

## 2008-2009 CATALOG

### *A Special Thanks from the President...*

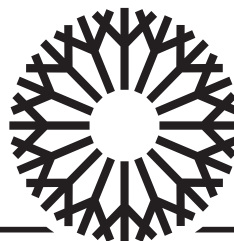


The state of Oklahoma has 25 state colleges and universities. I consider it an honor that you have selected Oklahoma City Community College for your higher education

career. OCCC is one of the fastest growing community colleges in the nation and we have you to thank for that. Innovative programming coupled with our dedicated faculty and staff have put our students to work in some of the most exciting, growing industries in the state. In addition, our articulation agreements with state universities help more and more students graduate with bachelor's degrees in their chosen field. Your future and viability in the workforce are important to us. On behalf of the faculty and staff, thank you for enrolling at Oklahoma City Community College. You have made an excellent choice. I hope you enjoy your classes and all that we have to offer. I look forward to seeing you on campus.

Sincerely,

# IN IT FOR ME AT O-TRIPLE-C



OKLAHOMA CITY COMMUNITY COLLEGE

## ARE YOU IN IT?

### **IMPORTANT INFORMATION**

This publication is not a contract. All information supplied in this publication is accurate at the time of printing; however, changes may occur and will supersede information in this publication. This publication, printed by Printing Inc., is issued by Oklahoma City Community College. A total of 12,000 copies were printed at a cost of \$11,393.00.

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

Oklahoma City Community College is accredited by the Higher Learning Commission, a Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, which is located at 30 North LaSalle Street, Suite 2400, Chicago, Illinois, 60602-2504, (800) 621-7440, <http://www.ncahlc.org>.

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

# Table of Contents

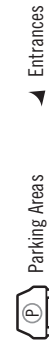
<b>Academic Calendar and Maps</b>	
College Map	4
Inside College Map	5-6
Keith Leftwich Memorial Library Map	7
2007-08 Academic Calendar	8-9
<b>OCCC General Information</b>	
History of the College	10
Vision/Mission/College Values	10
College Ends Statements	10
Location and Facilities	10
Accreditation	11-12
<b>Admissions</b>	
Recruitment and Admission	13
Recent High School Graduates or GED Recipients	13
Adult Students	13
Transfer Students	13
International Students	14
Students for Whom English is a Second Language	14
Concurrently Enrolled High School Students	14
Non-Degree Seeking Students (9 Hour Maximum)	14
Opportunity Admission	14
Submission of Academic Credentials	15
Evaluation of Academic Preparation	15
Special Admission Procedures: Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Surgical Technology, Diagnostic Medical Sonography and Respiratory Care Programs	15
Academic Forgiveness Appeals Committee	15
Non-Credit Classes	15
Office of Academic Advising	15
<b>Enrollment</b>	
Late Enrollment	15
Resident Requirements	15
Auditing a Course	16
Course Withdrawal/Schedule Adjustment	16
<b>Educational Program Fees</b>	
Oklahoma Residents	16
Non-Residents of Oklahoma	16
Additional Fees and Special Fees	16
Supplemental Fees	17
Fees for Auditing a Course	17
Fees are Subject to Change	17
Fee Payment	17
Fee Payment Options	17
Books and Supplies	17
Refunds (Credit Courses)	17
<b>Student Financial Support Services</b>	
Basic Eligibility	18
How to Apply for Financial Assistance	18
Special Requirements	19
Financial Assistance Average Costs of Attendance	19
Financial Assistance Programs	20-22
Satisfactory Academic Progress Standards	22
Special Topics	22
Regaining Eligibility after Being Placed on Suspension	23
Federal Return of Funds Regulations for Students Who Totally Withdrawal	23
<b>Scholarships</b>	
High School Scholarships	24
Career Development Scholarship	24
Tuition Waiver Scholarships	24
External Scholarships	24
Concurrent Enrollment Scholarships	24
<b>Testing and Assessment</b>	
Test Center	25
ACT Testing	25
GED Classes and Testing	25
Test of English as a Foreign Language (TOEFL)	25
<b>Services for Students</b>	
Bookstore	25
Career Transitions Program	25
College Union	26
Community Outreach	26
Counseling	26
Degree Check	26
Drug Education	26
Early College Awareness	26
Early Alert	27
Educational and Career Planning	27
Student Employment and Career Services	27
Health Services	27
Keith Leftwich Memorial Library	27
Learning labs	27
Program/Major Selection	27
Recreation and Fitness	28
Services for Students with Disabilities	28
Student Activities and Other Services	28
Student Publications	29
Student Success Seminars	29
Success in College and Life	29
Transfer Information	29
<b>Student Information</b>	
Release of Academic Information	29
Change of Name, Address or Telephone Number	29
Notification of Student Rights Under FERPA	29
<b>Student Conduct</b>	
Student Conduct and Discipline	30
Student Grievance Procedures	30
<b>Student Safety</b>	
Bloodborne Pathogens	30
Emergencies on Campus	31
Safety and Security	31
Emergency Procedures for Persons with Disabilities	31
<b>Additional Community Services</b>	
Oklahoma City Community College Capitol Hill Center	31
Corporate Learning	31
Cultural Programs	31
<b>Academic Information</b>	
Educational Approach and Grading	32
Entry-Level Assessment	33
Academic Integrity	33
Attendance and Responsibility for Learning	33
Academic Standards	33
Academic Forgiveness	34
Course Re-enrollment	35
Honor Rolls	35
Student Outcomes Assessment	35
Course Lengths	35
Academic Workload	35
U.S. Military Concurrent Enrollment Programs	35
Co-enrollments at Other Colleges	35
Distance Education	36
Educational Partnerships	36
Special Academic Programs	37
Honors Program	37
Advanced Standing Credit/Prior Learning Assessment	38
<b>Graduation Requirements</b>	
Graduation Application Procedure	38
Disclosure of Graduation Rates	39
Computer Proficiency Requirement	39
<b>Degree and Certificate Requirements</b>	
Programs of Study	41
University Parallel/Transfer Programs	41
Technical/Occupational Programs	42
Associate in Applied Science Graduate Educational Guarantee	42
Certificates of Mastery	43
<b>General Degree Requirements</b>	
Life Skills Requirement	43
The General Education Core	43
Associate in Applied Science Degrees	43
Associate in Arts and Associate in Science Degrees	44
<b>Academic Divisions</b>	
Division of Arts and Humanities	46
Division of Business	47
Division of Health Professions	48
Division of Information Technology	49
Division of Science and Math	50
Division of Social Sciences	51
<b>Course Patterns</b>	
Allied Health	52
Art	53
Automotive Technology	54-58
Aviation Maintenance Technology	59-60
Bioinformatics	61
Biology	62
Biotechnology	63-64
Broadcasting	65
Business	66-79
Chemistry	80-81
Child Development	82-84
Computer-Aided Design	85-86
Computer Science	87-100
Database Management	101
Diagnostic Medical Sonography	102

# Table of Contents

Diversified Studies	103
Electronics	104-105
Emergency Medical Sciences	106-108
Engineering	109
Enterprise Communication Systems	110
Film and Video Production Technician	111-113
French	114
Game Design	115-116
Geographic Information System	117-118
Graphic Communications	119-120
History	121
Humanities	122
International Studies	123-124
Journalism	125
Liberal Studies	126
Literature	127
Manufacturing Technology	128-129
Mathematics	130
Medical Assistant	131
Multimedia Emphasis	132-133
Music	134
Nanotechnology	135
Network Technology	136
Nursing	137-138
Nursing Program	139-142
Occupational Therapy Assistant	143-144
Orthotic and Prosthetic Technician	145
Philosophy	146
Photography	147
Physical Therapy Assistant	148-149
Physics	150
Political Science	151
Pre-Baccalaureate Nursing	152
Pre-Dentistry	153
Pre-Education	154-156
Pre-Medicine	157
Pre-Pharmacy	158
Psychology	159
Public Relations	160
Respiratory Care Therapist	161
Sociology	162
Spanish	163-165
Speech	166
Surgical Technology	167
Technology	168-170
Theatre Arts	171
International Studies	212
Journalism & Broadcasting	212
Learning Skills	213
Leisure	213
Management	214
Manufacturing Technology	215
Marketing	218
Mathematics	219
Medical Assistant	220
Micro-Electro-Mechanical Systems	221
Music	221
Nanotechnology	222
Network Technology	223
Nursing (Special Admissions Procedures Required)	224
Occupational Therapy Assistant	225
Orthotic/Prosthetic Technician	227
Philosophy	228
Physical Therapist Assistant	228
Physics	230
Political Science	231
Psychology	231
Respiratory Care Therapist	233
Russian	234
Science	234
Sociology	234
Spanish	235
Success in College and Life	236
Surgical Technology	237
Technology	237
Theatre Arts	238
World Languages	238
<b>Faculty and Staff</b>	
President's Office	239
Academic Affairs	239
Cooperative Alliances	239
Corporate Learning	239
Division of Arts and Humanities	239
Division of Business	240
Division of Health Professions	241
Division of Information Technology	242
Division of Science and Mathematics	242
Division of Social Sciences	244
Downtown College	245
Library	245
Business & Finance	245
Finance	245
Accounts Payable	245
Payroll	245
Purchasing	246
Facilities Management	246
Safety & Security	246
Government Relations and Community Development	247
Community Outreach	247
OCCC Capitol Hill Center	247
Career Transitions Program	247
Cultural Programs	247
Oklahoma Alliance for Manufacturing Excellence, INC.	247
Recreation and Fitness	247
General Counsel	247
Human Resources & Support Services	247
Bookstore	248
Bursar	248
Professional Development	248
Institutional Advancement	248
Marketing and Public Relations	248
Institutional Planning	248
Institutional Effectiveness	248
Information and Instructional Technology Services	248
Technology	248
Desktop Support Services	248
Information Systems and Services	249
Network Administration	249
Online Learning and Instructional Services	249
Telecommunications	249
Student Enrollment Services	249
Student Development	249
Advising and Career Services	249
Career & Employment Services	250
Child Development Center	250
Pathways Middle College	250
Records and Graduation Services	250
Recruitment and Admissions	251
Student Support Services	251
Student Financial Support Services	251
Student Life	252
Testing & Assessment	252
<b>Course Descriptions</b>	
Accounting	172
Administrative Office Technology	172
Allied Health	174
Applied Mathematics	174
Art	174
Astronomy	176
Automotive Technology	177
Aviation Maintenance	180
Aviation Management	181
Banking and Finance	181
Bioinformatics	182
Biological Science	182
Biotechnology	184
Business	184
Chemistry	185
Child Development	186
Communications	187
Computer-Aided Technology	188
Computer Science	190
Database Management	193
Diagnostic Medical Sonography	193
Economics	195
Electronics	195
Emergency Medical Sciences	196
Engineering	197
English	198
English as a Second Language	200
Enterprise Communication Systems	201
Film and Video Production	202
Finance	204
French	204
Geography	205
Geology	205
German	205
Graphic Communications	206
History	208
Humanities	209
Insurance	211
International Business	212



**OKLAHOMA CITY COMMUNITY COLLEGE**

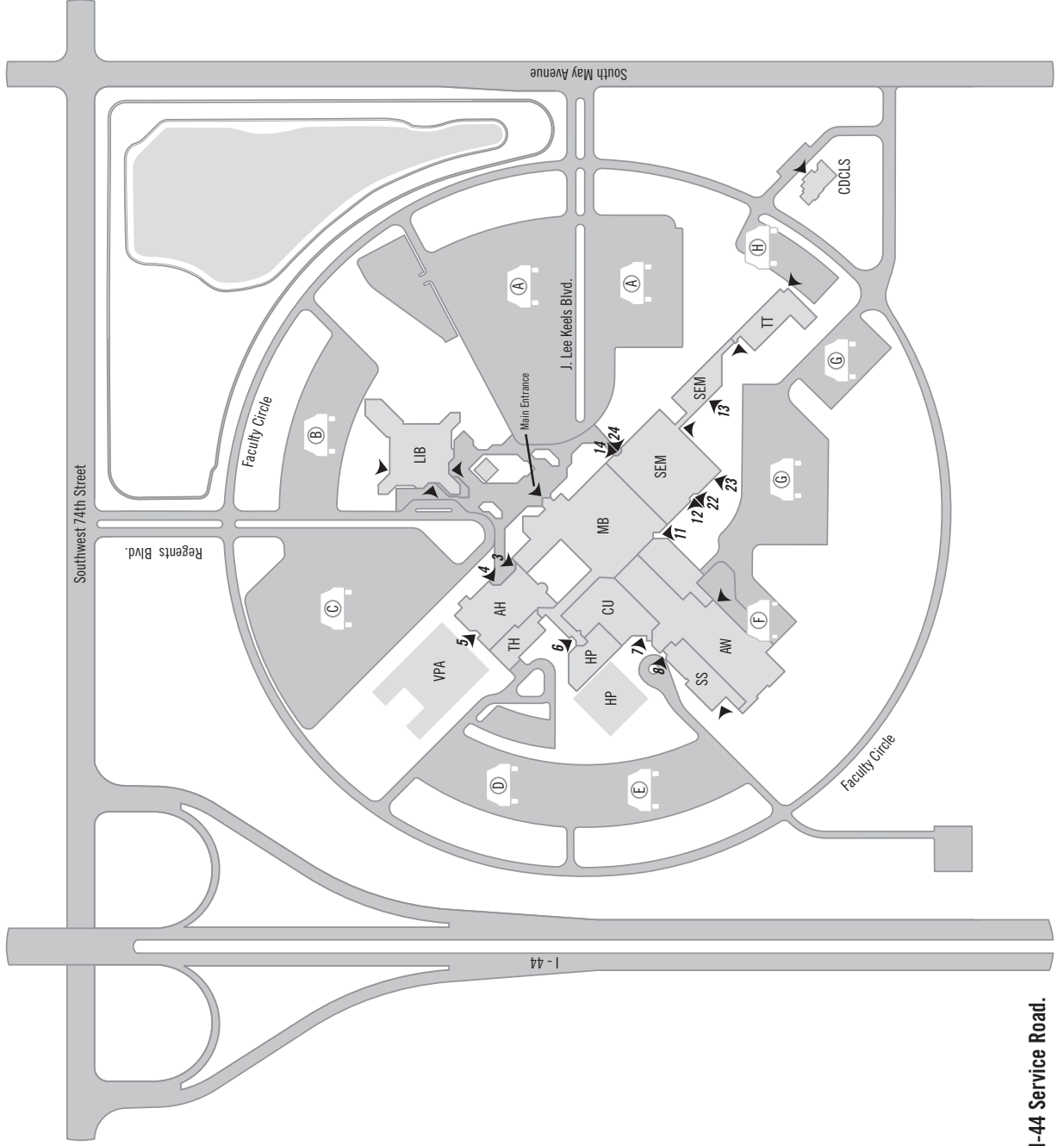


Parking Areas

Entrances

NORTH

- AW Aquatic and Wellness Center
- AH Arts and Humanities Center
- CDCLS Child Development Center & Lab School
- CU College Union
- HP Health Professions Center
- LIB Library
- MB Main Building
- SEM Science Engineering and Math Center
- SS Social Sciences Center
- TH Theatre
- TT Transportation Technologies Center
- VPA Visual and Performing Arts Center (under construction)



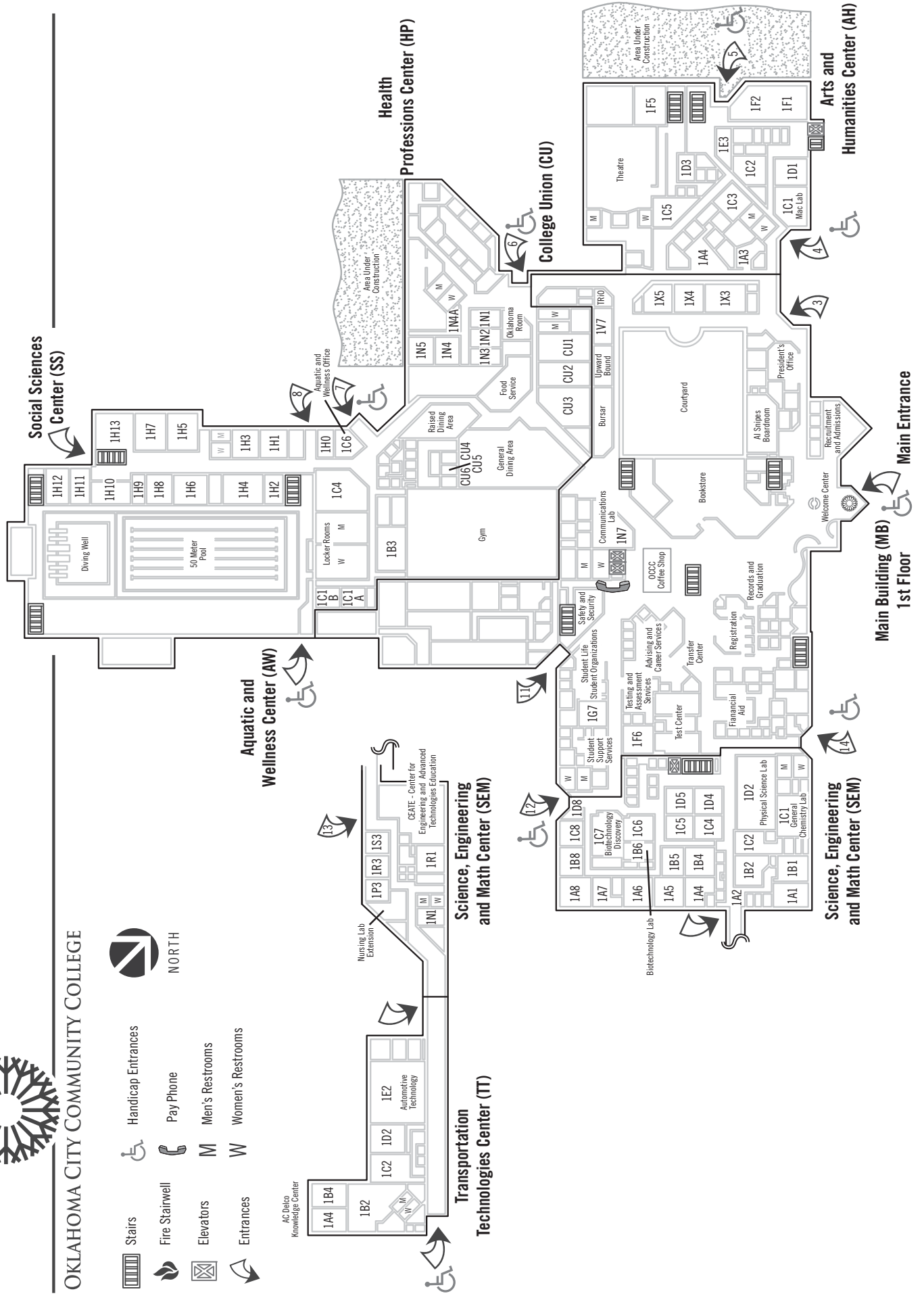
The OCCC John Massey Center is located at 11919 South I-44 Service Road.



OKLAHOMA CITY COMMUNITY COLLEGE










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



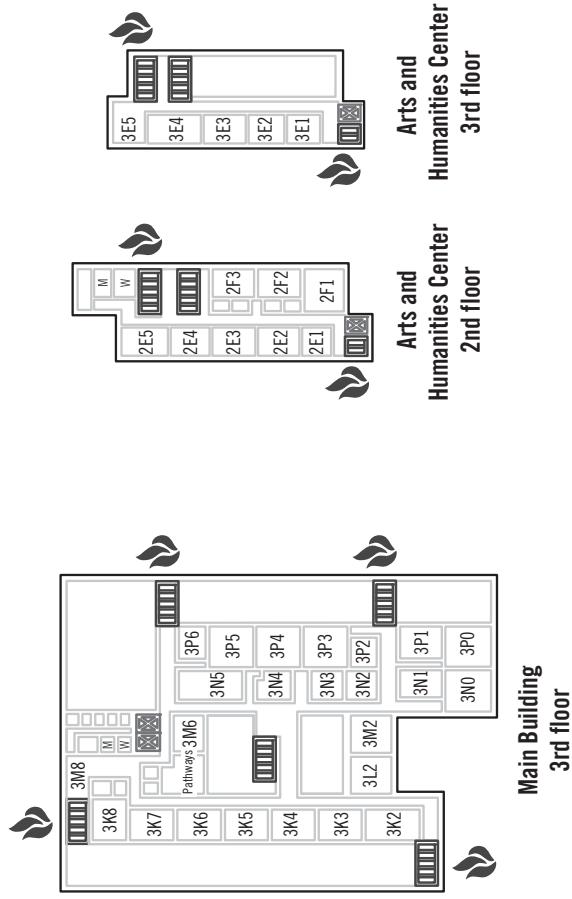
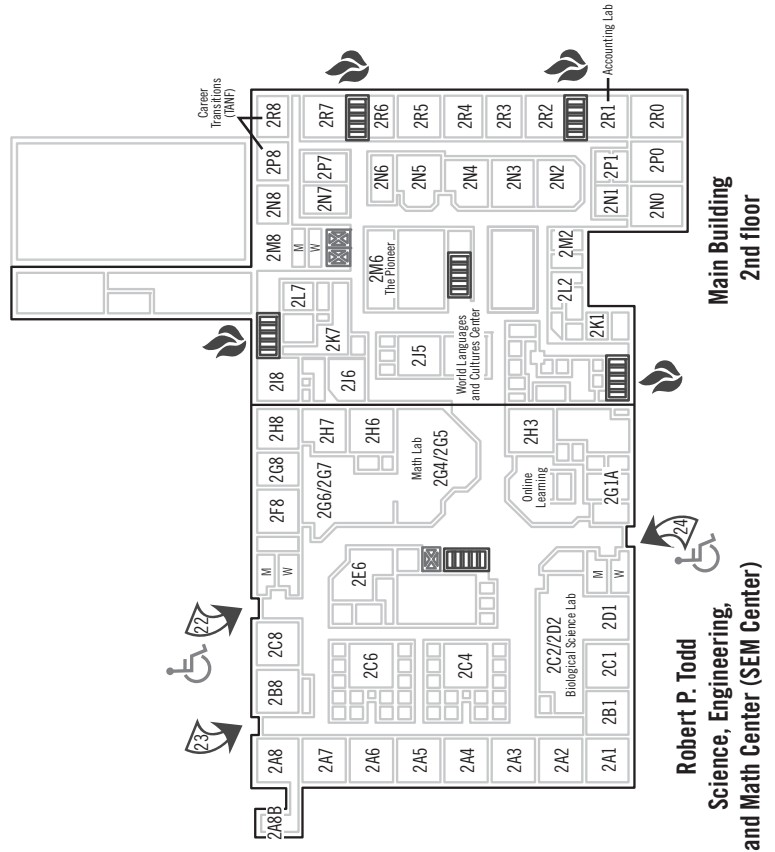


