CATALOG
2014-2015

ACADEMIC POLICIES

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Vice President for Business & Industry Training
B.S., Oregon State University
M.S., Portland State University

ACADEMIC CALENDAR

FALL 2014

August 18........................First Day of Class
September 1 ....Labor Day
(No classes in session; campus closed)
October 16-17..................Fall Break
(No classes in session; campus closed)
November 26-28 ....Thanksgiving
(No classes in session; campus closed November 27-28)
December 14 ....Last Day of Classes
December 24-January 4...Holiday Break
(No classes in session; campus closed)

SPRING 2015

January 12 ....First Day of Classes
January 19..............................Martin Luther King, Jr. Day
(Campus closed)
March 16-20 ....Spring Break
(No classes in session)
May 10 ....Last Day of Classes
May 11 ....Commencement
May 25 ....Memorial Day
(No classes in session; campus closed)

SUMMER 2015

June 2 ....First Day of Class
July 4........................Independence Day-Observed
(No classes in session; campus closed)
July 27......................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

• 32 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 EFFECTIVENESS AND INSTITUTIONAL GRANTS

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 support services. 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 Effectiveness 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 related to research and funding.

Institutional Grants is dedicated to procuring grant funding to advance the university's strategic initiatives. This department supports faculty and staff members efforts to develop, compose, and submit grant applications. Grant proposals are monitored through this office to ensure compliance with funding guidelines and reporting requirements.

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.

TRAINING AND DEVELOPMENT CENTER

The OSU-OKC Training and Devcelopment Center 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 the Training and Development Center 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 the Training and Development Center, they serve as a liaison between business and industry and the campus. For more information call (405)945-3373, fax (405)945-8616, email tdc@osuokc.edu or go online to www.osuokc.edu/tdc.

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.

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:

Accreditation Commission for Education in Nursing
3343 Peachtree Rd NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

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

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 and current students. The Advisement Center for new students is located on the first floor of the Student Center. Additionally, specialized advisors are located within each academic division for current students. For more information call (405) 945-9150, email advisement@osuokc.edu or visit us online at www.osuokc.edu/advisement.

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. Take a virtual tour and view a campus map at www.osuokc.edu/tours.

CAREER SERVICES

Career Services 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) work for you. Career Services 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/careerservices.

DEAF STUDENT SERVICES

Deaf Student Services (DSS) provides advisement, note taking, interpreting and C-Print services for students who are deaf or hard of hearing. For more information call (405) 945-3290 (V) or (405) 445-3735 (VP).

FINANCIAL AID AND SCHOLARSHIPS

Located in Room 100 of the Student Center, the Financial Aid and Scholarship Office assists students with obtaining federal, state, institutional, and private aid to help finance the cost of attending college. Visit www.osuokc.edu/financialaid for important information on how to apply for assistance. Office hours are Monday through Thursday, 8 a.m. - 6 p.m. and Friday, 8 a.m. - 5 p.m. For federal aid application purposes, OSU-OKC's federal school code is **009647**.

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. Find out more about our recruitment team at www.osuokc.edu/recruit.

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

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. For more information visit www.osuokc.edu/idcard.

SERVICES TO STUDENTS WITH DISABILITIES

- Disability Services Coordinator/Physical Access Coordinator
  (405) 945-3385
  Student Center, First Floor, Room 142
- Services for Deaf and Hard of Hearing Students
  (405) 945-3290 or (405) 445-7310 VP
  West Education Center (WEC) Building, First Floor, Room 100
- Vice President for Student Services
  (405) 945-3204
  Student Center, First Floor, Room 180

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, located in Student Center, Room 104, administers a wide variety of tests including make-up exams, COMPASS™, ACT National and Residual, CLEP, and RN program pre-admission testing. Fee-based proctor service is available. OSU-OKC Testing and Assessment is a PearsonVue Certified Test Center. For more information, go to www.osuokc.edu/assessment or call (405) 945-8648.

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). 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 visit www.osuokc.edu/veterans.

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, 6 a.m. to 7 p.m.; Friday, 6 a.m. to 5 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 ESL classes are offered and managed by Oklahoma City Public Schools Adult Education Department. Classes meet two days a week, three hours each day.

For information call (405) 231-2053 (press 0) or go to http://www.okcps.org/Departments/Academics/AdultEducation/tabid/2794/Default.aspx.

GED INSTRUCTION

Individuals wishing to prepare for the GED (General Educational Development) exam may participate in the free GED prep program offered and managed by Oklahoma City Public Schools Adult Education Department. Classes meet two days a week, three hours each day.

For information call (405) 231-2053 (press 0) or go to http://www.okcps.org/Departments/Academics/AdultEducation/tabid/2794/Default.aspx.

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. Children may be in the library as long as they have adult supervision and aren't disturbing other library users.

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 6th 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 Etta Dale, Mayfield, Jefferson, Roblyer, Roosevelt, Webster, and Western Heights middle schools. Talent Search also can help out-of-school adults (to age 27) and U.S. military veterans (of ANY age) with career exploration, enrollment, financial aid, and back-to-school transition. 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 76 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.

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.

CHILD DEVELOPMENT LAB SCHOOL

The Child Development Lab School (CDLS) 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 CDLS, 7 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.

COWBOY CATERING AND EVENTS SERVICES

Cowboy Catering and Events Services is your one stop shop for all conference and meeting spaces on campus. We offer superior services, impressive facilities, quality 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 Cowboy Catering staff will gladly assist you in planning the menu for your event. In addition, if you require specialized planning, we will be happy to help you in any way to ensure that your event held at our facilities is successful.

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.

THE HUB

The HUB (Student Center, second floor) offers a place to eat, relax and visit with friends or study. Breakfast and lunch items, both hot and cold, are available Monday through Friday. 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.

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, and a full-service conference center are also located in the Student Center.

STUDENT SUCCESS AND OPPORTUNITY CENTER

The Student Success and Opportunity Center (SSOC) is located on the second floor of the Learning and Resource Center and provides free academic services to all OSU-OKC students. The SSOC offers free tutoring in various subject areas; a writing lab; a math lab; group and individual work stations; a computer lab with access to printers and copiers; access to academic material, study guides, and class specific software; and study skill workshops.

It's a one-stop shop for all your academic needs. Students are encouraged to make an appointment with a tutor ahead of time, however, walk-ins are always welcome. 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, check out our website at www.osuokc.edu/ssoc or call 405-945-8679.

WIRELESS INTERNET ACCESS IS AVAILABLE

Wireless internet access is available across campus with an active O-Key username and password. Guests on campus can access free wireless by selecting "guest" and signing up for temporary access. 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. This policy applies to other smoking preparations including but not limited to hookahs, electronic cigarettes, vapor cigarettes, and clove cigarettes.

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 or teaching areas. Children may be in the library as long as they have adult supervision and aren't disturbing other library users.

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.

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

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.

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.

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.

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.

STUDENT VETERANS ASSOCIATION

The mission of the Student Veterans Association is to honor service members and aid in efforts toward continuing education for student Veterans, as well as honor the institution's mission and community service commitments. SVA community action projects will work to make a significant mark in support of the OSU-OKC strategic directions and core values, and its Veteran students.

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.

VIDEO GAME AND ANIME ASSOCIATION

The OSU-OKC Video Game and Anime Association welcomes anyone who has an interest in getting to know more about video games, play video games, and wanting to know more about the video game development process. The VGAA also welcomes anyone who would like to talk about, read, or watch anime.

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, 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 help determine if any outside agencies (fire department, police department, paramedics, etc.) need to be contacted. 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 Admissions in the Student Center, first floor, during working hours Monday through Friday. These are required for access to Business Services, Library, computer labs, 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 Office 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 office 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, or call (405) 945-9111. Security investigates auto accidents, and can provide a statement to submit to an insurance company. Security personnel will complete an incident report, which is placed on file. Security is not responsible for contacting city police to investigate the incident unless 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 of 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 HEALTH 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 HEALTH 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.

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 $65 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 Director 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's Promise and the Heartland Scholarship Program.

OKLAHOMA'S PROMISE

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. Students receiving Oklahoma's Promise must maintain satisfactory academic progress standards as required from federal aid. 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 GPA of 2.0 or above), and
- have a high school diploma, home schooled completion certificate, GED, or registered at a Title IV institution prior to July 1, 2012 and achieved ability to benefit reqirements..

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. Home schooled completion certificate
4. COMPASS test with a minimum score of 25 on Pre-Algebra/Numerical, 62 on Reading and 32 on Writing or
5. 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/sap.aspx.

TYPES OF AID
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 2014-2015 school year will range from $595 to $5,730. 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 1, 2014, 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 2014-2015 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 2014-2015 Funding Education beyond High School - The Guide to Federal Student Aid from the OSU-OKC Financial Aid and Scholarship Office or visit www.fafsa.ed.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.nslds.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, 1991? - The year noted in this question changes each application year on the FAFSA.
• During the 2014-2015 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 between July 1, 2014 and June 30, 2015?
• 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 2015?
• 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, 2013, 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, 2013, 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, 2013, 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?

The Financial Aid and Scholarship Office will utilize email as its official notification mode. You are strongly encouraged to activate your O-Key account so that you can receive these email messages and gain access to Web for Students. To activcate your account, visit https://app.it.okstate.edu/okey. Students who have no email address will receive a letter in the mail at the address listed with the Admissions Office.

WHEN WILL I GET THE EXCESS MONEY AFTER MY CHARGES AT OSU-OKLAHOMA CITY HAVE BEEN PAID BY FINANCIAL 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
Federal School Code: 009647

BUSINESS SERVICES

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 or check in the Business Services Office. Checks sent by mail should include the student's ID number to insure proper credit. Web checks and Credit cards are accepted only on the OSU-Oklahoma City website (www.osuokc.edu/sis). Payments are due prior to the 15th of the each month. All past due accounts accrue a penalty at the rate of 1.5% monthly (19.56 APR).

To ensure enrollment and academic hold release, pay the entire balance in cash, certified funds or credit card online. If payment is by personal paper check or online web check, the account holder may be required to wait until the payment has cleared the bank (up to 2 weeks) to enroll or obtain a transcript or a diploma.

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) 945-6748 for additional information.

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 OPTION PLAN

Student account balances not covered by financial aid are eligible for enrollment in the Payment Option Plan. Oklahoma State University-Oklahoma City offers a semester based Payment Option Plan as an alternative to the traditional lump-sum payment method. This plan provides an opportunity for families and students to pay university billed expenses in regular monthly payments. No finance charges are associated with the Payment Option Plan or enrollment holds if payments are made as promised. There is a $25.00 non-refundable application fee due at the time of application each semester.
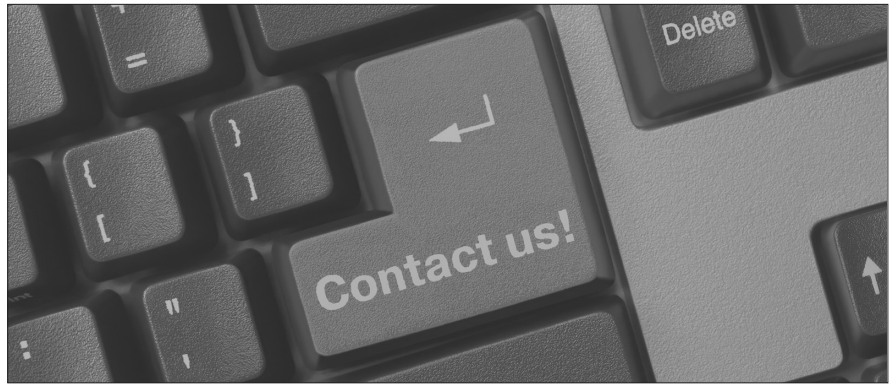
September 15 is the deadline to enroll in the Fall plan and February 15 is the deadline to enroll for the Spring plan. Summer enrollment is not eligible for the plan. The student logs into SIS to enroll in the plan and may also authorize payers. Authorized payers (parents) may be designated with their own login.

Accounts not paid in full by the end of the semester may be placed with an external collection agency and will be assessed collection fees (up to 33% of the original debt), legal costs and attorney fees. Oklahoma State University-Oklahoma City participates in the Oklahoma Tax Commission Warrant Intercept program which deducts past due balances from tax refund checks.

The student will receive monthly billing statement e-mail notifications while on the Payment Option Plan for informational purposes.

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.

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.

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

FINANCIAL AID REFUND

The Business Services office encourages using direct deposit as the most secure and quickest method for receiving refunds. Direct deposit refunds are scheduled every working day and should be deposited into your bank account within two to three business days, depending on the bank. You are responsible for verifying funds are available in the bank account before spending the funds. You are notified via e-mail when a direct deposit refund occurs. If you do not choose to participate in the direct deposit program, your refund is issued by check. Refund checks are mailed on a weekly schedule to students' local address. Business Service cannot cash these University generated refund checks nor can they cash personal checks.

FOR MORE INFORMATION ABOUT FEES, CHARGES, PAYMENTS OR REFUNDS CONTACT:

Business Services
Administration Building, Room 230
(405) 945-6748

MONEY MATTERS

THE FIGURES THAT FOLLOW ARE FOR THE **OSU-OKLAHOMA CITY** 2014-2015 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) * ....$ 115.40
Lower Level

$ 141.10
Upper Level

Non-Residents (per credit hour) * ....$ 317.90
Lower Level

$ 343.60
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) ....$ 65.00

ACT Test ** (residual)..$ 50.00

Nursing Admission Test ** ....$ 55.00

CLEP Exam ....$ 95.00

CLEP Exam/Freshman Comp**...$ 110.00

Proctor Service ** ....$ 15.00

COMPASS Test ** (per subject)...$ 5.00

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 $115.40 per credit hour for lower classes and $141.10 for upper level classes.*

Tuition and Fees ....$ 2769.60
Lower Level

$ 3386.40
Upper Level

Books ....$ 1440.00

Room and Board ....$ 5533.50

Transportation ....$ 2778.00

Miscellaneous ....$ 1389.00

TUITION, FEES AND BOOKS ONLY:

Based on 12 hours (fall and spring) ....$ 4209.60
Lower Level

$ 4826.40
Upper Level

Based on 6 hours (summer)..$ 1052.40
Lower Level

$ 1206.60
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.

REGISTRAR

OFFICE OF THE REGISTRAR

www.osuokc.edu/registrar
405-945-3291
records@osuokc.edu

ENROLLMENT

Students may enroll with an academic advisor or online via SIS/Web for Student at http://pro-dokc.okstate.edu/. Enrollment holds such as an outstanding balance, missing transcripts or documents, or other registration holds may prevent enrollment until holds have been cleared.

MATRICULATION

When a student enters the university, he or she is given a matriculation of enrollment. Students who are enrolled in at least six hours in an academic year are considered to have an open matriculation. Students who do not attend for one academic year are considered to have broken matriculation and must reapply to the university.

ADDING AND DROPPING COURSES

Adding Courses. Once enrollment opens, students may add courses to their schedule during the non-restrictive add period (generally the first week of a regular 16-week term, less for shorter terms; see Academic Calendar for specific dates) through an academic advisor or via SIS/Web for Students. After the non-restrictive period ends, students must obtain permission from the instructor to enroll in a course. No section changes after the non-restrictive add period are permitted unless approved by the instructor and department head.

Dropping Courses. Students may drop a course online or by submitting the Add/Drop/Withdrawal form, with a full refund, at any time during the refund period. The refund period is the first two-weeks of a 16-week course, the first week of an 8-week course and the first day of a fast-track, 4-week, or other short course. A drop with refund does not appear on the student's official academic record.

After the refund period, a student may drop a course with a grade of "W" through the 12th week of a 16-week term, the 6th week of an 8-week term or three-quarters of the length of a fast-track, 4-week, or other short course. See the Academic Calendar for specific dates. Drops during this period may not be completed online; students must complete the Add/Drop/Withdrawal form and submit it to the Office of the Registrar (see

form for submission options). After this period, students may not drop a course. An official grade for the course will be issued for the student at the end of the term. The date the Add/Drop/Withdrawal form is received by the Office of the Registrar is the official date of the transaction. It is the student's responsibility to ensure that the form is received in the Office of the Registrar.

Non-attendance does not automatically warrant a drop from a course nor does it relieve the student of financial obligations to OSU-OKC. An instructor may, but is not required to, administratively withdraw a student for non-attendance. This will appear on the transcript as a grade of "AW". The student will remain responsible for the payment of charges for a course in which an "AW" is received. Charges due to failure to drop or withdraw from courses will not be waived.

A student may not drop any course for 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 of "F" for the course.

Exceptions to these deadlines may be considered by filing an Enrollment Appeal and providing documented extraordinary circumstances and approval by the Enrollment Appeals Committee (see Enrollment Appeals).

VETERAN SERVICES

OSU-OKC's Office of the Registrar provides a Veterans' Services Center (VSC) to assist student veterans and their dependents with Department of Veterans Affairs educational benefits. The VSC provides information and assistance with completing VA forms as well as certification services for payment of benefits. VA educational benefits require strict adherence to attendance and course requirement policies. Contact the Veterans' Services Center on the first floor of the Student Center at 405-945-8692 or visit www.osuokc.edu/veterans.

STUDENT RESOURCES
WEB FOR STUDENTS /STUDENT INFORMATION SYSTEM (SIS)

Web for Students/SIS allows students to access their academic and personal records at OSU-OKC and provides select self-service options. Students may use SIS to add and drop classes, view their course schedule, request transcripts, view transcript information, update personal data, view personal financial aid information, view billing and payment options, and other student self-services.

ORANGE KEY (O-KEY) ACCOUNT

OSU-OKC students activate an O-KEY account upon admission. The O-KEY provides each student with an email account that can be used to gain access to the campus network, D2L, and SIS. The O-KEY email account serves as the official method of email communication from the university to students including announcements, important dates/deadlines, and registration/course information.

OFFICIAL RECORDS

OFFICIAL TRANSCRIPTS

All official academic transcripts are prepared and released by the Office of the Registrar. The transcript is the official record of a student's academic work. Transcripts list all academic work earned at the institution, all accepted transfer work, and advanced standing credit. The official transcript may be requested by a student in the following ways:

1. Online via SIS/Web for Students,
2. Complete the Transcript Request form and mail, fax, or scan to the Office of the Registrar, or
3. In person at the Admissions counter, with a photo ID.

Students who request an official transcript with transcript holds (such as an outstanding financial obligation, etc.) will not be processed until the hold has been cleared with the appropriate office. Official transcripts submitted from other academic institutions become a part of the student's permanent academic record at OSU-OKC and will not be released to the student.

CHANGE OF ADDRESS, NAME OR STUDENT DATA

Changes in address, name or other student demographic data should be reported immediately to the Office fo the Registrar. 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 the student is enrolled.

STUDENTS' RIGHTS TO PRIVACY

FEDERAL EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (BUCKLEY AMENDMENT)

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Oklahoma State University – Oklahoma City ("School") receives a request for access. A student should submit to the Registrar, Division Head, Vice President, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

   A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by OSU-OKC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of OSU-OKC who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educa¬tion record in order to fulfill his or her professional responsibilities for OSU-OKC.

   Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by OSU-OKC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within OSU-OKC whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such

as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that OSU-OKC, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, OSU-OKC may disclose appropriately designated "directory information" without written consent, unless you have advised the institution to the contrary in accordance with OSU-OKC procedures. The primary purpose of directory information is to allow OSU-OKC to include this type of information from your education records in certain situations. Examples include, but are not limited to:

- Student organization events;
- Honor roll or other recognition lists; and
- Graduation programs.

If you do not want OSU-OKC to disclose directory information from your education records without your prior written consent, you must notify the Office of the Registrar in writing by completing the Request to Withhold Directory Information form. OSU-OKC has designated the following information as directory information:

- Student's name
- Student's address & telephone number
- Student's date/place of birth
- Major/certificate
- Honors and awards
- Dates of attendance
- Degrees earned, completion dates
- Participation in officially recognized organizations, activities or sports
- Enrollment status (full-time, part-time)
- Most recent previous attended educational institution

PARENTAL ACCESS TO RECORDS

OSU-OKC cannot release educational records to parents about their son or daughter without written consent of the student. We encourage students to communicate with their parents regarding grades, billing, class schedule, and other records. A student may consent for his or her information to be released to a parent, guardian or spouse. The student must complete the Student Consent for Release of Education Record Information form in person and must be free of duress or coercion. Upon receipt of this form, information will be released to the designated person(s) unless rescinded by the student in writing. Parents of a dependent student may challenge denial of access to educational records by producing the most current copy of the Internal Revenue Form 1040.

ADDITIONAL INFORMATION

For more information about FERPA, visit the U.S. Department of Education website.

ACADEMIC REGULATIONS

ADMISSION, ACADEMIC STANDING AND STATUS

ADMISSION/PLACEMENT OF STUDENTS

Policies and procedures governing the admission and placement of students are detailed in another section of the Catalog. (See Admissions Requirements.)

ADMISSION TO SELECTIVE ADMISSION PROGRAMS

Admission to certain programs as approved by the University may be restricted. (See Admissions Requirements section.)

ENGLISH PROFICIENCY REQUIREMENT.

(See Admissions Requirements section.)

ACADEMIC STANDING

Students must meet the GPA requirements below to be considered in good academic standing.

Graduation/Retention hours attempted:	Minimum retention/graduation GPA required:
0 through 30	1.70
31 or more	2.00

Any student not maintaining a retention/graduation GPA as indicated above will be placed on probation for one semester. At the end of that semester, he or she must have a semester GPA of 2.00, not to include PE or remedial courses, or meet the minimum standard required above, in order to continue as a student. First year students (30 or fewer credit hours, as defined by OSRHE policy) with a retention/graduation GPA of 1.70 to less than 2.00 will be placed on academic notice.

ACADEMIC SUSPENSION

A student on probation will be suspended when he or she earns a semester GPA of less than a 2.00 in regularly-graded course work not including activity or remedial courses, and the retention grade-point average for all hours attempted falls below the following:

Graduation/Retention hours attempted:	Minimum retention/graduation GPA required:
0 through 30	1.70
31 or more	2.00

REINSTATEMENT AFTER ACADEMIC SUSPENSION

An OSU-OKC student who has been academically suspended from the University may not be readmitted until one regular 16-week semester (fall or spring) has passed. Students who wish to appeal their suspension status may petition for immediate reinstatement through the Office of the Registrar by submitting a Petition for Immediate Reinstatement After Suspension form. Students petitioning for reinstatement should provide supporting documentation with the request documenting extraordinary personal circumstances that contributed to his or her academic deficiencies and an objective plan for achievement. Students who were concurrently enrolled in another college or university during the semester may appeal the suspension by submitting an official transcript from the institution.

Suspended students can be readmitted only one time. If a student is suspended a second time, he or she must attend another institution and raise the retention/graduation GPA to a 2.0 before readmission to OSU-OKC can be considered.

ACADEMIC STANDING FOR TRANSFER STUDENTS

A student who has previously attended another college or university since last attending OSU must submit a transcript from each school. Final academic standing status will be determined after an evaluation of all transfer work has been made.

WITHDRAWING FROM THE UNIVERSITY

Withdrawing from the University is the responsibility of the student. Failure to attend classes or nonpayment of tuition and fees does not cancel the student's enrollment. Charges due to failure to drop or withdraw from courses will not be waived.

Withdrawing from the University occurs when a student drops all classes after classes begin, that is, after the applicable semester or session begins. International students must also consult with International Advisor before dropping courses or withdrawing for the semester. Under reporting regulations required by the Student and Exchange Visitor Information System (SEVIS), dropping below full-time can put a student's visa status in jeopardy.

General drop/withdrawal and refund periods are provided in the table below (see Registrar section for additional information). The Academic Calendar provides specific dates for each term. Appeals for exceptions to these deadlines may be considered by submitting an Enrollment Appeal. Enrollment Appeals must include documented extraordinary circumstances and require committee approval. (See Enrollment Appeals).

DROP/WITHDRAWAL PERIODS FOR FULL-SEMESTER (16-WEEK) COURSES*

Semester Time Period	Course Grade	Course-Related Tuition/Fee Refund
Before term begins	No transcript record	100% refund
First 2 weeks	No transcript record	100% refund
Weeks 3-12	"W"	No refund
Weeks 13-16	Final grade as assigned by instructor	No refund

*Summer courses, 8-week, 4-week, fast-track, intersession courses, and other courses that do not extend through the entire 16-week semester follow proportionate drop/withdrawal/refund periods.

CLASSIFICATION OF STUDENTS

Undergraduate classification is determined by the criteria below:

Freshman	0 to 30 semester credit hours passed
Sophomore	31 to 59 semester credit hours passed
Junior	60 to 93 semester credit hours passed
Senior	94 or more semester credit hours passed

These hours are calculated based on graduation/retention hours earned.

FULL-TIME STUDENTS

Undergraduate students who are enrolled in 12 or more semester credit hours (six or more for the summer session) are classified as "full-time" students for academic purposes.

PART-TIME STUDENTS

Students who are enrolled but not meeting the definition of full-time students are classified as "part-time." Undergraduate students are classified as "half-time" if they are enrolled in six hours in a regular semester (or three hours in a summer session).

SPECIAL STUDENTS (NON-DEGREE SEEKING STUDENTS)

A student who does not have immediate plans to enter a degree program but wants to take courses may be classified as a "special student." Students may enroll in up to a maximum of nine credit hours (See Admission General Information). A student on an F-1 visa may not enroll as a special student since he or she must be admitted to a degree program. Students receiving veteran's benefits and/or financial aid may be required to be degree-seeking and not eligible to be a special student.

DEGREE REQUIREMENTS
DATE OF MATRICULATION

Matriculation occurs when a student first declares a major at OSU-OKC. A student follows the degree requirements associated with his or her matriculation year. A student who fails to enroll in six hours of courses that pertain to the student's major within an academic year is considered to have broken matriculation and thus would be held to the requirements of the most current degree program. A complete listing of academic programs is available online at www.osuokc.edu/catalog.

CHANGES IN DEGREE REQUIREMENTS

Academic programs at OSU-OKC are kept relevant through continuous revision of curricula. Although the curriculum may be revised before a student graduates, any student who makes normal progression 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. A student has the option of adopting the new degree requirements that have been established since matriculation, but may not return to a previous year's curricula.

GENERAL EDUCATION REQUIREMENTS

Although the University has required general education requirements, each division determines and publishes the general education requirements for its specific degree programs. Division requirements may exceed the minima for general education established by the University, which are as follows (exclusive of physical education activity courses by OSRHE policy):

English - three semester credit hours of English composition. The required course is ENGL 1113;

History - three semester credit hours of American history. The required course is HIST 1483, 1493, or equivalent; and

Government - three semester credit hours of American government. The required course is POLS 1113.

General education requirements may be met by credit by exam (CLEP) or advanced standing examinations.

Computer Literacy. The Oklahoma State Regents for Higher Education require computer science proficiency prior to graduation. This requirement could be met by:
a. successfully completing a high school computer science course that meets State Regents' high school curricular requirements;
b. satisfying an institution's computer proficiency assessment; or
c. successfully completing college-level course work that the institution designates.

The method by which a student demonstrates computer science proficiency at OSU-OKCU varies by major. This requirement does not increase the number of courses required to earn a degree. The use of computers is an integral part of every degree program; hence a student demonstrates proficiency by satisfactorily completing degree requirements.

MINIMUM DEGREE REQUIREMENTS

All degrees earned at OSU-Oklahoma City require a minimum 2.0 grade point average and minimum semester credit hour requirement, excluding zero-level courses, excluding any courses repeated or reprieved as detailed in the OSRHE Grading Policy, and excluding physical education activity courses.

BACHELOR OF TECHNOLOGY

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

1.	Minimum semester credit hours required	120
2.	General Education ^	40
3.	Credit in residence at the awarding institution	30
4.	Liberal arts and sciences course work	55
5.	Credit from baccalaureate degree-granting institutions (40 hours must be upper division)	60
6.	Area of specialization (50% must be upper Division)	30

^ Note: General Education core is the same required in the Associate of Science degree (see below).

ASSOCIATE OF APPLIED SCIENCE

The minimum standards for the awarding of Associate of Applied Science degrees in institutions in the Oklahoma State System of Higher Education shall include the following:

1. Minimum semester credit hours required   60
2. General Education   18
    a. Communications – 6 hours
        1. a college-level communications course in general, applied technical writing, or
        2. a course in English grammar and composition, or
        3. a college-level oral communications course
    b. U.S. History and U.S. Government - 6 hours
    c. General education electives – 6 hours
3. Credit in residence at the awarding institution   15
4. Support and Related Courses   0-15
5. Area of Technical-Occupational specialization   27

ASSOCIATE OF SCIENCE

The minimum standards for the awarding of Associate of Science degrees in institutions in the Oklahoma State System of Higher Education shall include the following:
1. Minimum semester credit hours required   60
2. General Education   37
    a. English Composition – 6 hours
    b. U.S. History and U.S. Government - 6 hours
    c. Science (one course must be a laboratory science) – 7 hours
    d. Humanities (chosen from nonperformance courses defined as humanities by the institution granting the associate degree) – 6 hours
    e. Mathematics – 3 hours
    f. At least one course from the following areas: Psychology, Social Sciences, Foreign Languages, Fine Arts (Art, Music, Drama) – 3 hours
    g. Additional liberal arts and sciences courses as needed to meet the minimum 37 credit hours required in this policy – 0-7 hours
3. Credit in residence at the awarding institution ^   15
4. Support and Related Courses   0-15
5. Area of Technical-Occupational specialization   23

^ the Associate of Science in Enterprise Development (Reach Higher) degree has specific additional residency requirements established by the Oklahoma State Regents for Higher Education. (See Associate of Science in Enterprise Development for requirements)

SUBSTITUTION OF REQUIRED COURSES

A course substitution is a specific course that takes the place of a required course on a degree plan because it meets the content and/or spirit of the requirement. Individual divisions have the authority to approve substitutions for required courses on degree plans with two exceptions: (1) Substitutions related to general education requirements require approval from Academic Affairs (see General Education Requirements); (2) A lower-division course may not be substituted for an upper-division course to meet degree requirements.

SECOND ASSOCIATES DEGREE

A student who receives an associate degree from OSU-OKC may be awarded a second associate degree provided the following requirements are met:
a. a minimum of 15 semester credit hours of additional credit hours from OSU-OKC which are directly applicable to the second degree and which are in addition to those presented for the first degree sought.
b. a student must complete all general and specific requirements of both degrees, and
c. the additional associate degree may not be earned in the same major as the first degree, even if the option is different.

CERTIFICATES

A student may earn a certificate by satisfying all certificate requirements as listed in the certificate curriculum description. A list of current certificates can be found in the "Degree Programs" section of the Catalog.

A graduation/retention grade point average of 2.0 or higher is required for completion of the certificate. Candidates for certificates must file an Application for Graduation by the appropriate deadline with the Academic Division for the semester of graduation. If the student fails to meet the requirements for the semester of application, he or she must re-file. Certificates are awarded at the end of the semester or session in which a candidate files for completion. Completion of the certificate will be noted on the student's official transcript record.

A second certificate may be awarded provided that the following requirements are met:
a. a minimum of 8 semester credit hours of additional credit hours from OSU-OKC which are directly applicable to the second certificate and which are in addition to those presented for the first certificate sought.
b. a student must complete all general and specific requirements of both certificates, and
c. the additional certificate must be different from that studied for the first certificate.

ENROLLMENT & REGISTRATION

COURSE NUMBERING SYSTEM

All OSU-OKC 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 second and third digits typically identify the course sequence within the field; and the last digit indicates the number of semester credit hours for which the course is offered. For example, a course numbered 1123 should be interpreted as a freshman, or beginning, level course carrying three hours of credit. A course number beginning with zero indicates that the course is developmental or remedial in nature and cannot be used toward graduation/retention hours or to satisfy degree requirements. A course number ending in zero indicates that the course carries variable credit.

OSU-OKC course sections are denoted by alpha-numeric three character combinations that denote how or where the sections are taught. The following list denotes most sections available at OSU-OKC:

- the course is taught on-campus

N## – course is taught online

HB#– course is taught in hybrid format; both online and on-campus

I## - the course is taught online, but exams are required to be taken on campus

M## - Metro Tech

For example, a course section taught at Metro Technology Center may carry the section number HORT 1113–M02. Each semester, special course sections may be created for special populations. For course sections not found on this list, contact your academic advisor for more information.

MAXIMUM SEMESTER CREDIT HOUR LOAD

In a regular 16-week Fall or Spring semester, the maximum enrollment for undergraduates without special approval is 18 credit hours; 9 for a Summer term. Enrollment in 19 or more credit hours (10 or more in Summer) results in academic overload, which requires a Petition for Excessive Hours and approval from the Office of the Registrar. Proportionate credit-hour limits apply to short-term sessions and intersession periods separately, depending on the length of the session. The maximum enrollment for a Fall or Spring semester is 24 credit hours; the maximum for a Summer term is 12 credit hours. The maximum credit hour and excessive hour regulation shall include courses taken in residence at OSU-OKC, concurrently-enrolled courses at other colleges, correspondence or extension courses.

Undergraduates desiring to carry an academic overload must have demonstrated readiness to perform on an overload basis, either through superior performance on a college aptitude test or on the basis of superior academic achievement in high school or college. The maximum academic overload in any given term is limited to the number of semester-credit-hours which is 50 percent greater than the total number of weeks in the applicable academic term.

ADDING COURSES

Once enrollment opens, students may add courses to their schedule during the non-restrictive add period (generally the first week of a regular 16-week term, less for shorter terms; see Academic Calendar for specific dates) through an academic advisor or via SIS/Web for Students. After the non-restrictive period ends, students must obtain permission from the instructor to enroll in a course. No section changes after the non-restrictive add period are permitted unless approved by the instructor and department head.

DROPPING COURSES

General drop periods are provided in the table below. The Academic Calendar provides specific dates for each term.

DROP/WITHDRAWAL PERIODS FOR FULL-SEMESTER (16-WEEK) COURSES*

Semester Time Period	Course Grade	Course-Related Tuition/Fee Refund
Before term begins	No transcript record	100% refund
First 2 weeks	No transcript record	100% refund
Weeks 3-12	"W"	No refund
Weeks 13-16	No drop option - Final grade as assigned by instructor	No refund

*Summer courses, intersession courses, fast-track, four week, and other courses that do not extend through the entire 16-week semester follow proportionate drop/refund periods.

Students may drop a course online or by submitting the Add/Drop/Withdrawal form, with a full refund, at any time during the refund period. The refund period is the first two-weeks of a 16-week course, the first week of an 8-week course and the first day of a fast-track, 4-week, or other short course. A drop with refund does not appear on the student's official academic record.

After the refund period, a student may drop a course with a grade of "W" through the 12th week of a 16-week term, the 6th week of an 8-week term or three-quarters of the length of a fast-track, 4-week, or other short course. See the Academic Calendar for specific dates. Drops during this period may not be completed online; students must complete the Add/Drop/Withdrawal form and submit it to the Office of the Registrar (see form for submission options). After this period, students may not drop a course. An official grade for the course will be issued for the student at the end of the term. The date the Add/Drop/Withdrawal form is received by the Office of the Registrar is the official date of the transaction. It is the student's responsibility to ensure that the form is received in the Office of the Registrar.

Non-attendance does not automatically warrant a drop from a course nor does it relieve the student of financial obligations to OSU-OKC. An instructor may, but is not required to, administratively withdraw a student for non-attendance. This will appear on the transcript as a grade of "AW". The student will remain responsible for the payment of charges for a course in which an "AW" is received. Charges due to failure to drop or withdraw from courses will not be waived.

A student may not drop any course for 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 of "F" for the course.

Exceptions to these deadlines may be considered by filing an Enrollment Appeal and providing documented extraordinary circumstances and approval by the Enrollment Appeals Committee (see Enrollment Appeals).

COURSE PREREQUISITES

Course prerequisites are listed in the course descriptions section of the University Catalog. Students who have not met course prerequisites are not permitted to enroll in the course. Instructors may waive prerequisites when the student's background justifies this action. Some degree

programs require prior approval of the instructor or department, such as in selective admission programs, special problems courses, independent study, and internships. If a course has a required prerequisite, student must successfully complete the prerequisite course with a grade of "C" or better to advance to the next course in the required sequence.

TUITION AND FEES

Tuition, fees and other charges are approved annually by the Oklahoma State Regents for Higher Education and are subject to change each academic year. Oklahoma State University-Oklahoma City (OSU) combines enrollment costs and charges into one consolidated student account. The payment schedule is published each semester; by enrolling/registering in classes, you are accepting the responsibility of the costs associated with the courses unless you drop/withdraw by the published dates to receive credit. 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.

The Business Services office generates a monthly electronic billing statement (e-bill) detailing charges, credits, and payments that have occurred on the student's account. (See Business Services section for additional billing information.) All delinquent accounts must be cleared before a student can obtain a transcript or a letter of good standing, receive a diploma, or enroll at OSU-OKC for subsequent semesters.

OSU-OKC complies with all federal regulations in returning unearned financial assistance when a student fails to meet the attendance requirements of the specific financial assistance provider. Students receiving federal financial aid, military tuition assistance, veteran benefits, and other similar types of financial assistance will be responsible for any charges resulting in a return of funds to the assistance provider.

ENROLLMENT APPEAL/EMERGENCY WITHDRAWAL

An Enrollment Appeal Petition is a type of appeal process for students who 1) have experienced an emergency or extraordinary circumstance that affects his or her ability to attend school, or 2) believes that his or her enrollment or billing statement is incorrect due to a processing error. Examples of emergency/extraordinary circumstances may include situations such as a severe or unexpected illness resulting in hospitalization, the death of an immediate family member, military service obligations or relocation/deployment/train-

ing orders, or employment relocation to another state. Student must explain the situation on the appeal form and provide supporting documentation of the circumstances.

The Enrollment Appeals committee determines the outcome of appeal/petition requests and the decision will be communicated to the student in writing. The deadline for submission of an Enrollment Appeal is six months after the date the grade was assigned or fees were assessed. The Enrollment Appeal procedures and form can be found at www.osuokc.edu/appeals. Financial charges due to non-attendance or failure to drop or withdraw from classes by the deadline will not be waived. Students receiving some types of Federal Financial Aid may only be eligible to receive "W"s for courses and are not eligible for a refund.

AUDITING COURSES

A student who does not wish to receive credit in a course may enroll in a course for audit, provided space is available and the student obtains approval from the instructor of the course. Students who audit are considered 'visitors' to the course. Audited courses appear on a student's official transcript with an indication that the course was an audit enrollment. An "AU" appears where the grade would normally appear. The "AU" does not contribute to a student's GPA, and no credit hours are earned for the course. Audit enrollments follow the same resident and non-resident tuition and fee policies as credit enrollments. Audited courses do not count in the determination of full-time student status and do not apply toward Veterans Affairs benefits.

The allowable time to change from audit to credit enrollment is during the first week (non-restricted) or second week (with instructor permission) of a 16-week semester and proportionate periods for shorter sessions. Students may change to credit only if they are determined to be admissible for credit.

A student who is already enrolled for credit in a course may change the enrollment to audit during the drop/withdrawal period (see Academic Calendar). This action is not allowed after the drop/withdraw deadline for the course.

CLASS SIZE

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

or vice president for academic affairs. OSU-OKC reserves the right to cancel any class that does not have a sufficient number of student to warrant its continuation. A class may be cancelled if extenuating circumstances occur. Classes officially cancelled by OSU-OKC will be refunded at a rate of full-tuition and fees to students enrolled in the cancelled sections.

CLASS ATTENDANCE

Students are expected to regularly attend all classes in which they are enrolled. Class attendance is the responsibility of the student and the student is responsible for consulting with the class instructor when an absence occurs.

