OSU-Stillwater). The General Education courses will meet the primary BS transfer requirements of any university in Oklahoma. With the guidance of an FPST advisor

the specialized course requirements can be selected to provide the student with the education and skills necessary for general professional practice and can also help prepare them for various EH&S-related certification examinations.

Individuals already possessing a bachelor's degree can transfer their coursework to OSU-OKC and obtain the AS in Fire Protection and Safety Technology for career planning or specialization purposes. Specialized course requirements can be selected in such a way as to allow the student to become focused in a particular area of EH&S study, such as environmental auditing, occupational safety or fire protection.

College Algebra, Statistics, General Chemistry I and Technical Report Writing are foundational to the entire FPST curriculum and are prerequisites for most courses. The Math, Chemistry, Statistics and English courses should be completed as soon as possible, preferably before the student has completed nine credit hours in the program. Students possessing a bachelor's degree who did not complete College Algebra, Statistics, General Chemistry I and Technical Report Writing as a part of their previous coursework will have to complete these courses in order to meet the prerequisite requirements of the FPST curriculum.

This degree has two options: the General Studies Option and the Professional Practice Option.

General Engineering Technology

Providing a multi-disciplinary approach, this degree allows students to combine two different technology specialties into one flexible program. This makes the program more appealing to students who have completed 20 to 30 credit hours in an engineering or engineering-related major at another college, but who were unable, for one reason or another, to complete a degree. The program allows such students to combine those major courses from another technology area and the general engineering core courses, into an associate's degree which could mean on-the-job promotion and salary increases. For the beginning college student, the General Engineering program would permit specialty emphasis combinations that could include some of the latest high-technology oriented courses.

Occupational and Environmental Health and Safety

A rapidly changing technological society has created the need for well-trained and educated safety professionals. This degree curriculum provides well-rounded environmental, safety and fire protection background for individuals seeking employment in business, industry or government agencies. Focus is on the laws and regulations pertaining to safety and health, recognition and identification of hazards and the techniques and procedures to correct them. Emphasis is also placed on the development and implementation of safety and health programs and the duties and responsibilities of environmental health and safety officers.

The national Board of Certified Safety Professionals (BCSP) requires an associate's degree in safety as part of its minimum education and experience requirements for certification. Individuals seeking to complete this degree who anticipate taking the ASP (Associate Safety Professional) exam must complete certain courses such as statistics and trigonometry that will help to prepare them for the Safety Fundamentals exam. These courses may be used to satisfy the Technical Occupational Support requirement of the degree. Questions regarding course substitution, degree requirements or BCSP requirements must be directed to a Fire Protection and Safety advisor.

Power Transmission and Distribution Technology

This program prepares individuals to work in the electrical power transmission and distribution industry, both public and private. People choosing this career will be required to work outdoors in all kinds of weather and conditions. Coursework in electrical principles, safety, pole climbing, driver safety, high voltage transmission and distribution, and field work qualify the graduate to work in the numerous public and private power utilities around Oklahoma and the United States. Program graduates can expect to find employment in many segments of the power industry, normally start out in an apprenticeship program, and can expect to work up to a journeyman lineman position. Employment data indicates this will be a field with high demand for new employees.

Renewable/Sustainable Energy

Renewable/sustainable energy is one of the fastest growing segments in the job market. This area includes a number of fields concerned with the development and utilization of alternative and renewable energy sources used for electricity generation. Sustainable energy also includes energy efficiency which involves areas such as energy audits and retrofitting existing homes and buildings with energy saving features.

Surveying Technology

This degree incorporates public facility design, use and construction for projects such as highways, bridges, airports, dams, canals and drainage systems. The curriculum provides basic theoretical training with practical application. Students have an opportunity to become familiar with modern field and computational procedures used in routine and specialized surveying operations. Curriculum is designed to incorporate National Uniform Fundamentals materials and prepare and enable an individual to sit for the Oklahoma State Board of Registration of Professional Engineers and Land Surveyors licensure examinations. Graduates are employed in both private and governmental surveying services.

Wind Turbine Technology

The purpose of the Wind Turbine Technology degree is to prepare individuals to work in the increasingly important field of wind energy. As the shift from fossil fuels to renewable resources of energy generation such as wind power gathers momentum, there will be an increasing need for technicians to service the wind turbines. Meeting the demand for these technicians is well-aligned with OSU-Oklahoma City's statewide mission to provide technical training that enhances Oklahoma's workforce.

For More Information Contact:

Michael Eckart, Division Head
Division of Science and Engineering Technologies
Engineering Technology Building, Room 300
900 N. Portland Ave.
Oklahoma City, Oklahoma 73107
(405) 945-3222
science.engineering@osuokc.edu

Faculty:

Terry Clinefelter, Construction
James Cross, Fire Protection and Safety/ Occupational and Environmental Safety
Dr. Armando Cruz-Rodz, Department Head, Science
Michael Eckart, Department Head, Power Transmission and Distribution Technology
Matt Harkness, Wind Turbine Technology
Calvin Hill, Electronics Engineering Technology/Physics
Dr. David Holder, Chemistry
Dr. Dean Scherer, Anatomy/Physiology
Roger Smith, Wind Turbine Technology
Dr. Edward Vezey, Biological Sciences

Applied Technology A.A.S.

STUDY PLAN DESCRIPTIONS

- Life Science

The Life Science study plan prepares the student to obtain a baccalaureate degree in Biology, Microbiology, Ecology, Zoology or Botany

- Chemistry

Students interested in a baccalaureate degree in Chemistry or to finish the requirement for Pharmacy school should pick this plan

- Pre-Health Study Plan

This study plan is designed for students interested in attending Medical, Dental or Chiropractic School

- Science & Engineering

This plan of study is designed to help students continue their education toward a degree in science or engineering at a four-year institution.

Degree Awarded

Associate in Applied Technology

For More Information on Science plans Contact:
Dr. Armando Cruz-Rodz
Department Head Science
Health Technologies Bldg, HT 300
900 N. Portland Avenue
Oklahoma City, OK 73107
405-945-9148
Fax: 405-945-9158

For More Information on Engineering plans Contact:
James Saunders, Department Head
Science & Engineering Technologies Division
Engineering Technologies Center, Room 123D
900 N. Portland Avenue
Oklahoma City, OK 73107
405-945-3220
Fax: 405-945-9144
Email: science.engineering@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**30 Credit Hours**		
Based on the study plan chosen from the list on the left, the Technical Occupational Specialty courses selected with the approval of the department head/counselor and must be from three or more emphasis areas with a minimum of 9 credits in one area and a minimum of 6 credits in each of two additional areas.						
Guided Electives				**12 Credit Hours**		
☐	CIS	1113	Computer Concepts with Applications	3		
☐	*Any college level science course with lab*			3-4		
☐	*Any college level humanities course*			3		
☐	SPCH	1113	Introduction to Speech Communication	3		
	Other courses may be substituted with division approval			3		
General Education Courses				**21 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
☐	ENGL	1213	English Composition II	3		
☐	HIST	1483	U.S. History to 1865			
	OR			3		
☐	HIST	1493	U.S. History Since 1865			
☐	MATH	1513	College Algebra	3		
☐	POLS	1113	American Government	3		
☐	PSYC	1113	Introductory Psychology	3		
☐	SOC	1113	Introductory Sociology	3		
☐	**Total to Graduate**			**63 Credit Hours**		

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011 - 2012

Architectural Technology A.A.S.

— CAD-Architecture Option

Program Description

This option is designed to provide the student with the skills and knowledge required for employment in one of many areas of the largest industry in America. The technical content of the program is intended to supply a wide background in the diverse areas of applied architecture and construction.

Employment Information

Graduates of this program can expect to find employment in many areas of the architectural and building construction fields. Each area may require somewhat different abilities and specialized knowledge and skills for a successful career. Graduates are prepared to accept positions as architectural technicians, architectural drafters, estimators, planning technicians, inspectors, residential designers, sales representatives or any one of many jobs within the industry requiring specialization. The U.S. Department of Labor reports that employment opportunities for engineering technicians are expected to be excellent throughout the next decade.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Terry Clinefelter, Department Head

Science & Engineering Technologies Division

Engineering Technology Center, Room 221J

900 N. Portland Avenue

Oklahoma City, OK 73107

405-945-3220

Fax: 405-945-9144

Email: science.engineering@osuokc.edu

	Technical Occupational Specialty			**28 Credit Hours**	**Date**	**Institution**
	ARCH	1223	Construction Drawing I	3		
	ARCH	1614	Computer-Aided Drafting I	4*		
	ARCH	2013	Construction Drawing II	3		
	ARCH	2273	Computer-Aided Drafting II	3		
	ARCH	2713	Advanced CAD Applications I	3		
	ARCH	2723	Advanced CAD Applications II	3		
	CONS	2333	Construction Practices and Procedures	3		
	INDD	2403	CAD 3D Modeling	3		
	INDD	2413	CAD 3D/Inventor	3		
	Support and Related Courses			**20 Credit Hours**		
	ARCH	1103	Plan Reading	3		
	ARCH	*2263*	Systems and Materials	3*		
	ARCH	*2322*	Construction Specifications	2		
	Select 12 additional credit hours			12*		
	General Education Courses			**19 Credit Hours**		
	ENGL	1113	English Composition I	3		
	ENGL	2333	Introduction to Technical Report Writing	3		
	HIST	1483	U.S. History to 1865			
	OR			3		
	HIST	1493	U.S. History Since 1865			
	MATH	1513	College Algebra	3		
	PHYS	1014	Descriptive Physics	4		
	POLS	1113	American Government	3		

**Department head approval required*

Total to Graduate **67 Credit Hours**

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011 - 2012

Construction Technology A.A.S.

— Building Inspection Option

Program Description

The Construction Technology program incorporates inspection, estimation, materials, drafting and construction procedures. Graduates are employed in construction positions with engineering and architectural firms as well as city, state and federal government agencies.

Employment Information

Jobs of many types are available to graduates of the building construction program. This program directs students toward jobs such as estimators, first time supervisory positions, sales representatives, expediters and many other specifications.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Terry Clinefelter, Department Head
Science & Engineering Technologies Division
Engineering Technology Center, Room 221J
900 N. Portland Avenue
Oklahoma City, OK 73107
(405) 945-3220
Fax: (405) 945-9144
Email: science.engineering@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**27 Credit Hours**		
	CONS	1103	Blue Print Reading & Drafting for Construction	3		
	CONS	2233	Green Building Systems/Sustainable Construction	3		
	CONS	1123	Introduction to Building Codes	3		
	CONS	1133	Introduction to Electrical Codes	3		
	CONS	1143	Introduction to Plumbing Codes	3		
	CONS	1153	Introduction to Mechanical Codes	3		
	CONS	2213	Structural Inspection	3		
	CONS	2333	Construction Practices and Procedures	3		
	ARCH	2444	Urban Planning Technology	3		
Support and Related Courses				**15 Credit Hours**		
	CONS	1214	Introduction to Construction	4		
	ARCH	2322	Construction Specifications	2		
	Choose 9 Credits with departmental approval.			9		
General Education Requirements				**19 Credit Hours**		
	ENGL	1113	English Composition I	3		
	ENGL	2333	Introduction to Technical Report Writing	3		
	HIST	1483	U.S. History to 1865			
	OR			3		
	HIST	1493	U.S. History Since 1865			
	MATH	1513	College Algebra	3		
	PHYS	1014	Descriptive Physics	4		
	POLS	1113	American Government	3		
Total to Graduate				**61 Credit Hours**		

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

Construction Technology A.A.S.

— Construction Management Option

Program Description

The Construction Technology program incorporates inspection, estimation, materials, drafting and construction procedures. Graduates are employed in construction positions with engineering and architectural firms well as city, state and federal government agencies.

Employment Information

Jobs of many types are available to the graduate of the building construction program. The primary direction of the program is toward management of construction companies, but many other careers are available such as estimators, sales representatives, drafters, system designers, expediters and other specifications.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Terry Clinefelter, Department Head
Science & Engineering Technologies Division
Engineering Technology Center, Room 221J
900 N. Portland Avenue
Oklahoma City, OK 73107
(405) 945-3220
Fax: (405) 945-9144
Email: science.engineering@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**26 Credit Hours**		
☐	CONS	1103	Blue Print Reading & Drafting for Construction	3*		
☐	ARCH	1614	Computer-Aided Drafting I	4*		
☐	ARCH	2003	Architecture and Society	3*		
☐	CONS	2233	Green Building Systems/Sustainable Construction	3		
☐	CONS	1214	Introduction to Construction	4*		
☐	CONS	2103	Introduction to Construction Management	3		
☐	CONS	2333	Construction Practices and Procedures	3		
☐	CONS	2423	Construction Estimating I	3*		
Support and Related Courses				**15 Credit Hours**		
☐	HUMN	2203	Masterworks of Western Culture (Modern)	3*		
☐	MATH	2123	Calculus for Technology Programs I	3*		
☐	MATH	2133	Calculus for Technology Programs II	3*		
☐	SOC	1113	Introductory Sociology	3*		
(Other courses may be substituted with division approval.)						
☐	GENT	2323	Statics	3		
General Education Courses				**22 credit hours**		
☐	ENGL	1113	English Composition I	3*		
☐	ENGL	1213	*English Composition II			
☐	**OR**			3		
	ENGL	2333	Introduction to Technical Report Writing			
☐	HIST	1483	U.S. History to 1865	3*		
☐	MATH	1513	College Algebra	3*		
☐	MATH	1613	Trigonometry	3*		
	PHYS	1114	General Physics I	4*		
☐	**OR**					
	PHYS	1014	Descriptive Physics	4		
☐	POLS	1113	American Government	3*		
Total to Graduate				**63 Credit Hours**		

*Refers to courses that transfer to the OSU-Stillwater Construction Management Technology Bachelor of Science program.

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011-2012

Construction Technology A.A.S.

— Construction Techniques Option

Program Description

This option in construction is designed for the student whose immediate plans are to work in the construction industry. While this option is not designed for maximum transferability to the baccalaureate program, many of the courses will transfer. This option provides a very strong curriculum in the construction area.

Employment Information

Jobs of many types are available to graduates of the building construction program. This program directs students toward jobs such as estimators, first-time supervisory positions, sales representatives, expediters and many other specifications.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Terry Clinefelter, Department Head
Science & Engineering Technologies Division
Engineering Technology Center, Room 221J
900 N. Portland Avenue
Oklahoma City, OK 73107
(405) 945-3220
Fax: (405) 945-9144
Email: science.engineering@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**31 Credit Hours**		
☐	CONS	1214	Introduction to Construction	4		
☐	CONS	1103	Blue Print Reading & Drafting for Construction	3		
☐	ARCH	1614	Computer-Aided Drafting I	4		
☐	ARCH	2322	Construction Specifications	2		
☐	CONS	2113	Mechanical Equipment of Buildings	3		
☐	CONS	2423	Construction Estimating I	3		
☐	CONS	2233	Green Building Systems/Sustainable Construction	3		
☐	CONS	2103	Introduction to Construction Management	3		
☐	CONS	2333	Construction Practices and Procedures	3		
☐	CONS	2003	OSHA for Commercial & Residential Construction	3		
Support and Related Courses				**12 Credit Hours**		
Select courses from ARCH,CONS,CSUR,GENT,INDD,MATH or SCI such as:						
☐	CONS	2343	Concrete and Asphalt Construction	3		
☐	CONS	2623	Construction Estimating II	3		
☐	GENT	2323	Statics	3		
Select 3 credit hours from the following:						
	CONS	2243	LEED Standards & Construction			
☐	**OR**			3		
	ARCH	2263	Systems and Materials			
General Education Courses				**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
	HIST	1483	U.S. History to 1865	3		
☐	MATH	1513	College Algebra	3		
☐	MATH	1613	Trigonometry	3		
☐	POLS	1113	American Government	3		
Select 3 credit hours from the following:						
	ENGL	1213	English Composition II			
☐	**OR**			3		
	SPCH	1113	Introduction to Speech Communication II			
Total to Graduate				**61 Credit Hours**		

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011 - 2012

Electrical Power Technology A.A.S.

— Metering Technology Option

Program Description

This option is designed to train students to install, maintain, program and test a large variety of electronic and mechanical metering devices serving residential, commercial and industrial customer. It also provides training in safe, efficient and timely installation and maintenance of electric metering devices and associated equipment to insure accurate billing of customer load.

Employment Information

According to the U.S. Department of Labor Bureau of Statistics, "Job opportunities in this field should be best for applicants with an associate degree in electronics, certification, and related experience." Employment of electrical and electronics installers and repairers, powerhouse, substation, and relay is expected to grow 12 percent by 2018, as power plant expansion into newer, energy efficient green technologies and the retirement of a significant portion of the current workforce spur demand for employment.

Degree Awarded

Associate in Applied Science

For More Information Contact:

James Saunders, Department Head
Science and Engineering Technologies Division
Engineering Technology Center, Room 123D
900 N. Portland Avenue
Oklahoma City, OK 73107
(405) 945-3389
Fax: (405) 945-9144
Email: science.engineering@osuokc.edu

	Technical Occupational Specialty			32 Credit Hours	Date	Institution
☐	EET	1104	Fundamentals of Electricity	4		
☐	EET	1244	Circuit Analysis	4		
☐	EPT	1103	Print Reading	3		
☐	EPT	1123	Electrical Systems Components	3		
☐	EPT	2063	Electrical Systems Protection	3		
☐	EPT	2503	Transformers	3		
☐	EPT	2133	Fundamentals of Metering	3		
☐	EPT	2333	Single and Polyphase Metering	3		
☐	EPT	2533	Advanced Metering Techniques	3		
☐	EPT	2603	Capstone/Advanced Techniques/Problems	3		
	Support & Related Courses			**12 Credit Hours**		
☐	CIS	1113	Computer Concepts with Applications	3		
☐	FPST	1313	Industrial Safety	3		
☐	PTDT	2013	Commercial Driver's License Training	3		
☐	*Elective - See Department head for approval*			3		
	General Education Courses			**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II			
☐	**OR**			3		
	ENGL	2333	Technical Report Writing			
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	MATH	1513	College Algebra	3		
☐	POLS	1113	American Government	3		
☐	SPCH	1113	Speech Communication	3		
	Total to Graduate			**62 Credit Hours**		

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011 - 2012

Electrical Power Technology A.A.S.

— Relay Technology Option

Program Description

This option is designed to train technicians to perform electrical tests and repairs concerned with maintenance and performance evaluation of various electro-mechanical and solid state relays to prevent and remedy abnormal behavior or failure of transmission and distribution lines and equipment; connect test apparatus to troubled circuits; analyze test results and interpret electrical diagrams to locate defective relays and make adjustments or remove relay for repair; analyze test data to determine performance characteristics of relays and effect of system modifications on relay performance and prepare reports of work performed.

Employment Information

According to the U.S. Department of Labor Bureau of Statistics, "Job opportunities in this field should be best for applicants with an associate degree in electronics, certification, and related experience." Employment of electrical and electronics installers and repairers, powerhouse, substation, and relay is expected to grow 12 percent by 2018, as power plant expansion into newer, energy efficient green technologies and the retirement of a significant portion of the current workforce spur demand for employment.

Degree Awarded

Associate in Applied Science

For More Information Contact:

James Saunders, Department Head

Science and Engineering Technologies Division

Engineering Technology Center, Room 123D

900 N. Portland Avenue

Oklahoma City, OK 73107

(405) 945-3389

Fax: (405) 945-9144

Email: science.engineering@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**35 Credit Hours**		
☐	EET	1104	Fundamentals of Electricity	4		
☐	EET	1244	Circuit Analysis	4		
☐	EPT	1103	Print Reading	3		
☐	EPT	1123	Electrical Systems Components	3		
☐	EPT	2063	Electrical Systems Protection	3		
☐	EPT	2503	Transformers	3		
☐	EPT	2113	Substation Relays	3		
☐	EPT	2313	Substation Operations	3		
☐	EPT	2513	Substation Construction & Maintenance	3		
☐	EPT	2403	Advanced Electrical Systems	3		
☐	EPT	2603	Capstone/Advanced Techniques/Problems	3		
Support & Related Courses				**9 Credit Hours**		
☐	CIS	1113	Computer Concepts with Applications	3		
☐	FPST	1313	Industrial Safety	3		
☐	MATH	1613	Trigonometry	3		
General Education Courses				**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II			
☐	**OR**			3		
	ENGL	2333	Technical Report Writing			
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	MATH	1513	College Algebra	3		
☐	POLS	1113	American Government	3		
☐	SPCH	1113	Speech Communication	3		
Total to Graduate				**62 Credit Hours**		

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011 - 2012

Electronics Engineering Technology A.A.S.

Program Description

The Electronics Engineering Technology program emphasizes the theory and application of electronics. The student is taught a fundamental understanding of the principles and practices of electronics. Laboratory exercises provide applications to enhance learning. The electronics technician applies electronics theory, principles of electrical circuits, electrical testing procedures, technical mathematics, physics, and related subjects to design, build, repair and modify electronics equipment such as computers, communication equipment and automated manufacturing. To provide the flexibility required in the electrical science and electronics industries, the curriculum offers a solid foundation in mathematics, science and electronics.

Employment Information

There are many areas of employment specialization in electronics technology. Labor statistics report that employment opportunities for electronic technicians will be favorable through the next decade.

Degree Awarded

Associate in Applied Science

For More Information Contact:

James Saunders, Department Head
Science and Engineering Technologies Division
Engineering Technology Center, Room 123D
900 N. Portland Avenue
Oklahoma City, OK 73107
(405) 945-3389
Fax: (405) 945-9144
Email: science.engineering@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**34 Credit Hours**		
	EET	1104	Fundamentals of Electricity	4*		
	EET	1244	Circuit Analysis I	4*		
	EET	2101	Electronic Construction and Design	1		
	EET	2224	Electronic Amplifiers I	4*		
	EET	2234	Analog and Digital Systems	4		
	EET	2373	Digital Logic Analysis	3*		
	EET	2454	Electronic Computers	4		
	EET	2643	Operational Amplifiers	3*		
	EET	2764	Electronic Communications Systems	4		
	EET	2814	Maintenance of Microcomputer System			
	OR			3+		
	ITD	1503	A+Hardware			
Support and Related Courses				**17 Credit Hours**		
	EET	2103	Electronic Instruments	3		
	EET	2333	Industrial Computer Programming			
	OR			3		
	CIS	2013	C++Language Programming			
	EET	2854	Industrial Microcomputer Applications	4		
	MATH	2133	Calculus for Technology Programs II	3		
	PHYS	1114	General Physics I			
	OR			4		
	PHYS	1514	Introduction to Lasers			
General Education Courses				**21 Credit Hours**		
	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II			
	OR			3		
	SPCH	1113	Introduction to Speech Communications			
	HIST	1483	U.S. History to 1865			
	OR			3		
	HIST	1493	U.S. History Since 1865			
	MATH	1513	College Algebra	3		
	MATH	1613	Trigonometry			
	OR			3		
	MATH	1715	Precalculus			
	MATH	2123	Calculus for Technology Programs I	3		
	POLS	1113	American Government	3		
Total to Graduate				**72 Credit Hours**		

*Refers to technical courses that transfer to the OSU-Stillwater Electronics Technology program.

Cooperative Alliance Services
Student Center, Rom 132
900 N. Portland Avenue
Oklahoma City, OK 73107
(405) 945-3318
melissa.woodruff@osuokc.edu

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011-2012

Electronics Engineering Technology A.A.S.

— Electrical Engineering Technology Option

Program Description

The Electronics Engineering Technology program emphasizes the theory and application of electronics. The student is taught a fundamental understanding of the principles and practices of electronics. Laboratory exercises provide applications to enhance learning. The electronics technician applies electronics theory, principles of electrical circuits, electrical testing procedures, technical mathematics, physics, and related topics, and related subjects to design, build, repair and modify electronics equipment such as computers, communication equipment and automated manufacturing. To provide the flexibility required in the electrical science and electronics industries, the curriculum offers a solid foundation in mathematics, science and electronics.

Employment Information

There are many areas of employment specialization in electronics technology. Labor statistics report that employment opportunities for electronic technicians will be favorable through the next decade.

Degree Awarded

Associate in Applied Science

For More Information Contact:

James Saunders, Department Head
Science and Engineering Technologies Division
Engineering Technology Center, Room 123D
900 N. Portland Avenue
Oklahoma City, OK 73107
(405) 945-3389
Fax: (405) 945-9144
Email: science.engineering@osuokc.edu

					Technical Occupational Specialty	21 Credit Hours	Date	Institution
☐	EET	1104	Fundamentals of Electricity	4				
☐	EET	1244	Circuit Analysis I	4				
☐	EET	2333	Industrial Computer programming	3				
☐	EET	2224	Electronic Amplifiers I	4				
☐	EET	2373	Digital Logic Analysis	3				
☐	EET	2643	Operational Amplifiers	3				

					Support and Related Courses	24 Credit Hours		
☐	MATH	2133	Calculus for Technology Programs II	3				
☐	PHYS	1114	General Physics I	4				
☐	PHYS	1214	General Physics II	4				
☐	CHEM	1314	General Chemistry I	4				
☐	GEOG	2253	World Regional Geography	3				
☐	MATH	1613	Trigonometry	3				
☐	MATH	2123	Calculus for Technology Programs I	3				

					General Education Courses	18 Credit Hours		
☐	ENGL	1113	English Composition I	3				
☐	ENGL	1213	English Composition II	3				
	HIST	1483	U.S. History to 1865					
☐	**OR**			3				
	HIST	1493	U.S. History Since 1865					
☐	MATH	1513	College Algebra	3				
☐	POLS	1113	American Government	3				
☐	HUMN	xxx3	Humanities Elective	3				

Total to Graduate **63 Credit Hours**

This program of study articulates to OSU - Stillwater's BS in Electrical Engineering Technology

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011-2012

Fire Protection and Safety Technology A.S.

— General Studies Option*

Program Description

This degree program is designed for students who are interested in entering the Environmental, Health, and Safety (EH&S) profession and who intend to transfer to a BS degree at some point (such as the Bachelor of Science in Fire Protection and Safety Engineering Technology or the Bachelor of Science in Environmental Policy at OSU-Stillwater). The General Education courses will meet the primary BS transfer requirements of any university in Oklahoma, and with the guidance of an FPST advisor the 16-17 credit hours of Specialized Course electives can be tailored to meet the specific degree requirements of the student's intended BS program. Individuals already possessing a bachelor's degree can transfer their coursework to OSU-OKC and obtain the AS in Fire Protection and Safety Technology (General Studies Option) for career planning or specialization purposes. With the guidance of an FPST advisor the 16-17 credit hours of Specialized Course requirements can be selected in such a way as to allow the student to become focused in a particular area of EH&S study, such as environmental auditing, occupational safety, or fire protection. College Algebra, Statistics, General Chemistry I, and Technical Report Writing are foundational to the entire FPST curriculum and are prerequisites for most courses. The MATH, CHEM, STAT, and ENGL courses should be completed as soon as possible, preferably before the student has completed 9 credit hours in the program.

Employment information

Graduates of the FPST program can find employment opportunities in the Environmental, Health and Safety (EH&S) profession in both general professional practice and in EH&S specialty fields such as safety management, fire protection, environmental management, occupational health, or hazardous materials Management. Students in the FPST program should work very closely with an FPST advisor throught their time at OSU-OKC in order to select courses that will meet their degree and employment goals.

	Specialized Course Requirements			28 Credit Hours	Date	Institution
	ARCH	1103	Plan Reading	3		
	FPST		FPST Elective	2		
	FPST	1513	OSHA Regulations &Safety Codes	3		
	FPST	1813	Introduction to Environmental Law	3		
	FPST	1684	Industrial Loss Prevention I	4		
	These courses will be selected by the student and the department head			**13**		
	reflecting the goals of the student or B.S. degree receiving institution.					
	FPST					
	PHYS					
	CHEM					
	ARCH					
	ENGS					
	BIOL					
	MATH					
	GENT					

	Technical Occupational Specialty			37 Credit Hours	Date	Institution
	CHEM	1314	General Chemistry I	4		
			Other science course approved by FPST department head	3		
	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II	3		
	ENGL	2333	Introduction to Technical Report Writing	3		
	HIST	1493	U.S. History Since 1865			
		OR		3		
	HIST	1483	U.S. History Before 1865			
	HUMN		*Any 6 credit hours of HUMN equivalent*	6		
	MATH	1513	College Algebra	3		
	STAT	2013	Elementary Statistics	3		
	POLS	1113	American Government	3		
	Any 3 credits hours of SOC, PSYC or equivalent			3		
	Total to Graduate			**65 Credit Hours***		

* Pending Regents approval

Degree Awarded

Associate in Science

For More Information Contact:

James A. Cross, MS, CSP, CFPS, CHMM, REM
Fire Protection and Safety Technology
Engineering Technologies Center, Room 123B
900 N. Portland Avenue
Oklahoma City, OK 73107
(405) 945-3389
Fax: (405) 945-9144
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Fax: 405-945-9144

Email: crossja@osuokc.edu
osuokc.edu/fpst
science.engineering@osuokc.edu

Student Name:	
CWID:	
Counselor:	

Catalog 2011 - 2012

Fire Protection and Safety Technology A.S.

— Professional Practice Option*

Program Description

This degree program is designed for students who are interested in entering the Environmental, Health, and Safety (EH&S) profession and who intend to transfer to a BS degree at some point (such as the Bachelor of Science in Fire Protection and Safety Engineering Technology or the Bachelor of Science in Environmental Policy at OSU-Stillwater). The General Education courses will meet the primary BS transfer requirements of any university in Oklahoma, and the 28 credit hours of Specialized Course requirements provide the student with the education and skills necessary for general professional practice and can also help prepare them for various EH&S-related certification examinations. Individuals already possessing a bachelor's degree can transfer their coursework to OSU-OKC and obtain the AS in Fire Protection and Safety Technology (Professional Practice Option) for career planning or specialization purposes. College Algebra, Statistics, General Chemistry I, and Technical Report Writing are foundational to the entire FPST curriculum and are prerequisites for most courses. The MATH, CHEM, STAT, and ENGL courses should be completed as soon as possible, preferably before the student has completed 9 credit hours in the program. Students possessing a bachelor's degree who have not completed College Algebra, Statistics, General Chemistry I, and Technical Report Writing as a part of their previous coursework will have to complete these courses in order to meet the prerequisite requirements of the FPST curriculum.

Employment information

Graduates of the FPST program can find employment opportunities in the Environmental, Health and Safety (EH&S) profession in both general professional practice and in EH&S specialty fields such as safety management, fire protection, environmental management, occupational health, or hazardous materials Management. Students in the FPST program should work very closely with an FPST advisor throught their time at OSU-OKC in order to select courses that will meet their degree and employment goals.

	Technical Occupation Requirements			28 Credit Hours	Date	Institution
	ARCH	1103	Plan Reading	3		
	FPST		FPST Elective	3		
	FPST	1513	OSHA Regulations & Safety Codes	3		
	FPST	1813	Introduction to Environmental Law	3		
	FPST	1684	Industrial Loss Prevention I	4		
	FPST	2633	Industrial Loss Prevention II			
	OR			3		
	FPST		FPST Elective			
	FPST	2344	Elements of Industrial Hygiene	4		
	FPST	2413	Industrial Hygiene Instrumentation			
	OR			3		
	FPST		Elective			
	FPST	2633	Intro to Environmental & Hazardous Materials Chem	3		

	General Education Requirements			37 Credit Hours	Date	Institution
	CHEM	1314	General Chemistry I	4		
			Other science course approved by FPST department head	3		
	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II	3		
	ENGL	2333	Introduction to Technical Report Writing	3		
	HIST	1493	U.S. History Since 1865			
	OR			3		
	HIST	1483	U.S. History Before 1865			
	HUMN		*Any 6 credit hours of HUMN equivalent*	6		
	MATH	1513	College Algebra	3		
	STAT	2013	Elementary Statistics	3		
	POLS	1113	American Government	3		
	Any 3 credits hours of SOC, PSYC or equivalent			3		
	Total to Graduate			**65 Credit Hours***		

* Pending Regents approval

Degree Awarded

Associate in Science

For More Information Contact:

James A. Cross, MS, CSP, CFPS, CHMM, REM
Fire Protection and Safety Technology
Engineering Technologies Center, Room 123B
900 N. Portland Avenue
Oklahoma City, OK 73107
(405) 945-3389
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For More Information Contact:

Fire Protection and Safety Technology
Science & Engineering Division
Engineering Technology Building, Room 300
900 N Portland Avenue
Oklahoma City, OK 73107
405-945-3236
Fax: 405-945-9144
Email: crossja@osuokc.edu
osuokc.edu/fpst
science.engineering@osuokc.edu

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011 - 2012

General Engineering Technology A.A.S.

Program Description

This program allows students to combine two different technology specialties into one flexible program. The major course work must be in engineering or engineering technology. The second area of emphasis would normally be a second engineering or engineering technology area but some students may need to combine a program with a related specialty such as computer science, telecommunication or business with their engineering or engineering technology courses. The general engineering technology program would permit specialty emphasis combinations that would include some of latest high-tech oriented courses from at least two disciplines.

Employment Information

The strength of this program lies in its diversity which depends upon the previous experience of the student in areas of academics and vocations. This allows the student, as an engineering technician, to draw upon the marketable background skills and competencies developed in specific areas of technology, to gain meaningful, promotion-oriented positions of employment. The U.S. Department of Labor reports that employment opportunities for engineering technicians are expected to be excellent throughout the next decade. Specialized employment fields for the general engineering technician include: technical staff assistants to engineers, mid-management assignments, local and state business/industries, and governmental agencies at the local, state and federal levels.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Terry Clinefelter, Department Head
Science & Engineering Technologies Division
Engineering Technology Center, Room 221J
900 N. Portland Avenue
Oklahoma City, OK 73107
(405) 945-3220
Fax: (405) 945-9144
Email: science.engineering@osuokc.edu

Technical Occupational Specialty 29 Credit Hours

Courses must be selected with the approval of the division/department head and must be engineering, engineering technology or from an engineering-related support area. A minimum of 12 credit hours must be from a second area of emphasis. Engineering-related support areas may include computer science, business and other areas that have been approved by the advisor to support the major engineering or engineering technology area.

Date	Institution

Support and Related Courses **12 Credit Hours**

	MATH	2123	Calculus for Technology Programs I	3		
	PHYS	1114	General Physics I	4		
	Controlled Electives			5		

Technical Occupational Related **6 Credit Hours**

These courses must lend related support to the emphasis specialty courses selected above and must be selected with the approval of the department head.

General Education Courses **18 Credit Hours**

	ENGL	1113	English Composition I	3		
	ENGL	2333	Introduction To Technical Report Writing			
	OR			3		
	ENGL	1213	English Composition II			
	HIST	1483	U.S. History to 1865			
	OR			3		
	HIST	1493	U.S. History Since 1865			
	MATH	1513	College Algebra	3		
	MATH	1613	Trigonometry			
	OR			3-5		
	MATH	1715	Precalculus			
	POLS	1113	American Government	3		

Total to Graduate **65 Credit Hours**

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011 - 2012

General Engineering Technology A.A.S.

— Mechanical Engineering Technology Option

Program Description

This program allows students to combine two different technology specialties into one flexible program. The major course work must be in engineering or engineering technology. The second area of emphasis would normally be a second engineering or engineering technology area but some students may need to combine a program with a related specialty such as computer science, telecommunication or business with their engineering or engineering technology courses. The general engineering technology program would permit specialty emphasis combinations that would include some of latest high-tech oriented courses from at least two disciplines.

Employment Information

The strength of this program lies in its diversity which depends upon the previous experience of the student in areas of academics and vocations. This allows the student, as an engineering technician, to draw upon the marketable background skills and competencies developed in specific areas of technology, to gain meaningful, promotion-oriented positions of employment. The U.S. Department of Labor reports that employment opportunities for engineering technicians are expected to be excellent throughout the next decade. Specialized employment fields for the general engineering technician include: technical staff assistants to engineers, mid-management assignments, local and state business/industries, and governmental agencies at the local, state and federal levels.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Terry Clinefelter, Department Head
Science & Engineering Technologies Division
Engineering Technology Center, Room 221J
900 N. Portland Avenue
Oklahoma City, OK 73107
(405) 945-3220
Fax: (405) 945-9144
Email: science.engineering@osuokc.edu

					Date	Institution
Technical Occupational Specialty				24 Credit Hours		
	ARCH	1614	Computer Aided Drafting I	4		
	ENGS	2113	Statics	3		
	ENGS	2143	Strength of Materials	3		
	MATH	2123	Calculus for Technology Programs I	3		
	MATH	2133	Calculus for Technology Programs II	3		
	PHYS	1214	General Physics II	4		
	CHEM	1214	Chemistry I	4		
Support and Related Courses				**19 Credit Hours**		
	PHYS	1114	General Physics I	4		
	MATH	1613	Trigonometry	3		
	GEOG	2253	World Regional Geography	3		
	CIS	1113	Computer Concepts with Applications	3		
	HUMN	XXX3	Humanities elective	3		
	HUMN	XXX3	Humanities elective	3		
General Education Courses				**18 Credit Hours**		
	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II	3		
	HIST	1483	U.S. History to 1865			
	OR			3		
	HIST	1493	U.S. History Since 1865			
	MATH	1513	College Algebra	3		
	POLS	1113	American Government	3		
	SPCH	1113	Intro to Speech Communication	3		
Total to Graduate				**61 Credit Hours**		

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011 - 2012

Occupational and Environmental Health and Safety A.A.S.