OKLAHOMA CITY COMMUNITY COLLEGE

-  Stairs
-  Fire Stairwell
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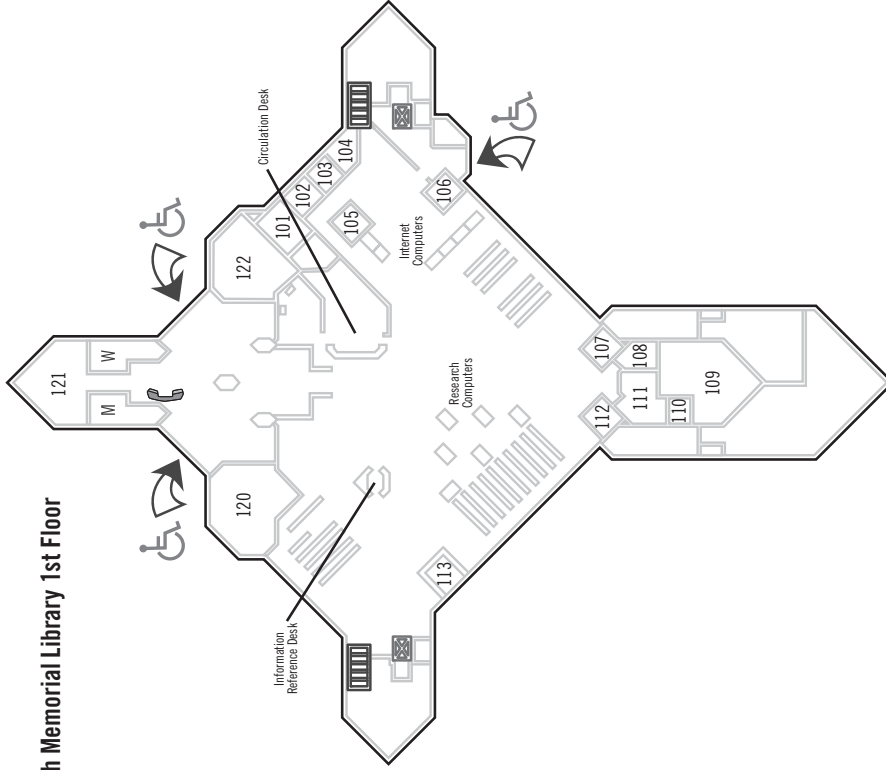
NORTH





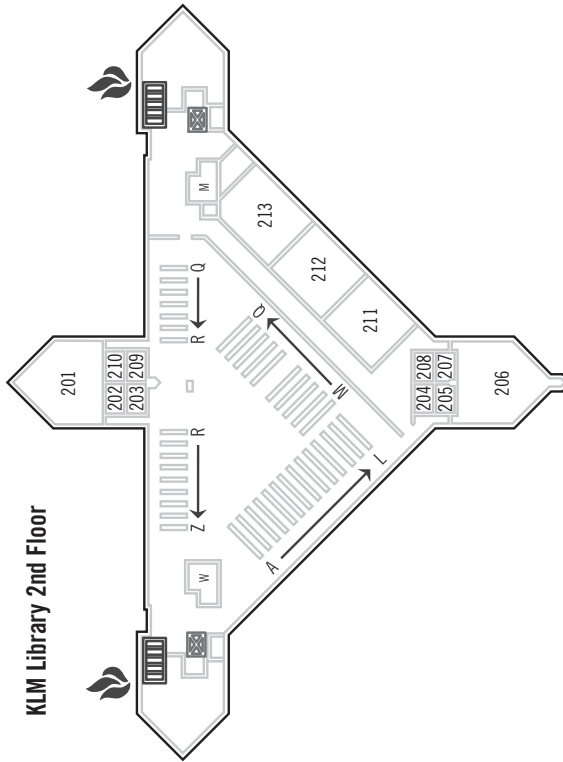
OKLAHOMA CITY COMMUNITY COLLEGE

Keith Leftwich Memorial Library 1st Floor

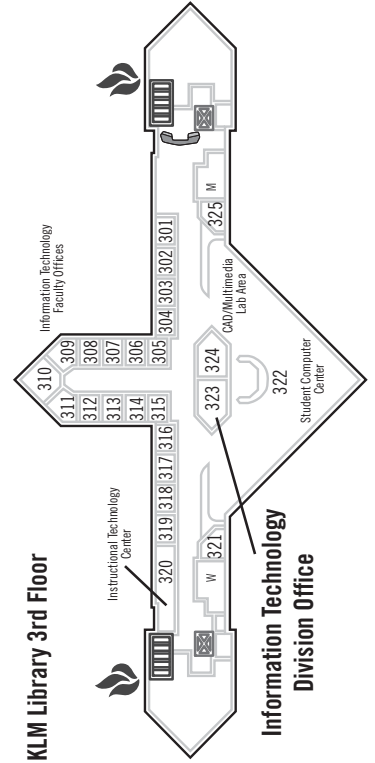


- Stairs
- Fire Stairwell
- Elevators
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- Women's Restrooms

KLM Library 2nd Floor

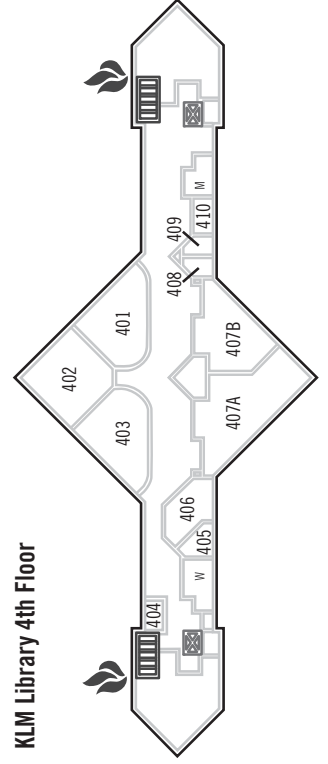


KLM Library 3rd Floor



Information Technology Division Office

KLM Library 4th Floor





# 2008 Summer/Fall Calendar

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

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

Spring 2009 Application Availability and Deadlines	
Applications are due by noon on the date indicated in Recruitment and Admissions.	
Spring 2009 Traditional Nursing Applications available	July 7
Spring 2009 Traditional Nursing Applications Deadline	Sept 19
Fall 2008 International Student Admission Application Deadline	July 21

	May Intercession	Summer Semester	August Intercession	Fall Semester (16 weeks)	Early Fall (1st 8 weeks)	Mid Fall (2nd 8 weeks)	Fall Track Session 1	Fall Track Session 2	Fall Track Session 3
Session Dates	May 12-May 30	June 2-Jul 25	Jul 28-Aug 8	Aug 18-Dec 13	Aug 18-Oct 13	Oct 14-Dec 13	Aug 23-Sept 27	Oct 4-Nov 1	Nov 8-Dec 13
Early Registration begins for returning students	March 24	March 24	March 24	March 24	March 24	March 24	March 24	March 24	March 24
Open Registration Begins	March 31	March 31	March 31	March 31	March 31	March 31	March 31	March 31	March 31
Late Registration Ends	1st Day of Class	June 3	1st Day of Class	Aug 22	Aug 19	Oct 15			
Special Enrollment Hours	May 27-29 (8 am-8 pm), June 3 (8 am-8 pm), Aug. 4-21 M-TH (8 am-8 pm), Aug 8 (8 am-6 pm), Aug 15 (8 am-6 pm), Aug 16 (9 am-4 pm), Aug 22 (8 am-6 pm)								
Classes Begin	May 12	June 2	July 28	Aug 18	Aug 18	Oct 14	Aug 23	Oct 4	Nov 8
Preferred Financial Aid Application and Supporting Documents Submission Date	April 25			May 30					
Tuition Fee Waiver Application Deadline	April 20			August 1					
Financial Aid Loan Disbursements to student accounts (twice weekly after date listed)	May 23			August 8					
Financial Aid Pell Grant Disbursements to student accounts (Every 2 weeks after date listed)	June 13			September 5					
Tuition and Fees Due <sup>1</sup>	June 2			August 18					
Last Day to Drop with refund <sup>2</sup>	Prior to 3rd Class	June 6	Prior to 3rd Class	Aug 29	Aug 22	Oct 17	Aug 29	Oct 10	Nov 14
Graduation Applications Due		June 27		Sept 12					
Last Day to Withdraw (no refund)		July 11		Nov 7	Sept 26	Nov 21	Sept 17	Oct 22	Dec 3
Last Day of Classes	May 30	July 25	Aug 8	Dec 13	Oct 13	Dec 13	Sept 27	Nov 1	Dec 13
Summer/Fall Graduation		July 25		Dec 13					
Holidays (No Classes)	Memorial Day (May 26), Independence Day (July 4), Labor Day Weekend (Aug 30-Sept 1), Fall Break (Nov 25-30)								



# 2009 Spring Calendar

Spring 2009	January Intersession	Spring Semester	Early Spring (1st 8 weeks)	Mid Spring (2nd 8 weeks)	Spring Fast Track Session 1	Spring Fast Track Session 2	Spring Fast Track Session 3
Session Dates	Jan 5-16	Jan 20-May 16	Jan 20-Mar 13	Mar 23-May 16	Jan 24-Feb 21	Feb 28-Apr 4	Apr 11-May 9
Early Registration begins for returning students	Oct 6	Oct 6	Oct 6	Oct 6	Oct 6	Oct 6	Oct 6
Open Registration Begins	Oct 13	Oct 13	Oct 13	Oct 13	Oct 13	Oct 13	Oct 13
Late Registration Ends	1st Day of Class	Jan 23	Jan 21	May 24			
Special Enrollment Hours		Jan 6-22 T-TH (8 am-8 pm), Jan 9, 16, 23 FRI (8 am-6 pm), Jan 17 (9 am-4 pm)					
Classes Begin	Jan 5	Jan 20	Jan 20	Mar 23	Jan 24	Feb 28	Apr 11
Financial Aid Application and Supporting Documents Submission Deadline				Oct 31			
Tuition Fee Waiver Application Deadline				November 20			
Financial Aid Loan Disbursements (twice weekly after date listed)				January 4			
Financial Aid Pell Grant Disbursements (Every 2 weeks after date listed)				February 8			
Tuition and Fees Due <sup>1</sup>	Jan 20	Jan 20	Jan 20	Jan 20	Jan 20	Jan 20	Jan 20
Last Day to Drop with refund <sup>2</sup>	Prior to 3rd Class	Jan 30	Jan 23	Mar 27	Jan 30	Mar 6	Apr 17
Graduation Applications Due				Feb 6			
Last Day to Withdraw (no refund)		Apr 17	Feb 27	May 1	Feb 11	Mar 25	Apr 29
Student Holidays		Jan 19 (Martin Luther King Day; Mar 16-20 (Spring Break; May 25 (Memorial Day)					
Last Day of Classes	Jan 16	May 16	Mar 13	May 16	Feb 21	Apr 4	May 9
Commencement				May 8			
Spring Graduation Date				May 9			

Fall 2009 Application Deadlines Applications are due by noon on the date indicated in Recruitment and Admissions.	
Fall 2009 Traditional Nursing & Career Ladder Nursing, OTA, and PTA Applications available	Nov 10
Fall 2009 Traditional Nursing Applications Deadline	Apr 3
Spring 2009 International Student Admission Application Deadline	Dec 12
Summer 2009 BA to RN (BADNAP) Nursing Applications available	Oct 6

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# OCCC GENERAL INFORMATION

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## History of the College

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

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

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

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

## Vision

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

## Mission

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

## College Values

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

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

## College Ends Statements

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

1. Access: Our community has broad and equitable access to a valuable college education.
2. Student Preparation: Our students are prepared to succeed in college.
3. Student Success: Our students achieve their individual educational aspirations.
4. Graduate Success: Our graduates succeed at four-year institutions and/or in their careers.

5. Community Development: Our community is enriched economically and socially by our educational and cultural programs.

## Location and Facilities

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

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

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

The Keith Leftwich Memorial Library, which is located northeast of the Main Building, is a four-story structure. On the first and second floors, the Keith Leftwich Memorial Library offers information services and computing resources for students and the community. The third floor is the location of the Division of Information Technology and the Student Computer Center, and the fourth floor houses offices and additional instructional classrooms.

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

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

The College Union houses a variety of meeting and conference rooms, food service facilities, and dining areas. Adjoining the College Union is the Aquatics and Wellness Center, which houses a gymnasium, cardiovascular center, weight room, aerobics room, and the Aquatic Center, home of the 1989 U.S. Olympic Festival aquatic events. This aquatic facility is an eight-lane, fifty-meter swimming pool with a separate diving well and diving towers.

The Social Sciences Center is adjacent to the Aquatics and Wellness Center and houses the Division of Social Sciences, faculty offices and classrooms.

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

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

## Accreditation

Oklahoma City Community College is accredited by the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools, which is located at 30 North La Salle Street, Suite 2400, Chicago, Illinois 60602-2504, Telephone (800) 621-7440, <http://www.ncahlc.org>. The College is a member of the American Association of Community Colleges and is also recognized by the federal government to offer education under the veterans and social security laws. Oklahoma City Community College is authorized by the Oklahoma State Regents for Higher Education located at 655 Research Parkway, Suite 200, Oklahoma City, Oklahoma 73104-3603, Telephone (405) 225-9100, to offer certificate, associate in science, and associate in applied science programs.

### Associate in Applied Science Degrees

Department	Emphasis	Accreditation	Address	Telephone #	Website	Level of Accr	Start Date	Renewal
Business								
Accounting	Accounting	Association of Collegiate Business Schools and Programs (ACBSP) (Southwest Council of ACBSP)	7008 College Blvd Suite 420 Overland Park KS 66211	(913) 229-9356	<a href="http://www.acbsp.org">www.acbsp.org</a>	National	July 2005	July 2015
Administrative Office Technology	Administrative Office Specialist	Association of Collegiate Business Schools and Programs (ACBSP) (Southwest Council of ACBSP)	7008 College Blvd Suite 420 Overland Park KS 66211	(913) 229-9356	<a href="http://www.acbsp.org">www.acbsp.org</a>	National	July 2005	July 2015
	Legal Secretary	Association of Collegiate Business Schools and Programs (ACBSP) (Southwest Council of ACBSP)	7008 College Blvd Suite 420 Overland Park KS 66211	(913) 229-9356	<a href="http://www.acbsp.org">www.acbsp.org</a>	National	July 2005	July 2015
Automotive Technology	GM Automotive Service Education	National Automotive Technicians Education Foundation (NATEF)	101 Blue Seal Drive Suite 101 Leesburg VI 20175	(703) 669-6650	<a href="http://www.natef.org">www.natef.org</a>	National	July 2005	May 2008
	Automotive Technology Internship	National Automotive Technicians Education Foundation (NATEF)	101 Blue Seal Drive Suite 101 Leesburg VI 20175	(703) 669-6650	<a href="http://www.natef.org">www.natef.org</a>	National	July 2005	May 2008
Cooperative Program	Non-Structural Repair	National Automotive Technicians Education Foundation (NATEF)	101 Blue Seal Drive Suite 101 Leesburg VI 20175	(703) 669-6650	<a href="http://www.natef.org">www.natef.org</a>	National	July 2006	May 2009
Cooperative Program	Aviation Maintenance Technology	Oklahoma City Flight Standards District Office (FSDO) of the Federal Aviation Association (FAA)	1330 South Meridian Oklahoma City OK	(405) 951-4234	<a href="http://www.faa.gov">www.faa.gov</a>	National	July 2005	July 2015
Cooperative Program	Manufacturing Technology	Association of Collegiate Business Schools and Programs (ACBSP) (Southwest Council of ACBSP)	7008 College Blvd Suite 420 Overland Park KS 66211	(913) 229-9356	<a href="http://www.acbsp.org">www.acbsp.org</a>	National	July 2005	July 2015
Finance	Finance/Banking	Association of Collegiate Business Schools and Programs (ACBSP) (Southwest Council of ACBSP)	7008 College Blvd Suite 420 Overland Park KS 66211	(913) 229-9356	<a href="http://www.acbsp.org">www.acbsp.org</a>	National	July 2005	July 2015
	Finance/General	Association of Collegiate Business Schools and Programs (ACBSP) (Southwest Council of ACBSP)	7008 College Blvd Suite 420 Overland Park KS 66211	(913) 229-9356	<a href="http://www.acbsp.org">www.acbsp.org</a>	National	July 2005	July 2015
Health Professions								
Cooperative Program	Medical Assistant	American Association of Medical Assistants	20 North Wacker Drive, Suite 1575, Chicago, IL 60606	(312) 899-1500	<a href="http://www.aama-nll.org">www.aama-nll.org</a>	National	1998	2014
		Council on Accreditation of Health Education Programs (CAAHPEP)	1361 Park Street, Clearwater, FL 33756	(727) 210-2354	<a href="http://www.caahep.org">www.caahep.org</a>	National	1998	2014
Cooperative Program	Orthotic and Prosthetic Technician	Council on Accreditation of Health Education Programs (CAAHPEP)	1361 Park Street, Clearwater, FL 33756	(727) 210-2354	<a href="http://www.caahep.org">www.caahep.org</a>	National	2000	2007
		National Commission of Orthotics and Prosthetics Education (NCOPE)	330 John Carlyle Street, Suite 200, Alexandria, VA 22314	(703) 836-7114	<a href="http://www.ncope.org">www.ncope.org</a>	National	2000	2007
Cooperative Program	Respiratory Care Therapist	Council on Accreditation of Health Education Programs (CAAHPEP)	1361 Park Street, Clearwater, FL 33756	(727) 210-2354	<a href="http://www.caahep.org">www.caahep.org</a>	National	1982	2012
		Commission on Accreditation for Respiratory Care (CoARC)	1248 Harwood Road, Bedford, Texas 76021-4244	(817) 283-2835	<a href="http://www.coarc.com">www.coarc.com</a>		1982	2012
Cooperative Program	Surgical Technology	Council on Accreditation of Health Education Programs (CAAHPEP)	1361 Park Street, Clearwater, FL 33756	(727) 210-2354	<a href="http://www.caahep.org">www.caahep.org</a>	National	2000	2011
Emergency Medical Sciences	Emergency Medical Sciences	Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (COAEMSP)	1248 Harwood Road, Bedford, TX 76021	(817) 283-9403	<a href="http://www.coaemsp.org">www.coaemsp.org</a>	National	1995	2010
Nursing	Nursing	Oklahoma Board of Nursing (OBN)	2915 N Classen, Ste. 524, Oklahoma City, OK 73106	(405) 962-1800	<a href="http://www.ok.gov/nursing">www.ok.gov/nursing</a>	State	2004	2009
		National League for Nursing Accrediting Commission (NLNAC)	61 Broadway - 33rd Floor, New York, NY 10006	(800) 669-1656, ext. 153.	<a href="http://www.nlnac.org">www.nlnac.org</a>	National	1977	2014

Department	Emphasis	Accreditation	Address	Telephone #	Website	Level of Accr	Start Date	Renewal
	Career Ladder Pathway	Oklahoma Board of Nursing (OBN)	2915 N Classen, Ste. 524, Oklahoma City, OK 73106	(405) 962-1800	www.ok.gov/nursing	State	2004	2009
		National League for Nursing Accrediting Commission (NLNAC)	61 Broadway - 33rd Floor, New York, NY 10006	(800) 669-1656, ext. 153	www.nlnac.org	National	1977	2014
	Baccalaureate to Associate Degree Nurse Accelerated Pathway	National League for Nursing Accrediting Commission (NLNAC)	61 Broadway - 33rd Floor, New York, NY 10006	(800) 669-1656, ext. 153	www.nlnac.org	National	1977	2014
Occupational Therapy Assistant	Occupational Therapy Assistant	Accreditation Council for Occupational Therapy Education (ACOTE)	4720 Montgomery Lane, Bethesda, MD 20824-1220	(301) 652-2682	www.aota.org	National	2002	2012
Physical Therapist Assistant	Physical Therapist Assistant	Commission on Accreditation in Physical Therapy Education (CAPTE)	1111 North Fairfax Street, Alexandria, VA 22314-1488	(800) 999-2782	www.apta.org	National	1984	2008

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# ADMISSIONS

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

## Recruitment and Admissions

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

## I. Recent High School Graduates or GED Recipients

### Graduates from an Accredited School

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

High school curricular requirements:

- 4 units English (grammar, composition, literature)
  - 2 units Lab Science (from biology, chemistry or physics)  
Effective Fall 2010, three lab science courses will be required.
  - 3 units Mathematics (from algebra, geometry, trigonometry, math analysis, calculus, or advanced placement statistics)
  - 3 units History and Citizenship Skills (including one unit of American History and two additional from economics, geography, government or non-western culture)
  - 3 additional units from subjects previously listed or from computer science, foreign language, or any advanced placement course except applied courses in fine arts.  
Effective Fall 2010, the number of additional units will be reduced to two.
- 15 Total Required Units

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

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

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

## Graduates from Home Study or Unaccredited High Schools

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

## II. Adult Students

- Applicants who are 21 years of age or older or who are on active military duty may be admitted upon completion of academic skills assessment by the College (high school degree not required).
- Applicants who are not yet 21, who did not graduate from high school (their high school class has already graduated), and who have participated in the ACT, the SAT or the College assessment test, are eligible for admission. Students admitted under this category must meet high school curricular requirements as specified under the Regular Admission Policy.

## III. Transfer Students

- Students transferring from another accredited college who are in good standing and have met all curricular requirements are eligible for admission to Oklahoma City Community College. Transfer students who do not meet curricular requirements must make up deficiencies within their first 12 credit hours of college level work. Information on remediating deficiencies is available in the Office of Academic Advising.
- Students who have been placed on academic probation or suspension by their previous college or who do not meet Oklahoma City Community College retention standards may be admitted on probation. Official transcripts from all colleges attended must be submitted during the application process.
- Students transferring from an unaccredited college may also be admitted. Such transfer credit will generally qualify the student to take Advanced Standing examinations in specific subject areas to validate their knowledge.

### Evaluation of Transfer Credit Earned

- All coursework previously completed at a regionally accredited institution of higher education will be accepted as transfer credit, although not all credit will necessarily apply toward program requirements. Courses with grades of "D" may not meet degree or course prerequisite requirements.
- Credit for courses from institutions not using a traditional semester academic calendar will be converted to semester hour credits. Grade points earned at institutions using any method other than the traditional 4.0 system will be converted to the 4.0 system.
- An analysis of transfer credit will be performed for students who are currently enrolled. Students must have official copies of transcripts from all colleges attended on file in the Office of Records and Graduation Services. Once these documents have been submitted, they become a permanent part of the student's record at Oklahoma City Community College. They will not be returned, reissued, or copied for distribution. Transcripts from other institutions, if needed, must be obtained directly from the institution where they were originally issued.
- It is the student's responsibility to furnish additional information to the College, if needed, to evaluate transfer credit, i.e., course descriptions, catalogs or syllabi.

## IV. International Students

Students who are citizens of countries other than the United States and who have completed their secondary education or its equivalent may be eligible for admission to the college. Certain educational, financial, and immigration documents are required, as well as proof of minimum proficiency in English. Students may apply for admission to the fall, spring, and summer semesters. Because of time required for evaluating educational records and processing immigration forms, these documents, along with the application form, must be submitted before the international student admission deadline. Applications that are not complete by the deadline will not be considered. Application deadlines for each semester are listed in the academic calendar at the front of this catalog. For detailed eligibility and admission information, contact the Office of Recruitment and Admissions.

## V. Students for Whom English is a Second Language

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

### Standardized Testing

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

### Intensive English Program (IEP)

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

### High School Performance

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

### Transfer Students

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

## VI. Concurrently Enrolled High School Students

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

### Graduating Seniors

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

### Juniors

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

### Home Study

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

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

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

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

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

## VIII. Opportunity Admission

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

## Submission of Academic Credentials

Recent high school graduates are required to submit official and complete high school transcripts and ACT or SAT scores (if either test has been completed). College transfer students are required to submit official and complete college transcripts and other available credentials during the admission process. Failure to list all previously attended colleges or the submission of false information is grounds for denial of admission or immediate suspension.