GRADES AND GRADING
OFFICIAL TRANSCRIPTS

All official academic transcripts are prepared and released by the Office of the Registrar. The transcript is the official record of a student's academic work. Transcripts list all academic work earned at the institution, all accepted transfer work, and advanced standing credit. The official transcript may be requested by a student in the following ways:

1. Online via SIS/Web for Students,
2. Complete the Transcript Request form and mail, fax, or scan to the Office of the Registrar, or
3. In person at the Admissions counter, with a photo ID.

Students with transcript holds (such as an outstanding financial obligation, etc.) will not be granted until the hold has been cleared with the appropriate office. Official transcripts submitted from other academic institutions become a part of the student's permanent academic record at OSU-OKC and will not be released to the student.

GRADE INTERPRETATION

The quality of student performance in all classes is indicated by the following letter grades: "A," "AH," "B," "BH," "C," "D," "F," "I," "N," "P," "W," "AU," or "AW". Descriptions of the grades are:

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

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

"C" Adequate – The work of the student receiving this grade frequently show 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" is 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 a student who satisfactorily completes the majority of course work but who has been unavoidably prevented from completing the remaining work of the course. The "I" grade is also given in courses of a continuing character.

The request for an "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% of the coursework and be unable to finish the course for reasons beyond his or her control. In order to award an "I", the student and instructor must complete an "Incomplete Contract", which sets the conditions for the satisfactory completion of the coursework and deadline for completion. This is submitted to the Office of the Registrar at the time semester grades are due.

The maximum time allowed for a student to complete the course is one calendar year after the end of the semester for which the incomplete grade was awarded. Instructors have the prerogative to require a shorter period of time to complete the remaining requirements. It is the responsibility of the student to satisfy the requirements stipulated by the instructor at the time the incomplete grade is assigned; it is the responsibility of the instructor to initiate action to have any new permanent grade entered as soon as possible after the student completes the course or, after one year, partially fulfills the remaining requirements.

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

"W" Drop or Withdrawal - This grade indicates that the student dropped the course. The grade "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 – An "AW" may be assigned for lack of attendance at the discretion of the instructor or academic affairs. 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 - An "N" indicates that at the time grades were due in the Office of the Registrar, a final grade was not reported by the student's instructor. An "N" is not a grade and will be changed to the grade earned within a reasonable time. It is not used in calculating grade-point averages.

"AU" Audit - An "AU" indicates that the student enrolled as an auditor in the course and the course was not taken for credit. An "AU" is not a grade and is not used in calculating grade-point averages.

GRADE-POINT SYSTEM

The following grade-point system is used in calculating the grade-point average.

Grade "A" or "AH" yields 4 grade points per semester credit hour.

Grade "B" or "BH" yields 3 grade points per semester credit hour.

Grade "C" yields 2 grade points per semester credit hour.

Grade "D" yields 1 grade point per semester credit hour.

Grade "F" yields 0 grade points per semester credit hour.

In calculating grade-point averages, the total number of grade points earned is divided by the total number of hours attempted. The grades of "I," "P," "W," "AW" or the mark of "AU" or "N" will not affect the grade-point average.

RETENTION AND GRADUATION GRADE-POINT AVERAGES

All courses in which a student has a recorded grade are included in the calculation, excluding any courses repeated (with an original grade of "D" or "F") or reprieved based on State Regents policy and excluding remedial courses and physical education activity courses. (See Academic Forgiveness).

CUMULATIVE GRADE-POINT AVERAGE

All courses in which a student has a recorded grade are included in the calculation.

GRADE REPORTS

Reports of the final grades of all students are compiled shortly after the end of each semester and are made available electronically to the students via SIS/Web for Students.

CORRECTING GRADES REPORTED IN ERROR

The only permitted reasons for changing a final grade are to correct a grade that was reported in error, to remove an incomplete grade, or to change a grade at the direction of the Grade Ap-

peals Committee or Student Conduct Academic Dishonesty hearing panel. An instructor may not allow students to perform extra work after the end of the course in order to raise their grade. Grade change requests must be submitted in writing to the Office of the Registrar and must have the instructor's, division head's and the vice president of academic affairs' approvals. A grade may not be lowered after the student has graduated unless the degree has been revoked.

GRADE APPEALS

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 the student begins a new semester, whichever comes first. Grade Appeal Forms may be obtained from the Office of the Vice President for Academic Affairs or online at www.osuokc.edu/academics/pdf/Grade_Appeal_Form.pdf.

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.

HONOR ROLLS
President's List of Distinguished Students

Full-time undergraduate students (12 or more semester credit hours in a regular semester or six or more in a summer session) who complete at least 12 enrolled hours (or six in a summer session) with a semester (not cumulative) grade-point average of 4.00, excluding zero-level courses, are placed on the President's List of Distinguished Students. The grade of "P," "S" or "W" or grades earned through correspondence may not be included in meeting the minimum enrollment required or grade-point average required for an honor roll.

Vice President's List of Distinguished Students

Students who have completed their courses under the same requirements as outlined above, with a grade-point average of 3.00 or higher, excluding zero-level courses, and no grade below "C," are placed on the Vice President's List of Distinguished Students.

OSU-OKC President's List of Distinguished Part-time Students

Part-time undergraduate students who complete at least 6 credit hours with a semester (not cumulative) grade point average of 3.50, excluding zero-level courses, and with no grade lower than a "C" are placed on the OSU-OKC President's List of Distinguished Students. The grade of "P," "S," or "W" or grades earned through correspondence may not be included in meeting the minimum enrollment required or grade-point average required for an honor roll.

VIOLATION OF ACADEMIC INTEGRITY

Oklahoma State University-Oklahoma City is committed to maintaining the highest level of academic integrity and ethical behavior. It is necessary that all members of the University support and promulgate the values of honesty and responsibility appropriate for an academic community. Not only does such academic integrity and ethical behavior contribute to the status of the University, but it also represents an important component of the educational process. To assure a high level of integrity among students, behaviors that violate academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will not be condoned or tolerated. Violations may subject the student to disciplinary action including the following: receiving a failing grade on an assignment, examination, or course; receiving a notation of a violation of academic integrity on the transcript; and suspension from the University. In the event an incident is not resolved at the time grade reports are due to the Registrar (e.g., an alleged violation is discovered during the final examination period), the instructor will assign an incomplete grade until the allegation is resolved. (See Student Rights & Responsibilities for full academic dishonesty policy and procedures).

ACADEMIC FORGIVENESS PROVISIONS

The Oklahoma State Regents for Higher Education provide provisions allowing a student to recover from academic problems in ways that do not forever jeopardize his or her academic standing. The student's academic transcript, however, should be a full and accurate reflection of the facts of the student academic career. 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 in the cumulative grade point average,

with the academic forgiveness provisions reflected on the transcript and in the graduation/retention grade point average. Academic forgiveness may be warranted for currently enrolled students in three specific circumstances:

1. **Repeated Courses**. A student shall have the prerogative to repeat a course and have only the second grade, even if it is lower than the first grade, included in the calculation of the retention/graduation grade-point averages up to a maximum of four courses but not to exceed 18 credit hours in which the original grade was a "D" or "F." If a course is repeated more than once, all grades except the first repeated attempt are included in the grade-point averages. The original course and grade remain on the transcript identified with a statement under the course "Repeated (excluded from GPA)." All other repeated courses, those in excess of the 18-hour, four-course maximum and those with a grade of "C" or better in the original course, are included in the grade-point averages.

2. **Academic Reprieve**. A currently enrolled student may request an academic reprieve for all courses in one semester or two consecutive semesters if the following conditions are met: (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) the student must have earned a GPA of 2.00 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity, performance and remedial courses since the semester requested to be reprieved; (c) the student has not previously been granted an academic reprieve for a semester; (d) there were extenuating circumstances which caused the student to perform poorly during the semester. The request for an academic reprieve must be submitted on the appropriate form to the Office of the Registrar for approval. The courses for a semester that is reprieved are excluded from the retention/graduation grade-point averages and identified with a statement under the course "Reprieved (excluded from GPA)". Students who have been granted academic renewal are not eligible for academic reprieve.

3. **Academic Renewal Policy**. A student may request an academic renewal for all courses if the following conditions are met: (a) at least five years must have elapsed between the last semester being renewed and the renewal request; (b) prior to requesting academic

renewal, the student must have earned a GPA of 2.00 or higher with no grade lower than a "C" in all regularly graded course work (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 has not been granted a reprieve after December 5, 2003; (e) neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements. The request for an academic renewal must be submitted to the Office of the Registrar.

Academic forgiveness may be requested by completing the Request for Academic Forgiveness form and submitting it to the Office of the Registrar.

HONORS PROGRAM

The Honors Program provides academically-committed students with the opportunities to study, conduct research and exchange ideas in classes designated for Honors Program students. Completion of the requirements for the Honors Program is noted on the student's OSU-OKC academic transcript record. Students must be admitted to the Honors Program.

Honors Contract

An Honors Contract is required to achieve 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.

Grading

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-OKC graduates with 15 hours of honors credit earned at OSU-OKC with an "A" or "B" will be eligible for official recognition as an "Honors" Graduate. Students will be recognized at commencement.

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 student are nominated by their sponsoring instructor 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-OKC with a minimum grade of "B" 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 "serve to learn," the service learning component is a valuable tool for academic growth and success. OSU-OKC graduates receive recognition for their service learning accomplishments at commencement. (See www.osuokc.edu/servicelearning).

GRADUATION
GRADUATION REQUIREMENTS

The responsibility for satisfying all requirements for a degree rests with the student. Advisers, faculty members and administrators offer help to the student in meeting this responsibility. Each degree program requires specific minimum number of credit hours, in-residence hours, and specific course requirements. These requirements are listed on the specific degree program in the Catalog.

DEADLINE FOR COMPLETION OF REQUIREMENTS

Degrees are conferred only on specific commencement dates. Students have four weeks after the official close of a semester to complete degree requirements in order to graduate for that semester. If a student completes requirements for a degree after the four-week deadline, the degree will be granted at the next scheduled commence-

ment after the student files a diploma application. (See Graduation.) The student may request a certified statement of completion of graduation requirements from the Office of the Registrar.

RESIDENCE CREDIT REQUIREMENTS

Students must earn at minimum number of credit hours in residence at OSU-OKC to receive a degree or certificate. See Residence Credit for specific degree program requirements.

MINIMUM HOURS FOR GRADUATION

Each degree program requires a specific minimum number of semester credit hours for graduation, as indicated in the Catalog. No baccalaureate degree program shall require fewer than 120 semester credit hours for graduation and no associate degree program shall require fewer than 60 semester credit hours for graduation. By OSRHE policy, these hours are exclusive of physical education activity courses (leisure activity courses). No student shall be permitted to graduate having completed fewer total hours than the requirement specified for that degree. At least 40 hours of upper-division course work shall be required in every baccalaureate degree program. (By OSRHE policy, these 40 hours are exclusive of physical education activity courses.) A minimum of 30 hours for baccalaureate degree (of these 30, at least 15 must be upper division) and 15 hours for associate degrees is required. Hours earned in zero-level remedial courses may not count toward total hours.

GRADE-POINT AVERAGE FOR GRADUATION

A retention/graduation grade-point average of 2.00 or higher, in addition to the minimum grade point average as required by the department in the major program, is required for all courses in which a student has a recorded grade, excluding any courses repeated or reprieved and excluding remedial courses and physical education activity courses. (See Academic Forgiveness Provisions.)

PAYMENT OF GRADUATION FEES

Basic graduation cost is included in the records maintenance fee.

APPLICATION FOR GRADUATION

All degree candidates must submit an Application for Graduation to the Office of the Registrar via their Academic Advisor/Division before or during their final semester to be eligible for graduation. Application deadlines are posted on the Application for Graduation and the Graduation website.

Students who have filed a diploma application but do not complete their requirements need to re-file for graduation for the appropriate future term with the Office of the Registrar. Re-filing allows you to change the expected graduation term on your diploma application, and allows you to register for classes in the following semester.

COMMENCEMENT EXERCISES

The University will hold Commencement exercises at the close of the spring semester. Students who plan to meet the graduation requirements at the close of the following summer session, or who met their graduation requirements at the end of the preceding fall session, are invited and encouraged to participate in the Commencement exercises at the close of the spring semester. The University encourages all candidates for degrees to be present at the Commencement exercises.

Students must submit their diploma application by March 31 for their name to appear in the commencement program. Students who will complete all degree requirements in the summer should file their diploma application for the summer term, but should file it by March 31 if they want to appear in the commencement program.

RECOGNITION OF OSU-OKC HONOR GRADUATES

Any student who earns an associate or baccalaureate degree and has a grade point average of 4.0 over all courses attempted will be considered as honor graduates. Students will be awarded a white honor cord to wear during commencement exercises.

CREDITS
SEMESTER CREDIT HOUR

A semester credit hour is equivalent to:
a. sixteen 50-minute class sessions (including examinations) conducted under the guidance of a qualified instructor plus 32 hours of preparation time, or
b. sixteen 3-hour laboratory sessions, or
c. sixteen 2-hour laboratory sessions plus 16 hours of preparation time.

These same equivalencies apply to intersession courses, fast-track, 4-week, short courses and other learning formats for which academic credit is awarded.

Students are encouraged 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 credit hours assumes a 30 to 36-hour-per-week study commitment, or a total of 45-54 hours each week devoted to your degree.

RESIDENCE CREDIT

Residence 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 prior to receiving the associate degree and a minimum of 30 credit hours in residence for the bachelor's degree. Reach Higher (A.S. Enterprise Development) residency requirements are determined by the Oklahoma State Regents for Higher Education and are listed on the degree program information sheet.

TRANSFER CREDIT FROM ACCREDITED INSTITUTIONS

Credits will be accepted by transfer from any school that has been fully accredited within the Association of the Council on Postsecondary Accreditation. Transfer credit hours may be applied toward a degree or certificate program at OSU-OKC. The Office of the Registrar will make the determination of acceptance of any course to be accepted for transfer to OSU-OKC. The number of credit hours to be accepted and the applicability of such evaluated credit will be determined at that time. Applicability of evaluated courses to particular programs at OSU-OKC is made by the academic division of the specific curriculum in accordance with the recommendation for transfer from the Office of the Registrar and in accordance with OSRHE policy. Credit will be evaluated from each original college transcript.

TRANSFER CREDIT FROM INTERNATIONAL COLLEGES AND UNIVERSITIES

Credit is accepted based on the U.S. letter grade equivalents for the post-secondary grading method used in each country of study. International transcripts must be translated to English and undergo evaluation from a recognized evaluation service.

MILITARY CREDIT

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 (ACE). OSU-OKC also accepts credit earned through the DANTES Subject Standardized tests for active military personnel. Military credit posted to a previous college's transcript may be re-evaluated by OSU-OKC. The grade of "P" (pass) is assigned to all credit awarded for military training.

Students who wish to establish credit for military training should submit any of the following for credit evaluation to the Veterans' Services Center or the Office of the Registrar:
- a copy of their DD214, Armed Forces of the United States Report of Transfer or Discharge,
- their DD295, Application for the Evaluation of Educational Experiences During Military Service,
- Course Completion Certificates, which may be used to supplement other records or when service schools are not reflected on the DD214 or 295, or
- an official AARTS Transcript (Army/ACE Registry Transcript Service) or an official SMART transcript (Sailor/Marine ACE Registry Transcript).

CREDIT FOR EXTRAINSTITUTIONAL LEARNING/ADVANCED STANDING

OSU-OKC recognizes 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-OKC advanced standing examinations, and
- Other accreditation or licensure or certification.

Eligibility and General Requirements

The student must be enrolled for credit or eligible to re-enroll at OSU-OKC during the semester in which he or she applies for extrainstitutional learning credits. The course(s) must be part of an OSU-OKC degree program or taught at OSU-OKC. The national standardized subject examinations, if available, are the mandatory testing methodologies for extrainstitutional learning credit.

Application of Credit

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

Assessment of Credit

Proficiency is expected to be comparable to that of a student who takes the subject in residence at OSU-OKC. To successfully complete a course by extrainstitutional learning, a student must demonstrate proficiency through:
1. OSU-OKC 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

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 or validation 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-OKC resident credit. 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-OKC 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 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 Military Credit).

Foreign Language Credit for Native Speakers

A native speaker of a foreign language cannot enroll in or earn credit toward graduation in lower-division (1000- or 2000-level) courses in that language. A native speaker of a foreign language is defined as a person whose high-school level instruction was conducted principally in that language.

Credit by Exam

OSU-OKC accepts credit by examination through the following: Advanced Placement Program (AP), International Baccalaureate Program (IB), College Level Examination Program (CLEP), and OSU-OKC Advanced Standing Examinations. Students who earn scores appropriate for college credit will receive credit for the appropriate subject areas in accordance with the guidelines of the organization.
- AP scores of one or two are not acceptable for credit.
- CLEP examinations may be taken in the OSU-OKC testing center or official scores for exams taken at other testing facilities may be forwarded to OSU-OKC. 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.

OSU-OKC Advanced Standing Examinations may be offered by academic departments on campus in subject areas not offered through the examination programs listed above. Any currently enrolled student who believes his or her life experiences or educational experience appear to have given the student proficiency in a subject that is offered at OSU-OKC, equivalent to the proficiency ordinarily expected of those students who take the subject in a regular class, may apply for an examination on the subject.

In addition to the regulations listed above, to qualify for an OSU-OKC Advanced Standing Examination the student must:
a. be enrolled at OSU-OKC;
b. not have taken an Advanced Standing exam in the subject/course within the preceding six months;
c. receive the approval of the instructor and the head of the department in which the course is offered;
d. present a valid student I.D. at the examination.

Information pertaining to OSU-OKC Advanced Standing Examinations may be obtained from the academic division responsible for offering the course.

American Council on Education (ACE)/ Non-collegiate Learning Experiences

OSU-OKC awards credit as recommended by the American Council on Education (ACE) in the "National Guide to Educational Credit for Training Programs." Students may present certificates of completion or a transcript from the ACE Registry of Credit Recommendations to the Office of the Registrar for evaluation. OSU-OKC also awards credit based on the recommendation of the Board of Regents of the University of the State of New York in the "Director of the National Program on Non-collegiate Sponsored Instruction."

Other Accreditation, Licensure, or Certification

OSU-OKC may award credit for educational learning provided by certain businesses, industrial and governmental agencies. Credit is awarded on the basis of recommendation from the OSU-OKC division head or designee for certain accreditation, licensure or certifications. Students may present official certificate(s), license(s), or official documentation to the OSU-OKC division head to demonstrate knowledge in his or her subject area. Recommendations will be forwarded to the Registrar's office to file for advanced standing credit. A grade of "P" (pass) is assigned to all credit awarded in this manner. The division head or designee will determine how this credit applies to the degree program.

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.

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.

O-KEY AND THE ONLINE CLASSROOM

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

* 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 "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:		Location and Phone:
Monday - Friday	Saturday & Sunday	Learning Resource Center, 1st floor
7:30 a.m. - 9 p.m.	8 a.m. - 5 p.m.	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.

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
- Medic First Aide
- 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
- SafeLand USA

ADVANCED DRIVER TRAINING COURSES

The center specializes 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.

The National Safety Council's Defensive Driving Course (DDC6) is a six-hour, classroom-only program designed around proven driving techniques with components that address attitude change aimed at reducing human error-produced collisions. This course will also remove points from participants' driving records.

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. Upon completion of Driver Education, students may take their driving exam on-site at OSU-OKC.

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.

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 of this course the state written and road exam at the Department of Public Safety will be waived..

The Experienced Rider Course 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.

The Three-Wheel Basic Rider Course is for new riders, experienced riders transitioning to the world of three-wheel motorcycles, or riders with some experience riding three-wheel motorcycles. This course will further the knowledge and skills necessary to ride these exciting vehicles. Participants will learn controls and acquire maneuvering skills that will allow them to ride safely through real-world traffic. Upon successful completion of this course the state written and road exam at the Department of Public Safety will be waived.

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 Course (DDC6) 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.

> **FOR MORE INFORMATION ABOUT THE OSU-OKC CENTER FOR SAFETY AND EMERGENCY PREPAREDNESS, CONTACT (405) 945-3208 OR EMAIL CSEP@OSUOKC.EDU**

TRAINING AND DEVELOPMENT CENTER
NON-CREDIT COURSES, SEMINARS AND TRAINING

Non-credit classes and consulting services can enhance workplace skills, career growth and personal development.

OSU-OKC Training and Development Center serves as a resource for business and industry clients within the OKC Metro. Our mission is to deliver targeted programs consisting of seminars, consulting services, conferences and workshops that respond to the workforce needs of the public and private sector. OSU-OKC Training and Development Center has a host of partners from academia and industry who serve as trainers and consultants for specific business and industry training needs.

OSU-OKC Training and Development Center strives to be the resource of choice for improving job skills, professional and technical competence, business and industry contract training and community service seminars, based on a reputation for credibility, quality and responsiveness. Training can be conducted on the OSU-OKC campus or onsite at your organization. For more information, please call (405) 945.3383 or email tdc@osuokc.edu. For a list of current classes, visit: www.osuokc.edu/tdc.

SERVICES INCLUDE:

CLASSES TAILORED TO MEET ORGANIZATIONAL NEEDS

BUSINESS SERVICES
- Leadership Development Training
- Strategic Planning and Consulting Services
- Human Resource Management (SHRM)
- Bullying in the Workplace

HEALTHCARE
- Certified Nurse Aide
- CPR / First Responder
- Food Service Sanitation Certification
- EMS Transition Courses

ENGINEERING AND BUILDING TECHNOLOGY
- 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

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B.A., University of Oklahoma

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M.A., Full Sail University

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B.S., Oklahoma State University

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M.L.I.S., University of Oklahoma

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A.A., Oklahoma State University - Oklahoma City

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M.A., University of Oklahoma

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Business and Industry Training & Economic
    Development
B.A., University of Central Oklahoma

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Upward Bound
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M. Ed., University of Central Oklahoma

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Network and Infrastructure
A.S., Vatterott College

JOSH KILMER
Safety Coordinator/Security Officer
Safety & Security

JONATHAN KLEMAN
Manager
Food Service
Student Center & Campus Events

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Director, Institutional Assessment
B.S., University of Minnesota
M.A., College of St. Thomas
PhD., Capella University

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B.A., Messiah College

GINGER LONDON-FERGUSON
Online Services for Students/Activity Coordinator
Title III
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B.S., University of Central Oklahoma

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Distance Education Coordinator
Information Services
B.B.A., Mid-America Christian University

CANDIE MCKEE
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M.A., University of Oklahoma
PhD., Oklahoma State University

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B.S., University of Central Oklahoma

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Career Development Specialist
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B.A., Oklahoma State University

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B.A., Metropolitan State University

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Coordinator, Logistics and Operations
Information Services
A.S., Carl Albert College
A.A.S., Oklahoma State University – Oklahoma City
B.T., Oklahoma State University – Oklahoma City

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A.D., Oklahoma State University-Okmulgee

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Cooperative Alliance
B.S., University of Science & Arts in Oklahoma

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Registrar
Student Services
B.A., Oklahoma State University
M.S., Oklahoma State University

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A.A.S., Oklahoma State University-Oklahoma City
B.S., Southern Nazarene University

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Enrollment Management
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B.S., University of Central Oklahoma

NED WILSON
Digital Media Coordinator
Information Services
B.A., Cameron University
M.A., Stephen F. Austin State-Nacogdoches

CHRIS WOOLDRIDGE
Director
Safety and Security
B.S., Southern Nazarene University

PHUNG YEP
Manager
Student Center & Campus Events
B.S., Loyola Marymount University
M.A., University of Redlands

CATALOG
2014-2015

DEGREES, CERTIFICATES AND COURSE DESCRIPTIONS

TABLE OF CONTENTS

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
  — General Studies
- Technical Spanish/Translation and Interpretation
  — Health Care Option
  — Legal Option

Business Administration
- Accounting
- Management
  — General Business Option
  — Management Option
  — Marketing Option
- Restaurant Management
  — Baker Assistant Option
  — Banquet Caterer Option

Health Sciences
- Cardiovascular Ultrasound
- Dietetic Technology
- Nurse Science
- Radiologic 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
- Architectural Technology
  — CAD-Architecture Option
  — Pre-Architecture Option
- Business Technologies
  — Office Management Option
- Computer Information Systems
  — Accounting Option
  — Business Information Systems Option
  — Computer Game Programming Option
  — Computer Technical Support Option
- Construction Technology
  — Building Inspection Option
  — Construction Management Option
  — Construction Techniques Option
- Electrical Power Technology
  — Metering Technology Option
  — Relay Technology Option
- Electronics Engineering Technology
  — Electrical Engineering Option
- General Engineering Technology
  — Mechanical Engineering Option
- Graphic Design
  — Graphic Game Development Option
  — Illustration/Multimedia Option
  — Internet/Web Page Design Option
  — Writing Option
- Information Technology
  — Computer Forensics Option
  — Network Option
- 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
  — Legal Case Management Option

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

Health Sciences
- 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

Arts and Sciences
- Public Service Certificate*

Business Administration
- Non-Profit Management Certificate*

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
  — Early Care Education Option
  — Infant Toddler Option
- Crime Victim/Survivor Services Certificate*
- Emergency Medical Technician - Basic
- Firefighter I
- Police Science – CSI Certificate*

Science and Engineering Technologies
- Computer Information Systems-Programming Certificate*
- Electric Power Technology – Relaying Certificate*
- Information Technology Certificate-Network Option*
- Power Transmission and Distribution Technology Certificate*
- Renewable/Sustainable Energy
- Wind Turbine Technology

*PENDING REGENTS APPROVAL

Finish Orange

OSU-Oklahoma City wants to see all of our graduates FINISH ORANGE by transferring their associate's degrees to a four-year institution in the OSU System. We have several programs that can seamlessly transfer to OSU-Stillwater and OSU-Tulsa allowing students to turn their associate's degree into a bachelor's degree.

FINISH ORANGE with any of these degree programs:

- Sign Language Interpretation Associate of Applied Science degree transfers to OSU-Stillwater's Bachelor of University Studies in Multidisciplinary Studies
- American Sign Language Associate of Science degree transfers to OSU-Stillwater's Bachelor of Science in Career and Technical Education (Certificate option also available)
- Enterprise Development Associate of Science General Studies option degree transfers to OSU-Tulsa's Bachelor of Science in Business Administration
- Enterprise Development A.S. - Business Administration option degree transfers to OSU-Stillwater's Bachelor of Aerospace Administration

For more information, call:
Dr. Joey Fronheiser
Associate Vice President
Academic Affairs
(405) 945-3250
fronhei@osuokc.edu

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:

- Electronics Engineering Technology
  — Oklahoma State University with a Bachelor of Science in Electrical Engineering Technology
- General Engineering Technology - Mechanical Engineering Technology Option
  — Oklahoma State University with a Bachelor of Science in Mechanical Engineering Technology
- 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
- Early Care Education
  — Metro Technology Centers
- Emergency Medical Services – Municipal Fire Protection
  — Canadian Valley Technology Center
  — Eastern Oklahoma County Technology Center
  — Kiamichi Technology Center
  — 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
- Police Science - Crime Scene Investigation Option
  — Langston University with a Bachelor of Science in Criminal Justice

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 Science & Engineering
(405) 945-3215
Email: ganaya@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 more 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.

Agriculture Technologies

Horticulture Technology AAS

Division of Agriculture Technologies

First Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	1013	Principles of Horticulture	3	[R] and ICSW 0033
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	SPCH	1113	Introduction to Speech Communication	3	[R] [W]
			Choose ONE of the following 3 credit hour courses		
	CIS	1503	Microcomputer Applications Microsoft Office	3	[R]
	CIS	1113	Computer Concepts with Applications	3	ICSR 0033 or [R]
	ITD	1323	Internet Fundamentals	3	[R] placement test or CIS 1003
	MATH	1413	General College Math		[R] ICSM 0213 or ICSM 0235
	OR		{Choose one}	3	
	MATH	1513	College Algebra		[R] ICSM 0213 or ICSM 0235

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2453	Herbaceous Ornamental Plants	3	HRT 1013 or consent of department head (sp-su)
	BUS	2003	Small Business Management		
	OR		{Choose one}	3	
			Any Business Management Course		
	BIOL	1404	Plant Biology	4	[R] [SCI] ICSM 0123
	POLS	1113	American Government	3	R] [W]
			Elective (Prefix of HRT)	3	

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2213	Horticulture Marketing	3	HRT 1013. (f)
	HRT	2313	Deciduous Landscape Plants	3	HRT 1013 or consent of department head. (f.su)
	HIST	1483	U.S. History to 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
			Elective (Prefix of HRT)	3	
			General Education Electives	3	
			(Prefix of: BIOL, ENGL, HUMN, MATH, PSYC, etc)		

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2463	Interior Plants	3	HRT 1013 or approval of department head. (f)
	HRT	2232	Seminar Horticulture Occupations	2*	Consent of department head
	HRT	2244	Horticulture Practicum	4*	Consent of department head
	HRT	2413	Evergreen Landscape Plants	3	HRT 1013 or consent of department head. (s)
			Elective (Prefix of HRT)	3	

Total to Graduate   61   Credit hours

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.

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:

Glenda Schanz, Agriculture Division Academic Advisor, Agriculture Resource Center, 400 N Portland Ave., Oklahoma City, OK 73107, 405-945-3349, glenda.schanz@osuokc.edu.

Graduation requires 61 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Horticulture Technology AAS

Horticulture Therapy Option

Division of Agriculture Technologies

First Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	1013	Principles of Horticulture	3	[R] and ICSW 0033
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	SPCH	1113	Introduction to Speech Communications	3	[R] [W]
			*Select 3 credit hours of approved elective**		
	CIS	1503	Microcomputer Applications Microsoft Office	3	[R]
	CIS	1113	Computer Concepts with Applications	3	ICSR 0033 or [R]
	ITD	1323	Internet Fundamentals	3	[R] placement test or CIS 1003
	MATH	1413	General College Math		[R] ICSM 0213 or ICSM 0235
	OR		{Choose one}	3	
	MATH	1513	College Algebra		[R] ICSM 0213 or ICSM 0235

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	BIOL	1404	Plant Biology	4	
	POLS	1113	American Government	3	
	HRT		Elective (Prefix of HRT)-Select from the list below	3	
	HRT		Elective (Prefix of HRT)-Select from the list below	3	
	HRT		Elective (Prefix of HRT)-Select from the list below	3	
			Select 9 credit hours from the following to fulfill electives listed above		
	HRT	1103	Landscape Graphics I	3	[R] and ICSW 0033
	HRT	1123	Home Gardening Fruits & Vegetables	3	[R] and ICSW 0033. (sp)
	HRT	1153	Beginning Floral Design	3	[R] and ICSW 0033
	HRT	2050	Advanced Problems-Horticulture	1-6	
	HRT	2163	Plant Propagation	3	HRT 1013. (sp)
	HRT	2343	Controlled Environments Horticulture - Fall	3	HRT 1013.(f)
	HRT	2443	Controlled Environments Horticulture - Spring	3	HRT 1013. (sp)

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	1253	Introduction to Horticulture Therapy	3	[R] and ICSW 0033. (f)
	HIST	1483	U.S. History to 1865		[R] [W]
			{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
			Select a minimum of 6 credit hours from the following:		
	HRT	2453	Herbaceous Ornamental Plants	3	HRT 1013 or consent of department head. (sp-su)
	HRT	2463	Interior Plants	3	HRT 1013 or approval of department head. (f)
	HRT	2313	Deciduous Landscape Plants	3	HRT 1013 or consent of department head. (f.su)
	HRT	2413	Evergreen Landscape Plants	3	HRT 1013 or consent of department head. (s)
	PSYC	1113	Introduction to Psychology	3	[R] [W]

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2232	Seminar Horticulture Occupations*	2	Consent of department head
	HRT	2244	Horticulture Practicum*	4	Consent of department head
	HRT	2003	Horticulture Therapy Program Management	3	HRT 1253. (sp)
			Select 3 credit hours from the following:		
	HRT	1103	Landscape Graphics I	3	[R] and ICSW 0033
	HRT	1123	Home Gardening Fruits & Vegetables	3	[R] and ICSW 0033. (sp)
	HRT	1153	Beginning Floral Design	3	[R] and ICSW 0033
	HRT	2050	Advanced Problems-Horticulture	1-6	
	HRT	2163	Plant Propagation	3	HRT 1013. (sp)
	HRT	2343	Controlled Environments Horticulture - Fall	3	HRT 1013.(f)
	HRT	2443	Controlled Environments Horticulture - Spring	3	HRT 1013.(sp)
			Approved Elective	3	

Total to Graduate   61   Credit hours

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:

Glenda Schanz, Agriculture Division Academic Advisor, Agriculture Resource Center, 400 N Portland Ave., Oklahoma City, OK 73107, 405-945-3349, glenda.schanz@osuokc.edu.

Graduation requires 61 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Program # 011 2014-2015

Horticulture Technology AAS

Landscape Contracting Option

Division of Agriculture Technologies

First Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	1013	Principles of Horticulture	3	[R] and ICSW 0033
	HRT	2233	Landscape Construction	3	[R] and ICSW 0033. (f)
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
			Select 3 credit hours from the list below		
	CIS	1503	Microcomputer Applications Microsoft Office	3	[R]
	CIS	1113	Computer Concepts with Applications	3	ICSR 0033 or [R]
	ITD	1323	Internet Fundamentals	3	[R] placement test or CIS 1003
	MATH	1413	General College Math		[R] ICSM 0213 or ICSM 0235
	OR		{Choose one}	3	
	MATH	1513	College Algebra		[R] ICSM 0213 or ICSM 0235

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2413	Evergreen Landscape Plants	3	HRT 1013 or consent of department head. (s)
	BUS	2003	Small Business Management		
	OR		{Choose one}	3	
			Business Management Course-3 credit hours		
	BIOL	1404	Plant Biology	4	[R] [SCI] ICSM 0123
	POLS	1113	American Government	3	[R] [W]
	HRT		Elective (Prefix of HRT)*	3	

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2263	Horticulture Pest Management	3	HRT 1013. (f)
	HRT	2313	Deciduous Landscape Plants	3	HRT 1013 or consent of department head. (f.su)
	SPCH	1113	Introduction to Speech Communications	3	[R] [W]
	HIST	1483	U.S. History to 1865		[R] [W]
			{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
	HRT		Elective (Prefix of HRT)*	3	

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	1423	Landscape Bidding and Contracts	3	HRT 1013, MATH0123 and CIS 1113 or CIS 1503. (sp)
	HRT	2013	Maintenance of Landscape Plants	3	HRT 1013. (sp)
	HRT	2232	Seminar Horticulture Occupations*	2	Consent of department head
	HRT	2244	Horticulture Practicum*	4	Consent of department head
	ENGL	2333	Intro to Technical Report Writing	3	ENGL 1113
			*Approved HRT Electives (Select a minimum of 6 credit hours to fulfill elective requirements in second and third semesters)		
	HRT	1103	Landscape Graphics I	3	[R] and ICSW 0033
	HRT	1133	Landscape Graphics II	3	HRT1103
	HRT	1163	Bilingual Horticultural Communications	3	[R] and ICSW 0033. (sp)
	HRT	2453	Herbaceous Ornamental Plants	3	HRT 1013 or consent of department head. (sp-su)
	HRT	2463	Interior Plants	3	HRT 1013 or approval of department head. (f)
	HRT	1413	Math Applications for Horticulture	3	HRT 1013 and ICSM 0123
	HRT	1723	Grounds Maintenance Equip.: Mechanics and Repair	3	
	HRT	1843	Irrigation and Drainage Design	3	[R] and ICSW 0033
	HRT	2023	Horticultural Soil Science	3	HRT 1013. (sp)
	HRT	2050	Advanced Problems-Horticulture*	3	
	HRT	2113	Turfgrass Management	3	HRT 1013. (f)
	HRT	2123	Landscape Design Theory	3	HRT 1013 and HRT 1103. (f)
	HRT	2143	Landscape Design Applications	3	HRT 2123, HRT 2313 and/or HRT 2413. (sp)
	HRT	2213	Horticulture Marketing	3	HRT 1013. (f)
	HRT	2423	CAD Graphics for Landscape Design	3	HRT 1103. Prerequisites: [R] and ICSW 0033. (sp)
	HRT	2533	Advanced Turfgrass Management	3	HRT 1013 and HRT 2113. (sp-odd years)
	HRT	2843	Irrigation Installation and Troubleshooting	3	HRT 1843. (sp)

Total to Graduate   **61**   Credit hours

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 contract 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:

Glenda Schanz, Agriculture Division Academic Advisor, Agriculture Resource Center, 400 N Portland Ave., Oklahoma City, OK 73107, 405-945-3349, glenda.schanz@osuokc.edu.

Graduation requires 61 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Horticulture Technology AAS

Landscape Design Option

Division of Agriculture Technologies

First Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	1013	Principles of Horticulture	3	[R] and ICSW 0033
	HRT	1103	Landscape Graphics I	3	[R] and ICSW 0033
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
			Select 3 credit hours from the list below		
	CIS	1503	Microcomputer Applications Microsoft Office	3	[R]
	CIS	1113	Computer Concepts with Applications	3	ICSR 0033 or [R]
	ITD	1323	Internet Fundamentals	3	[R] placement test or CIS 1003
	MATH	1413	General College Math		[R] ICSM 0213 or ICSM 0235
	OR		{Choose one}	3	
	MATH	1513	College Algebra		[R] ICSM 0213 or ICSM 0235

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2413	Evergreen Landscape Plants	3	HRT 1013 or consent of department head. (s)
	HRT	2423	CAD Graphics for Landscape Design	3	HRT 1103. Prerequisites: [R] and ICSW 0033. (sp)
	BUS	2003	Small Business Management		
	OR		{Choose one}	3	
			Business Management Course-3 credit hours		
	BIOL	1404	Plant Biology	4	[R] [SCI] ICSM 0123
	POLS	1113	American Government	3	[R] [W]

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2123	Landscape Design Theory	3	HRT 1013 and HRT 1103. (f)
	HRT	2313	Deciduous Landscape Plants	3	HRT 1013 or consent of department head. (f.su)
	HIST	1483	U.S. History to 1865		[R] [W]
			{Choose one}	3	
	HIST	1493	U.S. History Since 1865		
	ENGL	2333	Intro to Technical Report Writing	3	[R] [W]
			Select a minimum of 3 credit hours from the following:		
	HRT	1123	*Home Gardening Fruits & Vegetables*	3	[R] and ICSW 0033. (sp)
	HRT	1133	*Landscape Graphics II*	3	HRT1103
	HRT	1153	*Beginning Floral Design*	3	[R] and ICSW 0033
	HRT	1163	*Bilingual Horticultural Communications*	1-6	[R] and ICSW 0033. (sp)
	HRT	2453	*Herbaceous Ornamental Plants*	3	HRT 1013 or consent of department head. (sp-su)
	HRT	2463	*Interior Plants*	3	HRT 1013 or approval of department head. (f)
	HRT	1423	*Landscape Bidding and Contracts*	3	HRT 1013, MATH0123 and CIS 1113 or CIS 1503. (sp)
	HRT	1843	*Irrigation and Drainage Design*	3	[R] and ICSW 0033
	HRT	2013	*Maintenance of Landscape Plants*	3	HRT 1013. (sp)
	HRT	2023	*Horticulture Soil Science*	3	HRT 1013. (sp)
	HRT	2050	*Advanced Problems - Horticulture*	1-6	
	HRT	2113	*Turfgrass Management*	3	HRT 1013. (f)
	HRT	2213	*Horticulture Marketing*	3	HRT 1013. (f)
	HRT	2233	*Landscape Construction*	3	[R] and ICSW 0033. (f)
	HRT	2263	*Horticulture Pest Management*	3	HRT 1013. (f)
	HRT	2843	*Irrigation Installation and Troubleshooting.*	3	HRT 1843. (sp)

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2143	Landscape Design Applications	3	HRT 2123, HRT 2313 and/or HRT 2413. (sp)
	HRT	2232	Seminar Horticulture Operations*	2	Consent of department head
	HRT	2244	Horticulture Practicum	4	Consent of department head
	SPCH	1113	Introduction to Speech Communications	3	[R] [W]
			Select a minimum of 3 credit hours from the list in Third Semester	3	

Total to Graduate   61   Credit hours

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:

Glenda Schanz, Agriculture Division Academic Advisor, Agriculture Resource Center, 400 N Portland Ave., Oklahoma City, OK 73107, 405-945-3349, glenda.schanz@osuokc.edu.