Program Description

This degree program prepares students to enter the Environmental, Health, and Safety (EH&S) profession in business, industry, or government. It can also assist those presently working in the EH&S profession to update their skills. The technical occupational specialty courses, along with the support and related courses, provide the student with the education and skills necessary for general professional practice and can also help prepare them for various EH&S-related certification examinations. College Algebra, Statistics, General Chemistry I, and Technical Report Writing are foundational to the entire FPST curriculum and are prerequisites for most courses. The MATH, CHEM, STAT, and ENGL courses should be completed as soon as possible, preferably before the student has completed 9 credit hours in the program.

Degree Awarded

Associate in Applied Science

For More Information Contact:

James A. Cross, MS, CSP, CFPS, CHMM, REM
Fire Protection and Safety Technology
Engineering Technologies Center, Room 123B
900 Portland Avenue
Oklahoma City, OK 73107
405-945-3236
Fax: 405-945-9144
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science.engineering@osuokc.edu
www.osuokc.edu/fpst

Terry Clinefelter, Department Head
Science & Engineering Technologies Division
Engineering Technology Center, Room 221J

					Date	Institution
Technical Occupational Specialty				**38 Credit Hours**		
☐	FPST	1113	Introduction to Environmental Science	3		
☐	FPST	1313	Introduction to Occupational Safety	3		
☐	FPST	1123	Introduction to Environmental Management	3		
☐	FPST	1513	OSHA Regulations and Safety Codes	3		
☐	FPST	1684	Industrial Loss Prevention I	4		
☐	FPST	1813	Introduction to Environmental Law	3		
☐	FPST	2263	Industrial Loss Prevention II	3		
☐	FPST	2143	Structural Design for Fire and Life Safety	3		
☐	FPST	2344	Elements of Industrial Hygiene	4		
☐	FPST	2403	Safety Management Techniques	3		
☐	FPST	2413	Industrial Hygiene Instrumentation	3		
☐	FPST	2633	Intro to Environmental & Hazardous Materials Chem	3		
Support and Related Courses				**10 Credit Hours**		
☐	ARCH	1103	Plan Reading	3		
☐	CHEM	1314	General Chemistry I	4		
☐	FPST		FPST Elective	3		
General Education Requirements				**18 Credit Hours**		
☐	ENGL	1113	English Compositon I	3		
☐	ENGL	2333	Introduction to Technical Report Writing	3		
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	MATH	1513	College Algebra	3		
☐	POLS	1113	American Government	3		
☐	STAT	2013	Elementary Statistics	3		
Total to Graduate				**66 Credit Hours**		

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011 - 2012

Power Transmission and Distribution Technology A.A.S.

Program Description

The Power Transmission and Distribution Technology program prepares individuals to work in the electrical power of transmission and distribution industry, both public and private.This career opportunity is one of the most demanding. People choosing this career will be required to work outdoors in all kinds of weather and conditions. Coursework in electrical principles, safety, pole climbing, driver safety, high voltage transmission and distribution and field work will qualifty the graduate to work in the numerous public and private power utilities around Oklahoma and the United States.

Employment Information

Graduates of this program can expect to find employment in many segments of the power industry. Graduates will normally start out in an apprenticeship program and expect to work up to a journeyman lineman position. The employment data indicates this will be a field with high demand for new employees.

Degree Awarded

Associate in Applied Science

For More Information Contact:

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405-945-3389
Fax: 405-945-9144
Email: meckart@osuokc.edu
science.engineering@osuokc.edu

					Date	Institution
Technical Occupational Specialty				**29 Credit Hours**		
☐	PTDT	1104	Introduction to Utility Industry/Climbing	4		
☐	PTDT	1102	Elements of Electricity and Electronics	2		
☐	PTDT	1154	Electric Circuits-High Voltage	4		
☐	PTDT	1353	Lineman Safety/Equipment	3		
☐	PTDT	1453	Principles of Power Transmission	3		
☐	PTDT	2003	Principles of Power Distribution	3		
☐	PTDT	2023	Principles of Switching and Metering	3		
☐	PTDT	2043	Electrical Capstone Experience	3		
☐	PTDT	2104	Internship	4		
Support and Related Courses				**15 Credit Hours**		
☐	PTDT	1103	Plan Reading	**3**		
☐	CIS	1113	Computer Concepts with Applications	3		
☐	FPST	1313	Introduction to Occupational Safety	3		
☐	PTDT	2013	Driver Safety and CDL Training	3		
☐	*Elective (Must be approved by advisor)*			3		
General Education Requirements				**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
	ENGL	1213	English Composition II			
☐	**OR**			3		
	SPCH	1113	Introduction Speech Communication			
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
	MATH	1413	General College Math			
☐	**OR**			3		
	MATH	1513	College Algebra			
☐	POLS	1113	American Government	3		
☐	*General education elective (Must be approved by advisor)*			3		
Total to Graduate				**62 Credit Hours**		

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011 - 2012

Renewable/Sustainable Energy A.A.S.

Program Description

This program is designed to educate students in the emerging field of onsite renewable energy generation and sustainable building systems which will dominate the renewable energy industry in the years to come. The program is geared to prepare students with the knowledge required for employment in the following fields: designing and servicing on-site renewable power generation systems (both wind and solar), geothermal heating and cooling system design and installation, building energy auditing, and with the ability to work with different green building systems and have an understanding of LEED standards.

Employment Information

Graduates of this program can expect to find employment in the areas of servicing, design, sales and installation for residential and commercial solar and wind power generation, and geothermal heating and cooling systems. Graduates of this program are prepared to take the RESNET building energy Auditor exam and have the ability to work in the emerging green building system market.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Terry Clinefelter, Department Head
Science & Engineering Technologies Division
Engineering Technology Center, Room 221J
900 N. Portland Avenue
Oklahoma City, OK 73107
(405) 945-3220
Fax: (405) 945-9144
Email: science.engineering@osuokc.edu

	Technical Occupational Specialty			**33 Credit Hours**	**Date**	**Institution**
☐	CONS	1103	Blue Print Reading & Drafting for Construction	3		
☐	CONS	2113	Mechanical Equipment of Buildings	3		
☐	CONS	2243	LEED Standards & Construction	3		
☐	CONS	2233	Green Building Systems/Sustainable Construction	3		
☐	EET	1102	Elements of Electricity & Electronics	2		
☐	RSE	1004	Renewable Energy Applications	4		
☐	RSE	1013	Residential Wind Design & Applications	3		
☐	RSE	1023	Solar Design & Applications	3		
☐	RSE	1033	Geothermal Design & Applications	3		
☐	RSE	2013	Residential Energy Audits	3		
☐	RSE	2113	Building Energy Audits	3		

	Supported & Related Courses			**10 hours**		
☐	CIS	1113	Computer Concepts with Applications	3		
☐	CONS	2003	OSHA for Residential & Commercial Construction	3		
☐	CONS	1214	Introduction to Construction	4		

	General Education Requirements			**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
☐	ENGL	1213	English Composition II			
☐	**OR**			3		
	ENGL	2333	Technical Report Writing			
	SPCH	1113	Introduction to Speech Communications			
☐	**OR**			3		
	SPCH	2723	Interpersonal Communication			
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	MATH	1513	College Algebra	3		
☐	POLS	1113	American Government	3		

Total to Graduate **61 Credit Hours**

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011 - 2012

Renewable/Sustainable Energy Certificate

Program Description

This program is designed to educate students in the emerging field of onsite renewable energy generation and sustainable building systems which will dominate the industry in the years to come. The program is geared at preparing students with the knowledge which is required for them to find employment in the following fields designing and servicing on-site renewable power generation systems both wind and solar, geothermal heating and cooling system design and installation, building energy auditing, along with the ability to work with different green building systems and having an understanding of LEED standards.

Employment Information

Jobs which students from this program would be able to perform would be servicing, design, sales and installation for residential and commercial solar and wind power generation, geothermal heating and cooling systems, prepared to take the RESNET building energy Auditor exam and have the ability to work in emerging green building system market.

Technical Occupational Specialty — **33 Credit Hours**

					Date	Institution
☐	CONS	1103	Blue Print Reading & Drafting for Construction	3		
☐	CONS	2113	Mechanical Equipment of Buildings	3		
☐	CONS	2243	LEED Standards & Construction	3		
☐	CONS	2233	Green Building Systems/Sustainable Construction	3		
☐	EET	1102	Elements of Electricity & Electronics	2		
☐	RSE	1004	Renewable Energy Applications	4		
☐	RSE	1013	Residential Wind Design & Applications	3		
☐	RSE	1023	Solar Design & Applications	3		
☐	RSE	1033	Geothermal Design & Applications	3		
☐	RSE	2013	Residential Energy Audits	3		
☐	RSE	2113	Building Energy Audits	3		

Supported & Related Courses — **10 hours**

☐	CIS	1113	Computer Concepts with Applications	3
☐	CONS	2003	OSHA for Residential & Commercial Construction	3
☐	CONS	1214	Introduction to Construction	4

Degree Awarded

Certificate in Renewable/Sustainable Energy

Total to Graduate — **43 Credit Hours**

For More Information Contact:

Terry Clinefelter, Department Head
Science & Engineering Technologies Division
Engineering Technology Center, Room 221J
900 N. Portland Avenue
Oklahoma City, OK 73107
(405) 945-3220
Fax: (405) 945-9144
Email: science.engineering@osuokc.edu

Student Name: _____
CWID: _____
Counselor: _____
Catalog 2011-2012

Surveying A.A.S.

Program Description

This Civil Surveying Technology program incorporates design, use and construction of public use facilities, such as highways, bridges, airports, dams, canals and drainage systems. The curriculum is designed to provide basic theoretical training with practical application. Students have an opportunity to become familiar with modern field and computational procedures used in routine and specialized surveying operations. Curriculum is designed not only to incorporate National Uniform Fundamentals materials but to prepare and enable an individual to sit for the licensure examination used by the Oklahoma State Board of Registration of Professional Engineers and Land Surveyors.

Employment Information

Graduates from this program may find a wide variety of employers in the public and private sectors. Graduates may work for local, state or federal government agencies or they may find positions with private engineering, surveying, planning or construction firms. Since the degree can lead to professional licensure as a registered land surveyor after apprenticeship and examination, the graduate may choose to own his or her own private civil/surveying firm.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Terry Clinefelter, Department Head
Science & Engineering Technologies Division
Engineering Technology Center, Room 221J
900 N Portland Avenue
Oklahoma City, OK 73107
405-945-3222
Fax: 405-945-9144

					Date	Institution
Technical Occupational Specialty				**39 Credit Hours**		
☐	SURV	2614	Surveying I	4		
☐	SURV	2643	Advanced Surveying I	3		
☐	SURV	2232	Route Surveying	2		
☐	SURV	2734	Applied Survey Computations	4		
☐	SURV	2413	Remote Sensing/Photogrammetry	3		
☐	SURV	2743	Fundamental of GPS	3		
☐	CIS	1113	Computer Concepts with Applications	3		
☐	SURV	2623	Legal Principles of Surveying I	3		
☐	SURV	2633	Legal Principles of Surveying II	3		
☐	SURV	2783	Capstone	3		
☐	SURV	2233	Civil CAD Drafting I	3		
☐	SURV	1133	Fundamentals of GIS	3		
☐	SURV	2242	Residential Subdivision Design	2		
Support and Related Courses				**3 Credit Hours**		
☐	***Select 3 credit hours from the following:***			3		
	SURV	2433	Civil Cad II	3		
	SURV	1233	Micro Station	3		
	SURV	2603	Internship	3		
	SURV	2773	FLS Review	3		
	SURV	1232	Principles of Hydraulics	2		
	CONS	2103	Intro to Construction Management	3		
	SURV	2650	Technical Problems in Surveying	1-4		
	SURV	2050	Adv. Technical Problems in Surveying	1-6		
	SURV	1320	Technical Projects - Surveying	1-6		
	SURV	2143	Highway Design & Construction	3		
	SURV	1101	Introduction to Surveying	1		
General Education Courses				**18 Credit Hours**		
☐	ENGL	1113	English Composition I	3		
	HIST	1483	U.S. History to 1865			
☐	**OR**			3		
	HIST	1493	U.S. History Since 1865			
☐	MATH	1513	College Algebra	3		
☐	MATH	1613	Trigonometry	3		
☐	POLS	1113	American Government	3		
☐	***Select 3 credit hours from the following:***			3		
	SPCH	1113	Introduction to Speech Communication			
	ENGL	1213	English Composition II			
Total to Graduate				**60 Credit Hours**		

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011-2012

Wind Turbine Technology A.A.S.

Program Description

The purpose of the wind turbine program is to prepare individuals to work in the increasingly important field of wind energy. This program is designed to train technicians in electrical power transmission, industrial safety climbing, scheduled maintenance and general service. The program will focus on training technicians to work on utility-scale wind turbines which are designed to produce electricity to be sold to consumers. Graduates with this degree will be prepared to move into entry-level supervisory positions.

Employment Information

With the decreasing cost of wind energy production and increase in demand for environmentally-friendly power sources, wind farms have popped up all over the nation. This evolving industry will create a great demand for wind turbine technicians. The wind turbine technology degree program will prepare individuals to work in the increasingly important field of wind energy.

Cooperative Agreement

This program is part of a cooperative agreement between OSU-Oklahoma City and Metro Technology Center.

Degree Awarded

Associate in Applied Science

For More Information Contact:

James Saunders, Department Head
Science and Engineering Technologies Division
Engineering Technology Center, Room 123D
900 N Portland Avenue
Engineering Technology Building, Room 300
Oklahoma City, OK 73107
405-945-3389 Fax: 405-945-9144
email: science.engineering@osuokc.edu

					Date	Institution
1st Fall Semester				**13 Credit hours**		
	WTT	1004	Introduction to Wind Energy	4		
	FPST	1313	Introduction to Occupational Safety	3		
	ENGL	1113	English Comp I	3		
	MATH	1513	College Algebra	3		
1st Spring Semester				**13 Credit hours**		
	WTT	1103	Print Reading	3		
	WTT	1134	AC/DC Theory	4		
	ENGL	1213	English Comp II			
	OR			3		
	ENGL	2353	Technical Report Writing			
	CIS	1113	Computer Concepts with Applications			
	OR			3		
	CIS	1103	Fundamental of Computers with Applications			
2nd Fall Semester				**12 Credit hours**		
	WTT	1213	Wind Turbine & Electro-Mechanical Equipment	3		
	WTT	2113	Wind Turbine Operations & Maintenance	3		
	WTT	2213	Wind Turbine Motors & Generators	3		
	WTT	2313	Wind Turbine Hydraulic & Mechanical Systems	3		
2nd Spring Semester				**12 Credit hours**		
	WTT	2413	Wind Turbine Siting and Construction	3		
	WTT	2533	Wind Turbine Diagnosis & Repair	3		
	WTT	2543	SCADA and Networking	3		
	WTT	2553	Wind Turbine Capstone	3		
Summer Semester				**1-6 Credit hours**		
	WTT	2600	Wind Turbine Internship (1-6 credit hours)			
3rd Fall Semester				**9 Credit hours**		
	SPCH	1113	Introduction to Speech Communication	3		
	POLS	1113	American Government	3		
	HIST	1483	US History to 1865			
	OR			3		
	HIST	1493	US History Since 1865			
Total to Graduate				**60-65 Credit Hours**		

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011-2012

Wind Turbine Technology Certificate

Program Description

The purpose of the wind turbine program is to prepare individuals to work in the increasingly important field of wind energy. This program is designed to train technicians in electrical power transmission, industrial safety climbing, scheduled maintenance and general service. The program will focus on training technicians to work on utility-scale wind turbines which are designed to produce electricity to be sold to consumers.

Employment Information

With the decreasing cost of wind energy production and increase in demand for environmentally-friendly power sources, wind farms have popped up all over the nation. This evolving industry will create a great demand for wind turbine technicians. The wind turbine technology degree program will prepare individuals to work in this industry.

Technical Occupational Specialty				36-41 Credit Hours	Date	Institution
	WTT	1004	Introduction to Wind Energy	4		
	WTT	1103	Print Reading	3		
	WTT	1134	AC/DC Theory	4		
	WTT	1213	Wind Turbine & Electro-Mechanical Equipment	1		
	WTT	2113	Wind Turbine Operation & Maintenance	3		
	WTT	2213	Wind Turbine Motors & Generators	3		
	WTT	2313	Wind Turbine Hydraulic & Mechanical Systems	3		
	WTT	2413	Wind Turbine Siting & Construction	3		
	WTT	2533	Wind Turbine Diagnosis & Repair	3		
	WTT	2543	SCADA and Networking	3		
	WTT	2553	Wind Turbine Capstone	3		
	WTT	2600	Wind Turbine Internship	1-6		
Supported & Related Courses				**6 hours**		
	CIS	1113	Computer Concepts with Applications	3		
	FPST	1313	Introduction to Occupational Safety	3		
Total to Graduate				**42-47 Credit Hours**		

Degree Awarded

Certificate in Wind Turbine Technology

For More Information Contact:

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Science and Engineering Division
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email: science.engineering@osuokc.edu

Student Name: _____
CWID: _____
Counselor: _____

Catalog 2011-2012

EXPLANATION OF COURSE DESCRIPTIONS

Course Number. All courses are identified by numbers composed of four digits. The first digit indicates the class year in which the subject is ordinarily taken, although enrollment is not exclusive as to student classification, the second and third digits identify the course within the field and the last digit identifies the number of semester credit hours the course carries. A course number beginning with 0 indicates that the course does not carry University credit. A course number ending in 0 indicates that the course carries variable credit.

Course Title. The title of the course is printed in bold face letters. Courses used to fulfill general education requirements are identified by code letters, which appear following the course titles listed in the back of the catalog. The code letters designate the general education category for which the courses may be used:

A — Analytical and Quantitative Thought
H — Humanities
I — International Dimension
L — Scientific Investigation
N — Natural Sciences
S — Social and Behavioral Sciences

Academic Performance Codes

One or more of the following codes may appear at the end of certain course descriptions. These codes indicate the entry-level skills generally required for student success in that course.

Mathematics [M]

Students should be able to exhibit competency in mathematics at the college level, which includes performing arithmetic operations with real and imaginary equations, finding solutions to first-degree equations and inequalities, solving word problems using algebra, factoring and simplifying polynomials, using rules of exponents, solving quadratic equations, graphing linear equations and inequalities, and graphing parabolas. Students who possess these mathematics skills score 19 or above on the ACT mathematics test or score above the established placement score on an institutionally sanctioned exam.

Reading and Reasoning [R]

Students should demonstrate the ability to read at the college level, which includes expanding vocabulary, identifying main points, recognizing patterns of development, drawing inferences and using critical thinking strategies for problem solving. Students who possess these skills score 19 or above on the ACT reading test or achieve a score above the established placement score on another institutionally sanctioned exam.

Writing [W]

Students should demonstrate the ability to write at the college level, which includes the ability to organize evidence to logically support their opinions using the formal outline, develop main ideas into unified, coherent, well-rounded paragraphs using the example method of expository organization, and write sentences, paragraphs, and essays clearly and correctly, demonstrating reasonable mastery of conventional standards of grammar, punctuation, spelling and usage. Students who possess these analytical writing skills score 19 or above on the ACT reading test or score above the established placement score on an institutionally sanctioned exam.

Science [Sci]

Students should be able to exhibit competency in science at the college level which includes having met all high school curricular and performance requirements in the sciences or SCI 0124 unless otherwise stated. Students who possess these scientific skills score 19 or above on the ACT Science portion or score above the appropriate placement score on an institutionally sanctioned exam.

Variable Credit Courses. Some special projects and/or internship courses may vary in terms of the number of credit hours. The last number in the course number indicates the number of credits in that course.

Description of Course Content. The content of the course and its major emphases are described. Courses which are taught under another name and number are indicated by the statement "Same course as 0000." Credit may not be earned in both courses so cross-referenced.

Laboratory Hours. If a course contains a laboratory, the number of lab hours per week is stated.

Prerequisite(s). Prerequisites in the course being described are listed last and in increasing numerical order. If a course has a required prerequisite, students must successfully complete the prerequisite course with a "C" or better to advance to the next course in the required sequence.

Co-requisite(s). Co-requisites are the course(s) that a student is required to take simultaneously with the course being described. Students who withdraw from a course listed as a co-requisite may be required to withdraw from both courses.

Courses that have asterisks (*) meet computer literacy requirements.

ABBREVIATIONS USED

ACCT ..... Accounting
ARCH ..... Architecture
ART ..... Art
ASTR ..... Astronomy
ATEC ..... Applied Technology
BIOL ..... Biology
BUS ..... Business
CA ..... Alcohol and Substance Abuse Counseling
CHEM ..... Chemistry
CIS ..... Computer Information Systems
CONS ..... Construction Technology
CUA ..... Restaurant Management
CVSS ..... Crime Victim / Survivor Services
DT ..... Dietetic Technology
ECEA ..... Early Care Education
ECON ..... Economics
EET ..... Electronics Engineering Technology
ENGL ..... English
ENGS ..... Engineering Science
EPT ..... Electrical Power Technology
ERA ..... Emergency Responder Administration
FPST ..... Fire Protection and Safety Technology
GDD ..... Graphic Design
GEN ..... Personal Development/Reading/Writing
GENT ..... General Technology
GEOG ..... Geography
GEOL ..... Geology
H ..... Course is considered a Humanities course
HCM ..... Health Care Management
HIST ..... History
HLTH ..... Health
HPER ..... Health, Physical Education and Recreation
HRT ..... Horticulture
HUMN ..... Humanities
INDD ..... Industrial Drafting and Design
ITD ..... Information Technology
ITP ..... Interpreter Training
MATH ..... Mathematics
MCRO ..... Microbiology
METR ..... Meteorology
MFP ..... Municipal Fire Protection
MGMT ..... Management
MKT ..... Marketing
MTED ..... Montessori Education
NSCI ..... Nutrition
NURS ..... Nurse Science
PHIL ..... Philosophy
PHYS ..... Physics
PLSC ..... Police Science
POLS ..... Political Science
PSDR ..... Public Safety
PSER ..... Public Service
PSIO ..... Physiological Sciences
PSYC ..... Psychology
PTDT ..... Power Transmission and Distribution Technology
RAD ..... Radiography
READ ..... Reading
RSE ..... Renewable/Sustainable Energy
SCI ..... Science
SOC ..... Sociology
SON ..... Sonography
SPAN ..... Spanish
SPCH ..... Speech
STAT ..... Statistics
SURV ..... Civil/Surveying Technology
TSTI ..... Technical Spanish/Translation Interpretation
VT ..... Veterinary Technology
WTT ..... Wind Turbine Technology
WRTG ..... Writing

COURSE DESCRIPTIONS

Courses that have asterisks (*) meet computer literacy requirements.

ACCOUNTING

ACCT 1002 BASIC ACCOUNTING PROCEDURES
A study of basic accounting procedures, emphasizing a practical approach.

ACCT 1333 PERSONAL FINANCE
How to develop and implement long-range plans to achieve financial objectives, including the basics of financial planning, money management, management of expenditures, income and asset protection and the fundamental concepts of investments. Prerequisites: Although Business Math is recommended, the only course prerequisite is the sincere desire to take control of your personal financial destiny.

ACCT 2001 PAYROLL ACCOUNTING
Basic procedures of a payroll accounting system. The study of manual systems, the various laws regulating payroll data and the preparation of the payroll tax returns. Prerequisites: ACCT 1002 or ACCT 2103. Spring only.

ACCT 2041 COMPUTERIZED ACCOUNTING
Independent study, analysis, design and construction of solutions to case studies in accounting automation. Prerequisites: ACCT 2103 and CIS 1113. Spring only.

ACCT 2103 FINANCIAL ACCOUNTING
Covers the accounting process and principles of accrual accounting. The study of financial statements and the information required for their preparation.

ACCT 2203 MANAGERIAL ACCOUNTING
Managerial accounting concepts and objectives, planning and control of sales and cost, analysis, variance analysis, capital budgeting and the measurement of divisional performance. Prerequisite: ACCT 2103.

ACCT 2423 FUNDAMENTALS OF INCOME TAX
Study of the present provisions of individual income tax laws and preparation of tax returns. Prerequisite: ACCT 2103. Fall only.

ACCT 2443 INTERMEDIATE ACCOUNTING I
Valuation and other theoretical problems in accounting for cash, temporary investments, receivables, inventories, long-term investments, plant and equipment, and intangible assets. Issues related to income determination including revenue recognition. Prerequisite: ACCT 2103. Fall only.

ACCT 2543 INTERMEDIATE ACCOUNTING II
A continuation of ACCT 2443. A comprehensive study of fixed assets, stockholder's equity, dilutive securities, investments, pensions, leases, error analysis, preparation and analysis of financial statements. Prerequisite: ACCT 2443. Spring only.

ALCOHOL AND SUBSTANCE ABUSE

CA 1103 DRUG ABUSE
Surveys the use and abuse of drugs and chemicals in American society, outlining the major determinants of alcohol and drug dependency, as well as the psychopharmacological, psychological and sociological aspects of chemicals most often abused.

CA 1113 HELPING SKILLS
Examines the major causative theories and treatment of chemical dependency. Prerequisites or concurrent enrollment: CA 1103 and PSYC 1113.

CA 1321-1324 TECHNICAL PROBLEMS - SUBSTANCE ABUSE
One to four, maximum six credits. Technical problems of particular interest to substance abuse counseling majors. Prerequisite: consent of department head.

CA 2213 INTRODUCTION TO GROUP DYNAMICS
Surveys the major theories and research dealing with group processes. Prerequisite: CA 1113.

CA 2243 PRACTICUM IN DRUG AND ALCOHOL COUNSELING I
Field experience, which allows the application of knowledge and skills learned in coursework. Prerequisite: successful completion with a "C" or better of nine credit hours of chemical abuse coursework beyond CA 1103 and consent of department head.

CA 2253 PRACTICUM IN DRUG AND ALCOHOL COUNSELING II
Field experience, which allows the application of knowledge and skills learned in coursework. Prerequisites: CA 2243 and consent of department head.

CA 2323 CHEMICAL ABUSE SEMINAR: PROFESSIONAL ISSUES AND ETHICS
A reading and discussion seminar addressing current issues related to the fields of substance abuse, counseling and psychopathology. Ethical issues related to the field will also be examined. Prerequisite: consent of department head.

CA 2333 CHEMICAL ABUSE IN THE FAMILY
Develops the student's understanding of the family as a basic social unit. Examines the influence of alcohol and other drugs in the family system and explores various behaviors exhibited by a chemically dependent family. Issues relating to family intervention, treatment modalities and continuing recovery will be explored. Prerequisites: CA 1113 and CA 2213.

CA 2651-2654 TECHNICAL PROJECTS - SUBSTANCE ABUSE
One to four, maximum four credits. Special projects will be assigned by the department head. A comprehensive written report of the work accomplished must be prepared and approved. Before credit is received, an examination may also be required. Prerequisite: completion of three semesters of work in a technical college curriculum or 36 credit hours.

ANTHROPOLOGY

ANTH 3253 LANGUAGE AND CULTURE
This course is a cross-cultural survey of human behavior designed to introduce students to anthropological approaches to culture, linguistics, social research, and social theory. Student will examine the intersections of culture and gender, age, ethnicity and social stratification. Students will apply ethnographic field methods while executing research project in the community. Prerequisite: Department Permission

ARCHITECTURE

ARCH 1103 PLAN READING
Construction drawing interpretation. Topics: organization and relationship of drawings and specs; symbols, dimensions, scales and notes. Lab: three hours per week.

ARCH 1213 DESIGN I
Architectural graphics and design fundamentals. Lab: six hours per week. Lecture: two hours.

ARCH 1223 CONSTRUCTION DRAWING I
Provides students with the functional knowledge and skills necessary to create a set of working drawings for residential construction. Includes a detailed study of architecture as a profession, drawing equipment and architecture nomenclature, light construction drawings, techniques of architectural drawings, methods of representing floor plan, elevations, plot plans, slab construction, roof plans, door and window schedules, and construction sections and details. Students learn to read and interpret light construction drawings and will be required to complete a set of residential drawings. Lab: four hours per week. Lecture: one hour.

ARCH 1321-1324 TECHNICAL PROBLEMS - ARCHITECTURAL TECHNOLOGY
One to four, maximum six credits. Technical problems in architecture of particular interest to technicians. Prerequisite: consent of department head.

ARCH 1333 FUNDAMENTALS OF RESIDENTIAL DESIGN
Fundamentals of home design-area definition. Spatial relationships, traffic patterns with emphasis on drawing competence. Energy-use concepts as related to design. Lecture/Lab: five hours per week. Prerequisite: ARCH 1223.

***ARCH 1614 COMPUTER-AIDED DRAFTING I**
Introduction to computer-aided drafting (CAD) principles, using a "menu-driven" system to generate graphic output for engineering drafting applications. Problem solving skills in applied technical fields will be developed. Lab: four hours per week. Prerequisite or co-requisite: ARCH 1223 or equivalent. Same as INDD 1614.

ARCH 2003 ARCHITECTURE AND SOCIETY
This is the first course in the architectural history sequence. It functions, therefore, as an introduction to both the historical framework of western architecture and the profession. The course also fulfills humanities and international dimension requirements for the University at large. Consequently, a large number of students enrolled in the course are not architecture majors. In addition, in fulfilling this role, the content of the course specifically includes modern architectural examples as comparisons to the historical framework.

ARCH 2013 CONSTRUCTION DRAWING II
Fundamentals of commercial construction drawings, preparation and interpretation of working drawings. Topics include architectural, civil and structural drawings. Lab: six hours per week. Prerequisite: ARCH 1223.

ARCH 2044 ARCHITECTURAL PRESENTATION
Architectural presentation techniques with emphasis on two-dimensional rendering styles one, two and multi-point perspective along with color medium and techniques. Lab: four hours. Lecture: one hour. Offered on demand.

***ARCH 2051-2056 ADV TECH PROBLEMS-ARCH**
Special CAD (computer-aided design) architectural project application. Instruction and practical experience of completing a major architectural CAD project. Lab: six hours. Offered on demand.

***ARCH 2063 CAD SYSTEMS MANAGEMENT**
Concentrating on the responsibilities and duties of the CAD (computer-aided design) system manager including archiving and back-up procedures, file manipulation, securities, library management, graphic standards, CAD departmentalization and various applications. Offered on demand.

ARCH 2213 DESIGN II
Continuation of ARCH 1213. Two hours lecture. Lab: six hours per week. Prerequisite: ARCH 1213. (Sp)

ARCH 2252 COMPUTER APPLICATIONS IN ARCHITECTURE-PHOTOSHOP
This is an introductory course on computer applications in architecture. Understanding the digital tools and becoming familiar with the digital design process is a vital part of the course. The course will consist of a weekly lecture, tutorial and workshop. Students are required to participate in all portions of the class including the workshop.

ARCH 2263 SYSTEMS AND MATERIAL
Architectural, structural, environmental control systems and materials in architecture. Lab: two hours.

ARCH 2273 COMPUTER-AIDED DRAFTING II
A continuation of ARCH 1614 with emphasis on expanding skills gained to produce more complex 2D architectural layouts and drawings, using AutoCAD. Three lab hours per week. Prerequisites: ARCH 1614 or INDD 1614.

ARCH 2322 CONSTRUCTION SPECIFICATIONS
Construction specifications and their significance as part of the contract documents. Specification language and style follows construction specification institute format. Prerequisites: ARCH 1223 and ARCH 2263.

ARCH 2353 ACOUSTICS AND LIGHTING
This is an introductory course on acoustics and lighting used in building design. Understanding the present and future use of energy saving will be required in the implementation of acoustics and lighting in renovation and new building design.

ARCH 2363 ARCHITECTURAL PRACTICES AND PROCEDURES
This course introduces students to the practice and procedures of architecture. It will cover the AIA documents used in the design and construction of buildings; as well as the roles the architectural technician may play in the process. Prerequisites: ARCH 1103 and ARCH 1223

ARCH 2403 3D MODELING-GOOGLE SKETCHUP
Advanced CAD (computer aided drafting) system operation applications with emphasis on wire frame and solid 3D CAD system models. Prerequisite: ARCH 1614

ARCH 2433 ENERGY CONCEPTS AND APPLICATION
A study of energy concepts and their application. Subjects studied include solar, wind, greenhouse and infiltration. Retrofit procedures needed to apply these concepts to existing buildings are explored. Lab: three hours per week. Prerequisites: ARCH 1223 and ARCH 2263 or consent of the instructor. Offered on demand.

ARCH 2444 URBAN PLANNING TECHNOLOGY
Land use standards and zoning classifications and restrictions, nature and planning of land development patterns in the modern urban society are studied. Lab: six hours per week. Prerequisites: ARCH 2013. Offered on demand.

ARCH 2651-2654 TECHNICAL PROJECTS - ARCHITECTURAL TECHNOLOGY
One to four. Maximum four credits. Special project will be assigned by the advisor with the approval of the department head. A comprehensive written report of the work accomplished must be prepared and approved. Before credit is received an examination may also be required. Prerequisite: Completion of three semesters of work in a technical college curriculum or 36 credit hours.

ARCH 2713 ADVANCED CAD APPLICATIONS I-RIVET I
A continuation of ARCH 2273 with emphasis on expanding skills gained to produce 2D and 3D architectural layouts and drawings of residential and commercial buildings, using cutting edge 3D architecture software. Prerequisite: ARCH 2273.

ARCH 2723 ADVANCED CAD APPLICATIONS II – RIVET II
A continuation of ARCH 2713 with emphasis on expanding skills gained to produce 2D and 3D architectural layouts and drawings of residential and commercial buildings including mechanical, electrical, plumbing, and structural, using cutting edge 3D architecture software. Prerequisite: ARCH 2713.

ARCH 2733 ADVANCED RESIDENTIAL DESIGN
Professional design practices, actual problems with criteria including scope of design, function, practicality and marketability. Case studies. Lab: six hours per week. Prerequisites: ARCH 1333 or ARCH 2013. Offered on demand.

ART

ART 1103 DRAWING I
A freehand drawing experience designed to build basic skills and awareness of visual relationships. A sequence of problems dealing with composition, shape, volume, value, line, gesture, texture and perspective. A variety of media explored. Lab: six hours per week.

ART 1203 DESIGN I
An introduction to visual problem solving. Organization of the two-dimensional plane using the elements and principles of design: line, shape, value, texture and color. Use of black and white and color media.

ART 1503 COLOR ILLUSTRATION
Fundamentals of illustration using color media. Emphasis is given to perspective and light and shadow to depict objects. Color media include watercolor, pencils, ink, airbrush materials, pastels, collage and crayon. Lab: six hours per week. Prerequisite: ART 1103.

ART 1803 INTRODUCTION TO ART (H)
An introduction to the analysis and interpretation of visual arts. Visual, emotional and intellectual aspects of art in painting, sculpture, printmaking and architecture. Prerequisite: three hours of English Composition.

ART 2051-2056 TECHNICAL PROBLEMS
One to six, maximum six credits. Special topics in photography. Prerequisite: Will change according to subject matter. Lab hours may apply.

ART 2323 INTRODUCTION TO PHOTOGRAPHY
A course in the theory of black and white photography with practical experience in the use of the camera, its variables (shutter, aperture, film), darkroom techniques and the theory of design as it applies to photography. This includes an extended lab for practical application of the camera and darkroom techniques. A fully adjustable 35mm camera is required.

ASTRONOMY

ASTR 1104 ELEMENTARY ASTRONOMY (N)
Structure of the universe, including our solar system of sun, earth, planets and moons, and lesser bodies and star characteristics. Prerequisites: [R] [M] [Sci]

BIOLOGY

BIOL 1012 BIOLOGICAL AND MEDICAL TERMINOLOGY
Introduction to the use of Latin and Greek common roots, stems and combining forms in structuring biological and medical terminology. Prerequisites: [R] [Sci]

BIOL 1133 THE FUNDAMENTALS OF FOOD SCIENCE
A study of the food industry from producer to consumer and an analysis of the current United States and world food situations. [R] [Sci]

BIOL 1212 HUMAN ANATOMY LAB
Laboratory supplementing BIOL 1515. Includes dissection and study of the human cadaver. Enrollment requires credit or concurrent enrollment in BIOL 1515. This course will provide laboratory credit for students in an approved LPN or paramedic program. Prerequisites: [R] [Sci] Math 0123.

BIOL 1214 HUMAN ANATOMY
Morphology of the human body and its systems. Laboratory includes dissection and study of the human cadaver. Prerequisite: [R] [SCI] Math0123.

BIOL 1303 PRINCIPLES OF BIOLOGY (L, N)
Unifying principles of cellular, organismal, population and ecosystem biology. Genetics, evolution, classification, development, energy transformation, integration and control in biological systems. The nature of biological investigation will receive attention. This course plus BIOL 1311 meets the general education criteria for a laboratory science. Prerequisites: [R] [Sci] Math 0123

BIOL 1311 PRINCIPLES OF BIOLOGY LABORATORY (L)
Laboratory supplementing BIOL 1303. Lab: two hours per week. Concurrent: BIOL 1303. Prerequisites: [R] [Sci] Math 0123

BIOL 1404 PLANT BIOLOGY (L, N)
Survey of the plant phyla, structure and function of plant organs, water relations, translocation, reproduction, growth and development. Emphasis on the importance of plants to humans. Lab: two hours per week. Prerequisites: [R] [Sci] MATH 0123

BIOL 1515 HUMAN ANATOMY AND PHYSIOLOGY
Structure and function of the human body. Emphasis is on the study of functions in the body and a basic knowledge of gross anatomy. Lecture: five hours per week. This course does not fulfill the anatomy and physiology requirements for the nursing program. Prerequisites: [R] [Sci] MATH 0123

BIOL 1604 ANIMAL BIOLOGY (L, N)
Survey of the principle phyla of the animal kingdom with emphasis on basic zoological principles. Lab: two hours per week. Prerequisites: [R] [Sci] MATH 0123

BUSINESS

BUS 1011 BUSINESS ETHICS
A study of contemporary and classical views relating to moral judgments and conduct within the business environments.