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

## Evaluation of Academic Preparation

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

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

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

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

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

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

## Academic Forgiveness Appeals Committee

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

## Non-Credit Classes

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

## Office of Academic Advising

New degree-seeking students are assisted by advisement professionals in the Office of Academic Advising. The student's previous educational training, experience, college entrance exams, and other relevant test results will be used to assist in placement and the selection of courses. Entry-level abilities in reading, writing, and mathematics are required to enroll in credit courses. Students who do not meet required entry-level skills, certain course prerequisites, or high school curricular requirements will be placed in courses to develop these skills before enrolling in higher-level courses.

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

Students are also encouraged to work concurrently with their faculty advisor in the academic discipline of their degree choice. A faculty advisor can help ensure that major specific educational objectives are met in an efficient, orderly fashion. If you have questions on course selection, entry-level skills required, or general academic information contact Office of Academic Advising at [www.occ.edu/acs/](http://www.occ.edu/acs/) or call (405) 682-7535.

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## ENROLLMENT

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

- Enroll on campus
- Enroll using the OCCC web site at [mineonline.occ.edu](http://mineonline.occ.edu).

## Late Enrollment

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

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

## Resident Requirements

An initial determination, based upon information provided on the student's application for admission, will be made as to whether a student qualifies for



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

## Auditing a Course

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

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

## Course Withdrawal/Schedule Adjustment

Students adjusting their schedules or completely withdrawing from all classes during the first two weeks of a sixteen-week class or the first week of a four-, five-, six-, or eight-week class will be charged 100% fees for any classes added and will receive a 100% refund for any courses dropped. To withdraw from a class, a student must complete and submit an add/drop form in the Office of Records and Graduation Services or withdraw on the college web site at [mineonline.occ.edu](http://mineonline.occ.edu). NO REFUNDS WILL BE MADE AFTER THIS PERIOD EXCEPT AS STIPULATED FOR ENROLLMENT OF TITLE IV RECIPIENTS. See academic calendar for exact withdraw dates.

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

### EMERGENCY DROP/LATE WITHDRAWAL

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

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## EDUCATIONAL PROGRAM FEES

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### Oklahoma Residents:

Resident Tuition ..... \$60.55 per credit hour

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

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

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

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

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

**Student Technology Fee .....\$5.00 per credit hour**

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

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

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

**Library Fee .....\$2.00 per credit hour**

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

**Total .....\$84.00 per credit hour**

### Non-Residents of Oklahoma:

Resident Tuition.....	\$60.55 per credit hour
Non-Resident Tuition.....	\$140.00 per credit hour
Student Activity Fee .....	\$5.15 per credit hour
Facility Use Fee .....	\$10.30 per credit hour
Student Technology Fee .....	\$5.00 per credit hour
Assessment Fee.....	\$1.00 per credit hour
Library Fee.....	\$2.00 per credit hour
<b>Total .....</b>	<b>\$224.00 per credit hour</b>

### Additional Fees and Special Fees

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

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

**Applied Music Lessons Fee.....\$50.00 per credit hour**

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

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

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

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

**CLEP Examinations..... \$70.00**

**New Student Application/Records Processing Fee ..... \$25.00**

**International Student Status Maintenance Fee**

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

Summer ..... \$10.00 per semester

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

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

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

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

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

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

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

## Supplemental Fees

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

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

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

**Off-campus Courses ..... \$18.50 per credit hour**

## Fees for Auditing a Course

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

## Fees Are Subject to Change

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

## Fee Payment

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

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

be enrolled prior to the due date in order to avoid finance charges. Students will receive a refund only for classes from which they withdraw prior to or during the official refund period. See the academic calendar for exact withdrawal dates.

## Fee Payment options

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

### OPTION 1: Pay Fees by Due Date

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

### OPTION 2: Make Monthly Payments\*

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

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

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

## Books and Supplies

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

## Refunds (Credit Courses)

### Schedule Changes / Withdrawals

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

### Complete Withdrawal of Students Who Are Title IV Recipients

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

### Non-Credit Recreation and Fitness Classes

Full refunds will be granted to non-credit students who officially withdraw prior to the end of the first class meeting. Students who withdraw after the first class meeting and before the start of the second class meeting will receive an 80% refund. Students who withdraw after the start of the second class meeting will not qualify for a refund. To officially withdraw, a non-credit student must withdraw in the Office of Records and Graduation Services or the Office of Recreation and Fitness at (405) 682-7860, or they will be billed for the class.

## Non-Credit Corporate Learning Classes

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

## Refunds for Schedule Changes or Complete Withdrawals

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

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

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

## Financial Aid Applicants

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

Students who are not awarded by the published fee due date and have not paid their tuition will automatically be billed on a monthly basis, and incur finance and late charges consistent with College policy. When federal aid is awarded and applied to their account, finance and late charges will be reduced as appropriate and any remaining balance due may be paid by assistance credited to the student’s account. Credit balances remaining will be mailed to the student within 14 days. Balances due after financial assistance is applied are the responsibility of the student.

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

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

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# STUDENT FINANCIAL SUPPORT SERVICES

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Oklahoma City Community College pledges to assist students and families who may need help in meeting the cost of attending college. Formulas for determining a family’s ability to finance college expenses are based on a wide range of factors, focusing primarily on the income and assets of the student’s family, family size, and number of individuals attending college.

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

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

Financial assistance is available to degree-seeking students and students seeking certain certificates of mastery from Oklahoma City Community College. Students auditing coursework, taking non-credit classes, enrolling in college classes while still in high school, or merely taking classes, but not pursuing a degree or certificate are not eligible for Federal Title IV Student Financial Assistance Programs.

## Basic Eligibility

Eligibility for Federal Title IV Student Financial Assistance is dependent upon federal criteria established for each program. Completing the Free Application for Federal Student Aid (FAFSA) and submitting it to the Federal Central Processing System initiates the determination of your eligibility by analyzing the data your family has provided. The outcome of the analysis is the Expected Family Contribution (EFC), which is a measure of your family’s ability to pay for college. Once the EFC is determined, the student and schools you listed on the FAFSA will receive the results called a Student Aid Report (SAR).

Financial Aid Staff can then evaluate your eligibility for various assistance programs. Other eligibility criteria include being a U.S. citizen or eligible non-citizen, i.e., a permanent resident, high school diploma, or GED, or acceptable scores on a college assessment test, acceptance for admission to college to pursue an eligible program of study (major), enrollment, and academic progress. Eligible programs at Oklahoma City Community College include associate degree and one-year certificate programs (30 credit hours). Certificate programs of at least 16 credit hours may be eligible if all courses in the program apply to the same associate degree program at OCCC. Students applying for and receiving financial assistance must be making satisfactory academic progress as defined by Student Financial Support Services and based on federal regulations. Your academic history at Oklahoma City Community College and other post high school academic and technical programs will be evaluated in determining satisfactory academic progress. You must submit academic transcripts from all schools attended to the College Records Office. Students are expected to read and understand the basic policies and procedures which apply to the application for and receipt of financial assistance including Verification of FAFSA data requirements, Satisfactory Academic Progress, Attendance, Return of Federal Title IV Funds upon complete withdrawal, and rights and responsibilities for students borrowing and repaying Federal Stafford Loans.

## How to Apply for Financial Assistance

1. Apply for a pin at [www.pin.ed.gov](http://www.pin.ed.gov). The pin number will allow you to sign your FAFSA electronically and later access your processed FAFSA online. If you are a dependent student, your parent must apply for a pin number as well.
2. Gather required information to fill out your FAFSA. You will need your driver’s license number if you have one, your alien registration number if you are not a U.S. citizen, federal tax information, and records of untaxed income.
3. Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
4. You should apply as early as possible after January 1<sup>st</sup> of each year that you will attend college the next fall semester. To be eligible for school and state grants, apply no later than April 15<sup>th</sup>.
5. Follow up on your FAFSA. After your FAFSA is processed you will be sent an email with a link to your SAR (Student Aid Report). If you did not provide an email address, it will be mailed to you. If you do not receive a SAR within three weeks, call the FAFSA helpline at 1-800-433-3243.

6. After you receive your SAR, check with OCCC to see if we need any additional information or documentation. Students selected for verification will be notified by letter of documents required.

All students who apply for and receive financial assistance must be making satisfactory academic progress as determined by Student Financial Support Services. See this catalog or the Student Handbook for a copy of the College's Financial Aid Satisfactory Academic Progress Policy. You may obtain a copy from Student Financial Support Services, or visit the Financial Aid Office web page to view the policy at [www.occc.edu/financialaid](http://www.occc.edu/financialaid). A copy is mailed with a student's initial award letter of Federal Title IV Funds each year.

To ensure a student's financial assistance offer will be ready prior to published tuition and fees due dates, all requested documents must be submitted to Financial Aid by the following dates:

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

The process of reviewing student applications selected for verification for the academic year usually begins in February. The entire verification process from the time the Financial Aid Office begins the review of applicant data, requests any additional documents, makes any necessary corrections, and awards financial assistance may take several weeks. For more information, call Financial Aid at (405) 682-7525 or access the web page at [www.occc.edu/financialaid](http://www.occc.edu/financialaid). Students selected for verification are notified by a document tracking letter including a verification information sheet, and verification worksheet.

## Special Requirements

To qualify for any Federal Title IV Student Financial Assistance, students must apply each year. Although the Financial Aid Office staff cannot complete your FAFSA for you, we are available to clarify any questions you have. Students are also required to maintain financial aid satisfactory academic progress to retain their eligibility for subsequent award years and must maintain enrollment to qualify for funds each semester. If you totally withdraw during a semester or were paid for a course you were not attending you may owe a repayment of federal grant funds.

## Financial Assistance Average Costs of Attendance:

Financial assistance average costs of attendance figures are reviewed annually and updated as appropriate. Tuition costs are subject to legislative and College adjustments that may occur subsequent to publication of this catalog. General costs figures for academic year 2008-2009 are listed below and are estimated for full-time tuition. (12 credit hours fall and 12 credit hours spring.) Part time average costs of attendance figures are based on 6 credit hours fall and 6 credit hours spring. Exclusively online students should deduct transportation costs from the total. Students who are enrolled for mid-semester or fast track classes only, will have cost of attendance reduced due to enrollment less than the standard 16 weeks of attendance.

## Commuter:

Dependent Student	
Tuition/Fees	\$2,016
Books/Supplies	\$ 1000
Room/Board	\$2,566
Transportation	\$2,400
Personal/Miscellaneous	\$1,184
TOTAL	\$9,166

Independent Student	
Tuition/Fees	\$2,016
Books/Supplies	\$1000
Room/Board	\$6,616
Transportation	\$2,400
Personal/Miscellaneous	\$1,184
TOTAL	\$14,566

## Exclusively Online:

Dependent Student	
Tuition/Fees	\$2,304
Books/Supplies	\$1,000
Room/Board	\$2,566
Personal/Miscellaneous	\$1,184
TOTAL	\$7,054

Independent Student	
Tuition/Fees	\$2,304
Books/Supplies	\$ 1,000
Room/Board	\$6,616
Personal/Miscellaneous	\$1,184
TOTAL	\$11,104

## Part-Time:

Dependent Student	
Tuition/Fees	\$1,008
Books/Supplies	\$ 500
Room/Board	\$2,566
Transportation	\$1,800
Personal/Miscellaneous	\$1,184
TOTAL	\$7,058

Independent Student	
Tuition/Fees	\$1,008
Books/Supplies	\$ 500
Room/Board	\$6,616
Transportation	\$1,800
Personal/Miscellaneous	\$1,184
TOTAL	\$11,108

## Financial Assistance Programs:

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

Programs	Need-Based	Non-Need Based	How To Apply
Federal Pell Grant Minimum Per Academic Year \$890 Maximum Per Academic Year \$4,731	X		FAFSA
Academic Competitiveness Grant (ACG) Award Amount 1st Year MAX \$750 2nd Year MAX \$1300	X		FAFSA
Federal Supplemental Educational Opportunity Grant (SEOG) Average Award Amount \$300 Per Academic Year	X		FAFSA
Federal Work Study Awards Range From \$2,400 -\$4,800 Per Academic Year	X		FAFSA
Oklahoma Tuition Aid Grant (OTAG) \$656 Per Academic Year (part-time) \$1000 Per Academic Year (full-time)	X		FAFSA
Veterans Benefits Varies Based on Benefit Program and Enrollment Level		X	Earned through Military Service See OCCC VeteranServices

Federal Family Education Loan Program			
Need Based Students Subsidized Stafford Student Loan \$3,500 1st Academic Year Maximum \$4,500 2nd Academic Year Maximum	X		FAFSA
Non- NeedBased Unsubsidized Stafford Student Loan \$3,500 1st Academic Year Maximum \$4,500 2nd Academic Year Maximum (Independent students may qualify for an additional unsubsidized loan.) \$4,000 Maximum Per Academic Year (Dependent students may qualify for an additional unsubsidized) \$2,000 Maximum Per Academic Year		X	FAFSA
Parents Loan For Undergraduate Students (PLUS) Maximum Award is Cost of Attendance Minus Other Resources		X	FAFSA

Tuition Waiver/Scholarships			
National Guard Tuition Amount Per Semester		X	National Guard Unit
Oklahoma Resident Academic And Talent Varies by Awarding Committee		X	Waiver Application
Oklahoma Resident Need Based Varies by Awarding Committee	X		Waiver Application
Oklahoma Resident Oklahoma Promise Oklahoma Higher Learning Access Program (OHLAP) Tuition Amount Per Semester		X	Enroll During Middle School or High School by 10th Grade

### Federal Pell Grant

Eligibility is based on financial need. The amount a student can receive depends on the cost of attendance determined by the College, whether the student is full-time, part-time or less than half-time, and the student's Expected Family

Contribution (EFC) number on the Student Aid Report (SAR). Final payment amount each semester is based on credit hours a student has at the close of the semester schedule adjustment period for the 16-week semester. Students are paid once each semester (fall and spring). Students who do not use their full Pell Grant in fall and spring may be eligible for summer Pell. To renew a Federal Pell Grant, a student must reapply each academic year to have their eligibility assessed. Students who have earned a bachelor's degree are not eligible for a Federal Pell Grant at Oklahoma City Community College. Students must maintain satisfactory academic progress, not owe a federal grant repayment, or be in default on any student loan.

### Academic Competitiveness Grant (ACG)

This federal grant is available to students who have graduated from high school after January 1, 2005 having completed a rigorous academic program of study as defined in federal regulations. The College Financial Aid Office must document eligibility for the ACG before awarding funds. A student must be a full time student each semester they receive ACG. First year awards may not exceed \$750 and second year awards may not exceed \$1,300. In addition to rigorous academic program criteria a student must be a Pell Grant recipient in order to receive an ACG. As a Federal Title IV Grant the ACG recipient is subject to the same regulations as Pell Grant, Federal SEOG, Federal Stafford and PLUS loans as well as Federal Work Study. ACG may be reduced or cancelled to avoid over awards of federal funds or to return federal funds when a student withdraws from the College and a share of their federal program funds must be returned. ACG is limited to the first two years of college. To receive a second year ACG the student must have a 3.00 or greater cumulative grade point average (CGPA) and have earned at least 24 credits. Awarded ACG funds are disbursed to the students account to pay any charges owed the College for tuition and other direct costs owed. Credit balances remaining on the students account will be mailed to the student. Students who are transferring to a four year college or university may be eligible for a similar grant called the SMART Grant. This grant has additional criteria related to specific academic program majors in science, mathematics, and languages. Students should check with the Financial Aid Office at the transfer school if they have been ACG eligible to see if they are eligible for a Federal SMART Grant.

### Federal Supplemental Educational Opportunity Grant (SEOG)

The Federal SEOG is a federal grant program limited to students who have exceptional financial need. It must be awarded to Federal Pell Grant recipients who have the lowest Expected Family Contribution (EFC). The amount a student can receive depends on the student's need, the availability of Federal SEOG funds, and the amount of other assistance the student is receiving. The usual offer to Oklahoma City Community College students is \$300 for the academic year. Due to limited funding, not all exceptionally needy students receive SEOG. Funds are awarded on a first come/first serve basis. This program is also limited to students who have not yet earned a bachelor's degree. Students are paid once each semester (fall, spring, summer). Students must maintain satisfactory academic progress, not owe a federal grant repayment, or be in default on any student loan.

### Federal Stafford Student Loan (Subsidized)

This is a low-interest, need-based loan made to the student by a lender such as a bank, credit union, or savings and loan association to help pay for the student's education. These loans are guaranteed by the Oklahoma State Regents for Higher Education and are insured by the federal government. The federal government pays the interest on the loan while the student is enrolled at least half-time or during other deferment periods. The annual interest rate is 6.0%. The student must begin repayment within six months after leaving school or after falling below half-time enrollment status. A minimum enrollment of and attendance in six credit hours throughout the loan period is required. All academic year loans must be released in at least two disbursements. The second disbursement must be after the midpoint of the loan payment period (academic year). If the first disbursement occurs after the midpoint of the loan period, the lender may send the total amount in one disbursement. Information on amounts

students may borrow is available from Financial Aid. If you borrow, you must receive entrance counseling about borrowing. You must also receive exit materials when you leave the College or fall below half-time enrollment status. Delivery of loan funds to eligible students who have been awarded and complete all necessary paperwork before the start of a semester is scheduled to begin during the week before each semester. Once a semester is underway, loan refunds are usually ready to mail to students within 14 days after the lender disburses the funds to the College. Students may cancel their loan at any time during the process including up to 14 days after loan funds are applied to the student's account. Students are notified by letter when loan funds are applied to their account or when a loan is returned to the lender or a portion of the loan must be returned. Students must meet the same satisfactory academic progress, grant repayment, and default criteria as required for all other Federal Title IV Aid.

### **Federal Stafford Student Loan (Unsubsidized)**

The Federal Unsubsidized Stafford Loan is a low interest loan that is non-need based. The federal government does not pay the interest on the loan while the student is in school or during other deferment periods. These loans are guaranteed by the Oklahoma State Regents for Higher Education and insured by the federal government. The student must begin repayment of interest within 60 days of final disbursement of funds for the loan period unless the lender agrees to allow interest to accrue. Principal and interest payments must begin within six months after you graduate or fall below half-time enrollment status. A minimum enrollment of and attendance in six credit hours throughout the loan period is required. Information on amounts a student may borrow is available from Financial Aid. The same rules for disbursement, release of funds, and cancellation which apply to the Subsidized Stafford Loan also apply to the Unsubsidized Stafford Loan. The interest rate on these loans is fixed at 6.8%. Students must meet previously described satisfactory academic progress, default and repayment criteria as required by Federal Title IV regulations.

### **Federal Parent Loan for Undergraduate Students (PLUS)**

Federal PLUS are for parent borrowers of dependent students. The Loan provides additional funds for educational expenses and, like Stafford Loans, are made by a lender such as a bank, credit union, or savings and loan association. The annual interest rate for the Loan is 8.5%. Repayment of Federal PLUS begins 60 days after receiving the last disbursement of the loan period or as agreed upon by the borrower and lender. A minimum enrollment of six credit hours is required of the student throughout each loan period. Information on parent borrowing is available from Financial Aid. Parent eligibility for a PLUS is based on the student's eligibility for Federal Title IV Aid and on the parent meeting certain eligibility criteria. The same rules for disbursement, release of funds, and cancellation which apply to Stafford Loans apply to PLUS. Amounts are based on cost of attendance minus all other resources expected for the student. Parents must not be in default on student loans or owe a repayment to federal grant programs.

### **Federal Work-Study (FWS) Employment**

Funded by the federal government, this program provides jobs for students who are eligible for need-based financial assistance. The amount of the offer depends on the student's need, the availability of funds for the program, and the amount of assistance the student receives from other programs. Students generally work 10 to 20 hours per week during each semester. Students are paid monthly. Amounts Per Academic Year range from \$2,400 to \$4,800. If remaining need exists and funds are available, the amount may be increased to allow a student to continue a job. The College provides a limited number of opportunities for students to work community service jobs including reading and math tutoring. Interested students should contact Financial Aid about Federal Work Study and/or community service positions. Federal Work Study students must maintain satisfactory academic progress, not owe a federal grant repayment or be in default on a student loan. Students awarded FWS are mailed a FWS fact sheet with their award letter..

### **Oklahoma Tuition Aid Grant (OTAG) Program**

The source of funds is the Oklahoma State Regents for Higher Education. A student must be an Oklahoma resident, meet financial need criteria and be making financial aid satisfactory academic progress, not be in default or owe a grant repayment. To apply, use the Free Application for Federal Student Aid (FAFSA). Students must be enrolled in a minimum of six credit hours each semester. This is a first-come, first-served, need-based program. Early application is essential. Initial eligibility is determined by the OTAG Program, not Oklahoma City Community College, and varies with the level of enrollment (part-time or full-time). The usual deadline for the Federal Processing System to receive your FAFSA data is April 15th. Financial Aid must review and verify all eligibility criteria before final awards are made. Before funds are released, Financial Aid will review your final eligibility including attendance. Part time awards are a maximum of \$328 per semester for 6-11 hours of credit. Full time awards are a maximum of \$500 a semester for 12 or more hours of credit. Students are paid once a semester. Students awarded OTAG are mailed a fact sheet with their award letter. Students who are not Oklahoma residents should check with their home state education agency to determine if they are eligible for a grant from their home state. A list of state agencies can be obtained from Financial Aid.

### **Bureau of Indian Affairs (BIA) Tribal Grants**

The source of funding is the BIA and the amounts are determined by each tribe. To apply, a student must complete the Free Application for Federal Student Aid (FAFSA) and appropriate applications provided by their tribe. Students are responsible for contacting their tribal agency to determine eligibility requirements and deadlines. Students should file the FAFSA and contact their tribe as early as possible before a semester. Tribes usually send funds to the College Bursar Office once each semester for disbursement to the student's account. Once funds are on the account, any credit balance is mailed to the student as a refund.

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

OHLAP is a financial assistance program offered by the State of Oklahoma. The Oklahoma Higher Learning Access Program pays for tuition costs for qualified students. Individuals may begin participation in this program in the eighth grade, but must do so by the start of the tenth grade. Participants must meet specific program criteria to maintain eligibility while in high school. When the individual begins attending college, the college will bill the State of Oklahoma for actual tuition each semester. Students must maintain their eligibility by meeting Regent's grade point average requirements. Students who receive additional types of student financial assistance, covering tuition can receive a cash disbursement once OHLAP funds are paid to the College by the State of Oklahoma. OHLAP eligible students should notify Student Financial Aid as early as possible before they begin attendance, preferably when they register for each semester. Submit your class schedule to the Financial Aid Office. OHLAP funds from the state are usually disbursed to the student's account once each semester. Any credit balance on the account after all charges are paid will be mailed to the student as a refund. Oklahoma City Community College awards a scholarship to OHLAP students during each semester of eligibility, which pays for mandatory fees: assessment, technology, facility use, student activity. Other fees will be the student's responsibility.

### **National Guard Tuition Waiver Program**

The Oklahoma National Guard Tuition Waiver Program authorizes the waiver of full tuition charges up to 18 credit hours each semester for Oklahoma residents who are members of an Oklahoma National Guard Unit. National Guard members must complete the proper application form from their unit. The Oklahoma National Guard submits a roster of eligible students to OCCC. The National Guard member must be attending a state-supported college or university and have not yet earned a baccalaureate degree. Benefits continue for six years from the date of the first application for the tuition waiver.

## Veterans Services

Oklahoma City Community College's associate degree programs of education and training are approved for payment of benefits by the Veterans Administration. Assistance in completing VA paperwork, and certification of enrollment for VA benefits is available. In addition, special advising and referral services are available to individuals receiving veterans benefits. For additional information on Veterans Services, contact the Veterans Certification Office at (405) 682-7694 or 7695, or visit our web page at [www.occc.edu/financialaid/veterans.html](http://www.occc.edu/financialaid/veterans.html). Payment of VA Educational Benefits is made by the VA directly to the student once the College certifies the enrollment and number of credit hours. Payments are normally made on a monthly basis. Students must be actively pursuing a degree program and begin attendance in the courses for which benefits are certified each semester.