Graduation requires 61 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Program # 011 2014-2015

Horticulture Technology AAS
Nursery and Greenhouse Production Option
Division of Agriculture Technologies

First Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	1013	Principles of Horticulture	3	[R] and ICSW 0033
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	SPCH	1113	Introduction to Speech Communications	3	[R] [W]
			Select 3 credit hours of approved elective*		
	CIS	1503	Microcomputer Applications Microsoft Office	3	[R]
	CIS	1113	Computer Concepts with Applications	3	ICSR 0033 or [R]
	ITD	1323	Internet Fundamentals	3	[R] placement test or CIS 1003
	MATH	1413	General College Math		[R] ICSM 0213 or ICSM 0235
	OR		{Choose one}	3	
	MATH	1513	College Algebra		[R] ICSM 0213 or ICSM 0235

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2443	Controlled Environments Horticulture-Spring	3	HRT 1013. (sp)
	BUS	2003	Small Business Management		
	OR		{Choose one}	3	
			Business Management Course-3 credit hours		
	BIOL	1404	Plant Biology	4	[R] [SCI] ICSM 0123
	POLS	1113	American Government	3	[R] [W]
			Elective (Prefix of HRT)	3	

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2213	Horticulture Marketing	3	HRT 1013. (f)
	HRT	2133	Nursery Management and Operations	3	HRT 1013. (f)
	HIST	1483	U.S. History to 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
			General Education Electives		
			(Prefix of: BIOL, ENGL, HUMN, MATH, PSYC, etc)	3	
	HRT	2343	Controlled Environments Horticulture-Fall	3	HRT 1013.(f)

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2163	Plant Propagation	3	HRT 1013. (sp)
	HRT	2232	Seminar Horticulture Occupations*	2	Consent of department head
	HRT	2244	Horticulture Practicum*	4	Consent of department head
			Elective (Prefix of HRT)	3	
			Elective (Prefix of HRT)	3	
			Select a minimum of 6 credit hours from the following to fulfill the electives above		
	HRT	2453	Herbaceous Ornamental Plants	3	HRT 1013 or consent of department head. (sp-su)
	HRT	2463	Interior Plants	3	HRT 1013 or approval of department head. (f)
	HRT	2313	Deciduous Landscape Plants	3	HRT 1013 or consent of department head. (f.su)
	HRT	2413	Evergreen Landscape Plants	3	HRT 1013 or consent of department head. (s)

Total to Graduate   **61**   **Credit hours**

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:
Glenda Schanz, Agriculture Division Academic Advisor, Agriculture Resource Center, 400 N Portland Ave., Oklahoma City, OK 73107, 405-945-3349, glenda.schanz@osuokc.edu.

Graduation requires 61 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Horticulture Technology AAS

Retail Floristry Option

Division of Agriculture Technologies

First Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	1013	Principles of Horticulture	3	[R] and ICSW 0033
	HRT	1153	Beginning Floral Design	3	[R] and ICSW 0033
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
			Choose ONE of the following 3 credit hour courses		
	CIS	*1113*	*Computer Concepts with Applications*	3	ICSR 0033 or [R]
	ITD	*1323*	*Internet Fundamentals*	3	[R] placement test or CIS 1003
	CIS	*1503*	*Microcomputer Applications Microsoft Office*	3	[R]
	MATH	1413	General College Math		[R] ICSM 0213 or ICSM 0235
	OR		{Choose one}	3	
	MATH	1513	College Algebra		[R] ICSM 0213 or ICSM 0235

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2453	Herbaceous Ornamental Plants	3	HRT 1013 or consent of department head. (sp-su)
	HRT	2153	Advanced Floral Design	3	HRT 1153. (sp)
	BUS	2003	Small Business Management		
	OR		{Choose one}	3	
	BUS		Business Management Course-3 credit hours		
	BIOL	1404	Plant Biology	4	[R] [SCI] ICSM 0123
	POLS	1113	American Government	3	[R] [W]

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2213	Horticulture Marketing	3	HRT 1013. (f)
	HRT	2253	Special Occasions Floral Design	3	HRT 1153. (f)
	HIST	1483	U.S. History to 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
	SPCH	1113	Introduction to Speech Communications	3	[R] [W]
			General Education Electives	3	
			(Prefix of: BIOL, ENGL, HUMN, MATH, PSYC, etc.)		

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2463	Interior Plants	3	HRT 1013 or approval of department head. (f)
	HRT	2232	Seminar Horticulture Occupations*	2	Consent of department head
	HRT	2244	Horticulture Practicum*	4	Consent of department head
			Elective (Prefix of HRT)	3	
			Elective (Prefix of HRT)	3	
			Select 6 credit hours from the following to fulfill the electives listed above		
	HRT	*2051-6*	*Advanced Problems-Horticulture**	3	Consent of department head
	HRT	*2163*	*Plant Propagation*	3	HRT 1013. (sp)
	HRT	*2343*	*Controlled Environments Horticulture - Fall*	3	HRT 1013.(f)
	HRT	*2343*	*Controlled Environments Horticulture - Spring*	3	

Total to Graduate   61   Credit hours

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:

Glenda Schanz, Agriculture Division Academic Advisor, Agriculture Resource Center, 400 N Portland Ave., Oklahoma City, OK 73107, 405-945-3349, glenda.schanz@osuokc.edu.

Graduation requires 61 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Horticulture Technology AAS

Sustainable Crops Production Option

Division of Agriculture Technologies

First Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	1013	Principles of Horticulture	3	[R] and ICSW 0033
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	SPCH	1113	Introduction to Speech Communications	3	[R] [W]
			Choose ONE of the following 3 credit hour courses		
	CIS	1503	Microcomputer Applications Microsoft Office	3	[R]
	CIS	1113	Computer Concepts with Applications	3	ICSR 0033 or [R]
	ITD	1323	Internet Fundamentals	3	[R] placement test or CIS 1003
	MATH	1413	General College Math		[R] ICSM 0213 or ICSM 0235
	OR		{Choose one}	3	
	MATH	1513	College Algebra		[R] ICSM 0213 or ICSM 0235

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	1023	Sustainable Horticultural Practices	3	HRT 1013
	HRT	2023	Horticulture Soil Science	3	HRT 1013. (sp)
	BUS	2003	Small Business Management		
	OR		{Choose one}	3	
			Business Management Course-3 cr. Hrs *		
	BIOL	1404	Plant Biology	4	[R] [SCI] ICSM 0123
	POLS	1113	American Government	3	[R] [W]

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2213	Horticulture Marketing	3	HRT 1013. (f)
	HRT	1173	Market Gardening-Fall/Winter Production	3	HRT 1013. (f)
	HIST	1483	U.S. History to 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
			Elective (Prefix of HRT)	3	
			Select 3 credit hours from the following to fulfill the elective listed above		
	HRT	1123	Home Gardening - Fruits & Vegetables	3	[R] and ICSW 0033. (sp)
	HRT	2050	Advanced Problems-Horticulture*	3	
	HRT	2133	Nursery Management and Operations	3	HRT 1013. (f)
	HRT	2163	Plant Propagation	3	HRT 1013. (sp)
	HRT	2343	Controlled Environments Horticulture - Fall	3	HRT 1013.(f)
	HRT	2443	Controlled Environments Horticulture - Spring	3	HRT 1013. (sp)
			General Education Elective	3	
			(Prefix of: BIOL, ENGL, HUMN, MATH, PSYC, etc.)		

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2232	Seminar in Horticulture Occupations	2	Department Head Approval
	HRT	2244	Horticulture Practicum*	4	Department Head Approval
	HRT	1183	Market Gardening-Spring/Summer Production	3	HRT 1013. (sp)
			Elective (Prefix of HRT)	3	
			Elective (Prefix of HRT)	3	
			Select a minimum of 6 credit hours from the following:		
	HRT	2453	Herbaceous Ornamental Plants	3	HRT 1013 or Department Head Approval
	HRT	2463	Interior Plants	3	HRT 1013 or Department Head Approval
	HRT	2313	Deciduous Landscape Plants	3	HRT 1013 or Department Head Approval
	HRT	2413	Evergreen Landscape Plants	3	HRT 1013 or Department Head Approval

Total to Graduate   61   Credit hours

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:

Glenda Schanz, Agriculture Division Academic Advisor, Agriculture Resource Center, 400 N Portland Ave., Oklahoma City, OK 73107, 405-945-3349, glenda.schanz@osuokc.edu.

Graduation requires 61 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Program # 011 2014-2015

Horticulture Technology AS

Division of Agriculture Technologies

First Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	1013	Principles of Horticulture	3	[R] and ICSW 0033
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	SPCH	1113	Introduction to Speech Communication	3	[R] [W]
	ART	1103	Free-Hand Drawing		
OR			{Choose one}	3	
			General Education Elective 3 credit hours approved by Department Head		
	MATH	1513	College Algebra	3	Prerequisite: [R] ICSM 0213 or ICSM 0235

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2453	Herbaceous Ornamental Plants	3	HRT 1013 or consent of department head. (sp-su)
	BIOL	1404	Plant Biology		[R] [SCI] ICSM 0123
	POLS	1113	American Government	3	[R] [W]
	HUMN	2103	Masterworks of Western Culture (Ancient)	3	ENGL 1113
	HRT	2053	Advanced Problems-Hort*		Consent of department head
OR			{Choose one}	3	
			Elective (Prefix of HRT)		

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2313	Deciduous Landscape Plants	3	HRT 1013 or consent of department head. (f.su)
	HIST	1483	U.S. History to 1865		[R] [W]
OR			{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
	BIOL	1303	Principles of Biology	3	[R] [SCI] ICSM 0123
PLUS					
	BIOL	1311	Principles of Biology Lab	1	[R] [SCI] ICSM 0123
	BIOL	1311	Principles of Biology Lab	1	[R] [SCI] ICSM 0123
	ENGL	1213	English Composition II	3	ENGL 1113
	HRT	1163	Bilingual Hort. Comm		[R] and ICSW 0033. (sp)
OR			{Choose one}	3	
	HRT		Horticulture Course*		

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2463	Interior Plants	3	HRT 1013 or approval of department head. (f)
	HRT	2413	Evergreen Landscape Plants	3	HRT 1013 or consent of department head. (s)
	CHEM	1214	Chemistry I	4	[R] [M] [SCI]
	HUMN	2203	Masterworks of Western Culture (Modern)	3	ENGL 1113
	ACCT	2103	Financial Accounting*	3	ICSR 0033
OR			{Choose one}		
	BUS	2023	Business Statistics*	3	MATH 1513 College Algebra or equivalent
OR			{Choose one}		
	CSUR	2614	Surveying I*	4	MATH 1613 or Co-requisite MATH 1613

Total to Graduate   63   Credit hours

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:

Glenda Schanz, Agriculture Division Academic Advisor, Agriculture Resource Center, 400 N Portland Ave., Oklahoma City, OK 73107, 405-945-3349, glenda.schanz@osuokc.edu.

Graduation requires 63 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Horticulture Technology A.S.

Pre-Landscape Architecture/Landscape Management Option

Division of Agriculture Technologies

First Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	1013	Principles of Horticulture	3	[R] and ICSW 0033
	HRT	1103	Landscape Graphics I	3	[R] and ICSW 0033
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	ART	1103	Free-Hand Drawing		
	OR		{Choose one}	3	
			General Education Elective 3 credit hours approved by Department Head		
	MATH	1513	College Algebra	3	[R] ICSM 0213 or ICSM 0235

Second Semester

	HRT	2423	Comp. Graphics for Landscape Design	3	HRT 1103. Prerequisites: [R] and ICSW 0033. (sp)
	BIOL	1404	Plant Biology	4	[R] [SCI] ICSM 0123
	POLS	1113	American Government	3	[R] [W]
	HUMN	2103	Masterworks of Western Culture (Ancient)	3	ENGL 1113
	SPCH	1113	Introduction to Speech Communication	3	[R] [W]

Third Semester

	HRT	1133	Landscape Graphics II	3	HRT1103
	HRT	2313	Deciduous Landscape Plants	3	HRT 1013 or consent of department head. (f.su)
	HIST	1483	U.S. History to 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
	BIOL	1303	Principles of Biology	3	[R] [SCI] ICSM 0123
	PLUS				
	BIOL	1311	Principles of Biology Lab	1	[R] [SCI] ICSM 0123
	ENGL	1213	English Composition II	3	ENGL 1113

Fourth Semester

	HRT	2123	Landscape Design Theory	3	HRT 1013 and HRT 1103. (f)
	HRT	2413	Evergreen Landscape Plants	3	HRT 1013 or consent of department head. (s)
	CHEM	1214	Chemistry I	4	[R] [M] [SCI]
	HUMN	2203	Masterworks of Western Culture (Modern)	3	ENGL 1113
			Select 3-4 credit hours from the following:		
	ACCT	2103	Financial Accounting	3	
	BUS	2023	Business Statics*	3	
	CSUR	2614	Surveying I*	3-4	MATH 1613 or Co-requisite MATH 1613

Total to Graduate   63   Credit hours

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. Landscape management 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:

Glenda Schanz, Agriculture Division Academic Advisor, Agriculture Resource Center, 400 N Portland Ave., Oklahoma City, OK 73107, 405-945-3349, glenda.schanz@osuokc.edu.

Graduation requires 63 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Horticulture Technology

Horticulture Certificate

Division of Agriculture Technologies

Suggested Sequencing

First Semester

Course ID		Course Title	Credits	Prerequisites
HRT	1013	Principles of Horticulture	3	[R] ICSW 0033
HRT	2263	Horticultural Pest Management	3	HRT 1013 (f)
		Horticulture course*	3	

Second Semester

HRT	2453	Herbaceous Ornamental Plants	3	HRT 1013 or department head approval. (sp-su)
HRT	2413	Evergreen Landscape Plants	3	HRT 1013 or department head approval. (s)
HRT		Horticulture course*	3	
HRT		Horticulture course*	3	

Third Semester

HRT	2463	Interior Plants	3	HRT 1013 or department head approval. (f)
HRT	2313	Deciduous Landscape Plants	3	HRT 1013 or department head approval. (f.su)
HRT		Horticulture course*	3	
Select 12 credit hours of Horticulture course electives from the catalog				
HRT			3	
HRT			3	
HRT			3	
HRT			3	

Total to Graduate   30   Credit hours

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

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:

Glenda Schanz, Agriculture Division Academic Advisor, Agriculture Resource Center, 400 N Portland Ave., Oklahoma City, OK 73107, 405-945-3349, glenda.schanz@osuokc.edu.

Graduation requires 30 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #041 2014-2015

Horticulture Technology

Retail Floristry Certificate

Division of Agriculture Technologies

First Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	1013	Principles of Horticulture	3	[R] ICSW 0033
	HRT	1153	Beginning Floral Design	3	[R] ICSW 0033
	HRT	2343	*Controlled Environments - Fall	3	HRT 1013
			Horticulture course or General Education Course	3	

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2453	Herbaceous Ornamental Plants	3	HRT 1013 or consent of department head
	HRT	2153	Advanced Floral Design	3	HRT 1153 (sp)
	HRT	2443	Controlled Environments – Spring	3	HRT 1013 (sp)
	HRT	2003	Small Business Management (or business management course)	3	HRT 1253

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2253	Special Occasion Floral DesignInterior PlantsComputer-Aided Drafting I	3	HRT 1153 (f)
	HRT	2463	Interior Plants	3	HRT 1013 or approval of department head

30 Credit hours

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:

Glenda Schanz, Agriculture Division Academic Advisor, Agriculture Resource Center, 400 N Portland Ave., Oklahoma City, OK 73107, 405-945-3349, glenda.schanz@osuokc.edu.

Graduation requires 30 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Program #023 2014-2015

Turfgrass Management AAS

Division of Agriculture Technologies

First Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	1013	Principles of Horticulture	3	[R] and ICSW 0033
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	MATH	1413	General College Math	3	[R] ICSM 0213 or ICSM 0235
	HIST	1483	U.S. History to 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
	CIS	1503	Microcomputer Applications - Microsoft Office		[R]
	OR		{Choose one}	3	
	CIS	1113	Computer Concepts with Applications		ICSR 0033 or [R]

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	POLS	1113	American Government	3	[R] [W]
	SPCH	1113	Introduction to Speech Communication	3	[R] [W]
	HRT	2413	Evergreen Landscape Plants	3	HRT 1013 or consent of department head. (s)
	BIOL	1303	Principles of Biology		[R] [SCI] ICSM 0123
	OR		{Choose one}	3-4	
	BIOL	1404	Plant Biology		[R] [SCI] ICSM 0123
	MGMT	2213	Human Resources Management	3	[R]

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2113	Turfgrass Management	3	HRT 1013. (f)
	HRT	2263	Horticulture Pest Management	3	HRT 1013. (f)
	HRT	1843	Irrigation and Drainage Design	3	[R] and ICSW 0033
	HRT	2313	Deciduous Landscape Plants	3	HRT 1013 or consent of department head. (f.su)
	HRT		*Horticulture Elective 1 (select from horticulture courses listed below)**	3	

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2533	Advanced Turfgrass Management	3	HRT 1013 and HRT 2113. (sp-odd years)
	HRT	2023	Horticulture Soil Science	3	HRT 1013. (sp)
	HRT	2232	Seminar Horticulture Occupations*	2	Consent of department head
	BUS	2113	Business Communications	3	[R] [W]
	ENGL	2333	Introduction to Technical Report Writing	3	ENGL 1113
			*Horticulture Elective 2 (select from horticulture courses listed below)**	3	

Fifth Semester

	Course ID		Course Title	Credits	Prerequisites
	HRT	2244	Horticulture Practicum*	4	Consent of department head

Select 6 credit hours of Horticulture course electives from the following to fulfill the electives listed in third and fourth semester					
	HRT	1103	Landscape Graphics I	3	[R] and ICSW 0033
	HRT	1163	Bilingual Horticultural Communications	3	[R] and ICSW 0033. (sp)
	HRT	1423	Landscape Bidding & Contracts	3	HRT 1013, MATH0123 and CIS 1113 or CIS 1503. (sp)
	HRT	2013	Maintenance of Landscape Plants	3	HRT 1013. (sp)
	HRT	2233	Landscape Construction	3	[R] and ICSW 0033. (f)
	HRT	2843	Irrigation Installation and Troubleshooting	3	HRT 1843. (sp)

Total to Graduate 67 Credit hours

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 Science

For More Information Contact:

Glenda Schanz, Agriculture Division Academic Advisor, Agriculture Resource Center, 400 N Portland Ave., Oklahoma City, OK 73107, 405-945-3349, glenda.schanz@osuokc.edu.

Graduation requires 67 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Program #085 2014-2015

Veterinary Technology A.A.S

Division of Agriculture Technologies

Prerequisites Before Program Acceptance

	Course ID		Course Title	Credits	Prerequisites
	VT	1012	Veterinary Medical Terminology	2	Permission by Department Head and ICSM 0123
	MATH	1413	General College Math		[R] ICSM 0213 or ICSM 0235
	OR		{Choose one}	3	
	MATH	1513	College Algebra		[R] ICSM 0213 or ICSM 0235
	CHEM	1214	Chemistry I		[R] [M] [SCI]
	OR		{Choose one}	4	
	CHEM	1314	General Chemistry I		MATH 1513 and CHEM 1104 or completed High School Chemistry
	MCRO	2124	Intro to Microbiology	4	Four hours of biological or physiological science and CHEM 1214 or CHEM 1314

First Semester Upon Program Acceptance(Fall)

	Course ID		Course Title	Credits	Prerequisites
	VT	1113	Breeds, Restraint and First Aid	3	VT 1012, (CHEM 1214 or CHEM 1314), MICRO 2124, (MATH 1413 or MATH 1513). Co-requisites: VT 1114, VT 1213. Additional lab fee required
	VT	1114	VT Anatomy and Physiology I	4	VT 1012, (CHEM 1214 or CHEM 1314), MICRO 2124, (MATH 1413 or MATH 1513). Co-requisites: VT 1113, VT 1213. Additional lab fee required
	VT	1213	Laboratory Techniques I	3	VT 1012, (CHEM 1214 or CHEM 1314), MICRO 2124, (MATH 1413 or MATH 1513). Co-requisites: VT 1113, VT 1213. Additional lab fee required
			Gen Ed requirement	3	

Second Semester (Spring)

	Course ID		Course Title	Credits	Prerequisites
	VT	1224	VT Anatomy and Physiology II	4	VT 1113, VT 1114, VT 1213. Co-requisites: VT 2103, VT 2123. Additional lab fee required
	VT	2103	Animal Reproduction, Production and Nutrition	3	VT 1113, VT 1114, VT 1213. Co-requisites: VT 1224, VT 2123. Additional lab fee required
	VT	2123	Laboratory Techniques II	3	VT1113, VT 1114, VT 1213. Co-requisites: VT 1224, VT 2103. Additional lab fee required
			Gen Ed requirement	3	

Third Semester(Fall)

	Course ID		Course Title	Credits	Prerequisites
	VT	2114	Clinics and Nursing	4	VT 1113, VT 1114, VT 1213, VT 1224, VT 2103, VT 2123. Additional lab fee required
	VT	2403	Clinic Management	3	VT 1113, VT 1114, VT 1213, VT 1224, VT 2103, VT 2123
	VT	2404	Animal Pathology	4	VT 1113, VT 1114, VT 1213, VT 1224, VT 2103, VT 2123
			Gen Ed requirement	3	

Fourth Semester (Spring)

	Course ID		Course Title	Credits	Prerequisites
	VT	2213	Wild, Zoo and Lab Animal Care	3	VT 1113, VT 1114, VT 1213, VT 1224, VT 2103, VT 2123. Additional lab fee required
	VT	2223	VT Radiology	3	VT 1113, VT 1114, VT 1213, VT 1224, VT 2103, VT 2123. Additional lab fee required
	VT	2233	VT Pharmacology	3	VT 1113, VT 1114, VT 1213, VT 1224, VT 2103, VT 2123
			Gen Ed requirement	3	

Fifth Semester (Summer)

	Course ID		Course Title	Credits	Prerequisites
	VT	2314	Preceptorship	4	VT 2114, VT 2213, VT 2404 and department head approval

Recommended Electives

	Course ID		Course Title	Credits	Prerequisites
	VT	2442	Capstone - Board Exam Review	2	Department head approval required. Additional lab fee required
	VT	1322	Technical Problems - Vet. Technology (Spring)	2	Department head approval required
	VT	2651-6	Technical Problems - Vet. Technology (Fall)	2	Department head approval required
	VT	2051-6	Technical Problems - Vet. Technology	1-6	Department head approval required

General Education Requirements

	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	ENGL	1213	English Composition II		ENGL 1113
	OR		{Choose one}	3	
	SPCH	1113	Introduction to Speech Communication		[R] [W]
	HIST	1483	U.S. History to 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
	POLS	1113	American Government	3	[R] [W]
			Total to Graduate	**69**	**Credit hours**

Program Description

The Veterinary Technology curriculum is a five- semester including a one-summer preceptorship.   In order to graduate, the student must pass all of the required courses with a "C" or better and obtain a minimum overall GPA of 2.0 or higher. The summer preceptorship involves eight weeks,   (minimum of 320 clock-hours) of in-clinic training under the supervision of a licensed 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. The application and selection process for admission to the Veterinary Technology program occurs each spring. Each class of Veterinary Technology students begins in the fall semester of the academic year.

Employment Information

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

Degree Awarded

Associate in Applied Science

For More Information Contact:

Glenda Schanz, Agriculture Division Academic Advisor, Agriculture Resource Center, 400 N Portland Ave., Oklahoma City, OK 73107, 405-945-3349, glenda.schanz@osuokc.edu.

Graduation requires 69 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Program #079 2014-2015

Arts and Sciences

Enterprise Development AS
General Studies Option
Division of Arts & Sciences

	Course ID		Course Title	Credits	Prerequisites
			23 college level hours selected from the student's field of interest (15 of the 23 must be from an Oklahoma two-year college)		
Communications					
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	ENGL	1213	English Composition II	3	ENGL 1113
	SPCH	1113	Introduction to Speech Communication	3	[R] [W]
Political Sciences					
	HIST	1483	U.S. History to 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
	POLS	1113	American Government	3	[R] [W]
Mathematics (Select one of the following)					
	MATH	1413	General College Math	3	[R] ICSM 0213 or ICSM 0235
	MATH	1513	College Algebra	3	[R] ICSM 0213 or ICSM 0235
	STAT	2013	Elementary Statistics	3	[R] MATH 1513 or equivalent
Life Sciences (Select 3 or 4 credit hours) *One science course with a lab is required*					
	BIOL	1303	Principles of Biology (taking lab is recommended)	3	[R] [Sci] ICSM 0123
	BIOL	1404	Plant Biology	4	[R] [Sci] ICSM 0123
	MCRO	2124	Introduction to Microbiology	4	Four hours of biological or physiological science and CHEM 1214 or CHEM 1314
	BIOL	2214	Human Anatomy	4	[R] [SCI] Math0123
	PSIO	2314	Human Physiology	4	CHEM 1214 or CHEM 1314
Physical Sciences (Select 4 credit hours)					
	CHEM	1214	Chemistry	4	[R] [M] [Sci]
	CHEM	1314	General Chemistry	4	MATH 1513 and CHEM 1104 or completed High School Chemistry
	GEOL	1114	Physical Geology	4	[R] [M] [Sci]
	PHYS	1204	General Physical Science	4	[R] [M] [Sci]
	PHYS	1114	General Physics	4	[R] [Sci] MATH 1513. MATH 1613 recommended OR MATH 1715.
Humanities (Humanities designated coursework only)					
				3	[R] [W]
				3	[R] [W]
Soc. Sci or World Language (Select 6 credit hours)*					
	PSYC	1113	Introductory Psychology	3	[R] [W]
	SOC	1113	Introductory Sociology	3	[R] [W]
			World Language	3	
			Any College level Computer Science Course*	3	
			Total to Graduate	60-61	redit hours

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 Contact:

Lynn Thomas and Sarah Stringfield, Division Advisors, Department of Arts & Sciences, Learning Resources Building, Room LRC 330, LRC 346, 900 N Portland Avenue, Oklahoma City, OK 73107, 405-945-6787 or 405-945-8688, lynnmt@osuokc.edu or stringfield@osuokc.edu.

Graduation requires 60 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program # 088 2014-2015

Applied Technology AAS***
General Studies
Division of Arts & Sciences

30 College level hours selected from the student's field of interest.

	Course ID		Course Title	Credits	Prerequisites

Guided Electives (Other courses may be substituted with depatmental approval)

	Course ID		Course Title	Credits	Prerequisites
	CIS	1113	Computer Concepts with Applications	3	ICSR 0033 or [R]
			Any college level science course with lab	3-4	
			Any college level humanities course	3	
	SPCH	1113	Introduction to Speech Communication	3	[R] [W]

General Education Courses

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	ENGL	1213	English Composition II		ENGL 1113
	OR		{Choose one}	3	
	ENGL	2333	Introduction to Technical Report Writing		ENGL 1113
	HIST	1483	U.S. History to 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
	MATH	1413	General College Math		[R] ICSM 0213 or ICSM 0235
	OR		{Choose one}	3	
	MATH	1513	College Algebra		[R] ICSM 0213 or ICSM 0235
	POLS	1113	American Government	3	[R] [W]
	PSYC	1113	Introductory Psychology	3	[R] [W]
	SOC	1113	Introductory Sociology	3	[R] [W]

Total to Graduate   **63**   Credit hours

**When a student graduates with this degree the diploma will read A.A.S. in "Applied Technology".

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:

Lynn Thomas and Sarah Stringfield, Division Advisors, Department of Arts & Sciences, Learning Resources Building, Room LRC 330, LRC 346, 900 N Portland Avenue, Oklahoma City, OK 73107, 405-945-6787 or 405-945-8688, lynnmt@osuokc.edu or stringfield@osuokc.edu.

Graduation requires 63 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program # 080 2014-2015

Public Service AS

Division of Arts & Sciences

General Education Courses				Prerequisites
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	ENGL	1213	English Composition II	3	ENGL 1113
	HIST	1483	U.S. History to 1865		[R] [W]
OR			{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
	HUMN	2103	Masterworks of Western Culture (Ancient/Medieval)	3	ENGL 1113
	HUMN	2203	Masterworks of Western Culture (Modern)	3	ENGL 1113
	MATH	1513	College Algebra		R] ICSM 0213 or ICSM 0235
OR			{Choose one}	3	
	MATH	1413	General College Math		[R] ICSM 0213 or ICSM 0235
	POLS	1113	American Government	3	[R] [W]
	PSYC	1113	Introductory Psychology	3	[R] [W]
	SOC	1113	Introductory Sociology	3	[R] [W]
	SPCH	1113	Introduction to Speech Communication	3	[R] [W]
	Science		College level science (one must be a lab)	4	
	Science		College level science	3	

Major Core Requirements					
	PSER	1113	Introduction to Public Personnel Administration	3	[R] [W] Fall & Spring
	PSER	2023	Public Law	3	[R] [W] Fall
	PSER	2213	Introduction to Public Service Organizations	3	[R] [W] Fall
	PSER	2223	Leadership and Group Dynamics	3	[R] [W] Spring
	PSER	2333	Introduction Public/Nonprofit Finance and Budget	3	[R] [W] Summer & Fall
	PSER	2450	Technical Problems	1-3	[R] [W] Fall & Spring

Occupational Support Courses					
			Select 4-6 hours from the following:		
	CIS	1503	Microcomputer Applications-Microsoft Office		[R]
OR			{Choose one}	3	
			Higher computer skills course		
	PSER	2050	Practicum	1-3	36 hours of Course Work.Fall & Spring
	POLS	2053	State and Local Government	3	POLS 1113

Recommended Electives: *Select 6-9 hours of coursework approved by the lead instructor*

		3	
		3	
		3	

Total to Graduate	63	Credit hours

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 Contact:

Lynn Thomas and Sarah Stringfield, Division Advisors, Department of Arts & Sciences, Learning Resources Building, Room LRC 330, LRC 346, 900 N Portland Avenue, Oklahoma City, OK 73107, 405-945-6787 or 405-945-8688, lynnmt@osuokc.edu or stringfield@osuokc.edu.

Graduation requires 63 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Public Service AS
Legal Case Management
Division of Arts & Sciences

General Education Courses

					Prerequisites
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	ENGL	1213	English Composition II	3	ENGL 1113
	HIST	1483	U.S. History to 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
	HUMN	2103	Masterworks of Western Culture (Ancient/Medieval)	3	ENGL 1113
	HUMN	2203	Masterworks of Western Culture (Modern)	3	ENGL 1113
	MATH	1513	College Algebra		[R] ICSM 0213 or ICSM 0235
	OR		{Choose one}	3	
	MATH	1413	General College Math		[R] ICSM 0213 or ICSM 0235
	POLS	1113	American Government	3	[R] [W]
	PSYC	1113	Introductory Psychology	3	[R] [W]
	SOC	2143	Sociology of Stratification	3	
	SPCH	1113	Introduction to Speech Communication	3	[R] [W]
	Science		*College level science (one must be a lab)*	4	
	Science		*College level science*	3	

Major Core Requirements

	PSER	1113	Introduction to Public Personnel Administration	3	[R] [W] Fall & Spring
	PSER	1123	Intro to Legal Case Management	3	[R] [W] Fall
	PSER	2023	Public Law	3	[R] [W] Fall
	PSER	2113	Alternative Dispute Resolution	3	[R] [W] Spring
	PSER	2213	Intro to Public Service Organizations	3	[R] [W] Fall
	PSER	2223	Leadership and Group Dynamics	3	[R] [W] Spring
	PSER	2333	Intro Public/Nonprofit Finance and Budget		[R] [W] Summer & Fall
	OR		{Choose one}	3	
	PSER	3333	Pub Sector Budget and Resource Mgmt		[R] [W] Summer & Fall

Occupational Support Courses

			Select 4-6 hours from the following:		
	CIS	1503	Microcomputer Applications-Microsoft Office		[R]
	OR		{Choose one}	3	
			Higher computer skills course		
	PSER	2050	Practicum	1-3	36 hours of course work completed. Fall & Spring
	POLS	2053	State and Local Government	3	POLS 1113
	PSER	2453	Technical Problems - Public Service	3	[R] [W] Fall & Spring

Total to Graduate	63	Credit hours

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 skills in how to work in the legal departments of organizations and government agencies.

Degree Awarded

Associate in Science

For More Information Contact:

Lynn Thomas and Sarah Stringfield, Division Advisors, Department of Arts & Sciences, Learning Resources Building, Room LRC 330, LRC 346, 900 N Portland Avenue, Oklahoma City, OK 73107, 405-945-6787 or 405-945-8688, lynnmt@osuokc.edu or stringfield@osuokc.edu.

Graduation requires 63 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program # 076 2014-2015

Public Service Certificate

Division of Arts & Sciences

Suggested Sequencing

	PSER	2213	Introduction to Public Service Organizations	3	
	PSER	2023	Public Law	3	
	ENGL	1113	English Composition I	3	
	POLS	1113	American Government	3	
	PSER	2223	Leadership and Group Dynamics	3	
	PSER	1113	Introduction to Public Personnel Administration	3	
	PSER	2453	Technical Problems	3	
	ENGL	1213	English Composition II	3	
	PSER	2333	Introduction Public/Nonprofit Finance and Budget	3	
	PSYC	1113	Introductory Psychology	3	
			Total to Graduate	**30**	**Credit hours**

Degree Awarded

Certificate in Public Service

For More Information Contact:

Lynn Thomas and Sarah Stringfield, Division Advisors, Department of Arts & Sciences, Learning Resources Building, Room LRC 330, LRC 346, 900 N Portland Avenue, Oklahoma City, OK 73107, 405-945-6787 or 405-945-8688, lynnmt@osuokc.edu or stringfield@osuokc.edu.

Technical Spanish/Translation & Interpretation AAS

Division of Arts & Sciences

	Course ID		Course Title	Credits	Prerequisites
Spring/Summer					
	SPAN	2115	Intermediate Spanish I*	5	SPAN 1225 or CLEP
Fall					
	SPAN	2143	Advanced Spanish Grammar and Composition	3	SPAN 2115 or CLEP
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	SPCH	1113	Introduction to Speech	3	[R] [W]
	POLS	1113	American Government	3	[R] [W]
	MATH	1513	College Algebra		[R] ICSM 0213 or ICSM 0235
	OR		{Choose one}	3	
	MATH	1413	General College Math		[R] ICSM 0213 or ICSM 0235
Spring					
	TSTI	1113	Introduction to Interpreting	3	SPAN 2143
	TSTI	1123	Introduction to Translation	3	SPAN 2143
	TSTI	1213	Ethics and Business Practices	3	SPAN 2143
	ENGL	1213	English Composition II		ENGL 1113
	OR		{Choose one}	3	
	ENGL	2333	Introduction to Technical Report Writing		ENGL 1113
			Elective	3	
Summer					
	TSTI	1223	Technology for Translators & Interpreters	3	TSTI 1113
Fall					
	TSTI	1133	Fundamentals of Translation	3	TSTI 1123
	TSTI	1143	Fund of Interpretation - Consecutive & Simultaneous	3	TSTI 1113
	TSTI	1233	Vocabulary Acquisition & Terminology Research	3	SPAN 2143
	HIST	1483	U.S. History to 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
			Elective* (Select 3 credit hours from list below)	3	
Spring					
	TSTI	2411	Practicum (Internship)	1	Department Head permission required
			Elective* (Select 3 credit hours from list below)	3	
			Elective* (Select 3 credit hours from list below)	3	
			Elective* (Select 3 credit hours from list below)	3	
			***Program Electives**		
	CIS	1113	Computer Concepts w/Applications	3	ICSR 0033 or [R]
	BUS	2003	Small Business Management	3	
	SOC	1113	Introductory Sociology	3	[R] [W]
	SPCH	2723	Interpersonal Communication	3	[R] [W]
	SPAN	2123	Spanish for Heritage Speakers	3	SPAN 2115
	SPAN	2133	Intermediate Spanish II	3	SPAN 2115 OR Spanish CLEP score of 63
	TSTI	2133	Interpreting in Legal Settings	3	TSTI 2123
	TSTI	2213	Interpreting in Health Care Settings	3	TSTI 1113
	TSTI	2450	Language Immersion	1-6	SPAN 2143

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

*Other courses may be substituted with departmental approval except for general education courses.

Total to Graduate   63   Credit hours

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 Contact:

Lynn Thomas and Sarah Stringfield, Division Advisors, Department of Arts & Sciences, Learning Resources Building, Room LRC 330, LRC 346, 900 N Portland Avenue, Oklahoma City, OK 73107, 405-945-6787 or 405-945-8688, lynnmt@osuokc.edu or stringfield@osuokc.edu.

Graduation requires 63 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program # 100 2014-2015

Technical Spanish/Translation & Interpretation AAS

Health Care Option

Division of Arts & Sciences

Spring/Summer

	Course ID		Course Title	Credits	Prerequisites
	SPAN	2115	Intermediate Spanish I*	5	SPAN 1225 or Clep

Fall

	Course ID		Course Title	Credits	Prerequisites
	SPAN	2143	Advanced Spanish Grammar and Composition	3	SPAN 2115 or Clep
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	POLS	1113	American Government	3	[R] [W]
	SPCH	1113	Introduction to Speech	3	[R] [W]
	MATH	1513	College Algebra		[R] ICSM 0213 or ICSM 0235
OR			{Choose one}	3	
	MATH	1413	General College Math		[R] ICSM 0213 or ICSM 0235

Spring

	Course ID		Course Title	Credits	Prerequisites
	TSTI	1113	Introduction to Interpreting	3	SPAN 2143
	TSTI	1123	Introduction to Translation	3	SPAN 2143
	TSTI	1213	Ethics and Business Practices	3	SPAN 2143
	ENGL	1213	English Composition II		ENGL 1113
OR			{Choose one}	3	
	ENGL	2333	Introduction to Technical Report Writing		ENGL 1113
			Guided Elective*	3	TSTI 1113 OR 1123

Summer

	Course ID		Course Title	Credits	Prerequisites
			Guided Elective*	3	

Fall

	Course ID		Course Title	Credits	Prerequisites
	TSTI	1133	Fundamentals of Translation	3	TSTI 1123
	TSTI	1143	Fund of Interpretation - Consecutive & Simultaneous	3	TSTI 1113 OR 1123
	TSTI	2223	Medical Interpreting I: Medical Terminology	3	SPAN 2143
	TSTI	2233	Medical Interpreting II: Medical Terminology	3	TSTI 2223
	HIST	1483	U.S. History to 1865		[R] [W]
OR			{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]

Spring

	Course ID		Course Title	Credits	Prerequisites
	TSTI	2413	Advanced Practicum	3	department head approval
	TSTI	2213	Interpreting in Health Care Settings	3	TSTI 1113
			Guided Elective*	3	
			Guided Elective*	3	
			Guided Electives (Select from the courses listed below to fulfill the four elective choices above)		
	CIS	1113	Computer Concepts w/Applications	3	ICSR 0033 or [R]
	BUS	2003	Small Business Management	3	
	SOC	1113	Introductory Sociology	3	[R] [W]
	SPAN	2133	Intermediate Spanish II	3	SPAN 2115 OR Spanish CLEP score of 63
	SPAN	2123	Spanish for Heritage Speakers	3	SPAN 2115
	SPCH	2723	Interpersonal Communications	3	[R] [W]
	TSTI	1223	Technology for Translator & Interpreters	3	TSTI 1113 OR 1123
	TSTI	1233	Vocabulary Acquisition & Terminology Research	3	SPAN 2143
	TSTI	2450	Language Immersion	1-6	SPAN 2143

*Other courses may be substituted with departmental approval except for general education courses.