BUS 1321-1324 TECHNICAL PROBLEMS-BUSINESS
One to four, maximum six credits. Technical problems in business that are of particular interest to technicians. Prerequisite: consent of the department head.

BUS 1413 LEADERSHIP DEVELOPMENT
Provides emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films and contemporary readings on leadership.

BUS 1523 INTRODUCTION TO BUSINESS
Surveys the basic business functions, principles and practices in the administration of business organizations. Examines business in society and the interactions of business with the competitive, economic, political/legal, social/cultural and technological environments. Prerequisites: [R] college-level reading.

BUS 1543 ELECTRONIC COMMERCE
Understanding e-commerce (electronic commerce) is essential for success in today's economy. This course explores both sides of business on the Internet from the viewpoint of the consumer and of a business. Prerequisites: CIS 1103 or CIS 1113 or GDD 1323. (Same as GDD 1523.)

BUS 2003 SMALL BUSINESS MANAGEMENT
Focuses on the experiences and problems faced by those who go into business for themselves. Looks at problems of organizing and managing individually owned businesses including location, securing capital, records, personnel and sales promotion.

BUS 2023 BUSINESS STATISTICS
Explores descriptive measures, elementary probability, sampling, estimation and testing, regression and correlation and analysis of variance. Prerequisite: MATH 1513 College Algebra or equivalent.

BUS 2051-2056 ADVANCED TECHNICAL PROBLEMS-BUSINESS
One to six, maximum six credits. A study of applied problems that are of particular interest to the business environment.

BUS 2113 BUSINESS COMMUNICATIONS
Includes effective communication strategy, effective report presentation (both written and oral), effective summarizing skills and analytical reasoning skills. Focuses on the dynamics, qualities, functions and methods of administrative communication; problems and practices of preparing effective material. Prerequisite: ENGL 1113.

BUS 2333 BUSINESS LAW
An introduction to the principles of law in relation to business. Topics include law of contracts, law of agency, law of property and sales and negotiable instruments. Special attention is given to practical business problems and their legal implications.

BUS 2613 BUSINESS PLAN DEVELOPMENT
Supervised course experience that is project-driven. Student will work as an individual or with a team to develop a business plan for a technology-based seed, start-up or early stage venture that addresses the entire business concept including implementation. This course exposes the student to real work experiences and enhances his/her entrepreneurial skills. Prerequisite: Departmental approval is required.

BUS 2663 PROJECT MANAGEMENT
This course examines project management roles and environments, the project life cycle and various techniques of work planning, and control and evaluation to achieve project objectives. The tools currently available to project managers are illustrated in this course through the use of Microsoft Project software.

BUS 2753-2756 INTERNSHIP
Supervised work experience that permits students to apply classroom knowledge. Work assignments must be meaningful and must be approved by department head prior to commencing internship. Supervisor will be required to submit a final evaluation report upon completion of internship. Before credit is given, a comprehensive written report of the work accomplished must be prepared by the student and approved by the department head. Variable credit: three to six credits. Can be repeated. Prerequisites: sophomore standing and departmental approval.

CHEMISTRY

CHEM 1104 BASIC CHEMISTRY (L, N)
An introductory course in chemistry for non-science majors. Course content includes a study of fundamental concepts and principles of chemistry with an emphasis on math skills, metric measurements and laboratory techniques. Lab: three hours per week. Prerequisites: [R] [Sci] MATH0123.

CHEM 1214 CHEMISTRY I (L, N)
Beginning chemistry course recommended for students in applied sciences (including paramedical sciences). Lab: two hours per week. Lab recitation: one hour per week. Prerequisites: [R] [M] [Sci]

CHEM 1314 GENERAL CHEMISTRY I (L, N)
The beginning chemistry course recommended for students in basic biological sciences (including pre-medical sciences and pre-veterinary science), physical sciences and engineering. Lab: two hours per week. Lab recitation: one hour per week. Prerequisites: [R] MATH 1513 and CHEM 1104.

CHEM 1515 GENERAL CHEMISTRY II (L, N)
A continuation of CHEM 1314. Lab: three hours per week. Prerequisite: CHEM 1314 or advanced placement.

CHEM 2014 INTRODUCTION TO ORGANIC CHEMISTRY (L, N)
One semester organic chemistry course recommended for allied-health majors. Includes aliphatic and aromatic nomenclature, structure, stereochemistry, selected mechanisms and reactions. No laboratory is required for this course. Prerequisite: CHEM 1214 or CHEM 1314.

CHEM 2055 ORGANIC CHEMISTRY I (L, N)
Beginning organic chemistry course recommended for science majors and pre-professional students. Includes aliphatic and aromatic nomenclature, structure, stereochemistry, selected mechanisms and reactions with an introduction to interpretive spectroscopy. Lab: three hours per week. Lab recitation: one hour per week. Prerequisite: CHEM 1515

CHEM 2115 QUANTITATIVE ANALYSIS (L, N)
This course provides an introduction to analytical chemistry including selected methods of analysis and the statistical treatment of experimental data. Concurrent enrollment in CHEM 2115L is required. Prerequisite: CHEM 1515.

CHEM 2155 ORGANIC CHEMISTRY II (L, N)
This course continues the development of the chemistry of functional groups with emphasis on aldehydes and ketone, carboxylic acid, amines and phenols in both aliphatic and aromatic compounds then concludes with the introduction of the biological molecules. Mechanisms and stereochemistry are emphasized in all reactions. Lab: three hours per week. Lab recitation: one hour per week. Prerequisite: CHEM 2055.

COMPUTER INFORMATION SYSTEMS

CIS 1003 WINDOWS
Course is designed to give the student basic knowledge of Microsoft Windows and its uses. Students will be given projects using Windows features and will learn how other software programs link to Windows. Prerequisite: READ 0033 or [R].

CIS 1011 MICROCOMPUTER APPLICATION: KEYBOARDING
A microcomputer skill course designed to familiarize the student with the use of a microcomputer keyboard through hands-on instruction.

CIS 1033 INTRODUCTION TO MICROSOFT (MS) WORD
Study of word processing using MS Word. Course will teach the basics of word processing through advanced presentation techniques. Requires basic typing skills. Spring only.

***CIS 1051 MICROCOMPUTER APPLICATION: GRAPHICS-POWERPOINT**
A microcomputer skill course designed to familiarize the student with the use of a microcomputer graphics through hands-on instruction.

***CIS 1103 FUNDAMENTALS OF COMPUTERS WITH APPLICATIONS**
This course is designed to provide students with an introduction to the fundamentals of computers and their applications in business. Topics include: computer evolution, information processing, computer functions, information systems, program development process, microcomputer systems and applications, data communication, transaction processing and future trends. Theory and hands on computer instruction. This introductory course is intended for students with existing computer skills. Prerequisites: placement test or CIS 1003.

***CIS 1113 COMPUTER CONCEPTS WITH APPLICATIONS**
Provides students with an introduction to concepts and applications of the personal computer in business. Topics include spreadsheets, databases, word processing, ethics, vocabulary, Internet skills and file system management. Theory and hands-on computer instruction is included. This introductory course is intended for students with existing computer skills. Prerequisite: READ 0033 or [R].

CIS 1123 PROGRAMMING FUNDAMENTALS
Designed for both computer science majors and non-majors to give fundamental knowledge of computer programming concepts. Students will learn accepted programming concepts and style. This course involves logic, pseudo-code, flow charts, statement sequencing, conditional statements, loop structures and input/output. Prerequisite: Basic computer knowledge.

CIS 1321-1324 TECHNICAL PROBLEMS-CIS
One to four, maximum six credits. Technical problems in computer programming which are of particular interest to programmers. Prerequisite: Consent of department head.

CIS 1333 HELP DESK FUNDAMENTALS
Provides students with a broad understanding of help desk and support services business practices and the tools and technology most frequently used to support those business practices. Focuses on a generic description of software that might be used, although some specific applications are also discussed at a high level. Also designed to allow students to retrieve the most up-to-date information of general IT (Internet technology) and support business practices, using the Internet as a resource for white paper, product demonstrations and trial versions of software. Students will have an opportunity to apply their knowledge through hands-on projects, exercises and case study assignments. Prerequisite: CIS 1103 or CIS 1113 or approval of CIS/GDD instructor.

CIS 1433 GAME DEVELOPMENT
This course is an overview of game development from the creative and theoretical standpoint. Students will learn to analyze games and game play elements, examine games and trends in gaming, and formulate their own outline for an ideal game.

CIS 1453 CHARACTER DEVELOPMENT
This course will introduce students to the tools and concepts used to create storylines and develop characters. It will allow students to create games that inform the audience about the character's personality, history, thought processes, etc. Prerequisite: CIS 1433. Spring only.

***CIS 1503 MICROCOMPUTER APPLICATIONS-MS OFFICE**
Familiarizes the student with fundamental terminology and concepts of microcomputers, their operating systems and disk management, as well as major production applications including word processing, spreadsheets, data base management systems, and may include graphics, data communications and desktop publishing. Familiarity with computer keyboard is recommended. Hands on computer instruction.

***CIS 1533 VISUAL BASIC PROGRAMMING**
A first course in Visual Basic Programming. This course includes graphical user interface design, event driven programming, toolbox controls and properties, basic control structures and dynamic arrays. Programs developed using structured design techniques. Prerequisites: completion of any programming language course with a "C" or better. CIS 1123.

***CIS 2013 C++ LANGUAGE PROGRAMMING**
Introductory course in C++ using object oriented programming. This includes basic control structure, files, input/output, single and multi-dimensional arrays, searching and sorting. Programs developed using structured design techniques. Prerequisite: CIS 1123.

***CIS 2023 C# (SHARP) PROGRAMMING**
Introductory course in C# using object-oriented programming. This includes basic control structures. Programs developed using structured design techniques. Prerequisite: CIS 1123.

***CIS 2053 ADVANCED VISUAL BASIC**
This course is designed to strengthen the student's knowledge of Visual Basic programming and to introduce advanced programming techniques using the Visual Basic programming language. Prerequisite: CIS 1533. Spring only.

***CIS 2103 LEVEL DESIGN CONCEPTS**
This course will introduce students to the tools and concepts used to create levels for games. It will incorporate level design and architecture theory, concepts of "critical path" and "flow." Students will build and test levels that reflect design concepts. Fall only

***CIS 2151-2156 ADVANCED TECHNICAL PROBLEMS-COMPUTER PROGRAMMING**
One to six, maximum six credits. A study of applied problems of particular interest to the computer programmer.

***CIS 2263 SPREADSHEET APPLICATION**
An in-depth study of the use and theoretical concepts of an integrated microcomputer software spreadsheet application. Hands-on instruction involves individual aspects of computerized spreadsheets, as well as the integration of all spreadsheet components. Prerequisites: CIS 1103 or CIS 1113.

***CIS 2323 JAVA**
Introductory course in Java using object-oriented programming. This course includes basic control structures, files, input-output, single arrays, searching, sorting, graphics, event handling, interface components and programming for the Internet. Prerequisites: CIS 1123 and CIS 2013 or CIS 1533.

***CIS 2343 ADVANCED C++ PROGRAMMING**
An advanced course in object oriented programming in the C++ language with a prerequisite of prior programming experience. This course includes dynamic memory allocation, linked list, stacks, queues, binary trees, polymorphism, inheritance and encapsulations. The design process is object oriented. Prerequisite: CIS 2013. Spring only.

***CIS 2352 ADVANCED OBJECT ORIENTED C++**
Development of advanced programming techniques through the study of object-oriented methods in C++. Course work involves lecture and class project. Prerequisite: CIS 2343.

***CIS 2363 DATABASE DESIGN**
Provides students with basic knowledge of database planning, design and implementation. Exercises will take the student through database planning, design and construction, implementation and maintenance. Prerequisite: CIS 1113.

***CIS 2373 INTRODUCTION TO ORACLE**
Provides students with the knowledge and skills necessary to create and maintain database objects and to store, retrieve and manipulate data. Enables students to learn how to write PL/SQL procedures, function and packages. In addition, students learn how to create PL/SQL blocks of application code that can be shared by multiple forms, reports and data management applications. Prerequisite: CIS 1103 or CIS 1113.

***CIS 2383 ORACLE FORMS**
Provides students with the knowledge and skills necessary to build and test interactive applications. Students will work in a graphical user interface (GUI) environment. They will learn how to customize forms with user input items such as check boxes, list items and radio groups. Students will also learn how to modify data access by creating event-related triggers. Prerequisite: CIS 1103 or CIS 1113.

***CIS 2393 ORACLE - BUILD REPORTS**
Gives the student basic knowledge of Oracle Developer: Build Reports. Participants learn to develop a variety of standard and custom reports using Developer Reports in a client/server environment. Class exercises guide participants in retrieving, displaying and formatting data in numerous reporting styles such as tabular, break, master/detail, matrix and form letter reports. Participants will also customize their reports by combining text and graphics with quantitative date to meet specific business requirements. Prerequisite: CIS 2373.

***CIS 2403 3D GAME PROGRAMMING**
This course includes visual design fundamentals to expand game development knowledge. The course will combine advanced programming techniques with 3D game concepts. Prerequisites: CIS 2013 or CIS 2023; and GDD 2233. Spring only.

***CIS 2433 ADVANCED C# (SHARP) PROGRAMMING**
This course is designed to strengthen the student's knowledge of advanced programming techniques through the study of object-oriented methods in C# (Sharp). The course studies topics such as internet, web, and database applications and applying web-based services with C#(Sharp). Prerequisite: CIS 2023. Spring only

***CIS 2463 DATABASE APPLICATIONS**
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. Prerequisites: CIS 1103 or CIS 1113 and CIS 2363. Spring only

***CIS 2513 PRINCIPLES OF INFORMATION SYSTEMS SECURITY**
This course provides the student with a broad review of the field of information systems security, background on many related elements and enough detail to facilitate an understanding of the field. It covers terminology of information systems security, the history of the field and an overview on how to manage an information systems security program. Prerequisites: CIS 1113 or CIS 1103 or ITD 1113.

***CIS 2543 ADVANCED JAVA PROGRAMMING**
An advanced course in object-oriented programming in the Java language with a prerequisite of prior programming experience. This course includes dynamic memory allocation, linked list, stack, queues, binary trees, polymorphism, inheritance and encapsulation. The design process is objected oriented. Prerequisite: CIS 2323. Spring only.

***CIS 2651-2654 TECHNICAL PROJECTS - COMPUTER PROGRAMMING**
One to four, maximum four credits. Special project will be assigned by the advisor with the approval of the department head. A comprehensive written report of the work accomplished must be prepared and approved. Before credit is received, an examination may also be required. Prerequisite: completion of three semesters work in a technical college curriculum or 36 credit hours.

***CIS 2703 SYSTEMS ANALYSIS AND DESIGN**
Introduction to a methodology for the analysis, design, documentation, implementation and evaluation of computer systems. Included will be topics in techniques for data gathering, file organization and accessing methods. Prerequisites: CIS 1103 or CIS 1113 and three hours of computer applications or programming.

***CIS 2713 SYSTEMS DEVELOPMENT AND IMPLEMENTATION**
Development of data processing system from the analysis of present information flow, system specification and equipment selection to implementation of the system. A continuation of CIS 2703 with practical adaptation and/or experience of the topics previously surveyed. Prerequisite: CIS 2703. Spring only.

***CIS 2803 COMPUTER SCIENCE PROJECT CAPSTONE**
As the capstone course of the Computer Science Program, the student will demonstrate the collected knowledge, skills and techniques acquired in the program courses by working through scenarios. Students will demonstrate problem solving, critical thinking, research techniques and technical writing. Computer ethics and group dynamics will be emphasized to help round out the student's education.

CONSTRUCTION

CONS 1103 BLUE PRINT READING & DRAFTING FOR CONSTRUCTION
The course will provide an understanding of the visual plans and specification which are involved in the construction process alone with an understanding of drafting skills which are needed within the construction industry. At the completion of the course, students will have the skills needed to interpret and use contract documents which are used during the construction process. Lecture hours: 2 lab hours: 3

CONS 1123 INTRODUCTION TO BUILDING CODES
Introduction to current building codes including BOCA (Building Officials and Code Administrators) applications. Offered on demand.

CONS 1133 INTRODUCTION TO ELECTRICAL CODES
Introduction to current electrical codes as they apply to buildings. Offered on demand.

CONS 1143 INTRODUCTION TO PLUMBING CODES
Introduction to current plumbing codes as they apply to buildings. Offered on demand.

CONS 1153 INTRODUCTION TO MECHANICAL CODES
Introduction to current mechanical codes as they apply to buildings. Offered on demand.

CONS 1214 INTRODUCTION TO CONSTRUCTION
Overview of the entire construction industry with emphasis on construction materials, methods and systems. Introduction to both building and highway construction drawings and their interpretation. Lab: two hours. Lecture: two hours. Same as SURV 1214.

CONS 1321-1324 TECHNICAL PROBLEMS CONSTRUCTION
One to four, maximum six credits. Technical problems in construction that are of particular interest to technicians. Prerequisite: consent of the department head.

CONS 2003 OSHA FOR RESIDENTIAL & COMMERCIAL CONSTRUCTION
The student will review occupational safety & health administration (OSHA) as they apply to the planning and construction of residential and commercial properties. Students will earn basic (10 hour) certification in OSHA safety standards. Lecture hours: 3

CONS 2013 CONSTRUCTION DRAWING II
Fundamentals of commercial construction drawings; preparation and interpretation of working drawings. Topics include architectural, civil and structural drawings.

CONS 2051-2056 ADVANCED TECHNICAL PROBLEMS CONSTRUCTION
One to six, maximum six credits. A study of problems in applied engineering science that are of particular interest to the engineering technician.

CONS 2103 INTRODUCTION TO CONSTRUCTION MANAGEMENT
A study of organization, management, economics and labor relations pertaining to projects during the construction phase. Prerequisite: advisor's approval.

CONS 2112 ELECTRICAL EQUIPMENT OF BUILDINGS
A basic course in application of electrical lighting, heating and power distribution. Topics include fundamentals of electric motor starters and controls, and basic planning and design of wiring systems. Lab: two hours per week. Offered on demand.

CONS 2113 MECHANICAL EQUIPMENT OF BUILDINGS
Plumbing, heating and air conditioning as it pertains to residence and small commercial buildings. Design and working drawings on plumbing and heating problems.

CONS 2213 STRUCTURAL INSPECTION
Orientation to the correct code requirements on applications, techniques and inspection of reinforced concrete, structural block and pre-stressed concrete. Offered on demand.

CONS 2233 GREENBUILDING SYSTEMS/ SUSTAINABLE CONSTRUCTION
The purpose of the course is to provide an overview of the green building market within construction, with importance placed on high performance green building systems, renewable onsite energy, water efficiency and minimization of the building impact on the environment. An understanding of sustainability and green building systems will be gained at the completion of the course. Prerequisite: Cons 1214; Lecture hours: 3

CONS 2243 LEED STANDARDS & CONSTRUCTION
The course will provide an understanding of the U.S. green building council leadership in energy and environmental design (LEED version 3, 2009) and other green building rating programs in both residential and commercial construction. The course will cover the history, practice, implementation and benefits of green building programs. At the completion of the course, students will have an understanding of the different credits and prerequisites of LEED, along with an understanding of green building programs. Prerequisite: Cons 2233; Lecture hours

***CONS 2253 CONSTRUCTION DRAWING AND CAD**
Interpretation and production of construction drawings, architectural and engineering drafting using both drafting machines and computer-aided drafting. Lab: five hours per week.

CONS 2333 CONSTRUCTION PRACTICES AND PROCEDURES
Light, heavy and industrial construction. Foundation layout, framing and finish work, site investigations, excavation, pre-cast concrete, tilt up, structural steel and metal building construction and project management.

CONS 2342 CONSTRUCTION INSPECTION PRINCIPLES
Problems and considerations pertinent to maintaining adequate quality control on construction projects. Prerequisite: ARCH 1313.

CONS 2343 CONCRETE AND ASPHALT CONSTRUCTION
Production techniques for placing and finishing concrete. Design of concrete form work. Concrete testing techniques. Theory and techniques for placing masonry construction units, field and laboratory techniques and field procedures of asphalt construction. Lab: three hours per week. Prerequisite: ARCH 1313.

CONS 2423 CONSTRUCTION ESTIMATING I
Computing the quantities and cost of materials and labor involved in residential and light commercial construction. Includes bidding procedures and computer applications. Lab: two hours per week. Prerequisites: CONS 1214 and ARCH 1223.

CONS 2523 CONSTRUCTION PROCEDURES II
Principles, practices and methods of industrial and heavy construction. Topics include earth quantities and productivity of equipment. Lab: three hours per week. Prerequisites: CONS 2423.

CONS 2623 CONSTRUCTION ESTIMATING II
A continuation of Construction Estimating I, with emphasis on detailed quantities of materials and labor of building construction estimates. Topics include the preparation of an estimate and bidding procedures. Prerequisite: CONS 2423.

CONS 2651-2654 TECHNICAL PROJECTS
One to four, maximum four credits. Special project will be assigned by the advisor with the approval of the department head. A comprehensive written report of the work accomplished must be prepared and approved. Before credit is received, an examination may also be required. Prerequisite: completion of three-semesters works in a technical college curriculum or 36 credit hours.

CRIME VICTIM/SURVIVOR SERVICES

CVSS 1103 VICTIMOLOGY
An introduction to victimology, with special emphasis on family violence, sexual assault, restitution, compensation, culpability, victim rights, vulnerability, victim surveys and the international victimology movement.

CVSS 1113 VICTIM SERVICES
An overview of community services dealing with victims, including social welfare services, crisis centers, medical services, criminal justice and others. It will focus on the role of a victim service agency as a new subsystem, with special emphasis on services.

CVSS 1213 GRIEVING PROCESS
Explores the issues relating to grief that individuals experience when faced with the loss of someone or something important to them. The stages of grief, bereavement, mourning and guilt will be explored, as well as interventions that helping professionals can utilize when dealing with those who have suffered a loss. Prerequisite: PSYC 1113

CVSS 1321-1326 CVSS-TECHNICAL PROBLEMS
One to six, maximum six credits. Technical problems will be explored, which are of particular interest to crime victims/survivor services majors.

CVSS 1413 ELDER ABUSE
This course examines the impact of aging on individuals and their families as well as the impact of increased numbers of elderly persons on social institutions. Historical attitudes regarding aging are reviewed and compared with current cultural perspectives in the U.S. and in other countries. In addition, elder abuse in its many forms is defined. Causal factors are identified along with appropriate intervention strategies.

CVSS 2051-2054 CVSS-TECHNICAL PROJECTS
One to four, maximum four credits. The department head will assign special projects. A comprehensive written report (or comparable assignment) of the work accomplished must be prepared and approved by the instructor. Before credit is received, an examination may also be required.

CVSS 2113 ABUSE AND EXPLOITATION OF CHILDREN
Reviews the perspectives on child victimization and will examine several social phenomena such as child abuse/neglect, divorce, media exploitation, war and other catastrophes. The psychological, familial, social, legal and cultural contexts of victimization will be discussed. Prerequisites: CVSS 1103 and CVSS 1113

CVSS 2123 RAPE AND SEXUAL ASSAULT
Reviews the phenomenon of rape, myths about rape and rapists, treatment of rape victims, discussion of physical and psychological preparation for possibility of attacks. Understanding the complexity of these issues will be gained by considering psychological, familial, social, legal and cultural contexts of victimization. Prerequisites: CVSS 1103 and CVSS 1113

CVSS 2223 LEGAL POLICY IN VICTIM SERVICES
A look at the traditional legislative process and an analysis of the tools of advocacy with government agencies. A discussion of the use of the media in victim services. Current legal rights for victims will be surveyed. Prerequisites: CVSS 1103 and POLS 1113.

CVSS 2233 DOMESTIC AND FAMILY VIOLENCE
The typology and history of family abuse, including legal guidelines, treatment approaches, emotional abuse, sexual abuse, spousal abuse, elderly abuse and child abuse. Prerequisites: CVSS 1103 and CVSS 1113.

CVSS 2313 STRESS MANAGEMENT FOR SERVICE PROVIDERS
Provides students with the knowledge, skills and attitudes necessary to understand the causes and effects contributing to the stress created by being in a helping profession. Methods of dealing with this stress and taking care of self will also be addressed.

CVSS 2323 SPECIAL POPULATIONS IN VICTIM SERVICES
A focus on the additional problems cultural diversity presents for victims in our society. A survey of the history of biased responses and the current need for innovative services for these victims will be addressed. Prerequisites: CVSS 1103 and CVSS 1113.

CVSS 2333 INTRODUCTION TO CRISIS INTERVENTION
A focus on the process and the effects of victimization. A discussion of counseling direct and indirect victims through hot lines, stress reduction, support groups, referrals, etc. will be discussed. Prerequisites: CVSS 1103 and PSYC 1113.

CVSS 2413 ETHICS
This course will prepare students to deal with the professional and ethical issues that most affect the actual practice of counseling or serving as an advocate for victims and survivors of crime. Topics to be covered include dealing with ethical dilemmas, the law, limits of confidentiality and dealing with informed consent and the rights of victims. Prerequisite: CVSS 1103.

CVSS 2511 PROFESSIONAL PRINCIPLES IN VICTIM SERVICES
This course examines appropriate conduct in the work environment and the cultures of several agencies that impact the lives of crime victims. Prerequisites: Concurrent enrollment in CVSS 2512 and consent of department head.

CVSS 2512 OCCUPATIONAL PROFICIENCY
This course is designed to evaluate the graduate's proficiency in their major field of study. Areas to be assessed include communication skills, job interviewing techniques and professional competencies. Prerequisite: Concurrent enrollment in CVSS 2511 and consent of department head.

CVSS 2513 PRACTICUM
This course will give the student the opportunity to apply knowledge and skills learned in the crime victim/survivor service course work. The practicum will be completed in a facility that can give the student related, hands-on experience in the area of emphasis selected. Prerequisites: completion of 12 credit hours of CVSS courses and consent of department head.

DIETETIC TECHNOLOGY

DT 1001 ORIENTATION TO DIETETICS
Students will learn about the American Dietetic Association (ADA) educational pathways for dietetic professional, standards of professional practice, the code of ethics and the standards of practices common in the field.

DT 1003 DIETETICS AND FOOD SERVICE MANAGEMENT
Students will learn techniques in menu planning, purchasing, production, distribution, service, safety, sanitation and the basic functions of management as they relate to nutrition.

DT 1012 PRACTICUM-FOOD SERVICE MANAGEMENT
Students will engage in food service management activities in hospital and/or nursing home settings.

DT 1013 FOOD PREPARATION
Students will study the principles of food selection, preparation techniques and methods and the evaluation and safety of food. Knowledge obtained in lecture will be applied in one hour food lab.

DT 1101 FOOD SERVICE OPERATIONS
This course covers food safety concepts, principles, procedures and guidelines in keeping food safe through the entire flow of food handling from purchasing to service.

DT 1102 NUTRITION ASSESSMENT
A study of nutrients, nutrient metabolism and drug nutrient interaction that will enable the student to conduct appropriate nutrition assessments of individuals and groups.

DT 1202 LIFE CYCLE NUTRITION
Students will study the various nutritional needs of individuals at various ages in the human life cycle. Students will learn the methods of establishing those nutritional needs and the means of meeting those needs. Prerequisite: NSCI 1113

DT 1213 MEDICAL NUTRITION THERAPY I
Students will study therapeutic diets, the assessment of nutritional needs, appropriate nutritional support and the interpretation of diagnostic data. Management of nutrition, intervention and drug nutrition interaction will be studied in relation to various disease states in individuals throughout the human life cycle.

DT 1233 PRACTICUM-LIFE CYCLE NUTRITION
Students will study good nutritional practices and assist delivering nutritional care in a practical setting with patients whose ages vary from infancy to old age.

DT 1303 NUTRITION IN THE COMMUNITY
Students will examine how to use nutritional principles to promote good health and avoid nutrition-related illnesses in the community.

DT 1313 MEDICAL NUTRITION THERAPY II
Students will continue their study of therapeutic diets, the assessment of nutritional needs, appropriate nutritional support and the interpretation of diagnostic data. Management of nutrition, intervention and drug nutrition interaction will be studied in relation to various disease states in individuals throughout the human life cycle.

DT 1323 PRACTICUM-COMMUNITY NUTRITION
Students will examine how to use nutritional principles to promote good health and avoid nutrition-related illness in the community.

DT 2112 FOOD FINANCIAL MANAGEMENT
Students will study personnel and financial management of food service operations. Course will emphasize development of problem solving techniques, decision making and system analysis.

DT 2213 MEDICAL NUTRITION THERAPY III
Students will continue their study of therapeutic diets, the assessment of nutritional needs, appropriate nutritional support and the interpretation of diagnostic data. Management of nutrition, intervention and drug nutrition interaction will be studied in relation to various disease states in individuals throughout the human life cycle.

DT 2223 PRACTICUM- MEDICAL NUTRITION THERAPY III
Students will develop counseling/interviewing skills related to the preparation of nutrition care plans in relation to life span and to certain disease states. Clinical activities support classroom studies. Related physiology is included.

DT 2402 DIETETIC EXAM PREPARATION
Students will review previous coursework and practicum experiences as a means of preparing for the registered dietetic technician exam. Practice exams will also be used to prepare students.

EARLY CARE EDUCATION

ECEA 1101 THE EARLY CARE PROFESSIONAL
This course will introduce students to the Early Care Education program and the profession of early care education in Oklahoma. Students will learn the expectations of the Early Care Education program and options for transferring to a university program following completion of the AAS. This course will reinforce computer skills needed for online/hybrid courses. Students will begin the development of their academic portfolio. This course is the GATEWAY for all ECEA courses and should be taken prior to OR concurrently with the remaining early care education courses.

ECEA 1103 PLANNING & IMPLEMENTATION OF ADMINISTRATIVE SYSTEMS
This course will explain how to plan for and implement administrative systems that effectively carry out an early care program's mission, goals and objectives. In addition, students will receive an overview of the various types of programs available in the early care education field. Students will gain an increased awareness of professionalism, as well as an overview of state regulations, Oklahoma's Reaching for the STARs, environmental rating scales, subsidized child care funding, child and adult care food program (CACFP), national credentialing and accreditation programs. Four (4) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisite or Concurrent Enrollment : ECEA 1101

ECEA 1113 PERSONNEL SUPERVISION
Covered in this course will be information relating to communication styles and techniques of conflict resolution, knowledge of supervisory and group facilitation styles, and the ability to relate to staff of diverse racial cultural and ethnic backgrounds. The ability to hire, supervise and motivate staff to high levels of performance, as well as develop and implement appropriate staff evaluation tools and disciplinarian steps including termination, will be explored. Staffing patterns and scheduling will also be covered. Student will develop an Early Care Education Personnel Handbook. Four (4) clock hours of supervised/directed field experience assignment must be completed at an approved site. Prerequisite: ECEA 1101, ECEA 1103 or concurrent enrollment.

ECEA 1123 FOUNDATIONS OF EARLY CHILDHOOD EDUCATION AND CARE
This course will provide students with a practical introduction to the field of early care childhood with special attention to early care education. Emphasis is given to the history of early childhood care and education, awareness of cultural influences and backgrounds, the need to understand child growth and development, developmentally appropriate practices, positive guidance, and the importance of working with families, as well as the importance of observational skills and the inclusion of children with differing abilities. Upon completion of this course, the student will have gained a greater understanding of the important role early care education has in helping children develop later abilities to do well in school and life. Four (4) clock hours of supervised/directed field experience assignment must be completed at an approved site. Prerequisite or Concurrent Enrollment: ECEA 1101.

ECEA 1133 CHILD HEALTH, SAFETY AND NUTRITION
This course will provide students with an introduction to the interrelationship of child health, safety and nutrition in a holistic environmental approach. Emphasis is given to application in early care education environments. This includes the management of a safe indoor/outdoor environment, infection control, emergency response procedures and promoting good nutrition. Students will receive clear concise thought provoking information reflective of the latest developments and practices in the field regarding SIDS, HIV/AIDS, fetal alcohol syndrome and otitis media. Two (2) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisite or Concurrent Enrollment: ECEA 1101 and ECEA 1103 or ECEA 1123.

ECEA 1143 CHILD PASSENGER SAFETY & TRANSPORTATION
This course will encompass the Oklahoma Department of Human Services (DHS) Oklahoma Child Care Services Licensing Regulations for Child Care Centers, specifically the area of child passenger safety and transportation, and the National Standardized Child Passenger Safety Training Program(NSCPSTP). This course will teach individuals the technical skills needed to serve as a child passenger safety technician for their organizations, communities and affiliations. Upon successful completion of this course, individuals will be certified Child Passenger Safety Technicians. In addition, students will participate in the Precision Driving Techniques course at the OSU-Oklahoma City Center for Safety and Emergency Preparedness. This hands-on driving course for 15 passenger vans will teach the principles and techniques used in emergency maneuvers, accident avoidance, evasive steering and emergency stopping. The student is introduced to the causes of vehicle skids, learns how to prevent skids and how to recover from a skid if it is detected early and corrected properly. This course will also include information regarding automobile maintenance/safety checks. Also included is the required four (4) community engagement event typically held the final day of the three-weekend fast track Prerequisite or Concurrent Enrollment: ECEA 1101 and ECEA 1103 or ECEA 1123 .

ECEA 1153 PROGRAM & FACILITIES MANAGEMENT FOR FAMILY CHILD CARE HOMES
This course will provide students with an intense study of program and facilities management for family child care homes including, but not limited to, the following topics: staffing for small and large family child care homes – job descriptions/responsibilities, professional development training, criteria for substitutes and guidelines for utilizing substitutes, criteria for volunteers and guidelines for utilizing volunteers; STAR requirements for family child care homes; environmental rating scales specific to family child care homes; daily schedules and routines; environmental design and intentionality of materials and activities used; extended hour care; national accreditation; and the importance of family child care associations. Four (4) clock hours of supervised/directed field experience assignments must be completed at an approved site: Prerequisite or Concurrent Enrollment: ECEA 1101 and ECEA 1103.

ECEA 1213 UTILIZATION OF COMMUNITY RESOURCES
Students will gain an understanding of how to initiate and foster good community relations that directly impact the functioning of the early care education program. Information will be given regarding how different community services function, utilization of those resources to enhance the quality of program care, and ways connect families to those resources. This course will also reinforce the Oklahoma Early Learning Guidelines by correlating their importance to an appropriate environmental design including the intentionality of equipment and materials that promote children's development in all domains. Four (4) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisite or concurrent Enrollment: ECEA 1101 and ECEA 1103 or ECEA 1123.

ECEA 1233 COMMUNICATION, LEADERSHIP & TECHNOILOGY
Covering the fundamental elements of effective written, verbal and nonverbal communication, this course focuses on enhancing interactions with staff, co-workers, children, families and the community. Leadership styles and peer mentoring is explored. Students develop and deliver an oral presentation including handouts and visual/technological aids. Extensive use of technology as means to effective communications with families is introduced and applied including blogging and web-pages. Marketing and public relations, as well as working with media entities are also covered. Four (4) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisite or concurrent enrollment in ECEA 1101 and ECEA 1103 or ECEA 1123.

ECEA 1321-1324 ECEA-SPECIAL TOPICS
One to four, maximum six credits. Directed individual study or class in specific topics relating to early care education and administration.

ECEA 1243 OBSERVING AND ASSESSING THE YOUNG CHILD
This course presents students with in-depth information regarding how to gather information as a way to facilitate children-centered curriculum planning. Students learn effective methods for observing, recording and assessing young chil-

dren in a variety of early childhood settings. The importance of the "crosswalk" between developmental milestones and Oklahoma's Early Learning Guidelines is emphasized. Six (60 clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisite: ECEA 1101 and ECEA 1123. Next course in sequence: ECEA 2113

ECEA 2113 CHILD DEVELOPMENT
This course will offer the student an introduction to the most common theories of child development. The child's physical, cognitive, communication, social and emotional development will be explored. Ten (10) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisite: ECEA 1101 and ECEA 1103 or ECEA 1123.

ECEA 2123 CHILD AND FAMILY IN THE COMMUNITY
Socialization in a developmental context regarding the child, socialization for high self-esteem in healthy families and socialization in regard to the early care facility/child/family and community are all covered within this course. Student will also explore methods of effectively interacting with families. Two (2) clock hours of supervised/directed observation assignments must be completed at an approved family court site. Prerequisite or Concurrent Enrollment: ECEA 1101 and ECEA 1103 or ECEA 1123.

ECEA 2133 INFANT/TODDLER PROGRAMMING
A study of prenatal development, birth and infancy through 35 months of age. Special emphasis placed on program planning, implementation and evaluation of developmentally appropriate programs and environments for infants, toddlers and two-year olds. Theory pertaining to physical, cognitive and social/emotional development also discussed. Infancy through 35 months of age as a critical period in the psychosocial development of the individual highlighted. Ten (10) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisite/Concurrent Enrollment: ECEA 1101 and ECEA 1103 or ECEA 1123.

ECEA 2143 COGNITIVE AND LANGUAGE DEVELOPMENT IN INFANTS AND TODDLERS
This course focuses on cognitive and language development from birth to three years. Sensitive, supportative, and responsive care-giving that meets the needs and interests of infants and toddlers is emphasized. Developmentally appropriate expectations and environments that support the cognitive and language development of infants and toddlers are studied and emphasized. Four (4) clock hours of supervised/directed field experience must be completed at an approved site. Prerequisite or concurrent enrollment: ECEA 1101.