## Study Abroad Programs

Students enrolled and attending study abroad courses through Oklahoma City Community College may be eligible for Federal Title IV Student Financial Assistance as long as the course(s) are accepted for credit in the students' degree program at Oklahoma City Community College. Students should check with Financial Aid to establish their eligibility well in advance of the need for funds to assist with their attendance in a study abroad course. Otherwise funds will not be ready when needed. If a student has received the maximum amount of funds from programs for which they are eligible during the award year, they may not be able to receive funds to cover costs of a study abroad program.

## Special Topics

Students, prospective students and/or parents seeking information on the following topics may access the Student Financial Aid web page at [www.occc.edu/financialaid](http://www.occc.edu/financialaid) to review a variety of student financial assistance FACT SHEETS including these special topics:

- Academic Competitiveness Grant
- Costs of Attendance
- Satisfactory Academic Progress
- Student Financial Support Services policy for awarding Federal Title IV Student Financial Assistance
- Requirements for return of Federal Title IV Aid for withdrawn students
- Eligibility requirements for students wishing to study abroad and receive Federal Title IV Aid
- Deferment and cancellation provisions for student loan borrowers

## Satisfactory Academic Progress Standards

Each student applying for Federal Title IV and/or state tuition grant assistance (OTAG) is subject to these general standards for academic progress. The three general standards, in accordance with U.S. Department of Education regulations governing Title IV financial aid programs evaluate qualitative and quantitative criteria and are listed below. A student's Financial Aid Satisfactory Academic Progress must be evaluated even if they have never received federal or state student aid. The financial aid programs to which these standards apply are Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Federal Academic Competitiveness Grant (ACG), Federal Stafford Loans, Federal Parent Loan, Federal Work Study (FWS), and the Oklahoma Tuition Aid Grant (OTAG). This policy is provided with your award letter to help you understand requirements for maintaining your eligibility for Federal Title IV program funding.

**Standards Evaluated:** Includes both current and transfer students

**Grade point average:** Academic progress determined by Registrar's office each semester. Students not making progress toward graduation as determined by the Registrar will be ACADEMICALLY SUSPENDED and unable to enroll in

classes. Grade point average is evaluated each semester and summer term by the Registrar.

**Attempted credit hour completion rate:** 66% successful completion rate evaluated each semester at OCCC for coursework taken at OCCC that semester.

**Maximum hours or semesters to complete a degree or certificate:** Over 90 credit hours attempted toward a degree or over 45 credit hours toward a certificate program or student's with a previously earned associate, bachelors, masters or graduate/professional degree evaluated each semester including all transfer credits currently on the College database.

Grade Point Average (GPA) indicating progress toward a certificate or degree as determined by the College Registrar. Students suspended by the Registrar for any semester are unable to enroll, will be dropped from enrollment and are not eligible to receive financial assistance. Students must appeal ACADEMIC SUSPENSION through the Registrar's office.

Successful completion rate of at least 66% of credit hours attempted: Successful completion includes grades of (A, B, C, D, P, S, and CIP). Attempted credits not considered successful are grades of (F, AW, W, I, NP and U). Attempted credit hours are those that a student is enrolled in at the close of the schedule adjustment period each semester. Remedial courses are counted as attempted credit hours for purposes of calculating completion rate. A grade of I, once it is changed due to course completion, will then be considered in evaluation of progress. Students must notify Financial Aid in writing once the grade is changed. A student may not retake a course more than twice (a total of three times) and continue to receive funding for that course. The only time a student may retake a course is if the grade previously received will not meet requirements to be counted toward the student's program of study or graduation requirements. Formula:  $\text{Completion Rate} = \frac{\text{Credit Hours Successfully Completed}}{\text{Credit Hours Attempted}}$

A student who has a course completion rate less than the required 66% at the close of any semester will be placed on FINANCIAL AID NOTICE for the next semester. You will be notified by mail or email. Students placed on FINANCIAL AID NOTICE remain eligible for Federal Title IV assistance.

A student placed on FINANCIAL AID NOTICE who has a course completion rate less than the required 66% at the close of their next semester of enrollment will be placed on FINANCIAL AID PROBATION for their next semester. You will be notified by mail or email. A student on FINANCIAL AID NOTICE who achieves a 66% or greater completion rate during their next semester of enrollment will be placed on FINANCIAL AID SATISFACTORY STATUS.

A student who is on FINANCIAL AID PROBATION remains eligible for Federal Title IV assistance. A student on FINANCIAL AID PROBATION who does not earn a 66% course completion rate during the next semester of enrollment will be placed on FINANCIAL AID SUSPENSION. A student on FINANCIAL AID SUSPENSION is not eligible for Federal Title IV assistance. You will be notified by mail or email.

Transfer Students: Students who have attended other colleges, universities, or technology centers will have their transfer credits listed on the College database evaluated as part of any review of their eligibility. Students are expected to submit transcripts from previous schools attended as required by College policy. Those who have not met standards of satisfactory academic progress established in this document based on transfer credits and coursework at OCCC will be placed on FINANCIAL AID SUSPENSION and are not eligible for financial assistance. Students may appeal this decision by completing an appropriate appeal form from the Financial Aid Office. You may download appeal forms from the OCCC Financial Aid Office webpage. You will be notified of the results of your appeal by letter from a Financial Aid Advisor.

Maximum Credit Hours Attempted: Completion of an associate degree within 90 credit hours attempted from all schools attended or a certificate within 45 credit hours attempted. Remedial courses are not counted toward the maximum credit hours attempted to earn a degree or certificate; however, grades in college credit



courses (transfer and OCCC) are counted toward the maximum number of credit hours attempted with grades (A, B, C, D, S, P, CIP, U, AW, I, or W).

Students transferring to OCCC will have all previous college level coursework taken and on the College database counted as credit hours attempted toward the maximum allowable hours (90 or 45). Official copies of transcripts should be on file in the Registrar's Office for evaluation as required by College policy.

Students transferring to OCCC and OCCC students who have earned an associate, bachelor, masters, or graduate/professional degree or who have total credit hours attempted which exceed the maximum established for an associate degree (90) or certificate (45) must appeal for CONTINUED ELIGIBILITY (CE) and be approved for assistance. You will be mailed the appropriate appeal form. You must state your program of study (major) on the appeal form and submit it to the College Graduation Office for evaluation. The Graduation Office will inform Financial Aid of the number of credit hours remaining for you to complete your program. Each appeal is considered on a case-by-case basis. The student's complete academic history and their educational plans will be reviewed and evaluated by a Financial Aid Advisor, to arrive at an appropriate decision. You will be notified by mail or email of the decision.

Courses not counted in calculating financial aid payment are not counted in evaluating Financial Aid Academic Progress:

- Course credits earned by Advance Placement testing
- Courses taken on audit basis. Students who change to audit status after being paid will be required to repay funds received for the audited course.
- Courses classified as Intensive English (IE) or English as a Second Language (ESL)
- Courses classified as Recreational and Community Service (RCS)

### Regaining Eligibility After Being Placed on Suspension

1. Students placed on **Academic Suspension** by the College Registrar for low GPA must appeal through the Registrar's Office. You must notify Financial Aid of the change in your academic status. Financial Aid will then reevaluate your eligibility for Federal Title IV assistance. You will be notified in writing of the result of your appeal. **All satisfactory academic progress criteria will be evaluated not just GPA.**
2. Students who have not maintained a course completion rate of 66% and were placed on FINANCIAL AID SUSPENSION may appeal for a change of status to FINANCIAL AID PROBATION for the next semester.
3. Students who have exceeded the maximum number of credit hours attempted for a degree (90) or certificate (45) or those who have previously earned an associate, bachelor, masters or higher degrees may appeal for a status change to FINANCIAL AID SATISFACTORY STATUS.
4. In addition to the Financial Aid Office appeal process, students who have been suspended for a less than 66% completion rate may earn their way off suspension by taking at least six (6) credit hours in one semester or summer term and successfully complete all 6 of those credits without receiving Federal Title IV student financial aid. Students who take more than 6 credit hours in one semester must complete 66% of those credits without receiving financial aid. EXAMPLE: 9 hours attempted and 6 hours successfully completed is equal to 66%.

Students who earn their way off FINANCIAL AID SUSPENSION or have been reinstated by the Registrar must notify the Financial Aid Office to request a review of their eligibility. Upon review and if approved, a student will be placed on FINANCIAL AID PROBATION STATUS. You will be notified in writing by mail or email of the result of your appeal.

The Oklahoma City Community College Financial Aid Office Satisfactory Academic Progress Standards can be found in the College Catalog and is in the College Student Handbook. A copy may also be downloaded from the Financial Aid Office web page at <http://www.occc.edu/financialaid>. You may contact the Financial Aid Office for clarification of any questions at (405) 682-7525.

## Federal Return of Funds Regulations for Students Who Totally Withdraw

### INTRODUCTION

Federal regulations for students who receive Federal Title IV funded student financial assistance from the following programs require a calculation, by Financial Aid to determine the dollar amount of "unearned" and "earned" funds. The school and the student must return funds to one or more assistance programs in the following order: Only Federal Title IV Student Aid Funds are considered. The calculation of "unearned" and "earned" funds has no relationship to students incurred College charges.

- 1st Unsubsidized Federal Stafford Loan
- 2nd Subsidized Federal Stafford Loan
- 3rd Federal Plus Loan
- 4th Federal Pell Grant
- 5th Federal Academic Competitiveness Grant
- 6th Federal SEOG

OKLAHOMA CITY COMMUNITY COLLEGE IS STILL REQUIRED TO CALCULATE A REFUND OF TUITION AND FEES BY OKLAHOMA STATE REGENTS POLICY AS STATED ON YOUR FEE STATEMENT, IN THE CLASS SCHEDULES, CATALOGS, AND STUDENT HANDBOOKS PUBLISHED BY THE COLLEGE. A STUDENT WHO WITHDRAWS FROM AN ENROLLMENT PERIOD DURING THE PUBLISHED ADD/DROP DATE RECEIVES A FULL REFUND OF TUITION AND FEES. AFTER THE ADD/DROP DATE THERE IS NO REFUND. THE COLLEGE KEEPS 100%.

Students may officially drop courses or totally withdraw from the College in person at Registration Services (Main Building first floor) or online at [www.occc.edu](http://www.occc.edu) call 682-7512 for assistance.

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

After the 60% point in the payment period, no return calculations are required for students who officially withdraw. There is a definite advantage to staying in school in order to "earn" the funds you receive. Check with the Financial Aid Office for the exact date of the 60% point each semester.

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

The school and you must return the percentage of "unearned" funds you have received to the Federal Title IV programs. Each share (College and student) is calculated.

The College will return its share of Federal Title IV Funds from funds applied to your student account. This will result in a bill for tuition and fees owed the College being sent to you since the College cannot keep Federal Funds that are not earned.

You will be notified of the amount you must repay to Federal Pell Grant, Academic Competitiveness Grant, or Federal SEOG Grant.

A student who received less “earned” Title IV financial assistance prior to totally withdrawing may be entitled to additional funds for the semester if all federal regulations for allowing a disbursement are met. The Financial Aid Office will determine if a “Post Withdrawal Disbursement” is allowable for students who withdraw throughout a semester including withdrawals after the 60% date. If so the student will be notified in writing.

- Students who receive all failing grades for a semester (fall, spring, summer) will have their last date of attendance in each of their courses calculated based on attendance through 50% of the semester. These students are considered to have unofficially withdrawn. Students will be notified of the calculation and the amount of repayment of Federal Title IV funds owed to a financial aid program and will be billed by the College for tuition and fees owed the College.
- Students who owe a repayment of Federal Title IV grant funds (Pell, Academic Competitiveness Grant or SEOG) are not eligible for future Federal Title IV student aid funds including Federal Stafford loans and Federal Work Study at any school until repayment is made. If a repayment is due from a Title IV Grant a student once notified has 45 days to repay. After 45 days the College must report the repayment debt to the National Student Data System.

### EXAMPLE - BASIC CALCULATION

- Payment period is 113 calendar days. Student stays 54 days and withdraws.
- Student stayed 47.8 % of the number of payment period days. 52.2 % unearned.
- Student tuition and fees for payment period totals \$547.20.
- Federal funds disbursed to the student during payment period
  - \$1,312.00 Subsidized Stafford Loan (SSTE)
  - \$1,562.00 Pell Grant
  - \$2,874.00 Total x 47.8 % = \$1,373.77 earned aid
- Since “earned” aid is less than disbursed aid, funds must be returned.
- \$2,874.00 disbursed aid - \$1,373.77 “earned aid” = \$1500.23 “unearned aid”
- It is assumed by regulations that Federal Title IV funds paid for college charges (tuition / fees).
- The school pays the lesser of the total unearned aid (\$1,500.23) or the “unearned” college charges \$547.20 x 52.2 % = \$285.64.
- Therefore, the College must, by regulation, return \$285.64 to the lender since the loan funds are returned before grant funds and the school pays its share first.
- Once the school repays its “unearned” share (\$285.64), the remaining unearned share (\$1,214.59) must be returned (repaid) by the student.
- Of the remaining loan amount to be paid (\$1,026.36) the student by regulation will repay the usual monthly repayment by the terms of the loan promissory note. Therefore there is no immediate repayment of loan funds required.
- The remaining amount of the student’s unearned share (\$1,214.59 - \$1,026.36) is \$188.23; however, by regulation, 50% of all Title IV grant aid disbursed plus Title IV grant aid awarded that could have been disbursed is protected. In this example, the Federal Title IV grant aid awarded was \$1562 in Pell Grant and it was all disbursed. Therefore \$ 1562 X 50% = \$781 is protected. The amount the student is calculated to owe is less than the protected Pell Grant amount. No repayment of Federal Pell is due from the student. If a repayment is due the student has 45 days to make payment from the date they are notified by letter from the Financial Aid Office.
- Students who have questions about withdrawing from a course or total withdrawal from the College can call the Financial Aid Office

for information about the impact of withdrawing on their future financial assistance eligibility. Please call at (405) 682-7525.

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## SCHOLARSHIPS

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

### High School Scholarships

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

### Career Development Scholarship

The Career Development Scholarship is available to new and current adult students who wish to further their career through education. This scholarship may provide six credit hours of waived tuition or a book allowance in the student store. For more information or scholarship application forms, please contact the Office of Recruitment and Admissions at (405) 682-OCCC (6222), e-mail [psst@occc.edu](mailto:psst@occc.edu), or visit our web site at [www.occc.edu/admissions/fa.html](http://www.occc.edu/admissions/fa.html).

### Tuition Waiver Scholarships

Tuition Waiver Scholarships are available to new, current, and concurrently enrolled students. Tuition Waivers are awarded based on financial need, academic achievement and talent. Interested students may contact Student Financial Aid for more information. Need-based waivers are generally awarded by Financial Aid while academic and talent waivers are awarded by the various academic departments of the College and by the College Administration. Applications are available at Financial Aid based on a deadline date for each semester published in the student newspaper. Students should watch for these notices. For more information, call (405) 682-7525. Prospective and current students must be Oklahoma Residents, be enrolled half time as defined by the College Registrar. Continuing students must maintain at least a 2.00 grade point average. Each academic department sets its own GPA requirements for merit and talent waivers. Awards are made semester by semester and applied to the student’s account.

### External Scholarships

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

### Concurrent Enrollment Scholarships

High school seniors who meet institutional requirements for concurrent enrollment (see “Admissions”) are eligible to enroll in up to 6 credit hours per semester without paying tuition. Tuition will be waived at the time of

enrollment. For more information call the Office of Early College Awareness, (405) 682-7533, or the Office of Recruitment and Admissions, (405) 682-OCCC (6222).

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## TESTING AND ASSESSMENT

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### Test Center

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

### ACT Testing

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

### GED Classes and Testing

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

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

For information on test dates, fees, and test registration, contact Testing and Assessment Services at (405) 682-7531 or go to [www.occc.edu/acs](http://www.occc.edu/acs).

### Test of English as a Foreign Language (TOEFL)

The Test of English as a Foreign Language (TOEFL) is an examination designed to show how well students for whom English is a second language read, write, and understand English. This test is used to determine admission to a college and/or to recommend placement in English as a Second Language Courses. The TOEFL is available under two separate programs: the International Testing Program and the Institutional Testing Program.

Oklahoma City Community College offers only the Institutional Test, which is designed for students seeking admission here. The scores cannot be transferred to another college. If students are unsure about their college plans or would like

scores sent to another college, they should take the International Testing Program.

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

For registration and fee information for the Institutional Test and a list of current test dates, contact Testing and Assessment Services in the Office of Academic Advising at (405) 682-7531 or go to [www.occc.edu/acs](http://www.occc.edu/acs).

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## SERVICES FOR STUDENTS

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### Bookstore

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

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

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

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

### Career Transitions

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

Most CT participants follow an Individualized Employment Plan (IEP) and attend 40 hours of skills development activity, educational training and work-related activities each week. Others participate in educational activities related to their career and employment goal. Core instruction areas include job readiness skills, computer literacy, personal management, and vocational training. The CT Multimedia Classroom and Computer Lab provide individualized tutoring and assistance in exploring each student's personal interests and training needs. Students can participate in short-term training programs such as Pharmacy Technician Certification and office support which qualifies for work skills. Students are also eligible to participate and/or complete short-term credit college certificates and/or training leading to an associate degree. Additionally, student training programs are developed to address the special needs of individual employers in the greater Oklahoma City area. Assistance is provided by Career Transitions staff and OCCC Employment Services staff in identifying employment opportunities. After employment, some participants are supported through follow-up support activities by CT staff and/or other community partners.

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

## College Union

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

## Community Outreach and Education

Community Outreach and Education offers a number of non-credit adult continuing education classes, College for Kids (Ages 6 to 11), teen academies (Ages 10 to 14), ACT prep workshops and senior friendly classes. Our classes meet throughout the Oklahoma City Metro Area. For more information about classes and programs, call (405) 682-7859 to request a current Community Outreach and Education schedule or visit the Web site at [www.occc.edu/coe](http://www.occc.edu/coe).

### College for Kids

College for Kids is a dynamic year-round educational program for children ages 6 to 11. Subject groups include music, drama, science, math, language, arts and crafts, reading and writing.

### Teen Academies

Teen Academies are hands-on learning opportunities for students ages 10 to 14. Classes are offered during the summer in the following subjects: music theater, arts and crafts, web design, science, and service learning.

### ACT Prep Workshops

The ACT® test assesses high school students' general educational development and their ability to complete college-level work. The ACT is a curriculum-based test and universally accepted for college admission. Community Outreach and Education offers ACT preparation workshops that will review terminology, concepts and test-taking tips. Students will also become familiar with the test structure through practice tests.

### Adult Continuing Education Classes

Community Outreach and Education is dedicated to the belief that lifelong learning helps adults acquire the knowledge, skills, and values needed to lead productive and satisfying lives. Non-credit classes in the areas of dance, music, Spanish, sign language, English as a second language and computer literacy are offered free or at a low cost in various community locations throughout the year. These classes are senior friendly. All adults are welcome ages 18 and up.

## Counseling

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

For more information contact Student Support Services at (405) 682-7520.

## Degree Check

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

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

## Drug Education

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

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

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

## Early College Awareness

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

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

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

### Concurrent Enrollment

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

### Upward Bound Program

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

## Pathways Middle College

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

## Early Alert

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

## Educational and Career Planning

Individuals who need assistance selecting a college program/major or career goal or want up-to-date information, can get help in Office of Academic Advising. Career assistance is available for students who are just beginning the college experience, as well as those who are in transition or experiencing uncertainty after selecting a program/major. For more information, go to [www.occc.edu/acs](http://www.occc.edu/acs) or call (405) 682-7535

## Student Employment and Career Services

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

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

OCCE provides job search assistance to current students and alumni for on-campus and off-campus employment. Students and alumni may register on the campus job board at [www.collegecentral.com/occc](http://www.collegecentral.com/occc) to view jobs and internships. Students register their Access ID as their 7-digit student ID number, and alumni register with the letters AL, then the last 5 digits of their social security number. Assistance in creating resumes and cover letters, as well as interviewing skills development is provided. ES presents fall and spring Job Fair and Health Job Fair events for current students, alumni and community members. Office: MB, 1st floor, adjacent to Student Life. More information: [www.occc.edu/es405-682-7519](http://www.occc.edu/es405-682-7519).

## Health Services

The College maintains health information in the Student Support Services Office. Resources include information about specific student health insurance companies. For more information, contact (405) 682-7520 or visit the website at [www.occc.edu/support/Health.html](http://www.occc.edu/support/Health.html).

## Keith Leftwich Memorial Library

Located just north-east of the Main Building, the Library is open nearly 90 hours a week for use by Oklahoma City Community College students, staff, faculty and members of the community. Students have direct access to library holdings of more than 150,000 items that include books, serials, DVDs, CDs, microfiche, maps, videos and online databases. The Library provides over 60 computers to access the web based online catalog and tens of thousands of online magazine and newspaper full text articles and citations. Many students enjoy using the Library's small-group study rooms. Adaptive equipment for the visually and hearing impaired is also available. Students use their OCCC student ID cards to check out materials. Non-students may apply for a courtesy card at the Library's Circulation Desk. Visit the Library online at [www.occc.edu/library](http://www.occc.edu/library).

## Learning Labs

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Program/Major Selection

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

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

## Recreation and Fitness

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

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

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

### Recreation

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

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

### Intramurals

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

## Services for Students with Disabilities

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

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

### Student responsibilities may include:

- obtaining psychological/educational testing,
- providing other verifying documents,

c) private tutoring (the College does provide learning labs where tutoring is available to all students), and/or

d) personal attendant services, i.e. wheelchair attendants.

Contact the Office of Student Support Services for information on documentation needs and services available. Students are advised to make their request well in advance of the beginning of classes (especially advisable if the accommodation requires a textbook from Readers for the Blind and Dyslexic (RFB&D) or another alternative format). Inquiries about reasonable accommodations for persons with disabilities can be directed to Office of Student Support Services at (405) 682-7520 (V/TTY). Students with disabilities wishing to appeal decisions regarding accommodations planned or provided may request an ADA grievance form from the office of the ADA coordinator. Call (405) 682-7850 to request that office.

## Student Activities and Other Services

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

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

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

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

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

### Clubs and Organizations:

Advocates of Peace  
Baptist Collegiate Ministries (BCM)  
Biology and Ecology Club  
Black Student Association (BSA)  
Business Professionals of America (BPA)  
Chi Alpha  
Child Development Club  
Christians on Campus  
Club Rec  
College Democrats  
College Poets and Writers  
College Republicans  
Computer Arts and Technology Society (CATS)  
Empowered Students and Individuals (ESI)  
Engineering Club  
Future Alumni Network (FAN)

Gay Straight Alliance (GSA)  
Health Professions Club  
Hispanic Organization to Promote Education (HOPE)  
International Student Association  
Native American Student Association (NASA)  
Oklahoma Biotechnology Association  
Nursing Student Association  
Phi Theta Kappa (PTK) Honor Society  
Photography Club  
Psi Beta Honor Society  
Psychology /Sociology Club  
Society of Performing Artists  
Student Art Guild  
Student Emergency Medical Technician Association (SEMTA)  
Student Occupational Therapy Association (SOTA)  
Student Oklahoma Education Association (SOEA)  
Student Physical Therapist Assistant Organization (SPTAO)  
The Leadership Council (TLC)  
Transitions

## Student Publications

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

## Student Success Seminars

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

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

## Success in College and Life Course

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

## Transfer Information

Students who plan to transfer to another college or university after completing their courses or program of study at Oklahoma City Community College should consult regularly with an advisement professional and their faculty advisor for current information on transfer requirements. Students are additionally advised to consult with the college or university where they plan to transfer to ensure that they have up-to-date information on program and degree requirements. Also, several area institutions visit OCCC periodically and provide onsite advisement and information. For additional information, contact Office of Academic Advising at (405) 682-7535 or go to [www.occc.edu/acs](http://www.occc.edu/acs). The OCCC Transfer Center, which is located within Office of Academic Advising, also sponsors campus visits to various universities to provide students the opportunity to obtain information, get connected, and receive a campus tour. The OCCC Transfer Center also offers a Transfer Guide, filled with helpful information, to aid students in the transfer process. For additional information, contact the OCCC Transfer Center at (405)682-7567 or go to [www.occc.edu/TransferCenter](http://www.occc.edu/TransferCenter).