Total to Graduate   65   Credit hours

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 Contact:

Lynn Thomas and Sarah Stringfield, Division Advisors, Department of Arts & Sciences, Learning Resources Building, Room LRC 330, LRC 346, 900 N Portland Avenue, Oklahoma City, OK 73107, 405-945-6787 or 405-945-8688, lynnmt@osuokc.edu or stringfield@osuokc.edu.

Graduation requires 65 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Technical Spanish/Translation & Interpretation AAS

Legal Option

Division of Arts & Sciences

	Course ID		Course Title	Credits	Prerequisites
Spring/Summer					
	SPAN	2115	Intermediate Spanish I*	5	SPAN 1225 or Clep
Fall					
	SPAN	2143	Advanced Spanish Grammar and Composition	3	SPAN 2115 or Clep
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	POLS	1113	American Government	3	[R] [W]
	SPCH	1113	Introduction to Speech	3	[R] [W]
	MATH	1513	College Algebra		[R] ICSM 0213 or ICSM 0235
OR			{Choose one}	3	
	MATH	1413	General College Math		[R] ICSM 0213 or ICSM 0235
Spring					
	TSTI	1113	Introduction to Interpreting	3	SPAN 2143
	TSTI	1123	Introduction to Translation	3	SPAN 2143
	TSTI	1213	Ethics and Business Practices	3	SPAN 2143
	ENGL	1213	English Composition II		ENGL 1113
OR			{Choose one}	3	
	ENGL	2333	Introduction to Technical Report Writing		ENGL 1113
			Elective	3	TSTI 1113 OR 1123
Summer					
			Elective	3	
Fall					
	TSTI	1133	Fundamentals of Translation	3	TSTI 1123
	TSTI	1143	Fund of Interpretation - Consecutive & Simultaneous	3	TSTI 1113 OR 1123
	TSTI	2113	Court Procedures	3	
	HIST	1483	U.S. History to 1865		[R] [W]
OR			{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
			Elective	3	
Spring					
	TSTI	2411	Practicum	1	Department head approval
	TSTI	2123	Fundamentals of Court Interpreting	3	TSTI 2113
	TSTI	2133	Interpreting in Legal Settings	3	TSTI 2123
			Elective	3	
			*Program Electives		
	CIS	1113	Computer Concepts w/Applications	3	ICSR 0033 or [R]
	BUS	2003	Small Business Management	3	
	SOC	1113	Introductory Sociology	3	[R] [W]
	SPCH	2723	Interpersonal Communication	3	[R] [W]
	SPAN	2123	Spanish for Heritage Speakers	3	SPAN 2115
	SPAN	2133	Intermediate Spanish II	3	SPAN 2115 OR Spanish CLEP score of 63
	TSTI	1223	Technology for Translator & Interpreters	3	TSTI 1113 OR 1123
	TSTI	1233	Vocabulary Acquisition & Terminology Research	3	SPAN 2143
	TSTI	2450	Language Immersion	1-6	SPAN 2143

*Other courses may be substituted with departmental approval except for general education courses.

Total to Graduate   63   Credit hours

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 Contact:

Lynn Thomas and Sarah Stringfield, Division Advisors, Department of Arts & Sciences, Learning Resources Building, Room LRC 330, LRC 346, 900 N Portland Avenue, Oklahoma City, OK 73107, 405-945-6787 or 405-945-8688, lynnmt@osuokc.edu or stringfield@osuokc.edu.

Graduation requires 63 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Program # 100 2014-2015

Business Administration

Enterprise Development AS

Business Administration Option

Division of Business Administration

Specialized Course Requirements				
	Course ID	Course Title	Credits	Prerequisites
	ACCT 2103	Financial Accounting	3	ICSR 0033
	ACCT 2203	Managerial Accounting	3	ACCT 2103
	ECON 2013	Introduction to Macroeconomics	3	Math proficiency is suggested
	ECON 2023	Introduction to Microeconomics	3	Math proficiency is suggested
	BUS 2023	Business Statistics	3	MATH 1513 College Algebra or equivalent
	MKT 2273	Principles of Marketing	3	
	BUS 2052	Adv. Tech Problems-Business Capstone	2	Instructor approval
	BUS 2753	Business Internship	3	Sophomore standing and departmental approval

General Education Requirements				
Communications				
	ENGL 1113	English Composition I	3	[R] [W] ICSW 0123
	ENGL 1213	English Composition II	3	ENGL 1113
	SPCH 1113	Introduction to Speech Communication	3	[R] [W]
Political Sciences				
	HIST 1483	U.S. History to 1865		[R] [W]
	OR	{Choose one}	3	
	HIST 1493	U.S. History Since 1865		[R] [W]
	POLS 1113	American Government	3	[R] [W]
Mathematics (Select one of the following)				
	MATH 1413	General College Math	3	[R] ICSM 0213 or ICSM 0235
	MATH 1513	College Algebra	3	[R] ICSM 0213 or ICSM 0235
	STAT 2013	Elementary Statistics	3	MATH 1513 or equivalent [R]
Life Sciences (Select 3 or 4 credit hours) *One science course with a lab is required*				
	BIOL 1303	Principles of Biology (taking lab is recommended)	3	[R] [SCI]
	BIOL 1404	Plant Biology	4	[R] [SCI] ICSM 0123
	MCRO 2124	Introduction to Microbiology	4	Four hours of biological or physiological science and CHEM 1214 or CHEM 1314.
	BIOL 2214	Human Anatomy	4	[R] [SCI] Math0123
	PSIO 2314	Human Physiology	4	CHEM 1214 or CHEM 1314
Physical Sciences (Select 4 credit hours)				
	CHEM 1214	Chemistry	4	[R] [SCI] MATH 0123
	CHEM 1314	General Chemistry	4	MATH 1513 and CHEM 1104 or completed High School Chemistry
	GEOL 1114	Physical Geology	4	[R] [M] [SCI]
	PHYS 1204	General Physical Science	4	[R] [M] [SCI]
	PHYS 1114	General Physics	4	[R] [SCI] MATH 1513. MATH 1613 recommended OR MATH 1715
Humanities (Humanities designated coursework only)				
Soc. Sci. or World Language (Select 6 credit hours)*				
	PSYC 1113	Introductory Psychology	3	[R] [W]
	SOC 1113	Introductory Sociology	3	[R] [W]
		World Language	3	
		Any College level Computer Science Course*	3	

Total to Graduate   60-61   Credit hours

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 Contact:

Roberta Hollen, Division Advisor, Division of Business Administration, Business Technologies Building, BT 309, 900 N Portland Avenue, Oklahoma City, OK 73107, 405-945-3282, hollen@osuokc.edu or businessadmin@osuokc.edu.

Graduation requires 60 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #888 2014-2015

Accounting AAS

Division of Business Administration

First Semester

	Course ID		Course Title	Credits	Prerequisites
	ACCT	2103	Financial Accounting	3	[R] or ICSR 0033
	BUS	1011	Business Ethics	1	
	CIS	1113	Computer Concepts with Applications		ICSR 0033
	OR		{Choose one}	3	[R]
	CIS	1503	Microcomputer Applications-Microsoft Office		
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	HIST	1483	U.S. History to 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	ACCT	2001	Payroll Accounting (sp)	1	ACCT 1002 or ACCT 2103
	ACCT	2043	Computerized Accounting (sp)	3	ACCT 2103 AND CIS 1113
	ACCT	2203	Managerial Accounting	3	ACCT 2103
	CIS	2263	Spreadsheet Applications	3	CIS 1113 or CIS 1503
	ECON	2013	Introduction to Macroeconomics	3	Math proficiency is suggested

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	ACCT	1333	Personal Finance	3	[R] [W]
	MGMT	2103	Principles of Management	3	[R]

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	ACCT	2423	Fundamentals of Income Tax (f)	3	ACCT 2103
	ACCT	2443	Intermediate Accounting I (f)	3	ACCT 2103
	POLS	1113	American Government	3	[R] [W]
	MATH	1513	College Algebra	3	[R] ICSM 0213 OR ICSM 0235

Fifth Semester

	Course ID		Course Title	Credits	Prerequisites
	ACCT	2543	Intermediate Accounting II (sp)	3	ACCT 2443.
	BUS	2023	Business Statistics	3	MATH 1513 College Algebra or equivalent
	BUS	2333	Business Law	3	
	HUMN	2203	Masterworks of Western Culture (Modern)	3	ENGL 1113
	SPCH	1113	Introduction to Speech Communications	3	[R] [W]

Sixth Semester

	Course ID		Course Title	Credits	Prerequisites
			Elective BUS, MGMT, MKT (Includes Internship)	3	
	BUS	2113	Business Communications	3	[R] [W]

Total to Graduate   65   Credit hours

Program Information

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:

Roberta Hollen, Division Advisor, Division of Business Administration, Business Technologies Building, BT 309, 900 N Portland Avenue, Oklahoma City, OK 73107, 405-945-3282, hollen@osuokc.edu or businessadmin@osuokc.edu.

Graduation requires 65 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #022 2014-2015

Management AAS

General Business Option

Division of Business Administration

	Course ID		Course Title	Credits	Prerequisites
First Semester					
	BUS	1011	Business Ethics	1	
	CIS	1113	Computer Concepts with Applications	3	[R]
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	HIST	1483	U.S. History to 1865		
	OR		{Choose one}	3	[R] [W]
	HIST	1493	U.S. History Since 1865		
	MGMT	2103	Principles of Management	3	[R]
Second Semester					
	ACCT	2103	Financial Accounting	3	[R] [W]
	ENGL	1213	English Composition II	3	ENGL 1113
	SPCH	1113	Introduction to Speech Communications	3	[R] [W]
			MGMT Elective	3	
Third Semester					
	BUS	2113	Business Communications	3	ENGL 1113 or Instructor Approval
	PSYC	1113	Introductory Psychology		
	OR		{Choose one}	3	[R] [W]
	SOC	1113	Introductory Sociology		
Fourth Semester					
	CIS	1503	Microcomputer Applications - Microsoft Office	3	[R]
	MKT	2273	Principles of Marketing	3	
			MGMT Elective	3	
			Elective ACCT, BUS, CIS, ECON, ITD,GDD, MGMT or MKT	3	
			Elective ACCT, BUS, CIS, ECON, ITD,GDD, MGMT or MKT	3	
Fifth Semester					
	ECON	2013	Introduction to Macroeconomics	3	Math proficiency is suggested
	MATH	1413	General College Math	3	[R] ICSM 0213 or ICSM 0235
			Elective ACCT, BUS, CIS, ECON, ITD, GDD, MGMT or MKT	3	
			MGMT Elective	3	
Sixth Semester					
	POLS	1113	American Government	3	[R] [W]
			Elective ACCT, BUS, CIS, ECON, ITD,GDD, MGMT or MKT	3	

Total to Graduate **64** Credit hours

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, Division of Business Administration, Business Technologies Building, BT 309, 900 N Portland Avenue, Oklahoma City, OK 73107, 405-945-3282, hollen@osuokc.edu or businessadmin@osuokc.edu.

Graduation requires 64 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information. Program # 053 2014-2015

Management AAS

Management Option

Division of Business Administration

First Semester

	Course ID		Course Title	Credits	Prerequisites
	BUS	1011	Business Ethics	1	
	CIS	1113	Computer Concepts with Applications		
	OR		{Choose one}	3	[R]
	CIS	1503	Microcomputer Applications - MS Office		
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	HIST	1483	U.S. History to 1865		
	OR		{Choose one}	3	[R] [W]
	HIST	1493	U.S. History Since 1865		
	MGMT	2103	Principles of Management	3	[R]

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	ACCT	2103	Financial Accounting	3	[R] [W]
	ECON	2013	Introduction to Macroeconomics	3	Math proficiency is suggested
	ENGL	1213	English Composition II	3	ENGL 1113
	SPCH	1113	Introduction to Speech Communications	3	[R] [W]

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	BUS	2113	Business Communications	3	ENGL 1113 or Instructor Approval
	PSYC	1113	Introductory Psychology		
	OR		{Choose one}	3	[R] [W]
	SOC	1113	Introductory Sociology		

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	ACCT	2203	Managerial Accounting	3	ACCT 2103
	ECON	2023	Introduction to Microeconomics	3	Math proficiency is suggested
	MATH	1513	College Algebra	3	[R] ICSM 0213 or ICSM 0235
			Elective BUS, MGMT, MKT	3	

Fifth Semester

	Course ID		Course Title	Credits	Prerequisites
	MGMT	2913	Organizational Behavior	3	[R]
	POLS	1113	American Government	3	[R] [W]
	SCI		*4-hour science course with a lab*	4	
			Elective BUS, MGMT, MKT	3	

Sixth Semester

	Course ID		Course Title	Credits	Prerequisites
	BUS	2023	Business Statistics	3	MATH 1513 College Algebra or equivalent
	HUMN		Designated humanities courses	3	

Total to Graduate   62   Credit hours

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, Division of Business Administration, Business Technologies Building, BT 309, 900 N Portland Avenue, Oklahoma City, OK 73107, 405-945-3282, hollen@osuokc.edu or businessadmin@osuokc.edu.

Graduation requires 62 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program # 053 2014-2015

Management AAS

Marketing Option

Division of Business Administration

First Semester

	Course ID		Course Title	Credits	Prerequisites
	BUS	1011	Business Ethics	1	
	CIS	1113	Computer Concepts with Applications		
		OR	{Choose one}	3	[R]
	CIS	1503	Microcomputer Applications		
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	HIST	1483	U.S. History to 1865		
		OR	{Choose one}	3	[R] [W]
	HIST	1493	U.S. History Since 1865		
	MKT	2273	Principles of Marketing	3	

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1213	English Composition II	3	ENGL 1113
	POLS	1113	American Government	3	[R] [W]
	SPCH	1113	Introduction to Speech Communications	3	[R] [W]
			Elective BUS, MGMT, MKT	3	

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	ECON	2013	Introduction to Macroeconomics	3	Math proficiency is suggested
	PSYC	1113	Introductory Psychology		
		OR	{Choose one}	3	[R] [W]
	SOC	1113	Introductory Sociology		

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	ACCT	2103	Financial Accounting	3	[R] [W]
	ECON	2023	Introduction to Microeconomics	3	Math proficiency is suggested
	MATH	1513	College Algebra	3	[R] ICSM 0213 or ICSM 0235
			Elective BUS, MGMT, MKT	3	

Fifth Semester

	Course ID		Course Title	Credits	Prerequisites
	BIOL	1303	Principles of Biology	3	[R] [SCI] ICSM 0123
	BIOL	1311	Principles of Biology Laboratory	1	[R] [SCI] ICSM 0123
	BUS	2113	Business Communications	3	ENGL 1113 or Instructor Approval
	BUS	2023	Business Statistics	3	MATH 1513 College Algebra or equivalent
	HUMN		*Designated humanities courses*	3	ENGL 1113

Sixth Semester

	Course ID		Course Title	Credits	Prerequisites
	ACCT	2203	Managerial Accounting	3	ACCT 2103
	BUS	2753	Internship	3	Sophomore standing and departmental approval

Total to Graduate   62   Credit hours

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 of Applied Science

For More Information Contact:

Roberta Hollen, Division Advisor, Division of Business Administration, Business Technologies Building, BT 309, 900 N Portland Avenue, Oklahoma City, OK 73107, 405-945-3282, hollen@osuokc.edu or businessadmin@osuokc.edu.

Graduation requires 62 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program # 053 2014-2015

Non-Profit Management Certificate*

Division of Business Administration

First Semester					
	PSER	2293	Introduction to Non-Profit Organizations	3	None
	MGMT	2493	Non-Profit Management	3	None
	WRTG	2103	Intro. to Grant Writing and Administration	3	ENGL 1113
	MKT	2273	Principles of Marketing	3	None
	MGMT	2213	Human Resources Management		[R]
OR			{Choose one}	3	
	BUS	2003	Small Business Management		None
Second Semester					
	MGMT	2593	Fundraising & Development	3	None
	PSER	2223	Leadership & Group Dynamics	3	[R] [W]
	PSER	2023	Public Law	3	[R] [W]
	ACCT	2103	Financial Accounting	3	ICSR 0033
	BUS	2013	Introduction to IRS Form 990	3	None

Total to Graduate   30 Credit hours

Program Description

The Non-Profit Management certificate is made up of 30 credit hours: 18 credit hours are non-profit management program core classes and 12 credit hours are support and related courses reinforcing essential job functions and responsibilities. The certificate plan of study provides students with the knowledge and skill required within the non-profit management field. Many of the courses feed directly into all management degree options at OSU-OKC. The curriculum introduces the student to the non-profit organization, provides knowledge of management principles specific to a non-profit environment, and develops the skills necessary for fundraising and development, including grant writing and administration. Through hands-on experiential learning, students explore relationship with umbrella organizations, oversight boards, and the community, as well as participate in real-life learning scenarios that provide an introduction to the necessary non-profit IRS forms and financial accounting principles and processes.

Employment Information

Nationally, non-profit organizations employ 10% of the American workforce and are critical to American social and economic health. There are over 19,000 non-profits in Oklahoma and they employ 45% more people than the oil and gas industry. Additionally, 14 of the top 50 major employers in Oklahoma are non-profit organizations. A consistent concern of non-profit leaders is the need for employees who are not only public service minded, but also have strong business acumen. This certificate provides the opportunity for current non-profit employees to broaden their business knowledge and leadership skills, as well as a foundation for other interested in pursing a career in non-profit management.

Degree Awarded

Certificate

For More Information Contact:

Roberta Hollen, Division Advisor, Division of Business Administration, Business Technologies Building, BT 309, 900 N Portland Avenue, Oklahoma City, OK 73107, 405-945-3282, hollen@osuokc.edu or businessadmin@osuokc.edu.

Graduation requires 30 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program # 117 2014-2015

*Pending Regents Approval

*As of date this program has not been approved by the Dept. of Education to be eligible for federal student aid.

Restaurant Management AAS

Baker Assistant Option

Division of Business Administration

First Semester

	Course ID		Course Title	Credits	Prerequisites
	+CUA	1114	Culinary Basic Skills	4	
	+CUA	1124	Culinary Intermediate Skills	4	

Second Semester

	+CUA	1214	Dining Room Management	4	
	+CUA	1224	Culinary Advanced Skills	4	

Third Semester

	+CUA	2112	Food Service and Sanitation	2	
	+CUA	2216	Food Service Management	6	
	+CUA	2133	Cost Control and Revenue Management	3	

Fourth Semester

	+CUA	2226	Culinary Arts Practicum	6	
	+CUA	2315	Baker Assistant Practicum	5	

General Education Requirements

	CIS	1113	Computer Concepts with Applications	3	ICSR 0033 or [R].
	+NSCI	1113	Basic Human Nutrition	3	
	ACCT	1333	Personal Finance	3	[R] [W]
	BUS	2003	Small Business Management	3	
	MGMT	2103	Principles of Management	3	[R]
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123.
	ENGL	1213	English Composition II		
	OR		{Choose one}	3	ENGL 1113.
	ENGL	2333	Introduction to Technical Report Writing		
	SPCH	1113	Introduction to Speech Communication		[R] [W]
	OR		{Choose one}	3	[R] [W]
	SPCH	2723	Interpersonal Communication		[R] [W]
	HIST	1483	U.S. History to 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
	POLS	1113	American Government	3	[R] [W]
	PSYC	1113	Introductory Psychology	3	[R] [W]

Total to Graduate 71 Credit hours

*International students must consult with the OSU-OKC Admissions office prior to enrolling in this program.

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

For More Information Contact:

Roberta Hollen, Division Advisor, Division of Business Administration, Business Technologies Building, BT 309, 900 N Portland Avenue, Oklahoma City, OK 73107, 405-945-3282, hollen@osuokc.edu or businessadmin@osuokc.edu.

Graduation requires 71 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program # 107 2014-2015

Restaurant Management AAS

Banquet Caterer Option

Division of Business Administration

First Semester				
	Course ID		**Course Title**	**Credits**	**Prerequisites**
+CUA	1114	Culinary Basic Skills	4	
+CUA	1124	Culinary Intermediate Skills	4	
Second Semester				
+CUA	1214	Dining Room Management	4	
+CUA	1224	Culinary Advanced Skills	4	
Third Semester				
+CUA	2112	Food Service and Sanitation	2	
+CUA	2216	Food Service Management	6	
+CUA	2133	Cost Control and Revenue Management	3	
Fourth Semester				
+CUA	2226	Culinary Arts Practicum	6	
+CUA	2315	Banquet Caterer Practicum	5	
General Education Requirements				
CIS	1113	Computer Concepts with Applications	3	ICSR 0033 or [R].
+NSCI	1113	Basic Human Nutrition	3	
ACCT	1333	Personal Finance	3	[R] [W]
BUS	2003	Small Business Management	3	
MGMT	2103	Principles of Management	3	[R]
ENGL	1113	English Composition I	3	[R] [W] ICSW 0123.
ENGL	1213	English Composition II		
OR		{Choose one}	3	ENGL 1113.
ENGL	2333	Introduction to Technical Report Writing		
SPCH	1113	Introduction to Speech Communication		[R] [W]
OR		{Choose one}	3	[R] [W]
SPCH	2723	Interpersonal Communication		[R] [W]
HIST	1483	U.S. History to 1865		[R] [W]
OR		{Choose one}	3	
HIST	1493	U.S. History Since 1865		[R] [W]
POLS	1113	American Government	3	[R] [W]
PSYC	1113	Introductory Psychology	3	[R] [W]

Total to Graduate   **71**   **Credit hours**

*International students must consult with the OSU-OKC Admissions office prior to enrolling in this program.

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 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

For More Information Contact:

Roberta Hollen, Division Advisor, Division of Business Administration, Business Technologies Building, BT 309, 900 N Portland Avenue, Oklahoma City, OK 73107, 405-945-3282, hollen@osuokc.edu or businessadmin@osuokc.edu.

Graduation requires 71 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program # 107 2014-2015

HEALTH SCIENCES

Cardiovascular Ultrasound AAS

Division of Health Sciences

	Course ID		Course Title	Credits	Prerequisites*
First Semester-Spring(prerequistes must be completed prior to acceptance into program)					
	MATH	1513	College Algebra	3	[R] ISCM 0213 or ICSM 0235
	ENGL	1113	English Composition I	3	[R] [W]
	BIOL	1515	Human Anatomy and Physiology	5	[R] [Sci] ICSM 0123
	BIOL	1012	Biological and Medical Terminology	2	[R] [Sci]
Summer Semester					
	PHYS	1114	General Physics I	4	[R] [Sci]MATH 1513
Fall Semester-Acceptance into program required for SON classes.					
	SON	1103	Cardiovascular Ultrasound I	3	Acceptance into the program
	SON	1153	Patient Care, Medical Ethics & Law	3	Acceptance into the program
	SON	2313	Cardiovascular Concepts	3	Acceptance into the program
	ENGL	1213	English Composition II		[R] [W] ENGL 1113
OR		{Choose one}	3		
	ENGL	2333	Technical Report Writing		ENGL 1113
Spring Semester					
	SON	1113	Ultrasound Physics and Instrumentation I	3	Acceptance into the program
	SON	1203	Cardiovascular Ultrasound II	3	Acceptance into the program
	SON	1253	Clinical Experience I	3	Acceptance into the program
	POLS	1113	American Government	3	[R] [W]
Summer Semester					
	SON	2253	Clinical Experience II	3	Acceptance into the program
Fall Semester					
	SON	1213	Ultrasound Physics and Instrumentation II	3	Acceptance into the program
	SON	2303	Cardiovascular Ultrasound III	3	Acceptance into the program
	SON	2353	Clinical Experience III	3	Acceptance into the program
	HIST	1483	U.S. History to 1865		[R] [W]
OR		{Choose one}	3		
	HIST	1493	U.S. History Since 1865		[R] [W]
Spring Semester					
	SON	2403	Cardiovascular Ultrasound IV	3	Acceptance into the program
	SON	2453	Clinical Experience IV	3	Acceptance into the program

* College level placement may exempt from remedial classes. Total to Graduate 62 Credit hours

Program Description

The cardiovascular sonographer performs diagnostic exams of the heart and blood vessels of the body. This degree field includes instruction in echocardiography and vascular sonography. The A.A.S. degree will prepare the graduates to enter the workforce as cardiovascular sonographers. Degreed graduates will have the skills and knowledge base needed to sit for their national registry board exams in both echocardiography and vascular sonography. The program includes the abdominal ultrasound training of the following areas: Abdominal aorta, limited abdominal, renal ultrasound, renal artery stenosis scans, portal hypertension and hepatic ultrasound scans. The application deadline is the last weekday in May, annually.   Application information is available on the OSU-OKC website at www.osuokc.edu/cardiovascular.

Employment Information

According to the U.S. Department of Labor, Bureau of Labor Statistics, "the employment of diagnostic medical sonographers is expected to grow by 44 percent between 2010 and 2020, much faster than the average for all occupations.   As ultrasound technology evolves, it will become a more common method used to assist in diagnosing medical conditions, favored over more invasive procedures." According to the Society of Diagnostic Medical Sonographers (SDMS), cardiac and vascular sonographers report the highest average median incomes of any of the routinely credentialed fields of sonography. The median national salary for echocardiographers and vascular sonographers in 2013 was $80,000 and $78,000, respectively.   Furthermore, entry level associate program graduates average only $1000 less annually than entry level baccalaureate degree graduates, despite a considerable difference in the typical semester credit hour load. A.A.S. to B.S opportunities exist for future career advancement (Source: 2013 Society of Diagnostic Medical Sonographers Salary and Benefits Survey).

Degree Awarded

Associate in Applied Science in Cardiovascular Ultrasound

For More Information Contact:

Leigha Nottingham, Health Sciences Division Academic Advisor, Health Technologies, room 205D, Oklahoma City, OK 73107, 405-945-3313, Leigha@osuokc.edu.

Graduation requires 62 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #098 2014-2015

Dietetic Technology AAS

Division of Health Sciences

Fall -Acceptance into program required for DT classes except for DT 1001 & DT 1202

	Course ID		Course Title	Credits	Prerequisites*
	BIOL	1515	Human Anatomy and Physiology	5	[R] [Sci] ICSM 0123
	BIOL	1012	Biological and Medical Terminology	2	[R] [Sci]
	NSCI	1113	Basic Human Nutrition	3	
	DT	1001	Orientation to Dietetics	1	[R]
	DT	1013	Food Preparation	3	Acceptance into DT program
	ENGL	1113	English Composition I	3	[R] [W]
	DT	1101	Food Service Operations	1	

Spring

	Course ID		Course Title	Credits	Prerequisites*
	DT	1102	Nutrition Assessment	2	Acceptance into DT program; NSCI 1113
	DT	1202	Life Cycle Nutrition	2	NSCI 1113
	DT	1233	Practicum - Life Cycle	3	Acceptance into DT program
	DT	1003	Dietetics and Food Service Management	3	Acceptance into DT program
	CHEM	1214	Chemistry I		
	OR		{Choose one}	4	
	CHEM	1314	General Chemistry I -		MATH 1513

Summer

	Course ID		Course Title	Credits	Prerequisites*
	DT	1213	Medical Nutrition Therapy I	3	DT 1102
	DT	2112	Food Financial Management	2	DT 1003

Fall

	Course ID		Course Title	Credits	Prerequisites*
	ENGL	1213	English Composition II		
	OR		{Choose one}	3	Engl1113
	ENGL	2333	Technical Report Writing		
	POLS	1113	American Government	3	[R] [W]
	DT	1313	Medical Nutrition Therapy II	3	DT 1213
	DT	1303	Nutrition in the Community	3	Acceptance into DT program
	DT	1323	Practicum - Community Nutrition	3	Acceptancen into DT program
	MATH	1000	Any 1000-level Math Course	3	

Spring

	Course ID		Course Title	Credits	Prerequisites*
	HIST	1483	U.S. History to 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
	SOC	1113	Introductory Sociology		[R] [W]
	OR		{Choose one}	3	
	PSYC	1113	Introductory Psychology		[R] [W]
	DT	2213	Medical Nutrition Therapy III	3	DT 1313
	DT	2223	Medical Nutrition Therapy III Practicum	3	Acceptance into DT program
	DT	1012	Practicum - Food Management	2	
	DT	2402	Dietetic Exam Prep	2	Acceptance into DT program

*College level placement may exempt from remedial classes.   **Total to Graduate**   **71** Credit hours

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 Accreditation Council for Education in Nutrition and Dietetics, (ACEND). 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. Application information is available on the OSU-OKC website at www.osuokc.edu/dietetic .

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 Contact:

Leigha Nottingham, Health Sciences Division Academic Advisor, Health Technologies, room 205D, Oklahoma City, OK 73107, 405-945-3313, Leigha@osuokc.edu.

Graduation requires 71 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #105 2014-2015

Health Care Administration AS

Division of Health Sciences

Suggested Sequencing

First Semester

	Course ID		Course Title	Credits	Prerequisites*
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	MATH	1413	General College Math	3	[R] ICSM 0213 or ICSM 0235
	HIST	1483	U.S. History to 1865		
	OR		{Choose one}	3	[R] [W]
	HIST	1493	U.S. History since 1865		
			Guided Elective** (Select a 3 credit hour from the list below)	3	
	HCM	1173	Third Party Pay/ Health Care Issues	3	None

Second Semester

	Course ID		Course Title	Credits	Prerequisites*
	HCM	1143	Health Care Systems and Operations	3	None
	HCM	1153	Medico-Legal Principles and Ethical Issues	3	None
	POLS	1113	American Government	3	[R] [W]
	PSYC	1113	Introductory Psychology	3	[R] [W]
	ENGL	1213	English Composition II	3	ENGL 1113
			Humanities Elective	3	See course description

Third Semester

	Course ID		Course Title	Credits	Prerequisites*
	SPCH	1113	Introduction to Speech Communication		
	OR		{Choose one}	3	[R] [W]
	SPCH	2723	Interpersonal Communications		
			Humanities Elective**	3	See course description
	HCM	1183	Health Care Coding and Billing	3	None
	HCM	2163	Health Care Management	3	None
			Science course***Any College-level science course with a lab	4	

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites*
	HCM	2173	Health Care Human Resource Management	3	HCM 2163
	HCM	2193	Health Care Provider Relations	3	None
			Guided Elective**(Select a 3 credit hour from the list below)	3	
	SOC	1113	Introduction to Sociology	3	[R] [W]
			Science****Any College-level science course	3	See course description
			Guided Elective (Select 6 credit hours to fulfill Guided Electives above)		
	BUS	2333	Business Law	3	None
	HCM	2233	Health Care Internship or Project Mgmt	3	HCM 2163 and HCM 2173 and HCM 1143 **FINAL SEMESTER**
	BIOL	1012	Biological and Medical Terminology	2	[R] [SCI]
	BUS	1011	Business Ethics	1	None
			Any ACCT, CIS or MGMT course		See course description

***Any College-level science courses (one must be with a science lab)Totals 7 Credit hours

*College level placement may exempt from remedial classes.   **Total to Graduate**   **64**   **Credit hours**

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. This degree may be completed totally online.

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:

Leigha Nottingham, Health Sciences Division Academic Advisor, Health Technologies, room 205D, Oklahoma City, OK 73107, 405-945-3313, Leigha@osuokc.edu.

Graduation requires 64 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #071 2014-2015

Nurse Science AAS

Division of Health Sciences

First Semester (pre-requisites must be completed prior to NURS 1118

	Course ID		Course Title	Credits	Prerequisites*
	NSCI	1113	Introduction to Nutrition	3	
	ENGL	1113	Freshman Composition I	3	[R] [W] ENGL 0123
	CHEM	1214	Chemistry I		[R] (M) (Sci)
OR			{Choose one}	3	
	CHEM	1314	General Chemistry		MATH 1513 and CHEM 1104 or completed HS Chemistry
	PSYC	1113	Introductory Psychology	3	[R] [W]

Second Semester- Acceptance into program required for NURS classes

	Course ID		Course Title	Credits	Prerequisites*
	NURS	1118	Foundations of Nursing	8	CHEM 1214 or CHEM 1314, NSCI 1113, ENGL 1113, PSYC 1113. Co-requisites: BIOL 1214, PSYC 2213, NURS 1121
	NURS	1121	Intro to Pharmacology	1	CHEM 1214 or CHEM 1314, NSCI 1113, ENGL 1113, PSYC 1113. Co-requisites: BIOL 1214, PSYC 2213, NURS 1118
	BIOL	2214	Human Anatomy & Lab	4	[R] [Sci] ICSM
	PSYC	2213	Lifespan Human Development	3	PSYC 1113

Third Semester

	Course ID		Course Title	Credits	Prerequisites*
	NURS	1148	Nursing Concepts Across the Lifespan	8	BIOL 1214, PSYC 2213, NURS 1121, NURS 1118. Co-requisites: PSIO 2314, ENGL 1213
	PSIO	2314	Human Physiology	4	CHEM 1214 or CHEM 1314
	ENGL	1213	Freshman Composition II	3	ENGL 1113

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites*
	NURS	2218	Nursing Concepts and Care for Vulnerable Populations	8	PSIO 2314, ENGL 2113, NURS 1148. Co-requisites: MSRO 2124, POLS 1113
	MCRO	2124	Intro to Microbiology	4	CHEM 1214 or CHEM 1314
	POLS	1113	Political Science	3	[R] [W]

Fifth Semester

	Course ID		Course Title	Credits	Prerequisites*
	NURS	2258	Complex Nursing Concepts	8	MCRO 2124, POLS 1113, NURS 2218. Co-requisites: HIST 1483 or HIST 1493, NURS 2342
	NURS	2342	Transition to Professional Practice	2	MCRO 2124, POLS 1113, NURS 2218. Co-requisites: HIST 1483 or HIST 1493, NURS 2258
	HIST	1483	U.S. History		
OR			{Choose one}	3	[R] [W]
	HIST	1493	U.S. History		

Total to Graduate   72   Credit hours

Program Description

The Nurse Science Department offers a program of study leading to the Associate in Applied Science. The program is accredited by the ACEN, Accreditating Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, www.acenursing.org. The OSU-Oklahoma City Nursing program is approved by the Oklahoma Board of Nursing, 2915 N Classen, Suite 524, Oklahoma City, OK 73106, ok.gov/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 72-credit hours which includes classroom and laboratory instruction on campus as well as supervised clinical experience in affiliated health agencies. All required documents must be in the nursing office by the specified deadlines for the fall and spring semesters. Application information is available on the OSU-OKC website at www.osuokc.edu/nursing.

Employment Information

Upon successful completion of the degree program and NCLEX, you will be eligible for employment as a registered nurse helping people in a lifelong career that provides both personal satisfaction and a good income. According to the U. S. Bureau of Labor Statistics, employment of RNs is projected to grow 19 percent from 2012 to 2022, faster that than the average for all occupations. The median national salary for RNs is $65,470.

Degree Awarded

Associate in Applied Science

For More Information Contact:

Leigha Nottingham, Health Sciences Division Academic Advisor, Health Technologies, room 205D, Oklahoma City, OK 73107, 405-945-3313, Leigha@osuokc.edu.

Graduation requires 72 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #014 2014-2015

Radiologic Technology AAS

Division of Health Sciences

First Semester

	Course ID		Course Title	Credits	Prerequisites*
	ENGL	1113	English Composition I	3	[R] [W]
	MATH	1513	College Algebra	3	[R] [W]
	POLS	1113	American Government	3	[R] [W]
	PSYC	1113	Introductory Psychology	3	[R] [W]

Second Semester

	Course ID		Course Title	Credits	Prerequisites*
	BIOL	1012	Biological and Medical Terminology	2	[R] [Sci]
	ENGL	1213	English Composition II		ENGL1113
	OR		{Choose one}	3	
	SPCH	1113	Introduction to Speech Communications		[R] [W]
	HIST	1483	U.S. History to 1865		
	OR		{Choose one}	3	[R] [W]
	HIST	1493	U.S. History Since 1865		
	BIOL	1515	Human Anatomy and Physiology	5	[R] [Sci] ICSM0123

Third Semester (Fall) -pre-requisites must be completed and acceptance into program

	Course ID		Course Title	Credits	Prerequisites*
	RAD	1113	Introduction to Radiologic Science and Health Care	3	Acceptance to the program
	RAD	1124	Patient Care Procedures in Radiologic Sciences	4	Acceptance to the program
	RAD	1333	Principals of Imaging	3	Acceptance to the program

Fourth Semester (Spring)

	Course ID		Course Title	Credits	Prerequisites*
	RAD	1235	Radiographic Procedures I	5	Acceptance to the program
	RAD	1323	Digital Image Acquisition and Display	3	Acceptance to the program
	RAD	1343	Radiologic Clinical Practice I	3	Acceptance to the program

Fifth Semester (Fall)

	Course ID		Course Title	Credits	Prerequisites*
	RAD	2114	Imaging Equipment	4	Acceptance to the program
	RAD	2433	Radiologic Clinical Practice II	3	Acceptance to the program
	RAD	2235	Radiographic Procedures II	5	Acceptance to the program

Sixth Semester (Spring)

	Course ID		Course Title	Credits	Prerequisites*
	RAD	2333	Advanced Modalities	3	Acceptance to the program
	RAD	2223	Radiation Biology and Protection	3	Acceptance to the program

*College level placement may exempt from remedial classes.   Total to Graduate   64 Credit hours

* A minimum grade of "C" or better is required in all courses required for the degree

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.

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.

For More Information Contact:

Leigha Nottingham, Health Sciences Division Academic Advisor, Health Technologies, room 205D, Oklahoma City, OK 73107, 405-945-3313, Leigha@osuokc.edu.

Graduation requires 64 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Program #099 2014-2015

Certified Nursing Assistant*

Division of Health Sciences

First Semester

	Course ID		Course Title	Credits	Prerequisites
	NURS	1118	Foundation of Nursing Concepts	8	CHEM 1214 or CHEM 1314, NSCI 1113, ENGL 1113, PSYC 1113. Co-requisites: BIOL 2214, PSYC 2213, NURS 1121.

Total to Graduate 8 Credit hours

Program Description

The Certified Nurse Aide certificate will be awarded upon completion of NURS 1118 Foundations of Nursing Concepts, which is a core nursing class. Students will complete all the requirements during the course and be given a Skills performance checklist with documentation of curriculum training. (attached) Once students complete the Training Exception Application and pass the written examination, they will be placed on the Oklahoma Nurse Aide Registry.

Employment Information

Upon successful completion of the Certified Nursing Assistant, you will be eligible to provide basic care for patients in hospitals and residents of long-term care facilities such as nursing homes. According to the U. S. Bureau of Labor Statistics, employment of CNAs is projected to grow 21 percent from 2012 to 2022, faster that than the average for all occupations because of the growing elderly population. The median national salary for CNAs is $24,420.