ECEA 2153 SOCIAL AND EMOTIONAL DEVELOPMENT IN INFANTS AND TODDLERS
This course focuses on social and emotional development from birth to three years. Sensitive, supportive and responsive care-giving that meets the needs and interests of infants and toddlers is emphasized. Developmentally appropriate expectations and environments that support the social and emotional development of infants and toddlers are studied and emphasized. Four (4) clock hours of supervised/directed field experience must be completed at an approved site. Prerequisite or concurrent enrollment: ECEA 1101.

ECEA 2163 PHYSICAL DEVELOPMENT AND CREATIVE EXPRESSIONS
This course focuses on creativity, play, and motor development with appropriate experiences in play, music, art and motor skills for children, birth to eight years, with a special focus on birth to age three. Physical development prenatal to three years is emphasized. Four (40 clock hours of supervised/directed field experience must be completed at an approved site. Prerequisite or concurrent enrollment: ECEA 1101.

ECEA 2213 INCLUSION IN EARLY CARE EDUCATION
This course is a study of inclusion within the Early Care Education program: environment, curriculum and interactions with family members while equally serving children with varying physical, emotional, developmental and behavioral needs. Student will study the various characteristics of physical disabilities, while exploring characteristics of diverse needs of young children. Individualized Education Plans (IEP) and Individualized Family Service Plans (IFSP) and Points of Inclusion will also be covered. Student will develop a handbook demonstrating inclusive knowledge and practices within an early care education facility. Six (6) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisite: ECEA 1101, ECEA 2113 and ECEA 1103 or 1123.

ECEA 2223 LIABILITY, ETHICS & ADVOCACY
A survey course of current liability issues affecting the administration and day-to-day operations of an early care education facility. The National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct will be explored and discussed in regard to various ethical issues early care education programs face. In addition, advocacy and the role of an early childhood advocate will be covered. A research-based paper with an advocacy focus is required. Four (4) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisite or concurrent enrollment: ECEA 1101 and ECEA 1103 or ECEA 1123.

ECEA 2233 CHILD GUIDANCE, BEHAVIOR AND CLASSROOM MANAGEMENT
This course will provide students with solid child guidance theories, reinforced with positive strategies that will empower their understanding of the child guidance process. Students will gain the knowledge in developmentally appropriate child guidance, different caregiving styles, specific positive discipline strategies and managing the physical environment effectively. Special topics in child guidance will be covered: children and stress, understanding and management of anger, understanding and guiding aggressive children, guiding children toward a healthy sense of self and self-esteem and the development of prosocial behavior. Students will also explore the development and procedures of behavior change within staff members when implementing new guidance procedures. Twenty-one (21) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisites or Concurrent Enrollment: ECEA 1101, ECEA 2113 and ECEA 1123.

ECEA 2243 CURRICULUM DEVELOPMENT AND PROGRAM PLANNING
This course will provide students with sound theory and practical application of developing child-centered curriculum, as well as efficient and effective program planning. Strategies covered will include integrating observations into daily developmentally appropriate practice as it relates to the whole child. Included in this course is the opportunity for the student to explore the young child's valuable learning process through play in areas such as music, art, blocks, emerging literacy, mathematics; as well as mud, sand and water. Four (4) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisites or Concurrent Enrollment: ECEA 1101 ECEA 1123 and ECEA 2113.

ECEA 2323 BUDGET DEVELOPMENT AND FINANCE MANAGEMENT
This course is designed to acquaint students with methods of budget planning, development and fiscal control for early care education facility operations. Students will become acquainted with the child care trilemma, as well as explore and develop: utilization factors, annual budgets, monthly budgets, break-even charts, cash flow projections, salary compensation scales, fund-raising and software available for early care education fiscal management. Four (4) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisites or Concurrent Enrollment: ECEA 1101, ECEA 1103 and ECEA 1113.

ECEA 2353 BASIC BUDGETING AND RECORD KEEPING FOR FAMILY CHILD CARE HOMES
This course will provide students with an intense study of basic budgeting and record keeping specific to small and large family care homes. This course will cover, but is not limited to, the following topics: child care trilemma, utilization factor, simple annual line-item budgets, income/expenses, "buck-stretching" techniques and basic financial planning, time/space percentages, salary pay scales, child and adult care food program, DHS child care subsidy program, per child cost, break even analysis, cash flow analysis, children's attendance, year-end statements and IRS reporting. Four (4) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisite or Concurrent Enrollment: ECEA 1101 and ECEA 1103.

ECEA 2412 PRACTICUM
These 125 clock hours of field-based experience will allow students to apply and demonstrate their knowledge of early care administration or master teach responsibilities. Students are permitted and encouraged to provide completed course documentation of previously earned OSU-OKC early care education field experience hours as graded and approved by OSU-OKC ECEA course instructor(s) to apply towards the required total 125 clock hours. Overall, this course through guided field experience will enhance student learning and ensure they are capable of functioning as competent members of an early care education staff. Prerequisite: Must have approval by department head.

ECEA 2513 OCCUPATIONAL PROFICIENCY
This course is designed to evaluate the graduate candidate's proficiency in the major field of study, reinforcing their competency level and integration into the workplace. In addition, students are provided information and connections for transferring their AAS degree to a bachelor of science degree. Areas to be assessed include students' competence in six early childhood components: their skill level in designing, implementing and presenting an appropriately planned environmental design for young children; and the students' leadership/administrative competence in communicating, job interviewing, decision making, organization of thought and use of good judgment in accordance with NAEYC Code of Ethical Conduct as exhibited in a variety of administrative/leadership exercises. Student must complete with 80% satisfaction, the 6-component Early Childhood Exam. This three credit hour class includes 8 clock hours of required lab time in the form of the 2-Part Final Assessment Process given on two separate days. Students must pass with 70% satisfaction, Part 1 and Part 2 of the Final Assessment Process. Prerequisite: student must have consent of department head.

ECONOMICS

ECON 2013 INTRODUCTION TO MACROECONOMICS
A study of the functioning and current problems of the aggregate economy; determination and analysis of rational income, employment, inflation and stabilization monetary and fiscal policy and aspects of international interdependence. Prerequisite: math proficiency is suggested.

ECON 2023 INTRODUCTION TO MICROECONOMICS
A study of the functioning of the price system; the analysis of market structures; the issues of government policy, the public sector and the market economy; the understanding of resource markets; and an examination of international economic interdependence. Prerequisite: math proficiency is suggested.

ELECTRICAL POWER TECHNOLOGY

EPT 1103 PRINT READING
This course gives students an introduction to the different schematics used in power plant operations and electrical transmission and distribution systems. Students will gain an understanding of the standard symbols used in the various systems schematics and how to read them. Students learn how to read basic piping and instrumentation diagrams, and how to interpret single line electrical diagrams. Students finish the course by studying electrical system diagrams beginning at the generator and following through to the distribution system. Lab 2 hours per week.

EPT 1123 ELECTRICAL SYSTEMS COMPONENTS
This course takes an in-depth look into the components used in the transmission of electricity. Students begin with a study of switchyards and substations, and then learn the operation of transformers, circuit breakers, regulators, capacitor banks, battery banks, tap changers, disconnects, current and potential transformers and lightning arrestors. Students also study the various types of electrical conductors, structures and insulators used in the transmission of electricity. Finally, students learn the components, which make up a typical substation and how it feeds a distribution network that supplies customers with electricity. Lab 2 hours per week.

EPT 2063 ELECTRICAL SYSTEMS PROTECTION
This course covers protection fundamentals, philosophies and principles used to protect the electrical system, beginning with the generator itself. Various types of relays, input sources and system grounding are also covered. Lab: 2 hours per week.

EPT 2113 SUBSTATION RELAYS
This course focuses on testing and calibrating substation equipment, including voltage testing on equipment feeder relays and circuit breaker relays. Students also learn the various tests that need to be conducted on protective relays, such as over current and voltage relays, directional and line relays as well as ground and test device testing. Lab: 2 hours per week.

EPT 2133 FUNDAMENTALS OF METERING
This course introduces students to the fundamentals of metering, such as terminology and basic principles of meters. Students learn basic math needed in metering and review of basic electricity and magnetism principles. The students are introduced to meter testing equipment, meter diagrams and standards and learn technical data and how to read watt hours and demand meters.

EPT 2313 SUBSTATION OPERATIONS
This course will detail the specifics of power electronics as applied in substations for power transmission. It will describe typical functions provided in utility substation automation systems and some important considerations in the interface between substations equipment and the automation systems components. Student will look at the operation in a competitive environment. Oil containment, animal issues and security will also be discussed and the requirements necessary to qualify a substation to withstand seismic events. The operation of substation fire protections and substation communications systems such as the SCADA system and the SCADA security will be examined.

EPT 2333 SINGLE/POLYPHASE METERING
Metering single and polyphase metering including meter design, adjustments, compensations and applications will be studied in this course. Power factor analyzers, high amperage CT cabinets, meter demand theory, demand registers, and testing and maintenance of thermal demands will also be studies.

EPT 2403 ADVANCED ELECTRICAL SYSTEMS
The design and operation of an electrical system including an understanding of switchyard construction and the different configurations, and how different sections of the transmission and distribution systems can be safely isolated will be studied. The courses will review how storm and conditions can affect the electrical system. The students will learn the procedures used by systems operators and line crews to maintain safe and effective delivery of power during adverse conditions and steps necessary to restore power after outages. Lab: 2 hours per week.

EPT 2503 TRANSFORMERS
This course begins with a review of basic transformer design and operation. Students will study 3-phase transformers, single phase loads for 3-phase transformers, and the different connections used with such transformers. The course introduces students to installation procedures and maintenance procedures for transformers. Lab: 2 hours per week.

EPT 2513 SUBSTATION CONSTRUCTION AND MAINTENANCE
The basic construction techniques of a substation, including electrical equipment rigging and installation, cable tray and conduit installation, cable controls and panel wiring, as well as a wide variety of installation procedures for electrical components and protection equipment. Basic hand and power tools required to build the substation will be reviewed in addition to safety procedures. Lab: 2 hours per week.

EPT 2533 ADVANCED METERING TECHNIQUES
This course will introduce students to various metering system designs and application options. The student will study the metering system components, associated wiring configurations and instrument transformer variations. Topics will include ratio, burden, and correction factor calculations; functional testing, and calibration procedures as well as safe installation procedures. Also included are cogeneration metering, and principles of load management and associated equipment. Lab: 2 hours per week.

EPT 2603 CAPSTONE/ADVANCED TECHNIQUES/PROBLEMS
This course will include topics that have not been covered in the previous courses and will include interview skills, evaluation of the job market and employment opportunities. This course will normally be taken in the student's last semester.

ELECTRONICS ENGINEERING

EET 1102 ELEMENTS OF ELECTRICITY AND ELECTRONICS
An introduction to the elementary principles of basic electric units, OHM's law, circuit solutions of series and parallel network, magnetism, inductance and capacitance. Offered on demand.

EET 1104 FUNDAMENTALS OF ELECTRICITY
Elementary principles of electricity covering basic electric units, OHM's law, Kirchoff's law, circuit solutions, network solutions, magnetism, inductance and capacitance. Lab: two hours per week. Co-requisite: MATH 1513.

EET 1244 CIRCUIT ANALYSIS I
The study of transient analysis and network theorems for electric circuits. This course introduces resonant circuits, filters, AC power and computer aided circuit analysis techniques. Lab: two hours per week. Prerequisite: EET 1104. Co-requisite: MATH 1613.

EET 1321-1324 TECHNICAL PROBLEMS ELECTRONICS
One to four, maximum six credits. Technical problems in electronics that are of particular interest to technicians. Prerequisite: consent of the department head.

EET 2051-2054 ADVANCED TECHNICAL PROBLEMS ELECTRONICS
One to four, maximum four credits. A study of problems in applied engineering science that are of particular interest to the electronics technician.

EET 2101 ELECTRONIC CONSTRUCTION AND DESIGN
Circuit design, test, development and fabrication in wired and printed form. Lab: two hours per week. Prerequisite: EET 2224.

EET 2103 ELECTRONIC INSTRUMENTS
A study of the theory and application of analog and digital test instruments. Included are voltmeters, bridges, oscilloscopes and spectrum analyzers and virtual instruments. Lab: two hours per week. Prerequisite: EET 2224.

EET 2224 ELECTRONIC AMPLIFIERS I
A study of the theory and application of amplifiers using bipolar and FET transistors. Bias stabilizing and feedback techniques along with RC coupling, direct coupling and transformer coupling circuits will be studied in this course. Lab: two hours per week. Prerequisites: EET 1104 and EET 1244.

EET 2234 ANALOG AND DIGITAL SYSTEMS
A summarization of topics covered in the electronics curriculum including ADC, DAC, operational amplifiers, dynamic circuit analysis and physics. This course will include Laplace Transforms, transfer functions and DC motors used to form a closed loop system. PID control theories will be examined to show how an analog system can be controlled by a digital device such as a computer. Lab: three hours per week. Prerequisites: EET 1244 and EET 2333 and MATH 2133.

EET 2333 INDUSTRIAL COMPUTER PROGRAMMING
A course specifically designed for technology students, in software development techniques using higher-level languages such as SHELL or "C." Areas of emphasis include formatting, looping, decision-making, arrays and structures. Industrial applications are stressed. Lab: three hours per week. Prerequisites: EET 2373.

EET 2373 DIGITAL LOGIC ANALYSIS
The study of number systems, digital codes, Boolean algebra, logic simplification and Karnaugh mapping, timing and control including registers, counters, decoders and multiplexers as related to digital systems. Lab: two hours per week. Co-requisite: EET 1104.

EET 2454 ELECTRONIC COMPUTERS
The methods of using electronic circuits to perform computations, the elements of digital computers and the organization of these elements in a functioning computer. Lab: two hours per week. Prerequisite: EET 2373.

EET 2643 OPERATIONAL AMPLIFIERS
A study of operational amplifiers, their characteristics and their applications will be presented in this course. Other linear devices such as voltage regulators, phase-lock loops and function generator chips will also be studied. Lab: three hours per week. Prerequisites: EET 1244 and EET 2224.

EET 2651-2654 TECHNICAL PROJECTS ELECTRONICS
One to four, maximum four credits. Special project will be assigned by the advisor with the approval of the department head. A comprehensive written report of the work accomplished must be prepared and approved. Before credit is received, an examination may also be required. Prerequisite: completion of three semesters work in a technical college curriculum or 36 credit hours.

EET 2764 ELECTRONIC COMMUNICATIONS SYSTEMS
An introduction to the basic principles and components of receivers and transmitters used in modern communications. Lab: three hours per week. Prerequisite: EET 2224.

EET 2814 MAINTENANCE OF MICROCOMPUTER SYSTEMS
Maintenance of microcomputer systems as used in business and industry. Transducers, advanced programming and troubleshooting microcomputer systems including transducers and peripherals. Lab: three hours per week. Prerequisite: EET 2373.

EET 2854 INDUSTRIAL MICROCOMPUTER APPLICATIONS
Industrial applications of microcomputer/microprocessors for process control. Involves the selection of equipment, interfacing and making process control systems operational. Lab: three hours per week. Prerequisite: EET 2454.

EMERGENCY RESPONDER ADMINISTRATION

ERA 3013 MULTI-AGENCY RESPONSE TO EMERGENCY/CRITICAL INCIDENTS
Students examine the unique role of the local first responder. Students will identify the common elements of a disaster response and the roles of each emergency responder discipline in the response and recovery. Course emphasis is on the actions and procedures "at the scene" where decisions are made rather than concepts and policies applied by officials physically removed from the scene.

ERA 3023 MULTI-AGENCY PERSONNEL OVERSIGHT STRATEGIES
This course will explore the dynamics of managing personnel in the public safety organization. Curriculum is designed to develop student skills in personnel management, staffing, compensation, benefits and labor relations.

ERA 3043 COMMUNITY RELATIONS DURING CRISIS: THEORY AND PRACTICE
This course will explore the community relations theory and why positive community perception is critical to operational effectiveness during a crisis event. Students will gain the skills necessary to be effective communicators and educators to the public in times of crisis and in their daily function as an emergency response administrator. The course will also develop the skills necessary to interact with the media regarding public safety issues and crisis situations.

ERA 3053 COOP COG AND PUBLIC SAFETY CONTINGENCY PLANNING
This course provides the student with a knowledge of the techniques for the development of continuity of operations (COOP) and Continuity of Government (COG) plans, event and community hazard planning. This courses overall philosophy is set forth by the Department of Homeland Security, the Environmental Protection Agency and Department of Transportation and their internal agencies. Sample plans will be developed with emphasis on assessment, equipment requirements, collateral and mutual aid support agreements and methods for testing and updating plans.

ERA 3063 INTRODUCTION TO TERRORISM THREATS
Upon completion of this course the student will understand the history and motivation of Terrorists and their activities. The student will examine how groups and individuals evolve from activism and how governments respond to such events. Prerequisites: ERA 3013

ERA 3133 STRATEGIC PLANNING AND RISK ANALYSIS IN PUBLIC SAFETY AGENCIES
This course will help the Public Safety Administrator to formulate vision, mission and strategic plans. Detect the strengths, weaknesses, opportunities and threats (SWOT) that drive strategy. Identity strategies to better position the agency for long term community service. Execute strategy and deliver results through people and processes. Establish strategic planning, monitoring and controlling mechanisms that ensure positive results.

ERA 3143 LEADERSHIP IN PUBLIC SAFETY
This course is designed to provide leadership skills within Public Safety Operations. It will provide training in public safety leadership, collective bargaining, communications needed between management and labor. It will also educate new supervisors to adapt and problem solves issues that may be encountered while dealing with public safety employees.

ERA 3153 PUBLIC SAFETY CAPABILITIES AND PERFORMANCE-BASED PROGRAMS
Upon Completion of this course the Fire Service student shall demonstrate an understanding of the Homeland Security crisis. These methods will promote the ability to adapt and succeed during the planning, mitigation, response and or recovery stage of a disaster.

ERA 3233 INTRO TO COMMUNITY CORRECTIONS
This course is designed to familiarize the student with the most recent developments in community-based corrections, issues in their implementation and management, effectiveness and challenges. It provides detailed descriptions and studies of major alternative to incarceration, assumptions underlying programs and ouGDDe studies. This course is structured to provide motivated students with opportunities to master a body of knowledge and practice of correcting law violators, as well as comprehending the current state of the art in community corrections.

ERA 3533 TECH RESEARCH & DESIGN FOR EMERGENCY RESPONDERS
The class will incorporate both quantitative and qualitative research methods and the application of statistical analysis of data. Introduction to the utilization of clinical and management information systems to access, archive and analyze date will be examined. Application of theoretical constructs and identification of cost/quality researchable issues will be evaluated through the development of student research proposals. Students will develop understanding of class concepts through application of learned principles within his/her practice setting.

ERA 3650(3651-3654) TECHNICAL PROJECT 3000 LEVEL
A study of variable topics in emergency responder technologies at the 3000 level. May be repeated with different topics.

ERA 4003 TACTICAL EMERGENCY MANAGEMENT
Students will focus on a comprehensive, up-to-date overview of emergency management, from an all-hazards perspective. Students will examine threats including natural and technological disasters, as well as intentional threats of domestic and international terrorism.

ERA 4013 TECHNICAL DISSEMINATION OF EMERGENCY PUBLIC INFORMATION
Students explore the role of traditional (print, radio, and television) and newer media technologies in the distribution of the news. Students examine the functions, roles, responsibilities, and behavior of the media in times of national and international threats to national security as well as local incidents. Students will apply "tools" learned in class to address the media and present information to the general public in an effective and responsible manner.

ERA 4023 ETHICAL PRACTICES IN EMERGENCY RESPONSE PROFESSIONALS
This course explores the case issues and philosophies as they relate to accountability in the public safety environment.

ERA 4050(4051-4054) TECHNICAL PROJECT 4000 LEVEL
A study of variable topics in emergency responder technologies at the 4000 level. May be repeated with different topics.

ERA 4123 INTERNATIONAL ASSESSMENT AND RESPONSE TO CRISIS
students will evaluate international critical events, cultures, beliefs, and response to disasters. the student will be provided practical and theoretical education in global disaster management. this course will cover the management of preparedness, response, recover and mitigation of disasters the world faces today.

ERA 4133 LEGAL ISSUES FACING EMERGENCY RESPONSE AGENCIES
Students examine the structure and dynamics of the law governing the authority and actions of responding agencies. Students will receive an in-depth overview of laws, policy, strategy, organization and plans for dealing with various natural, accidental and premeditated emergencies/critical incidents.

ERA 4213 ADVANCED OCCUPATIONAL PROFICIENCY FOR EMERGENCY PROVIDERS
This course is an advanced course designed to evaluate the graduate's proficiency in their major field of study. The evaluation will be based on the student's ability to apply skills in scenario-based exercises relevant to real world situations. Students will be assessed on their communication skills, organization, critical thinking and assessing problems and applying viable solutions.

ERA 4323 PRACTICUM
Student will be required to complete a field placement in the emergency response field.

ERA 4343 PUBLIC SAFETY GRANT WRITING
The purpose of this course is to develop the students' ability to prepare, write and submit a research grant proposal. In this course the student will actually write a public safety grant application and submit the grant with peer review. Prerequisites: ENGL 1213 or ENGL 2333 & ERA 3013

ERA 4523 CRITICAL INCIDENT PSYCHOLOGY FOR PUBLIC SAFETY
Emphasis of this course is on Public Safety employees and their psychological well being before during and after critical incident response. The student will also learn and understand compassion fatigue, traumatic stress and crisis intervention as it relates to the specific needs of community during the same event.

ENGINEERING

ENGS 2113 STATICS
Resultants of force systems, static equilibrium of rigid bodies and statics of structures. Shear and moment diagrams. Prerequisites: PHYS 2014.

ENGS 2123 ELEMENTARY DYNAMICS
Dynamic equilibrium of particles and bodies. Work-energy and impulse momentum principles. Prerequisite: ENGS 2113.

ENGS 2143 STRENGTH OF MATERIALS
Bending moments, deformation and displacements in elastic and plastic deformable bodies. Prerequisites: PHYS 2014 and MATH 2265 and ENGS 2113.

ENGS 2213 THERMODYNAMICS
Properties of substances and principles governing changes in form of energy. First and second laws. Prerequisites: CHEM 1515 and PHYS 2014. Offered on demand.

ENGS 2613 INTRODUCTION TO ELECTRICAL SCIENCE
Elements of electrical engineering. AC and DC circuits, mesh and node formulation of network equations, steady-state response to sinusoids, energy, power and power factor. Lab: three hours per week. Prerequisites: PHYS 2114. (Su and on demand)

ENGLISH

ENGL 0033 DEVELOPMENTAL WRITING
Intensive instruction in basic writing skills, parts of speech, grammar, punctuation, sentences and paragraphs. May be used for skills remediation.

ENGL 0113 BASIC COMPOSITION – INTERNATIONAL
Intensive instruction of grammar and writing skills, paragraph structure and composition, and essay structure and composition. May be used for skill remediation.

ENGL 0123 BASIC COMPOSITION
Intensive instruction of grammar and writing skills, paragraph structure and composition, and essay structure and composition. May be used for skills remediation. Prerequisite: ENGL 0033

ENGL 1013 INTERNATIONAL FRESHMAN COMPOSITION I
For those students who score sufficiently on the entry-level assessment. Restricted to students whose native language is not English. Expository writing with emphasis on structure and development. Special attention to problems of English as a second language. This course may be substituted for ENGL 1113. Prerequisites: [R] [W]

ENGL 1033 INTERNATIONAL FRESHMAN COMPOSITION II
Restricted to students whose native language is not English. Expository composition with emphasis on technique and style in writing research papers. May be substituted for ENGL 1213. Prerequisite: ENGL 1013 or ENGL 1113.

***ENGL 1113 ENGLISH COMPOSITION I**
For students who score sufficiently on the entry-level assessment or for students who have successfully completed ENGL 0123. Practice of the fundamentals of expository writing with emphasis on structure and development. (Only the sections that are taught on computer will meet the computer literacy competency requirement.) Prerequisites: [R] [W] ENGL 0123.

ENGL 1151 SPEED READING
A one-credit hour elective course for development of the skills needed for improved reading speed and comprehension for those students who score 19 or above on the ACT reading subtest, or 83 or above on the COMPASS reading subtest. [R]

***ENGL 1213 ENGLISH COMPOSITION II**
Expository composition with emphasis on technique and style through intensive and extensive reading. Prerequisite: ENGL 1113. (Only the sections that are taught on computer will meet the computer literacy competency requirement.)

ENGL 1923 MASTERPIECES OF LITERATURE (H)
Readings in the great works of the most important writers of Britain and the United States, such as Shakespeare, Dickens, Twain, Faulkner and others. Prerequisite: ENGL 1113.

ENGL 2333 INTRODUCTION TO TECHNICAL REPORT WRITING
Does not meet any part of the six-hour composition requirement for an associate of applied science degree or bachelor's degree. Technical literature and publications in the student's area of specialization. Emphasis on clarity, simplicity and careful organization. Prerequisites: ENGL 1113.

ENGL 2353 AMERICAN INDIAN LITERATURE
General survey of various types of traditional and contemporary American Indian writing, particularly legends, myths, oratory, poetry, short stories, novels and memoirs. Prerequisite: ENGL 1113

ENG 2773 AMERICAN LITERATURE I
A survey of major American writers and literary movements from the colonial period to the Civil War. Prerequisite: ENGL 1113.

ENGL 2883 AMERICAN LITERATURE II
A survey of major American writers and literary movements from the Civil War to present. Prerequisite: ENGL 1113.

ENGL3173 WORLD LITERATURE II
Selected literary masterpieces exemplifying ideals and values in non-western cultures. Emphasis on the study of non-western literature available in English. Prerequisite: ENGL 1213

FIRE PROTECTION AND SAFETY TECHNOLOGY

FPST 1113 INTRODUCTION TO ENVIRONMENTAL SCIENCE
This course provides an introduction to Environmental Science and treats it as an interdisciplinary study, combining ideas and information from natural sciences (such as biology, chemistry and geology) and social sciences (such as economics, politics and ethics) to present a general idea of how things are interconnected. This study of connections in nature examines how the environment is being used and what individuals and EH&S professionals can do to be good stewards of it. Prerequisites: STAT 2013, ENGL 2333, CHEM 1314.

FPST 1123 INTRODUCTION TO ENVIRONMENTAL MANAGEMENT
This course provides an introduction to environmental management and treats it as an interdisciplinary study, combining ideas and information from the sciences (such as biology, chemistry and geology), mathematics, safety and occupational health in order to present general principles of the comprehensive management of environmental concerns within general industry practice. This course also focuses on the interdependency between the disciplines of safety occupational health, fire protection, and hazardous materials and waste management to the disciplines of environmental management. Prerequisites: FPST 1513, FPST 1813, CHEM 1314, STAT 2013, and ENGL 2333.

FPST 1213 FIRE AND SAFETY HAZARDS RECOGNITION
An intensive study of "the fire problem." A survey of physical, chemical and electrical hazards and their relationship to loss of property and/or life. Transportation and handling practices are emphasized to eliminate or control the potential risk of fire in the home, business and industry. Lab: three hours per week. Prerequisite: ENGL 1113 and CHEM 1314.

FPST 1313 INTRODUCTION TO OCCUPATIONAL SAFETY
A course in industry safety, giving an overview of state and national regulations in safety. The course will also cover the basic areas of an industrial safety program, as well as reporting, investigating and analyzing the results. Prerequisite: ENGL 1113

FPST 1321-1324 TECHNICAL PROBLEMS - FIRE PROTECTION
One to four, maximum six credits. Technical problems in fire protection that are of particular interest to technicians. Prerequisite: ENGL 1113 and consent of the department head.

FPST 1373 FIRE SUPPRESSION AND DETECTION SYSTEMS
Scope of study includes the design, installation, maintenance and utilization of portable fire extinguishing appliances, pre-engineered systems and engineered systems. Fire detection and signaling systems are evaluated for operational capabilities and utilization requirements. Modern principles of fire detection and suppression are applied to practical laboratory problems. Lab: three hours per week. Prerequisite: FPST 1213.

FPST 1513 OSHA REGULATIONS AND SAFETY CODES
A course designed to give the student a working knowledge of the OSHA (Occupational Safety and Health Administration) regulations including interpretation, protest procedures and inspection procedures. Also, the student will gain an understanding of equipment, material and staffing needs in relation to OSHA requirements. Prerequisite: ENGL 1113.

FPST 1684 INDUSTRIAL LOSS PREVENTION I
An examination of specific industrial processes, equipment, facilities and work practices to understand potential hazards and techniques for detecting and controlling such hazards. Lab: three hours per week. Prerequisite: ENGL 2333, MATH 1513, CHEM 1314, FPST 1513, ARCH 1103

FPST 1813 INTRODUCTION TO ENVIRONMENTAL LAW
A study of environmental laws, statutory rules, regulations and compliance issues as they apply to industry. Prerequisites: ENGL 2333, MATH 1513, FPST 1513.

FPST 2051-2056 ADVANCED TECHNICAL PROBLEMS
One to six credit hours with a maximum six credits that can be earned. Advanced Technical Problems is a course in occupational and environmental health and safety that are of particular interest to technicians. Prerequisites: ENGL 1113 or consent of department head.

FPST 2143 STRUCTURAL DESIGNS FOR FIRE AND LIFE SAFETY
Building construction methods are critically examined within the scope of pertinent standards and building codes to assure maximum life safety and property protection from fires, explosions and natural disaster. Course will focus on the use and application of the International Building Code and the NFPA Life Safety Code. Students will develop a working knowledge of building construction types and recognize the relative hazards inherent in each type. Lab: three hours per week. Prerequisite: ARCH 1103 and ENGL 1113

FPST 2243 DESIGN AND ANALYSIS OF SPRINKLER SYSTEMS
Detailed application of current standards of selection, design, installation, operation and maintenance of automatic fire suppression systems. Concurrent laboratory problems stress applicable principles. Lab: three hours per week. Prerequisites: FPST 1373 and MATH 1513 and FPST 2483.

FPST 2263 INDUSTRIAL LOSS PREVENTION II
Continuation of FPST 1684, Industrial Loss Prevention I. A continuing examination of specific industrial processes, equipment, facilities and work practices to understand potential hazards and techniques for detecting and controlling such hazards. Lab: 1.5 hours per week. Prerequisite: FPST 1684

FPST 2323 ENVIRONMENTAL SITE ASSESSMENTS
Prepares student in the activities required for industries to meet federal compliance standards. Focusing on site assessments and environmental impact studies on construction, remodeling and manufacturing. Prerequisites: ARCH 1103, FPST 1813.

FPST 2344 ELEMENTS OF INDUSTRIAL HYGIENE
A study of toxic or irritating substances, environmental pollution sources and controls, and physical, biological, ergonomic and other occupational stress factors causing employee illness or discomfort. Prerequisite: ENGL 2333, CHEM 1314, STAT 2013.

FPST 2403 SAFETY MANAGEMENT TECHNIQUES
A study of the components necessary in a safety program including records, workman's compensation, promoting motivation, inspection and audits, training, safety meetings, accident investigation and fleet safety. Lab: two hours per week. Prerequisites: ENGL 2333, FPST 1513, and MATH 1513 OR STAT 2013

FPST 2413 INDUSTRIAL HYGIENE INSTRUMENTATION
Studies specific industrial hygiene problems including evaluation, instrumentation, recognition and control of physical exposure, air contaminates, stress, heat, noise and radiation. Lab: two hours per week. Prerequisites: FPST 2344.

FPST 2423 ENVIRONMENTAL AUDITING AND COMPLIANCE
Prepares the student to understand the laws, statutes and regulations that are involved in performing and documenting the Environmental Audit. Prerequisites: ARCH 1103, FPST 1813.

FPST 2483 FIRE PROTECTION HYDRAULICS AND WATER SUPPLY ANALYSIS
A study of the mechanics of fluid flow through hoses, pipes, pumps and fire protection appliances. Water supply and distribution facilities are analyzed by hydraulic calculations and applied testing techniques to detect anomalies in design or performance capabilities. Lab: three hours per week. Prerequisite: FPST 1373 and MATH 1513.

FPST 2633 INTRODUCTION TO ENVIRONMENTAL AND HAZARDOUS MATERIALS CHEMISTRY
The basic chemistry of hazardous materials, hazardous waste and pollutants is studied, including associated fire and safety concerns. Principles and techniques used to recognize, evaluate and control potential hazards is stressed. Sampling strategies and techniques are stressed, as are the basics of spill response and clean up Lab: 1.5hours per week. Prerequisites: CHEM 1314 and ENGL1113.

FPST 2651-2654 TECHNICAL PROJECTS - FPST
One to four, maximum four credits with a maximum of four credits that can be earned. A special project will be assigned by the department head. A comprehensive written report of the work accomplished must be prepared and approved before credit is received. An examination may also be required. Prerequisite: ENGL 2333, MATH 1513, and consent of department head.

FPST 2963 ENVIRONMENTAL RISK ASSESSMENT
A study of environmental risk assessment principles as applied to a variety of occupation and environmental health and safety risk management activities. Prerequisite: ENGL 2333, MATH 1513, FPST 1513, FPST 1813

GENERAL TECHNOLOGY

GENT 1113 ESSENTIALS OF MECHANICAL AND ARCHITECTURAL DRAFTING
A survey of mechanical and architectural drafting conventions and practices in business and industry. Development of fundamental drafting skills and techniques instrumental to the interpretation and utilization of graphic media and engineering drawings in effective technological communications. Lab: three hours per week. Offered on demand.

GENT 1321-1326 TECHNOLOGICAL PROBLEMS
One to six credits. A study of problems in the field of applied technology that are of particular interest to currently employed technicians. Prerequisite: consent of instructor and advisor. Offered on demand.

GENT 1513 BASIC ELECTRICAL CODE AND INSPECTION
This course is a study of the basic principles of electrical circuits, motors and generators as well as basic wiring principles based on the National Electrical Code. Also included is a survey of the provisions and requirements of all electrical devices and circuits, which are covered in the National Electrical Code. Offered on demand.

GENT 2051-2056 ADVANCED TECHNOLOGICAL PROBLEMS
One to six credits. A study of problems in applied engineering science that are of particular interest to the engineering technician. Offered on demand.

GENT 2323 STATICS
Force, distributed forces, reactions, free body diagrams, friction, internal forces and moments of inertia. Applications are emphasized. Prerequisites: PHYS 1114 and MATH 1613. (F, Sp)

GENT 2651-2654 TECHNICAL PROJECTS
One to four credits. Special project will be assigned by the advisor with the approval of the department head. A comprehensive written report of the work accomplished must be prepared and approved before credit is received. An oral examination may also be required. Prerequisite: completion of three semesters work in a technical college curriculum or 36 credit hours. Offered on demand.

GEOGRAPHY

GEOG 2253 WORLD REGIONAL GEOGRAPHY (I)
The world's major culture regions, with emphasis on geographic aspects of contemporary economic, social and political relationships with the physical environment. Prerequisites: [R] [W]

GEOLOGY

GEOL 1114 PHYSICAL GEOLOGY (L, N)
Composition and structure of the earth and the modification of its surface by internal and external processes. Emphasis upon mineral resources, sources of energy and environmental aspects of geology. Field trips required. No credit for students with prior credit in GEOL 1014 - General Geology. Lab: two hours per week. Prerequisites: [R] [M] [Sci]

GEOL 1224 HISTORICAL GEOLOGY (L, N)
Earth history, with major emphasis on mountain building, development of continents and oceans and evolution of animals and plants. Field trips required. Lab: three hours per week. Prerequisite: GEOL 1114.

GRAPHIC DESIGN

***GDD 1123 INTRODUCTION TO TECHNICAL WRITING**
Introduction and overview of the field of technical writing, including its history and fundamentals (basic expository techniques in writing technical forms), research techniques, use of libraries and reference materials.

***GDD 1253 COMPUTER GRAPHIC ILLUSTRATION**
Study of basic concepts of computer graphics. Design and use of graphic software applications. Students will learn design and presentation skills. Prerequisite: CIS 1103 or CIS 1113. Fall only.

***GDD 1321-1324 TECHNICAL PROBLEMS-GDD**
One to four, maximum 6 credits. Technical problems in telecommunications which are of particular interest to GDD students. Prerequisite: consent of department head.

***GDD 1333 DESKTOP PUBLISHING I**
Overview of desktop publishing, where an individual (through the proper equipment and software), can manipulate existing material or prepare new materials for printing. Course will concentrate on basic layout and design and practical applications of word processing, graphics and pagination programs important to creating attractive and effective documents at a lower cost than traditional printing methods.

***GDD 1463 COMPUTER ART**
Introduction to computer graphics software. Students learn methods and processes for creating artwork with the computer. Phases of computer graphics include draft and paint modes, fills, textures, brushes, graphic tools and color blending through hands-on exercises in drawing, painting and graphic design. Prerequisite: CIS 1103 or CIS 1113. Fall only.

***GDD 1523 ELECTRONIC COMMERCE**
Understanding e-commerce (electronic commerce) is essential for success in today's economy. This course explores both sides of business on the Internet, from the viewpoint of the consumer and of a business. Prerequisites: CIS 1103 or CIS 1113. (Same as BUS 1543.)

***GDD 2033 WEB PAGE DESIGN**
Basic introduction to HTML (hypertext markup language) and to the theories and concepts of publishing on the World Wide Web. Students will construct a Web page using HTML. Prequisite: ITD 1323. Spring only.