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# STUDENT INFORMATION

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## Release of Academic Information

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

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

## Change of Name, Address or Telephone Number

Students who wish to change the name, mailing address, or telephone number may do so by notifying the Office of Records and Graduation Services.

Appropriate documentation will be required for any name change. Address changes may also be made on MineOnline, at [mineonline.occc.edu](http://mineonline.occc.edu). It is the student's responsibility to inform the College of any change of address.

Communication from the College that is mailed to the name and address on record is considered to have been properly delivered.

## Notification of Student Rights under FERPA

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

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

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

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

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

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

One exception, which permits disclosure without consent, is the disclosure to school officials with legitimate educational interests. A school is defined as a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of



Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College may also disclose education records without consent to officials of another school in which a student seek or intends to enroll.

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

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

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

## DIRECTORY INFORMATION

At its discretion, Oklahoma City Community College may provide “directory information” in accordance with the provisions of the Family Education rights and Privacy Act of 1974 (FERPA). Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at Oklahoma City Community College includes the following: student’s name, electronic mail address, photograph, major field of study, dates of attendance, grade level, enrollment status (full-time or part-time), participation in officially recognized activities or sports, degrees, honors and awards received, and the previous high school attended. Students may block the public disclosure of directory information by notifying the Office of Registration and Graduation Services in writing.

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

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

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

## Student Consumer Information

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

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# STUDENT CONDUCT

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## Student Conduct and Discipline

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

in the Student Handbook and through staff in the Office of the Vice President for Enrollment and Student Services.

## Student Grievance Procedures

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

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

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

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# STUDENT SAFETY

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## Bloodborne Pathogens

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

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

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

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

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

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

Copies of the College’s Bloodborne Pathogen Exposure Control Plan are available in the Office of Campus Safety and Security. The Exposure Control Plan provides detailed information on the prevention and control of exposure to bloodborne pathogens.

## Emergencies on Campus

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

### Health Emergencies

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

### Fire

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

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

## Safety and Security

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

## Emergency Procedures for Persons with Disabilities

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

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

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## ADDITIONAL COMMUNITY SERVICES

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### Oklahoma City Community College Capitol Hill Center

Oklahoma City Community College Capitol Hill Center is the one of the few bilingual community technology centers in the state of Oklahoma. It opened in the fall of 2000 with a mission to provide access to education through computers and technology for all individuals living within the Capitol Hill area. The Center provides internet access and computer training for community members of all ages. Classes are offered in basic and intermediate computer applications, English as a second language, Internet, PowerPoint, Office Skills, GED and job readiness. Instruction is offered in Spanish and English with some classes in

Korean. The Center is located in the Latino Community Development Agency, 420 SW 10<sup>th</sup>, Oklahoma City.

## Corporate Learning

Corporate Learning at Oklahoma City Community College understands the need for ongoing workforce development to help the business community contend with intense global competition, increasing job complexity and a changing world economy. We partner with employers to offer cost-effective, innovative learning options designed to strengthen organizational effectiveness, promote professional development, enhance technical competencies, improve individual performance, and increase productivity to maximize profitability.

Customized learning programs enable employees to earn college credits and complete associate degree or certificate of mastery requirements while on the job. Non-credit certifications include AutoCAD, Pharmacy Tech, Paralegal, and Payroll Professional. Customized staff development programs are available as open enrollment or contract. All classes are delivered in an accelerated and flexible format on campus, on site or online. Visit [www.okcc.edu/corporatelearning](http://www.okcc.edu/corporatelearning) for more information and call Corporate Learning at 405-682-7562.

### Online Career Training Courses (Non-credit)

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

Our instructor-facilitated courses are available anytime, anywhere. You don't attend class but you won't be on your own. A team of available online professionals, anytime scheduling, and educational textbooks combine to give you a relevant, interactive learning experience.

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

For a complete listing of all titles, please visit our website at [www.gatlineducation.com/okcc](http://www.gatlineducation.com/okcc). To register, please call 405-682-7562.

### Online Courses (Non-credit)

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

For a complete list of courses, please visit [www.ed2go.com/okccc](http://www.ed2go.com/okccc).

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

## Cultural Programs

Cultural Programs' responsibilities include coordination and oversight of **Arts Festival Oklahoma**, management of the **Cultural Arts Series**, development of the proposed **Young Artist Series** and development of new programs.

### Cultural Arts Series

The Cultural Arts Series presents culturally diverse artists to students, faculty and staff of Oklahoma City Community College, and patrons in the surrounding metro counties. The CAS has a special focus on those residing in south Oklahoma City who might not otherwise have the opportunity to experience the arts. [www.okcc.edu/cas](http://www.okcc.edu/cas).

## Arts Festival Oklahoma

OCCC produces and hosts Arts Festival Oklahoma on its campus each Labor Day weekend. Partners in the Festival include the Central Arts Association, the South Oklahoma City Chamber of Commerce and Women of the South. [www.occc.edu/af0](http://www.occc.edu/af0).

## Young Artist Series

The Young Artist Series is a proposed new initiative for Cultural Programs. The focus of this program is to feature young artists from a variety of cultural backgrounds to school aged children with limited access to the arts.

## Future Programs

Through cooperation with partners and stakeholders, Cultural Programs aims to enrich the lives of students, staff, and the community by participating in the creation of and sustaining a thriving arts community. Cultural Programs develops and presents community outreach projects, arts education and appreciation, and performing and visual arts presentations.

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# ACADEMIC INFORMATION

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## Educational Approach and Grading

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

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

## Grading Systems

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

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

## Definitions and Provisions

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

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

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

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

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

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

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

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

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

**CUMULATIVE GPA**—Includes all course work attempted.

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

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

## Grade Reporting

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

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

## Appealing a Grade

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

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

## Entry-Level Assessment

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

### Reading and Reasoning (R)\*

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

### Writing (W)\*

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

### Mathematics (M)\*

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

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

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

## Academic Integrity

Students of Oklahoma City Community College are expected to meet the highest ethical standards in their academic pursuits. Faculty and staff share in this responsibility with students to maintain academic integrity.

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

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

- Submitting another's work as one's own or allowing another to submit one's work as though it were his or hers.
- Several people completing an assignment and turning in multiple copies, all represented either implicitly or explicitly as individual work.
- Failing to contribute an equal share in group assignments or projects while claiming equal credit for the work.
- Using a textbook, notes, or technology tools during an examination without permission of the instructor.
- Receiving or giving unauthorized help on assignment or examinations.
- Stealing a problem solution or assessment answers from a professor, a student or other sources.
- Tampering with experimental data to obtain "desired" results, or creating results for experiments not done.
- Creating results for observations or interviews that were not done.
- Obtaining an unfair advantage by gaining or providing access to examination materials prior to the time authorized by the professor.

- Tampering with or destroying the work of others.
- Submitting substantial portions of the same academic work for credit or honors more than once without permission of the present professor.
- Lying about these or other academic matters.
- Falsifying college records, forms or other documents.
- Accessing computer systems or files without authorization.
- Plagiarizing (Plagiarism is generally defined as the use in one's writing of specific words, phrases, and/or ideas of another without giving proper credit.)

Any violation of academic integrity by a student that is detected by a college staff member shall be reported by the staff member to the appropriate professor or College administrator.

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

- The professor may record a zero for the assignment, require the student to redo the assignment, assign a failing grade in the class, or recommend other appropriate action.
- The professor shall present in writing to the appropriate Dean and to the Associate Vice President for Academic Affairs a description of the specific occurrence, supporting documentation and action taken.
- The Associate Vice President for Academic Affairs shall send the student a certified letter that verifies that a report of the incident and the professor's actions is on file in the office of the Associate Vice President for Academic Affairs. The student may file an appeal in accordance with the Student Appeal of a Grade Procedure if he/she believes that an erroneous or unfair accusation has been made.
- The Associate Vice President for Academic Affairs may file an official complaint of a Student Conduct Code Violation if a) the incident is an extreme violation or b) if there are repeated instances of violations on file. The Student Conduct Code is published each year in the Student Handbook.

## Attendance and Responsibility for Learning

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

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

### Attendance Requirements

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

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

## Academic Standards

Oklahoma City Community College wants every student to achieve success. To help retain motivated students and identify those who may need additional

assistance, the College has adopted academic standards based on criteria established by the Oklahoma State Regents for Higher Education.

### Academic Notice

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

### Academic Probation

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

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

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

### Academic Suspension

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

### Transfer Probation Students

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

### Academic Forgiveness

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

*\*Committee Approval Required*

### Repeated Courses

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

1. A student may repeat up to four (4) courses, totaling no more than 18 credit hours, in which grades of “D” or “F” were originally earned, and petition to have only the second grade used in the calculation of the retention/graduation grade point average.

2. Once a petition is submitted, the first four courses of repeated coursework will count in the sequence in which those courses were repeated.
3. In the event such a petition is presented for a course that is repeated more than once, all grades earned with the exception of the first will be used to calculate the retention/graduation grade point average.
4. Repeated grades that are forgiven will continue to appear on the official college transcript, but will be noted with an \* as forgiven.
5. Although the repeat provision may be an option for coursework completed prior to the conferral of a degree, a pre-existing graduation GPA will not be adjusted.

### Academic Reprieve

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

1. At least three years must have elapsed between the period of time in which the grades being reprieved were earned and the time the reprieve is being requested.
2. The semester in question must be an unsatisfactory semester with a grade point average of less than 2.0.
3. Prior to requesting the reprieve, the student must have earned a minimum of twelve credit hours (excluding activity or performance courses) with a grade point average of 2.0 or higher. During this period, no grade lower than a “C” may have been earned in any regularly-graded coursework.
4. The reprieve request may be either for one semester or term of enrollment or for two consecutive semesters or terms of enrollment. If the student’s request is for two consecutive semesters, the College committee responsible for approval may choose to reprieve only one semester.
5. Any reprieve which is approved and awarded will be for all grades earned and hours attempted within the reprieved semester(s) or term(s). Students who are granted a reprieve will not receive credit for any courses passed during the reprieved semester or term. However, if a student has proven proficiency within a reprieved course as evidenced by a passing grade, the student will not be required to repeat the same course. An additional course must be used to replace the reprieved credit hours.
6. A student may receive only one academic reprieve or one academic renewal during his/her academic career.
7. Semesters or terms reprieved will continue to appear on the official college transcript, but will be noted with an \* as forgiven. The transcript legend will further note that reprieved coursework is not used in the calculation of the retention/graduation grade point average but is used in the calculation of the cumulative grade point average.
8. Although the academic reprieve provision may be an option for coursework completed prior to the conferral of a degree, a pre-existing graduation GPA will not be adjusted.

### Academic Renewal

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

1. At least five years must have elapsed between the last semester being renewed and the time the renewal is being requested.

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

## Course Re-enrollment

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

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

## Honor Rolls

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

### President's Honor Roll

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

### Vice President's Honor Roll

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

## Student Outcomes Assessment

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

In addition, the Oklahoma State Regents for Higher Education view Outcomes Assessment as a vital component of the educational process and are leading

Oklahoma's higher education institutions in joining other states which require the implementation of an outcomes assessment process.

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

## Course Lengths

Oklahoma City Community College offers courses of varying lengths. Most policies and procedures of the College relate to 16-week courses since that is the standard course length. Policies and procedures will be prorated for courses of non-standard class lengths. Students should realize that, although the number of weeks a class meets can vary, all credit classes must meet a certain total number of hours to fulfill the requirements for their credit value. For example, a 16-week, three-credit course will meet three class-hours each week. A four-week, three-credit course will meet 12 class-hours each week.

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

## Academic Workload

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

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

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

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

Approval for overload must be obtained in Office of Academic Advising.

## U.S. Military Concurrent Enrollment Programs (SOC, ConAP and SOCNAV)

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

## Co-enrollments at Other Colleges

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

## Distance Education

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

### Telecourses

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

For further information, call the TeleLearning Office at (405) 682-7838 or visit their web site at [www.occc.edu/telelearning](http://www.occc.edu/telelearning).

### Online Courses

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

For further information, call the Online Learning Office at (405) 682-7574 or visit their web site at [online.occc.edu](http://online.occc.edu).

### Interactive Television

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

For further information, call the TeleLearning Office at (405) 682-7838 or visit their web site at [online.occc.edu](http://online.occc.edu).

## Educational Partnerships

### Downtown College Consortium

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

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

### University of Oklahoma Partnership

Oklahoma City Community College and the University of Oklahoma have forged a partnership to better serve the student whose educational goal is the baccalaureate degree. More and more students are choosing to start their college

education by completing an associate degree before transferring to a university. The partnership between Oklahoma City Community College and the University of Oklahoma is designed to provide the transfer student an effective and efficient support system to ensure ease of transfer. The University of Oklahoma offers a number of courses on the Oklahoma City Community College campus.

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

### University of Oklahoma (AFROTC) Partnership

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

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

### University of Central Oklahoma Partnership

Oklahoma City Community College and the University of Central Oklahoma are partnering to provide more options for our students to complete their degrees in Bachelor of Business Administration in Business Administration—General Business and Bachelor of Science in Education—Elementary Education. The newest option would be to offer these programs on the OCCC campus.

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

Phase I will begin in the fall of 2007 with courses offered on the OCCC campus. For more information, check the OCCC home page at [www.occc.edu](http://www.occc.edu).

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

### National Center for Employee Development (NCED) Partnership

Oklahoma City Community College has partnered with the National Center for Employee Development (NCED) to offer specialized degree plans for the United States Postal Service and other NCED customers. NCED students, upon meeting residency requirements, can earn college credits that can be used to complete an associate's degree and then apply credits toward a bachelor's degree at the University of Oklahoma through the College of Liberal Studies and Continuing Education. For additional information, call the office of Curriculum and Assessment at (405) 682-1611, ext. 7233; or visit <http://www.occc.edu/NCED/index.html>.

## **Southeastern Oklahoma State University Partnership**

Oklahoma City Community College and Southeastern Oklahoma State University have entered into a partnership to offer an Associate in Science leading to the Bachelor of Science Degree in Aviation Management with options in Maintenance and Business and Master in Science Degree in Aerospace Administration on the Oklahoma City Community College campus. For additional information, contact Aviation Sciences Institute at Southeastern Oklahoma State University (800) 435-1327, (580) 745-4136, (580) 745-3252, or [dconway@sosu.edu](mailto:dconway@sosu.edu) or the Division of Business at Oklahoma City Community College, (405) 682-7550 or [jschwark@occc.edu](mailto:jschwark@occc.edu).

## **Rose State College Partnership**

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

## **Redlands Community College Partnership**

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

## **Technology Center Partnerships**

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

For more information on the specific programs available through cooperative alliances, call the Francis Tuttle Career Services Center at (405) 717-4732, Moore Norman Technology Center at (405) 364-5763, Mid America Technology Center at (405) 527-1101, Metro Tech Technology Center at (405) 605-4487, or Oklahoma City Community College at (405) 682-7822.

## **Cooperative Alliance Programs**

- \*Aviation Maintenance Technology
- Business
  - Administrative Office Technology/Adm Office Specialist
  - Administrative Office Technology/Legal Secretary
- Automotive Technology
  - Automotive Technology Internship Program Emphasis
    - \* Non-Structural Repair Emphasis
    - \* Painting and Refinishing Emphasis
- Child Development
- Computer-Aided Technology
  - Computer-Aided Design Emphasis
- Computer Science
  - Computer System Support Emphasis
  - Cyber/Information Security Emphasis
- \*Database Administration
- \*Diagnostic Medical Sonography
- \*Electronics
  - General

- Instrumentation and Control
- \*Enterprise Communication Systems
- Graphic Communications
  - Print Media
- \*Manufacturing Technology
  - Precision Machining
  - Advanced Manufacturing
- \*Medical Assistant
- \*Network Technology
- \*Orthotics/Prosthetics
- \*Respiratory Care Therapist
- \*Surgical Technology
- Technology

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

## **Special Academic Programs**

Oklahoma City Community College is a comprehensive educational institution.

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

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

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

## **English as a Second Language**

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

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

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

*\*Pending final Regent approval.*

## **Honors Program**

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

The Honors Program at Oklahoma City Community College challenges and invites full-time and part-time students to develop a deeper understanding of academic material through individually designed Honors Contracts. Honors



Contracts present students and instructors with a unique opportunity to create academically insightful projects or processes in potentially any class.

## Eligibility

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

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

To Graduate With Honors, Students Must:

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

Program Benefits for Students:

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

## Application Process

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

## Contact Information

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

Telephone: 405.682.1611 ext. 7141. Information sheets are also available at the Arts and Humanities Division Office.

## ADVANCED STANDING CREDIT

### Prior Learning Assessment (PLA)

Oklahoma City Community College supports the concept of life long learning and knows that learning takes place in many environments and in many different ways. PLA is one method used to earn Advanced Standing Credit. It is a process that allows adults to identify and demonstrate relevant learning acquired through life and work experience, and to translate that learning into college credit. PLA provides for the identification and confirmation of past learning by systematically evaluating the learning against established academic standards for awarding college credit. Credit is only awarded for actual college level learning, not for experience. The learning must demonstrate a balance between theory and practical application. Faculty who are subject matter experts will evaluate competency.

OCCE has provided for some forms of PLA in the past such as course substitutions or evaluations, CLEP, and on-campus testing/evaluation for credit.

For more information on how to obtain PLA, contact Advising & Career Services Office at (405) 682-7535.

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## GRADUATION REQUIREMENTS

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

### Graduation Application Procedure

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

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

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

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

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

### Delayed Degrees

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

### Commencement

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

### Selection of Catalog

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

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

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

### Course Substitutions

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

### Residency Requirements for a Degree or Certificate

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

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

### Options Within a Major

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

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

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

### Double Majors

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

### Second Associate Degree

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

degree and which are clearly applicable to the second degree sought.

## Disclosure of Graduation Rates

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

## Computer Proficiency Requirement

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

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

### A student may satisfy the computer proficiency requirement by:

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

### Courses which satisfy the computer proficiency requirement

Any online course or web enhanced course

ACCT	2213	Computerized Accounting
AOT	1113	Computer Keyboarding
AOT	1713	Beginning Word Processing Applications
AOT	2013	Legal Billing
AOT	2133	Automated Records Management
AOT	2313	Intermediate Word Processing and Applications
AOT	2323	Legal Terminology and Machine Transcription
AOT	2453	Office Information Processing
AOT	2463	Applied Graphics with Desktop Publishing
AOT	2473	Office/Accounting Spreadsheet Applications
APPM	1313	Mathematics for Health Careers
ART	1173	Computer Drawing
ART	1363	Multimedia
ART	2533	3D Rendering and Design Visualization
ART	2573	Digital Painting
ART	2583	Digital Video & Sound Editing I
ART	2633	3D Animation and Special Effects
BIO	2902	Science Capstone
BIOT	2816	Biotechnology Laboratory I
BIOT	2914	Biotechnology Laboratory II
BUS	2033	Business Communications
CAT	1214	Computer-Aided Design
CAT	1223	Game Development and Design Concepts
CAT	1253	CAD 3D Modeling
CAT	1413	CAD Hardware and Software
CAT	1513	Digital Imaging
CAT	2113	CAD Management and Standards
CAT	2163	CAD Programming and Automation
CAT	2223	Game Level Design

CAT	2533	3D Rendering and Design Visualization	ECS	1334	Routing Technologies
CAT	2540	Applications in CAD	ECS	2000	Special Topics
CAT	2633	3D Animation and Special Effects	ECS	2224	Network Operating Systems
CAT	2924	Design Project	ECS	2272	Advanced JAVA Elements
CHEM	2902	Science Capstone	ECS	2334	Advanced Routing/Switching
CS	1103	Introduction to Computers and Applications	ECS	2354	Advanced Solaris
CS	1143	Beginning Programming	ECS	2364	Advanced Network and Design Management
CS	1153	Introduction to Computing Technologies	ECS	2414	Building Scalable Networks
CS	1333	Database Management Applications	ECS	2434	Building Remote Access Networking
CS	1343	Spreadsheet Application	ECS	2454	Building Multi-Layer Switched Networks
CS	1353	Introduction to Operating Systems and Hardware	ECS	2474	Inter-Network Troubleshooting
CS	1363	Multimedia	ECS	2514	Fundamentals of Network Router Security
CS	2113	Computer-Based Information Systems	ECS	2534	Fundamentals of Network Security for PIX FW
CS	2123	Assembly	ECS	2554	Fundamentals of Wireless LANs
CS	2143	Digital Media Editing	ET	1124	Digital Logic Fundamentals
CS	2153	Supporting Operating Systems	ENGR	1113	Introduction to Engineering/FORTRAN
CS	2163	Java	ENGR	1213	Engineering Graphics & Design
CS	2173	Oracle	ENGR	2103	Interactive Engineering Design Graphics
CS	2183	Linux	ENGL	1113	English Composition I (when listed in the class schedule as a "Computer-Assisted Writing" offering)
CS	2193	Supporting Desktop Applications			English Composition II (when listed in the class schedule as a "Computer-Assisted Writing" offering)
CS	2213	COBOL	ENGL	1213	Report Writing
CS	2223	Systems Analysis and Design			Creative Writing (when listed in the class schedule as a "Computer-Assisted Writing" offering)
CS	2303	Networking Technologies	ENGL	1233	Electronic Publishing: QuarkXpress I
CS	2363	C++	ENGL	2003	Electronic Publishing: InDesign I
CS	2403	Computer Support Services			Introduction to Macintosh
CS	2413	Web Site Development	GCOM	1043	Digital Photography
CS	2433	Web Animation	GCOM	1053	Computer Drawing
CS	2443	SQL Server	GCOM	1133	Computer Drawing: Illustrator
CS	2453	Visual Basic	GCOM	1153	Advertising Layout
CS	2463	Advanced Java	GCOM	1173	Electronic Publishing: InDesign II
CS	2503	Network Administration	GCOM	1183	Publication Design
CS	2513	Client-Side Programming	GCOM	1223	Applied Graphic Art
CS	2553	Advanced Visual Basic	GCOM	2053	Image Editing: Photoshop I
CS	2563	C# .Net	GCOM	2323	Image Editing: Photoshop II
CS	2573	Oracle Database Administration	GCOM	2353	Web Page Design I
CS	2610	Internship	GCOM	2773	Web Page Animation II
CS	2623	Server-Side Programming	GCOM	2783	Historical Research, Methods, and Writing
CS	2703	Introduction to Cyber/Information Security	GCOM	2793	World History: Sub-Saharan Africa
CS	2713	Principles of Information Security	GCOM	2843	World History: Latin America
CS	2723	Secure Electronic Commerce	HIST	2303	Newswriting I
CS	2743	Enterprise Security Management	HIST	2363	College Writing I (when listed in the Class Schedule as a "Computer-Assisted Writing" offering)
CS	2753	Information System Assurance	HIST	2353	College Writing II (when listed in the Class Schedule as a "Computer-Assisted Writing" offering)
CS	2763	Network Security	JB	1133	Administrative Medical Office Procedures
CS	2773	Secure System Administration and Certification	LS	0023	Computer Numerical Control Operation
CS	2783	Cyber Forensics			Computer Numerical Control Setup
DBM	1000	Special Topics 1-4 Credit Hours	LS	0033	Computer Numerical Control Programming
DBM	1103	Database Theory			Introduction to Computer-Aided Manufacturing
DBM	1314	Introduction to SQL	MA	2234	Programmable Controller Programming
DBM	1334	Database Administration	MET	1143	Statistical Process Control
DBM	2000	Special Topics 1-4 Credit Hours	MET	1153	Computer Integrated Manufacturing
DBM	2313	Database Back Up and Recovery	MET	2423	Computer-Aided Machining
DBM	2322	Database Networking	PRDT	1223	Contemporary Mathematics
DBM	2334	Database Performance Tuning	PRDT	1534	Calculus and Analytic Geometry I
DBM	2353	Database Administration with SQL Server	PRDT	2222	Calculus and Analytic Geometry II
DBM	2363	Unix for Database Administrators	PRDT	2544	Calculus and Analytic Geometry III
DBM	2373	Database and Application Design Using CASE	PRDT	2553	Special Topics 1-4 Credit Hours
ECS	1000	Special Topics	MATH	1503	Microcomputer Installation and Service
ECS	1022	Introduction to Enterprise Communications Systems	MATH	2104	Computer Network Connections: Copper
ECS	1054	Basic Web Design Elements	MATH	2214	Configuring and Troubleshooting Desktop Applications
ECS	1214	PC Hardware and Software	MATH	2314	Introduction to Networking
ECS	1233	Operating Systems	NT	1000	
ECS	1253	Beginning Solaris	NT	1114	
ECS	1273	Basic JAVA Elements	NT	1124	
ECS	1314	Networking Fundamentals	NT	1134	
			NT	1144	