Degree Awarded

Certificate

For More Information Contact:

Leigha Nottingham, Health Sciences Division Academic Advisor, Health Technologies, room 205D, Oklahoma City, OK 73107, 405-945-3313, Leigha@osuokc.edu.

Program #115 2014-2015

**As of date this program has not been approved by the Dept. of Education to be eligible for federal student aid.

Nurse Science Practical Nurse Certificate*

Division of Health Sciences

First Semester (pre-requisites must be completed prior to NURS 1118				
	Course ID	Course Title	Credits	Prerequisites*
	NSCI 1113	Introduction to Nutrition	3	None
	ENGL 1113	Freshman Composition I	3	[R] [W] ENGL 0123
	CHEM 1214	Chemistry I		[R] (M) (Sci)
		OR	4	
	CHEM 1314	General Chemistry		MATH 1513 and CHEM 1104 or completed HS Chemistry
	PSYC 1113	Introductory Psychology	3	[R] [W]
Second Semester- Acceptance into program required				
	NURS 1118	Foundations of Nursing	8	CHEM 1214 or CHEM 1314, NSCI 1113, ENGL 1113, PSYC 1113. Co-requisites: BIOL 1214, PSYC 2213, NURS 1121
	NURS 1121	Intro to Pharmacology	1	CHEM 1214 or CHEM 1314, NSCI 1113, ENGL 1113, PSYC 1113. Co-requisites: BIOL 1214, PSYC 2213, NURS 1118
	BIOL 2214	Human Anatomy & Lab	4	[R] [Sci] Math 0123
	PSYC 2213	Lifespan Human Development	3	PSYC 1113
Third Semester				
	NURS 1148	Nursing Concepts Across the Lifespan	8	BIOL 1214, PSYC 2213, NURS 1121, NURS 1118. Co-requisites: PSIO 2314, ENGL 1213
	PSIO 2314	Human Physiology	4	CHEM 1214 or CHEM 1314
	ENGL 1213	Freshman Composition II	3	ENGL 1113

* A minimum grade of "C" or better is required in all courses required for the degree

Total to Graduate   **44 Credit hours**

Program Description

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. Application information is available on the OSU-Oklahoma City website at www.osuokc.edu/nursing.

Employment Information

Upon successful completion of the required courses and NCLEX-PN, you will be eligible for employment as a Licensed Practical Nurse (LPN) helping people in a lifelong career in a variety of different health care settings including hospitals, continuing care facilities, physician clinics, community health centers, urgent care centers and in clients' homes. According to the U. S. Bureau of Labor Statistics, employment of LPNs is projected to grow 25 percent from 2012 to 2022 with 182,900 new jobs over these 10 years. The median national salary for LPNs is $42,400.

Degree Awarded

Certificate

For More Information Contact:

Leigha Nottingham, Health Sciences Division Academic Advisor, Health Technologies, room 205D, Oklahoma City, OK 73107, 405-945-3313, Leigha@osuokc.edu.

Graduation requires 44 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #128 2014-2015

* Pending Regents' approval.

HUMAN SERVICES

Alcohol and Substance Abuse Counseling AS

Division of Human Services

First Semester

	Course ID		Course Title	Credits	Prerequisites
	CA	1103	Drug Abuse	3	
		XXX3	Any 3 hour of elective	3	
	ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
	PSYC	1113	Introductory Psychology	3	[R] [W]
	SOC	1113	Introductory Sociology	3	[R] [W]

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	POLS	1113	American Government	3	[R] [W]
	HIST	1483	U.S. History to 1865		
	OR		{Choose one}	3	[R] [W]
	HIST	1493	U.S. History Since 1865		
	ENGL	1213	English Composition II	3	ENGL 1113
		XXX3	Any 3 hour of elective	3	
	CA	1113	Helping Skills	3	CA 1103, PSYC 1113
	CA	1113	Helping Skills	3	CA 1103, PSYC 1113

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	MATH	1413	General Math		[R] ICSM 0213 or ICSM 0235
	OR		{Choose one}	3	
	MATH	1513	College Algebra		[R] ICSM 0213 or ICSM 0235
	HUMN	2103	Masterworks in Western Culture (Ancient)	3	ENGL 1113
		XXX3	Any 3 hour of elective	3	
	SOC	2123	Social Problems	3	SOC 1113
	CA	2213	Introduction to Group Dynamics	3	CA 1113

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	SPCH	1113	Introduction to Speech Communication	3	[R] [W]
	HUMN	2203	Masterworks in Western Culture (Modern)	3	HUMN 2103
	CA	2333	Chemical Abuse in the Family	3	CA 1113, CA 2213
	CA	2243	Practicum I (200)	3	CA 1103, CA 1113, CA 2213, CA 2123 Dept. head approval
	CA	2243	Practicum I (200)	3	CA 1103, CA 1113, CA 2213, CA 2123 Dept. head approval

Total to Graduate   63   Credit hours

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."

Degree Awarded

Associate in Science

For More Information Contact:

James Anderson, Human Services Academic Advisor, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-3248, jba@osuokc.edu.

Graduation requires 63 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Program #072 2014-2015

American Sign Language AS

Division of Human Services

First Semester

	Course ID		Course Title	Credits	Prerequisites
	ITP	1364	American Sign Language I	4	ITP 1212 or Concurrent Enrollment
	ITP	1212	Nonverbal Communication	2	[R] [W]
	HIST	1483	U.S. History to 1865		
	OR		{Choose one}	3	[R] [W]
	HIST	1493	U.S. History Since 1865		
	CIS		Choose any 3 credit hours college level computer course	3	
			Elective - choose a three credit hour course from the following prefixes:BUS,CIS,FIRE,HUMN, ITP, MATH, PLSC, SOC or SCI	3	

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	ITP	1374	American Sign Language II	4	ITP 1364
	ITP	1352	Fingerspelling I	2	ITP 1364
	ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
	POLS	1113	American Government	3	[R] [W]
	HUMN	2103	Masterworks in Western Culture (Ancient)	3	ENGL 1113
			Elective - choose a two or three credit hour course from the following prefixes:BUS,CIS,FIRE,HUMN, ITP, MATH, PLSC, SOC or SCI	2-3	

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	ITP	2413	American Sign Language III	3	ITP 1374
	HUMN	2203	Masterworks in Western Culture (Modern)	3	HUMN 2103
	PSYC	1113	Introductory Psychology	3	[R] [W]
	ENGL	1213	English Composition II	3	ENGL 1113
			Elective - choose a three credit hour course from the following prefixes:BUS,CIS,FIRE,HUMN, ITP, MATH, PLSC, SOC or SCI	3	
			Science-Any 7 credit hours of college level science. One course must include a lab	7	

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	ITP	2513	American Sign Language IV	3	ITP 2413
	SOC	1113	Introductory Sociology	3	[R] [W]
	MATH		Choose any 3 credit hour college level math course	3	

Total to Graduate   63   Credit hours

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:

James Anderson, Human Services Academic Advisor, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-3248, jba@osuokc.edu.

Graduation requires 63 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #073 2014-2015

Crime Victim/Survivor Services Certificate

Division of Human Services

	Course ID		Course Title	Credits	Prerequisites
	CVSS	1103	Victimology	3	[R] [W]
	CVSS	1113	Victim Services	3	CVSS 1103 (pre & corequisite)
	CVSS	2113	Abuse and Exploitation of Children	3	CVSS 1103 & CVSS 1113
	CVSS	2123	Rape and Sexual Assault	3	CVSS 1103 & CVSS 1113
	CVSS	2233	Domestic and Family Violence	3	CVSS 1103 & CVSS 1113
	ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
	POLS	1113	American Government	3	[R] [W]

Total to Graduate 21 Credit hours

Program Description

Americans are becoming more aware of crime and its effect on them and their communities. Individuals who are victimized, their families and the community need support and intervention from trained professionals in the areas of crisis assessment and management, prevention, intervention and victim advocacy. The Associate in Applied Science degree in Crime Victim/Survivor Services provides the education necessary for entry-level positions in the field of victim advocacy. The degree also provides an opportunity for those currently working in the field to maintain and/or upgrade their education, skills and training.

Employment Information

This certificate enhances the abilities of completers to work with victims of crime in a variety of settings, and fully integrates into the Crime Victim/Survivor Services Associate of Applied Sciences degree program.

Degree Awarded

Associate in Applied Science

For More Information Contact:

James Anderson, Human Services Academic Advisor, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-3248, jba@osuokc.edu.

Graduation requires 21 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #118 2014-2015

*Pending regents approval

**As of date this program has not been approved by the Dept. of Education to be eligible for federal student aid.

Crime Victim/Survivor Services AAS

Division of Human Services

First Semester

	Course ID		Course Title	Credits	Prerequisites
	CVSS	1103	Victimology	3	[R] [W]
	CVSS	1113	Victim Services	3	CVSS 1103 (pre & corequisite)
	ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
	POLS	1113	American Government	3	[R] [W]
	PSYC	1113	Introductory Psychology	3	[R] [W]

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	CVSS	1213	Grieving Process	3	PSYC 1113
	CVSS	2113	Abuse and Exploitation of Children	3	CVSS 1103 & CVSS 1113
	CVSS	2223	Legal Policy in Victim Services	3	CVSS 1103 & CVSS 1113
	CVSS	2323	Special Populations in Victim Services	3	CVSS 1103 & CVSS 1113
	CIS	XXX3	Any 3 credit hours from CIS college-level course work	3	

Third Semester

	Course ID		Course Title	Credits	Prerequisites
3	CVSS	2123	Rape and Sexual Assault	3	CVSS 1103 & CVSS 1113
3	CVSS	2333	Introduction to Crisis Intervention	3	CVSS 1103 & PSYC 1113
3	CVSS	2343	Current Trends in Victim Services	3	CVSS 1103 & CVSS 1113
3	CVSS	2413	Ethics	3	CVSS 1113
3	SOC	1113	Introductory Sociology	3	

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	CVSS	2233	Domestic and Family Violence	3	CVSS 1103 & CVSS 1113
	HIST	1483	U.S. History to 1865		
	OR		{Choose one}	3	[R] [W]
	HIST	1493	U.S. History Since 1865		
	CVSS	2313	Stress Management for Service Providers	3	
	SPCH	2723	Interpersonal Communication	3	[R] [W]

Fifth Semester

	Course ID		Course Title	Credits	Prerequisites
	CVSS	2511	Professional Principles	1	Concurrent Enrollment in CVSS 2512 & Dept. Head Approval
	CVSS	2512	Occupational Proficiency	2	Concurrent Enrollment in CVSS 2511 & Dept. Head Approval
	CVSS	2513	Practicum	3	12 credit hours of CVSS courses & Dept. head approval

Total to Graduate   **63**   **Credit hours**

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.

Employment Information

Graduates qualify for entry level positions in the criminal justice system, victims units in state agencies, and community organizations serving victims of crime.

Degree Awarded

Associate in Applied Science

For More Information Contact:

James Anderson, Human Services Academic Advisor, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-3248, jba@osuokc.edu.

Graduation requires 63 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Program #077 2014-2015

Early Care Education AAS
Master Teacher Option
Division of Human Services

First Semester

	Course ID		Course Title	Credits	Prerequisites
	ECCD	1101	The Early Care Professional	1	
	ECCD	1123	Foundations of Early Childhood Education and Care	3	
	ECCD	1133	Child Health, Safety and Nutrition	3	ECCD 1101 & ECCD 1103 or ECCD 1123
	ENGL	1113	English Composition I	3	
	POLS	1113	American Government	3	

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	ECCD	2013	Play and Developmentally Appropriate Practices	3	
	ECCD	1243	Observing and Assessing the Young Child	3	ECCD 1101 and ECCD 1123. Next course in sequence: ECCD 2113
	ECCD	2113	Child Development	3	ECCD 1101 and ECCD 1103 or ECCD 1123.
	SPCH	1113	Introduction to Speech Communication	3	
	PSYC	1113	Introductory Psychology	3	

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	ECCD	2133	Infant/Toddler Programming	3	Concurrent Enrollment: ECCD 1101 and ECCD 1103 or ECCD 1123
	ECCD	2143	Cog. and Language Development in Infants & Toddlers	3	Concurrent Enrollment: ECCD 1101 and ECCD 1103 or ECCD 1123
	ECCD	2233	Child Guidance, Behavior and Classroom Management	3	ECCD 2113 and ECCD 1103 or ECCD 1123/concurrent enrollment
	HIST	1483	U.S. History to 1865		
	OR		{Choose one}	3	[R] [W]
	HIST	1493	U.S. History Since 1865		

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	ECCD	2153	Social and Emotional Develop in Infants and Toddlers	3	Prerequisite or concurrent enrollment: ECCD 1101.
	ECCD	2163	Physical Development and Creative Expressions	3	Prerequisite or concurrent enrollment: ECCD 1101.
	ECCD	2243	Curriculum Development and Program Planning	3	ECCD 1123 and ECCD 2113.
			Choose one of the following 3 credit hour HUMN courses		
	HUMN	1803	Introduction to Art (H)	3	ENGL 1113
	HUMN	2103	Masterworks of Western Culture/Ancient & Medieval	3	ENGL 1113
	HUMN	2203	Masterworks of Western Culture/Modern (H)	3	ENGL 1113

Fifth Semester

	Course ID		Course Title	Credits	Prerequisites
	ECCD	2123	Child and Family in the Community	3	ECCD 1101 and ECCD 1103 or ECCD 1123.
	ECCD	2213	Inclusion in Early Care Education	3	ECCD 2113 and ECCD 1103 or ECCD 1123/ concurrent enrollment
	ECCD	2412	Practicum	2	Must have approval by department head.
	CVSS	2113	Abuse and Exploitation of Children	3	ECCD 1103 or Concurrent Enrollment

Sixth Semester

	Course ID		Course Title	Credits	Prerequisites
	ECCD	2513	Occupational Proficiency	3	ECCD 2113 and ECCD 1103 or ECCD 1123/ concurrent enrollment

Total to Graduate   **66**   Credit hours

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. 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:

James Anderson, Human Services Academic Advisor, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-3248, jba@osuokc.edu.

For Scholarship Criteria Contact:

Jeff Rosson, Scholarship Coordinator, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-9168, rossonj@osuokc.edu.

*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 ECCD

Early Care Education AAS

Administration Option

Division of Human Services

First Semester

	Course ID		Course Title	Credits	Prerequisites
	ECCD	1101	The Early Care Professional	1	This course is the GATEWAY for all ECCD courses and should be taken prior to OR concurrently with the remaining early care education courses.
	ECCD	1103	Intro to Child Care Management	3	ECCD 1101 or concurrent enrollment
	ECCD	1113	Personnel Supervision		
	OR		{Choose one}	3	ECCD 1103 or concurrent enrollment
	ECCD	1153	Program & Facilities Mgmt. for Family Child Care Homes		
	ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
	POLS	1113	American Government	3	[R] [W]

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	ECCD	1141	Child Passenger Safety & Transportation	1	
	ECCD	1133	Child Health, Safety and Nutrition	3	ECCD 1101 or concurrent enrollment
	ECCD	1233	Communication, Leadership & Technology	3	ECCD 1101 or concurrent enrollment
	SPCH	1113	Introduction to Speech Communication	3	[R] [W]
	PSYC	1113	Introductory Psychology	3	[R] [W]

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	ECCD	2113	Child Development	3	ECCD 1101
	ECCD	2223	Liability, Ethics and Advocacy	3	ECCD 1103 or ECCD 1123 or concurrent enrollment
	ECCD	2133	Infant/Toddler Programming	3	ECCD 1101 or concurrent enrollment
	HIST	1483	U.S. History to 1865		
	OR		{Choose one}	3	[R] [W]
	HIST	1493	U.S. History Since 1865		

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	ECCD	2213	Inclusion in Early Care Education	3	ECCD 1101
	ECCD	2412	Practicum	2	Department head approval
	ECCD	2233	Child Guidance, Behavior and Classroom Management	3	ECCD 1101 or concurrent enrollment
			Choose one of the following courses for 3 credit hours of Humanities		
	HUMN	1803	Introduction to Art (H)	3	ENGL 1113
	HUMN	2103	Masterworks of Western Culture/Ancient & Medieval	3	ENGL 1113
	HUMN	2203	Masterworks of Western Culture/Modern (H)	3	ENGL 1113

Fifth Semester

	Course ID		Course Title	Credits	Prerequisites
	ECCD	2123	Child and Family in the Community	3	ECCD 2013 or concurrent enrollment
	ECCD	2323	Budget Development and Finance Management		
	OR		{Choose one}	3	ECCD 1113 or ECCD 1153 or concurrent enrollment
	ECCD	2353	Basic Budgeting & Rec. Keeping for Fam. Child Care Homes		
	CVSS	2113	Abuse and Exploitation of Children	3	CVSS 1103 and CVSS 1113
	ECCD	2013	Play and Developmentally Appropriate Practices	3	ECCD 1101 or concurrent enrollment

Sixth Semester

	Course ID		Course Title	Credits	Prerequisites
	ECCD	2513	Occupational Proficiency	3	Department head approval

Total to Graduate   **64**   Credit hours

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.

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.

Degree Awarded

Associate in Applied Science

Cooperative Agreement

This program is part of a cooperative agreement between OSU-Oklahoma City and Metro Technology Centers.

For More Information Contact:

James Anderson, Human Services Academic Advisor, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-3248, jba@osuokc.edu.

*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 ECCD

Certificate of Mastery in Early Care Education Administration

Child Care Center Option

Division of Human Services

	Course ID		Course Title	Credits	Prerequisites
First Semester					
1	ECCD	1101	Early Care Professional	1	
1	ECCD	1103	Intro to Child Care Management	3	
1	ECCD	1113	Personnel Supervision	3	ECCD 1103 or concurrent enrollment
1	ECCD	2013	Play & Developmentally Appropriate Practices	3	Pre or Concurrent Enrollment: ECCD 1101 & 1103 or ECCD 1123
Second Semester					
2	ECCD	1233	Communication, Leadership & Technology	3	ECCD 1101, ECCD 1103, ECCD 1123
2	ECCD	2223	Liability, Ethics and Advocacy	3	ECCD 1101, ECCD 1103, ECCD 1123
2	ECCD	2323	Budget Development and Finance Management	3	ECCD 1101 & ECCD 1123
2	ECCD	1133	Child, Health, Safety and Nutrition	3	ECCD 1101, ECCD 1103, ECCD 1123
			Choose any one of the electives listed below:	3	
Third Semester					
3	ECCD	2113	Child Development	3	ECCD 1101, ECCD 1103, ECCD 1123
3	ECCD	2233	Child Guidance, Behavior and Management	3	ECCD 2113, ECCD 1103 ECCD 1123
			Choose any one of the electives listed below:	3	
			Elective choices for second and third semester:		
	ECCD	2133	Infant/Toddler Programming	3	ECCD 2113, ECCD 1103 or ECCD 1123/concurrent enrollment
	ECCD	2213	Inclusion in Early Care Education	3	ECCD 2113, ECCD 1103 or ECCD 1123/concurrent enrollment
	ECCD	2123	Child and Family in the Community	3	ECCD 2113, ECCD 1103 or ECCD 1123/concurrent enrollment

Total to Graduate   34   Credit hours

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.

Degree Awarded

Certificate of Mastery in Early Care Education Administration - Child Care Center Option

For Scholarship Criteria Contact:

Jeff Rosson, Scholarship Coordinator, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-9168, rossonj@osuokc.edu.

For More Information Contact:

James Anderson, Human Services Academic Advisor, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-3248, jba@osuokc.edu.

* 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

Program # 087 2014-2015

Certificate of Mastery in Early Care Education Administration

Family Child Care Home Option

Division of Human Services

	Course ID		Course Title	Credits	Prerequisites
First Semester					
1	ECCD	1101	Early Care Professional	1	
1	ECCD	1103	Intro To Child Care Management	3	ECCD 1101
1	ECCD	1153	Program & Facilities Mgmt for Fam. Child Care Homes	3	ECCD 1101 & ECCD 1103
1	ECCD	2013	Play & Developmentally Appropriate Practices	3	Pre or Concurrent Enrollment: ECCD 1101 & 1103 or ECCD 1123
1	ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
Second Semester					
2	ECCD	1233	Communication, Leadership & Technology	3	ECCD 1101, ECCD 1103, ECCD 1123
2	ECCD	2223	Liability, Ethics and Advocacy	3	Pre or Concurrent Enrollment: ECCD 1101 & 1103 or ECCD 1123
2	ECCD	2353	Basic Budgeting & Record Keeping	3	ECCD 1101 & ECCD 1103
Third Semester					
3	ECCD	2113	Child Development	3	ECCD 1103 or concurrent enrollment
3	ECCD	2233	Child Guidance, Behavior and Management	3	ECCD 2113, ECCD 1103 ECCD 1123
			Choose any one of the electives listed below:	3	
			Choose any one of the electives listed below:	3	
			Elective choices for second and third semester:		
	ECCD	1133	Child, Health, Safety and Nutrition	3	ECCD 1101, ECCD 1103, ECCD 1123
	ECCD	2133	Infant/Toddler Programming	3	ECCD 2113, ECCD 1103 or ECCD 1123/concurrent enrollment
	ECCD	2213	Inclusion in Early Care Education	3	ECCD 2113, ECCD 1103 or ECCD 1123/concurrent enrollment
	ECCD	2123	Child and Family in the Community	3	ECCD 2113, ECCD 1103 or ECCD 1123/concurrent enrollment

Total to Graduate   **34**   **Credit hours**

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.

Certificate Awarded

Certificate of Mastery in Early Care Education Administration - Family Child Care Home Option

For Scholarship Criteria Contact:

Jeff Rosson, Scholarship Coordinator, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-9168, rossonj@osuokc.edu.

For More Information Contact:

James Anderson, Human Services Academic Advisor, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-3248, jba@osuokc.edu.

* 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

Program # 087 2014-2015

Certificate of Mastery in Early Care Education
Infant/Toddler Option
Division of Human Services

	Course ID		Course Title	Credits	Prerequisites
First Semester					
	ECCD	1101	Early Care Professional	1	
	ECCD	2133	Infant/Toddler Programming	3	ECCD 1101 & ECCD 1103 & ECCD 1123
	ECCD	2143	Cog. and Language Development in Infants & Toddlers	3	ECCD 1101
	ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
Second Semester					
	ECCD	2153	Social & Emotional Development in Infants & Toddlers	3	ECCD 1101
	ECCD	2163	Physical Development and Creative Expressions	3	ECCD 1101
			Choose one of the following:		
	ECCD	2113	Child Development	3	ECCD 1101 & ECCD 1123
	ECCD	2233	Child Guidance, Behavior and Management	3	ECCD 1101 & ECCD 2113 & ECCD 1123
			Total to Graduate	**19**	**Credit hours**

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 Option.

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

For Scholarship Criteria Contact:

Jeff Rosson, Scholarship Coordinator, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-9168, rossonj@osuokc.edu.

For More Information Contact:

James Anderson, Human Services Academic Advisor, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-3248, jba@osuokc.edu.

* 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

Program # 112 2014-2015

Certificate of Mastery in Early Care Education

Early Care Education Option

Division of Human Services

	Course ID		Course Title	Credits	Prerequisites
First Semester					
	ECCD	1101	The Early Care Professional	1	
	ECCD	2113	Child Development	3	
	ECCD	1123	Foundations of Early Care Education	3	
	ENGL	1113	Freshman Composition I	3	
Second Semester					
	ECCD	1133	Child Health, Safety, Nutrition	3	
	ECCD	2163	Physical Development and Creative Expressions	3	
	ECCD	2233	Child Guidance, Behavior and Management	3	

Total to Graduate   **19**   Credit hours

Program Description

The Certificate of Mastery in Early Care Education, Early Care Education Option offers a program designed to develop an in-depth understanding and overview of Early Care Education. This statewide certificate program allows students to explore all aspects of the Early Care Education field. The course work focuses on child development, positive guidance and curriculum that incorporates Oklahoma Early Learning Guidelines. Completion of this certificate program meets Oklahoma Department of Human Services licensing regulations set for teacher in a licensed child care facility. The Certificate of Mastery in Early Care Education, Early Care Education Option integrates fully into the Early Care Education A.A.S. Master Teacher Option.

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 - Early Care Education Option

For Scholarship Criteria Contact:

Jeff Rosson, Scholarship Coordinator, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-9168, rossonj@osuokc.edu.

For More Information Contact:

James Anderson, Human Services Academic Advisor, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-3248, jba@osuokc.edu.

* 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

Program # 112 2014-2015

Emergency Medical Services - Municipal Fire Protection AAS

Division of Human Services

	Course ID		Course Title	Credits	Prerequisites
Mandatory Entry Requirements					
	MFP	1143	EMS Operations**(Mandatory corequisite for transfer students)	3	MFP 1148
	MFP	1148	Emergency Medical Technician - Basic**	8	
Suggested Previous Semester(s)					
	BIOL	1515	Human Anatomy & Physiology*(**)	5	[R] [SCI] MATH 0104
	BIOL	1212	Human Anatomy Lab**	2	
	ENGL	1113	English Composition I	3	
First Semester					
	MFP	1249	Paramedic Care I**	9	MFP 1148 and BIOL 1515
	MFP	1263	ECG**	3	BIOL 1515 and MFP 1348 Pre or co-reqs
	BIOL	1515	Human Anatomy & Physiology (If not already completed)*(**)	5	[R] [SCI] MATH 0104
	PSIO	2311	Human Physiology Lab**	1	
	MATH	XXX3	Any 1000 (+) Level Math Course	3	
Successful completion of the NREMT EMT exam - ** Must be completed prior to entry into Paramedic Card II					
Second Semester					
	MFP	1348	Paramedic Care II**	8	MFP 1249 & MFP 2333, Corequisite: MFP 2333
	MFP	1253	Pharmacology**	3	BIOL 1515 and MFP 1249 Pre or co-reqs
	MFP	2211	Emergency Vehicle Operations	1	Meet NFPA 1002 & 1451
Third Semester					
	MFP	2549	Paramedic Care III**	9	MFP 1348
			Choose one of the following 3 credit hour courses		
	SPCH	1113	Introduction to Speech Communication	3	[R] [W]
	ENGL	1213	English Composition II	3	ENGL 1113
	ENGL	2333	Introduction to Technical Report Writing	3	ENGL 1113
Fourth Semester					
	MFP	2558	Paramedic Care IV**	8	MFP 2549
	MFP	1143	EMS Operations**(Mandatory corequisite for transfer students)	3	MFP 1148
	HIST	1483	U.S. History to 1865		
	OR		{Choose one}	3	[R] [W]
	HIST	1493	U.S. History Since 1865		
	POLS	1113	American Government	3	[R] [W]
			Total to Graduate	75	**Credit hours**

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 National Standard curriculum for Paramedic. Students completing the required coursework are eligible to sit for the National Registry of EMTs written and practical exams. The students may then apply for licensure within the state of Oklahoma. This degree transfers directly to the 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. The median annual wage for emergency medical technicians (EMTs) and paramedics was $31,020 in May 2012.Based on Bureau of Labor Statistics, employment of emergency medical technicians (EMTs) and paramedics is projected to grow 23 percent from 2012 to 2022, much faster than the average for all occupations.

Degree Awarded

Associate in Applied Science

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, Moore Norman Technology Center.

For More Information Contact:

James Anderson, Human Services Academic Advisor, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-3248, jba@osuokc.edu.

Graduation requires 75 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #088 2014-2015

    * indicates classes are Mandatory Entry requirements

    ** Indicates classes that are required to be completed in order to sit for the NREMT Paramedic exam.

Emergency Medical Technician - Basic Certificate*

Division of Human Services

First Semester				
Course ID		Course Title	Credits	Prerequisites
MFP	1143	EMS Operations	3	
MFP	1148	Emergency Medical Technician - Basic	8	
		Total to Graduate	11	Credit hours

Program Description

This certification is designed to prepare students for an entry level career in EMS. The broad-based background in general education prepares students to continue their educational pursuits into the Paramedic Associate Degree Program at OSU-OKC. The curriculum meets and exceeds the Department of Transportation National Standard curriculum for EMT. Students completing the required coursework are eligible to sit for the National Registry of EMTs written and practical exams. The students may then apply for licensure within the state of Oklahoma.

Employment Information

The EMT-Basic Certificate is designed to provide the student with the qualifications necessary to function as basic EMS provider in the pre-hospital environment. Graduates of the certificate have the potential to earn salaries between $19,000 and $25,000 a year. Based in the Bureau of Labor Statistics this is one of the top 50 jobs.

Degree Awarded

Certificate

For More Information Contact:

James Anderson, Human Services Academic Advisor, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-3248, jba@osuokc.edu.

Program # 113 2014-2015

* As of date this program has not been approved by the Dept. of Education to be eligible for federal student aid.

Bachelor of Technology in Emergency Responder Administration*

Division of Human Services

Credit Hours Transferred from Completed AAS Program					
	Course ID		Course Title		Institution
			Crime Scene Investigation or Criminal Justice		
			Emergency Management		
			Municipal Fire Protection or Fire Science		
			Paramedic		
			Police Science or Law Enforcement		
			Or other related Public Safety degree program approved by department head		
				36 Credit hours	
First Semester After Admitted to Program					
	ERA	3013	Multi-agency Resp. to Emergency/Critical Incidents	3	
	ERA	3023	Multi-agency Personnel Oversight Strategies	3	
	ERA	3043	Comm. Rel. During Crisis: Theory and Practice	3	
	ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
	CIS		Any 1000 or above Computer Science Course	3	
Second Semester					
			ERA Elective	3	
	ERA	3133	Strat. Plan. and Analysis in Public Safety Agencies	3	
	HUMN		Any level	3	
	ERA	3533	Tech. Research & Design-Emergency Responders	3	
	ENGL	1213	English Composition II	3	ENGL 1113
Third Semester					
	PSER	3333	Public Sector Budg.& Resource Management	3	[R] [W]
			ERA Elective	3	
	ERA	4003	Tactical Emergency Management	3	
	MATH		Any 1000 level college Math course	3	
	ERA	4013	Technical Dissemination of Emergency Public Information	3	
Fourth Semester					
	PSYC	1113	Introductory Psychology	3	[R] [W]
	HUMN		3000-4000 college level	3	
	ERA	4023	Ethical Practices in Emergency Response Pros.	3	
	ERA	4133	Legal Issues Facing Emerg. Response Agencies	3	
	SCI		*Science (1 must include a lab)*	4	
Fifth Semester					
			ERA Elective	3	
	SCI		*Science-Any 7 credit hours of science*	3	
	ERA	4213	Adv. Occ. Proficiency for Emergency Providers	3	
	POLS	1113	American Government	3	[R] [W]
Sixth Semester					
	HIST	1483	U.S. History to 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
	ERA	4323	Practicum	3	
	POLS	3223	Problems in Public Policy	3	
	SOC	1113	Introductory Sociology		[R] [W]
	OR		{Choose one}	3	
	SOC	3623	Cultural Diversity		SOC 1113
	SPCH	1113	Introduction to Speech Communication		[R] [W]
	OR		{Choose one}	3	
	SPCH	2723	Interpersonal Communication		[R] [W]

Total to Graduate   124   Credit hours

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.

Degree Awarded
Bachelor of Technology

For More Information Contact:

James Anderson, Human Services Academic Advisor, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-3248, jba@osuokc.edu.

Graduation requires 124 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #102 2014-2015

This degree is a selective admission program. Contact advisor for application packet and process. *Credit in residence at awarding Institution = 30 hours *Credit from baccalaureate degree-granting institution. (40 hours must be upper division) = 60 hours.*

Fire Fighter I Certificate

Division of Human Services

	Course ID		Course Title	Credits	Prerequisites
First Semester					
2	MFP	1113	Fire Tactics I	3	
2	MFP	1123	Fire Tactics II	3	MFP 1113
2	MFP	2163	Fire Administration	3	
Second Semester					
3	MFP	1148	Emergency Medical Technician - Basic	8	
Third Semester					
4	MFP	2727	Firefighter I	7	Med. Release from Phys., MFP 1123, MFP 1147 & MFP 2163
Fifth Semester					
5	MFP	2213	HazMat Operations	3	MFP 2727

Total to Graduate   27   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

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.

Degree Awarded

Certificate

For More Information Contact:

James Anderson, Human Services Academic Advisor, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-3248, jba@osuokc.edu.

Graduation requires 27 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Program #029 2014-2015

Municipal Fire Protection AAS

Division of Human Services

First Semester

	Course ID		Course Title	Credits	Prerequisites
	MFP	1103	Introduction to Public Fire Protection	3	
	CIS	XXX3	Any 3 credit hours of CIS work	3	
	ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
	HIST	1483	U.S. History to 1865		
	OR		{Choose one}	3	[R] [W]
	HIST	1493	U.S. History Since 1865		
	MATH	XXX3	Any 3 credit hours of college math course	3	

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	2333	Introduction to Technical Report Writing		
	OR		{Choose one}	3	ENGL 1113
	ENGL	1213	English Composition II		
	MFP	1113	Fire Tactics I	3	
	MFP	1123	Fire Tactics II	3	MFP 1113
	MFP	2163	Fire Administration	3	
		XXX3	Any 3 elective hrs from ARCH, CONS, FPST, MFP, PLSC	3	
	POLS	1113	American Government	3	[R] [W]

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	MFP	1148	Emergency Medical Technician - Basic	8	
	POLS	2053	State and Local Government	3	[R] [W]
	SPCH	1113	Introduction to Speech Communication		
	OR		{Choose one}	3	[R] [W]
	SPCH	2723	Interpersonal Communication		

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	MFP	2727	Firefighter I	7	Med. Release from Phys., MFP 1123, MFP 1147 & MFP 2163

Fifth Semester

	Course ID		Course Title	Credits	Prerequisites
	MFP	2211	Emergency Vehicle Operations	1	Meet NFPA 1002 & 1451
	MFP	2213	HazMat Operations	3	MFP 2727

Sixth Semester

	Course ID		Course Title	Credits	Prerequisites
	MFP	2413	Contemporary Issues in the Fire Service	3	MFP 2727 or completion of all MFP work
	MFP	2803	MFP Practicum	3	MFP 1148 & MFP 2727

Total to Graduate   64   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

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.

Degree Awarded

Associate in Applied Science

Cooperative Agreement

This program is part of a cooperative agreement between OSU-Oklahoma City and Eastern Oklahoma County Technology Center.

For More Information Contact:

James Anderson, Human Services Academic Advisor, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-3248, jba@osuokc.edu.

Graduation requires 64 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Program #009 2014-2015

Police Science AAS

Division of Human Services

	Course ID		Course Title	Credits	Prerequisites
First Semester					
	ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
	HIST	1483	U.S. History to 1865		
OR			{Choose one}	3	[R] [W]
	HIST	1493	U.S. History Since 1865		
	PSYC	1113	Introductory Psychology	3	[R] [W]
	PLSC	1123	Intro to Law Enforcement and Police Procedures	3	
	PLSC	1223	Penal Code and Related Criminal Laws	3	
Second Semester					
	ENGL	1213	English Composition II	3	ENGL 1113.
	POLS	1113	American Government	3	[R] [W]
	SOC	1113	Introductory Sociology	3	[R] [W]
	SPCH	1113	Introduction to Speech Communication		
OR			{Choose one}	3	[R] [W]
	SPCH	2723	Interpersonal Communication		
	PLSC	1133	Ethics	3	
	PLSC	1413	Police Community Relations	3	
Third Semester					
	PLSC	1143	Traffic	3	PLSC 1223 and concurrent enrollment in PLSC 2222
	PLSC	2222	Police Records and Reports	2	Concurrent enrollment in PLSC 1143
	PLSC	2103	Emergency First Aid	3	
	PLSC	1313	Patrol Procedures	3	PLSC 1223
	PLSC	2213	Principles of Investigation and Interview	3	PLSC 1223
Fourth Semester					
	POLS	2053	State and Local Government	3	POLS 1113
	PLSC	2253	C.O.P. Survey	3	
	PLSC	2413	Technical Investigations I	3	PLSC 1103, PLSC 2213
	PLSC	2543	Occupational Proficiency	3	Student must be within one (1) semester of graduation
	CIS		Any three (3) credit hours of Computer Science		
OR			{Choose one}	3	
	INDD	1513	Crime Scene Computer-Aided Drafting		
Fifth Semester (January Intersession					
	PLSC	2211	Emergency Vehicle Operations	1	Limited to Collegiate Officer Program (COP) students. Department permission required
	PLSC	1211	Firearms	1	Limited to COP students and Department Head permission
	PLSC	2111	Defensive Tactics	1	Open only to Collegiate Officer Program (COP) students with permission of department head

Total to Graduate   65   Credit hours

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 degree transfers in to the BT-ERA degree.

Employment Information

The Associate in Applied Science degree in Police Science is designed to meet the basic police officer certification requirements for the state of Oklahoma as mandated by the Council of Law Enforcement and Education Training. Graduates of the program have the potential to earn salaries between $28,000 and $54,000 a year.

Degree Awarded

Associate in Applied Science

For More Information Contact:

James Anderson, Human Services Academic Advisor, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-3248, jba@osuokc.edu.

Graduation requires 65 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #015 2014-2015

Police Science AAS

Crime Scene Investigation Option

Division of Human Services

First Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
	BIOL	1303	Principles of Biology	3	
	BIOL	1311	Principles of Biology Laboratory	1	
	PLSC	1123	Intro to Law Enforcement & Police Procedures	3	None
	PLSC	1223	Penal Code and Related Criminal Laws	3	None
	PLSC	1103	Introduction to Forensic Science	3	None

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1213	English Composition II		ENGL 1113
	OR		{Choose one}	3	
	ENGL	2333	Introduction to Technical Report Writing		ENGL 1113
	POLS	1113	American Government	3	[R] [W]
	HIST	1483	U.S. History to 1865		
	OR		{Choose one}	3	[R] [W]
	HIST	1493	U.S. History Since 1865		
	PLSC	1413	Police Community Relations	3	None
	PLSC	1133	Ethics	3	None
	PLSC	1433	Crime Scene Photography	3	PLSC 1103

Third Semester (Summer)

	Course ID		Course Title	Credits	Prerequisites
	PLSC	1143	Traffic	3	PLSC 1223 and concurrent enrollment in PLSC 2222
	PLSC	2222	Police Records and Reports	2	Concurrent enrollment in PLSC 1143
	CHEM	1104	Basic Chemistry	4	

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	PLSC	2103	Emergency First Aid	3	None
	PLSC	1313	Patrol Procedures	3	PLSC 1223
	PLSC	2213	Principles of Investigation and Interview	3	PLSC 1223
	SPCH	1113	Introduction to Speech Communication		
	OR		{Choose one}	3	
	SPCH	2723	Interpersonal Communication		

Fifth Semester

	Course ID		Course Title	Credits	Prerequisites
	PLSC	2253	COP Survey		None
	OR		{Choose one}	3	
	PLSC		Elective with PLSC prefix		
	PLSC	2434	Fingerprint Identification	4	CHEM 1104 or permission of department head
	INDD	1513	Crime Scene Computer-Aided Drafting		
	OR		{Choose one}	3	
	CIS		Any three (3) credit hours of Computer Science		

Sixth Semester (May Intersession)

	Course ID		Course Title	Credits	Prerequisites
	PLSC	2211	Emergency Vehicle Operations	1	Limited to Collegiate Officer Program (COP) students. Department permission required
	PLSC	1211	Firearms	1	Limited to COP students and Department Head permission
	PLSC	2111	Defensive Tactics	1	Open only to Collegiate Officer Program (COP) students with permission of department head

Seventh Semester

	Course ID		Course Title	Credits	Prerequisites
	PLSC	2413	Technical Investigation I	3	PLSC 1103, PLSC 2213
	PLSC	2543	Occupation Proficiency	3	None

Total to Graduate — 74 Credit hours

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.