***GDD 2113 BUSINESS/TECHNICAL WRITING**
Basic composition principles which will equip students in various disciplines to write clear technical expository prose, including reports, memorandums, proposals, brochures and other technical communication formats, design for specific audiences in each specific professional area.

***GDD 2133 ADVANCED WEB PAGE DESIGN**
This course covers multi-level navigation strategies, cascading style sheets and scripting languages. Prerequisite: ITD 1323 and GDD 2033. Fall only.

***GDD 2143 WEB PROGRAMMING**
This course is an introduction to Active Server Pages (ASP+). It is a hands-on and lecture course for students to become familiar with developing advanced Web applications using Active Server Pages (ASP+). Topics include using advanced Web development tools, the Active Server Page model, processing forms, integrating Web applications with data and other server-based applications, configuring Web applications and using Web services to integrate Web applications. Prerequisite: CIS 1123 and GDD 2133. Spring only.

***GDD 2223 INFORMATION GATHERING WRITING AND EDITING**
Extensive practice writing various stories in the areas of international, national and local news, sports, business, life-styles, etc. Gathering, writing and evaluating the news. Prerequisite: GDD 2113 or consent of department head.

***GDD 2233 COMPUTER ANIMATION**
Introduction to computer-aided animation, including generation and sequencing of images by computer to produce animation. Prerequisite: CIS 1103 or CIS 1113. Spring only.

***GDD 2251-2256 TECHNICAL PROBLEMS IN TECHNICAL COMMUNICATIONS**
One to four, maximum six credits. Technical problems of particular interest to the technical writing student. Prerequisite: consent of department head.

***GDD 2263 DIGITAL MEDIA**
Introduction to digital images and image editing software applications. Course covers using a digital camera, media transfer, resolution, enhancing and altering images. Prerequisite: CIS 1103 or CIS 1113. Fall only.

***GDD 2273 DIGITAL IMAGING**
Advanced course in digital media and imaging. Course covers advanced image editing and software features. Prerequisite: GDD 2263. Spring only.

***GDD 2303 DESKTOP PUBLISHING II**
Desktop Publishing II will present a more detailed review of the desktop publishing concept, proper equipment and software. Also included will be concentration on design and layout of graphic, text and pictorial subject matter. Prerequisite: GDD 1333.

***GDD 2323 MULTIMEDIA COMPUTING**
Introductory course in multimedia design and implementation. Course explores the design principles and theory involved in multimedia presentation. Student will design and present application. Prerequisite: CIS 1103 or CIS 1113.

***GDD 2343 WINDOWS INTERNET INFORMATION SERVER**
This course gives Windows NT administrators and Web masters a sound knowledge base for administering and managing Microsoft Internet Information Server. Internet Information Server is the software used to manage a Web site under Windows NT. Participants work through installation, configuration and system management. This three credit-hour course uses a combination of lectures, demonstrations, discussions, online assignments and hands-on labs. Prerequisite: ITD 2213.

***GDD 2423 ADVANCED MULTIMEDIA**
Advanced course in computer-based multimedia interactive design. Integrates multimedia authoring, web design and presentation graphics in multimedia project development. Emphasis is on user friendly applications, utilization of digital video and audio and presentation to the Web. Prerequisite: GDD 2323. Fall only.

***GDD 2433 WEB ADMINISTRATION**
This course covers the planning and implementation process involved in setting up a Web site and its maintenance. Topics include selecting Web server software and hardware, installing and configuring a server and administering the server on an ongoing basis. Prerequisites: ITD 1323 and GDD 2033. Spring only

***GDD 2443 MULTIMEDIA PROJECT DESIGN AND MANAGEMENT**
Design and implementation process for computer-based multimedia applications, including principles of instructional design, understanding your audience, project design, application testing and configuration considerations. Students will apply principles learned in this course in the creation of a multimedia project. Prerequisite: GDD 2323. Spring only

***GDD 2653 PROJECTS - TECHNICAL COMMUNICATIONS**
The student with the instructor's permission will select an in-depth project in technical communications. The student will present to the instructor a paper outlining the proposed project and objectives to be met in completing the project. Prerequisite: Consent of the department head.

***GDD 2823 GRAPHIC DESIGN CAPSTONE**
The final culmination of the program of study. The student will demonstrate the collected knowledge, skills and techniques acquired in the program courses by working through scenarios. Prerequisite: 27 hours of GDD coursework.

HEALTH CARE MANAGEMENT

HCM 1143 HEALTH CARE SYSTEMS/ OPERATIONS
An overview of health care delivery systems including different models and components and their applications. A brief historical summary, the interface of public and private organizations and review of the various personnel who comprise these systems, will be examined in relation to their impact on health care delivery.

HCM 1153 MEDICOLEGAL PRINCIPLES AND ETHICAL ISSUES
This course will review local, state and federal legislation as they relate to health care systems and delivery, as well as analyze relevant medicolegal principles and concepts. An overview of medical ethics will be presented, and a variety of related ethical issues will be explored.

HCM 1173 THIRD PARTY PAY/HEALTH ISSUES
This course covers the role of the health insurance specialist, legal concerns, managed care, the life cycle of a health insurance claim, diagnosis coding procedures, the ICD-9-CM, CPT and HCPCS coding systems, HCFA reimbursement, coding from various source documents, BCBS, Medicare and Medicaid, TRICARE/CHAMPUS and workers' compensation.

HCM 1183 HEALTH CARE CODING/BILLING
This course covers procedural coding guidelines for the icd-9-cm classifications, cpt coding, evaluation and management, primary care, anesthesia/ general surgery, the integumentary system, orthopedics, cardiology, ob/gyn, radiology, pathology and laboratory, billing and collections, filing the claim form, handling reimbursement and auditing/appeals.

HCM 2163 HEALTH CARE MANAGEMENT
An introduction to Emergency Medical Services and Health Care Management focusing on human resources, organizational structures, medico-legal issues, contracts/agreements, risk management, deployment/staffing and policies and procedures.

HCM 2173 HEALTH CARE HUMAN RESOURCE MANAGEMENT
A continuance of HCM 2163, reviewing basic principles and methods of financing, budgeting, accounting, purchasing and inventory control and marketing. A brief overview of research fundamentals and computer applications for health care managers is also included. Prerequisite: HCM 2163.

HCM 2183 EMS/HEALTH CARE SUPERVISION
A study of principles and methods utilized in the supervision of health care personnel and related activities or operations. Examines the supervisory process and its practical application in a variety of health care settings and situations. Leadership, decision-making and effective communication skills are also emphasized through role-play activities.

HCM 2193 HEALTH CARE PROVIDER RELATIONSHIPS
This course deals with the problems of management of the small working unit (division, department, section, etc.) within a larger health care agency. Included items will be unit goals, identification of problems, staffing needs, monitoring of work progress, unit communications and interpersonal relations within the unit.

HCM 2233 INTERNSHIP (PRACTICUM)
Field experience providing learning through observation and participation in administrative activities, which allows the application of knowledge and skills learned in coursework. (Placements are arranged in an existing health care system/agency to support role development consistent with the student's career goals and work experience.) Prerequisites: HCM 2163 and HCM 2173 and HCM 1143.

HEALTH, PHYSICALEDUCATION AND RECREATION

(Note: HPER courses are pass or fail only.)

HPER 1011 INTRODUCTION TO GOLF
Develop and make practical the basic fundamentals of golf.

HPER 1101 INTRODUCTION TO WELLNESS
Assessment of present health status, learning new options for life style and incorporating those which are useful to the individual.

HPER 1111 INTERMEDIATE GOLF
Develop and make practical the advanced fundamentals of golf. Prerequisite: instructor approval.

HPER 1151-1152 PHYSICAL EDUCATION
One to two, maximum eight credits. Instruction and participation in physical exercise activities. Topics vary.

HISTORY

HIST 1483 U.S. HISTORY TO 1865 (S)
From European background through the Civil War. Satisfies, with POLS 1113, Oklahoma State Regents for Higher Education requirement of six credit hours of U. S. History and American Government before graduation. No credit for students with credit in HIST 1103. Prerequisites: [R] [W]

HIST 1493 U.S. HISTORY SINCE 1865 (S)
Development of the United States, including the growth of industry and its impact on society and foreign affairs. Satisfies with POLS 1113 Oklahoma State Regents for Higher Education requirement of six credit hours of U. S. History and American Government before graduation. No credit for students with prior credit in HIST 1103. Prerequisites: [R] [W]

HIST 2323 OKLAHOMA HISTORY (S)
Development of the state of Oklahoma from prehistory to present. Among the material relating to Oklahoma to be covered are the geography and geology, prehistoric cultures, Native American heritage, Civil War, Cimarron Territory, Indian Territory, Oklahoma Territory, statehood, development of political institutions, ethnic diversity, economic development, politics and other aspects contributing to the formation of the state. The course satisfies the Oklahoma State Department of Education requirement for teacher certification. Prerequisites: [R] [W]

HIST 2451-2456 SPECIAL TOPICS (S)
One to six credits, six credits maximum. Variable course credit of one to six hours. Examines contemporary issues and topics within history. This course may be cross-listed with other technical problems or special topics sections. Prerequisites: [R] [W]

HIST 2463 NATIVE AMERICAN HISTORY
This course provides a comprehensive examination of the history of North American Native Americans indigenous to what is now the United States. Topics such as languages, religious beliefs, family structures, political structures, economic systems, and military history will be covered. Prerequisites: [R] [W]

HIST 2513 WORLD HISTORY TO 1500
An overview of world history from the birth of the first human civilizations to the end of the European Middle Ages. Emphasis is on major policical, military, intellectual, and religious events and movements that have shaped world history. Prerequisites: [R] [W]

HIST 2533 WORLD HISTORY SINCE 1500
An overview of world history from the end of the European Middle Ages to the modern era. Emphasis is on major policical, military, intellectual, and religious events and movements that have shaped world history. Prerequisites: [R] [W]

HORTICULTURE TECHNOLOGY

HRT 1013 PRINCIPLES OF HORTICULTURE
Horticulture fundamentals course covering the characteristics of and uses for horticultural plants, plant growth principles and plant care practices, the scope of the horticulture industry, basics in plant propagation, landscape plant maintenance, fruit and vegetable gardening and pest control. Lab: three hours per week.

HRT 1023 SUSTAINABLE HORTICULTURAL PRACTICES
This course will provide a base knowledge of the principles and practices of sustainable horticultural management systems. The class will review soil biological processes, pest management, and production systems. The course will also include studies of alternative farming systems, organic agriculture and National Organic Program (NOP) certification. Study of specific applications of sustainable production such as vegetables, fruits and ornamentals will also be included. Prerequisite: HRT 1013.

HRT 1053 HOME HORTICULTURE
Exploratory course designed for the hobby horticulturist and the home gardener. Special topics include residential design, floral design, residential lawn care, plant propagation and gardening with fruits and vegetables. Emphasis is on common horticultural practices including planting and pruning techniques, soil preparation, pest management, irrigation and fertilization. Additional focus on the identification of indoor foliage plants, woody ornamentals and herbaceous annuals and perennials adapted to the Oklahoma climate. Lab: three hours per week.

HRT 1103 LANDSCAPE GRAPHICS I
Drafting and illustration techniques for landscape designs. Introduction to landscape drawing, delineation, lettering and color rendering with applications to simple and more complex landscape plans. Additional $15 lab fee. Lab: three hours per week.

HRT 1123 HOME GARDENING - FRUITS AND VEGETABLES
Emphasis is placed on fruits and vegetables to be grown in a home garden. Cultural and environmental problems associated with each fruit or vegetable crop to be studied. Lab: three hours per week. (sp)

HRT 1133 LANDSCAPE GRAPHICS II
Advanced drafting and illustration techniques for landscape designs, focusing on presentation drawings in both black and white and color formats. Application of graphic techniques to more complex plans, drawings and programs. Introduction to electronic media and blending of electronic and hand drawn graphics. Lab: three hours per week. Prerequisite: 1103

HRT 1153 BEGINNING FLORAL DESIGN
Fundamentals of floral arrangement and design with hands-on experience to learn the basic skills necessary for designing and arranging fresh flowers and dried materials for use in the home or in a retail shop. Skills useful to flower shop employment are emphasized. Additional $100 lab fee. Lab: three hours per week.

HRT 1163 BILINGUAL HORTICULTURE COMMUNICATIONS
This course is designed to assist supervisors and employees within the horticulture industry with the Spanish/English language transition and to gain better understanding of contemporary Hispanic culture. Emphasis will be placed on translating and then properly speaking horticulture terminology in Spanish while addressing cultural and communication issues. The linkages and implications of these issues will be examined as they apply to successfully managing and understanding a diversified work force. (sp)

HRT 1173 MARKET GARDENING – FALL/ WINTER PRODUCTION
This course will address fall and winter production of various horticultural crops including vegetables, fruits and ornamentals for direct markets. Cultural practices including soil building, fertilization, pest management, harvest and post harvest handling will be addressed. This course will also cover season extension structures, equipment needs, farm management, and marketing. Co-Requisite: HRT 1013.(f)

HRT 1183 MARKET GARDENING – SPRING/ SUMMER PRODUCTION
This course will address spring and summer production of various horticultural crops including vegetables, fruits and ornamentals for direct markets. Cultural practices including soil building, fertilization, pest management, harvest and post harvest handling will be addressed. This course will also cover season extension structures, equipment needs, farm management, and marketing. Co-Requisite: HRT 1013.(sp)

HRT 1253 INTRODUCTION TO HORTICULTURAL THERAPY
Overview of horticulture as a therapeutic medium for special populations. Emphasis on working with the mentally and physically disabled, geriatrics, substance abuse recovery program participants and other clientele. History of horticultural therapy, community gardens and adaptive tools are explored. Lab focuses on the implementation of specific horticultural activities for special populations. Additional $25 lab fee. Lab: three hours per week. (f)

HRT 1321-1323 TECHNICAL PROBLEMS - HORTICULTURE
One to three credits, six credits maximum. Technical problems in horticulture that are of particular interest to horticulture majors. Prerequisite: consent of department head.

HRT 1413 MATH APPLICATIONS FOR HORTICULTURE
Topics include learning measurement and quantity applications as commonly encountered in gardens, landscape design, landscape contracting, turfgrass management, greenhouse operations and interiorscape maintenance. Emphasis on calculating based on units of measure. Prerequisites: HRT 1013 and MATH 0123.

HRT 1423 LANDSCAPE BIDDING AND CONTRACTS
Investigation of professional principles and practices in the field of landscape contracting, focusing on costs of business and project implementation. Course work includes: estimating costs for landscape installation and maintenance, bidding on landscape installation and maintenance work, preparation and review of contracts for landscape installation and maintenance, controlling the work and costs of the work under the terms of landscape contracts and subcontracts, and administering a landscape contracting business. Prerequisites: HRT 1013, MATH 0123 and CIS 1113 or CIS 1503.(sp)

HRT 1503 VITICULTURE – INTRODUCTION, SITE SELECTION AND COLD PROTECTION
Provides information about the viticulture history, geographic location where grapes are grown and climatic conditions necessary for viticulture production. Also provides information about clone, variety and rootstock selection. Field oriented experience in vineyard layout, including site selection and preparation, as well as irrigation and frost protection systems. Prerequisite: HRT 1013.(f)

HRT 1513 VITICULTURE – ESTABLISHMENT AND PROPAGATION
Designed to introduce students to morphological characteristics of the grape plant and the process of propagation during the dormant season through bud break. Field experience in the process of vineyard establishment, including trellising and training. Additional field experiences in advanced propagation techniques including vineyard nursery management. Provides students with the skills necessary to prune an established vineyard and emphasizes methods of crop adjustment for improvement of fruit quality. Prerequisite: HRT 1013.(sp)

HRT 1523 VITICULTURE – CANOPY AND HARVEST MANAGEMENT
Provides skills necessary for maintaining the vineyard from the point of pre-bloom through harvest. Emphasizes crop monitoring techniques, pruning, vine manipulation, techniques to determining vine health, pesticide scheduling, handling and application as well as irrigation and fertility management of the vineyard. Additional field experience with harvest management including equipment, processing and handling. Prerequisite: HRT 1503 or HRT 1513.(su)

HRT 1723 GROUNDS MAINTENANCE EQUIPMENT: MECHANICS AND REPAIR
Addresses grounds maintenance power-equipment selection, function and operations. Emphasis is placed on hydraulic systems, trouble-shooting, repair and adjustment of the equipment. Lab: three hours per week.

HRT 1843 IRRIGATION AND DRAINAGE DESIGN
This course is designed to teach student basic principles of irrigation and drainage design. Students will be presented with engineering aspects of water dynamics and hydraulics. Additional topics include soil-water-plant interactions, system components, electrical systems and business practices and estimating. Students will design irrigation systems for residential, commercial and sport fields. Lecture: two hours per week. Lab: three hours per week.

HRT 2003 HORTICULTURAL THERAPY PROGRAM MANAGEMENT
Advances the skills necessary to develop, implement and manage new or existing horticultural therapy programs. Emphasis on patient assessment, establishment of realistic client goals, structuring of horticultural activities and documentation of services. Additional focus on marketing and public relations, funding, grant writing, volunteer management and non-profit organizations. Prerequisite: HRT 1253. (sp)

HRT 2013 MAINTENANCE OF LANDSCAPE PLANTS
Preparation of soil, pruning and training of ornamental trees, shrubs and vines, pest and disease control, fertilization and environmental factors which affect the care and maintenance of landscape plants. Lab: three hours per week. Prerequisite: HRT 1013. (sp)

HRT 2023 HORTICULTURAL SOIL SCIENCE
Principle physical, chemical and biological properties of the soil as related to horticultural plant growth. Soil testing and fertilizer usage: formation and classification of soils, rural and urban land use. Prerequisites: HRT 1013, . Lab: three hours per week.(sp)

HRT 2051-2056 ADVANCED PROBLEMS-HORTICULTURE
One to six credits, six credits maximum. A study of applied problems that are of particular interest to horticulture majors. Prerequisite: consent of department head.

HRT 2113 TURFGRASS MANAGEMENT
Selection, establishment and maintenance of turf grass, use of equipment, identification of weeds and chemicals used for turf management. Lab: three hours per week. Prerequisite: HRT 1013.(f)

HRT 2123 LANDSCAPE DESIGN THEORY
The understanding and use of basic design principles and elements and their application to landscape design. Theories of analysis, planning and organization of outdoor spaces for human use and enjoyment. A look at historical styles and approaches to landscape architectural design, and past and present design theories. The study of uses of plant materials for design effect. Additional $15 lab fee. Lab: three hours per week. Prerequisites: HRT 1013 and HRT 1103. (f)

HRT 2133 NURSERY MANAGEMENT AND OPERATIONS
The propagation, production, management and marketing of commercial nursery stock including facilities, equipment, supplies, environmental and pest control. Lab: three hours per week. Prerequisites: HRT 1013. (f)

HRT 2143 LANDSCAPE DESIGN APPLICATIONS
The use of materials, methods of construction, and related systems to support the design process. Emphasis on solving landscape problems through logical analysis and application of design skills. Additional $15 lab fee. Lab: three hours per week. Prerequisite: HRT 2123, HRT 2313 and/or HRT 2413. (sp)

HRT 2153 ADVANCED FLORAL DESIGN
Advanced floral designing and arranging of fresh flowers, dried material and silk flowers. Wedding arrangements, funeral pieces, holiday, commercial accounts and arrangements for special occasions will be emphasized. Retail selling, merchandising and pricing of floral products in a retail shop will be taught. Advanced skill development will be encouraged. Additional $100 lab fee. Lab: three hours per week. Prerequisite: HRT 1153. (sp)

HRT 2163 PLANT PROPAGATION
Principles and practices used in the sexual and asexual propagation of horticultural plants including seeds, division, layering, cuttings, grafting, budding and tissue culture techniques. Lab: three hours per week. Prerequisite: HRT 1013. (sp)

HRT 2213 HORTICULTURE MARKETING
An in-depth study of marketing principles and how marketing applies to the horticulture industry. Includes location, facilities, sales methods and price determination. Services, merchandising, marketing and advertising techniques, as well as supervisory and personnel responsibilities are also offered.(f)

HRT 2232 SEMINAR IN HORTICULTURE OCCUPATIONS
To acquaint the student with the variety of job opportunities and placement in the horticulture industry. Skills used in resume writing, public speaking and project presentations will be covered. Development of skills necessary at the supervisory level including leadership, motivation of employees, communication, and recruiting and retaining good employees will be discussed. Guest speakers will address topics within the horticulture industry. Prerequisite: consent of department head.

HRT 2233 LANDSCAPE CONSTRUCTION
Emphasis is placed on the basic information necessary for constructing various elements needed to develop the landscape site. Landscape construction elements including walkways, decking, walls, screens, steps, irrigation, garden pools and fountains, and landscape lighting will be studied. Lab: three hours per week. Lecture: two hours per week. (f)

HRT 2244 HORTICULTURE PRACTICUM
Occupational aspects of ornamental horticulture are covered. An internship in ornamental horticulture in areas such as park maintenance, landscape construction, landscape maintenance, wholesale or retail sales, horticultural therapy or turf management will be established either in the industry or at the Horticulture Center. The lecture will involve problem-solving techniques for the area of specialization. Refinement of skills as well as speed and accuracy will be emphasized. Lab: six hours per week. Prerequisite: Consent of department head

HRT 2253 SPECIAL OCCASION FLORAL DESIGN
Basic principles of floral design as applied to special occasions design work. Emphasis is placed on preparation, pricing and design for weddings, funerals, parties, receptions and other special occasions. Additional $100 lab fee. Lab: three hours per week. Prerequisite: HRT 1153.(f)

HRT 2263 HORTICULTURAL PEST MANAGEMENT
Introduces and thoroughly covers the topic of pest management in all areas of horticulture technology. Lab: three hours per week. Prerequisite: HRT 1013. (F)

HRT 2313 DECIDUOUS LANDSCAPE PLANTS
Identification and classification of deciduous trees, shrubs, vines and groundcovers with some evergreen trees and shrubs. Includes the study of the plant materials cultural requirements and landscape uses. Lab: three hours per week. Lecture: two hours per week. Prerequisite: HRT 1013 or consent of department head. (sp.su)

HRT 2343 CONTROLLED ENVIRONMENTS HORTICULTURE-FALL
This is a study of the operation and management of greenhouses and related environments. Emphasis is on infrastructure, cultural systems, production, and marketing of commercial floricultural, vegetable, and herb crops as practiced in the fall such as fall bedding plants and poinsettia. Lab and field trips are included. Prerequisite: HRT 1013.(f)

HRT 2413 EVERGREEN LANDSCAPE PLANTS
The identification and classification of evergreen trees, shrubs, vines and groundcovers with some deciduous trees and shrubs. Includes the study of their cultural requirements and landscape uses. Lab: three hours per week. Lecture: two hours per week. Prerequisite: HRT 1013 or consent of department head. (f)

***HRT 2423 COMPUTER GRAPHICS FOR LANDSCAPE DESIGN**
Introduction to computer programs utilized in the practice of landscape design. Principles of electronic drafting, utilizing Auto CAD and Photoshop. Students will master drawing set up, basic drawing and modification commands, and file management in AutoCAD. Introductory Photoshop exercises relate to landscape plan and illustration rendering. Applications to the landscape design industry are emphasized. Prerequisite: HRT 1103. (sp)

***HRT 2443 CONTROLLED ENVIRONMENTS HORTICULTURE-SPRING**
This is a study of the operation and management of greenhouses and related environments. Emphasis is on infrastructure, cultural systems, production, and marketing of commercial floricultural, vegetable, and herb crops as practiced in the spring such as spring bedding plants and easter lily. Lab and field trips are included. Prerequisite: HRT 1013 (sp)

HRT 2453 HERBACEOUS ORNAMENTAL PLANTS
This plant identification course introduces ornamental annual and herbaceous flowering perennials for garden, landscape and patio spaces. The study includes flowering bulbs, roses, ornamental grasses and herbs. Culture, care and design issues are considered. Lab and field trips are included. Prerequisite: HRT 1013 or consent of department head. (sp)

HRT 2463 INTERIOR PLANTS
This plant identification course introduces tropical foliage and flowering plants for interior spaces. Cultural requirements, practical maintenance and design issues are considered, along with an introduction to the interiorscape industry. Lab and field trips are included. Prerequisite: HRT 1013 or approval of department head. (f)

***HRT 2533 ADVANCED TURFGRASS MANAGEMENT**
Emphasis will be placed on the appropriate grounds maintenance activities for commercial lawn care, sports facilities and golf courses. Advanced topics in turfgrass ecology, turf cultural requirements, pest control and equipment will be studied along with construction techniques of sports turf and day-to-day operations of various facilities. Lab: three hours per week. Lecture: two hours per week. Prerequisites: HRT 1013 and HRT 2113. (sp-odd years)

HRT 2651-2654 TECHNICAL PROJECTS
One to four hours credit. Special project will be assigned by the advisor with the approval of the department head. A comprehensive written report of the work accomplished must be prepared and approved. Before credit is received, an examination may also be required. Prerequisite: completion of three semesters work in a technical college curriculum or 36 credit hours.

HRT 2843 IRRIGATION INSTALLATION AND TROUBLESHOOTING
This hands-on course introduces basic irrigation layout, installation, maintenance and troubleshooting techniques, Topics include: gluing and repairing PVC and polyethylene pipe, installing and adjusting heads, electric valve operation, troubleshooting and repairing electric valves and field controllers. Additional topics include pump and well operations, cross connection, winterizing, drainage and micro irrigation system installations. Lecture: two yours per week. Lab: three hours per week. Prerequisite: HRT 1843.(sp)

HUMANITIES

HUMN 1803 INTRODUCTION TO ART (H)
Introduction to the analysis and interpretation of the visual arts. Prerequisite: ENGL 1113.

HUMN 2051-2056 SEMINAR IN HUMANITIES (H)
A study of variable topics in Humanities. May be repeated with different topics. Prerequisite: ENGL 1113

HUMN 2103 MASTERWORKS OF WESTERN CULTURE/ANCIENT AND MEDIEVAL (H)
Key ideas and values of ancient and medieval western culture, as discovered through an integrated and thematic study of literature and the fine arts, seen in their historical and philosophical context. Prerequisite: ENGL 1113.

HUMN 2203 MASTERWORKS OF WESTERN CULTURE/MODERN (H)
Key ideas and values of modern western cultures, as discovered through an integrated and thematic study of literature and the fine arts, seen in their historical and philosophical contexts. Prerequisite: ENGL 1113.

INDUSTRIAL DRAFTING AND DESIGN

INDD 1012 INDUSTRIAL PROCESS
Economic and technical studies of manufacturing processes, materials and equipment. Concurrent: INDD 1103.

INDD 1053 FUNDAMENTALS OF HYDRAULICS
Elementary fluid mechanics with emphasis on principles of hydraulic power. Survey of standard hydraulic symbols, fluid power systems, pumps, motors, cylinders and valves stressed. Lab: three hours per week. Prerequisite: MATH 0213 or concurrent enrollment. Offered on demand.

INDD 1103 TECHNICAL DRAFTING
Technical drafting exposes the student to the fundamentals of drafting by familiarizing him or her with the procedures, techniques and drafting room practices used in the various drafting fields. Lab: three hours per week. Concurrent: INDD 1012.

INDD 1143 GEOMETRIC DIMENSIONING AND TOLERANCING
This course covers the fundamental and advanced applications of geometric dimensioning and tolerancing as adopted by the American National Standards Institute (ANSI) and published by the American Society of Mechanical Engineers (ASME). Prerequisite: INDD 1103.

INDD 1321-1324 TECHNICAL PROBLEMS-INDUSTRIAL DRAFTING
One to four, maximum six credits. Technical problems in industrial drafting that are of particular interest to technicians. Prerequisite: consent of department head.

***INDD 1513 CRIME SCENE CAD**
This course will provide an overview of CAD (computer-aided drafting) programs, which may be used to create crime scene sketches. Students will utilize software to create drawings and learn to layer the drawings with dimensions, furnishings and evidence for courtroom presentations.

***INDD 1614 COMPUTER-AIDED DRAFTING I**
Introduction to computer-aided drafting (CAD) principles, using a "menu driven" system. The student will generate graphic output for engineering drafting applications by developing problem solving skills in applied technical fields. Lab: four hours per week. Prerequisite: INDD 1103 or equivalent. Same as ARCH 1614.

INDD 2051-2056 ADVANCED TECHNICAL PROBLEMS-INDUSTRIAL DRAFTING
One to six, maximum six credits. A study of problems in applied engineering science that are of particular interest to the industrial drafting major.

***INDD 2313 COMPUTER-AIDED DRAFTING II**
A continuation of INDD 1614 with emphasis on expanding skills gained to produce more complex 2D and 3D mechanical layouts and drawings, using AutoCAD. Lab: three hours per week. Prerequisite: INDD 1614 or ARCH 1614.

INDD 2333 STRENGTH OF MATERIALS
Study of forces, stresses and strains and their effects on materials in structural and machine members. Prerequisites: MATH 2123 and GENT 2323.

***INDD 2403 CAD 3D MODELING**
Advanced CAD (computer-aided design) system operation applications with emphasis on wire frame and solid 3D CAD SYSTEM MODELS. Lab: three hours per week. Prerequisite: INDD 1614 or department head approval.

***INDD 2413 CAD 3D/INVENTOR**
A continuation of INDD 1614 with emphasis on expanding skills gained to produce parametric 3D mechanical models, and 2D/3D drawings, using AutoDesk Inventor. Lab three hours per week. Prerequisites: INDD 1614 or ARCH 1614.

INDD 2533 MANUFACTURING PROCESS PLANNING
Methods of manufacturing organization, including product sequences and type of operation. Selection of tools and equipment, and how the process fits within the facility. Prerequisite: INDD 1012.

INDD 2603 MANUFACTURING CONTROL SYSTEMS
In-depth study of various world class manufacturing systems and procedures, including applications for CAD/CAM, JIT and CIM, material handling methods. Prerequisite: INDD 2533. Offered on demand.

INDD 2651-2654 TECHNICAL PROJECTS-INDUSTRIAL DRAFTING
One to four, maximum four credits. Special project will be assigned by the advisor with approval of the department head. A comprehensive written report of the work accomplished must be prepared and approved before credit is received. An examination may also be required. Prerequisite: completion of three semesters work in a technical college curriculum or 36 credit hours. Offered on demand.

INDD 2723 MACHINE AND TOOL DESIGN
Technical and general methods used in machine design, emphasis is on planning new combinations of machine elements, expression of mechanical ideas in standard technical terms, the design of jigs, fixtures, punches, dies and other special tools of production. Prerequisites: GENT 2323 and MATH 2123 or concurrent enrollment with INDD 2333.

***INDD 2813 INDUSTRIAL CAD APPLICATIONS**
Industrial drafting applications in advanced design and drafting problems, enhancing use of CAD (computer-aided drafting) system techniques from previous CAD course work. Lab: three hours per week. Prerequisites: INDD 1614 and INDD 1012.

INFORMATION TECHNOLOGY

***ITD 1113 MICROSOFT WINDOWS EXPERT USER**
Students will develop advanced proficiency in the current Microsoft client operating system. The course is designed for students who will be working in technical positions in the computer industry including network administration and personal computer technical support. Instruction will be delivered using hands-on lab work and lecture.

***ITD 1323 INTERNET FUNDAMENTALS**
Introduction to the worldwide computer network. Course uses a hands-on approach to teach students the history and capabilities of the Internet. Students learn the resources available via the World Wide Web and searching capabilities. Prerequisites: placement test or CIS 1003.

***ITD 1503 A+ HARDWARE**
Students will be introduced to hardware concepts through hands-on experience with the fundamentals of current microcomputer technologies including installation, configuration, upgrades, diagnosis and troubleshooting, system optimization and repair. Additional topics will include preventive maintenance as well as safety.

***ITD 1513 A+ OPERATING SYSTEMS**
A support-oriented course providing students with information and hands-on classroom experience in dealing with operating system issues inherent to PC (personal computer) hardware and software installation, upgrade, configuration, maintenance and troubleshooting in a user-based computing environment. Course topics will include the boot process, configuring and customizing the computer,

managing hardware, displaying a user interface, interpreting commands and requests, providing services to software applications, allocating and managing memory, managing files, optimizing system performance and providing troubleshooting tools. Prerequisite: ITD 1503.

ITD 1523 SUPPORTING AND TROUBLESHOOTING PERSONAL COMPUTERS
The course presents the fundamentals of personal computer hardware and software installation, maintenance, networking and troubleshooting. It assists students in preparing for the Comptia A+ industry certification. This course uses a combination of lecture and hands-on lab exercises. Prerequisite: ITD 1113 or CIS 1113

ITD 1533 LAN FUNDAMENTALS
Course is designed to provide the students with basic knowledge of computer networks. Students will learn the types and methodologyof networks. Exercises will involve hand-on use of computer networks. Prerequisite: CIS 1003 or CIS 1113 or CIS 1003 or ITD 1113.

ITD1543: INTRODUCTION TO COMPUTER FORENSICS
This course introduces students to the fundamentals of the computer forensics field and technology. Students will learn about the computer forensics profession, legal issues and procedures of computer investigations and digital evidence management, industry-standard computer forensic tools, file systems, data recovery and collection, and sample case evaluations.

***ITD 2053 TELECOMMUNICATIONS FUNDAMENTALS**
Examines and analyzes strategies for telecommunications, including network systems and forms of electronic communications. Overview of resources and utilization of systems transmitting information between a computing system and remotely located sending and receiving devices. Demonstrations, discussion and hands-on exercises with an emphasis on telecommunications and applications. Prerequisite: CIS 1103 or CIS 1113.

***ITD 2153 ADVANCED TELECOMMUNICATION FUNDAMENTALS**
An in-depth study of the technological resources available for technical communications. Covers telecommunication regulations, ethics and economics. Prerequisite: ITD 2053. Spring only

ITD2163: COMPUTER & TECHNOLOGY LAWS
This course introduces students to the Oklahoma state and US Federal laws and regulations related to computers and technology. The course will address elements of the civil and criminal codes related to computer and network technology.

ITD2173: COMPUTER FORENSICS & INCIDENT RESPONSE INVESTIGATIONS
This course provides students the opportunities to apply the fundamentals of the computer forensics to the processing and analysis of real or hypothetical cases. Students will have substantial hands-on experience in problem-solving and in using computer forensic knowledge and tools to identify, recover, collect, process, analyze, document and present digital evidence in sample cases of computer crimes or incidents. The hands-on experience includes work on file and data recovery, password cracking and examination and analysis of email and network intrusions.

***ITD 2213 WINDOWS NETWORKING I**
Course is designed to give the student basic knowledge of Microsoft Windows networking and its uses. Students will be given projects using the operating software features and will learn how other software programs link to the operating systems. Topics may include using network neighborhood, objects linking and embedding, and managing hardware. Prerequisite: CIS 1103 or CIS 1113 and ITD 2523.

***ITD 2241-2244 COOPERATIVE PRACTICE**
One to four credits. Under supervision of the college and the employer, students combine classroom learning with career-related work experience. Prerequisite: consent of department head.

***ITD 2253 PLANNING/ACQUISITION/ MANAGEMENT OF TELECOMMUNICATION RESOURCES**
Study of the issues and problems telecommunications professionals face in the acquisition and management of corporate telecommunications equipment, software and services. Topics include assessment of corporate telecommunications needs to optimize facilities, increasing productivity and financial analysis. Prerequisite: ITD 2053. Spring only.

***ITD 2313 WINDOWS NETWORKING II**
This course provides students with the knowledge and skills necessary to learn how to set up and support the Microsoft Windows operating system in a single domain environment. Prerequisites: ITD 2213. Fall only.

***ITD 2333 WINDOWS NETWORKING III**
This course provides students with the knowledge and skills necessary to learn how to administer an enterprise network infrastructure. Prerequisite: ITD 2313. Spring only.

***ITD 2433 LINUX**
This course is a study of the Linux operating system and applications for system, file and disk management. It includes an introduction to systems administration and development of programs for the Linux operating system. Fall only.

***ITD 2623 ADVANCED LAN FUNDAMENTALS**
Course reviews data, text, graphics and voice communications technology and their application. Included is vocabulary, configuration of local networks, modems, rates and standards. An overview of protocols is given. Prerequisite: ITD 2523. Fall only.

***ITD 2723 MICROSOFT NETWORK SECURITY**
This course teaches the skills and knowledge necessary to implement administer the various security mechanisms provided with the Microsoft Windows Server 2003 operating system through lectures, discussions, scenarios, demonstrations, and classroom labs. This course, designed for students entering the information technology (IT) profession, teaches the fundamentals of implementing and administering security on Windows Server 2003 networks. It assists individuals in preparing for the Microsoft 20-299 exam: Implementing and Administering Security in a Microsoft Windows Server 2003 Network. Prerequisites: ITD 2213, ITD 2313, ITD2333, CIS 2513. Fall only.

***ITD 2823 MICROSOFT INTERNET SECURITY AND ACCELERATION SERVER**
This course provides students with the knowledge and skills to deploy and manage Microsoft® Internet Security and Acceleration (ISA) Server as part of a larger security infrastructure which includes network and perimeter security measures, Internet firewalls, application layer filters, and screened networks. Students will also learn to implement caching servers and additional mechanisms to protect public-facing Web servers. The course introduces security concepts unique to ISA Server and provides best practices for their implementation. This course assists students in preparing for the Microsoft exam 70-350: Implementing Microsoft Internet Security and Acceleration Server 2004. Instructional methods include lectures, discussions, scenarios, demonstrations, chapter review questions, textbook exercises, and classroom labs. Spring only.