NT	1154	Internetwork Theory and Design
NT	1164	MS Windows Professional Installation and Support
NT	1184	Linux Installation and Administration
NT	1194	Novell NetWare Installation and Administration
NT	1224	MS Office Installation and Support
NT	1233	Network Routing Systems
NT	2000	Special Topics 1-4 Credit Hours
NT	2114	MS Windows Server Installation and Support
NT	2124	Network Switching Systems
NT	2144	Network Services
NT	2154	Directory Services
NT	2164	WAN Systems and Design
NT	2324	Network Planning and Design
NT	2344	Proxy Server Installation and Administration
NT	2374	Computer Network Connections: Fiber
NT	2394	Network Administration
NUR	1519	Nursing Process I
NUR	1529	Nursing Process II
NUR	2539	Nursing Process III
NUR	2549	Nursing Process IV
PHYS	2902	Science Capstone

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## DEGREES AND CERTIFICATES

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### Programs of Study

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

### University Parallel/Transfer Programs

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

### Policy Statement on Undergraduate Degree Requirements and Articulation

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

The Policy Statement on Undergraduate Degree Requirements and Articulation assures that the general education core (37 credit hours) of the Associate in Arts or Associate in Science degree at Oklahoma City Community College will apply directly toward the lower division general education requirements at any state university in Oklahoma. In addition, students are advised to secure the official catalog of the university to which they plan to transfer. Each university's official catalog provides pertinent information about admission policies and academic programs. That information is essential to the student's successful transfer to that university. Students should also consult a faculty advisor in their major at Oklahoma City Community College. With approval, the associate degree

program may be modified to meet a student's needs depending on the intended transfer college or university.

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

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

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

### University Parallel/Transfer Curriculum Patterns

Agriculture\*

Art, Visual Arts, (AA)

Aviation Maintenance Technology, (A.S.)

-General Emphasis

Biology, (A.S.)

Broadcasting, (A.A.)

Business, (A.S.)

-Aviation Management

-General Emphasis

-Management Emphasis

Chemistry, (A.S.)

Child Development, (A.A.)

Computer Science, (A.S.)

-Management Information Systems Emphasis

-Computer Science Emphasis (OU)

-Computer Science Emphasis (UCO)

-Cyber/Information Security

Pre-Allied Health, (A.S.)

Pre-Dentistry, (A.S.)

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

Pre-Education, (A.S.)

-Early Childhood—Elementary and Special Education (OU)

-Early Childhood—Elementary and Special Education (UCO)

-Early Childhood—

-Elementary and Special Education (USAO & other institutions)

Pre-Engineering, (A.S.)

Film and Video Production (A.A.)

History, (A.A.)

Humanities, (A.A.)

International Studies, (A.A.)

Journalism, (A.A.)

Liberal Studies, (A.A.)

Literature, (A.A.)

Mathematics, (A.S.)

-General Emphasis

Modern Languages (A.A.)

-French Emphasis

-Spanish Emphasis

Music, (A.A.)

Pre-Medicine, (A.S.)

Pre-Baccalaureate Nursing, (A.S.)

Pre-Pharmacy, (A.S.)

Philosophy, (A.A.)

Physics, (A.S.)

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

Psychology, (A.A.)

Public Relations, (A.A.)  
Sociology, (A.A.)  
Speech, (A.A.)  
Technology, (A.S.)  
Theatre Arts, (A.A.)

\*\* Pending Regents Approval

\* Offered by cooperative agreement with Redlands Community College and conferred by Redlands Community College.

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

## Technical/Occupational Programs

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

### Technical/Occupational Curriculum Patterns

Automotive Technology

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

Aviation Maintenance Technology#

Bioinformatics

Biotechnology Research Technician

Business

-Accounting

-Administrative Office Technology/Administrative Office Specialist Emphasis

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

Child Development

Computer-Aided Technology

- Computer Aided Design Emphasis
- Game Design
- Geographic Information System (pending Regents approval)
- Multimedia Emphasis

Computer Science

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

Database Management#

Diagnostic Medical Sonography\*#

Electronics#

- General Emphasis
- Instrumentation and Control Emphasis

Emergency Medical Sciences

Enterprise Communications Emphasis#

Film and Video Production Technician

Graphic Communications

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

Manufacturing Technology#

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

Medical Assistant\*#  
Network Technology#  
Nanotechnology  
Nursing\*  
Occupational Therapy Assistant\*  
Orthotic and Prosthetic Technician\*#  
Physical Therapist Assistant\*  
Respiratory Care Therapist\*#  
Surgical Technology\*#  
Technology

\* Special Admissions Procedures Required.

\*\* Pending Regents Approved

#Programs offered only through the cooperative alliances

## Associate in Applied Science Graduate Educational Guarantee

### Technical Education Guarantee

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

### Special conditions that apply to the guarantee are as follows:

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

- The guarantee process can be initiated by written notification from the employer to Oklahoma City Community College, Vice President for Academic Affairs, 7777 South May Avenue, Oklahoma City, OK 73159.

- Students who are non-degree seeking
- Other exceptions will be made through The Dean of Student Development or their designee located in Office of Academic Advising.

If exempt from Success in College and Life, students must select from the following elective life skills courses:

BIO 1023 Introductory Nutrition  
 PSY 1103 Human Relations  
 PSY 1123 Stress Management  
 FIN 1013 Personal Finance

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

## Certificates of Mastery

Frequently, students want to complete a specified curriculum pattern of fewer than 60 credit hours which will allow them to meet the certification requirements of various state agencies or other external certifying groups. As a result, certificate programs are offered in a number of career areas. To begin a certificate program, students should first contact Office of Academic Advising.

### Certificate Curriculum Patterns

Administrative Office Technology

-Legal Office Procedures

Banking and Finance

Biotechnology Research Assistant

Child Development

Computer-Aided Technology

-Computer Aided Design Emphasis

-Game Design

-Geographic Information System (pending Regents approval)

-Multimedia Emphasis

Computer Science

-Computer Systems Support

-Computer Networking Support

-Cyber/Information Security

-Web Design

-Web Development

Emergency Medical Sciences

-Basic EMT

-Paramedic

Film and Video Production Technician

General Office Technology

Insurance

International Studies

Legal Office Procedures

Medical Transcriptionist

Modern Languages

-Spanish Emphasis

Technology

## The General Education Core

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

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

### I. Human Heritage, Culture, Values and Beliefs

An inquiry into the roots of civilization including the ideas and events that have shaped history is needed to understand the present.

An understanding of any culture requires appreciation of its art and the interrelationships between ideas and culture.

Human beings need an understanding of how values are formed, transmitted and revised. It is also helpful for all individuals to identify the source of their own beliefs and to analyze the basis of their personal, moral, and ethical choices.

### II. Communication and Symbols

Human beings are cognitive creatures and as such the alphabet forms the basis for communication through reading and writing. The production of sounds forms the basis for communicating through speaking and listening.

A second dimension of communication is through numerical symbols. Numbers are a universally accepted system of symbols.

### III. Social, Political, and Economic Institutions

Human beings develop and participate in social, political, and economic institutions.

In addition, university parallel associate degree (A.A., or A.S.) graduates must complete at least two courses from the following area indicating a general understanding of that area.

### IV. Relationships in Nature and Science

Human beings need an understanding and appreciation of both the facts and methods used in science.

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

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## GENERAL DEGREE REQUIREMENTS

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

### Life Skills Requirement

All students are required to complete a minimum of one credit hour from an approved Life Skills course list. The Primary fulfillment of this requirement is through the Success in College and Life course SCL-1001.

Success in College and Life SCL-1001 (1hr) is required of all entering students. Exceptions to the requirement will include the following:

- Students transferring in 9 hours, or more, of successful (2.0 average) college credit (post high school)

## General Requirements

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

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

- a. Communications—6 hours II

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

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

- c. General Education Electives —6 hours

Technical-Occupational Specialty 27 hours

Support and Related Courses 0-15 hours<sup>1</sup> (to total a minimum of 60 hours)

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

## Associate in Arts and Associate in Science Degrees

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

### General Requirements

- The completion of a minimum of 60 semester credit hours, excluding physical education activity or courses, with a GPA of no less than 2.0 in all coursework attempted excluding any repeated or reprimed courses as detailed in the College's grading policy. Only courses numbered 1000 or above apply toward degree requirements. Courses identified by "C" (or "B") within a program curriculum pattern must be completed with a grade of "C" or better ("B" or better) by students majoring in that program.
- The completion of the Computer Proficiency Requirement (see page 40).
- The completion, as part of the overall 60 semester credit hours, of major and support courses listed by major in the Curriculum Patterns section of this catalog.
- The completion, as part of the overall 60 semester credit hours, of a basic general education core of a minimum of 37 semester credit hours which shall include the following:

### General Education Requirements (for the AA and AS degrees)

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

<b>English Composition</b> .....	<b>6 hours</b>
ENGL 1103 Multi Cultural English Composition I.....	II
or ENGL 1113 English Composition I .....	II
and ENGL 1213 Composition II .....	I
<b>American History</b> .....	<b>3 hours</b>
HIST 1483 U.S. History to the Civil War or I	
HIST 1493 U.S. History since the Civil War I	
<b>U.S. Government</b> .....	<b>3 hours</b>
POLSC 1113 American Federal Government .....	III
<b>Science (One course must be a laboratory Science)</b> .....	<b>7 hours</b>
Biological 3-4 hours and Physical Science 3-4 hours	

(Chosen from the following)

ASTR 1504 General Astronomy .....	IV
ASTR 1514 General Astronomy w/Lab .....	IV
BIO 1113 General Biology .....	IV
BIO 1114 General Biology .....	IV
BIO 1023 Introduction to Nutrition .....	IV
BIO 1203 History of Life on Earth.....	IV
BIO 2114 General Botany .....	IV
BIO 2125 Microbiology.....	IV
BIO 2215 General Zoology .....	IV
BIO 2343 Genetics and Man .....	IV
BIO 2403 Ecology and Environmental Issues.....	IV
BIO 2404 Ecology and Environmental Issues.....	IV
CHEM 1103 Chemistry Around Us .....	IV
CHEM 1115 General Chemistry I .....	IV
CHEM 1123 Principles of Chemistry.....	IV
CHEM 1131 Principles of Laboratory Chemistry .....	IV
CHEM 1215 General Chemistry II.....	IV
GEOL 1063 Earth Science.....	IV
GEOL 1064 Earth Science.....	IV
GEOL 1114 General Geology .....	IV
PHYS 1013 Physical Science .....	IV
PHYS 1014 Physical Science .....	IV
PHYS 1034 General Geology.....	IV
PHYS 1063 Earth Science .....	IV
PHYS 1064 Earth Science .....	IV
PHYS 1114 College Physics I .....	IV
PHYS 1214 College Physics II.....	IV
PHYS 1504 General Astronomy .....	IV
PHYS 1514 General Astronomy w/Lab .....	IV
PHYS 2014 Engineering Physics I.....	IV
PHYS 2114 Engineering Physics II.....	IV

### Humanities ..... 6 hours

(Chosen from the following)

ART 1013 Art History Survey I .....	I
ART 1023 Art History Survey II.....	I
ART 1053 Art Appreciation .....	I
ENGL 2110 Readings .....	II
ENGL 2123 Introduction to Literature.....	II
ENGL 2133 Introduction to Poetry .....	II
ENGL 2343 Introduction to the Short Story .....	II
ENGL 2353 Native American Literature .....	II
ENGL 2363 African American Literature.....	II
ENGL 2413 Women in Literature .....	II
ENGL 2423 World Literature to 1700 .....	II
ENGL 2433 World Literature since 1700 .....	II
ENGL 2543 English Literature to 1798 .....	II
ENGL 2653 English Literature since 1798 .....	II
ENGL 2773 American Literature to 1865 .....	II
ENGL 2883 American Literature since 1865.....	II
GEOG 2603 World Regional Geography.....	I
HIST 1000 Special Topics in History.....	I
HIST 1613 Early Western Civilization .....	I
HIST 1623 Modern Western Civilization .....	I
HIST 2000 Special Topics in History.....	I
HIST 2103 Oklahoma—Land of the Red Man .....	I
HIST 2123 African-American History .....	I
HIST 2203 The American Indian .....	I
HIST 2213 Great American Biographies .....	I
HUM 1113 Music Appreciation .....	I
HUM 2000 Humanistic Studies .....	I
HUM 2103 Music Masterpieces.....	I
HUM 2120 Museum Studies .....	I
HUM 2133 Comparative Religions.....	I
HUM 2143 Mythology .....	I

HUM 2153 Introduction to Eastern Thought.....	I	PSY 2403 Developmental Psychology.....	I
HUM 2173 Beliefs and Believers .....	I	PSY 2743 Social Psychology .....	I
HUM 2213 Humanities-Classical and Medieval .....	I	SOC 1113 Introduction to Sociology .....	III
HUM 2223 Humanities-Modern .....	I	SOC 1203 Introduction to the Criminal Process .....	III
HUM 2243 Film Studies .....	I	SOC 2013 Marriage and Family Relationships.....	III
HUM 2253 Documentary Films.....	I	SOC 2023 Social Problems.....	III
HUM 2263 American Cinema .....	I	SOC 2063 Crime and Delinquency .....	III
HUM 2293 Folklore .....	I	SOC 2143 Minorities, Ethnicity and Cultural Diversity .....	II
HUM 2353 History of Science.....	I	SOC 2213 Cultural Anthropology .....	III
HUM 2373 Introduction to World Music .....	I	SPAN 1013 Conversational Spanish I.....	II
HUM 2423 Advocates of Peace .....	I	SPAN 1115 Elementary Spanish I.....	II
PHIL 1013 Introduction to Philosophy.....	I	SPAN 1123 Conversational Spanish II.....	II
PHIL 1213 Introduction to Ethics.....	I	SPAN 1225 Elementary Spanish II .....	II
PHIL 1603 Introduction to Logic.....	II	SPAN 2013 Conversational Spanish III .....	II
PHIL 2173 Beliefs and Believers.....	I	SPAN 2113 Intermediate Spanish I.....	II
PHIL 2223 Philosophy of Religion.....	I	SPAN 2223 Intermediate Spanish II.....	II
TA 1103 Introduction to Theatre .....	I		

**Mathematics ..... 3 hours**

MATH 1503 Contemporary Math .....	II
MATH 1513 College Algebra.....	II
MATH 1533 Pre-Calculus and Analytic Geometry.....	II
MATH 2013 Introduction to Statistics.....	II
or any course with a MATH prefix having MATH 1513 or MATH 1533 as a prerequisite	

**Additional Requirement..... 3 hours**

Students will need at least one 3-hour course from the following disciplines: Psychology, Sociology, Political Science, Economics, Fine Arts (Art, Music, and Theatre), or Modern Languages.

**General Education Electives(to meet the minimum total of 37 hours)**

Students will need additional general education electives to meet the minimum total of 37 hours. Students need to be aware when choosing general education electives that certain degree programs require specific support courses. The additional courses may be chosen from those listed in the History, Science, Humanities, or Mathematics categories (above) or from the list below.

BUS 2023 Business Statistics .....	II
BUS 2033 Business Communication .....	II
BUS 2043 Business Ethics.....	I
CD 1013 Introduction to Child Development.....	IV
COM 1103 Effective Reading.....	II
COM 1123 Interpersonal Communications .....	II
COM 2213 Intro to Public Speaking.....	II
CS 1103 Introduction to Computers and Applications.....	II
ECON 2113 Principles of Macroeconomics .....	III
ECON 2123 Principles of Microeconomics.....	III
ENGL 2000 Creative Writing .....	II
FREN 1115 Elementary French I.....	II
FREN 1225 Elementary French II .....	II
FREN 2113 Intermediate French I.....	II
FREN 2223 Intermediate French II.....	II
GRMN 1115 Elementary German I.....	II
GRMN 2113 Intermediate German I .....	II
GRMN 2223 Intermediate German II .....	II
JB 1013 Introduction to Mass Communication .....	II
POLSC 1000 Special Topics in Political Science.....	III
POLSC 2103 Introduction to Public Administration.....	III
POLSC 2113 Introduction to State and Local Government .....	III
POLSC 2223 Introduction to Law .....	III
POLSC 2303 Introduction to International Relations.....	III
POLSC 2603 Introduction to Comparative Politics.....	III
POLSC 2613 Introduction to Political Science .....	III
PSY 1113 Introduction to Psychology.....	I
PSY 2123 Behavioral Statistics.....	II
PSY 2193 Personality Theories .....	I



# Division of Arts and Humanities

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Susan VanSchuyver, *Dean*

Ruth Charnay, *Communications and the Arts Department Director*

Cheryl Stanford, Ed.D., *Language Arts Department Director*

M. Rochelle Mosby, *Division Assistant*

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

## CURRICULUM PROGRAMS

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

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

## FACULTY AND LAB SUPERVISORS

Randy Anderson, *Professor of Graphic Communications*

Doug Blake, *Professor of Visual Art*

Patricia Jimenez Brooks, *Professor of Modern Languages, English As A Second Language*

Michael Boyle, *Professor of Music*

Dianne Broyles, *Professor of Modern Languages*

David Charlson, Ph.D., *Professor of English*

Julie Corff, *Professor of Speech Communication*

Gwin Faulconer-Lippert, *Professor of Mass Media Communications*

Abra Figueroa, *Professor of English as a Second Language*

Mike Franco, *Professor of English*

Carlotta Hill, *Professor of Learning Skills*

Sue Hinton, *Professor of Journalism/English*

Jon Inglett, *Professor of English*

Kim Jameson, *Professor of English*

Darby Johnsen, *Student Learning Coordinator*

Tonya Kymes, *Communications and Languages Lab Supervisor*

Marybeth McCauley, *Professor of English*

Greg Mellott, *Professor of Film and Video Production*

Mary Ann Moore, *Professor of Visual Art*

Stephen Morrow, *Professor of English*

Brent Noel, *Professor of Theatre Arts*

Mary C. Punches, *Professor of English*

Michael Punches, *Professor of English*

Clay Randolph, *Professor of English*

Linda Robinett, *Professor of Learning Skills*

Ginnett Rollins, Ph.D., *Professor of Modern Languages*

Nina Smith, *Professor of English*

Ron Staton, *Professor of Music*

Pamela Stout, *Professor of English*

Chris Verschage, *Professor of English*

Bertha Wise, *Professor of English*

# Division of Business

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Jim Schwark, *Dean*

Lea Ann Hall, *Division Assistant*

Kristi Fields, *Division Secretary*

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

Educational opportunities for an Associate in Applied Science are also available in automotive technology and are accredited by the National Automotive Technicians Education Foundation (NATEF).

## CURRICULUM PROGRAMS

- **Automotive Technology - (ATIP)** (Associate in Applied Science) #
- **Automotive Technology - GM Automotive Service Education (ASEP)** (Associate in Applied Science)
- **Automotive Technology - Non-Structural Repair** (Associate in Applied Science) #
- **Automotive Technology - Painting and Refinishing** (Associate in Applied Science) #
- **Aviation Maintenance Technology** (Associate in Applied Science) \*#
- **Aviation Maintenance Technology - General Emphasis** (Associate in Science) \*#
- **Business - Accounting Option** (Associate in Applied Science)
- **Business - Administrative Office Technology - Administrative Office Specialist Option** (Associate in Applied Science) #
- **Business - Business Management Option** (Associate in Applied Science)
- **Business - Finance/Banking Option** (Associate in Applied Science)
- **Business - Finance/General Option** (Associate in Applied Science)
- **Business - Administrative Office Technology - Legal Secretary Option** (Associate in Applied Science) #
- **Electronics - General Emphasis** (Associate in Applied Science) \*#
- **Electronics - Instrumentation and Control Emphasis** (Associate in Applied Science) \*#
- **Manufacturing Technology - Advanced Manufacturing** (Associate in Applied Science) \*#
- **Manufacturing Technology - Precision Machining** (Associate in Applied Science) \*#
- **Business** (Associate in Science)
- **Business - Aviation Management Emphasis** (Associate in Science)
- **Business - Management Emphasis** (Associate in Science)
- **International Studies** (Associate in Arts)
- **Business - Banking and Finance** (Certificate of Mastery)
- **Business - General Office Support** (Certificate of Mastery) #
- **Business - Insurance** (Certificate of Mastery)

- **Business - Legal Office Procedures** (Certificate of Mastery) #
- **Business - Medical Transcriptionist** (Certificate of Mastery) #

\* Major courses available only at Career Technology Centers.

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

## FACULTY AND LAB SUPERVISORS

Lisa Adkins, *Professor of Administrative Office Technology*

Gyanendra Baral, *Professor of Business/Economics*

Myra Decker, *Professor of Accounting/Business*

Jason Ferguson, *Professor of Automotive Technology*

Kayla Fessler, *Professor of Accounting*

Jenean Jones, *Professor of Administrative Office Technology*

Marty Ludlum, *Professor of Business*

Michael Machiorlatti, *Professor of Business/Economics*

Germain Pichop, *Professor of Business/Economics*

Vijayan Ramachandran, *Professor of Business*

Richard Steere, *Professor of Automotive Technology*

Ron Summers, *Professor of Accounting*

Gary Tucker, *Professor of Business/Automotive*

Steve Tucker, *Professor of Automotive Technology*

Anita Williams, *Professor of Business*

Tamala Zolicoffer, *Professor of Accounting*

# Division of Health Professions

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Jo Ann Cobble, *Dean*

Mary Ann Gundlach, *Division Assistant*

Debby Martinez, *Division Secretary*

Martie Collin, *Division Clerical Assistant*

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

## CURRICULUM PROGRAMS

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

\* Major courses available only at Career Technology Centers.