Employment Information

The Associate in Applied Science degree in Police Science with the emphasis in Crime Scene Investigation is designed to meet the basic police officer certification and crime scene investigation requirements for the state of Oklahoma as mandated by the Council of Law Enforcement and Education Training. Graduates of the program have the potential to earn salaries between $28,000 and $54,000 a year and be employable as a technical investigator.

Degree Awarded

Associate in Applied Science

For More Information Contact:

James Anderson, Human Services Academic Advisor, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-3248, jba@osuokc.edu.

Graduation requires 74 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Program #015 2014-2015

Police Science AAS*

Crime Scene Investigation Certificate

Division of Human Services

First Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
	PLSC	1123	Intro to Law Enforcement & Police Procedures	3	
	PLSC	1223	Penal Code and Related Criminal Laws	3	
	PLSC	1103	Introduction to Forensic Science	3	
	PLSC	1433	Crime Scene Photography	3	

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	PLSC	2222	Police Records and Reports	2	
	INDD	1513	Crime Scene Computer-Aided Drafting		
	OR		{Choose one}	3	
	CIS		Any three (3) credit hours of Computer Science		
	CHEM	1104	Basic Chemistry	4	
	PLSC	2213	Principles of Investigation and Interview	3	
	PLSC	2434	Fingerprint Identification	4	

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	PLSC	2413	Technical Investigation I	3	

Total to Graduate   34   Credit hours

Program Description

Employment Information

Degree Awarded

Certificate

For More Information Contact:

James Anderson, Human Services Academic Advisor, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-3248, jba@osuokc.edu.

Graduation requires 34 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program # 119 2014-2015

*Pending regents approval

**As of date this program has not been approved by the Dept. of Education to be eligible for federal student aid.

Police Science AS

Division of Human Services

	Course ID		Course Title	Credits	Prerequisites
First Semester					
	PLSC	1123	Intro to Law Enforcement & Police Procedures	3	
	PLSC	1223	Penal Code & Related Criminal Laws	3	
	PLSC	1413	Police - Community Relations	3	
	ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
	HIST	1483	U.S. History to 1865		
	OR		{Choose one}	3	[R] [W]
	HIST	1493	U.S. History Since 1865		
	PSYC	1113	Introduction to Psychology	3	[R] [W]
Second Semester					
		XXX3	Select six (6) credit hours of course work approved by department head	3	
	MATH	XXX3	Any college level math course	3	
	POLS	1113	American Government	3	[R] [W]
	ENGL	1213	English Composition II	3	ENGL 1113
	SOC	1113	Introductory Sociology	3	[R] [W]
Third Semester					
	HUMN		Any courses designated as humanities courses	3	
	HUMN		Any courses designated as humanities courses	3	
	PLSC	2103	Emergency First Aid	3	
	SCI	- Any 7	credit hours of college level science. One course must be a lab	4	
Fourth Semester					
	SCI	- Any 7	credit hours of college level science. One course must be a lab	3	
	POLS	2053	State and Local Government	3	[R] [W]
		XXX3	Select six (6) credit hours of course work approved by department head	3	
Fifth Semester					
	PLSC	1313	Patrol Procedures	3	PLSC 1223
	PLSC	2213	Principles of Investigation and Interview	3	PLSC 1223
Sixth Semester					
	PLSC	2543	Occupational Proficiency	3	Must be within one (1) semester of graduation

Total to Graduate   **64**   Credit hours

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.

Employment Information

The Associate in Science in Police Science provides a foundation of knowledge and understanding of the criminal justice system and is designed to meet the basic transfer requirements to four year universities.

Degree Awarded

Associate in Science

For More Information Contact:

James Anderson, Human Services Academic Advisor, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-3248, jba@osuokc.edu.

Graduation requires 64 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #068 2014-2015

Sign Language Interpretation AAS

Division of Human Services

First Semester

	Course ID		Course Title	Credits	Prerequisites
	ITP	1212	Nonverbal Communication	2	[R] [W]
	ITP	1333	Orientation to Deafness	3	[R] [W]
	ITP	1364	American Sign Language I	4	[R] [W] ITP 1212 or Concurrent Enrollment
	ENGL	1113	English Composition I	3	[R] [W] ENGL 0123

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	ITP	1352	Fingerspelling I	2	ITP 1364
	ITP	1374	American Sign Language II	4	ITP 1364 and Concurrent Enrollment in ITP 1352
	ENGL	1213	English Composition II	3	ENGL 1213
	HIST	1483	U.S. History to 1865		
	OR		{Choose one}	3	[R] [W]
	HIST	1493	U.S. History Since 1865		
	SPCH	2723	Introduction to Speech Communication	3	

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	PSYC	1113	Introductory Psychology		
	OR		{Choose one}	3	[R] [W]
	SOC	1113	Introductory Sociology		
	ITP	1493	Interpreting Special Areas	3	ITP 1374
	ITP	2313	Fundamentals of Interpreting	3	ITP 1374
	ITP	2352	Fingerspelling II	2	ITP 1352
	ITP	2413	American Sign Language III	3	ITP 1374

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	ITP	2113	Sign - to - English Interpreting I	3	ITP 2413 & ITP 2313
	ITP	2373	Technical Interpreting I	3	ITP 2313 & ITP 2413 & ENGL 1213
	ITP	2513	American Sign Language IV	3	ITP 2413
	ITP	2623	Interpreting English to ASL I	3	ITP 2313 & ITP 2413 & ENGL 1213

Fifth Semester

	Course ID		Course Title	Credits	Prerequisites
	ITP	2263	Educational Interpreting	3	ITP 2513 & ITP 2623
	ITP	2383	Technical Interpreting II	3	ITP 2373
	ITP	2443	Sign - to - English Interpreting II	3	ITP 2113 & ITP 2513
	ITP	2633	Interpreting English to ASL II	3	ITP 2623 & ITP 2113

Sixth Semester

	Course ID		Course Title	Credits	Prerequisites
	ITP	2273	Trasliterating	3	ITP 2263
	POLS	1113	American Government	3	[R] [W]
	ITP	2636	Interpreting Practicum	6	ITP 2633

Total to Graduate   77   Credit hours

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 (Department of Rehabilitative Services) Quality Assurance Screening Test.

Degree Awarded

Associate in Applied Science

For More Information Contact:

James Anderson, Human Services Academic Advisor, Human Services Education Center, Room HSEC 144, 3401 W. Reno Ave., Oklahoma City, OK 73107, 405-945-3248, jba@osuokc.edu.

Graduation requires 77 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

SCIENCE AND ENGINEERING TECHNOLOGIES

Applied Technology AAS*

Division of Science & Engineering

Technical Occupational Specialty Courses (30 Credit Hours)

	Course ID		Course Title	Credits	Prerequisites

Guided Electives

	Course ID		Course Title	Credits	Prerequisites
	CIS	1113	Computer Concepts with Applications	3	ICSR 0033 or [R]
			Any college level science course with lab	3-4	
			Any college level humanities course	3	
	SPCH	1113	Introduction to Speech Communication	3	[R] [W]
			Other courses may be substituted with division approval		

General Education Courses

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	ENGL	1213	English Composition II	3	ENGL 1113
	HIST	1493	U.S. History Since 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1483	U.S. History Before 1865		[R] [W]
	MATH	1513	College Algebra	3	[R] ICSM 0213 or ICSM 0235
	POLS	1113	American Government	3	[R] [W]
	PSYC	1113	Introductory Psychology	3	[R] [W]
	SOC	1113	Introductory Sociology	3	[R] [W]

Total to Graduate   63   Credit hours

*   When a student graduates with this degree the diploma will read AAS in Applied Technology

Program Description

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 - 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 Contact:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 63 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #080 2014-2015

Architectural Technology AAS

CAD-Architecture Option

Division of Science & Engineering

First Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	ARCH	1614	Computer-Aided Drafting I	4	Or co-requisite: ARCH 1223 or equivalent. Same as INDD 1614
	ARCH	1223	Construction Drawing I	3	
	ARCH	1103	Graphic Communications	3	
			ARCH Elective	3	

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	2333	Introduction to Technical Report Writing	3	ENGL 1113
	ARCH	2273	Computer-Aided Drafting II	3	ARCH 1614 or INDD 1614
	ARCH	2013	Construction Drawing II	3	ARCH 1223
	MATH	1513	College Algebra	3	[R] ICSM 0213 or ICSM 0235

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	HIST	1483	U.S. History to 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
	POLS	1113	American Government	3	[R] [W]

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	ARCH	2322	Construction Specifications	2	ARCH 1223 and ARCH 2263
	CONS	2333	Construction Practices and Procedures	3	
	ARCH	2713	Advanced CAD Applications I	3	ARCH 2273
	ARCH	2403	3D Modeling-Google Sketch Up	3	ARCH 1614
			ARCH Elective	3	

Fifth Semester

	Course ID		Course Title	Credits	Prerequisites
			ARCH Elective	3	
	ARCH	2263	Systems and Materials	3	
	PHYS	1014	Descriptive Physics	4	[R] [M] [SCI]
	ARCH	2723	Advanced CAD Applications II	3	ARCH 2713
	ARCH	2252	Computer Application Architectural Photoshop	2	

Total to Graduate   66   Credit hours

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:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 66 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Program #001 2014-2015

Computer Forensics eDiscovery Certificate*

Division of Science and Engineering

First Semester				
Course ID		**Course Title**	**Credits**	**Prerequisites**
ITD	1103	Information Technology Fundamentals	3	[R] [W]
ITD	1113	Windows Expert User	3	[R]
PLSC	1103	Intro to Forensic Science	3	none
PLSC	1213	Rules of Evidence	3	none
Second Semester				
CIS	2513	Principles of Information Security	3	CIS 1113 or CIS 1103 or ITD 1113
ITD	1523	Support and Troubleshooting PC	3	ITD 1103
ITD	1533	LAN Fundamentals	3	
ITD	1543	Intro to Computer Forensics	3	PLSC 1103
Third Semester				
CIS	2603	Professional Ethics for Computer Technology	3	[R] [W]
ITD	2143	Digital Investigation and Reporting	3	ITD 1543 & PLSC 1213, R Proficiency and W Proficiency
ITD	2623	Advanced LAN Fundamentals	3	ITD 1533
Fourth Semester				
CIS	2613	CIS Project Management	3	[R] [W]
ITD	2163	Computer and Tech Laws	3	ITD 1103
ITD	2173	Computer Forensics and Incident Response	3	ITD 1543 and ITD 2143
ITD	2801	Certification Practicum	1	Lead Instructor/Dept. Head Approval

Total to Graduate   **43 Credit Hours**

Program Description

The Information Technology-Computer Forensics/eDiscovery Option Certificate prepares students for a variety of career opportunities. The program provides a general education background in computers forensics and eDiscovery investigations. Computer forensics is a branch of digital forensic science pertaining to legal evidence found in computers and digital storage media. Electronic discovery (eDiscovery) is the extraction and analysis of electronic data using digital forensics procedures used for discovery in civil litigation or government investigations. The goal of computer forensics is to examine digital media in a forensically sound manner with the aim of identifying, preserving, recovering, analyzing and presenting facts and opinions about the information for either criminal or civil procedures.

Employment Information

The U.S. Bureau of Labor Statistics rates the job growth for computer forensics careers as faster than average. Computer forensic investigators uncover the depth of a security breach, recover data that has been corrupted or intentionally deleted, identify how a 'hacker' got past the security checks and if fortunate enough, identify the individual who caused the damages. Computer forensic investigators can work for the government and law enforcement agencies or own their own practice.

Degree Awarded

Certificate

For More Information Contact:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 43 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #120 2014-2015

*Pending Regents Approval

**As of date this program has not been approved by the Dept. of Education to be eligible for federal student aid.

Computer Information Systems AAS

Division of Science and Engineering

First Semester

Course ID		Course Title	Credits	Prerequisites
ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
MATH	1513	College Algebra		[R] MATH 0213 or MATH 0235
OR		{Choose one}	3	
MATH	1413	General College Math		[R] MATH 0213 or MATH 0235
CIS	1123	Programming Fundamentals	3	[R]
CIS		*CIS; ITD or GDD Elective - 9 Hours must be CIS prefix	3	[R] [W]
CIS		*CIS; ITD or GDD Elective	3	[R] [W]

Second Semester

POLS	1113	American Government	3	[R] [W]
CIS	2513	Principles of Information Systems Security	3	CIS 1113 or CIS 1103 or ITD 1113
		*CIS; ITD or GDD Elective	3	[R] [W]
CIS		*CIS; ITD or GDD Elective - 9 Hours must be CIS prefix	3	[R] [W]
ITD	1533	LAN Fundamentals	3	[R]

Third Semester

SPCH	1113	Intro to Speech	3	[R] [W]
		General Ed Elective	3	
CIS	2363	Database Design	3	CIS 1113
CIS	2603	Professional Ethics for Computer Technology	3	[R] [W]
CIS	2703	System Analysis and Design	3	CIS 1113 AND 3 HOURS COMPUTER APPS OR PROGRAMMING

Fourth Semester

HIST	1483	U.S. History to 1865		[R] [W]
OR		{Choose one}	3	
HIST	1493	U.S. History Since 1865		[R] [W]
CIS		*CIS; ITD or GDD Elective - 9 Hours must be CIS prefix	3	[R] [W]
CIS		*CIS; ITD or GDD Elective	3	[R]
CIS	2613	CIS Project Management	3	
CIS	2803	CIS Capstone	3	Department Head Approval

*Select 18 credit hours of CIS, ITD, GDD - 9 Hours must be CIS Prefix

Total to Graduate   60 **Credit hours**

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 date with the latest skills and technologies, certifications and practical experiences.

Degree Awarded

Associate in Science

For More Information Contact:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 60 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #005 2014-2015

Computer Information Systems AAS

Accounting Option
Division of Science and Engineering

First Semester

	Course ID	Course Title	Credits	Prerequisites
ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
MATH	1513	College Algebra		[R] MATH 0213 or MATH 0235
OR		{Choose one}	3	
MATH	1413	General College Math		[R] MATH 0213 or MATH 0235
ACCT	2103	Financial Accounting	3	None
CIS	1123	Programming Fundamentals	3	
		* Elective (Choose from list below	3	[R]
		*Select 3 credit hours from the following to fulfill elective above		
CIS	1113	Computer Concepts	3	[R]
CIS	1503	MS Office	3	[R]
GDD	1313	Internet Fundamentals	3	[R] or CIS 1003

Second Semester

	Course ID	Course Title	Credits	Prerequisites
POLS	1113	American Government	3	[R] [W]
SPCH	1113	Intro to Speech	3	[R] [W]
ACCT	2203	Managerial Accounting	3	[R] [W]
CIS	2263	Spreadsheet Applications	3	CIS 1113 or CIS 1503
		Elective (Must be approved by department)	3	
ITD	1533	LAN Fundamentals	3	[R]

Third Semester

	Course ID	Course Title	Credits	Prerequisites
		General Education Elective	3	
ACCT	2423	Fundamentals of Income Tax	3	ACCT 2103
CIS	2363	Database Design	3	CIS 1113
CIS	2603	Professional Ethics for Computer Technology	3	[R] [W]
CIS	2613	Project Management	3	[R] [W]

Fourth Semester

	Course ID	Course Title	Credits	Prerequisites
HIST	1483	U.S. History to 1865		[R] [W]
OR		{Choose one}	3	
HIST	1493	U.S. History Since 1865		[R] [W]
ACCT	2001	Payroll Accounting	1	ACCT 1002 or ACCT 2103
ACCT	2043	Computerized Accounting	3	ACCT 2103 and CIS 1113
CIS	2513	Principles of Information Systems Security	3	CIS 1113 or CIS 1103 or ITD 1113
CIS	2703	System Analysis and Design	3	CIS 1113 and 3 hours Computer Apps or Programming
CIS	2803	CIS Capstone	3	Department Approval

Total to Graduate   62 Credit hours

Program Description

The use 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.

Degree Awarded

Associate in Science

For More Information Contact:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 62 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #005 2014-2015

Computer Information Systems AAS

Business Information Systems Option
Division of Science and Engineering

First Semester

Course ID		Course Title	Credits	Prerequisites
ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
MATH	1513	College Algebra		[R] MATH 0213 or MATH 0235
OR		{Choose one}	3	
MATH	1413	General College Math		[R] MATH 0213 or MATH 0235
		General Education Elective	3	
CIS	1123	Programming Fundamentals	3	[R]
		***Elective (Choose from list below)	3	
		***Select 3 credit hours from the following to fulfill electives choices above		
CIS	1113	Computer Concepts	3	[R]
CIS	1503	MS Office	3	[R]
GDD	1313	Internet Fundamentals	3	[R] or CIS 1003

Second Semester

Course ID		Course Title	Credits	Prerequisites
SPCH	1113	Intro to Speech	3	[R] [W]
CIS	2513	Principles of Information Systems Technology	3	CIS 1113 or CIS 1103 or ITD 1113
CIS	2603	Professional Ethics for Computer Technology	3	[R] [W]
CIS	2613	Project Management	3	[R] [W]
		**Elective (Choose from the list below)	3	
		**Select 6 credit hours from the following to fulfill electives choices above		
CIS	1533	Visual Basic Programming	3	Completion of any programming language course with a "C" or better. CIS 1123
CIS	2013	C++ Language Programming	3	CIS 1123
CIS	2023	C# (Sharp) Programming	3	CIS 1123
CIS	2323	JAVA	3	CIS 1123 and (CIS 2013 or CIS 1533)

Third Semester

Course ID		Course Title	Credits	Prerequisites
HIST	1483	U.S. History to 1865		[R] [W]
OR		{Choose one}	3	
HIST	1493	U.S. History Since 1865		[R] [W]
CIS	2363	Database Design	3	CIS 1113
CIS	2703	System Analysis and Design	3	CIS 1113 and 3 hours Computer Apps or Programming
		**Elective (Choose from the list below)	3	
		**Select 6 credit hours from the following to fulfill electives choices above		
CIS	1533	Visual Basic Programming	3	Completion of any programming language course with a "C" or better. CIS 1123
CIS	2013	C++ Language Programming	3	CIS 1123
CIS	2023	C# (Sharp) Programming	3	CIS 1123
CIS	2323	JAVA	3	CIS 1123 and (CIS 2013 or CIS 1533)
ITD	1533	LAN Fundamentals	3	[R]

Fourth Semester

Course ID		Course Title	Credits	Prerequisites
POLS	1113	American Government	3	[R] [W]
CIS	2463	Database Application	3	CIS 1113 and CIS 2363
CIS	2713	Systems Development & Implementation	3	CIS 2703
CIS	2803	CIS Capstone	3	Department Approval
		*Elective (Choose from list below)	3	
		*Select 3 credit hours from the following to fulfill electives choices above		
CIS	2053	Advanced Visual Basic Programming	3	CIS 1533
CIS	2343	Advanced C++ Programming	3	CIS 2013
CIS	2433	Advanced C#(Sharp) Language Programming	3	CIS 2023. Spring only
CIS	2543	Advanced JAVA	3	CIS 2323

	Total to Graduate	60 Credit hours

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 Science

For More Information Contact:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 60 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Computer Information Systems AAS
Computer Game Programming Option
Division of Science and Engineering

First Semester

Course ID		Course Title	Credits	Prerequisites
ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
MATH	1513	College Algebra		[R] MATH 0213 or MATH 0235
OR		{Choose one}	3	
MATH	1413	General College Math		[R] MATH 0213 or MATH 0235
CIS	1123	Programming Fundamentals	3	[R]
CIS	1433	Game Development	3	[R]
GDD	1313	Internet Fundamentals	3	

Second Semester

Course ID		Course Title	Credits	Prerequisites
SPCH	1113	Intro to Speech	3	[R] [W]
CIS	1453	Character Development	3	CIS 1433
CIS	2603	Professional Ethics for Computer Technology	3	[R] [W]
CIS	2613	Project Management	3	[R] [W]
ITD	1533	LAN Fundamentals	3	[R]
		*Elective (Choose from list below)	3	
		**Select 6 credit hours from the following to fulfill electives choices above		
CIS	1533	Visual Basic Programming	3	Completion of any programming language course wish a "C" or better. CIS 1123
CIS	2013	C++ Language Programming	3	CIS 1123
CIS	2023	C# (Sharp) Programming	3	CIS 1123
CIS	2323	JAVA	3	CIS 1123 and (CIS 2013 or CIS 1533)

Third Semester

Course ID		Course Title	Credits	Prerequisites
HIST	1483	U.S. History to 1865		[R] [W]
OR		{Choose one}	3	
HIST	1493	U.S. History Since 1865		[R] [W]
CIS	2103	Level Design Concepts	3	NONE
CIS	2363	Database Design	3	CIS 1113
CIS	2513	Principles of Information Systems Security	3	CIS 1113 OR ITD 1113
		*Elective (Choose from list below)	3	
		**Select 6 credit hours from the following to fulfill electives choices above		
CIS	1533	Visual Basic Programming	3	Completion of any programming language course wish a "C" or better. CIS 1123
CIS	2013	C++ Language Programming	3	CIS 1123
CIS	2023	C# (Sharp) Programming	3	CIS 1123
CIS	2323	JAVA	3	CIS 1123 and (CIS 2013 or CIS 1533)

Fourth Semester

Course ID		Course Title	Credits	Prerequisites
POLS	1113	American Government	3	[R] [W]
		General Education Elective	3	Must be approved by division advisor
CIS	2703	System Analysis and Design	3	CIS 1113 and 3 hours Computer Apps or Programming
CIS	2803	CIS Capstone	3	Department Approval
		*Elective (Choose from list below)	3	
		*Select 3 credit hours from the following to fulfill electives choices above		
CIS	2053	Advanced Visual Basic Programming	3	CIS 1533
CIS	2343	Advanced C++ Programming	3	CIS 2013
CIS	2433	Advanced C#(Sharp) Language Programming	3	CIS 2023. Spring only
CIS	2543	Advanced JAVA	3	CIS 2323

	Total to Graduate	63 Credit hours

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 developer's skill will be more in demand.

Degree Awarded

Associate in Science

For More Information Contact:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 63 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Computer Information Systems AAS
Computer Technical Support Option
Division of Science and Engineering

First Semester

Course ID		Course Title	Credits	Prerequisites
ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
MATH	1513	College Algebra		[R] MATH 0213 or MATH 0235
OR		{Choose one}	3	
MATH	1413	General College Math		[R] MATH 0213 or MATH 0235
		General Education Elective	3	Must be approved by division advisor
CIS	1123	Programming Fundamentals	3	[R]
		*Elective(Choose from one of the electives below)	3	
		*Select 3 credit hours from the following to fulfill electives choices above		
CIS	1113	Computer Concepts	3	[R]
CIS	1503	MS Office	3	[R]
GDD	1313	Internet Fundamentals	3	[R] or CIS 1003

Second Semester

Course ID		Course Title	Credits	Prerequisites
SPCH	1113	Intro to Speech	3	[R] [W]
CIS	2513	Principles of Information Systems Security	3	CIS 1113 or CIS 1103 or ITD 1113
ITD	1103	Information Technology Fundamentals	3	College Level Reading
ITD	1113	Windows Expert User	3	ICSR 0033 or [R]
ITD	1533	LAN Fundamentals	3	[R]
ITD	1103	Information Technology Fundamentals	3	College Level Reading

Third Semester

Course ID		Course Title	Credits	Prerequisites
HIST	1483	U.S. History to 1865		[R] [W]
OR		{Choose one}	3	
HIST	1493	U.S. History Since 1865		[R] [W]
CIS	2363	Database Design	3	CIS 1113
CIS	2603	Professional Ethics for Computer Technology	3	[R] [W]
ITD	1523	Support & Troubleshooting Personal Computers	3	ITD 1103
ITD	2213	Networking I	3	ITD 1113 or CIS 1113 and ITD 1533

Fourth Semester

Course ID		Course Title	Credits	Prerequisites
POLS	1113	American Government	3	[R] [W]
CIS	2463	Database Application	3	CIS 1113 AND CIS 2363
CIS	2613	Project Management	3	[R] [W]
CIS	2703	System Analysis and Design	3	CIS 1113 AND 3 HOURS COMPUTER APPS OR PROGRAMMING
CIS	2803	CIS Capstone	3	Department Approval

Total to Graduate   60 Credit hours

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 Science

For More Information Contact:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 60 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #005 2014-2015

Computer Information Systems AAS*

Programming Certificate

Division of Science and Engineering

First Semester				
	Course ID	**Course Title**	**Credits**	**Prerequisites**
CIS	1123	Programming Fundamentals	3	Basic Computer Knowledge
Second Semester				
CIS	2363	Database Design	3	CIS 1113
Third Semester				
CIS	2023	C# (Sharp) Programming	3	CIS 1123
Fourth Semester				
CIS	2433	Advanced C# Programming	3	CIS 2023

Total to Graduate   **12 Credit hours**

Program Description

Upon completion of the Computer Information Systems – Programming Certificate, students will:

• Design, test and implement a computer program using object-oriented programming.

• Design a program using the program development cycle.

• Design a database.

Employment Information

An online programming certificate would allow students located off campus to complete core requirements to seek direct employment. Examples: Entry level programmer; IT Trailblazers Programmer C# ASP.NET entry level; Recruiter company C# developer, RPC; C# programmer (.NET); SAIC C# developer; Cyber Coders.

Degree Awarded

Certificate

For More Information Contact:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 12 credit hours + 2.0 gpa. See Registrar for more information.   Program #124 2014-2015

*Pending Regents Approval

**As of date this program has not been approved by the Dept. of Education to be eligible for federal student aid.

Construction Technology AAS

Building Inspection Option

Division of Science & Engineering

	Course ID		Course Title	Credits	Prerequisites
First Semester					
	Course ID		Course Title	Credits	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	MATH	1513	College Algebra	3	[R] ICSM 0213 or ICSM 0235
	CONS	1103	Blue Print Reading & Drafting for Construction	3	
	CONS	1214	Introduction to Construction	4	
		XXX3	Elective Approved by Department	3	
Second Semester					
	ENGL	2333	Introduction to Technical Report Writing	3	ENGL 1113
	HIST	1483	U.S. History to 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
	PHYS	1014	Descriptive Physics	4	[R] [M] [SCI]
	POLS	1113	American Government	3	[R] [W]
		XXX3	Elective Approved by Department	3	
Third Semester					
	CONS	1133	Introduction to Electrical Codes	3	
	ARCH	2322	Construction Specifications	2	ARCH 1223 and ARCH 2263
	CONS	2333	Construction Practices and Procedures	3	
	CONS	2233	Green Building Systems/Sustainable Construction	3	CONS 1214
	CONS	1123	Introduction to Building Codes	3	
Fourth Semester					
	CONS	1143	Introduction to Plumbing Codes	3	
	CONS	1153	Introduction to Mechanical Codes	3	
	CONS	2213	Structural Inspection	3	
	ARCH	2444	Urban Planning Technology	3	ARCH 2013
		XXX3	Elective Approved by Department	3	
			Total to Graduate	**61**	**Credit hours**

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

s 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:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 61 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Program #065 2014-2015

Construction Technology AAS

Construction Management Option

Division of Science & Engineering

First Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	MATH	1513	College Algebra	3	: [R] ICSM 0213 or ICSM 0235.
	CONS	1103	Blue Print Reading & Drafting for Construction	3	
	CONS	1214	Introduction to Construction	4	

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1213	*English Composition II		ENGL 1113
OR		{Choose one}		3	
	ENGL	2333	Introduction to Technical Report Writing		ENGL 1113
	MATH	1613	Trigonometry	3	: MATH 1513 or concurrent enrollment
	CONS	2103	Introduction to Construction Management	3	advisor's approval
	SOC	1113	Introductory Sociology *	3	[R] [W]

Third Semester (Summer)

	Course ID		Course Title	Credits	Prerequisites
	POLS	1113	American Government	3	[R] [W]
	ARCH	1614	Computer-Aided Drafting I	4	ARCH 1223 or equivalent. Same as INDD 1614

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	PHYS	1114	General Physics I		Prerequisite: [R] [SCI] MATH 1513. MATH 1613 recommended OR MATH 1715. Lab: three hours per week.
OR		{Choose one}	4	
	PHYS	1014	Descriptive Physics		[R] [M] [SCI]
	CONS	2233	Green Building Systems/Sustainable Construction	3	CONS 1214
	CONS	2333	Construction Practices and Procedures	3	
	CONS	2423	Construction Estimating I	3	CONS 1214 and ARCH 1223

Fifth Semester

	Course ID		Course Title	Credits	Prerequisites
	GENT	2323	Statics *	3	PHYS 1114 and MATH 1613. (F, Sp)
	MATH	2123	Calculus for Technology Programs I *	3	MATH 1513 and MATH 1613 OR MATH 1715
	MATH	2133	Calculus for Technology Programs II 8	3	MATH 2123
	ARCH	2003	Architecture and Society	3	

Sixth Semester (Summer)

	Course ID		Course Title	Credits	Prerequisites
	HUMN	2203	Masterworks of Western Culture (Modern)*	3*	ENGL 1113
	HIST	1483	U.S. History to 1865	3	[R] [W]
			*(Other courses may be substituted with division approval.)		

Total to Graduate   63   Credit hours

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:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 63 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Program #065 2014-2015

Construction Technology AAS

Construction Techniques Option

Division of Science & Engineering

First Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1113	**English Composition I**	3	[R] [W] ICSW 0123
	MATH	1513	College Algebra	3	[R] ICSM 0213 or ICSM 0235
	CONS	1103	Blue Print Reading & Drafting for Construction	3	
	CONS	1214	Introduction to Construction	4	

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1213	English Composition II		ENGL 1113
	OR		{Choose one}	3	
	SPCH	1113	Introduction to Speech Communication II		[R] [W]
	MATH	1613	Trigonometry	3	MATH 1513 or concurrent enrollment
	CONS	2103	Introduction to Construction Management	3	Advisor's approval
	POLS	1113	American Government	3	[R] [W]

Third Semester (Summer)

	Course ID		Course Title	Credits	Prerequisites
	ARCH	1614	Computer-Aided Drafting I	4	ARCH 1223 or equivalent. Same as INDD 1614

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	CONS	2003	OSHA for Commercial & Residential Construction	3	
	ARCH	2322	Construction Specifications	2	ARCH 1223 and ARCH 2263
	CONS	2333	Construction Practices and Procedures	3	
	CONS	2233	Green Building Systems/Sustainable Construction	3	CONS 1214
	CONS	2423	Construction Estimating I	3	CONS 1214 and ARCH 1223

Fifth Semester

	Course ID		Course Title	Credits	Prerequisites
			*Elective (Choose one from the list below)	3	
	CONS	2113	Mechanical Equipment of Buildings	3	
	CONS	2243	LEED Standards & Construction		CONS 2233
	OR		{Choose one}	3	
	ARCH	2263	Systems and Materials		
			*Elective (Choose one from the list below)	3	

Sixth Semester (Summer)

	Course ID		Course Title	Credits	Prerequisites
	HIST	1483	U.S. History to 1865	3	[R] [W]
			*Elective (Choose one from the list below)	3	
			Select 9 credit hours from ARCH,CONS,CSUR,GENT,INDD,MATH or SCI such as:		
	CONS	2343	Concrete and Asphalt Construction	3	ARCH 1313
	CONS	2623	Construction Estimating II	3	CONS 2423
	GENT	2323	Statics	3	PHYS 1114 and MATH 1613. (F, Sp)

Total to Graduate   **61**   Credit hours

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:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 61 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #65 2014-2015

Electrical Power Technology AAS

Metering Technology Option

Division of Science & Engineering

First Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	CIS	1113	Computer Concepts with Applications	3	ICSR 0033 or [R]
	EET	1104	Fundamentals of Electricity	4	Co-requisite: MATH 1513
	MATH	1513	College Algebra	3	[R] ICSM 0213 or ICSM 0235
	EPT	1103	Print Reading	3	

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	FPST	1313	Industrial Safety	3	ENGL 1113
	EPT	1123	Electrical Systems Components	3	
	EET	1244	Circuit Analysis	4	Co-requisite: MATH 1613
	MATH	1613	Trigonometry	3	MATH 1513 or concurrent enrollment
	EPT	2503	Transformers	3	

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1213	English Composition II		ENGL 1113
	OR		{Choose one}	3	
	ENGL	2333	Technical Report Writing		ENGL 1113
	EPT	2133	Fundamentals of Metering	3	
	EPT	2063	Electrical Systems Protection	3	
	HIST	1483	U.S. History to 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
	POLS	1113	American Government	3	[R] [W]

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	EPT	2533	Advanced Metering Techniques	3	EPT 2133
	EPT	2333	Single and Polyphase Metering	3	EPT 2133
	EPT	2603	Capstone/Advanced Techniques/Problems	3	
	PTDT	2013	Commercial Driver's License Training	3	
	SPCH	1113	Speech Communication	3	[R] [W]

Total to Graduate	62 Credit hours

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:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 62 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Electrical Power Technology AAS

Relay Technology Option
Division of Science & Engineering

First Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	CIS	1113	Computer Concepts with Applications	3	ICSR 0033 or [R]
	EET	1104	Fundamentals of Electricity	4	Co-requisite: MATH 1513
	MATH	1513	College Algebra	3	[R] ICSM 0213 or ICSM 0235
	EPT	1103	Print Reading	3	

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	FPST	1313	Industrial Safety	3	ENGL 1113
	EPT	1123	Electrical Systems Components	3	
	EET	1244	Circuit Analysis	4	EET 1104. Co-requisite: MATH 1613
	MATH	1613	Trigonometry	3	MATH 1513 or concurrent enrollment
	EPT	2503	Transformers	3	

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	HIST	1483	U.S. History to 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
	ENGL	1213	English Composition II		ENGL 1113
	OR		{Choose one}	3	
	ENGL	2333	Technical Report Writing		ENGL 1113
	EPT	2113	Substation Relays	3	
	EPT	2063	Electrical Systems Protection	3	
	EPT	2313	Substation Operations	3	

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	EPT	2403	Advanced Electrical Systems	3	
	EPT	2513	Substation Construction & Maintenance	3	
	EPT	2603	Capstone/Advanced Techniques/Problems	3	
	POLS	1113	American Government	3	[R] [W]
	SPCH	1113	Speech Communication	3	[R] [W]

Total to Graduate   **62**   **Credit hours**

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:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 62 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Electrical Power Technology-Relaying Certificate*

Division of Science & Engineering

First Semester

	Course ID		Course Title	Credits	Prerequisites
	MATH	1513	College Algebra	3	[R] ICSM 0213 or ICSM 0235
	EET	1104	Fundamentals of Electricity	4	MATH 1513
	FPST	1313	Industrial Safety	3	ENGL 1113
	EPT	1103	Print Reading	3	
	EPT	1123	Electrical Systems Components	3	

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	EET	1244	Circuit Analysis	4	EET 1104. Co-requisite: MATH 1613
	MATH	1613	Trigonometry	3	MATH 1513 or concurrent enrollment
	EPT	2503	Transformers	3	
	EPT	2113	Substation Relays	3	
	EPT	2063	Electrical Systems Protection	3	

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	EPT	2313	Substation Operations	3	
	EPT	2403	Advanced Electrical Systems	3	
	EPT	2513	Substation Construction & Maintenance	3	

Total to Graduate 38 Credit hours

Program Description

This certificate 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 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

Certificate

For More Information Contact:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 38 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #122 2014-2015

*Pending Regents Approval

**As of date this program has not been approved by the Dept. of Education to be eligible for federal student aid.

Electronics Engineering Technology AAS

Division of Science & Engineering

First Semester

	Course ID		Course Title	Credits	Prerequisites
	EET	1104	Fundamentals of Electricity	4	Co-requisite: MATH 1513
	MATH	1513	College Algebra	3	[R] ICSM 0213 or ICSM 0235
	EET	2373	Digital Logic Analysis	3	Co-requisite: EET 1104
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	POLS	1113	American Government	3	R] [W]

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	EET	1244	Circuit Analysis I	4	EET 1104. Co-requisite: MATH 1613
	MATH	1613	Trigonometry		MATH 1513 or concurrent enrollment
	OR		{Choose one}	3-5	
	MATH	1715	Precalculus		Math 0213 or ICSM 0213 or equivalent
	EET	2814	Maintenance of Microcomputer System		EET 2373
	OR		{Choose one}	3-4	
	ITD	1503	A+Hardware		
	ENGL	1213			ENGL 1113
	OR		{Choose one}	3	
	SPCH	1113	Intro to Speech Communication		[R] [W]

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	EET	2224	Electronic Amplifiers I	4	EET 1104 and EET 1244
	MATH	2133	Calculus for Technology Programs II	3	MATH 2123
	MATH	2123	Calculus for Technology Programs I	3	MATH 1513 and MATH 1613 OR MATH 1715
	EET	2333	Industrial Computer Programming		EET 2373
	OR		{Choose one}	3	
	CIS	2013	C++Language Programming		CIS 1123

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	EET	2643	Operational Amplifiers	3*	EET 1244 and EET 2224
	EET	2101	Electronic Construction and Design	1	EET 2224
	EET	2454	Electronic Computers	4	EET 2373
	EET	2764	Electronic Communications Systems	4	EET 2224
	PHYS	1114	General Physics I		[R] [SCI] MATH 1513. MATH 1613 recommended OR MATH 1715.
	OR		{Choose one}	4	
	PHYS	1514	Introduction to Lasers		[SCI] MATH 1613

Fifth Semester

	Course ID		Course Title	Credits	Prerequisites
	EET	2234	Analog and Digital Systems	4	EET 1244 and EET 2333 and MATH 2133
	EET	2103	Electronic Instruments	3	EET 2224
	EET	2854	Industrial Microcomputer Applications	4	EET 2454
	HIST	1483	U.S. History to 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]

Total to Graduate	**72 Credit hours**

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:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 72 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Electronics Engineering Technology AAS

Electrical Engineering Technology Option

Division of Science & Engineering

First Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	POLS	1113	American Government	3	R] [W]
	EET	1104	Fundamentals of Electricity	4	Co-requisite: MATH 1513
	MATH	1513	College Algebra	3	[R] ICSM 0213 or ICSM 0235
	EET	2373	Digital Logic Analysis	3	Co-requisite: EET 1104

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1213	English Composition II		ENGL 1113
	OR		{Choose one}	3	
	SPCH	1113	Introduction to Speech Communications		[R] [W]
	CHEM	1314	General Chemistry I	4	MATH 1513 and CHEM 1104 or completed High School Chemistry
	EET	1244	Circuit Analysis I	4	EET 1104. Co-requisite: MATH 1613
	MATH	1613	Trigonometry	3	MATH 1513 or concurrent enrollment

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	HUMN	xxx3	Humanities Elective	3	ENGL 1113
	GEOG	2253	World Regional Geography	3	[R] [W]

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	HIST	1483	U.S. History to 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
	EET	2224	Electronic Amplifiers I	4	EET 1104 and EET 1244
	PHYS	1114	General Physics I	4	[R] [SCI] MATH 1513. MATH 1613 recommended OR MATH 1715. Lab: three hours per week
	EET	2333	Industrial Computer programming	3	EET 2373

Fifth Semester

	Course ID		Course Title	Credits	Prerequisites
	EET	2643	Operational Amplifiers	3	EET 1244 and EET 2224
	PHYS	1214	General Physics II	4	PHYS 1114
	MATH	2123	Calculus for Technology Programs I	3	MATH 1513 and MATH 1613 OR MATH 1715
	MATH	2133	Calculus for Technology Programs II	3	MATH 2123

Total to Graduate   63   Credit hours

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:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 63 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #006 2014-2015

Fire Protection & Safety Technology AS

General Studies Option

Division of Science & Engineering

Course ID		Course Title	Credits	Prerequisites
ARCH	1103	Graphic Communications	3	
FPST		FPST Elective	2	
FPST	1513	OSHA Regulations &Safety Codes	3	ENGL 1113
FPST	1813	Introduction to Environmental Law	3	: ENGL 2333, MATH 1513, FPST 1513
FPST	1684	Industrial Loss Prevention I	4	ENGL 2333, MATH 1513, CHEM 1314, FPST 1513, ARCH 1103
13 credit hours will be selected by the student and the department head/advisor reflecting the goals of the student or B.S. degree receiving institution.				
FPST				
PHYS				
CHEM				
ARCH				
ENGS				
BIOL				
MATH				
GENT				
				28 Credit hours

Technical Occupational Specialty

CHEM	1314	General Chemistry I	4	MATH 1513 and CHEM 1104 or completed High School Chemistry
		Other science course approved by FPST department head	3	
ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
ENGL	1213	English Composition II	3	ENGL 1113
ENGL	2333	Introduction to Technical Report Writing	3	ENGL 1113
HIST	1483	U.S. History to 1865		[R] [W]
OR		{Choose one}	3	
HIST	1493	U.S. History Since 1865		[R] [W]
HUMN		*Any 6 credit hours of HUMN equivalent*	6	ENGL 1113
MATH	1513	College Algebra	3	[R] ICSM 0213 or ICSM 0235
STAT	2013	Elementary Statistics	3	MATH 1513 or equivalent [R]
POLS	1113	American Government	3	[R] [W
Any 3 credits hours of SOC, PSYC or equivalent			3	
				37 Credit hours

Total to Graduate   **65**   **Credit hours**

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 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 through their time at OSU-OKC in order to select courses that will meet their degree and employment goals.