INTERPRETER TRAINING

ITP 1212 NONVERBAL COMMUNICATION
A study of the skills required to express communication without the spoken word through the use of facial expression, body language, gestures and pantomime.

ITP 1321-1324 TECHNICAL PROBLEMS-ITP
One to four credits. Technical problems in interpreter training that are of particular interest to interpreters.

ITP 1333 ORIENTATION TO DEAFNESS
A study of the status of deaf persons from the past to the present day. Various communication methods and the education process for deaf students will be discussed.

ITP 1352 EXPRESSIVE/RECEPTIVE FINGERSPELLING
A course focused on developing the skill of reading and executing fingerspelling with emphasis on fluency and accuracy. Prerequisite: ITP 1364.

ITP 1364 AMERICAN SIGN LANGUAGE I
An introductory course in American Sign Language (ASL) which includes the development of receptive and expressive skills in authentic situations and an introduction to Deaf culture. Topics revolve around sharing information about our environment and us. Grammar is introduced in context, with an emphasis on developing question and answering skills. Activities involving interaction allow for rehearsing conversational strategies and targeted vocabulary. Prerequisite: ITP 1212 or concurrent enrollment.

ITP 1374 AMERICAN SIGN LANGUAGE II
Continuation of American Sign Language I (ASL) 1. This course further develops receptive and expressive skills in American Sign Language in authentic situations and expands the study of Deaf culture. It covers topics like making requests and talking about routines while focusing on grammatically correct production and appropriate non-manual behaviors. Prerequisites: ITP 1364 and concurrent enrollment in ITP 1352.

ITP 1493 INTERPRETING SPECIAL AREAS
Introduces the following topics in interpreting: (1) working with deaf and hard-of-hearing persons who communicate through speech and speech reading, (2) working with person having minimal language skills, (3) working with person who are deaf and blind, and (4) multicultural aspects of interpreting. Prerequisites: ITP 1374.

ITP 2051-2056 ADVANCED TECHNICAL PROBLEMS
One to six credits, six maximum. A study of applied problems that are of special interest to the interpreter. Prerequisite: consent of department head.

ITP 2113 SIGN-TO-VOICE INTERPRETING I
Designed to develop skills in consecutive interpreting from sign into spoken English. Skills targeted include cultural mediation, transitions, closure, fluency, clarity and message conveyed for content and affect. Prerequisite: ITP 2413 and ITP 2313.

ITP 2263 EDUCATIONAL INTERPRETING
Designed to give the students experience in interpreting in the educational setting. Emphasis will be given to Signing Exact English (SEE) and the vocabularies specific to different educational areas such as history, math, computer science, English and science. Prerequisite: ITP 2513.

ITP 2273 TRANSLITERATING
Designed to provide students with skills development in transliterating using conceptually accurate signed English. Students will work on a variety of stimulus materials to expand vocabulary. Prerequisite: ITP 2263.

ITP 2313 FUNDAMENTALS OF INTERPRETING
An introduction to the principles, practices and processes of interpreting and transliterating. Emphasis on the Code of Professional Conduct and ethical decision-making. Prerequisite: ITP 1374.

ITP 2352 FINGERSPELLING II
A continuation of ITP 1352. Expressive and receptive fingerspelling practice designed to increase competency in the areas of word recognition and word production. Specified core of number usage, fingerspelled loan signs and intonation in context. Prerequisites: ITP 1352.

ITP 2373 TECHNICAL INTERPRETING I
This course is designed to equip the student with vocabulary and processes needed to interpret in religious, medical and performing arts settings. Prerequisite: ITP 2413 and ITP 2313.

ITP 2383 TECHNICAL INTERPRETING II
This course is designed to equip the student with vocabulary and processes needed to interpret in mental health and legal areas. Prerequisite: ITP 2373.

ITP 2413 AMERICAN SIGN LANGUAGE III
An intermediate course with an emphasis on expressive and receptive conversational sign language skills incorporating signed expression. Prerequisite: ITP 1374.

ITP 2443 SIGN-TO-VOICE INTERPRETING II
A continuation of Sign-to-Voice Interpreting I. Targeted skills will also include interpreting simultaneously from sign to spoken English and recognition of a variety of signing modes.. Prerequisites: ITP 2113 and ITP 2513.

ITP 2501 SKILLS MAINTENANCE LAB
Skills maintenance lab.

ITP 2513 AMERICAN SIGN LANGUAGE IV
Extensive concentration on American Sign Language communication skills, combined with linguistic comparisons of English and ASL. Prerequisite: ITP 2413.

ITP 2623 INTERPRETING I
Designed to develop skills in interpreting consecutively from English into American Sign Language. Skills targeted include listening, closure, fluency, sign utilization, clarity and message conveyed for content and affect. Prerequisites: ITP 2313 and ITP 2413 and ENGL 1213.

ITP 2633 ADVANCED INTERPRETING II
A continuation of Interpreting I. Skills targeted also include interpreting simultaneously. Students will prepare for the state Quality Assurance Screening Test (QAST) Prerequisites: ITP 2623 and ITP 2113.

ITP 2636 INTERPRETING PRACTICUM
A practicum course designed to give students supervised experiences in interpreting in limited professional settings. Students will prepare a portfolio of their best work in interpreting and transliterating in both voice-to-sign and sign-to-voice. Students will take the QAST performance evaluation at the end of the semester. Prerequisite: ITP 2633.

ITP 3050-53 TECHNICAL PROJECTS
One to three credits. A study of applied problems that are of special interest to the interpreter. Prerequisites: Consent of the Department Head

ITP 3123 CRITICAL THINKING AND ETHICS
An exploration of individual core values and beliefs, critical thinking and reflective analysis skills, and effective decision making through the discussion of ethical dilemmas. Prerequisites: ITP 2623

ITP 3353 BUSINESS OF INTERPRETING
Focuses on the experiences and problems faced by small business owners. Topics include licensure, tax considerations, liability, marketing and billing, and effective communication practices.

ITP 3403 ASL CLASSIFIERS
Focuses on the artistic and linguistic use of classifier handshapes in ASL. Prerequisites: ITP 2513

ITP 4050-53 TECHNICAL PROJECTS
One to three credits. A study of applied problems that are of special interest to the interpreter. Prerequisites: Consent of the Department Head

ITP 4113 ASL V
A study of the basic concepts of linguistics as they pertain to ASL including phonology, morphology, syntax and the sociolinguistic structure of ASL. Prerequisites: ITP 2513

ITP 4223 INTERPRETING IN EDUCATIONAL SETTINGS
Designed to give the students experience in interpreting in the educational setting. Emphasis will be given to Signing Exact English (SEE) and the vocabularies specific to different educational areas such as history, math, computer science, English, and science. Prerequisites: ITP 2513, ITP 2273

ITP 4233 TRANSLITERATING II
A continuation of ITP 3533 with a focus on vocabulary that will be encountered in the community settings. Prerequisites: ITP 3533

ITP 4333 INTERPRETING III
A continuation of English to ASL II and ASL to English II with stimulus materials that will increase in complexity and length with a broad range of topics. Prerequisites: ITP 3113, ITP3343, ITP 3524

ITP 4403 CURRENT ISSUES IN INTERPRETING
A survey of current topics in the interpreting field. Research related to interpreting and ASL will be addressed. Prerequisites: ITP 3524

ITP 4446 INTERNSHIP
A course designed to give students opportunities to work in professional settings. In addition, students will establish goals for skills improvement and methods for measuring success. Prerequisites: ITP 4333

ITP 4553 TECHNOLOGY IN INTERPRETING
Introduces students to new areas of work such as Video Remote and Video Relay interpreting. Working with a variety of registers and sensitive vocabulary will be addressed. Prerequisites: ITP 4333

MANAGEMENT

MGMT 1313 STRESS MANAGEMENT
Management of activities, rather than doing activities, stresses relationships between goals and activities. Discusses the balance between personal and professional life.

MGMT 2103 PRINCIPLES OF MANAGEMENT
An introductory course presenting the basic concepts and practices of management, both private and public. Topics include historical development of management; basic definitions and philosophy; fundamentals managerial functions, including planning, organizing, staffing, directing and controlling; current trends in management; possible future developments in organization and administration.

MGMT 2123 LABOR RELATIONS MANAGEMENT
A study of problems affecting management and labor, principles and techniques of collective bargaining, types of union agreements, federal and state labor laws, administrative regulations and requirements and current trends in management-labor relations. Prerequisite: MGMT 2103

MGMT 2143 LEADERSHIP
A study of organizations and the effective use of power and authority to motivate, lead and influence people. Course discusses the historical view of leadership, situational leadership, influence of organizational climate on leadership styles and current and future trends affecting leadership. Prerequisite: MGMT 2103.

MGMT 2213 HUMAN RESOURCES MANAGEMENT
Focuses on developing students' understanding of human resource issues and the practical application of methods for solving these issues. Topics covered include job analysis, recruitment, interviewing, selection, performance appraisal, training, compensation and equal employment opportunity. Issues are reviewed within the context of the historical and current social environment, labor market, legal and global economic conditions influencing practice. Prerequisite: MGMT 2103.

MGMT 2223 SUPERVISION
Effective supervision is considered the key link to productivity. Building upon the foundations learned in MGMT 2103, this course examines the skills needed for effectively managing work and leading people. Topics include: planning, organizing, directing and controlling, communications, skills, managing change, motivation, leadership, building relationships, discipline, grievances and complaints, selection and retention. Prerequisite: MGMT 2103

MGMT 2913 ORGANIZATIONAL BEHAVIOR
Covers the structure of organizations and dynamics of behavior within organizations. Topics include job design, perception, communication, decision-making, motivation, groups, leadership and organizational change and effectiveness. Prerequisite: MGMT 2103.

MARKETING

MKT 2273 PRINCIPLES OF MARKETING
Focuses on the relationship between the organization and its customers and the other members of the channel of distribution. Introduces students to the marketing function of an organization, the environmental factors influencing marketing decisions, the discovery of market opportunities, the development of marketing strategy and the development of marketing programs.

MKT 2283 CONSUMER BEHAVIOR
The buying-using process is examined. The external environment, individual determinants and decision processes are studied in the context of forming market strategy and tactics. Topics include information processing, social and economics influences, attitude formation and change, image creation and positioning, behavioral research and low-high involvement behavior. Prerequisite: MKT 2273

MKT 2343 PRINCIPLES OF ADVERTISING
A study of advertising principles and practices. Advertising management, media buying, agency operations, advertising and marketing research, and an analytical basis for advertising decision-making and control. Builds on a rigorous base of consumer psychology and then focuses on public relations and communication in relation to the overall promotional mix. Prerequisite: MKT 2273.

MKT 2643 PRINCIPLES OF PUBLIC RELATIONS
A study of various methods and procedures for use by individuals, groups or organizations to improve their image, communications and relationships with their public. Builds on a rigorous base of consumer psychology and then focuses on public relations and communication in relation to the overall promotional mix. Prerequisite: MKT 2273.

MATHEMATICS

MATH 0103 PRE-ALGEBRA
Review of arithmetic, beginning algebra and geometry. Students must complete course with a grade of "C" or better.

MATH 0123 INTRO ALGEBRA
Review of fundamental mathematics and introduction to algebra to include signed numbers, exponents, algebraic expressions and fractions, factoring linear equations and inequalities, systems of linear equations and graphing.

MATH 0213 INTERMEDIATE ALGEBRA
Review of fundamental operations of algebra, rational expressions, exponents and radicals, complex numbers, linear equations and inequalities, quadratic equations, graphing and systems of equations. Satisfactory placement scores are required or students must have completed MATH0123 with a grade of "C" or better. Prerequisite: [M] MATH 0123.

MATH 0235 INTRODUCTORY/INTERMEDIATE ALGEBRA
Review of fundamental mathematics and introduction to algebra to include signed numbers, exponents, algebraic expressions and fractions, factoring, rational expressions, exponents and radicals, complex numbers, linear equations and inequalities, systems of linear equations, quadratic equations, graphing and systems of equations. Introductory exponential logarithmic functions. Prerequisite: Math 0123

MATH 1413 GENERAL COLLEGE MATHEMATICS (A)
Topics from set theory, probability, statistics, algebra, number systems and math applications. Not preparatory for subsequent math courses. Satisfactory placement scores are required or students must have completed MATH 0213 with a grade of "C" or better. Prerequisite: [R] MATH 0213 or MATH 0235.

MATH 1513 COLLEGE ALGEBRA (A)
Quadratic equations, functions and graphs, inequalities, systems of equations, exponential and logarithmic function, theory of equations, sequences and the binomial formula. Satisfactory placement scores are required or students must have completed MATH 0213 with a grade of "C" or better. Prerequisite: [R] MATH 0213 or MATH 0235.

MATH 1613 TRIGONOMETRY (A)
Trigonometric functions, solution of right and oblique triangles and applications to engineering. Prerequisite: MATH 1513 or concurrent enrollment.

MATH 1715 PRECALCULUS
Preparation for calculus. An integrated treatment of topics from college algebra and trigonometry. Combined credit for MATH 1513 & MATH 1613. No credit for those with prior credit in any course for which MATH 1613 is a prerequisite.

MATH 2103 ELEMENTARY CALCULUS (A)
Introduction to differential and integral calculus. For students of business and social sciences. Prerequisite: MATH 1513.

MATH 2123 CALCULUS FOR TECHNOLOGY PROGRAMS I (A)
First part of a terminal sequence in calculus for students pursuing degrees that emphasize technology. Functions and graphs, differentiation and integration with application. Prerequisites: MATH 1513 and MATH 1613 OR MATH 1715.

MATH 2133 CALCULUS FOR TECHNOLOGY PROGRAMS II (A)
The second part of a terminal sequence in calculus for students pursuing degrees that emphasize technology. Calculus of trigonometric, exponential and logarithmic functions with application to physical problems. Prerequisite: MATH 2123.

MATH 2145 CALCULUS I (A)
Introduction to derivatives, integrals and their applications, including introductory analytic geometry. Prerequisites: MATH 1513 and MATH 1613 OR MATH 1715.

MATH 2155 CALCULUS II (A)
A continuation of MATH 2145, including multivariate calculus and series with applications. Prerequisite: MATH 2145.

MATH 2233 DIFFERENTIAL EQUATIONS (A)
Methods of solution of ordinary differential equations with applications. First order equations, linear equations of high order, series solutions, Laplace Transform theory. Prerequisite: MATH 2155.

METEOROLOGY

METR 1013 ELEMENTARY METEOROLOGY
Meteorology is the study of the earth's atmosphere. The course will foster a basic understanding of the atmospheric environment by studying clouds, precipitation, winds, air masses and storms. Prerequisites: [R] [Sci] MATH0123 or SCI 0124.

MICROBIOLOGY

MCRO 2124 INTRODUCTION TO MICROBIOLOGY
Introductory study of general principles of microbiology. Lab: three hours per week. Prerequisite: four hours of biological or physiological science and CHEM 1214 or CHEM 1314.

MUNICIPAL FIRE PROTECTION

MFP 1103 INTRODUCTION TO PUBLIC FIRE PROTECTION
The student will acquire an understanding of the fundamentals behind the methods, efforts and equipment available to protect the public from fire.

MFP 1113 FIRE TACTICS I
A review and study of basic principles and methods utilizing fire department manpower equipment and apparatus. Emphasis will be on pre-planning, fire ground problems and related fire ground decisions as required of the company officer.

MFP 1123 FIRE TACTICS II
A study of principles and methods with the fireground tactics and strategy of the multi-company officer or chief officer. The course emphasizes multi-company alarm handling disasters and major fire incidents of mutual aid and large-scale command. Includes principles of command, control and techniques required at the scene of an emergency. Prerequisite: MFP 1113.

MFP 1133 FIRE SERVICE RECORDS AND REPORTS
Proper methods of record keeping in a fire department with special emphasis placed on proper types of records, reports, log book entries, graphs and other record-keeping aids for day-to-day operations and long-range planning, etc. Lab: two hours per week. Prerequisite: FIRE 1103 and FIRE 1113.

MFP 1147 EMT BASIC
This course is designed to prepare students to the level of Emergency Medical Technician (EMT) - Basic, so they will be both eligible for National Registry/Oklahoma Licensure as an EMT and competent at the level expected of an entry level EMT. The course develops skills in symptom recognition and in all emergency care procedures currently within the responsibilities of an EMT providing emergency medical care with an ambulance service or emergency medical service initial response agency. Lab: three hours per week. Prerequisite: standard OSU-Oklahoma City admission requirements.

MFP 1213 FIRE AND SAFETY HAZARDS RECOGNITION
An intensive study of "the fire problem." A survey of physical, chemical and electrical hazards and their relationship to loss of property and/or life. Transportation and handling practices are emphasized to eliminate or control the potential risk of fire in the home, business and industry. Lab: three hours per week.

MFP 1223 INSPECTION PRACTICES
A course in the proper procedures to be followed in the inspection of property including proper dress, communications, tools used, inspection technique and common areas to be observed.

MFP 1249 PARAMEDIC CARE I
This course will prepare the paramedic student for medication administration, venous access, advanced airway and ventilation. It will include clinical time in the operating room and emergency department. It is designed to cover the well being of paramedics, their roles and responsibilities, injury and illness prevention, medical/legal issues, ethics, therapeutics communications and life span development. Discussion and review of the following: medical mathematics, history taking, techniques of physical examination, patient assessment, clinical decision-making, communications and documentation. Upon successful completion of this course the paramedic student will be able to define normal cellular physiology, how cells respond and change to injury, genetics and other causes of disease, self-defense mechanisms, inflammation, and variances of immunity stress and disease. Students will be required to complete 84 hours of clinical rotations. Prerequisites: MFP 1147 and BIOL 1515.

MFP 1253 HAZARDOUS MATERIALS FOR FIRST RESPONDERS
This course is designed to provide the first responders to a hazardous materials incident with the basic information they need to make the first impact on the incident a professional and positive one.

MFP 1321-1324 TECHNICAL PROBLEMS - MUNICIPAL FIRE PROTECTION
One to four, maximum six credits. Technical problems in fire protection that are of particular interest to the fire service technician.

MFP 1348 PARAMEDIC CARE II
This course is designed to cover the structure and function of the human heart and how it relates to electrophysiology and dysrhythmia analysis. It is also designed to give the student the basic knowledge, skills and confidence to successfully interpret ECG strips in the patient care setting. Upon completion of this course the paramedic student will be able to summarize and correctly interpret the legal standards of drug therapy: identify and correctly interpret actions of emergency drugs; accurately calculate doses, dosage and routes of administration for emergency patients based on indications, contraindications, standing orders, verbal orders and accepted pre-hospital care protocols; and demonstrate correct aseptic techniques in preparation and administration of drugs. In addition, this course will discuss the nature of trauma and its cost to society, the concepts of trauma care systems and role of the paramedic in trauma care. Discussion will include the following: blunt force trauma, triage protocols and physiology of injuries. Students will be required to complete 88 hours of clinical rotations. Prerequisite: MFP 2333 and MFP 1249, Co-requisite: MFP 2333.

MFP 1373 FIRE SUPPRESSION AND DETECTION SYSTEMS
Scope of study includes the design, installation, maintenance and utilization of portable fire extinguishing appliances, pre-engineered systems and engineered systems. Fire detection and signaling systems are evaluated for operational capabilities and utilization requirements. Modern principles of fire detection and suppression are applied to practical laboratory problems. Lab: three hours per week. Same as FPST 1373.

MFP 2021 FIRE AND ARSON DETECTION FOR THE FIRST REPONDER
This course is designed specifically to provide a clear definition of the role of initial responders and to provide essential knowledge to enable them to recognize the potential of an intentionally set fire, preserve evidence and properly report the information to appropriate officials. Prerequisites: MFP 1113 and MFP 1123.

MFP 2022 FIRE AND EMERGENCY SERVICES INSTRUCTOR
This course prepares potential fire and emergency services instructors for planning instruction, using a variety of Instructional methods, teaching diverse learners and evaluating course outcomes. The course also provides guidelines for addressing

the critical issues of safety, the legal issues of training and opportunities for students to participate in application activities. On successful conclusion of the course, students are eligible to sit for the IFSAC Fire and Emergency Services Instructor I certification exam.

MFP 2031 JUVENILE FIRESETTER INTERVENTION SPECIALIST I
The goal of this course is to help students develop the skills and knowledge necessary for conducting interviews with potential juvenile firesetters. On successful completion of course, students are eligible to sit for the IFSAC Juvenile Firesetter Intervention Specialist I certification exam. Prerequisite: Department Approval Required.

MFP 2032 FIRE AND EMERGENCY SCVS INST II
This course prepares potential fire and emergency services instructors for developing topic-specific lesson plans and learning materials on emergency services topics, scheduling training session, testing and evaluation of learning materials on emergency services topics, scheduling training sessions, testing and evaluation of learning based on course objectives, supervising other instructors and ensuring the safety of student during instruction. On successful completion of the course, students are eligible to sit for the IFSAC Fire and Emergency Services Instructor II certification exam. Prerequisite: MFP 2022.

MFP 2041 PUBLIC INFORMATION OFFICER
This course develops the skills necessary to work successfully with the media to disseminate important information to the community. Participants will have an opportunity to compose news releases and conduct a media interview. Special emphasis will be placed on the importance of building and maintaining a positive working relationship with the media. On successful completion of course, students are eligible to sit for the IFSAC Public Information Officer Certification exam. Prerequisite: Advisor approval.

MFP 2042 FIRE AND LIFE SAFETY EDUCATOR I
The goal of Fire and Life Safety Educator I, is to develop the skills necessary to be able to effectively deliver a fire or life safety presentation to the public. Some of the areas covered during the course are selection of instructional materials that are appropriate for the audience and topic, presentation of fire and life safety education topics, time and management and the work schedule, preparation of activity reports, dissemination of educational materials to the public, and administration of evaluation instruments to determine if learning occurred. On completion of the course students are eligible to sit for the IFSAC Fire and Life Safety Educator I certification exam. Prerequisites: MFP 2022, 2032.

MFP 2051-2054 ADVANCED TECHNICAL PROBLEMS - MUNICIPAL FIRE PROTECTION
One to four, maximum six credits. Technical problems in fire protection that are of particular interest to the fire service technician.

MFP 2143 STRUCTURAL DESIGNS FOR FIRE AND LIFE SAFETY
Building construction methods are critically examined within the scope of pertinent standards and codes to assure maximum life and property safety from fires, explosions and natural disaster. Lab: three hours per week. Prerequisite: arch 1223. Same as FPST 2143.

MFP 2148 EMT INTERMEDIATE
This course is designed to prepare emergency medical technicians (EMT's) to the level of Emergency Medical Technician-Intermediate, so they will be eligible for National Registry/Oklahoma Licensure as an EMT-Intermediate, and will be competent at the level expected of an entry level EMT-Intermediate. The course expands the knowledge and skills of the EMT-Basic by including additional material on patient assessment, definitive airway management, intravenous fluid therapy, and the treatment of shock and medical terminology. Lab: three hours per week. Prerequisite: MFP 1147.

MFP 2163 FIRE ADMINISTRATION
A study of how to plan and implement long range programs in relation to prevention, training, public relations, suppression and personnel with special emphasis on budget processes and the fire department's relation to overall community service delivers.

MFP 2211 EMERGENCY VEHICLE OPERATION
This course introduces Fire and EMS personnel to Law and Liabilities, preventive maintenance, emergency response considerations, crash and injury prevention and safe driving techniques. Meet NFPA 1002 & 1451.

MFP 2213 HAZMAT OPERATIONS
Upon successful completion of this course the student will be able to analyze a hazardous materials incident, plan an initial response, implement the response and evaluate the progress of the actions taken. Major topics covered in the course include firefighter safety, regulations and standards, chemistry, recognition and identifications, DOT guidebook, site management, container behavior, defensive control measures, personal protective equipment and decontamination. Methods of instruction include lecture, discussion, classroom exercises, audio/visual material, practical exercises, quizzes, observations, written examination and a final examination. Prerequisite: MFP 2727

MFP 2233 FIRE INVESTIGATION
Gives the student a background in fire cause determination, arson investigation, evidence preservation, loss analysis and witness and suspect interviewing. Prerequisite: Consent of department head.

MFP 2333 RESCUE AWARENESS
This course will discuss the varying involvement of EMS personnel in rescue operations, scene safety, including HAZMAT, assessing and treating contaminated patients, crime scene operations, preserving evidence, medical incident command, surface and under the surface water rescues, vehicle rescues and search techniques. Prerequisite: MFP 1147.

MFP 2549 PARAMEDIC CARE III
This course is a study of the assessment and management of neurological, endocrine, allergies and anaphylaxis, gastroenterology, urology, toxicology, environmental conditions, infectious diseases, psychiatric, and hematological emergencies. Discussion and review of the following: the respiratory system anatomy, physiology and pathophysiology, respiratory emergencies emphasizing recognition and treatment of these problems. This course is also designed to give the student the knowledge to administer and interpret the 12-lead ECG. Students will be required to complete 108 hours of clinical rotations. Prerequisite: MFP 1348.

MFP 2558 PARAMEDIC CARE IV
This course will discuss and review the female reproductive system anatomy, physiology, pathophysiology, and the recognition and management of normal and complicated pregnancy and delivery. Discussion and review of the following: the recognition and management of gynecological emergencies and the anatomy and physiology of pregnancy. It will also provide an overview of common and uncommon pediatric emergencies encountered as well as presenting specialized pediatric assessment techniques and emergency procedures. This course will also discuss the specialized world of neonatology, pediatrics, geriatrics and their assessment and treatment. Other discussion and review of the following: the abused and assaulted patient, their assessment and treatment; and the assessment and treatment of the chronic-care and the challenged patient; as well as assessment-based management. Students will be required to complete 156 hours of clinical rotations. Prerequisite: MFP 2549.

MFP 2651-2656 TECHNICAL PROJECTS - MUNICIPAL FIRE PROTECTION
One to six, maximum six credits. A study of problems in fire protection that are of particular interest to the fire service technician.

MFP 2727 FIREFIGHTER I
Prepares students to the level of Firefighter I as defined by NFPA (National Fire Protection Association) Standard for Fire Fighter Professional Qualifications 1001. Students completing the course with a grade of "C" or better will be eligible for certification by IFSAC (International Fire Service Accreditation Congress) and Oklahoma Fire Service Training as Firefighter I. Live fire training and certification testing will be conducted by Fire Service Training in Stillwater, Oklahoma. Lab: three hours per week. Prerequisites: medical release from a physician and MFP 1123 and MFP 1147 and MFP 2163.

NURSE SCIENCE

NURS 1102 INTRODUCTION TO NURSING
A theoretical and practical course that serves as an introduction to nursing educational processes and the profession of nursing. This course encourages students to explore nursing as a career while offering strategies to assist the student to be successful in future nursing courses. Co-Requisites: ENGL 1113, MATH 0123, PSYC 1113.

NURS 1116 FUNDAMENTALS OF NURSING
Basic major area course designed to allow the student to develop the basic understanding, knowledge and skills of nursing care. Includes orientation to nursing and beginning interpersonal relations and nursing interventions in illness. Lab: six hours per week. Co-requisites: ENGL 1113 and CHEM 1214 and PSYC 1113.

NURS 1128 ADULT NURSING
Focuses on application of nursing process in meeting needs of clients. Using critical thinking, students learn to use knowledge from biophysical and psychosocial sciences and curriculum concepts to plan and provide adult care in a variety of settings within legal and ethical guidelines. Lab: nine hours per week. Prerequisites: NURS 1116. Co-requisites: BIOL 1214 and HIST 1483 or HIST1493 and NSCI 1113.

NURS 1213 ROLE TRANSITION IN NURSING
Role Transition in Nursing is a course designed for licensed practical nurses and registered paramedics that are considering seeking advanced standing in the associate degree nursing program. Areas of focus are philosophy of associate degree nursing, nursing process, assessment, communication, roles and functions of health care providers, and examination of feelings related to role change. Prerequisite: NURS 1116.

NURS 2228 MATERNAL AND CHILD NURSING
Physiological and psychosocial factors involved in the family-centered approach to maternal and child nursing. Nursing care of the mother during the maternity cycle and of infants and children from birth through adolescence. Normal aspects are emphasized and used as a base for identifying the abnormal. Lab: nine hours per week. Prerequisites: NURS 1128 and BIOL 1214 and HIST 1493 or HIST 1483 and NSCI 1113. Co-requisites: PSIO 2314 and SOC 1113 and ENGL 1213.

NURS 2238 ADVANCED NURSING
Advanced Nursing builds upon knowledge of the curricular concepts attained in the three preceding semesters of study. Using critical thinking, students incorporate these concepts to plan and provide holistic care within legal/ethical guidelines for patients in a variety of health care settings, including critical care, mental health and adult medical-surgical nursing. Learning experiences are designed to assist the student beginning the transition from the role of student to the role of staff nurse. Lab: nine hours per week. Prerequisites: NURS 2228 and PSIO 2314 and SOC 1113 and ENGL 1213. Co-requisites: POLS 1113 and MICRO 2124 and NURS 2252.

NURS 2252 TRENDS AND ISSUES IN NURSING
A course designed to assist nursing students in assuming a new role as a graduate nurse. Contemporary social and professional trends in nursing will be researched and discussed. Prerequisites: NURS 1116, NURS 1128, NURS 2228, PSIO 2314, SOC 1113, ENGL 1213.

NURS 2313 PHARMACOLOGY AND THE NURSING PROCESS
Pharmacology and the Nursing Process is designed as an elective to assist nursing students to develop increased understanding of common medications and related nursing responsibilities with an emphasis on safety and patient education. Prerequisite: NURS 1116.

NUTRITION

NSCI 1113 BASIC HUMAN NUTRITION (N)
Study of the functions of the nutrients in human life processes and the nutrient relationship to health as a basis for food choices. Open to all students.

NSCI 1123 HEALTHY LIVING
This course will provide information on topics including current nutrition-related issues, exercise practices and mind/body activities to promote balanced health. These topics will be explored with information on vegetarian diets, the use of soy foods, the importance of herbs, organic agriculture, and prevention of chronic disease through diets high in vegetables, fruits and whole grains. A variety of physical exercises will be studies including those that promote mental calmness and control such as yoga. Lifestyle practices that promote health, like journaling, will be studied and experimented with during the course. Prerequisites: [W] ENGL 0123.

PHILOSOPHY

PHIL 1013 INTRODUCTION TO PHILOSOPHY (H)
Basic works by great thinkers, including Plato, Descartes and Hume. Prerequisites: [R] [W]

PHIL 1213 INTRODUCTION TO ETHICS (H)
Introductory ethics and social philosophy. Moral decision-making, the good life, social values, freedom and responsibility. Prerequisites: [R] [W]

PHIL 1313 CRITICAL THINKING (H)
Informal and formal reasoning, explanation, definition and fallacies. Emphasis on the critique, evaluation and development of arguments in everyday discourse. Practical applications. Prerequisites: [R] [W]

PHYSICS

PHYS 1014 DESCRIPTIVE PHYSICS (N)
A survey course presenting the basic concepts and principles of physics with a minimum of mathematics. Motion, waves, temperature, electricity, magnetism, optic and atomic energy. No credit for students with PHYS 1114. Prerequisites: [R] [M] [Sci]

PHYS 1114 GENERAL PHYSICS I (L, N)
Physics for the non-engineering major or non-physics major. The course includes topics in mechanics, heat and sound with applications of each. Prerequisite: [R] [Sci] MATH 1513. MATH 1613 recommended OR MATH 1715. Lab: three hours per week.

PHYS 1204 GENERAL PHYSICAL SCIENCE (N)
Introduction to the fields of physics, chemistry, astronomy, geology and meteorology. Includes a short review on the metric system, scientific notation and scientific digits. Designed for the non-science major. Prerequisites: [R] [M] [Sci]

PHYS 1214 GENERAL PHYSICS II (L, N)
Continuation of PHYS 1114: electricity, magnetism, optics, quantum physics, atomic and nuclear structure. Lab: three hours per week. Prerequisites: PHYS 1114

PHYS 1514 INTRODUCTION TO LASERS
Principles and operation of a laser, its output characteristics and safe operating practices. Includes the electro-optics involved with lasers. Lab: three hours per week. Prerequisite: [Sci] MATH 1613.

PHYS 2014 PHYSICS I (ENGINEERING) (L, N)
Calculus-based introductory course for science, math and engineering majors. Mechanics, waves, heat and thermodynamics. Prerequisite: [Sci] MATH 2145.

PHYS 2114 PHYSICS II (ENGINEERING) (L, N)
Continuation of PHYS 2014: electricity, magnetism and optics. Prerequisite: PHYS 2014.

PHYS 2514 APPLICATIONS OF THE LASER
A study of applications for lasers, using the theories of geometrical, wave and particle mechanics. Lab: three hours per week. Prerequisite: PHYS 1514.

PHYSIOLOGICAL SCIENCES

PSIO 2311 HUMAN PHYSIOLOGY LABORATORY
Laboratory supplementing PSIO 2313. Structure and function of the systems of the human body. Enrollment requires credit or concurrent enrollment in BIOL 1515. This course will provide laboratory credit for students in an approved LPN or paramedic program. Concurrent: PSIO 2313.

PSIO 2313 HUMAN PHYSIOLOGY
Structure and function of the systems of the human body. Prerequisites: CHEM 1214 or CHEM 1314. Concurrent: PSIO 2311.

PSIO 2314 HUMAN PHYSIOLOGY
Structure and function of the systems of the human body. Lab: three hours per week. Prerequisite: CHEM 1214 or CHEM 1314.

POLICE SCIENCE

PLSC 1103 INTRODUCTION TO FORENSIC SCIENCE
A survey of the ways in which the knowledge and technology of science are applied to the definition and enforcement of civil and criminal law.

PLSC 1123 INTRODUCTION TO LAW ENFORCEMENT AND POLICE PROCEDURES
Philosophy of law enforcement; the powers and limitations of the law enforcement officer as revealed in case studies.

PLSC 1133 ETHICS AND PROFESSIONAL BEHAVIOR IN LAW ENFORCEMENT
This is an introductory course of the science of moral philosophy. The student will explore their professional duties and the rational for them when facing ethical dilemmas in the criminal justice career field.

PLSC 1143 TRAFFIC
Police responsibility in traffic control, organization of traffic and patrol division, routine traffic duties and accident reports. Prerequisite: PLSC 1223 and concurrent enrollment in PLSC 2222.

PLSC 1211 FIREARMS
Care and use of police firearms, including legal provisions and restrictions. Open only to COP (Collegiate Officer Program) students with permission of department head.

PLSC 1213 RULES OF EVIDENCE
Tests of admissibility applied by the courts.

PLSC 1223 PENAL CODE AND RELATED CRIMINAL LAWS
The legal basis of law enforcement; the penal code, formation of law enforcement bodies, local ordinances and regulatory functions.

PLSC 1313 PATROL PROCEDURES
An examination of the types and methods of patrol activities. Studies include patrol techniques, hazard awareness, decision-making and tactical considerations. Prerequisite: PLSC 1223.

PLSC 1321-1324 TECHNICAL PROBLEMS - POLICE SCIENCE
One to four, maximum six credits. Technical problems that are of particular interest to police science majors.

PLSC 1413 POLICE-COMMUNITY RELATIONS
Relationships existing between the police and the community they serve. Emphasis will be placed on the officer's role relative to the community, crime prevention, civil rights and the elements of effective community relations.

PLSC 1423 INTERVIEWING SKILLS
Presents a variety of techniques effective for interviewing and discusses the mental and physical factors as well as legal considerations that govern their application.

PLSC 1433 CRIME SCENE PHOTOGRAPHY
Includes basic and advanced photographic principles and theories as they relate to law enforcement with an emphasis on injury documentation, crime scene and accident documentation, fingerprint photography, copy stand photography, night item photography and painting with light. Lab: two hours per week. Prerequisite: PLSC 1103.

PLSC 2023 COMMUNICATION PRACTICES FOR EMERGENCY SERVICES-LEAVE OUT OF CATALOG
This class is an introduction to developing the skills for clear writing, grammar, spelling and punctuation effective in any written work. Same as MFP 2023.

PLSC 2051-2056 TECHNOLOGICAL PROBLEMS
One to six, maximum six credits. A study of applied problems that are of particular interest to the technologist.

PLSC 2103 EMERGENCY FIRST AID
Department of Transportation (DOT) First Responder. Emphasis on emergency care for injuries and response procedures to emergency situations. Successful completion results in certification by the American Heart Association in Basic Life Support and by DOT as First Responders. Lab: two hours per week.

PLSC 2111 DEFENSIVE TACTICS
The study and practice of methods of defense employed by police officers. Lab: three hours per week. Open only to Collegiate Officer Program (COP) students with permission of department head.

PLSC 2133 POLICE ADMINISTRATION
Presentation of the social issues and daily problems facing police administration in a law enforcement organization. Study includes police leadership, organization, planning and research, inspectional service. Prerequisite: 28 or more completed semester hours.

PLSC 2143 INTRODUCTION TO CONSTITUTIONAL LAW
Constitutional law, its history and development; for the police science student. Prerequisite: POLS 1113.

PLSC 2211 EMERGENCY VEHICLE OPERATION
The legal aspect of emergency vehicle operation, desirable law enforcement driving behaviors and the proper handling of a vehicle in non-emergency, emergency and pursuit modes. Limited to Collegiate Officer Program (COP) students. Department permission required.

PLSC 2213 PRINCIPLES OF INVESTIGATION AND INTERVIEW
General principles of police investigation, evaluation, processing and assignment of complaints, methods of obtaining evidence and interviewing techniques. Prerequisite: PLSC 1223.