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

## FACULTY AND LAB SUPERVISORS

Jennifer Ball, *Program Director, Professor of Physical Therapist Assistant*

Leaugeay Barnes, *Program Director, Emergency Medical Sciences*

Michaele Cole, *Professor of Nursing*

Harvey Conner, *Professor of Emergency Medical Sciences*

Linda Cowan, *Professor of Nursing*

Vicky Davidson, *Professor of Physical Therapist Assistant*

Claire Echols, *Academic Advising Coordinator for Health Professions*

Gina Edwards, *Professor of Nursing*

Bruce Farris, *Professor of Emergency Medical Sciences*

Jacqueline Frock, *Professor of Nursing*

Sherri Givens, *Human Patient Simulator Coordinator*

Carol Heitkamper, *Professor of Nursing*

Monica Holland, *Professor of Nursing*

Mary Holter, *Professor of Nursing*

Susan Huffstutler, *Professor of Nursing*

Karen Jordan, *Professor of Nursing*

Rosemary Klepper, *Director of Nursing Program*

Tom Kraft, *Program Director, Professor of Occupational Therapy Assistant*

Susan Mann, *Professor of Nursing*

Judy Martin, *Professor of Nursing*

Valerie McCartney, *Professor of Nursing*

Robin McMurry, *Professor of Nursing*

Deborah Myers, *Assistant Nursing Program Director*

Cindy Neely, *Professor of Nursing, Campus Clinical Lab Coordinator*

Beverly Schaeffer, *Professor of Nursing*

Karla Schenk, *Professor of Nursing*

Brent Stafford, *Professor of Emergency Medical Sciences*

Shelly Troxel Tevis, *Clinical Affiliations Coordinator*

Terri Walker, *Professor of Nursing*

Stephanie Wallace, *Professor of Nursing*

Kay Wetmore, *Professor of Nursing*

Cynthia Williams, *Professor of Nursing*

Reeca Young, *Professor of Occupational Therapy Assistant*

**Background Check:** Due to clinical agency requirements, the Division of Health Professions requires an Oklahoma State Bureau of Investigation (OSBI) background check with both a criminal history search and a sex offender search. A more extensive nationwide Investigative Background Report (IBR) is also required. The student is responsible for payment for both reports. Clinical agency representative(s) review the reports, without access to identifying information, that have criminal history. The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require additional OSBI checks and Investigative Background Reports.

**Drug Testing:** Drug testing is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees in the program. Random drug tests will be done on a predetermined date. Any break in continuous enrollment will require an additional random test.

# Division of Information Technology

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Vicki Gibson, *Dean*

Kay Anderson, *Division Assistant*

Tsugi Coleman, *Division Secretary*

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

## CURRICULUM PROGRAMS

- **Computer Science - Computer Networking Support** (Certificate of Mastery)
- **Computer Science - Computer Programming Emphasis** (Associate in Applied Science)
- **Computer Science - Computer Science Emphasis Transferring to OU and colleges with Similar Patterns** (Associate in Science)
- **Computer Science - Computer Science Emphasis Transferring to UCO and colleges with Similar Patterns** (Associate in Science)
- **Computer Science - Computer Systems Support Emphasis** (Associate in Applied Science, Certificate of Mastery) #
- **Computer Science - Cyber/Information Security** (Associate in Science)
- **Computer Science - Cyber/Information Security Emphasis** (Associate in Applied Science) #
- **Computer Science - Cyber/Information Security Emphasis** (Certificate of Mastery)
- **Computer Science - Database Emphasis** (Associate in Applied Science)
- **Computer Science - Management Information Systems Emphasis** (Associate in Science)
- **Computer Science - Web Design and Development Emphasis** (Associate in Applied Science)
- **Computer Science - Web Design Certificate** (Certificate of Mastery)
- **Computer Science - Web Development Certificate** (Certificate of Mastery)
- **Computer-Aided Technology - Computer-Aided Design Emphasis** (Associate in Applied Science, Certificate of Mastery) #
- **Computer-Aided Technology - Game Design Emphasis** (Associate in Applied Science, Certificate of Mastery)\*\*)
- **Computer-Aided Technology - Geographic Information System** (Associate in Applied Science, Certificate of Mastery)\*\*)
- **Computer-Aided Technology - Multimedia Emphasis** (Associate in Applied Science, Certificate of Mastery)

- **Database Emphasis** (Associate in Applied Science)
- **Database Management** (Associate in Applied Science) \*#
- **Enterprise Communication Systems** (Associate in Applied Science) \*#
- **Network Technology** (Associate in Applied Science) \*#

\* *Major courses available only at Career Technology Centers.*

\*\* *Pending Approval*

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

## FACULTY AND LAB SUPERVISORS

Thomas Ashby, *Professor of Computer Science, Network/*

*Software Coordinator and Department Chair of Computer Science*

Kathy Cupp, *Professor of Computer Science*

Gary Dominguez, *Student Computer Center Supervisor*

Tim Green, *Professor of Computer Science*

Douglas Gregory, *Professor of Computer-Aided Technology*

Albert Heitkamper, *Professor of Computer Science*

John Helton, *Professor of Computer-Aided Technology and*

*Department Chair of Computer-Aided Technology*

Haifeng Ji, *Professor of Computer Science*

Sara Mathew, *Professor of Computer Science*

Anita Philipp, *Professor of Computer Science*

Mike Reeves, *Student Computer Center Evening/Weekend Supervisor*

Akram Taghavi-Burris, *Professor of Computer-Aided Technology*

Mary Williams, *Professor of Computer Science*

# Division of Science and Math

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Max Simmons, *Dean*

Tamara Carter, *Director of Mathematics*

Sonya Williams, *Director of Science*

Kim Do, *Division Assistant*

Cheryl Wolfe, *Division Assistant* Daisy Mitchell, *Clerk Typist*

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

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

## CURRICULUM PROGRAMS

- **Allied Health - Science with Biology Concentration, Pre-Baccalaureate Allied Health Emphasis** (Associate in Science)
- **Bioinformatics - Bioinformatics Technician** (Associate in Applied Science)
- **Biology - Science with Biology Concentration** (Associate in Science)
- **Biotechnology** (Associate in Applied Science, and Certificate of Mastery)
- **Chemistry - Science with Chemistry Concentration** (Associate in Science)
- **Engineering - Pre-Engineering** (Associate in Science)
- **Mathematics - General Emphasis** (Associate in Science)
- **Nanotechnology - NanoTechnologist** (Associate in Applied Science)
- **Physics - Science with Physics Concentration** (Associate in Science)
- **Pre-Baccalaureate Nursing - Science with Biology Concentration Program** (Associate in Science)
- **Pre-Dentistry - Science with Chemistry Concentration Program** (Associate in Science)
- **Pre-Medicine - Science with Chemistry Concentration Program** (Associate in Science)
- **Pre-Pharmacy - Science with Chemistry Concentration Program** (Associate in Science)

## FACULTY AND LAB SUPERVISORS

Dennis Anderson, *Professor of Biology*

Marsha Austin, *Professor of Mathematics*

Bruce Bailey, *Professor of Chemistry*

Kristy Bailey, *Professor of Chemistry*

Daniel Benton, *Professor of Mathematics*

Brenda Breeding, *Professor of Biology*

Lisa Buckelew, *Professor of Mathematics*

Paul Buckelew, *Professor of Mathematics*

DeAnn Campell, *Bioinformatics/Biotechnology Discovery Project Coordinator*

Roger Choate, *Professor of Biology*

Sharon Coffman, *Math Lab Supervisor*

Betty Coleman, *Professor of Mathematics*

Courtney Dodd, *Professor of Chemistry*

Dale Duke, *Professor of Mathematics*

Ernest Gobert, *Professor of Mathematics*

Ken Harrelson, *Professor of Mathematics*

Betty Jo Higgins, *Physical Science Lab Supervisor*

Julian Hilliard, *Professor of Biology*

Carl Hirtzel, *Professor of Biology*

Greg Holland, *Professor of Engineering*

Gary Houlette, *Professor of Physical Science*

Fabiola Janiak-Spens, *Biotechnology Program Director/Professor of Chemistry*

Virginia Hovda, *Biology Lab Supervisor*

Steve Kamm, *Professor of Physics*

Steve Kash, *Professor of Biology*

Linda Knox, *Professor of Mathematics*

Gail Malmstrom, *Professor of Mathematics*

Jay Malmstrom, *Professor of Mathematics*

John McMurray, *Professor of Bioinformatics*

Cassandra Meek, *Professor of Biology/Chemistry*

Janet Mitchell, *Professor of Mathematics*

Charlotte Mulvihill, *Professor of Biotechnology*

Charles Nunley, *Professor of Mathematics*

Christopher Oehrlein, *Professor of Mathematics*

Paul Ramirez, *Professor of Biology*

Sherry Jean Ray, *Professor of Mathematics*

Ron Scribner, *Professor of Biology*

Steven Shore, *Professor of Chemistry*

Anthony Stancampiano, *Professor of Biology*

Tad Thurston, *Professor of Physics*

Richard Trout, *Professor of Biology*

Mike Turegun, *Professor of Mathematics*

David Wiggins, *Professor of Physics*

Changjiang Zhu, *Professor of Chemistry*

# Division of Social Sciences

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Susan Tabor, *Dean*

Laurie Thornton, *Division Assistant*

Mary Barr, *Division Secretary*

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

## CURRICULUM PROGRAMS

- **Child Development** (Associate in Arts)
- **Child Development** (Associate in Applied Science) #
- **Child Development** (Certificate of Mastery)
- **History** (Associate in Arts)
- **Political Science/Pre-Law** (Associate in Arts)
- **Psychology** (Associate in Arts)
- **Sociology** (Associate in Arts)

# Cooperative Alliance agreements have been established with Francis Tuttle Technology Centers.

## FACULTY AND LAB SUPERVISORS

Melinda Barr, *Professor of History*

Trish Bilcik, *Professor of Psychology*

Jeff Carlisle, *Professor of History*

Chuck Carselowe, *Professor of Sociology*

Bruce Cook, *Professor of Psychology/Behavioral Sciences, Chair*

John Ehrhardt, *Professor of History*

Dana Glencross, *Professor of Political Science*

Ron Gray, *Professor of History*

Stephanie Hayes, *Professor of History*

Randy Hopkins, *Professor of Political Science*

John Hughes, Sr., *Professor of Political Science*

Thomas Jones, *Professor of Psychology*

Peggy Jordan, *Professor of Psychology*

Yuthika Kim, *Professor of Psychology*

Jerry Ludlow, *Professor of Sociology*

Ray McCullar, *Professor of History / History, Political Science and  
Geography Department Chair*

Gregory Parks, *Professor of Psychology*

Cecilia Pittman, *Professor of Child Development*

Jennifer M'lou Smith, *Professor of Sociology*

Markus Smith, *Professor of Political Science*

Rick Vollmer, *Professor of Political Science*

# Allied Health - Science with Biology Concentration, Pre-Baccalaureate Allied Health Emphasis

## Associate in Science

Minimum of 60 Credit Hours

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

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
MATH 1513	COLLEGE ALGEBRA	3	Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
AHP 1013	MEDICAL TERMINOLOGY	3	Major	(R)
CHEM 1115	GENERAL CHEMISTRY I	5	Major	(R) (W), MATH 1513 or MATH 1533 or both MATH 0123 and High School Chemistry or CHEM 0123 or CHEM 1123
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
BIO 2125	MICROBIOLOGY --OR--		Major	(R) (W) (M), Four credits of college biological science and any college-level chemistry course
BIO 2215	GENERAL ZOOLOGY	5	Major	(R) (W) (M), BIO 1113, BIO 1114 or CHEM 1115 with a "C" or better, an OCCC Biology Placement Test Score of 70% or better, high school AP Biology exam score of 3 or better, an ACT science score of 22 or better.
PHYS 1114	COLLEGE PHYSICS I --OR--		Major	(R) (W), MATH 1513 or higher or APPM 1223, within the last two years or Evaluation by Instructor.
CHEM 1215	GENERAL CHEMISTRY II	4 - 5	Major	(R) (W), CHEM 1115 and either MATH 1513 or MATH 1533. A grade of "C" or better in CHEM 1115 is strongly recommended.
<b>Suggested Sophomore 1st Semester</b>				
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Support	(R)
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	(R)
BIO 2234	HUMAN PHYSIOLOGY	4	Gen Ed	(R) (W) (M), One biology and one chemistry course each with a laboratory included
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
SOC 1113	INTRODUCTION TO SOCIOLOGY --OR--		Gen Ed	(R)
PSY 2403	DEVELOPMENTAL PSYCHOLOGY	3	Gen Ed	(R) (W), PSY 1113
BIO	BIOLOGICAL SCIENCE	3	Major	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
FA SUPPORT	* FACULTY APPROVED SUPPORT ELECTIVES	5 - 6	Support	

*Major Courses: (14 - 15 Credit Hours) Biology: BIO 2234; 3 credit hours in biological science\*; Physical Science: PHYS 1114 or CHEM 1215\*; Allied Health: AHP 1013  
 General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Science: BIO 2125 OR bio 2215; CHEM 1115; Humanities: Six credit hours; Social Sciences: PSY 1113; SOC 1113 or PSY 2403\*; Mathematics: MATH 1513  
 Life Skills Courses: (1 credit hour) Life Skills: SCL 1001  
 Support Courses: (8 - 9 Credit Hours) Computer Science: CS 1103; 5 - 6 credit hours selected with the approval of Faculty Advisor which match the admission requirements of the receiving university. (Note that many programs require the completion of at least one junior-level course.)  
 Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog.  
 \* Course choice depends on the specific program for which the student is applying. See prerequisite course list of the receiving institution.*

# Art - Visual Arts

## Associate in Arts

Minimum of 61 credits

The mission of the Visual Arts Program is to provide the fundamental knowledge essential to art majors planning careers in a wide range of visual art disciplines. The program has a large number of approved support electives, making it very diverse and flexible, and allowing students to design an art program that fits their personal educational goals. Students who earn an associate degree in Visual Arts are prepared to continue studying at a four-year institution. After graduating, they can become teachers, art critics, museum directors and curators, art gallery directors, painters, sculptors, ceramists, jewelers, art historians and photographers, or work in film/video, fashion design, interior design, animation, art therapy, illustration, print making and graphic/visual communications. Graphic Communications students who wish to transfer to a four-year institution should enroll in the Visual Arts program for an Associate in Arts degree.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ART 1013	ART HISTORY SURVEY I	3	Gen Ed	(R) (W)
ART 1123	DRAWING I	3	Major	(R)
ART 1213	FOUNDATIONS I: DESIGN AND COLOR	3	Major	(R)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
PHYS SC	* ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL PREFIXES	3-4	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
ART 1023	ART HISTORY SURVEY II	3	Gen Ed	(R) (W)
ART 1233	DRAWING II	3	Major	ART 1123
MATH 1503	CONTEMPORARY MATHEMATICS --OR--		Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1513	COLLEGE ALGEBRA --OR--		Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
ART 1243	FOUNDATIONS II: 3D DESIGN	3	Major	ART 1213
ART 2013	PAINTING I	3	Major	(R)
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
SUPP	** GUIDED SUPPORT ELECTIVE	3	Support	
<b>Suggested Sophomore 2nd Semester</b>				
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
BIO	* BIOLOGICAL SCIENCE	3-4	Gen Ed	
SUPP	** GUIDED SUPPORT ELECTIVE	4	Support	
ART 2821	PORTFOLIO DEVELOPMENT AND PRESENTATION	1	Major	All required major courses, ART 1013, ART 1023

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

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

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

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

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

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

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



# Automotive Technology – AAS/ Automotive Technology Internship Program

## Associate in Applied Science

Minimum of 66 Credits

Students interested in automotive technology may choose the Automotive Technology Internship Program emphasis. While studying at Oklahoma City Community College, students become familiar with current automotive technology, as well as diagnostic and trouble-shooting techniques.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
AT 1204	A.S.E. ENGINE PERFORMANCE --OR--		Major	(R) (W) (M)
AT 1612	* A.S.E. ENGINE PERFORMANCE (PLUS A.S.E. ADVANCED STANDING CREDIT)	4	Major	(R) (W) (M), by Evaluation*
AT 1214	A.S.E. ENGINE REPAIR --OR--		Major	(R) (W) (M)
AT 1622	* A.S.E. ENGINE REPAIR (PLUS A.S.E. ADVANCED STANDING CREDIT)	4	Major	(R) (W) (M), by Evaluation*
MGMT 2053	PRINCIPLES OF MANAGEMENT	3	Support	(R)
AT 2001	CAREER EXPERIENCE	1	Major	(R) (W) (M)
<b>Suggested Freshman 2nd Semester</b>				
AT 1224	A.S.E. SUSPENSION AND STEERING		Major	(R) (W) (M)
AT 1632	* A.S.E. SUSPENSION AND STEERING (PLUS A.S.E. ADVANCED STANDING CREDIT)	4	Major	(R) (W) (M), by Evaluation*
AT 1244	A.S.E. BRAKES --OR--		Major	(R) (W) (M)
AT 1642	* A.S.E. BRAKES (PLUS A.S.E. ADVANCED STANDING CREDIT)	4	Major	(R) (W) (M), by Evaluation*
AT 2001	CAREER EXPERIENCE	1	Major	(R) (W) (M)
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
<b>Suggested Freshman Summer Semester</b>				
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
AT 2001	CAREER EXPERIENCE	1	Major	(R) (W) (M)
MATH 1503	CONTEMPORARY MATHEMATICS --OR--		Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1513	COLLEGE ALGEBRA --OR--		Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
<b>Suggested Sophomore 1st Semester</b>				
AT 2204	A.S.E. MANUAL DRIVE TRAINS --OR--		Major	(R) (W) (M)
AT 2612	* A.S.E. MANUAL DRIVE TRAINS (PLUS A.S.E. ADVANCED STANDING CREDIT)	4	Major	(R) (W) (M), by Evaluation**
AT 2214	A.S.E. AUTOMATIC TRANSMISSIONS/TRANSAXLES --OR--		Major	(R) (W) (M)
AT 2622	* A.S.E. AUTOMATIC TRANSMISSIONS/TRANSAXLES (PLUS A.S.E. ADVANCED STANDING CREDIT)	4	Major	(R) (W) (M), by Evaluation*
AT 2001	CAREER EXPERIENCE	1	Major	(R) (W) (M)
ENGL 1233	REPORT WRITING --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I
COM 1123	INTERPERSONAL COMMUNICATIONS --OR--		Gen Ed	(R) (W)
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
<b>Suggested Sophomore 2nd Semester</b>				
AT 2224	A.S.E. ELECTRICAL SYSTEMS --OR--		Major	(R) (W) (M)
AT 2632	* A.S.E. ELECTRICAL SYSTEMS (PLUS A.S.E. ADVANCED STANDING CREDIT)	4	Major	(R) (W) (M), by Evaluation*
AT 2234	A.S.E. HEATING AND AIR CONDITIONING SYSTEMS --OR--		Major	(R) (W) (M)
AT 2642	* A.S.E. HEATING AND AIR CONDITIONING SYSTEMS (PLUS A.S.E. ADVANCED STANDING CREDIT)	4	Major	(R) (W) (M), by Evaluation*
AT 2001	CAREER EXPERIENCE	1	Major	(R) (W) (M)
BUS 2033	BUSINESS COMMUNICATION	3	Gen Ed	(R) (W), ENGL 1113 or by Evaluation**

<b>Suggested Sophomore Summer Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
AT 2101	A.S.E. CERTIFICATION	1	Major	(R)
AT 1652	ASE AUTOMOTIVE ELECTIVES I--OR--	2	Major	(R) (W), ENGL 1113 or by Evaluation
AT 2652	ASE AUTOMOTIVE ELECTIVES II	2	Major	(R) (W), ENGL 1113 or by Evaluation
AT 1013	AUTOMOTIVE STUDENT SUCCESS INITIATIVE	3	Major	

*Major Courses: (42 credit hours) \*AT 1612; \*AT 1622; \*AT 1632; \*AT 1642; Five hours of AT 2001; AT 2101; AT 2204; AT 2214; AT 2224; AT 2234; \*AT 2612; \*AT 2622; \*AT 2632; \*AT 2642. Four credit hours of approved electives.*

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

*Life Skills Courses: (3 credit hours) AT 1013*

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

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

*#Cooperative agreements have been established with Francis Tuttle, Moore Norman and Metro Tech Technology Centers. \* A student may present an expired advanced standing ASE certification in this area and receive two credit hours. They may then take the corresponding two-credit-hour course instead of the four-credit-hour course.*

# Automotive Technology – AAS/ GM Automotive Service Educational Program

## Associate in Applied Science

Minimum of 66 Credits

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

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
AT 1314	GM ELECTRICAL SYSTEMS	4	Major	(R) (W) (M), Special admission procedures required
AT 1304	GM ENGINE REPAIR	4	Major	(R) (W) (M), Special admission procedures required
MGMT 2053	PRINCIPLES OF MANAGEMENT	3	Support	(R)
AT 2001	CAREER EXPERIENCE	1	Major	(R) (W) (M)
<b>Suggested Freshman 2nd Semester</b>				
AT 1334	GM BRAKES	4	Major	(R) (W) (M), Special admission procedures required
AT 1324	GM ENGINE PERFORMANCE	4	Major	(R) (W) (M), Special admission procedures required
AT 1422	GM NEW PRODUCTS I	2	Major	(R) (W) (M), Special admission procedures required
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
AT 2001	CAREER EXPERIENCE	1	Major	(R) (W) (M)
<b>Suggested Sophomore 1st Semester</b>				
AT 2001	CAREER EXPERIENCE	1	Major	(R) (W) (M)
AT 2314	GM MANUAL DRIVE TRAINS	4	Major	(R) (W) (M), Special admission procedures required
AT 2304	GM SUSPENSION AND STEERING	4	Major	(R) (W) (M), Special admission procedures required
AT 2422	GM NEW PRODUCTS II	2	Major	(R) (W) (M), Special admission procedures required
MATH 1503	CONTEMPORARY MATHEMATICS --OR--		Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1513	COLLEGE ALGEBRA --OR--		Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
<b>Suggested Sophomore 2nd Semester</b>				
AT 2001	CAREER EXPERIENCE	1	Major	(R) (W) (M)
AT 2324	GM AUTOMATIC TRANSMISSIONS AND TRANSAXLES	4	Major	(R) (W) (M), Special admission procedures required
AT 2334	GM HEATING AND AIR CONDITIONING SYSTEMS	4	Major	(R) (W) (M), Special admission procedures required
BUS 2033	BUSINESS COMMUNICATION	3	Gen Ed	(R) (W), ENGL 1113 or by Evaluation**
<b>Suggested Sophomore Summer Semester</b>				
AT 2101	A.S.E. CERTIFICATION	1	Major	(R)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
	CAREER EXPERIENCE	1	Major	(R) (W) (M)
AT 1013	AUTOMOTIVE STUDENT SUCCESS INITIATIVE	3	Major	