Degree Awarded

Associate in Science

For More Information Contact:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 63 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #067 2014-2015

Fire Protection & Safety Technology AS

Professional Practice Option

Division of Science & Engineering

	Course ID		Course Title	Credits	Prerequisites
	ARCH	1103	Graphic Communications	3	
	FPST		FPST Elective	3	
	FPST	1513	OSHA Regulations & Safety Codes	3	ENGL 1113
	FPST	1813	Introduction to Environmental Law	3	ENGL 2333, MATH 1513, FPST 1513
	FPST	1684	Industrial Loss Prevention I	4	ENGL 2333, MATH 1513, CHEM 1314, FPST 1513, ARCH 1103
	FPST	2633	Industrial Loss Prevention II		CHEM 1314 and ENGL1113
OR			{Choose one}	3	
	FPST		FPST Elective		
	FPST	2344	Elements of Industrial Hygiene	4	ENGL 2333, CHEM 1314, STAT 2013
	FPST	2413	Industrial Hygiene Instrumentation		FPST 2344
OR			{Choose one}	3	
	FPST		Elective		
	FPST	2633	Intro to Environmental & Hazardous Materials CChem	3	CHEM 1314 and ENGL1113
					29 Credit hours
	CHEM	1314	General Chemistry I	4	MATH 1513 and CHEM 1104 or completed High School Chemistry
			Other science course approved by FPST department head	3	
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	ENGL	1213	English Composition II	3	ENGL 1113
	ENGL	2333	Introduction to Technical Report Writing	3	: ENGL 1113
	HIST	1483	U.S. History to 1865		[R] [W]
OR			{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
	HUMN		Any 6 credit hours of HUMN equivalent	6	ENGL 1113
	MATH	1513	College Algebra	3	[R] ICSM 0213 or ICSM 0235
	STAT	2013	Elementary Statistics	3	MATH 1513 or equivalent [R]
	POLS	1113	American Government	3	[R] [W]
			Any 3 credits hours of SOC, PSYC or equivalent	3	
					37 Credit hours

Total to Graduate   66   Credit hours

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 through their time at OSU-OKC in order to select courses that will meet their degree and employment goals.

Degree Awarded

Associate in Science

For More Information Contact:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 63 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #067 2014-2015

General Engineering

Division of Science & Engineering

	Course ID		Course Title	Credits	Prerequisites
Technical Occupational Specialty					
				29 Credit hours	
Support and Related Courses					
	MATH	2123	Calculus for Technology Programs I	3	MATH 1513 and MATH 1613 OR MATH 1715
	PHYS	1114	General Physics I	4	[R] [SCI] MATH 1513. MATH 1613 recommended OR MATH 1715
	Controlled Electives			5	
				12 Credit hours	
Technical Occupational Related					
These courses must lend related support to the emphasis specialty courses selected above and must be selected with the approval of the department head.					
				6 Credit hours	
General Education Courses					
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	ENGL	2333	Introduction To Technical Report Writing		ENGL 1113
	OR		{Choose one}	3	
	ENGL	1213	English Composition II		ENGL 1113
	HIST	1483	U.S. History to 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
	MATH	1513	College Algebra	3	[R] ICSM 0213 or ICSM 0235
	MATH	1613	Trigonometry		MATH 1513 or concurrent enrollment
	OR		{Choose one}	3	
	MATH	1715	Precalculus		Math 0213 or ICSM 0213 or equivalent
	POLS	1113	American Government	3	[R] [W]
				18 Credit hours	

Total to Graduate	65 Credit hours

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:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 66 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Program #010 2014-2015

General Engineering
Mechanical Engineering Technology Option
Division of Science & Engineering

First Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	ARCH	1614	Computer Aided Drafting I	4	ARCH 1223 or equivalent. Same as INDD 1614
	CHEM	1214	Chemistry I	4	[R] [M] [SCI]
	MATH	1513	College Algebra	3	[R] ICSM 0213 or ICSM 0235

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1213	English Composition II	3	ENGL 1113
	CIS	1113	Computer Concepts with Applications	3	ICSR 0033 or [R]
	HUMN	XXX3	Humanities elective	3	ENGL 1113
	MATH	1613	Trigonometry	3	MATH 1513 or concurrent enrollment
	HIST	1483	U.S. History to 1865		[R] [W]
OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]

Third Semester (Summer)

	Course ID		Course Title	Credits	Prerequisites
	MATH	2123	Calculus for Technology Programs I	3	MATH 1513 and MATH 1613 OR MATH 1715
	MATH	2133	Calculus for Technology Programs II	3	MATH 2123

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGS	2113	Statics	3	PHYS 2014
	PHYS	1114	General Physics I	4	[R] [SCI] MATH 1513. MATH 1613 recommended OR MATH 1715.
	HUMN	XXX3	Humanities elective	3	ENGL 1113
	POLS	1113	American Government	3	[R] [W]

Fifth Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGS	2143	Strength of Materials	3	PHYS 2014 and MATH 2265 and ENGS 2113
	PHYS	1214	General Physics II	4	PHYS 1114
	GEOG	2253	World Regional Geography	3	[R] [W]
	SPCH	1113	Intro to Speech Communication	3	[R] [W]

Total to Graduate   **61**   **Credit hours**

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:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 61 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Program #010 2014-2015

Graphic Design AAS
Graphic Game Development Option
Division of Science and Engineering

First Semester

Course ID		Course Title	Credits	Prerequisites
ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
MATH	1513	College Algebra		[R] MATH 0213 or MATH 0235
OR		{Choose one}	3	
MATH	1413	General College Math		[R] MATH 0213 or MATH 0235
CIS	1113	Computer Concepts		[R] or ICSR 0033
OR		{Choose one}	3	
CIS	1503	MS Office		[R]
GDD	1313	Internet Fundamentals	3	[R] or CIS 1003

Second Semester

Course ID		Course Title	Credits	Prerequisites
POLS	1113	American Government	3	[R] [W]
CIS	1433	Game Development	3	[R]
GDD	1333	Desktop Publishing I	3	[R]
GDD	2233	Computer Animation	3	[R] and CIS 1113 CIS or 1503 preferred
GDD	1253	Computer Graphic Illustration	3	[R] and CIS 1113 or CIS 1503 preferred

Third Semester

Course ID		Course Title	Credits	Prerequisites
HIST	1483	U.S. History to 1865		[R] [W]
OR		{Choose one}	3	
HIST	1493	U.S. History Since 1865		[R] [W]
CIS	1453	Character Development	3	CIS 1433
GDD	2323	Multimedia Computing	3	[R] and CIS 1113 or CIS 1503 preferred
GDD	1463	Computer Art	3	[R] and CIS 1113 or CIS 1503 preferred
GDD	2263	Digital Media	3	[R] and CIS 1113 or CIS 1503 preferred

Fourth Semester

Course ID		Course Title	Credits	Prerequisites
		General Education Elective	3	
SPCH	1113	Introduction to Speech	3	[R] [W]
CIS	2103	Level Design	3	none
GDD	2273	Digital Imaging	3	GDD 2263
GDD	2423	Advanced Multimedia	3	GDD 2323
GDD	2823	GDD Capstone	3	Department Approval

Total to Graduate   60 Credit hours

Program Description

Graphic Game Development Option prepares students for career opportunities, proving 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, insure 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 publication, 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 animators. These fall into one of the fastest growing occupations through 2016.

Degree Awarded

Associate in Science

For More Information Contact:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 60 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #064 2014-2015

Graphic Design AAS
Illustration/Multimedia Option
Division of Science and Engineering

First Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
	MATH	1513	College Algebra		[R] MATH 0213 or MATH 0235
OR			{Choose one}	3	
	MATH	1413	General College Math		[R] MATH 0213 or MATH 0235
	CIS	1113	Computer Concepts		[R]
OR			{Choose one}	3	
	CIS	1503	MS Office		[R]
	GDD	1313	Internet Fundamentals	3	[R] or CIS 1003
	GDD	1333	Desktop Publishing	3	[R]

Second Semester

	Course ID		Course Title	Credits	Prerequisites
			General Education Elective	3	
	ENGL	1213	English Composition II	3	ENGL 1113
	GDD	2033	WEB Page Design	3	GDD 1313
	GDD	2233	Computer Animation	3	[R] and CIS 1113 or CIS 1503 preferred
	GDD	2323	Multimedia Computing	3	[R] and CIS 1113 or CIS 1503 preferred

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	POLS	1113	American Government	3	[R] [W]
	GDD	1253	Computer Graphic Illustration	3	[R] and CIS 1113 or CIS 1503 preferred
	GDD	1463	Computer Art	3	[R] and CIS 1113 or CIS 1503 preferred
	GDD	2263	Digital Media	3	[R] and CIS 1113 or CIS 1503 preferred
	GDD	2303	Desktop Publishing II	3	GDD 1333

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	HIST	1483	U.S. History to 1865		[R] [W]
OR			{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
	CIS	2443	Multimedia Project Design & Management	3	GDD 2323. Spring only
	GDD	2273	Digital Imaging	3	GDD 2263
	GDD	2423	Advanced Multimedia	3	GDD 2323
	GDD	2823	GDD Capstone	3	Department Approval

Total to Graduate   **60 Credit hours**

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.

Degree Awarded

Associate in Science

For More Information Contact:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 60 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #064 2014-2015

Graphic Design AAS
Internet/Web Page Design Option
Division of Science and Engineering

First Semester

Course ID		Course Title	Credits	Prerequisites
ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
MATH	1513	College Algebra		[R] MATH 0213 or MATH 0235
OR		{Choose one}	3	
MATH	1413	General College Math		[R] MATH 0213 or MATH 0235
CIS	1123	Programming Fundamentals	3	[R]
CIS	1113	Computer Concepts		ICSR 0033 or [R]
OR		{Choose one}	3	
CIS	1503	Microsoft Office		[R]
GDD	1313	Internet Fundamentals	3	[R] or CIS 1003

Second Semester

Course ID		Course Title	Credits	Prerequisites
SPCH	1113	Introduction to Speech	3	[R] [W]
CIS	2363	Database Design	3	[R]
GDD	2033	Web Page Design	3	GDD 1313
GDD	2323	Multimedia Computing	3	[R] and CIS 1113 or CIS 1503 preferred
ITD	1533	LAN Fundamentals	3	[R]

Third Semester

Course ID		Course Title	Credits	Prerequisites
HIST	1483	U.S. History to 1865		[R] [W]
OR		{Choose one}	3	
HIST	1493	U.S. History Since 1865		[R] [W]
GDD	1253	Computer Graphic Illustration	3	[R] and CIS 1113 or CIS 1503 preferred
GDD	1333	Desktop Publishing I	3	[R]
GDD	2113	Advanced Web Page Design	3	GDD 1313 and GDD 2033
GDD	2263	Digital Media	3	[R] and CIS 1113 or CIS 1503 preferred

Fourth Semester

Course ID		Course Title	Credits	Prerequisites
		General Education Elective	3	
POLS	1113	American Government	3	[R] [W]
GDD	2303	Desktop Publishing II	3	GDD 1313
GDD	2143	Web Programming	3	CIS 1123 and GDD 2133
GDD	2823	GDD Capstone	3	Department Approval

Total to Graduate   60 Credit hours

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 development is projected to be one of the fastest growing employment areas for the future.

Degree Awarded

Associate in Science

For More Information Contact:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 60 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #064 2014-2015

Information Technology AAS
Computer Forensics eDiscovery Option
Division of Science and Engineering

First Semester

Course ID		Course Title	Credits	Prerequisites
ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
ITD	1103	Information Technology Fundamentals	3	College Level Reading
ITD	1113	Windows Expert User	3	R Proficiency
ITD	1533	LAN Fundamentals	3	R Proficiency
PLSC	1103	Intro to Forensic Science	3	None
PLSC	1213	Rules of Evidence	3	None

Second Semester

Course ID		Course Title	Credits	Prerequisites
		General Education Elective	3	
SPCH	1113	Intro to Speech	3	[R] [W]
CIS	2513	Principles of Information Security	3	CIS 1113 or CIS 1103 or ITD 1113
CIS	2603	Professional Ethics for Computer Technology	3	[R] [W]
ITD	1523	Support and Troubleshooting PC	3	ITD 1103
ITD	1543	Intro to Computer Forensics	3	PLSC 1103

Third Semester

Course ID		Course Title	Credits	Prerequisites
POLS	1113	American Government	3	[R] [W]
HIST	1483	U.S. History to 1865		[R] [W]
OR		{Choose one}	3	
HIST	1493	U.S. History Since 1865		[R] [W]
ITD	2143	Digital Investigation and Reporting	3	R Proficiency and W Proficiency
ITD	2623	Advanced LAN Fundamentals	3	ITD 1533

Fourth Semester

Course ID		Course Title	Credits	Prerequisites
MATH	1413	General College Math	3	[R] MATH 0213 or MATH 0235
CIS	2613	CIS Project Management	3	[R] [W]
ITD	2163	Computer and Tech Laws	3	ITD 1103
ITD	2173	Computer Forensics and Incident Response	3	ITD 1543 and ITD 2143
ITD	2801	Certification Practicum	1	Lead Instructor/Dept. Head Approval

Total to Graduate   61 Credit hours

Program Description

The Information Technology-Computer Forensics/eDiscovery Option degree prepares students for a variety of career opportunities. The program provides a general education background in computers forensics investigations. Computer forensics is a branch of digital forensic science pertaining to legal evidence found in computers and digital storage media. The goal of computer forensics is to examine digital media in a forensically sound manner with the aim of identifying, preserving, recovering, analyzing and presenting facts and opinions about the information.

Employment Information

The U.S. Bureau of Labor Statistics rates the job growth for computer forensics careers as faster than average. Computer forensic investigators uncover the depth of a security breach, recover data that has been corrupted or intentionally deleted, identify how a 'hacker' got past the security checks and if fortunate enough, identify the individual who caused the damages. Computer forensic investigators can work for the government and law enforcement agencies or own their own practice.

Degree Awarded

Associate in Science

For More Information Contact:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 61 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #094 2014-2015

Information Technology AAS
Network Option
Division of Science and Engineering

First Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
	Gen Ed		Elective	3	
	ITD	1103	Information Technology Fundamentals	3	College Level Reading
	ITD	1113	Windows Expert User	3	[R]
	ITD	1533	LAN Fundamentals	3	[R]

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	SPCH	1113	Introduction to Speech	3	[R] [W]
	CIS	2513	Principles of Information Security	3	CIS 1113 or CIS 1103 or ITD 1113
	ITD	1523	Support and Troubleshooting PC	3	ITD 1103
	ITD	2163	Computer and Technology Law	3	ITD 1103
	ITD	2213	Networking I	3	ITD 1113 or CIS 1113 and ITD 1533

Summer Term

	Course ID		Course Title	Credits	Prerequisites
	POLS	1113	American Government	3	[R] [W]

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	CIS	2603	Professional Ethics for Computer Technology	3	[R]{W}
	ITD	2193	Technical Support Communications	3	None
	ITD	2313	Networking II	3	ITD 2213
	ITD	2433	Linux	3	None
	ITD	2623	Advance LAN Fundamentals	3	ITD 1533

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	HIST	1483	U.S. History to 1865		[R] [W]
OR			{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
	MATH	1413	General College Math	3	
	CIS	2613	Project Management	3	[R]{W}
	ITD	2723	Network Security	3	ITD 2313 and CIS 2513
	ITD	2933	ITD Capstone	3	Department Approval

Total to Graduate   63 Credit Hours

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 the communications and networking field.

Employment Information

The U.S. Bureau of Labor Statistics says information technology 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's degree in the field of networking which parallels Microsoft Certification.

Degree Awarded

Associate in Science

For More Information Contact:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 63 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #094 2014-2015

Information Technology Certificate*
Network Option
Division of Science and Engineering

First Semester				
Course ID		**Course Title**	**Credits**	**Prerequisites**
ITD	1103	Information Technology Fundamentals	3	College Level Reading
ITD	1113	Windows Expert User	3	[R]
ITD	1533	LAN Fundamentals	3	[R]
Second Semester				
ITD	1523	Support and Troubleshooting PC	3	ITD 1103
ITD	2213	Networking I	3	ITD 1113 or CIS 1113 and ITD 1533
Third Semester				
ITD	2313	Networking II	3	ITD 2213
ITD	2433	Linux	3	None
ITD	2623	Advance LAN Fundamentals	3	ITD 1533
Fourth Semester				
ITD	2193	Technical Support Communications	3	[R]{W}
ITD	2723	Network Security	3	ITD 2313 and CIS 2513
ITD	2933	ITD Capstone	3	Department Head Approval

Total to Graduate   **33 Credit hours**

Program Description

The Information Technology-Network certificate 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 CompTIA A+, Network +, and Security +. 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 information technology 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 a certificate in the field of networking which parallels Microsoft and CompTIA Certifications.

Degree Awarded

Certificate

For More Information Contact:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 33 credit hours + 2.0 gpa. See Registrar for more information.   Program #116 2014-2015

*Pending Regents Approval

**As of date this program has not been approved by the Dept. of Education to be eligible for federal student aid.

Management Information Systems AAS

Division of Science and Engineering

First Semester

Course ID		Course Title	Credits	Prerequisites
ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
MATH	1413	General College Math		[R] ICSM 0213 or ICSM 0235
OR		{Choose one}	3	
MATH	1513	College Algebra		[R] ICSM 0213 or ICSM 0235
CIS	1113	Computer Concepts		[R]
OR		{Choose one}	3	
CIS	1503	MS Office		ICSR 0033 or [R].
CIS	2603	Professional Ethics for Computer Technology	3	[R] [W]
MGMT	2103	Principles of Management	3	none

Second Semester

Course ID		Course Title	Credits	Prerequisites
ENGL	1213	English Composition II	3	ENGL 1113
SPCH	1113	Intro to Speech	3	[R] [W]
CIS	2263	Spreadsheet Applications	3	CIS 1113 or CIS 1503
GDD	1333	Desktop Publishing I	3	[R]
MKTG	2273	Principles of Marketing	3	none

Third Semester

Course ID		Course Title	Credits	Prerequisites
HIST	1483	U.S. History to 1865		[R] [W]
OR		{Choose one}	3	
HIST	1493	U.S. History Since 1865		[R] [W]
CIS	1123	Programming Fundamentals	3	[R]
CIS	2363	Database Design	3	CIS 1113
ITD	1533	LAN Fundamentals	3	[R]
MGMT	2143	Leadership	3	MGMT 2103

Fourth Semester

Course ID		Course Title	Credits	Prerequisites
POLS	1113	American Government	3	[R] [W]
PSYC	1113	Intro to Psychology		[R] [W]
OR		{Choose one}	3	
SOC	1113	Intro To Sociology		[R] [W]
OR		{Choose one}		
Science		6 credit hours one must be lab	6	
ACCT	2103	Financial Accounting	3	[R] [W]
CIS	2613	CIS Project Management	3	[R] [W]
MGMT	2213	Human Resource Management	3	[R]

Total to Graduate	63 Credit hours

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 Management Information Systems 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 Science

For More Information Contact:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 63 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   #094 2014-2015

Management Information Systems AAS

Office Management Option
Division of Science and Engineering

First Semester

	Course ID	Course Title	Credits	Prerequisites
ENGL	1113	English Composition I	3	[R] [W] ENGL 0123
MATH	1413	General College Math	3	[R] ICSM 0213 or ICSM 0235
OR		{Choose one}		
MATH	1513	College Algebra	3	[R] ICSM 0213 or ICSM 0235
ACCT	2103	Financial Accounting	3	None
CIS	1503	Microsoft Office	3	None
MKT	2273	Principles of Marketing	3	None

Second Semester

	Course ID	Course Title	Credits	Prerequisites
SPCH	1113	Intro to Speech	3	[R] [W]
ACCT	2203	Managerial Accounting	3	ACCT 2103
CIS	2603	Professional Ethics for Computer Technology	3	[R] [W]
GDD	1313	Internet Fundamentals	3	[R] or CIS 1003
MGMT	2103	Principles of Management	3	[R]

Third Semester

	Course ID	Course Title	Credits	Prerequisites
HIST	1483	U.S. History to 1865	3	[R] [W]
OR		{Choose one}		
HIST	1493	U.S. History Since 1865	3	[R] [W]
ACCT	2043	Computerized Accounting	3	ACCT 2103 and CIS 1113 or CIS 1503
CIS	1033	Introduction to Microsoft Word	3	Typing Skills
CIS	2263	Spreadsheet Applications	3	CIS 1113 or CIS 1503
CIS	2363	Database Design	3	CIS 1113 or CIS 1503

Fourth Semester

	Course ID	Course Title	Credits	Prerequisites
POLS	1113	American Government	3	[R] [W]
PSYC	1113	Intro to Psychology	3	[R] [W]
CIS	2463	Database Application	3	CIS 1113 AND CIS 2363
CIS	2613	CIS Project Management	3	[R] [W]
MGMT	2143	Leadership	3	MGMT 2103
MGMT	2213	Human Resource Management	3	[R]

Total to Graduate   **63 Credit hours**

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, professional, 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 Science

For More Information Contact:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 63 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   #094 2014-2015

Power Transmission and Distribution Technology AAS

Division of Science & Engineering

First Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	PTDT	1104	Introduction to Utility Industry/Climbing	4	
	PTDT	1102	Elements of Electricity and Electronics	2	
	PTDT	1353	Lineman Safety/Equipment	3	
	PTDT	1103	Plan Reading for PTDT	3	

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	FPST	1313	Introduction to Occupational Safety	3	ENGL 1113
	PTDT	1154	Electric Circuits-High Voltage	4	Department Head approval
	PTDT	1453	Principles of Power Transmission	3	PTDT 1104 Lab: two hours per week
	CIS	1113	Computer Concepts with Applications	3	ICSR 0033 or [R]
	MATH	1413	General College Math		[R] ICSM 0213 or ICSM 0235
OR		{Choose one}		3	
	MATH	1513	College Algebra		[R] ICSM 0213 or ICSM 0235

Third Semester (Summer)

	Course ID		Course Title	Credits	Prerequisites
	PTDT	2104	Internship	4	

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	PTDT	2003	Principles of Power Distribution	3	
	ENGL	1213	English Composition II		ENGL 1113
OR		{Choose one}		3	
	SPCH	1113	Introduction Speech Communication		[R] [W]
	POLS	1113	American Government	3	[R] [W]
		XXX3	*Elective (Must be approved by advisor)*	3	

Fifth Semester

	Course ID		Course Title	Credits	Prerequisites
	PTDT	2023	Principles of Switching and Metering	3	
	PTDT	2043	Electrical Capstone Experience	3	
	PTDT	2013	Driver Safety and CDL Training	3	
		XXX3	General education elective (Must be approved by advisor)	3	

Total to Graduate   62   Credit hours

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 quality 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:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 62 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Program #091 2014-2015

Power Transmission & Distribution Technology*

Certificate

Division of Science & Engineering

	Course ID		Course Title	Credits	Prerequisites
First Semester					
	MATH	1413	General College Math	3	[R] ICSM 0213 or ICSM 0235
	PTDT	1104	Introduction to Utility Industry/Climbing	4	
	PTDT	1102	Elements of Electricity and Electronics	2	
	PTDT	1353	Lineman Safety/Equipment	3	
	PTDT	1103	Plan Reading for PTDT	3	
Second Semester					
	FPST	1313	Introduction to Occupational Safety	3	ENGL 1113
	PTDT	1154	Electric Circuits-High Voltage	4	Department Head approval
	PTDT	1453	Principles of Power Transmission	3	PTDT 1104 Lab: two hours per week
	PTDT	2003	Principles of Power Distribution	3	
	PTDT	2023	Principles of Switching and Metering	3	
	PTDT	2013	Driver Safety and CDL Training	3	

Total to Graduate   34   Credit hours

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 quality 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

Certificate

For More Information Contact:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 34 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #123 2014-2015

*Pending Regents Approval

**As of date this program has not been approved by the Dept. of Education to be eligible for federal student aid.

Renewable/Sustainable Energy AAS

Division of Science & Engineering

First Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	CONS	1103	Blue Print Reading & Drafting for Construction	3	
	CONS	1214	Introduction to Construction	4	
	RSE	1004	Renewable Energy Applications	4	

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1213	English Composition II		ENGL 1113
	OR		{Choose one}	3	
	ENGL	2333	Technical Report Writing		ENGL 1113
	CIS	1113	Computer Concepts with Applications	3	ICSR 0033 or [R]
	CONS	2113	Mechanical Equipment of Buildings	3	
	MATH	1513	College Algebra	3	[R] ICSM 0213 or ICSM 0235

Third Semester (Summer)

	Course ID		Course Title	Credits	Prerequisites
	SPCH	1113	Introduction to Speech Communications		[R] [W]
	OR		{Choose one}	3	
	SPCH	2723	Interpersonal Communication		[R] [W]
	POLS	1113	American Government	3	[R] [W]

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	CONS	2003	OSHA for Residential & Commercial Construction	3	
	CONS	2233	Green Building Systems/Sustainable Construction	3	CONS 1214
	RSE	1033	Geothermal Design & Applications	3	RSE 1004, EET 1102; lecture hours: 2; lab hours: 3
	RSE	1023	Solar Design & Applications	3	RSE 1004, EET 1102; lecture hours: 2; lab hours: 3

Fifth Semester

	Course ID		Course Title	Credits	Prerequisites
	CONS	2243	LEED Standards & Construction	3	CONS 2233
	RSE	2013	Residential Energy Audits	3	Permission needed from department; lecture hours: 2; lab hours: 3
	RSE	1013	Residential Wind Design & Applications	3	RSE 1004, EET 1102; lecture hours: 2; lab hours: 3
	WTT	1134	AC/DC Theory	4	WTT 1004 & MATH 1513

Sixth Semester

	Course ID		Course Title	Credits	Prerequisites
	HIST	1483	U.S. History to 1865		
	OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		
	RSE	2211	Renewable & Sustainable Energy Capstone	1	Department permission required

Total to Graduate   **61   Credit hours**

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:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 61 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #110 2014-2015

Renewable/Sustainable Energy Certificate

Division of Science & Engineering

	Course ID		Course Title	Credits	Prerequisites
First Semester					
	CONS	1103	Blue Print Reading & Drafting for Construction	3	
	CONS	1214	Introduction to Construction	4	
	RSE	1004	Renewable Energy Applications	4	
	CONS	2113	Mechanical Equipment of Buildings	3	
Second Semester					
	CIS	1113	Computer Concepts with Applications	3	ICSR 0033 or [R]
	CONS	2003	OSHA for Residential & Commercial Construction	3	
	CONS	2233	Green Building Systems/Sustainable Construction	3	CONS 1214
	RSE	1033	Geothermal Design & Applications	3	RSE 1004, EET 1102
	RSE	1023	Solar Design & Applications	3	RSE 1004, EET 1102
Third Semester					
	CONS	2243	LEED Standards & Construction	3	CONS 2233
	RSE	2013	Residential Energy Audits	3	Permission needed from department
	RSE	1013	Residential Wind Design & Applications	3	RSE 1004, EET 1102
	WTT	1134	AC/DC Theory	4	WTT 1004 & MATH 1513
	RSE	2211	Renewable & Sustainable Energy Capstone	1	Department permission required

Total to Graduate   **43**   **Credit hours**

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

Certificate

For More Information Contact:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 43 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #109 2014-2015

Surveying Technology AAS

Division of Science & Engineering

First Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1113	English Composition I	3	[R] [W] ICSW 0123
	HIST	1483	U.S. History to 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1493	U.S. History Since 1865		[R] [W]
	MATH	1513	College Algebra	3	[R] ICSM 0213 or ICSM 023
	SURV	1133	Fundamentals of GIS	3	

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1213	English Composition II	3	ENGL 1113
	SPCH	1113	Introduction to Speech Communication	3	[R] [W]
	POLS	1113	American Government	3	[R] [W]
	MATH	1613	Trigonometry	3	MATH 1513 or concurrent enrollment
	SURV	2614	Surveying I	4	MATH 1613 or Co-requisite MATH 1613

Third Semester (Summer)

			Course Title	Credits	Prerequisites
			* Elective (Choose from list below)	3	

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	SURV	2623	Legal Principles of Surveying I	3	SURV 2614
	SURV	2232	Route Surveying	2	SURV 2614
	SURV	2643	Advanced Surveying I	3	SURV 2614
	SURV	2743	Fundamentals of GPS	3	SURV 2614
	SURV	2233	Civil CAD Drafting I	3	SURV 2614 and INDD 1614

Fifth Semester

	Course ID		Course Title	Credits	Prerequisites
	SURV	2633	Legal Principles of Surveying II	3	SURV 2623
			* Elective (Choose from list below)	3	
	SURV	2423	Photogrammetry	3	SURV 2734
			* Elective (Choose from list below)	3	

Sixth Semester

	Course ID		Course Title	Credits	Prerequisites
			* Elective (Choose from list below)	3	
			* Elective (Choose from list below)	3	
			*Select 15 Elective credit hours from the following:		
	CIS	2363	Database Design	3	CIS 1113
	SURV	1101	Introduction to Surveying	1	
	SURV	1103	Basic Cartography	2	
	SURV	1320	Technical Projects - Surveying	1-6	?
	SURV	2033	Basic Geodesy and Map Projections	3	
	SURV	2050	Adv. Technical Problems in Surveying	1-6	?
	SURV	2113	Advanced GIS (Spatial Analysis)	3	SURV 1133
	SURV	2213	Remote Sensing	3	SURV 2743
	SURV	2242	Residential subdivision & design	2	SURV 2232
	SURV	2433	Civil Cad II	3	SURV 2233
	SURV	2603	Internship	3	Department permission required
	SURV	2650	Technical Problems in Surveying	1-4	?
	SURV	2733	Programming for Surveyors	2	SURV 2643, SURV 2232, and SURV 2734
	SURV	2734	Applied Survey Computations	4	SURV 2232 , SURV 2643 and SURV 2633
	SURV	2773	FLS Review	3	Permission from the department required
	SURV	2783	Capstone	3	Permission from the department required

Total to Graduate   **66   Credit hours**

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. This program is approved for complete online delivery.

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:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 66 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #018 2014-2015

Land Surveying Certificate*

Division of Science & Engineering

First Semester

	Course ID		Course Title	Credits	Prerequisites
	MATH	1513	College Algebra	3	[R] ICSM 0213 or ICSM 023
	SURV	2614	Surveying I	4	MATH 1613 or Co-requisite MATH 1613
	SURV	2643	Advanced Surveying I	3	SURV 2614
	SURV	2232	Route Surveying	2	SURV 2614

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	SURV	2423	Photogrammetry	3	SURV 2734
		2743		3	
	SURV	2623	Legal Principles of Surveying I	3	SURV 2614
	SURV	2633	Legal Principles of Surveying II	3	SURV 2623

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	SURV	2233	Civil CAD Drafting I	3	SURV 2614 and INDD 1614
	SURV	1133	Fundamentals of GIS	3	

Total to Graduate   **30** Credit hours

Program Description

This Land Surveying certificate 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. This program is approved for complete online delivery.

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:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 30 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.   Program #125 2014-2015

*Pending Regents Approval

**As of date this program has not been approved by the Dept. of Education to be eligible for federal student aid.

Wind Turbine Technology AAS

Division of Science & Engineering

First Semester

	Course ID		Course Title	Credits	Prerequisites
	WTT	1004	Introduction to Wind Energy	4	
	ENGL	1113	English Comp I	3	[R] [W] ICSW 0123
	MATH	1513	College Algebra	3	[R] ICSM 0213 or ICSM 0235
	POLS	1113	American Government	3	[R] [W]
	CIS	1113	Computer Concepts with Applications	3	ICSR 0033 or [R]

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	ENGL	1213	English Comp II		
	OR		{Choose one}	3	
	ENGL	2353	Technical Report Writing		ENGL 1113
	FPST	1313	Introduction to Occupational Safety	3	ENGL 1113
	SPCH	1113	Introduction to Speech Communication	3	[R] [W]
	WTT	1103	Print Reading	3	
	WTT	1134	AC/DC Theory	4	WTT 1004 & MATH 1513

Third Semester (Summer)

	Course ID		Course Title	Credits	Prerequisites
	WTT	2600	Wind Turbine Internship (1-6 credit hours)	1-6	WTT 1004, MATH 1513 & Department Head approval

Fourth Semester

	Course ID		Course Title	Credits	Prerequisites
	HIST	1493	U.S. History Since 1865		[R] [W]
	OR		{Choose one}	3	
	HIST	1483	U.S. History Before 1865		[R] [W]
	WTT	2313	Wind Turbine Hydraulic & Mechanical Systems	3	WTT 1004 &MATH 1513
	WTT	2213	Wind Turbine Motors & Generators	3	WTT 1004 &MATH 1513
	WTT	2113	Wind Turbine Operations & Maintenance	3	WTT 1004 &MATH 1513
	WTT	1213	Wind Turbine & Electro-Mechanical Equipment	3	WTT 1004 &MATH 1513

Fifth Semester

	Course ID		Course Title	Credits	Prerequisites
	WTT	2413	Wind Turbine Siting and Construction	3	WTT 1004 &MATH 1513
	WTT	2533	Wind Turbine Diagnosis & Repair	3	CIS 1113, WTT 1004 & MATH 1513
	WTT	2543	SCADA and Networking	3	WTT 1004 & MATH 1513
	WTT	2553	Wind Turbine Capstone	3	WTT 1004, MATH 1513 & Department Head approval.

Total to Graduate   60   Credit hours

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.

Degree Awarded

Associate in Applied Science

For More Information Contact:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 60 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Wind Turbine Technology Certificate

Division of Science & Engineering

First Semester

	Course ID		Course Title	Credits	Prerequisites
	WTT	1004	Introduction to Wind Energy	4	
	WTT	1103	Print Reading	3	
	WTT	1134	AC/DC Theory	4	WTT 1004 & MATH 1513
	FPST	1313	Introduction to Occupational Safety	3	ENGL 1113

Second Semester

	Course ID		Course Title	Credits	Prerequisites
	WTT	2313	Wind Turbine Hydraulic & Mechanical Systems	3	WTT 1004 &MATH 1513
	WTT	2213	Wind Turbine Motors & Generators	3	WTT 1004 &MATH 1513
	WTT	2113	Wind Turbine Operation & Maintenance	3	WTT 1004 &MATH 1513
	WTT	1213	Wind Turbine & Electro-Mechanical Equipment	3	WTT 1004 &MATH 1513

Third Semester

	Course ID		Course Title	Credits	Prerequisites
	WTT	2413	Wind Turbine Siting & Construction	3	WTT 1004 &MATH 1513
	WTT	2533	Wind Turbine Diagnosis & Repair	3	CIS 1113, WTT 1004 & MATH 1513
	WTT	2543	SCADA and Networking	3	WTT 1004 & MATH 1513

Total to Graduate   35   Credit hours

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 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.

Degree Awarded

Certificate

For More Information Contact:

George Anaya, Science & Engineering Division Academic Advisor, Engineering Technology Center, 900 N Portland Ave., Oklahoma City, OK 73107, 405-945-3215, ganaya@osuokc.edu.

Graduation requires 35 credit hours + 2.0 gpa + (15+) credit hours in residency. See Registrar for more information.

Program #106 2014-2015

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.

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
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. Prerequisites: [R] [W].

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: [R] [W].

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 2003 VOLUNTARY INCOME TAX ASSISTANCE (VITA) CENTER – INTERNSHIP
Application of tax law and research to clients' tax returns in the VITA Center on campus; preparation and review of tax return.

ACCT 2043 COMPUTERIZED ACCOUNTING
Independent study, analysis, design and construction of solutions to case studies in accounting automation. Prerequisites: ACCT 2103 AND CIS 1113

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. Prerequisites: ICSR 0033.

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
150 clock hours of 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 2113 INTRODUCTORY ANTHROPOLOGY
General anthropology: survey of anthropology, emphasizing physical and cultural anthropology and archeology. Students examine clues as to how humanity evolved and learn how knowledge of the past helps in understanding humanity today. Prerequisites: [R] [W].

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: Sophomore Standing.

ARCHITECTURE

ARCH 1103 GRAPHIC COMMUNICATONS
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] ICSM 0123.

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] ICSM 0123.

BIOL 1311 PRINCIPLES OF BIOLOGY LABORATORY (L)
Laboratory supplementing BIOL 1303. Lab: two hours per week. Concurrent: BIOL 1303. Prerequisites: [R] [SCI] ICSM 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] ICSM 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] ICSM 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] ICSM 0123.

BIOL 2214 HUMAN ANATOMY
Morphology of the human body and its systems. Laboratory includes dissection and study of the human cadaver. Prerequisite: [R] [SCI] Math0123. Biology 1012 is suggested but not required

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 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 2013 INTRODUCTION TO IRS FORM 990
Focuses on the requirements for development and submission of the IRS form 990 and the various schedules and attachments required U.S. Federal Government for non-profit organizations. This includes requirements for board disclosure and policies.

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 2040-2046 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 2052 BUSINESS CAPSTONE
This course is a capstone course for business students. The course provides students the opportunity to apply the knowledge acquired in their business degree program to advanced real-world situations through the development of an approved project. Prerequisite: Instructor approval

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: [R] [W]

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)
A one-semester courses in preparation for the general chemistry sequence or for students with degree plan that has a one-semester chemistry requirement. This course includes fundamental knowledge of inorganic chemistry; with laboratory. Prerequisite: [R] [SCI] MATH 0123.

CHEM 1214 CHEMISTRY I (L, N)
A course recommended for students in applied sciences, including paramedical sciences. This course includes nomenclature; stoichiometry; atomic structure; chemical bonding; solutions; gas laws and thermochemistry with laboratory. Prerequisite: [R] [M] [SCI].