PLSC 2222 POLICE RECORDS AND REPORTS
Organization and operations of centralized records division; study of standard police forms and reports. Concurrent enrollment in PLSC 1143.

PLSC 2223 JUVENILE ASSISTANCE AND CONTROL
Organization, function and jurisdiction of the juvenile division; methods of handling, processing and detention of juveniles; case disposition and court procedures.

PLSC 2253 SURVEY IN POLICE SCIENCE
A survey course to complete the Collegiate Officers Program to include general certifications required by the Council on Law Enforcement Education and Training mandated by State Bill 920.

PLSC 2413 TECHNICAL INVESTIGATION I
The technical investigator's function and duties in criminal investigation. Areas included are latent fingerprints, casting, ballistics, crime scene photography, and collection and preservation of evidence. Lab: three hours per week. Prerequisite: PLSC 1103, PLSC 2213.

PLSC 2423 BLOODSTAIN INTERPRETATION
Covers the techniques of identification of various stains and the methods used in determining whether or not the stain is blood. Topics include the significance of bloodstain evidence and its role in criminal investigation; detection and identification of stains and patterns; flight characteristics and stain pattern of human blood, blood detection and collection techniques; and the preservation of bloodstain evidence. Lab: two hours per week. Prerequisites: PLSC 2413 and CHEM 1104 and BIOL 1303 and BIOL 1311, or permission of department head.

PLSC 2434 FINGERPRINT IDENTIFICATION
Advanced techniques of fingerprint development with an emphasis on fingerprint comparison and identification. Lab: two hours per week. Prerequisite: CHEM 1104 or permission of department head.

PLSC 2443 CRIME SCENE RECONSTRUCTION
Provides an overview of reconstruction techniques, means of evaluating and interpretation of evidence from crime scenes, causation factors and the validity of physical evidence. Lab: two hours per week. Prerequisite: PLSC 2413.

PLSC 2513 CRISIS INTERVENTION
The police officer's role in a crisis situation. Areas examined include domestic disturbances, death notification and conflict resolution. Prerequisite: PSYC 1113.

PLSC 2523 FORENSIC ANTHROPOLOGY AND ARCHEOLOGY
Provides the students with an introduction to the application of anthropological and archaeological techniques in law enforcement.

PLSC 2533 COURTROOM TESTIMONY AND PRESENTATION
Provides the student with a step-by-step process of investigating crime(s) and methodically prepare the case for submission in a court of law.

PLSC 2543 OCCUPATIONAL PROFICIENCY
This course is designed to evaluate the graduate's proficiency in their major field of study. Areas to be assessed include communication skills, job interviewing techniques and professional competencies. Prerequisite: student must be within one (1) semester of graduation.

PLSC 2651-2654 TECHNOLOGICAL PROBLEMS
One to four, maximum four credits. Special project will be assigned by the advisor with the approval of the department head. A comprehensive written report of the work accomplished must be prepared and approved. Before credit is received, an examination may also be required. Prerequisite: completion of three semesters work in a technical college curriculum or 36 credit hours.

POLITICAL SCIENCE

POLS 1113 AMERICAN GOVERNMENT (S)
Organization, processes, functions of the national government of the United States. Prerequisites: [R] [W]

POLS 1321-26 POLITICAL SCIENCE – SPECIAL TOPICS
One to six credits, six maximum. A study of applied problems that are special interest.

POLS 2053 STATE AND LOCAL GOVERNMENT
Organization, processes and functions of American state and local governments, their relationship to each other and to the national government. Prerequisite or co-requisite: POLS 1113.

POLS 2113 COMPARATIVE POLITICS
A comparative study of the political processes and institutions of selected contemporary societies; includes an introduction to concepts and methods of comparative politics. Prerequisite: POLS 1113.

POLS 3223 PROBLEMS IN PUBLIC SAFETY
Research and investigation on selected problems in the field of public policy. Prerequisite: POLS 1113 or department permission.

POWER TRANSMISSION AND DISTRIBUTION TECHNOLOGY

PTDT 1102 ELEMENTS OF ELECTRICITY AND ELECTRONICS
An introduction to the elementary principles of basic electric units, Ohm's Law circuit solutions of series and parallel network, magnetism, inductance and capacitance. Same as EET 1102.

PTDT 1103 PLAN READING FOR PTDT
This course will cover topics associated with construction drawing for distribution, transmission and substation projects. Topics will include organization and relationship of drawings, specifications, symbols, dimensions, scales and job notes.

PTDT 1104 INTRODUCTION TO THE UTILITY INDUSTRY/CLIMBING
This course will introduce the student to the career paths in the electrical utility industry both public and private. The course will present materials to help an individual determine if the utility industry is the correct career path for them. The course will include the basic principles, techniques, and procedures of overhead line construction, including pole climbing. Lab: four hours per week.

PTDT 1154 ELECTRICAL CIRCUITS-HIGH VOLTAGE
The study of electricity involving electrical properties of materials, electrical laws, units, components, impedance, resonance and magnetism. Lab: two hours per week.

PTDT 1353 LINEMAN SAFETY/EQUIPMENT
An overview of the specific concerns and equipment used by the power transmission technician. Lab: two hours per week.

PTDT 1453 PRINCIPLES OF POWER TRANSMISSION
A course dedicated to the study of transmitting electrical power. The course will contain working practices and situations that transmission lineman encounter: extra high voltage, towers, pole configurations, bare hands and other work practices. Prerequisite: PTDT 1104 Lab: two hours per week.

PTDT 2003 PRINCIPLES OF POWER DISTRIBUTION
A study of underground and above ground high voltage distribution systems. Transformer configurations, conduit sizing, line voltage drops, etc. will be discussed, as well as equipment and safety procedures for both. Lab: two hours per week.

PTDT 2013 DRIVER SAFETY AND CDL TRAINING
This course will prepare students to drive commercial vehicles in a safe manner and help students prepare for the commercial driver's license.

PTDT 2023 PRINCIPLES OF SWITCHING AND METERING
Students will learn the basic switching and metering systems used in the power industry.

PTDT 2043 ELECTRICAL CAPSTONE EXPERIENCE
This is the final course in the curriculum and various topics of the power industry, job searching techniques and related topics will be covered. Course content will be tailored to the needs of the students to prepare them for job placement.

PTDT 2104 INTERNSHIP
This course provides on-the-job training for students. Work experience may be substituted if the student is currently working in the industry and with advisor approval.

PSYCHOLOGY

PSYC 1113 INTRODUCTORY PSYCHOLOGY (S)
General introduction to the science of behavior and mental processes. Emphasizes major theoretical perspectives. Topics of study include perception, states of consciousness, memory, motivation, development, personality, psychological disorders and therapies. Prerequisites: [R] [W]

PSYC 2051-2054 PSYCHOLOGY SEMINAR (S)
Course topics vary. The content may be designed for psychology majors but is also valuable to those students majoring in nursing, alcohol and substance abuse counseling, public service, law enforcement, child development and education. Prerequisite: PSYC 1113.

PSYC 2113 PSYCHOLOGY OF ADJUSTMENT (S)
Principles of the study of adjustment and behavior. Examines psychological process of coping and adapting to everyday life types of problems to include conflicts, pressures and challenges. Some emphasis will be placed on a sociocultural approach to managing adjustment by examining the factors of culture, ethnicity and gender. Prerequisite: PSYC 1113.

PSYC 2213 LIFESPAN HUMAN DEVELOPMENT (S)
Study of the life span of humans. Emphasizes both experimental and theoretical approaches to the study of cognitive, personality, social, perceptual and physical development from conception to death. Prerequisite: PSYC 1113.

PSYC 2223 CHILD PSYCHOLOGY (S)
Effects of heredity and environment on physical, mental, social and emotional development of the individual through adolescence. Prerequisite: PSYC 1113.

PSYC 2333 PSYCHOLOGY OF RACE
Examines the human response to and perceptions of racial differences through the lens of anthropology, mythology, slavery, sexuality and sociology. Prerequisites: [R] [W]

PSYC 2451-2456 SPECIAL TOPICS
One to six credits, six credits maximum. Variable course credit of one to six hours. Examines contemporary issues and problems within psychology. This course may be cross-listed with other technical problems or special topics sections.

PSYC 2713 PSYCHOLOGY OF AGING (S)
Provides an overview of adult development and aging. Focuses on the major theories of aging and how aging affects physical, cognitive and social functioning. Special topics include personality and aging, health aging, dementia and death and dying. Prerequisite: PSYC 1113.

PUBLIC SAFETY

PSDR 1103 EMERGENCY MANAGEMENT I
This course provides an introduction to Comprehensive Emergency Management (CEM) and the Integrated Emergency Management System (IEMS). Included is an in-depth look at the four phases of comprehensive emergency management: mitigation, preparedness, response and recovery.

PSDR 1123 EMERGENCY MANAGEMENT II
Being able to lead others – to motivate them to commit their energies and expertise to achieving the shared mission and goals of the emergency management system – is a necessary and vital part of every emergency manager, planner and responder's job. This course is designed to improve the student's leadership and influence skills. It addresses: leadership from within, how to facilitate change and how to build and rebuild trust using personal influence and political savvy, fostering an environment for leadership development. Prerequisite: PSDR 1103

PSDR 1203 DISASTER MANAGEMENT
This course is designed to give participant a basic understanding of terrorism threats, weapons of mass destruction (WMD) hazards and delivery devices and methods, and the fundamentals of the Incident Command System (ICS) for WMD response, natural disasters and overall leadership to prepare communities to include: training, public education and volunteer resources to lead a multidiscipline response in an all-hazards approach. Prerequisite: PSDR 1103, 1123.

PSDR 1213 INCIDENT COMMAND SYSTEMS
This course trains the skills necessary to effectively plan for and manage an incident by the existing incident command system. This course uses a multidisciplinary, jurisdictional, teambuilding approach. Upon course completion, participants will possess a working knowledge of local state and federal agency roles and responsibilities and their integration into a unified command system for crisis or consequence management. Course delivery consists of lectures, small group discussions, participant activities, case studies and multimedia scenarios.

PSDR 1216 RESCUE OPERATIONS I
This course is designed to provide operations level instruction in rope rescue, confined space rescue, excavation/trench rescue, vehicle and equipment extrication and water rescue. this is accomplished by various lectures and dynamic labs in a practical environment.

PSDR 1316 RESCUE OPERATIONS II
This course is designed to provide technician level instruction in rope rescue, structure collapse, heavy vehicle and machine extrication, and agricultural and industrial rescue. This is accomplished by various lectures and dynamic labs in a practical environment. Prerequisite: PSDR 1216.

PSDR 1323 HAZARDOUS MATERIALS OPERATIONS
This course focuses on the relationship of incident priorities, strategies and tactics as they relate to implementing safe procedures for alleviating the risk at an accidental or intentional hazardous materials incident. Prerequisite: MFP 1147.

PSDR 2222 VOLUNTEER AND RESOURCE MANAGEMENT
This course is designed to increase awareness of the roles and responsibilities of voluntary agencies in emergency management and to identify the critical roles in emergency management from immediate response to long-term recovery services. Prerequisite: PSDR 1123.

PSDR 2243 EXPLOSIVE RECOVERY OPERATIONS
This is a technical operations level course designed to provide advanced training in weapons of mass destruction (WMD), focusing on explosives and incendiary devices as terrorist weapons removed from underwater environments. The course features a unique blend of classroom presentations, field laboratories, a case study and practical exercises designed to familiarize participants with commercial and military explosives, improvised explosive devices, and readily available explosive formulations that have been used or could be used by terrorists. The training also focuses on policies and procedures that support effective and safe response to terrorist bombing incidents. Prerequisite: PSDR 1323.

PSDR 2403 ANIMALS IN DISASTER
This course provides the basic background knowledge needed to develop a coordinated response to a disaster in which animals and their owners are affected. It is also intended to help animal owners, care providers and industries to better understand emergency management. Prerequisites: PSDR 1203 and PSDR 1213.

PSDR 2413 MENTAL HEALTH ISSUES AND DISASTERS
This course is designed to focus on the process and the effects of a mass casualty event on the victims, as well as the service providers. Group techniques, initial and post debriefings, stress reduction and support groups, etc., will be discussed. Prerequisite: PSDR 1213 and PSDR 1223.

PDSR 2433 RECOVERY MANAGEMENT
This course is designed to provide the knowledge base for recovery efforts in a community and the stresses and resources available that would be utilized in extended operations. Prerequisites: PSDR 1213 and PSDR 1223.

PSDR 2443 MEDICAL OPERATIONS IN HAZARDOUS ENVIRONMENTS
This course is designed to offer a general overview of medical operations in austere conditions. This course meets the needs of EMTs, paramedics and physicians who operate as part of a tactical/special operations team.

PSDR 2444 COMMUNITY DISASTER SIMULATION
Examines contemporary issues and problems influencing the formation of public and the roles of public/nonprofit agencies. Prerequisite: (Capstone course to be taken in final semester.) Students will take part in actual disaster simulation with local emergency responding agencies. Prerequisite: Department head approval required.

PSDR 2453 COMMUNITY DISASTER SIMULATION
This capstone course has been designed to introduce and test the skills required to implement an exercise that tests a community's disaster response capabilities. Students will prepare an academic portfolio, learn basic employment interviewing skills as well as prepare for the following: how to run an emergency operation center, exercise requirements, the community exercise, exercise development process, and steps in the exercise design process. To be taken the last semester prior to graduation. Department head approval required.

PUBLIC SERVICE

PSER 1113 INTRODUCTION TO PUBLIC PERSONNEL ADMINISTRATION
Principles of communication, recruitment and selection of human resources; job classification performance appraisal. Prerequisite: [R] [W]

PSER 1123 INTRODUCTION TO LEGAL CASE MANAGEMENT
This course provides the student with a practical skills working knowledge of legal case management featuring such aspects of domestic law as premarital contracts, marriage, annulment, divorce, separate maintenance, custody, paternity, adoption, wage assignments, citations for contempt of court, preparation for trial exhibits, computations of child support, decrees and motions to modify divorce decrees.

PSER 2023 PUBLIC LAW
Basic legal tenets and procedures affecting public and/or nonprofit agencies. Prerequisite: [R] [W]

PSER 2051-2053 PRACTICUM
Variable course credit of one to three hours for on-site public/nonprofit sector work experience; requires a detailed work journal or written report approved by advisor and copies of work product completed on the job. Prerequisite: 36 hours of course work.

PSER 2113 ALTERNATIVE DISPUTE RESOLUTION
Introduction to resolution of disputes outside the traditional courtroom procedures, with an overview of this rapidly growing area in the law, including mediation and arbitration.

PSER 2213 INTRODUCTION TO PUBLIC SERVICE ORGANIZATIONS
Introduction to principles and problems of public administration, organizational theory, budgeting, motivation and management of human resources and the political environment. Course content is focused on leadership of public/nonprofit agencies. Prerequisites: [R] [W]

PSER 2223 LEADERSHIP AND GROUP DYNAMICS
Leadership and Group Dynamics is designed to empower public service majors with the skills to improve their leadership abilities. The course integrates research, case studies and classroom instructional technology that facilitate effective leadership in public/non-profit organizations. Prerequisites: [R] [W]

PSER 2333 INTRODUCTORY PUBLIC/ NONPROFIT FINANCE AND BUDGET
Covers revenue sources, accounting principles and resource allocation for public/nonprofit agencies. Prerequisites: [R] [W]

PSER 2451-2453 TECHNICAL PROBLEMS – PUBLIC SERVICE
Variable course credit of one to three hours. Examines contemporary issues and problems influencing the formation of public policy and the roles of public/nonprofit agencies. Prerequisites: [R] [W]

PSER 3333 PUBLIC SECTOR BUDGETING AND RESOURCE MANAGEMENT
Covers accounting principles, revenue sources, and allocation of finances for public/nonprofit groups. Requires research component. Students who have successfully completed PSER 2333 may not receive credit for this course. Prerequisites: [R] [W]

RADIOGRAPHY

RAD 1113 FUNDAMENTALS OF RADIOLOGIC SCIENCE AND HEALTH CARE
Provides an overview of the foundations in radiography and the practioner's role in the health care delivery system. Principles, practices and policies of health care organization(s) will be examined and discussed in addition to the responsibilities of the radiographer.

RAD 1124 PATIENT CARE PROCEDURES
Provides the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine emergency patient procedures will be described, as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education will be identified.

RAD 1234 BASIC RADIOGRAPHIC PROCEDURES
Provides a knowledge base necessary to perform standard radiographic procedures along with the application to special studies. Consideration will be given to the production of images of optimal diagnostic quality.

RAD 1334 BASIC RADIOGRAPHIC IMAGING AND ANALYSIS
Provides a knowledge base in factors that govern and influence the production and recording of radiologic images. Film and electronic imaging with related accessories will be emphasized. Also, analysis of the image including the importance of minimum imaging standards, evaluation and the factors that can affect image quality.

RAD 1343 BASIC CLINICAL PRACTICE
Clinical practice experiences designed to provide basic patient care and assessment, radiologic imaging and total quality management. The student will demonstrate basic skills that ensure the well-being of the patient preparatory to, during and following the radiologic procedures.

RAD 2113 IMAGING PHYSICS AND EQUIPMENT
This course will provide the student with an understanding of basic physics. Historical information will be presented, along with measurement units of the British and SI systems. General physical principles, atomic structure, structure of matter, electromagnetic radiation, electrostatics and magnetism will be included. Emphasis of the course will be on electrodynamics, electromagnetism, rectification, x-ray tubes, x-ray circuits, x-ray production and interactions with matter.

RAD 2223 RADIATION BIOLOGY AND PROTECTION
This course stresses the need for radiation protection for both the patient and technologist. The student will review the theories of cell biology, units of measure for ionizing radiation, types of ionizing radiation, radiation interaction with matter and learn the theories of biological effects of radiation, dose limitation guidelines, methods of detection and measurement and radiation protection regulations.

RAD 2235 ADVANCED RADIOGRAPHIC PROCEDURES
This course is designed to provide the student with the knowledge and skills necessary to perform standard and specialized projections of the cranium and human body. Consideration will be given to the production of radiographs of optimal diagnostic quality. Students will also be introduced to the basics of cross-sectional anatomy. Laboratory experience will be used to complement the classroom portion of the course.

RAD 2334 ADVANCED RADIOGRAPHIC IMAGING AND ANALYSIS
Besides providing the student with a comprehensive review of the basic radiographic imaging course, this course includes the related modalities, various types of radiographic equipment, exposure factor selection and modification and quality control procedures. Students will also have an introduction to ultrasound, radiation therapy and nuclear medicine.

RAD 2413 CAREER PREPARATION
This course is designed to provide students with opportunities to develop and practice skills necessary for successful employment. Topics of instruction include creating a portfolio, writing a resume and interviewing skills.

RAD 2433 ADVANCED CLINICAL PRACTICE
Students are assigned to clinical sites including the advanced areas where they continue practicing radiography and patient care under appropriate supervision. The course integrates sequential application, critical analysis and evaluation of concepts and theories in the performance of radiologic procedures. Clinical experiences provide opportunities for patient care and assessment, competent imaging performance and total quality management.

RENEWABLE/SUSTAINABLE ENERGY

RSE 1004 RENEWABLE ENERGY APPLICATIONS
An overview of a number of renewable energy technologies and their applications. Students will study energy consumption, efficiency and conservation. Renewable/sustainable technologies studies include passive and active solar thermal, photovoltaics, wind turbine generation and geothermal energy. Lecture hours: 4

RSE1013 RESIDENTIAL WIND DESIGN & APPLICATIONS
A study of the input and output electrical delivery system for wind generation, especially as this system applies to residential (small-scale) wind turbines. Topics covered include blades, rotors, generators, controllers, brakes, wind vanes, gear drives and anemometers. Prerequisite: RSE 1004, EET 1102; lecture hours: 2; lab hours: 3

RSE 1023 SOLAR DESIGN & APPLICATIONS
The study of solar photovoltaic cells, modules and components. This course will review the necessary equipment, design elements, safety requirements and installation procedures. Upon completion of the course students will be qualified to take the north american board of certified energy practitioners (NABCEP) photovoltaic (pv) entry level certificate of knowledge exam. Prerequisite: RSE 1004, EET 1102; lecture hours: 2; lab hours: 3

RSE 1033 GEOTHERMAL DESIGN & APPLICATIONS
This course will review the basics of geothermal power and its applications. Topics include bottom hole temperatures, water injection, binary cycles, head exchanges and energy converters. Emphasis will be on residential (small-scale) applications. Prerequisite: RSE 1004, EET 1102; lecture hours: 2; lab hours: 3

RSE 2013 RESIDENTIAL ENERGY AUDITS
The student will review a number of areas including the overall building envelope, lighting systems, air conditioning systems, heating systems, motors and drives, heat pumps, ventilation systems, domestic hot water systems, water conservation and utility analysis. Emphasis will be on applications in residential buildings. Prerequisite: permission needed from department; lecture hours: 2; lab hours: 3

RSE 2113 BUILDING ENERGY AUDITS
The student will review a number of areas including the overall building envelope, lighting systems, air conditioning systems, heating systems, motors and drives, heat pumps, ventilation systems, commercial hot water systems, water conservation and utility analysis. Emphasis will be on applications in commercial buildings. Prerequisite: permission needed from department; lecture hours: 2; lab hours: 3

READING

READ 0033 READING FOR COLLEGE PREP I
Improvement of vocabulary and reading comprehension .May be used for skills remediation.

READ 0133 READING FOR COLLEGE PREP II
Development of analytical reading and reasoning skills. May be used for skills remediation. Prerequisite: READ 0033

RESTAURANT MANAGEMENT

CUA 1114 CULINARY BASIC SKILLS
An introduction to the history of food service and kitchen fundamentals such as safety, sanitation, kitchen equipment and kitchen basics. Nutrition as it relates to food preparation is covered. The importance of teamwork in the food service environment is also emphasized. This is a lecture/lab combination class.

CUA 1124 CULINARY INTERMEDIATE SKILLS
In this course students will learn preparation and quantity food production skills in breakfast foods, sandwiches, salads, garnishes, fruits, vegetables, potatoes and grains. Students will learn proper terminology and use of equipment applicable to the preparation of these foods. This is a Lecture/Lab combination class.

CUA 1214 DINING ROOM MANAGEMENT
This course will help students learn and apply the service skills and techniques essential to the front of the house operations. Students will learn the importance of internal/external communication skills that include handling special situations and customer needs as well as menu design. This is a Lecture/Lab combination class.

CUA 1224 CULINARY ADVANCED SKILLS
This course will introduce the students to the identification and preparation of meat, poultry and seafood. It also introduces bakery skills and dessert/plate presentation. Stocks, soups and sauces will also be covered. An overview of manager is presented. This is a Lecture/Lab combination class.

CUA 2112 FOOD SERVICE AND SANITATION
A study of the principles of bacteriology, food borne illness, sanitation, safety, personal hygiene, housekeeping, health regulations and inspections affecting the professional food service and hospitality industries. The safe use, cleaning and maintenance of equipment is also stressed. The principles of the Hazard Analysis Critical Control Point (HACCP) program will also be studied including the use of Material Safety Data Sheets (MSDS) to identify chemical hazards. Emphasis in the course is placed on the theory and practice of food safety and sanitation. This is a Lecture/Lab combination class.

CUA 2133 COST CONTROL AND REVENUE MANAGEMENT
This course presents effective methods and principles for purchasing and cost control in the food service industry. Students will learn how to accurately price goods and services, control costs, and maximize profits at all types of restaurants and food service businesses. This is a Lecture/Lab combination class.

CUA 2216 FOOD SERVICE MANAGEMENT
In this course students will learn and develop skills that will help them in problem-solving, communication, and planning in the food service industry. This is a Lecture/Lab combination class.

CUA 2226 CULINARY ARTS PRACTICUM
An internship course that allows students to apply learned culinary skills in an external internship.

CUA 2315 BAKER ASSISTANT PRACTICUM
This course will allow students to apply learned baking skills and techniques in either an internal or external internship.

CUA 2325 BANQUET CATERER PRACTICUM
This course allows students to advance their culinary skills through practical lab experience in a variety of cooking methods and food preparations.

SCIENCE

SCI 0124 GREAT IDEAS IN SCIENCE
An introduction to the physical and biological sciences using an integrated approach. Basic scientific principles are introduced, followed by how these principles can be applied to the different scientific disciplines. Designed for students who have not met all high school curricular and performance requirements in the sciences. Lab: two hours per week.

SOCIOLOGY

SOC 1113 INTRODUCTORY SOCIOLOGY (S)
An introduction to the science of human society with emphasis on basic concepts. Assists the student in understanding the social influences on day-to-day life. Prerequisites: [R] [W]

SOC 2023 MARRIAGE AND FAMILY
Analyzes male/female role interaction as it applies to the development, maintenance and disorganization of the family, particularly in the social context of American society. Analysis centers on courtship patterns, mate selection, marital adjustment problems and marital disorganization with some cross-cultural contrasts. Prerequisite: SOC 1113

SOC 2113 GENERAL ANTHROPOLOGY (S)
Survey of anthropology, emphasizing physical and cultural anthropology and archaeology. Students examine clues as to how humanity evolved and learn how knowledge of the past helps in understanding humanity today. Prerequisites: [R] [W]

SOC 2123 SOCIAL PROBLEMS
Exploration in selected social issues in contemporary American society, such as deviance, poverty, sexism, racism and ageism. Prerequisite: SOC 1113

SOC 2143 SOCIOLOGY OF CLASS STRATIFICATION
Exploration in selected social issues in contemporary American society, such as deviance, poverty, sexism, racism and ageism.

SOC 2213 CRIME AND DELIQUENCY
The crime and delinquency course will review sociological and psychological research regarding the causes of crime and current crime trends. Modern trends in the control and treatment of criminal behavior will be explored. In addition, this course will explore the major theories in the field of crime and delinquency.

SOC 2223 CULTURAL ANTHROPOLOGY (S)
Explores what culture is, how humans use culture to adapt to their environment and how culture affects all aspects of human life using anthropological methods to examine human institutions. Prerequisites: [R] [W]

SOC 2451-2456 SOCIOLOGY-SPECIAL TOPICS
Variable credit course of one to six hours, maximum six credits. Examines contemporary issues and problems within sociology. This course may be cross-listed with other technical problems or special topics sections in another discipline. Prerequisites: [R] [W]

SOC 3623 CULTURAL DIVERSITY
Historical and contemporary experiences of racial and ethnic groups. Consideration of theories related to dominant-subordinate group relations, prejudice, discrimination and the current social conditions of minority groups living in the United States. Prerequisite: SOC 1113

SONOGRAPHY

SON 1113 ULTRASOUND PHYSICS AND INSTRUMENTATION I
A course in the physics and instrumentation of ultrasound which will cover ultrasonic wave generation and propagation, interaction of sound and matter, transducer and instrumentation designs, ultrasound scanning modes, image artifacts and quality, Doppler effect and Doppler instrumentation components.

SON 1133 ECHOCARDIOGRAPHY I
Emphasis on basic cardiac anatomy imaging techniques and principles. Topics include basic imaging protocols, scan planes in relation to cardiac anatomy and principles of acquisition of diagnostic images.

SON 1153 PATIENT CARE, MEDICAL ETHICS & LAW
Students will learn sonographer safety; current Sonographic protocols; and basic patient care. Vital sign assessment will be introduced to the student, as well as medical terminology.This course covers study techniques such as effective note taking, effective listening, and test-taking strategies. For the practitioner and student entering the clinical environment, it offers step-by-step descriptions of basic medical procedures and patient care, showing how to safely and ergonomically perform procedures and how to interact with patients in a clinical setting. This includes patient communication and psychological support strategies, as well as patient transfer techniques. Topics such as infection control will be emphasized, as well as current utilization of standard precautions to prevent the spread of infection. Emergency conditions and procedures, to include first aid and resuscitation techniques will be presented to the student. A study of medical ethics & the laws that affect and pertain to Sonographers and other imaging professionals is introduced and explained. This class will also help students make knowledgeable decisions about patient care issues in respect to ethics and law. This class examines the many issues that affect sonographers and other imaging professionals and applies the examples to real-world situations. The student will be introduced to topics such as patient autonomy, medical documentation, informed consent, confidentiality & HIPPA, managed care, diversity and death and dying. The student will learn to apply their own values, common sense, and applicable health-care law and medical ethics to solve challenging dilemmas. Professional interaction skills and the sonographer's professional scope of practice will be emphasized. Prerequisites: BIOL 1303, ENGL 1113, ENGL 1213, HIST 1483, PHYS 1114, POLS 1113, MATH 1513, CHEM 1214

SON 1213 PHYSICS & INSTRUMENTATION II
Continuation of son 1113 physics & instrumentation I. A course in the physics and instrumentation of ultrasound which will cover ultrasonic wave generation and propagation, interaction of sound and matter, transducer and instrumentation designs, ultrasound scanning modes, image artifacts and quality, doppler effect and doppler instrumentation components. Prerequisites: Son 1113

SON 1233 VASCULAR TECHNOLOGY & SCANNING TECHNIQUES I
Students will review basic gross anatomy and cross sectional anatomy of the lower extremity peripheral arterial, venous, extracranial, intracranial and deep abdominal avascular systems. Emphasis will be placed on the normal exam. Students will begin to familiarize themselves with the basic knobology of direct and indirect vascular testing and standard protocols.

SON 1253 CLINICAL EXPERIENCE I
Clinical rotation in various clinical settings (hospital and/or clinic) for observation and some hands-on practice in a patient care setting under direct supervision of registered sonographers

SON 2013 ECHOCARDIOGRAPHY II
An emphasis on adult cardiac pathologies. Topics include cardiovascular pathophysiology, quantitative measurement and the application of 2-D, M-Mode and Doppler. Recognition of the sonographic appearances of cardiovascular disease is stressed. Prerequisites: SON 1113, SON 1133

SON 2023 ECHOCARDIOGRAPHY III
Instruction in advanced echocardiographic procedures. Topics include stress echo, related diagnostic imaging and related noninvasive cardiac testing.

SON 2214 VASCULAR TECHNOLOGY & SCANNING TECHNIQUES II
Students will review the previous semester's concepts, and add the abnormal upper arterial and venous systems anatomy. Basic common disease concepts and clinical assessment will continue. Ultrasound criteria and protocols for normal and common abnormal studies will be gone over and practiced in the laboratory setting. Prerequisite: SON 1233.

SON 2223 VASCULAR TECHNOLOGY & SCANNING TECHNIQUES III
Students will build on previous semesters, adding more advanced and uncommon pathology of the vascular patient. We will work on perfecting history taking, patient assessment, critical thinking and analyzing data. Advanced direct and indirect vascular procedures will be covered and analyzed. Prerequisite: SON 2214.

SON 2234 VASCULAR TECHNOLOGY & SCANNING TECHNIQUES IV
Students will develop a systematic approach to problem solving using critical thinking, and increase independent judgment to aid the provider in the evaluation of the peripheral vascular patient with vascular disease. A complete review in the laboratory setting of vascular anatomy, physiology, assessment, history taking and analyzing data for the preparation of the preliminary report. Prerequisite: SON 2223.

SON 2253 CLINICAL EXPERIENCE II
Clinical rotation in various clinical settings (hospital and/or clinic) for observation and hands-on practice in a patient care setting under direct supervision of registered sonographers. Prerequisite: SON 1253.

SON 2313 CARDIOVASCULAR CONCEPTS
This course is a continuation from SON 1153 and will continue to expand the knowledge of the cardiovascular sonographer. The course is designed to prepare the student for the Cardiovascular Principles section of their Registry. The anatomy and physiology of the cardiac and vascular systems are presented, with special emphasis on the relationship and connection of the two systems. Topics such as cardiovascular anatomy, cardiovascular physiology and hemodynamics, pathology, pathophysiology, pharmacology of the cardiovascular system, the electrical conduction system, congenital heart defects, intracardiac pressures and their correlation with other cardiovascular phenomenon, coronary artery distribution, determinants and assessment of left ventricular performance and the phases of the cardiac cycle are discussed. Examination methods and interventional procedures are also explained. The textbook contains hundreds of sample questions that will help the student to prepare for clinical life as well as their national Registry. Prequisite: SON 1153

SON 2343 ECHOCARDIOGRAPHY IV
A continuation of echocardiography III with emphasis on cardiac disease. A discussion of quantitative measurements and application of 2-D, M-Mode and doppler, and recognization of the sonographic appearances of cardiac disease is stressed.

SON 2353 CLINICAL EXPERIENCE III
Clinical rotation in various clinical settings (hospital and/or clinic) for observation and some hands-on practice in a patient care setting under direct supervision of registered sonographers. Prerequisite: SON 2253.

SON 2453 CLINICAL EXPERIENCE IV
Clinical rotation in various clinical settings (hospital and/or clinic) for observation and some hands-on practice in a patient care setting under direct supervision of registered sonographers. Prerequisite: SON 2353.

SPANISH

SPAN 1115 SPANISH I
Pronunciation, elements of grammar, reading and simple composition in Spanish combined with some exploration of Hispanic culture. Prerequisites: [R] [W]

SPAN 1225 SPANISH II
Continuation of Spanish I with further development of pronunciation, elements of grammar, reading and simple composition in Spanish combined with some exploration of Hispanic culture. Prerequisite: SPAN 1115.

SPAN 2115 INTERMEDIATE SPANISH I
Further development of speaking, listening, reading and writing skills, along with short cultural and literary readings. Students must complete the course with a "C" or above. Prerequisite: SPAN 1225.

SPAN 2123 SPANISH FOR HERITAGE SPEAKERS
An in-depth study of Spanish for the heritage speaker. Emphasis is placed on the development of reading and writing skills of those persons who speak Spanish but who have little or no formal study in the language. Prerequisite: SPAN 2115.

SPAN 2143 ADVANCED SPANISH GRAMMAR AND COMPOSITION
An intensive study of Spanish grammar, composition and conversation designed to increase oral proficiency and to enhance written communication in Spanish in situations ranging from relatively simple to more complex. Prerequisite: SPAN 2115.

SPEECH

SPCH 1113 INTRODUCTION TO SPEECH COMMUNICATION (S)
Principles and techniques of preparation, participation in and evaluation of communication behavior in conversation, the interview, group discussion and public speech. A competency-based approach. Prerequisites: [R] [W]

SPCH 2723 INTERPERSONAL COMMUNICATION
Focus is on developing a conceptual framework for viewing varied interpersonal relationships as transacted through communication. Through participation in class activities students are encouraged to develop skills appropriate to overcoming problems experienced in real-life situations. Prerequisites: [R] [W]

STATISTICS

STAT 2013 ELEMENTARY STATISTICS (A)
Introduction to the theory and methods of statistics. Descriptive measures, elementary probability, samplings, estimation, hypothesis testing, correlation and regression. Prerequisite: MATH 1513 or equivalent [R].

STUDENT SUCCESS

GEN 1011 ONLINE COURSE FUNDAMENTALS
This course is designed to provide information and necessary skills to students who intend to enroll in an Internet-delivered class at OSU-Oklahoma City.

GEN 1041 CAREER SUCCESS
This course designed to assist students in examining career choices and increase students' success in job searching through assessing job skills, preparing "job search" documents, and learning interviewing techniques and strategies. The focus is on career awareness, personal awareness and educational awareness as they relate to the process of career choice, and will also enhance students' computer, communication and critical thinking skills.

GEN 1152 STUDENT SUCCESS STRATEGIES
Designed to increase student retention and academic success. Course teaches critical thinking, study and memory skills. Course also introduces students to learning strategies, time management and computer concepts, and a variety of useful academic and career building resources,

SURVEYING

SURV 1101 INTRODUCTION TO SURVEYING
Introduction to the profession of land surveying. Course will familiarize the student with the history of surveying in the United States, knowledge of the terminology as well as the equipment used in the profession. Students will gain an elementary knowledge of the duties and responsibilities of a professional land surveyor.

SURV 1133 FUNDAMENTALS OF GIS
An introductory course in GIS and an accompanying lab using ESRI ArcGIS software. The course will discuss different functions of a GIS and its capabilities; GIS data collection and input; GIS data types and basic mapping concepts.

SURV 1232 PRINCIPLES OF HYDRAULICS
Principles of fluid mechanics, pressure conduits, open channel flow, fluid measurement and drainage structures. Design of collection systems for municipal drainage.

SURV 1233 MICROSTATION
An introductory course in MicroStation. Topics will include microstation design environment, viewing and zooming, models, levels, basic drawing tools, drawing with precision, modification tools, selecting and grouping elements and complex elements. Prerequisite: SURV 2614 and CIS 1113

SURV 1321-1326 TECHNICAL PROBLEMS IN SURVEYING
One to six, maximum six credits. Technical problems in surveying that are of particular interest to technicians. Prerequisite: consent of the department head.

SURV 2051-2056 ADVANCED TECHNICAL PROBLEMS IN SURVEYING
One to six, maximum six credits. A study of problems in applied engineering science that are of particular interest to the engineering technician.

SURV 2143 HIGHWAY DESIGN AND CONSTRUCTION
Study of transportation, roadways and their functions. Roadway foundations, pavement types, characteristics, composition and structural design; construction procedures; transportation systems planning.

SURV 2232 ROUTE SURVEYING
Principles of route surveys, use of photogrammetry in route design and layout. Computer applications. Prerequisite: SURV 2614

***SURV 2233 CIVIL CAD DRAFTING**
Covers a land survey CAD (computer-aided drafting) system, experience in contour maps, plan sheets, sections and details. Lab: three hours per week. Prerequisites: SURV 2614 and INDD 1614.

SURV 2242 RESIDENTIAL SUBDIVISION DESIGN
Fundamentals of land subdivision and platting. The course will discuss the role of the surveyor, land use controls, interest groups in land subdivisions, the platting process, subdivision surveying, and subdivision design principles and standards. Prerequisite: SURV 2232

SURV 2413 REMOTE SENSING AND PHOTOGRAMMETRY
Fundamentals of remote sensing including airborne and ground based LiDAR, ground truthing, mapping applications and the fundamental principles of photogrammetry. Prerequisite: SURV 2734

***SURV 2433 CIVIL CAD DRAFTING II**
Continuation of SURV 2233. Advanced applications of civil CAD (computer-aided drafting) software to assigned civil or survey projects. Lab: three hours per week. Prerequisite: SURV 2233.

SURV 2600-04 INTERNSHIP
This course is designed to provide the student with a work-based learning experience. Students will gain hands-on knowledge by working directly for a professional land surveyor. Prerequisite: Department permission required

SURV 2614 SURVEYING I
First course in measurement science. Introduction and application of basic plane surveying procedures, linear and angular measurements and differential leveling, traverse and topographic surveys. Computer application to surveying calculations. Lab: three hours per week. Prerequisite: MATH 1613 or Co-requisite MATH 1613

SURV 2623 LEGAL PRINCIPLES OF LAND SURVEYING I
History of land surveying and law development, legal boundaries, title to land, public land surveys and general principles for subdivision of a section. Prerequisite: SURV 2614.

SURV 2633 LEGALS PRINCIPLES OF LAND SURVEYING II
Intensive study in the basic principles of legal descriptions of land, boundary agreements, boundaries adjacent to bodies of water, highway and street rights-of-way and deeds. Lab: three hours per week. Prerequisite: SURV 2623.

SURV 2643 ADVANCED SURVEYING
Care and adjustment of instruments, controls by triangulation, measurement and computation of earthwork, topographic surveys with conventional instruments and photographic methods. Review of Oklahoma laws governing land surveys and professional licensing. Lab: three hours per week. Prerequisite: SURV 2614

SURV 2651-2654 TECHNICAL PROJECTS - SURVEYING
One to four, maximum four credits. Special project will be assigned by the advisor with the approval of the department head. A comprehensive written report of the work accomplished must be prepared and approved. Before credit is given an examination may also be required. Prerequisite: completion of three semesters of work in a technical college curriculum or 36 credit hours.

SURV2733 PROGRAMMING FOR SURVEYORS
An introductory course in computer programming for surveying students. Topics will include: input/output, conditional statements, loops, functions and sub-routine. The course will program the latest hp calculator with routines specifically for surveying. Prerequisite: SURV 2643, SURV 2232, and SURV 2734.

SURV 2734 APPLIED SURVEY COMPUTATIONS
The use of applied statistics in land surveying, error propagation in polygon and link traverses, discussion of positional tolerance and an introduction to least square adjustments using StarNet and Hector the Vestor software. Prerequisites: SURV 2232 , SURV 2643 and SURV 2633.

SURV 2743 FUNDAMENTALS OF GPS
Fundamentals of GPS, geodesy, project planning, field procedures, post processing of data, network adjustments and real time kinematic techniques. Prerequisite: SURV 2614

SURV 2773 FUNDAMENTALS OF SURVEYING EXAM REVIEW
This course is designed to help a student prepare for taking the FS exam. Topics will include the NCEES exam syllabus, basic surveying and mapping concepts, surveying computations and field techniques, applications of surveying, boundary law, and subdivision of land. Prerequisite: Permission from the department required.

SURV 2783 CAPSTONE
A final semester course designed to integrate all previous coursework into one final project. The student will perform records research, field work, boundary analysis, and CAD work to submit a final survey that meets minimum technical standards. Permission from the department required.

TECHNICAL SPANISH: TRANSLATION AND INTERPRETATION

TSTI 1113 INTRODUCTION TO INTERPRETING
Introduction and practice of the basic building blocks of interpreting – analyzing, summarizing and paraphrasing, listening comprehension, shadowing, including basic strategies for short consecutive interpreting and sight translation. Prerequisite: SPAN 2143.

TSTI 1123 INTRODUCTION TO TRANSLATION
The theory and practice of translation, including general background regarding human language and language families and the history of translating, as well as basic strategies for understanding and rendering written text from Spanish to English and English to Spanish. Prerequisite: SPAN 2143

TSTI 1133 FUNDAMENTALS OF TRANSLATION
Students will complete a series of increasingly complex and challenging translation exercises in a variety of styles. The course also offers a practical review of English and Spanish writing and editing skills necessary to produce clear, polished translations. Prerequisite: TSTI 1123

TSTI 1143 FUNDAMENTALS OF INTERPRETATION – CONSECUTIVE AND SIMULTANEOUS
A practical course aimed at developing proficiency in interpreting in a variety of settings. Students develop techniques for consecutive interpreting and are introduced to basic techniques for simultaneous interpreting. Topics include memory development, note-taking, and assessment of interpreter performance. Prerequisite: TSTI 1113.

TSTI 1213 ETHICS AND BUSINESS PRACTICES
The role of the interpreter in business, conference, health care, legal and law enforcement settings; and standards of business practice and legal issues in translation and interpreting. This course also covers how to market translation and interpreting services and how to set up a business as a freelance translator or interpreter. Prerequisite: SPAN 2143.

TSTI 1223 TECHNOLOGY FOR TRANSLATORS AND INTERPRETERS
Instruction in areas such as electronic editing, proofing tools and use of computers, email and the Internet to help students improve productivity and consistency. Students are also introduced to localization and translation memory tools. Prerequisite: TSTI 1113 .

TSTI 1233 VOCABULARY ACQUISITION AND TERMINOLOGY RESEARCH
Development of general vocabulary in English and Spanish, as well as skills in terminology research, dictionary usage and glossary building. Basic Terminology and resources in fields such as medicine, law, computers, business and international trade are covered. Prerequisite: SPAN 2143.

TSTI 2113 COURT PROCEDURES
Examination of the procedures and protocol of different settings where interpreting occurs at the federal, state, county and municipal levels. Includes explanations of the judicial and quasi-judicial systems operating in the state of Oklahoma.

TSTI 2123 FUNDAMENTALS OF COURT INTERPRETING
An introduction to the profession of court interpreting. Students are given an overview of the U.S. justice system, English legal language, criminal and civil procedure. The court interpreter's code of ethics is presented; and students engage in role-playing activities to illustrate the basic tenets of the code. Prerequisite: TSTI 2113.

TSTI 2133 INTERPRETING IN LEGAL SETTINGS
Legal interpreting in contexts such as courtrooms, attorney offices and law enforcement settings. Attention is given to the registers of speech encountered in typical legal proceedings. Prerequisite: TSTI 2123.

TSTI 2213 INTERPRETING IN HEALTH CARE SETTINGS
The art and skills of health care interpreting and the role, responsibilities and boundaries of the interpreter seen as an active team player in the triadic medical interview (provider-patient-interpreter). The course also presents the interpreter's role as linguistic and cultural mediator in multidisciplinary settings. Because of the medical setting students will be required to obtain a background check and certain immunizations. Please contact the program director for further information. Prerequisite: TSTI 1113.

TSTI 2223 MEDICAL INTERPRETING I: MEDICAL TERMINOLOGY
Introduces prefixes, suffixes and word roots used in the language of medicine. Topics include Spanish and English medical vocabulary and terms that relate to pathological conditions and the treatment of selected systems. Prerequisite: SPAN 2143.

TSTI 2233 MEDICAL INTERPRETING II: ANATOMY AND PHYSIOLOGY
The second in a series of medical terminology courses. Emphasis on Spanish and English medical vocabulary and terms that relate to anatomy and physiology. Prerequisite: TSTI 2223.

TSTI 2313 FUNDAMENTALS OF LAW ENFORCEMENT INTERPRETING
Introduction to interpreting in a variety of law enforcement contexts such as accidents, arrests, interrogations, fact finding interviews, investigations, wire taps, formal statement declarations, traffic stops and community outreach. Prerequisite: TSTI 1113.

TSTI 2323 INTERPRETING IN LAW ENFORCEMENT SETTINGS
Interpreting in settings such as crime and accident scenes, detention centers, jails and prisons. Emphasis on the development and correct interpretation of colloquial, slang, police jargon and gang-related vocabulary. Includes understanding of laws pertaining to arrested individuals and the interpretation of Miranda rights or "Informing the Accused" forms. Prerequisite: TSTI 2313.

TSTI 2411 PRACTICUM
The internship links students to a practical work setting in a law firm, hospital, business or community organization. This internship will provide valuable work experience as a legal, medical, business or community interpreter and/or translator receiving close supervision or mentoring within an organization. Students should complete all Technical Occupational Specialty courses before beginning the practicum. A background check and/or certain immunizations may be needed. Please check with the program director for further information. Prerequisite: Department head permission required.

TSTI 2451-2456 LANGUAGE IMMERSION
Intensive language and culture study in an approved setting in Spain or Latin America. Study may be arranged through a college or university offering study abroad programs for college credit. Study may also be arranged directly with a school or language center in Spain or Latin America or through an agency in the United States or overseas that offers study abroad opportunities. Study abroad arrangements must be approved in advance. May be repeated for a maximum of six credit hours. Prerequisite: SPAN 2143.

VETERINARY TECHNOLOGY

VT 1012 VETERINARY MEDICAL TERMINOLOGY
A systematic approach to learning the parts of veterinary terms, thereby allowing the student to understand basic medical concepts and apply critical thinking skills in determining the meaning of new medical terms. Prerequisites: Permission by Department Head and Math 0123.

VT 1113 BREEDS, RESTRAINT AND FIRST AID
This course is designed to introduce the student to the veterinary technician profession, the rules and regulations that govern technicians and to provide the student with an opportunity to identify breeds and breed characteristics, demonstrate appropriate restraint and administer first aid to domestic animals. Prerequisite: Acceptance to the Veterinary Technology program or VT department head approval. Additional lab fee required.

VT 1114 VT ANATOMY AND PHYSIOLOGY I
Beginning course in a two-semester sequence. Covers directional terminology, developmental anatomy and histology as well as gross morphology and function of skeletal and external structures in animal species. Also covers blood related concepts. Prerequisites: VT 1113 Corequisites: CHEM 1104 or 1214 or 1314. Additional lab fee required.

VT 1133 VETERINARY TECHNICAL SCIENCE
Provides VT discipline specific introductory chemical and biological information, utilizing veterinary industry related terminology, illustrations and applications. Prerequisite: Departmental Approval Required.

VT 1213 LABORATORY TECHNIQUES I
Students perform hematologic techniques and identify, classify and discuss the significance of internal and external parasites pertinent to veterinary medicine. Prerequisites: VT 1113, VT 1114. Additional lab fee required.

VT 1224 VT ANATOMY AND PHYSIOLOGY II
Second course in a two-semester series. Explores the structure and function of internal organs and systems in domestic animal species. Prerequisite: VT 1114. Additional lab fee required.

VT 1321-1323 TECHNICAL PROBLEMS-VETERINARY TECHNOLOGY
One to three credits maximum six credits. Technical problems in veterinary technology that are of particular interest to Veterinary Technology majors. Prerequisite: Department Head Approval Required.

VT 2103 ANIMAL REPRODUCTION, NUTRITION AND PRODUCTION
Investigates genetics, reproduction and breeding soundness examination of common domestic animals. Basic food nutrient, nutritional requirements and ration formulation will also be included. Both facets of the course will relate to production. Prerequisite: VT 1224. Additional lab fee required.

VT 2114 CLINICS AND NURSING
Provides instruction in reportable disease regulations, dental prophylaxis, sanitation procedures, medical records, nursing procedures, surgical prepping and assisting, dosage calculation and anesthesia. Prerequisites: VT 1113 and VT 1224. Additional lab fee required.

VT 2123 LABORATORY TECHNIQUES II
Students perform coagulation tests, urinalysis, ELISA tests, blood chemistries, vaginal cytology, semen evaluation and aspiration techniques for cytological exam to aid in evaluating and interpreting physiological bodily functions. Prerequisite: VT 1213. Additional lab fee required.

VT 2213 WILD, ZOO AND LABORATORY ANIMAL CARE
Includes breed identification, restraint, husbandry, nursing care and management of wild, zoo and laboratory animals. Also explores legal, ethical and safety issues concerning these animals. Prerequisite: VT 1113. Additional lab fee required.

VT 2223 VT RADIOLOGY
Course is designed to introduce the student to the various aspects of radiology, including safety, theory, positioning, making exposures and development of radiographs. Prerequisite: VT 1113. Co-requisite: VT 1224. Additional lab fee required.

VT 2233 VT PHARMACOLOGY
An introductory pharmacology course which includes instruction in labeling, packaging and dispensing drugs, routes of administration, dosage regimen, pharmacokinetics and classification. Prerequisites: CHEM 1104 or 1214 or 1314. Corequisite: VT 2404.

VT 2251-2253 TECHNICAL PROBLEMS-VETERINARY TECHNOLOGY
One to three credits maximum six credits. Technical problems in veterinary technology that are of particular interest to Veterinary Technology majors. Prerequisite: Department Head Approval Required.

VT 2313 SUMMER PRECEPTORSHIP
An occupational experience afforded by cooperative effort between the student, Oklahoma State University-Oklahoma City and an approved veterinary medical practice. Prerequisite: Successful completion of the first four semesters of the Veterinary Technology degree curriculum. Prerequisite: Department head permission.

VT 2314 PRECEPTORSHIP
An occupational experience afforded by cooperative effort between the student, Oklahoma State University-Oklahoma City and an approved veterinary medical practice. Prerequisite: Successful completion of the first four semesters of the Veterinary Technology degree curriculum. Prerequisite: Department head permission.

VT 2403 VETERINARY CLINIC MANAGEMENT
Covers basic veterinary medical office procedures, staff and client relations, human-animal bond, OSHA regulations ethics and professional conduct. Prerequisite: Acceptance to the Veterinary Technology program or VT department head approval.

VT 2404 ANIMAL PATHOLOGY
An introductory pathology course which includes a comprehensive overview of general pathology including immunology, toxicology and common diseases of domestic animals, including zoonotic implications and preventative measures. Prerequisites: VT 1224.

VT 2442 VT CAPSTONE – BOARD EXAM REVIEW
Emphasis is on preparation for state and national board examinations and assurance of clinical competency. Course content is tailored to the specific needs of students. Prerequisite: VT 2313or VT department head approval. Additional lab fee required.

VT 2651-2253 TECHNICAL PROBLEMS-VETERINARY TECHNOLOGY
One to three credits maximum six credits. Technical problems in veterinary technology that are of particular interest to Veterinary Technology majors. Prerequisite: Department Head Approval Required.

WIND TURBINE

WTT 1004 INTRODUCTION TO WIND ENERGY
This course will introduce the student to wind energy. It will cover the various types of wind turbines, manufacturing companies, maintenance and repair, and employment opportunities. Student will also receive instruction and certification from the OSHA 10 hour certificate. The climb safety and tower rescue training will be included as the laboratory component. Prerequisite or Co-requisite: MATH 1513

WTT 1103 PRINT READING
This course covers the electrical circuits and schematics encountered in the wind industry. This includes circuits of the entire wind turbine as well as schematics of each electronic component. Prerequisite or Co-requisite: WTT 1004 & MATH 1513

WTT 1134 AC/DC THEORY
Review of elementary principles of electricity, OHM's law, circuit solutions, magnetism, inductance and capacitance. This course also introduces transient analysis, network theorems, resonant circuits, filters, AC power, and computer aided circuit analysis techniques. Prerequisite: WTT 1004 &MATH 1513

WTT 1213 WIND TURBINE AND ELECTRO-MECHANICAL SYSTEMS
Course will introduce students to the various components of a wind turbine and how each component functions to convert wind energy into electrical energy and transmit it to the grid. Prerequisite: WTT 1004 & MATH 1513

WTT 2113 WIND TURBINE OPERATION & MAINTENANCE
In-depth study of the components, principles and processes involved in the generation of electrical power using wind energy. Prerequisite: WTT 1004 & MATH 1513

WTT 2213 WIND TURBINE MOTORS & GENERATORS
A study of the operation and maintenance of motors and generators, including an in-depth look at the common components and contrasting operating procedures. Prerequisite: WTT 1004 & MATH 1513

WTT 2313 WIND TURBINE HYDRAULICS AND MECHANICAL SYSTEMS
An introduction to operation and maintenance of the mechanical and hydraulic systems that control blade pitch, turbine speed and transfer the energy from the wind through a gearbox to the generator. Prerequisite: WTT 1004 & MATH 1513

WTT 2413 WIND TURBINE SITING & CONSTRUCTION
An introduction to the mapping of wind patterns that help assist in determining where wind turbines will be located and they can be best constructed, delivered and set up for operation. Prerequisite: WTT 1004 & MATH 1513

WTT 2533 WIND TURBINE DIAGNOSIS & REPAIR
The course will cover the theory and practice of installation, operation, maintenance, troubleshooting and repair of wind turbine electromechanical systems. Prequisite: CIS 1103 or CIS 1113, WTT 1004 & MATH 1513.

WTT 2543 WIND TURBINE SCADA AND NETWORKING
This course teaches the student about Supervisory Control and Data Acquisition (SCADA). Student will learn to access the different databases to troubleshoot wind turbines from remote locations. Prerequisites: WTT 2533, WTT 1004 & MATH 1513

WTT 2553 WIND TURBINE CAPSTONE
This is the final course in the wind turbine technology program. Various topics in the wind energy industry will be covered as well as job searching and interview techniques. Course content will be tailored to the needs of the students to prepare them for job placement. Prerequisite: WTT 1004, MATH 1513 & Department Head approval.

WTT 2600 2601-2606 WIND TURBINE INTERNSHIP
The cooperative agreements with other educational institutions and/or wind turbine owner/operators, Students will have the opportunity for "Hands On" work on operational wind turbines. Students will work under the supervision and direction of professionals in the wind energy industry. Variable Credit one-six credit hours. May be repeated up to a maximum of six credit hours. Prerequisite: WTT 1004, MATH 1513 & Department Head approval.

WRITING

WRTG 2202 WRITING GRANT PROPOSALS
Grant writing skills are highly marketable, and this course will give students the tools with which to find the best sources for a project and to develop a winning proposal.

CENTER FOR SAFETY AND EMERGENCY PREPAREDNESS

OSU-Oklahoma City's Center for Safety and Emergency Preparedness (south end of the campus, 3501 W. Reno Ave.) is a unique facility within the region. The center capitalizes on existing OSU-OKC programs and experience, partnering with private and public entities that share an interest in furthering knowledge and expertise in the arena of public safety and emergency preparedness.

Program tracks within the center include advanced driving programs, emergency preparedness planning and exercises.

Safety and Emergency Preparedness Courses

The center offers a full suite of emergency preparedness courses for emergency responders, emergency managers, business and industry and the general public. The center also offers OSHA prerequisite training.

Courses include:

- Business Emergency Planning
- Community-based Emergency Planning
- OSHA 511-Standards for General Industry
- OSHA 510-Standards for Construction Industry
- OSHA 10 and 30 Hour Outreach Courses for respective industry
- Hazwoper 24 and 4 Hour Course
- Hazwoper 8 Hour Annual Refresher Course
- H2S Training
- Hazardous Material

Advanced Driver Training Courses

The center specilaizes in unique driver training courses going beyond the classroom to include hands-on driving experience on the campuses specially designed training track.

- General Public Courses
  - — One-day Defensive Driving Course
  - — Defensive Driving for Teens and Young Adults (15 1/2 – 21 to participate)
  - — Driver Education
  - — Motorcycle Rider Training
  - — Recreational Vehicle Driving Techniques
  - — Skid Car Avoidance and Recovery
- Corporate Courses
  - — One-day Advanced Defensive Driving Course
  - — Commentary Driver Training
  - — Six- and 10- Wheel Truck (and Trailer) Driver Training
  - — Fifteen-passenger Van
  - — Commercial Driver License Preparation (company sponsored only)
- Public Safety Courses
  - — Basic Law Enforcement Driver Training
  - — Advanced Law Enforcement Driver Training
  - — Fire/EMS Driver Training

Precision Driving Training training includes:

- Defensive driving maneuvers
- Proper steering techniques
- Skid avoidance and control
- Backing and collision avoidance
- Emergency stopping
- Highly qualified instructors
- Student-to-instructor ratio of 4:1

- Behind-the-wheel vehicle training
- Option to drive an OSU-Oklahoma City vehicle or your personal or company vehicle

General Public Courses

Improve defensive driving skills and reduce insurance premiums at the same time. Insurance companies recognize all courses and offer discounts to drivers who successfully complete the advanced skills courses. Check with your insurance agent for details.

Skid Car Training

Skid car maneuvers, a component of the driving training courses, give the driver hands-on experience in avoiding and/or recovering safely from a skid. Proper training in the specially-equipped PDTC Skid Car can make the difference between an avoidable or recoverable skid and a disastrous skid due to snow, ice or mud.

At 60 miles per hour, a skid is over before the driver can learn from the event. In the PDTC Skid Car everything happens at a low speed, controlled by the instructor and allowing the driver to learn from every action. Through interactive technology, the driver feels the vehicle begin to skid and learns to react to the dynamics of the skid as it happens. Instructors have time to point out how to correct actions and reactions. Students learn proper Automatic Braking System (ABS) braking techniques and how to cope with hydroplaning, as well as over-steering and under-steering conditions. Learning how to gain better control of a vehicle avoids accidents.

Driver Education

OSU-Oklahoma City's Driver Education program prepares students for the operation of motor vehicles. Students develop knowledge of the state laws related to motor vehicle operation; acceptance of personal responsibility in traffic; appreciation of the causes, seriousness and consequences of traffic accidents; and develop the knowledge, attitudes, habits and skills necessary for safe motor vehicle operation.

Each student receives a minimum of ten (10) hours of classroom instruction and a minimum of six (6) hours of actual driving of the Driver Education vehicle, accompanied by and under the supervision of a qualified Driver Education instructor. This also includes skid avoidance and recovery training in the SkidCar, which teaches the students how to avoid skids on dry and wet pavement, as well as on snow and ice.

Alive@25 is a one-day, hands-on course developed to provide defensive driver training techniques to teen drivers. Each driver will be taught in the classroom how to recognize and correct unsafe driving behaviors, the need for personal responsibility and safety restraints. The student will receive four (4) hours of hands-on training to build their skills and confidence in off-road recovery, collision avoidance, backing and cornering and skid avoidance and recovery. Participants must be between the age of 15 1/2 and 21, have basic driving experience and a learner's permit.

For more information about the OSU-OKC Center for Safety and Emergency Preparedness, contact (405) 945-3208 or email csep@osuokc.edu

Motorcycle Rider Training

Increase confidence, improve motorcycle skills and learn how to have more fun by riding motorcycles safely. The Basic RiderCourse teaches the motorcycle enthusiast motorcycle driving fundamentals: what to wear, how to start and stop, motorcycle controls, street strategies to avoid trouble and how to maneuver the motorcycle in tough situations. Upon successful completion, the driving portion of the licensing test for the motorcycle (M) endorsement is waived.

The Experienced RiderCourse is for motorcycle enthusiasts that want to hone their skills and fine-tune the mental skills needed for survival in traffic. Learn how to balance the mental and physical aspects of safe riding, manage risk, increase visibility and optimize lane position. Many insurance companies offer discounts on motorcycle premiums, ask insurance agents for details.

An Advanced Motorcycle Ready to Ride course is also offered. Ready to Ride is designed for the rider who wants to strengthen critical "road" skills, making riding safer and more enjoyable. By utilizing our private enclosed two-lane road, riders practice real road speed cornering.

Corporate Courses

The Advanced Defensive Driving training courses can be customized to address special problems that company drivers encounter on today's roadways. Training can be taken in the OSU-Oklahoma City PDT fleet automobiles or the company vehicle that the employee drives. Drivers of cars, trucks, vans and larger vehicles will learn how to handle their specific type of vehicle when encountering difficult situations.

Public Safety Courses

Basic, advanced and specialized driver training is available for all areas of the public safety community. Emergency vehicle drivers from police, fire and EMS agencies are encouraged to use the vehicle they drive on the job to experience a variety of road and highway driving conditions in a safe, controlled environment.

WORKFORCE DEVELOPMENT
NON-CREDIT COURSES, SEMINARS AND TRAINING

Non-credit classes and consulting services can enhance workplace skills, career growth and personal development.

The OSU-Oklahoma City Workforce Development is a business services resource for individuals and organizations. Its mission is to improve the work-related skill levels of the workforce in the community. WFD has a host of partners from academia and industry who can serve as trainers or consultants for specific needs.

WFD's method of delivery includes contract training, seminars, non-credit classes and consulting services, offering a variety of consulting services for business and industry and can design programs tailored to meet each company's needs. Training and consulting can be done on campus or onsite at the business or organization.
For more information call (405)945-3383 or email wfd@osuokc.edu. For a list of current classes visit: www.osuokc.edu/wfd.

Services include:

Classes tailored to meet organizational needs

Business Services
- Computer Skills for the Workplace
- Leadership Development Training
- Strategic Planning and Consulting Services
- Human Resource Management (SHRM)
- Bullying in the Workplace

Personal Enrichment
- American Sign Language I and II
- Blogging 4 Business

Health
- Certified Nurse Aide
- CPR / First Responder
- Food Service Sanitation Certification
- EMS Refresher Classes

Engineering and Building Technology
- Plumbing
- Water/Wastewater Certification Preparation - Levels D, C, A/B

Online Education – Ed2Go
- Basic Computer Literacy
- Business Administration and Management
- Business Planning and Entrepreneurial
- Certification Preparation
- Computer Programming and Database Management
- Computer Troubleshooting and Networking
- Desktop Publishing and Imaging
- Digital Photography and Digital Video
- Grant Writing and Nonprofit Management
- Health Care, Nutrition and Fitness
- Law and Legal Careers
- Personal and Career Development
- Personal Finance and Wealth Building
- Sales and Marketing
- Test Preparation
- Web Graphics and Multimedia
- Web Page Design
- Web Programming

OSU-OKC workforce DEVELOPMENT

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B.S., Mid-America Christian University
M.S., Mid-America Christian University

Cathy Gardner
Office Manager / Accounting Specialist
Business Services
A.A., Murray State College

Melissa Garner
Assistant Director
Admissions
A.A., Connors State College

Harold Gentry
Manager
Housekeeping Services

David Graham
Director
Emergency Medical Services Program
B.A., University of Central Oklahoma

Chris Gulley
Director, Enterprise Systems & Business Intelligence
Information Services
A.S., Oklahoma City Community College
B.S., Southern Nazarene University

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Coordinator
Veteran Services
A.A.S., Oklahoma State University - Oklahoma City

Melissa Herren
Director
Human Resources
A.A.S., Oklahoma State University - Oklahoma City
B.T.A.T., Rogers State University

Alicia Hill
Lead Campus Representative
Enrollment Management
B.A., Oklahoma State University

Charlotte Hinckle
Counselor
Financial Aid and Scholarships
B.S., University of Central Oklahoma

Tim Hodges
Manager
Print & Mail Services
B.A., Oklahoma State University
B.S., Oklahoma State University

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Academic Advisor
Business Technologies
B.B.A., University of Central Oklahoma
M.Ed., University of Central Oklahoma

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Technical Services Librarian
B.A., Southwestern State University
M.L.I.S., University of Oklahoma

Danny Hurst
Director
Project SOAR
B.S., Oklahoma State University
M.H.R., University of Oklahoma

Kristi John
Process Improvement & Data Coordinator
Institutional Grants & Research
A.A.S., Oklahoma State University - Oklahoma City
A.A., Oklahoma State University - Oklahoma City

Heather Kay
Assistant Vice President
Business & Industry Training & Education Center
B.A., University of Central Oklahoma

Josh Kilmer
Safety Coordinator/Security Officer
Safety & Security

Jonathan Kleman
Manager
Food Service
Student Center & Campus Events

Tony Lippe
C.N.A. Marketing Coordinator
Workforce Development
L.P.N., Mid-Del Vo-Tech School of Practical Nursing

Ginger London
Distance Education Coordinator
Information Services
A.A.S., Oklahoma State University - Oklahoma City

Laura McElfresh
Assistant Director, Library Services
B.A., Rice University
M.A., University of Houston
M.L.I.S., Syracuse University

Alfred Melchor
Recruitment Specialist / Hispanic Outreach
B.A., Oklahoma City University

Krystal Morris
Manager
Student Center & Campus Events
A.A.S., Oklahoma State University-Oklahoma City

Francie Moss
Director
Upward Bound
A.A.S., El Reno Junior College
B.S., Southwestern Oklahoma State University
M.Ed., University of Central Oklahoma

Matthew Mugler
Coordinator
Security & Safety

Vicki Murray
Business Connections
Business & Industry Training & Education Center
B.S., University of Central Oklahoma

Gaytra Newcomb
Counseling/Advisement
Enrollment Management
B.S., Oklahoma City University
M.A., Central State University
M.S.W., University of Oklahoma

Ben Palmer
Network Security Analyst
Information Services
A.S., ECPI College of Technology (Virginia Beach)

Victoria Papiwdee
Counselor/Coordinator
Educational Talent Search
B.A.T., University of Central Oklahoma

Cherrie Parker
Grounds Manager
A.A.S., Oklahoma State University - Oklahoma City

Kim Pearsall
Associate Vice President
Academic Affairs
Associate Professor
B.A., University of Oklahoma
M.S., University of Oklahoma

Kristi Pendleton
Director, Student Engagement
Student Life
B.S., University of Central Oklahoma
M.S., Oklahoma State University

Patricia Ragle
Safety Director/Energy Educator - Manager
A.A.S., Oklahoma State University-Oklahoma City
B.T., - Oklahoma State University-Oklahoma City

Michael Ray
Assistant Director
Center for Safety and Emergency Preparedness
B.S., Southern Nazarene University

Wade Reed
Director
Building Maintenance Construction

David Risinger
Director
Educational Talent Search
B.A., University of Evansville (Indiana)
M.A., Southern Illinois University - Carbondale
M.Ed., East Central University - Ada

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Director
Library Services
B.A., University of Oklahoma
M.L.I.S., University of Oklahoma

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Counselor/Coordinator
Educational Talent Search
B.A., Oklahoma State University
M.A., University of Central Oklahoma

Jeff Rosson
Coordinator Scholars for Excellence
Human Services
B.S., University of Central Oklahoma
M.S., University of Central Oklahoma

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Director
Institutional Grants & Research
A.A.S., Community College of the Air Force
B.S., Husson College
M.B.A., Oklahoma City University

Betty Sanders
Counselor/Coordinator
Project SOAR
B.A., Oklahoma City University
M.S., Southwestern Oklahoma State University

Jesselyn Schmitz-Nakolo
Interpreter
Interpreter Training
A.A., Northern Oklahoma College
A.A.S., Oklahoma State University-Oklahoma City
B.S., University of Central Oklahoma

Gil Smith
Career Resource Center
Enrollment Management
A.A.S, Oklahoma State University-Oklahoma City

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Assessment/Testing
B.S. Ed., East Central University
M.S., East Central University

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Business/Computer Skills Instructor
Project REACH
A.A.S., Rose State College
B.B.A., University of Oklahoma

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Lead Counselor
Upward Bound
B.S., Saint Gregory's University
M.S., Langston University

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Professional Development & Training
A.A.S, Oklahoma State University-Oklahoma City
B.S.Ed., University of Central Oklahoma
M.Ed., University of Central Oklahoma

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Web Communications Manager
Communications Department
A.D., Oklahoma State University-Okmulgee

Jackie Weston
Director
Cooperative Alliance
B.S., University of Science & Arts in Oklahoma

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Registrar
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M.S., Oklahoma State University

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Counseling/Advisement
A.A.S., Oklahoma State University-Oklahoma City
B.S., Southern Nazarene University

Kyle Williams
Director
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A.A., Western Oklahoma State College
B.S., University of Central Oklahoma

Ned Wilson
Digital Media Coordinator
Information Services
B.A., Cameron University
M.A., Stephen F. Austin State-Nacogdoches

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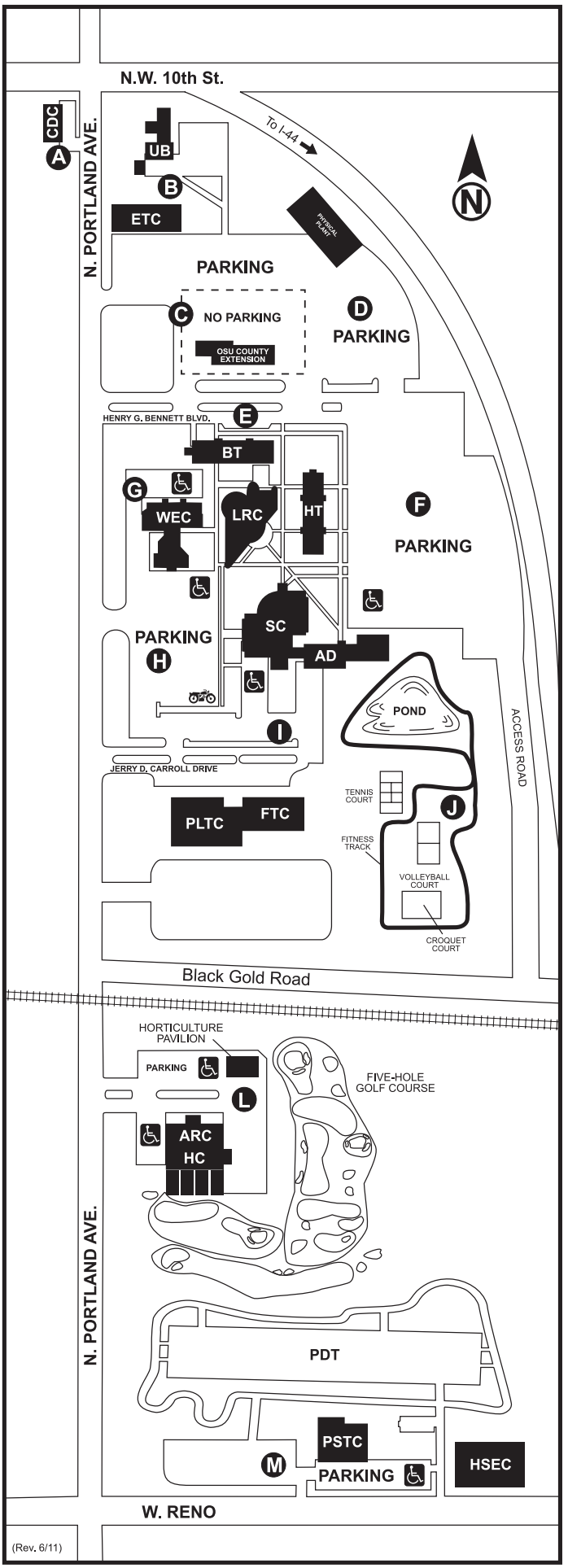

AD - Administration
First Floor
- Institutional Grants and Research
- Print & Mail Services
- Wellness Center

Second Floor
- Academic Affairs Administrative Offices
- Administrative Conference Room
- Business and Industry Training and Education Center
- Business Services
- Communications and Marketing
- Finance and Operations
- Human Resources
- President's Office

ARC - Agriculture Resource Center
- Division of Agriculture Technologies
- Horticulture
- Horticulture Pavilion
- Veterinary Technology

BT - Business Technologies
First Floor
- Campus Security (BT 100)

Second Floor
- Information Services Administrative Offices

Third Floor
- Division of Business Technologies (BT 300)

CDC-LS - Child Development Center - Lab School

COEXT - County Extension

ETC - Engineering Technology Center
- Division of Science and Engineering Technologies

FTC - Oklahoma City Fire Training Center

HC - Horticulture Center
- All-America Trial Gardens
- Golf Course
- Greenhouses
- Turf Management Training Facility

HSEC - Human Services Education Center
- Bachelors of Technology-Emergency Responder Administration
- Emergency Medical Services
- Municipal Fire Protection
- Police Science

HT - Health Technologies
First Floor
- Cardiovascular (HT 102)

Second Floor
- Division of Health Sciences (HT 205)
- Dietetic Technologies (HT 208)
- Nurse Science (HT 205)

Third Floor
- Science Department (HT 300)

LRC - Learning Resource Center
First Floor
- Information Services
- Technology Support Center

Second Floor
- Family Resource Center
- Learning Center
- Project REACH
- Project Second Chance
- Student Computer Lab

Third Floor
- Division of Arts and Sciences (LRC 331)

Fourth Floor
- Library

PLTC - Oklahoma City Police Training Center

PSTC - Public Safety Training Center
- Center for Safety and Emergency Preparedness (CSEP)
- Crime Victim/Survivor Services
- Early Care Education
- Division of Human Services
- Precision Driving Training

SC - Student Center
First Floor
- Admissions/Registrar Services
- Advisement Center
- Career Resource Center
- Cooperative Alliance Services
- Educational Talent Search
- Financial Aid and Scholarships
- Project SOAR
- Records
- Recruitment/Campus Tours
- Services to Students with Disabilities
- Student Government Association Office
- Student Life
- Student Services Administrative Offices
- Testing and Assessment
- Veterans' Services Center
- Welcome Center

Second Floor
- Bookstore
- Cafeteria
- Cyber Café/Student Lounge

Third Floor
- Blair Room
- Conference Center (North, South & West)
- Conference Room 304
- Mother's Room
- OSU Foundation
- Pistol Pete Room
- President Suite
- Student Center and Campus Events

UB – Upward Bound

WEC - West Education Center
First Floor
- Deaf Student Services (WEC 100)
- Interpreter Training Program (WEC 100)

Second Floor
- CNA Program (WEC 200)
- Workforce Development (WEC 200)

OKLAHOMA CITY

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