CHEM 1314 GENERAL CHEMISTRY I (L, N)
An algebra based course. This course includes nomenclature, atomic and molecular structure, stoichiometry, bonding, states of matter, thermochemistry, acids and bases, and gas laws; with laboratory. Prerequisite: MATH 1513 and CHEM 1104 or completed High School Chemistry.

CHEM 1515 GENERAL CHEMISTRY II (L, N)
An algebra based course. This course is a continuation of CHEM1314 with emphasis on kinetics, equilibrium, thermodynamics, electrochemistry, qualitative analysis, organic chemistry, biochemistry, and nuclear chemistry; with laboratory Prerequisite: CHEM 1314.

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: ICSR 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 and Summer 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 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: ICSR 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. Prerequisites: [R[and 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 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. Prerequisite: [R].

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. Prerequisite: [R].

*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 1113 or CIS 1503.

*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 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 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.

*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 1113 and CIS 2363.

*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 2603 PROFESSIONAL ETHICS FOR COMPUTER TECHNOLOGY
Presents the ethical and social issues related to computer technology. The course surveys the traditional theories of ethics and applies them to ethical cases that significantly involve computer technology. The student will examine the impacts of ethical issues in the use of computer technology in the personal and business environments. It also covers professional ethics in which computer professionals apply codes of ethics and standards of good practice within their profession. Prerequisites: [R] [W]

*CIS 2613 COMPUTER INFORMATION SYSTEMS (CIS) PROJECT MANAGEMENT
This course addresses the process and skills needed for successful project management in the computer information systems and technology environment of business. Topics include project scoping, estimating, scheduling, budgeting, tracking, and controlling. The course uses Microsoft project software. Prerequisites: [R] [W]

*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 of 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 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 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. Prerequisite: Department Head approval.

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 2051-2056 ADVANCED TECHNICAL PROBLEMS CONSTRUCTION
One to six, maximum six credits. A study of problems in applied engineering science that is 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.

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.

*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 violence, child abuse, homicide, the criminal justice system, crime victim compensation, crime victim rights and related issues. Prerequisite: [R] [W].

CVSS 1113 VICTIM SERVICES
An overview of community services dealing with victims of crime, including social, support, crisis intervention, prevention and support services, as well as criminal justice and others systems. The course focuses on the role and response of crime victim advocates and service agencies in addressing the needs of victims of crime. Prerequisites: [R] [W] and CVSS 1103 Co-requisite: CVSS1103.

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 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 2343 CURRENT TRENDS IN VICTIM SERVICES
A systematic analysis of current trends in criminal victimization and the criminal justice process. Victim impact, perpetrator information, victim service needs, ethical, legal and policy considerations will be explored for selected crime areas. Elder abuse, stalking, and other crimes will be explored in depth. Prerequisites: CVSS 1103 and CVSS 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

This is a selective admission program. See department for details.

DT 1001 ORIENTATION TO DIETETICS
Students will learn about the Academy of Nutrition and Dietetics (AND), educational pathways for dietetic professionals, standards of professional practice, the code of ethics, and the standards of practices common in the field. Prerequisite: [R].

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. Prerequisite: NSCI 1113.

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. Prerequisite: DT 1102.

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. Prerequisite: DT 1213.

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. Prerequisite: DT 1003.

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. Prerequisite: DT 1313.

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 & CHILD DEVELOPMENT

ECCD 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 ECCD courses and should be taken prior to OR concurrently with the remaining early care education courses.

ECCD 1103 INTRODUCTION TO CHILD CARE MANAGEMENT
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 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: ECCD 1101.

ECCD 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: ECCD 1103 or concurrent enrollment.

ECCD 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 influ-

ences 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. The Oklahoma Early Learning Guidelines (ELG's) will be incorporated in the class. Four (4) clock hours of supervised/directed field experience assignment must be completed at an approved site. Prerequisite or Concurrent Enrollment: ECCD 1101.

ECCD 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: ECCD 1101.

ECCD 1141 CHLD PASSENGER SAFETY & TRANSPORTATION
This course will encompass the National Standardized Child Passenger Safety Training Program. 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 Precision Driving Training Center. This hands-on driving course 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.

ECCD 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 train-

ing, 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: ECCD 1103.

ECCD 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 ECCD 1101.

ECCD 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 children in a variety of early childhood settings. The importance of the "crosswalk" between developmental milestones and Oklahoma's Early Learning Guidelines is emphasized. The Oklahoma Early Learning Guidelines (ELG's) will be incorporated in the class. Six (6) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisite: ECCD 1133; Next course in sequence: ECCD 2113.

ECCD 1321-1324 ECCD-SPECIAL TOPICS
One to four, maximum six credits. Directed individual study or class in specific topics relating to early care education and administration.

ECCD 2013 PLAY AND DEVELOPMENTALLY APPROPRIATE PRACTICES
This course will study play, how play impacts a young child's growth and development and how play creates memories that will last for a lifetime. The course will examine the theory of play and the developmental stages of play. Students will design environments that foster play and create developmentally appropriate curriculum to encourage learning through play. The Oklahoma Early Learning Guidelines (ELG's) will be incorporated in the

class. Six (6) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisite or Co-requisite: ECCD 1101.

ECCD 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: ECCD 1101.

ECCD 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: ECCD 2013.

ECCD 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. The Oklahoma Early Learning Guidelines (ELG's) will be incorporated in the class. Ten (10) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisite or Co-requisite ECCD 1101.

ECCD 2143 COGNITIVE AND LANGUAGE DEVELOPMENT IN INFANTS AND TODDLERS
This course focuses on cognitive and language 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 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: ECCD 1101.

ECCD 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: ECCD 1101.

ECCD 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: ECCD 1101.

ECCD 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: ECCD 1101.

ECCD 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: ECCD 1103 or ECCD 1123.

ECCD 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 be-

havior. Students will also explore the development and procedures of behavior change within staff members when implementing new guidance procedures. The Oklahoma Early Learning Guidelines (ELG's) will be incorporated in the class. Twenty-one (21) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisites or Concurrent Enrollment: ECCD 1101.

ECCD 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. The Oklahoma Early Learning Guidelines (ELG's) will be incorporated in the class. Four (4) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisites or Concurrent Enrollment: ECCD 2113.

ECCD 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: ECCD 1113.

ECCD 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: ECCD 1153.

ECCD 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 ECCD 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.

ECCD 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. The Oklahoma Early Learning Guidelines (ELG's) will be incorporated in the class. 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: Department head approval.

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 studied. Lab 2 hours per week. Prerequisite: EPT 2133

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. Prerequisite: EPT 2133.

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 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 ICSR 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] ICSR 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 2051-2056 SPECIAL TOPICS IN ENGLISH (H)
Special topics in English will be explored. These special topics include but are not limited to: African-American Literature, Introduction to Rhetoric and the exploration of specific authors or literary movements.

ENGL 2333 INTRODUCTION TO TECHNICAL REPORT WRITING
Does not meet any part of the six-hour composition requirement for an associate of 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 (H)
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

ENGL 2773 AMERICAN LITERATURE I (H)
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 (H)
A survey of major American writers and literary movements from the Civil War to present. Prerequisite: ENGL 1113.

ENGL3173 WORLD LITERATURE II (H)
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 p 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 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. Prerequisites: [R] and CIS 1113 or CIS 1503 preferred. Fall only.

*GDD 1313 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. Same as ITD 1323-Can be cross listed Prerequisites: [R] placement test or CIS 1003.

*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. Prerequisite: [R].

*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: [R] and CIS 1113 or CIS 1503 preferred. 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: [R] and CIS 1113 or CIS 1503 preferred. (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.

*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 2233 COMPUTER ANIMATION
Introduction to computer-aided animation, including generation and sequencing of images by computer to produce animation. Prerequisite: [R] 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: [R] 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: [R] 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 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: Department Head Approval.

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, PHYSICAL EDUCATION 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 2123 AFRICAN AMERICAN HISTORY
This course is a multi-disciplinary exploration of the major contours of African-American history, literature, and arts. Temporally, it covers the introduction of Africans to America as slaves through the civil rights movement. The class seeks to include contributions to the subject from the areas of history, literature, and the arts. 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]

HIST 2733 WORLD RELIGIONS
Major world religions, such as Hinduism, Buddhism, Judaism, Christianity, and Islam, with a view to understanding the general nature of religion and its various dimensions. Prerequisites: ENGL 1113

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. Prerequisites: [R] and ICSW 0033.

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.

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. Prerequisites: [R] and ICSW 0033.

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. Prerequisites: [R] and ICSW 0033. (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. Prerequisite: HRT1103.

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. Prerequisites: [R] and ICSW 0033.

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. Prerequisites: [R] and ICSW 0033. (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, fertiliza-

tion, 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. Prerequisites: [R] and ICSW 0033. (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 ICSM 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, MATH0123 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.

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. Prerequisites: [R] and ICSW 0033.

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. (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. 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. 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. Prerequisite: 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. 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. 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. 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. Prerequisites: HRT 1013. (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. Prerequisites: [R] and ICSW 0033. (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. 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. Prerequisite: HRT 1153. (f)

HRT 2263 HORTICULTURAL PEST MANAGEMENT
Introduces and thoroughly covers the topic of pest management in all areas of horticulture technology. 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. Prerequisite: HRT 1013 or consent of department head. (f.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. Prerequisite: HRT 1013 or consent of department head. (s)

*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 Auto-CAD. Introductory Photoshop exercises relate to landscape plan and illustration rendering. Applications to the landscape design industry are emphasized. Prerequisite: HRT 1103. Prerequisites: [R] and ICSW 0033. (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-su)

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. 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. 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.

HUMN 2273 WORLD RELIGION (H)
Major world religions, such as Hinduism, Buddhism, Judaism, Christianity, and Islam with a view to understanding the general nature of religion and its various dimensions. Prerequisites: ENGL 1113.

INFORMATION TECHNOLOGY

ITD 1103 INFORMATION TECHNOLOGY FUNDAMENTALS
The course provides students with the foundation-level knowledge and skills necessary for information technology technical support positions. Students will be able to identify and explain Personal Computer (PC) components, setup a basic PC workstation, conduct basic software installation, identify compatibility issues and recognize/prevent basic security risks. Further, this course covers the areas of Green IT and preventative maintenance of computers. The course prepares the student for the CompTIA Strata certification exam. Prerequisites: [R]

*ITD 1113 MICROSOFT WINDOWS EXPERT USER
This course provides the student with the knowledge and skills necessary to provide technical support with the current Microsoft desktop operating system. Students will develop an advanced proficiency in using the windows desktop operating system, as such; students will need prior knowledge and skills with windows desktop operating systems. The student will understand the operating system configurations, installing and upgrading client systems, managing applications, managing files and folders, managing devices, and operating system maintenance. Course prepares student to take the Microsoft technology associate (MTA) windows operating system fundamentals certification exam. Prerequisites: [R].

*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. Same as GDD 1313-can be cross listed. Prerequisites:[R] 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.

ITD 1533 LAN FUNDAMENTALS
The course provides the student with the foundation-level knowledge of and skills with computer networking. In this course, the student will examine network concepts, standards, technology, media, protocols and topologies. Topics include connectivity, network devices, basic network security, local and wide area networks, network design, transmission media, cabling, wireless access, IP addressing, and open systems interface (OSI) model. Course prepares student to take the Microsoft technology associate (MTA) networking fundamentals certification exam. Prerequisite: [R].

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. Prerequisite: PLSC 1103

*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: ITD 1113 or CIS 1113.

ITD 2143 DIGITAL INVESTIGATIONS AND REPORTING
This course covers the digital forensics methods used to preserve, collect, validate, identify, analyze, interpret, and present digital evidence for a criminal case or civil litigation. Each step in digital forensics and eDiscovery process emphasizes the legal requirements that digital evidence have integrity, authenticity, reproductability, non-interference, and minimization. Prerequisites: ITD 1543.

*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

ITD 2163: 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. Prerequisite: ITD 1103.

ITD 2173: 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. Prerequisite: ITD 2143 and ITD 1543.

ITD 2193 TECHNOLOGY SUPPORT COMMUNICATION
Includes but not limited to effective presentations (oral and written), as well as summarizing to co-workers reasoning and communication. Role-playing with current IT issues and using industry professionals to play out the scenario. Focus on using soft-skills for effective communication and delivery of topic.

*ITD 2213 NETWORKING I
This course prepares student for positions as desktop support technicians who manage and maintain desktop operating systems on a network as part of their technical responsibility. The course provides the student with the knowledge and skills necessary to manage and maintain the desktop operating system on a network. The student will be able to install, upgrade, configure and support individual personal computers, devices, users, and associated network and security resources. Includes network configured as a domain-based or peer-to-peer environment with access to the Internet and mobile services. Course prepares student to take the Microsoft Certified Professional (MCP) exam for managing and maintaining desktop operating systems. Prerequisite: ITD 1113 .

*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 NETWORKING II
This course prepares students for positions as a server support technician who manages and maintains network servers as part of their technical responsibility. The course provides the student with the knowledge and skills necessary to build, maintain, troubleshoot and support sever hardware and software technologies. The student will be able to identify environmental issues; understand and comply with disaster recovery and physical/software security procedures; be familiar with industry terminology and concepts; understand server roles/specialization and interaction within the overall computing environment. Students will learn to install, deploy, configure, and update Network Operating Systems (Windows and Linux). Course prepares the student to take the CompTIA Server + certification exam and the Microsoft Technology Associate (MTA) Windows Server Administration Fundamentals certification exam. Prerequisites: ITD 2213 and ITD 1523.

*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
The course provides the student with the knowledge and skills to implement a defined network architecture with basic network security. The student will be able to configure, maintain, and troubleshoot network devices using appropriate network tools and understand the features and purposes of network technologies. The students will learn to make basic solution recommendations, analyze network traffic, and be familiar with common protocols and media types. Course prepares the student to take the CompTIA Network + certification exam. Prerequisite: ITD 1533

*ITD 2723 NETWORK SECURITY
The course prepares the student with foundation-level network security skills and knowledge used by IT security professionals. The course provides the student with the knowledge and skills necessary to identify risk and participate in risk mitigation activities, provide infrastructure, application, operational and information security, apply security controls to maintain confidentiality, integrity and availability, identify appropriate technologies and products, and operate with an awareness of applicable policies, laws and regulations. The

course covers network security; compliance and operational security; threats and vulnerabilities; application, data and host security; access control and identity management; and, Cryptography. Course prepares the student to take the CompTIA Security + certification exam and the Microsoft Technology Associate (MTA) Security Fundamentals certification exam. Prerequisites: ITD 2213 and CIS 2513.

ITD 2801 COMPUTER FORENSICS/ EDISCOVERY CERTIFICATION PRACTICUM
This course gives the student the opportunity to demonstrate the knowledge and skills learned from the computer forensics and ediscovery certificate course work. The practicum will include a written exam and a practical exam. The student will demonstrate comprehensive knowledge of high level proficiency in order to complete the course. Should be taken the last semester. [R] [W]

*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.

ITD 2933 INFORMATION TECHNOLOGY CAPSTONE
As a capstone course of the Information Technology program, the student will demonstrate the collected knowledge, skills, and techniques acquired in the program of study through a variety of assessment methods. Students will demonstrate problem solving, critical thinking, research techniques, and technical writing. Information Technology ethics, professional responsibility, and team dynamics will be emphasized to help round out the student's education. Prerequisite: Department Head approval.

INITIAL COLLEGE STUDIES

ICS 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.

ICS 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.

ICS 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.

ICS 1163 – STUDENT SUCCESS STRATEGIES
This course is designed to increase student success by increasing retention and academic success. Its focus is on improving critical thinking skills, learning strategies, computer literacy, healthy life-style skills and student knowledge of available resources both on and off campus.

ICSM 0103 PRE-ALGEBRA
Review of arithmetic, beginning algebra and geometry. Students must complete course with a grade of "C" or better.

ICSM 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. Prerequisite: ICSM 0103.

ICSM 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] ICSM 0123.

ICSM 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: ICSM 0123

ICSR 0033 READING FOR COLLEGE PREP I
Improvement of vocabulary and reading comprehension .May be used for skills remediation.

ICSR 0133 READING FOR COLLEGE PREP II
Development of analytical reading and reasoning skills. May be used for skills remediation. Prerequisite: ICSR 0033

ICSW 0033 DEVELOPMENTAL WRITING
Intensive instruction in basic writing skills, parts of speech, grammar, punctuation, sentences and paragraphs.   May be used for skills remediation.

ICSW 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.

ICSW 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: ICSW 0033

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. Prerequisites: [R] [W]

ITP 1321-1324 TECHNICAL PROBLEMS-ITP
One to four credits. Technical problems in interpreter training that are of particular interest to interpreters.

ITP 1333 INTRO TO THE DEAF COMMUNITY
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. Prerequisites: [R] [W]

ITP 1352 FINGERSPELLING I
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-ENGLISH 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 2623.

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, finger spelled 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-ENGLISH 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 ENGLISH TO ASL 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 INTERPRETING ENGLISH TO ASL 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.

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. Prerequisite: [R]

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: [R]

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: [R].

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 2293 INTRODUCTION TO NON-PROFIT ORGANIZATION
An overview of non-profit organizations and the importance of business function in their effectiveness and sustainability. Examines historical background, development, role, auspices, organization and purposes of nonprofit agencies. Special emphasis is placed on structure, program organizational management, planning and stewardship, fundraising, community building, volunteer services and problems which confront these organizations.

MGMT 2493 NON-PROFIT MANAGEMENT
Immersion of the student in nonprofit administration. The Theoretical and the practical side of nonprofit management from establishment of a nonprofit organization through the operations of the programs. The primary goal for the course is to increase the knowledge and expertise of students in order for them to feel comfortable in the operation of a nonprofit organization.

MGMT 2593 FUNDRAISING AND DEVELOPMENT
Theory and practice of philanthropy, resource acquisition methods through ethical fundraising and earned income approaches for nonprofit organizations. Examines methods and techniques in fundraising for nonprofit agencies. Explores relationships with umbrella organizations, government funding, grants, budget control and accountability.

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:[R].

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 2353 SERVICES MARKETING
Focuses on the distinctive characteristics of services and how they affect both customer behavior and marketing strategy. Topics include: the vital role that services play in the economy and the strategies and techniques needed to develop strong customer relationships through quality services. Prerequisite: MKT 2273

MKT 2363 PERSONAL SELLING AND SALES MANAGEMENT
The study of the role of personal selling in the marketing mix, application of the step-by-step selling process, and an introduction to topics and issues related to the management of a sales force. Prerequisite: MKT 2273.

MKT 2373 RETAIL MANAGEMENT
A study of the field of retailing, the role of retailing in the distribution process and the contemporary challenges and opportunities in the field. Focuses on the key issues in developing and implementing a retail strategy with an emphasis on financial considerations and implementation through merchandise and store management. 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.

MKT 2750-53 SELECTED TOPICS IN MARKETING
The study and/or analysis of a selected topic in Marketing. May be repeated with a different topic. Prerequisite: MKT 2273

MATHEMATICS

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 ICSM 0213 with a grade of "C" or better. Prerequisite: [R] ICSM 0213 or ICSM 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 ICSM 0213 with a grade of "C" or better. Prerequisite: [R] ICSM 0213 or ICSM 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. Prerequisite: Math 0213 or ICSM 0213 or equivalent

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 fire-ground 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 1143 EMS OPERATIONS
The student will summarize and interpret legal responsibilities of safe ambulance operations in Oklahoma; evaluate psychological and physical factors affecting safe emergency vehicle operations. The student will discuss medical incident command, hazardous materials incidents, crime scene awareness, rescue awareness, helicopter operations, critical care transport and usage, trauma triage guidelines, and medical operations. The student will demonstrate techniques for gaining access to the patient, disentanglement, patient movement, and preparation for transport; and recognize situations posing threats to patients, EMT's or bystanders and describe correct management of these situations. Co-req: Concurrent enrollment in MFP 1148 required.

MFP 1148 EMT BASIC
This course is designed to assist students in demonstrations of appropriate knowledge and skill competencies based on objectives of the National Standard Curriculum for EMT. The industry standards were developed by the National Highway Transportation Safety Administration (NHTSA) and the Department of Transportation (DOT), and are approved by the National Registry of EMT's(NREMT) as well as the Oklahoma State Department of Health(OSDH). Successful completion of this course is to prepare students to sit for the NREMT computer adaptive exam as well as the practical skill exam. Co-requisite: MFP 1143

MFP 1223 INSPECTION PRACTICES
A course in the proper procedures to be followed in the inspection of property including proper dress, communications, and 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 tak-

ing, 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. Prerequisites: MFP 1148 & MFP 1143, Co-Requisites BIOL 1515.

MFP 1243 PHARMACOLOGY
This course is designed to introduce students to the principals of pharmacology, medication administration, medication classes, and utilization of emergency medications. The student will demonstrate comprehensive understanding of pharmacokinetics, pharmacodynamics, routes of administration, indications, contraindications, dosage and the ability to apply knowledge to determine the appropriate management within the paramedic scope of practice. Prerequisite BIOL 1515 AND MFP 1249 or Co-requisite: BIOL 1515 AND MFP 1249.

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 1263 ECG
This course introduces the student to the basics of dysrhythmia interpretation, performance and interpretation of twelve lead ECG to allow the Paramedic to treat the patient with acute myocardial infarction, as well as reviews the anatomy and physiology of the cardiovascular system. This course includes both lecture and exercise time in which the student may receive hands on rhythm interpretation practice via use of oscilloscope and paper rhythm strips. The course is designed for students with an interest or a need in improving or developing rhythm interpretation skills. Prerequisite: BIOL 1515 & MFP 1249 or Co-requisite: BIOL 1515 & MFP 1249.

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 1249 and MFP 1243, Co-requisite: MFP 1263.

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 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 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 2413 CONTEMPORARY ISSUES IN THE FIRE SERVICE
This course addresses a multitude of issues and trends in municipal fire protection by examining current literature and research. Students will be exposed to readings, guest speakers, and engaging discussion relative to the challenges and opportunities of the fire service. The course content will culminate into a final project that serves as a final degree requirement. Prerequisites: MFP 2727 or Completion of all Municipal Fire Protection work.

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. Prerequisite: MFP 1348 and 1263.

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. 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 1148 and MFP 2163.

MFP 2803 MUNICIPAL FIRE PROTECTION PRACTICUM
This course provides an opportunity to apply the knowledge and skills of municipal fire protection through participating in cooperative relationships with Oklahoma Metro Fire Departments. Students participate in 12 or 24 hours shifts while completing a skills checklist with an evaluation by the assigned supervisor. Prerequisites: MFP 1148, MFP 2727.

NURSE SCIENCE
This is a selective admission program. See department for details.

NURS 1118 FOUNDATION OF NURSING CONCEPTS
Students will be introduced to the core values of caring, diversity, ethics, excellence, holism, integrity and patient-centeredness; grounded in the nursing process. Focus is on the formation of knowledge, practice and ethical behavior necessary for safe, effective, holistic nursing practice within a technologically rich, dynamic health care environment. Active learning strategies of the course include individual and group learning experiences, simulation and clinical rotations. Prerequisites: CHEM 1214 or CHEM 1314, NSCI 1113, ENGL 1113, PSYC 1113. Co-requisites: BIOL 2214, PSYC 2213, NURS 1121.

NURS 1121 INTRODUCTION TO PHARMACOLOGY
Students will be introduced to the major drug classification and dosage calculation. The focus is on knowledge, practice and ethical behaviors necessary for safe and effective administration of medications. Prerequisites: CHEM 1214 or CHEM 1314; NSCI 1113, ENGL 1113, PSYC 1113. Co-Requisites: BIOL 2214, PSYC 2213 NURS 1118.

NURS 1148 NURSING CARE AND CONCEPTS ACROSS THE LIFESPAN
Students will incorporate the knowledge, practice and ethical behavior necessary for safe, effective, holistic nursing practice within a technologically rich, dynamic health care environment. The focus will be on acute care, community-based care, health promotion, and wellness, including care of populations ranging from maternal-child through geriatrics. Active learning strategies of the course will include individual and group learning experiences, simulation and clinical rotations. Prerequisites: BIOL 2214, PSYC 2213, NURS 1121, NURS 1118. Co-Requisites: PSIO 2314, ENGL 1213.

NURS 1313 NURSING CONCEPTS FOR THE CAREER LADDER STUDENT
In this online course, students will incorporate the knowledge, practice, and ethical behavior necessary for safe, effective, holistic nursing practice within a technologically rich, dynamic health care environment; based on the core values of caring, diversity, ethics, excellence, holism, integrity and patient-centeredness. The focus will be on the philosophy of registered nursing, nursing process,

assessment, communication, roles and functions of associate degree nurses. Active learning strategies of the course include individual and group learning experiences, simulation, and application of basic pharmacology knowledge. Prerequisites: NURS 1118 or equivalent, CHEM 1214 OR CHEM 1314; NSCI 1113; ENGL 1113; PSYC 1113; BIOL 2214; PSYC 2213 and previous formal acceptance into the Nursing Career Ladder Pathway to enter NURS 2218.

NURS 2050-53 SPECIAL TOPICS IN NURSING
Directed individual study in specific topics related to nursing. Prerequisites: Department Head approval.

NURS 2218 NURSING CONCEPTS AND CARE FOR VULNERABLE POPULATIONS
Students will utilize the knowledge, practice and ethical behavior necessary for safe, effective, holistic nursing practice within a technologically rich, dynamic health care environment. The focus will be on medical-surgical nursing and community-based care of vulnerable populations, including geriatric, pediatric, disabled populations, and for those with mental health disorders. Active learning strategies of the course include individual and group learning experiences, simulation and clinical rotations. Prerequisites: PSIO 2314, ENGL 1213; NURS 1148. Co-requisites: MCRO 2124, POLS 1113.

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, NURS1128, NURS 2228, PSIO 2314, SOC 1113, ENGL 1213.

NURS 2258 COMPLEX NURSING CONCEPTS
Students will apply the knowledge, practice, and ethical behavior necessary for safe, effective, holistic nursing practice to the complexities of care within a technologically rich, dynamic health care environment. The focus is on hi acuity care and management of multiple clients. Active learning strategies of the course include individual and group learning experiences, management of multiple clients. Active learning strategies of

the course include individual and group learning experiences, simulation, and clinical rotations, including immersion. Prerequisites: MCRO 2124, POLS 1113, NURS 2218. Co-requisites: HIST 1483 or HIST 1493,NURS 2342.

NURS 2342 TRANSITION TO PROFESSIONAL PRACTICE
Students will individualize a personal preparation plan for licensure and successful integration of the program outcomes of human flourishing, nursing judgment, professional identity, and sprit of inquiry. The course will also focus on the students' development of a practice framework including the political/policy process and legislation affecting delivery of care, including relevant healthcare mandates. Prerequisites: MCRO 2124; POLS 1113; NURS 2218. Co-requisites: HIST 1483 or HIST 1493; NURS 2258.

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 studied 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] ICSR 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 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.

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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 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)
General introduction to the Federal Governmental system. This course will emphasize basic principles of government such as the function of each branch of government. Topics of study shall include but not be limited to constitutional principles, federalism, civil liberties, civil rights, political participation, public opinion, interest groups, political parties, elections, media, congress, presidency, bureaucracy, judiciary, economic policy, domestic policy, and the general principles of state/local government. 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 2523 ETHICS IN BEHAVIORAL SCIENCES
Introduction to key topics in professional ethics and issues. Emphasis on ethical decision-making as an ongoing process and involving such topics as diversity issues, confidentiality, therapist/counselor confidence level, and competence. This course will also examine client rights, unethical behavior and malpractice issues. The course content is designed for psychology majors, but is also well-suited for students majoring in nursing, behavioral sciences and other health provider fields. (Will be crosslisted with PSYC 2523 and SOC 2523)

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. Prerequisite: Department Head approval.

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 2413 ABNORMAL PSYCHOLOGY
The course will offer the student a broad-based perspective on psychological disorders of childhood, adolescence, and adulthood. The focus will be on the major patterns of abnormal behavior as well as causal factors. Course content is designed for psychology majors but is also valuable to those majoring in nursing, alcohol and substance abuse counseling, public service, law enforcement, child development and education. Prerequisite: PSYC 1113

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 2523 ETHICS IN BEHAVIORAL SCIENCES
Introduction to key topics in professional ethics and issues. Emphasis on ethical decision-making as an ongoing process and involving such topics as diversity issues, confidentiality, therapist/counselor confidence level, and competence. This course will also examine client rights, unethical behavior and malpractice issues. The course content is designed for psychology majors, but is also well-suited for students majoring in nursing, behavioral sciences and other health provider fields. (Will be crosslisted with POLS 2523 and SOC 2523)

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 SERVICE

PSER 1113 INTRODUCTION TO PUBLIC PERSONNEL ADMINISTRATION
Principles of communication, recruitment and selection of human resources; job classification performance appraisal. Prerequisite: [R] [W] (Fall & Spring)

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. Fall (LCM)

PSER 2023 PUBLIC LAW
Basic legal tenets and procedures affecting public and/or nonprofit agencies. Prerequisite: [R] [W] Fall

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.Fall & Spring

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. SPRING (LCM)

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] Fall

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] Spring

PSER 2293 INTRODUCTION TO NON-PROFIT ORGANIZATIONS
An overview of non-profit organizations and the importance of business and service functions in their long-term effectiveness and sustainability. Examines historical background, development, role, auspices, organization, and purposes of non-profit agencies. Special emphasis is placed on structure, program and organizational management, stewardship, fundraising, community building, volunteer services, and problems which confront these organizations.

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] Fall & Spring

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] Fall, Spring & Summer

RADIOGRAPHY

This is a selective admission program. See department for details.

RAD 1113 INTRODUCTION TO RADIOLOGIC SCIENCE AND HEALTH CARE
Provides an overview of the radiographer and practitioner's role in the health care delivery system. The principles, practices, and policies of health care organizations are discussed. A foundation in ethics and law related to the practice of medical imaging is also included.

RAD 1124 PATIENT CARE IN RADIOLOGIC SCIENCES
This course provides the concepts of patient care during routine and emergency radiographic procedures. The radiographer's role in patient education is identified. The basic concepts of pharmacology, venipuncture and administration of diagnostic contrast agents and intravenous medication are included.

RAD 1235 RADIOGRAPHIC PROCEDURES I
This course provides the knowledge base necessary to perform standard imaging procedures of the trunk and extremities. Factors considered in the evaluation of diagnostic images are included.

RAD 1323 DIGITAL IMAGE ACQUISITION AND DISPLAY
This course provides an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed.

RAD 1333 PRINCIPLES OF IMAGING
This course establishes a knowledge base in factors that govern the image production process.

RAD 1343 RADIOLOGIC CLINICAL PRACTICE I
Course content and clinical practice experiences are designed to provide basic patient care and assessment plus sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures.

RAD 2114 IMAGING EQUIPMENT
This course establishes a basic knowledge of atomic structure and terminology. The nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter are also presented. Course content establishes a knowledge base in radiographic, fluoroscopic and mobile equipment and design, as well as quality control procedures.

RAD 2223 RADIATION BIOLOGY AND PROTECTION
This course provides an overview of the radiation effects on molecules, cells, tissues and the body as a whole. Factors affecting biological response including acute and chronic effects are discussed. An overview of the principles of radiation protection, including the radiographer's responsibilities is also presented. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated.

RAD 2333 ADVANCED MODALITIES
This course includes relative basic sectional anatomy and is designed to provide a basic understanding of the operation of a computed tomography (CT) device. Student will also have an introduction to other modalities.

RAD 2235 RADIOGRAPHIC PROCEDURES II
This course provides the knowledge base necessary to perform standard and special imaging procedures of the entire body. The evaluation of diagnostic images is included. The effects of various disease processes on radiographic appearances, as well as the impact on exposure factor selection are included.

RAD 2433 RADIOLOGIC CLINICAL PRACTICE II
This course builds upon Radiologic Clinical Practice I. Clinical practice experiences are designed to provide patient care and assessment plus sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures.

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 studied 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 out 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, otors 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

RSE 2211 RENEWABLE AND SUSTAINABLE ENERGY CAPSTONE
The student will review the information which they have gained over the course of the program including the overall building envelop, lighting system, geothermal condition system, renewable wind and solar, and analysis of the energy use of the building. Students will show the ability to use the equipment for energy audits by conduction a complete energy audit of a structure. Prerequisite: Department permission required.

RESTAURANT MANAGEMENT
This is a selective admission program. See Business Technologies advisor for details.

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 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 SOCIAL 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 2523 ETHICS IN BEHAVIORAL SCIENCES
Introduction to key topics in professional ethics and issues. Emphasis on ethical decision-making as an ongoing process and involving such topics as diversity issues, confidentiality, therapist/counselor confidence level, and competence. This course will also examine client rights, unethical behavior and malpractice issues. The course content is designed for psychology majors, but is also well-suited for students majoring in nursing, behavioral sciences and other health provider fields. (Will be crosslisted with POLS 2523 and PSYC 2523)

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
This is a selective admission program. See department for details.

SON 1103 CARDIOVASCULAR ULTRASOUND 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. Students will review basic gross anatomy and cross sectional anatomy of the lower extremity peripheral arterial, venous, extracranial and deep abdominal vascular 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. Prerequisites: Support & Related Courses and General Education Requirements.

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 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 professional 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 healthcare 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 1203 CARDIOVASCULAR ULTRASOUND II
An emphasis on adult acquired cardiac pathologies. Topics include cardiovascular pathophysiology; quantitative measurements and the application of 2-D, M-Mode and Doppler. Recognition of the sonographic appearances of cardiovascular disease is stressed. 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 reviewed and practiced in the laboratory setting. Prerequisite: SON 1123, SON 1153, SON 2313.

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 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 2012 VASCULAR ULTRASOUND THEORY & PROTOCOL SCANNING TECHNIQUES
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. Students will review basic gross anatomy and cross sectional anatomy of the lower extremity peripheral arterial, venous, extracranial and deep abdominal vascular 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. Prerequisites: SON 1113, SON 1253, SON 2013.

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 2303 CARDIOVASCULAR ULTRASOUND III
Instruction in advanced echocardiographic procedures. Topics include stress echo, related diagnostic imaging and related noninvasive cardiac testing. Students will build on previous semesters, adding more advanced and uncommon pathology of the vascular patient. The student 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 1113,SON 1203, SON 2253.

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 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 2403 CARDIOVASCULAR ULTRASOUND IV
A continuation of Cardiovascular Ultrasound III with emphasis on cardiac disease. A discussion of quantitative measurements and application of 2-D, M-Mode, Doppler and recognition of the sonographic appearances of cardiac disease is stressed. 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 1213, SON 2303, SON 2353.

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 2051-2053 SPECIAL TOPICS IN SPANISH
Variable credit course of one to three hours. Examines issues within the field of Spanish language, literature, culture, or linguistics. This course may be cross-listed with other courses in another discipline. Can be repeated for credit with different topic. Some courses may require Spanish language fluency.

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 2133 INTERMEDIATE SPANISH II
Consolidation of Spanish Language skills including vocabulary development, reading comprehension, oral fluency, and listening comprehension. Prerequisites: Spanish 2115 or Spanish CLEP score of 63.

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 (H)
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 (H)
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].

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 1103 BASIC CARTOGRAPHY
This is an introductory course and an accompanying lab designed to teach students the basics of maps with a concentration on the interpretation thereof. Attention will be given to the interpretation of surface features and active processes as well as to problem solving and planning. Most of the course will be devoted to the origins of maps, projection types, the techniques of mapping, locational reference systems, and terrain analysis; however, computer cartography, GIS, photogrammetry, and satellite imagery interpretation will be introduced.

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 2033 BASIC GEODESY AND MAP PROJECTIONS
The history of geodesy including measurement techniques, coordinate systems, ellipsoids, and datums are reviewed. The modern geodetic and Cartesian coordinates systems, as well as the differences between grid and ground coordinates systems, and the current geodetic and Cartesian coordinate systems available today are discussed.

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 2113
An advanced course in GIS and an accompanying lab using ESRI ArcGIS software. This course is designed to provide students with hands on experience in problem solving and various spatial analysis methods including, classification, assessment of quantities and densities, location analysis, and change over time. Prerequisites: SURV 1133.

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 2213 REMOTE SENSING
An introduction to the physics and technical issues surrounding the acquisition and utilization of remotely sensed airborne and satellite images for the study of physical and human landscapes. Techniques for analyzing and interpreting images for studying biological, geological, hydrological and oceanographic processes as well as human activities will be covered. Prerequisites: SURV 2743.

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 2423 PHOTOGRAMMETRY
Procedures and methods used for deriving metric information from photographs, analog processes for using aerial photographs in production of topographic maps, flight planning, and cost estimation in aerial mapping work. Introduction to photo-coordinate measurement devices and their calibration. Mathematics of modern photogrammetry. Prerequisites: 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 2051-2053 SPECIAL TOPICS IN SPANISH
Variable credit course of one to three hours. Examines issues within the field of Spanish language, literature, culture, or linguistics. This course may be cross-listed with other courses in another discipline. Can be repeated for credit with different topic. Some courses may require Spanish language fluency.

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 2413 ADVANCED PRACTICUM
Advanced experience in interpreting, translation, or language access services in a practical work setting in a hospital/clinic, law firm, business, or community organization. Experiences will include observation, shadowing, and practice under direct and indirect supervision. Prerequisites: department head approval.

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

This is a selective admission program. See department for details.

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 ICSM 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. Prerequisites: VT 1012, (CHEM 1214 or CHEM 1314), MICRO 2124, (MATH 1413 or MATH 1513). Co-requisites: VT 1114, VT 1213. 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 1012, (CHEM 1214 or CHEM 1314), MICRO 2124, (MATH 1413 or MATH 1513). Co-requisites: VT 1113, VT 1213. 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 1012, (CHEM 1214 or CHEM 1314), MICRO 2124, (MATH 1413 or MATH 1513). Co-requisites: 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. Prerequisites: VT 1113, VT 1114, VT 1213. Co-requisites: VT 2103, VT 2123. 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. Prerequisites: VT 1113, VT 1114, VT 1213. Co-requisites: VT 1224, VT 2123. 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, VT 1114, VT 1213, VT 1224, VT 2103, VT 2123. 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. Prerequisites: VT1113, VT 1114, VT 1213. Co-requisites: VT 1224, VT 2103. 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. Prerequisites: VT 1113, VT 1114, VT 1213, VT 1224, VT 2103, VT 2123.
 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. Prerequisites: VT 1113, VT 1114, VT 1213, VT 1224, VT 2103, VT 2123. 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: VT 1113, VT 1114, VT 1213, VT 1224, VT 2103, VT 2123.

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. Prerequisites: VT 2114, VT 2213, VT 2404 and department head approval.

VT 2403 VETERINARY CLINIC MANAGEMENT
Covers basic veterinary medical office procedures, staff and client relations, human-animal bond, OSHA regulations ethics and professional conduct. Prerequisites: VT 1113, VT 1114, VT 1213, VT 1224, VT 2103, VT 2123.

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 1113, VT 1114, VT 1213, VT 1224, VT 2103, VT 2123.

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: Department head approval required. Additional lab fee required.

VT 2651-2256 TECHNICAL PROBLEMS-VETERINARY TECHNOLOGY
One to six 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.

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.

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. Prerequisite: 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 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 2103 INTRO TO GRANT WRITING AND ADMINISTRATION (H)
Participants in this course will examine the entire grant proposal development process including research tools and techniques, criteria for narrowing the funding, effectively organizing and writing the proposal, packaging the proposal, follow-up and tracking. The course will provide practice and hands on work in the writing of a grant proposal for funding. This course will also offer grant administration, metrics, evaluation and reporting. Prerequisite: ENGL 1113.