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

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

*Life Skills Courses: (3 credit hours) AT 1013*

*Support Courses: (6 credit hours) Principles of Management: MGMT 2053*

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

# Automotive Technology – AAS/ Non-Structural Repair

## Associate in Applied Science

Minimum of 64 credits

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

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed	(R)
AT 1553	AUTOMOTIVE/COLLISION PROGRAM BASICS	3	Major	None
AT 2001	CAREER EXPERIENCE	1	Major	(R) (W) (M)
AT 1513	INTRODUCTION TO BODY REPAIR AND REFINISHING	3	Major	None
AT 1632	A.S.E. SUSPENSION AND STEERING	2	Major	(R) (W) (M), by Evaluation*
<b>Suggested Freshman 2nd Semester</b>				
AT 1523	AUTOMOTIVE REFINISHING SYSTEMS AND PREPARATION	3	Major	AT 1513 or Permission of Instructor
AT 1533	NON-STRUCTURAL TRIM AND PANEL ALIGNMENT	3	Major	AT 1513 or Permission of Instructor
AT 2001	CAREER EXPERIENCE	1	Major	(R) (W) (M)
AT 1642	A.S.E. BRAKES	2	Major	(R) (W) (M), by Evaluation*
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
<b>Suggested Freshman Summer Semester</b>				
AT 2001	CAREER EXPERIENCE	1	Major	(R) (W) (M)
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
<b>Suggested Sophomore 1st Semester</b>				
AT 2563	MINOR BODY REPAIR	3	Major	AT 1553 or Permission of Instructor
AT 2573	DOOR AND QUARTER PANEL REPLACEMENT	3	Major	AT 1553 or Permission of Instructor
AT 2632	A.S.E. ELECTRICAL SYSTEMS	2	Major	(R) (W) (M), by Evaluation*
AT 2001	CAREER EXPERIENCE	1	Major	(R) (W) (M)
OSRHE1	* OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE*	3	Gen Ed	
FA MATH1	FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS	3	Support	
<b>Suggested Sophomore 2nd Semester</b>				
AT 2583	AUTOMOTIVE GLASS REPLACEMENT	3	Major	AT 1553 or Permission of Instructor
AT 2593	MIG WELDING AND CUTTING	3	Major	AT 1553 or Permission of Instructor
AT 2642	A.S.E. HEATING AND AIR CONDITIONING SYSTEMS	2	Major	(R) (W) (M), by Evaluation*
AT 2001	CAREER EXPERIENCE	1	Major	(R) (W) (M)
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore Summer Semester</b>				
AT 2101	A.S.E. CERTIFICATION	1	Major	(R)
AUTO FA	FACULTY APPROVED AUTOMOTIVE ELECTIVE	4	Major	

*Major Courses: (42 credit hours) AT 1513; AT 1523; AT 1533; AT 1553; AT 1632; AT 1642; Five hours of AT 2001; AT 2101; AT 2563; AT 2573; AT 2583; AT 2593; AT 2632; AT 2642; Major Course Electives: Four credit hours*

*General Education Courses: (18 credit hours) English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education three credit hour English or communications course\*; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Computer Science: CS 1103; General Education Electives: Three credit hours*

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

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

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

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

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

# Automotive Technology – AAS/ Painting and Refinishing

## Associate in Applied Science

Minimum of 64 credits

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

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
AT 1513	INTRODUCTION TO BODY REPAIR AND REFINISHING	3	Major	None
AT 1553	AUTOMOTIVE/COLLISION PROGRAM BASICS	3	Major	None
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed	(R)
AT 2001	CAREER EXPERIENCE	1	Major	(R) (W) (M)
AT 1632	A.S.E. SUSPENSION AND STEERING	2	Major	(R) (W) (M), by Evaluation*
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
<b>Suggested Freshman 2nd Semester</b>				
AT 1523	AUTOMOTIVE REFINISHING SYSTEMS AND PREPARATION	3	Major	AT 1513 or Permission of Instructor
AT 1533	NON-STRUCTURAL TRIM AND PANEL ALIGNMENT	3	Major	AT 1513 or Permission of Instructor
AT 2001	CAREER EXPERIENCE	1	Major	(R) (W) (M)
AT 1642	A.S.E. BRAKES	2	Major	(R) (W) (M), by Evaluation*
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
<b>Suggested Freshman Summer Semester</b>				
AT 2001	CAREER EXPERIENCE	1	Major	(R) (W) (M)
HIST 1483	U.S. HISTORY TO THE CIVIL WAR –OR–		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
<b>Suggested Sophomore 1st Semester</b>				
AT 1543	SURFACE PREPARATION	3	Major	AT 1513 or Permission of Instructor
AT 2513	EQUIPMENT AND APPLICATION	3	Major	AT 1553 or Permission of Instructor
AT 2001	CAREER EXPERIENCE	1	Major	(R) (W) (M)
AT 2632	A.S.E. ELECTRICAL SYSTEMS	2	Major	(R) (W) (M), by Evaluation*
OSRHE1	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE*	3	Gen Ed	
FA MATH1	FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS	3	Support	
<b>Suggested Sophomore 2nd Semester</b>				
AT 2523	TINTING AND BLENDING	3	Major	AT 1553 or Permission of Instructor
AT 2533	TROUBLESHOOTING AND DETAILING	3	Major	AT 1553 or Permission of Instructor
AT 2001	CAREER EXPERIENCE	1	Major	(R) (W) (M)
AT 2642	A.S.E. HEATING AND AIR CONDITIONING SYSTEMS	2	Major	(R) (W) (M), by Evaluation*
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore Summer Semester</b>				
AT 2101	A.S.E. CERTIFICATION	1	Major	(R)
FA AT	FACULTY APPROVED AUTOMOTIVE ELECTIVE	4	Major	

Major Courses: (42 credit hours) AT 1513; AT 1523; AT 1533; AT 1543; AT 1553; AT 1632; AT 1642; Five hours of AT 2001; AT 2101; AT 2513; AT 2523; AT 2533; AT 2632; AT 2642 Major Course Electives: Four credit hours

General Education Courses: (18 credit hours) English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education three credit hour English or communications course\*; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Computer Science: CS 1103; General Education Electives: Three credit hours

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

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

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

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

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

# Aviation Maintenance Technology

## Associate in Applied Science

Minimum of 61 Credits

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

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

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
AMT 1113	FUNDAMENTALS OF AVIATION MAINTENANCE	3	Major	(R)
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed	(R)
AMT 1312	AIRCRAFT STRUCTURES I	2	Major	(R) (W) (M)
<b>Suggested Freshman 2nd Semester</b>				
OSRHE1	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE*	3	Gen Ed	
AMT 1123	TECHNICAL MECHANICS AND REGULATIONS	3	Major	(R)
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
AMT 1323	AIRCRAFT STRUCTURES II	3	Major	(R)
AMT 1212	BASIC AIRCRAFT ELECTRONICS	2	Major	(R)
<b>Suggested Sophomore 1st Semester</b>				
AMT 2112	AIRFRAME SYSTEMS I	2	Major	(R) (W) (M)
AMT 2213	RECIPROCATING ENGINES I	3	Major	(R) (W) (M)
AMT 2312	JET TURBINE POWERPLANT I	2	Major	(R)
FA MATH1	FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS	3	Support	
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	5	Support	
<b>Suggested Sophomore 2nd Semester</b>				
AMT 2122	AIRFRAME SYSTEMS II	2	Major	(R)
AMT 2222	RECIPROCATING ENGINES II	2	Major	(R)
AMT 2323	JET TURBINE POWERPLANT II	3	Major	(R) (W) (M)
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	7	Support	

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

*General Education Courses: (18 credit hours) English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education three credit hours English or communications course\*; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Computer Science: CS 1103; General Education Electives: Three credit hours*

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

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

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

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

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

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

# Aviation Maintenance Technology - General Emphasis

## Associate in Science

Minimum of 69 Credits

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

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

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
AMT 1113	FUNDAMENTALS OF AVIATION MAINTENANCE	3	Major	(R)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
BIO 1114	GENERAL BIOLOGY	4	Gen Ed	(R) (W) (M)
MATH 1513	COLLEGE ALGEBRA	3	Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
<b>Suggested Freshman 2nd Semester</b>				
AMT 1212	BASIC AIRCRAFT ELECTRONICS	2	Major	(R)
AMT 1123	TECHNICAL MECHANICS AND REGULATIONS	3	Major	(R)
PHYS 1114	COLLEGE PHYSICS I	4	Gen Ed	(R) (W), MATH 1513 or higher or APPM 1223, within the last two years or Evaluation by Instructor.
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	(R)
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
<b>Suggested Sophomore 1st Semester</b>				
AMT 1312	AIRCRAFT STRUCTURES I	2	Major	(R) (W) (M)
AMT 2112	AIRFRAME SYSTEMS I	2	Major	(R) (W) (M)
AMT 2213	RECIPROCATING ENGINES I	3	Major	(R) (W) (M)
AMT 2312	JET TURBINE POWERPLANT I	2	Major	(R)
BUS 2023	BUSINESS STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
AMT 1323	AIRCRAFT STRUCTURES II	3	Major	(R)
AMT 2122	AIRFRAME SYSTEMS II	2	Major	(R)
AMT 2222	RECIPROCATING ENGINES II	2	Major	(R)
AMT 2323	JET TURBINE POWERPLANT II	3	Major	(R) (W) (M)
ECON 2113	PRINCIPLES OF MACROECONOMICS	3	Gen Ed	(R) (W) (M)
GEOG 2603	WORLD REGIONAL GEOGRAPHY	3	Gen Ed	(R)

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

General Education Courses: (41 credit hours) English: ENGL 1113; Computer-Assisted: ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1513; Humanities: six credit hours; Physics: PHYS 1114; Biology: BIO 1114; Economics: ECON 2113; Psychology: PSY 1113; Geography: GEOG 2603; Business: BUS 2023

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

Support Courses: None

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog. Major courses are available only at Metro Tech Aviation Career Center.

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

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

# Bioinformatics - Bioinformatics Technician

## Associate in Applied Science

Minimum of 64 Credits

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

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

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
BIO 2343	GENETICS AND MAN	3	Gen Ed	(R) (W) (M)
CHEM 1115	GENERAL CHEMISTRY I	5	Gen Ed	(R) (W), MATH 1513 or MATH 1533 or both MATH 0123 and High School Chemistry or CHEM 0123 or CHEM 1123
BIOT 1022	MEDIA AND SOLUTION PREPARATION	2	Major	(W) (M), College biology, CHEM 1115; Corequisite: BIO 2125
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
ENGL 1233	REPORT WRITING	3	Gen Ed	(R) (W), ENGL 1113 English Composition I
CS 1143	BEGINNING PROGRAMMING	3	Major	(R) (W) (M) or Evaluation by Instructor
BINFO 1011	INTRODUCTION TO BIOINFORMATICS	1	Major	(R) (W) (M)
BIO 2203	* CELL BIOLOGY	3	Major	(R) (W) (M), Four credit hours of General Biology or higher biology course, and any college level chemistry course.
BIOT 2823	BIOTECHNOLOGY LABORATORY I	3	Major	(W), MATH 2013 or MATH 1513, BIOT 1022; Corequisite: BIO 2343, CHEM 1215
MATH 2013	INTRODUCTION TO STATISTICS	3	Support	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
<b>Suggested Sophomore 1st Semester</b>				
CS 1333	DATABASE MANAGEMENT APPLICATIONS	3	Support	(R)
BINFO 2013	BIOINFORMATICS TOOLS AND DATABASES	3	Major	(R) (W) (M), BINFO 1011 Introduction to Bioinformatics, MATH 2013 Introduction to Statistics
CHEM 1215	GENERAL CHEMISTRY II	5	Support	(R) (W), CHEM 1115 and either MATH 1513 or MATH 1533. A grade of "C" or better in CHEM 1115 is strongly recommended.
BIOT 2843	* ADVANCED NUCLEIC ACID LABORATORY	3	Major	(W) BIOT 2823
CS 2163	JAVA	3	Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
<b>Suggested Sophomore 2nd Semester</b>				
CS 2173	ORACLE --OR--		Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
CS 2443	SQL SERVER	3	Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
BIOT 2933	BIOTECHNOLOGY LABORATORY II	2	Major	(W) (M), BIOT 2823
CS 2183	LINUX	3	Major	(R) CS 1143 or Evaluation by Instructor
BINFO 2113	BIOINFORMATICS PROGRAMMING IN PERL	3	Major	(R) (W) (M), BINFO 2013 Bioinformatics and Databases
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
<b>Suggested Sophomore Summer Semester</b>				
	BIOINFORMATICS PRACTICUM	3	Major	(R) (W) (M), BINFO 2013 Bioinformatics and Databases, BINFO 2113 Bioinformatics Programming in PERL

Major Courses: (27 credit hours); Biotechnology: BIOT 2823; BIOT 2932; Bioinformatics: BINFO 1011; BINFO 2013; BINFO 2113; BINFO 2213; Computer Science: CS 1143; CS 2163; CS 2173; CS 2183; CS 2443

General Education Courses: (20 credit hours) English: ENGL 1113; ENGL 1233 or ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Biology: 2343; Chemistry: CHEM 1115  
Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (16 credit hours) Biology: BIO 2125; BIO 2203; Computer Science: CS 1333; Mathematics: MATH 2013; Biotechnology: BIOT 1022

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



# Biology - Science with Biology Concentration

## Associate in Science

Minimum of 61 Credits

Biology students strive to understand the fundamental processes of life. Their studies cover everything from plants and animals to fungi and bacteria. Courses cover a wide variety of subjects including microbiology, botany, ecological systems, comparative vertebrate anatomy, zoology, genetics and physiology. Within the biology concentration, students can focus on specialized areas such as environmental science, botany and zoology. A science degree with a concentration in biology gives a student the thorough academic background needed to pursue additional education at a four-year college or university. Once the student graduates with a bachelor's degree, career opportunities become available in areas such as ecology, education, pollution control, medical technology, medicine, research, forestry, wildlife management, dentistry and pharmacology.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
BIO 2114	* GENERAL BOTANY --OR--		Major	(R) (W) (M)
BIO 2215	* GENERAL ZOOLOGY		Major	(R) (W) (M), BIO 1113, BIO 1114 or CHEM 1115 with a "C" or better, an OCCC Biology Placement Test Score of 70% or better, high school AP Biology exam score of 3 or better, an ACT science score of 22 or better.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
MATH 1513	COLLEGE ALGEBRA	3	Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
CHEM 1115	GENERAL CHEMISTRY I	5	Gen Ed	(R) (W), MATH 1513 or MATH 1533 or both MATH 0123 and High School Chemistry or CHEM 0123 or CHEM 1123
BIO 2224	* INVERTEBRATE ZOOLOGY --OR--	4-5	Major	(R) (W) (M), BIO 2215 or Equivalent
BIO 2324	* COMPARATIVE VERTEBRATE ANATOMY --OR--		Major	(R), BIO 2215 or Equivalent
BIO 2255	HUMAN ANATOMY		Major	(R), (W), (M), BIO 2215 with a "C" or better, sophomore standing, and Permission by Instructor
<b>Suggested Sophomore 1st Semester</b>				
PHYS 1114	COLLEGE PHYSICS I	4	Gen Ed	(R) (W), MATH 1513 or higher or APPM 1223, within the last two years or Evaluation by Instructor.
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
CHEM 1215	GENERAL CHEMISTRY II	5	Support	(R) (W), CHEM 1115 and either MATH 1513 or MATH 1533. A grade of "C" or better in CHEM 1115 is strongly recommended.
GEN ED	GEN ED ELECTIVE	4	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
BIO 2234	* HUMAN PHYSIOLOGY		Major	(R) (W) (M), One biology and one chemistry course each with a laboratory included
BIO 2125	MICROBIOLOGY --OR--	3-5	Major	(R) (W) (M), Four credits of college biological science and any college-level chemistry course
BIO 2203	* CELL BIOLOGY --OR--		Major	(R) (W) (M), Four credit hours of General Biology or higher biology course, and any college level chemistry course.
BIO 2404	* ECOLOGY AND ENVIRONMENTAL ISSUES		Major	(R) (W) (M), Assessment required prior to enrollment
SUPP	** SUPPORT ELECTIVE	4-6	Support	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
SOC	SOCIOLOGY ELECTIVE	3	Gen Ed	

*Major Courses: (12-14 credit hours); Biological Science: \*12 to 14 credit hours Biology: \*BIO 2114, BIO 2125, BIO 2203, BIO 2215, BIO 2224, BIO 2324, BIO 2334, BIO 2404, BIO 2255*  
*General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Chemistry: CHEM 1115; Physics: PHYS 1114; Humanities: Six credit hours; Social Science: Three credit hours; Mathematics: MATH 1513; General Education Elective: Four credit hours*  
*Life Skills Courses: (1 credit hour) Life Skills: SCL 1001*  
*Support Courses: (9-11 credit hours) Chemistry: CHEM 1215; \*\*Electives: Four to six credit hours*  
*Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog. \*Biological Science: 12-14 credit hours selected from BIO 1203; BIO 2000; BIO 2114; BIO 2125; BIO 2203; BIO 2215; BIO 2224; BIO 2234; BIO 2404; or BIO 2324.*  
*\*\*Support Electives: 4-6 credit hours selected from PHYS 1034/GEOL 1115; PHYS 1064; PHYS 1214; CHEM 2115; CHEM 2125; CS 1103 or above, any MATH above MATH 1513; any 5-credit hour GRMN, any 5-credit hour FREN, any 5-credit hour SPAN*

# Biotechnology (AAS)

## Associate in Applied Science

Minimum of 67-68 Credits

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

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
MATH 1513	COLLEGE ALGEBRA	3	Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
CHEM 1115	GENERAL CHEMISTRY I	5	Gen Ed	(R) (W), MATH 1513 or MATH 1533 or both MATH 0123 and High School Chemistry or CHEM 0123 or CHEM 1123
BIO 2343	GENETICS AND MAN	3	Major	(R) (W) (M)
BIOT 1011	SURVEY OF BIOTECHNOLOGY	1	Major	(R) (W) (M)
<b>Suggested Freshman 2nd Semester</b>				
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
ENGL 1213	ENGLISH COMPOSITION II --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
COM 1123	INTERPERSONAL COMMUNICATIONS --OR--		Gen Ed	(R) (W)
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
CHEM 1215	GENERAL CHEMISTRY II	5	Support	(R) (W), CHEM 1115 and either MATH 1513 or MATH 1533. A grade of "C" or better in CHEM 1115 is strongly recommended.
BIO 2125	MICROBIOLOGY	5	Major	(R) (W) (M), Four credits of college biological science and any college-level chemistry course
BIOT 1022	MEDIA AND SOLUTION PREPARATION	2	Major	(W) (M), College biology, CHEM 1115; Corequisite: BIO 2125
<b>Suggested Sophomore 1st Semester</b>				
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
CHEM 2114	ORGANIC CHEMISTRY I	4	Support	(R) (W), CHEM 1215. A grade of "C" or better in CHEM 1215 is strongly recommended.
BIOT 2843	* ADVANCED NUCLEIC ACID LABORATORY	3	Major	(W) BIOT 2823
BINFO 1011	INTRODUCTION TO BIOINFORMATICS	1	Major	(R) (W) (M)
BIO 2203	* CELL BIOLOGY	3	Major	(R) (W) (M), Four credit hours of General Biology or higher biology course, and any college level chemistry course.
BIOT 2823	BIOTECHNOLOGY LABORATORY I	3	Major	(W), MATH 2013 or MATH 1513, BIOT 1022; Corequisite: BIO 2343, CHEM 1215
<b>Suggested Sophomore 2nd Semester</b>				
BIO 2234	HUMAN PHYSIOLOGY	4	Major	(R) (W) (M), One biology and one chemistry course each with a laboratory included
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
BIOT 2352	IMMUNOLOGY	2	Major	(W) (M), BIO 2125
BIOT 2933	BIOTECHNOLOGY LABORATORY II	3	Major	(W) (M), BIOT 2823
BIOT 2921	CELL CULTURE METHODS	1	Major	(W) (M), BIO 2125.
BIOT 2942	* BIOMANUFACTURING	2	Major	(W) (M) BIOT 2823 and BIOT 2933.
<b>Suggested Sophomore Summer Semester</b>				
BIOT 2993	BIOTECHNOLOGY INTERNSHIP	3	Major	(W) (M), BIOT 2933, BIOT 2921.

Major Courses: (20-21 credit hours) Biotechnology: BIOT 1011; BIOT 1022; BIOT 2352; BIOT 2823; BIOT 2933; BIOT 2921; BIOT 2993 and \* choose 2 of the following 3: BIOT 2843, BIO 2203, BIOT 2942.  
Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog.

# Biotechnology (Certificate)

## Certificate of Mastery

Minimum of 20-21 Credits

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

The Certificate of Mastery is designed to train students to be skilled biotechnology technicians. Students will be educated in the fundamentals of biology and chemistry with special emphasis on molecular biology and its utilization in separation techniques, gene splicing, recombinant DNA, fermentation and cell development and production processes used in many areas of human health, plant and animal agriculture, pharmaceuticals, food processing, cosmetic and household products, environmental technology, and bioremediation. Please note that the certificate program courses have prerequisites of BIO 2125, CHEM 1115 and 1215, College Biology, MATH 1513 or MATH 2013 and BIO 2243 or the equivalent.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman Year Fall Semester</b>				
BIOT 2843	* ADVANCED NUCLEIC ACID LABORATORY	3	Major	(W) BIOT 2823
BINFO 1011	INTRODUCTION TO BIOINFORMATICS	1	Major	(R) (W) (M)
<b>Suggested Freshman Year Spring or Fall</b>				
BIOT 1011	SURVEY OF BIOTECHNOLOGY	1	Major	(R) (W) (M)
BIO 2203	* CELL BIOLOGY	3	Major	(R) (W) (M), Four credit hours of General Biology or higher biology course, and any college level chemistry course.
<b>Suggested Freshman Year Fall Semester</b>				
BIOT 2843	* ADVANCED NUCLEIC ACID LABORATORY	3	Major	(W) BIOT 2823
BINFO 1011	INTRODUCTION TO BIOINFORMATICS	1	Major	(R) (W) (M)
<b>Suggested Sophomore Year Spring Semester</b>				
BIOT 2933	BIOTECHNOLOGY LABORATORY II	3	Major	(W) (M), BIOT 2823
BIOT 2921	CELL CULTURE METHODS	1	Major	(W) (M), BIO 2125.
BIOT 2352	IMMUNOLOGY	2	Major	(W) (M), BIO 2125
BIOT 2942	* BIOMANUFACTURING	2	Major	(W) (M) BIOT 2823 and BIOT 2933.
BIO 2203	* CELL BIOLOGY	3	Major	(R) (W) (M), Four credit hours of General Biology or higher biology course, and any college level chemistry course.
<b>Suggested Sophomore Year Summer Semester</b>				
BIOT 2993	BIOTECHNOLOGY INTERNSHIP	3	Major	(W) (M), BIOT 2933, BIOT 2921.

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

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

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

*Support Courses: (13 credit hours) Chemistry: CHEM 1215; CHEM 2114; MATH 1513*

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

# Broadcasting - Journalism and Broadcasting/Broadcasting Emphasis

## Associate in Arts

Minimum of 60 Credits

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

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
PSY 1113	INTRODUCTION TO PSYCHOLOGY --OR--		Gen Ed	(R)
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed	(R)
MATH 1503	CONTEMPORARY MATHEMATICS --OR--		Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1513	COLLEGE ALGEBRA --OR--		Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
JB 1103	AUDIO PRODUCTION	3	Major	(R) (W)
ELEC	ELECTIVE	3-4	Support	
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
ECON 2113	PRINCIPLES OF MACROECONOMICS	3	Gen Ed	(R) (W) (M)
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
JB 1133	NEWS WRITING	3	Major	(R) (W)
BIO	* BIOLOGICAL SCIENCE	3-4	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
JB 2643	VIDEO PRODUCTION	3	Major	(R) (W)
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
TA 1133	VOICE AND SPEECH IMPROVEMENT --OR--		Support	(R)
TA 2233	ACTING FOR THE CAMERA	3	Support	(R) (W)
COM 1123	INTERPERSONAL COMMUNICATIONS --OR--		Gen Ed	(R) (W)
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
<b>Suggested Sophomore 2nd Semester</b>				
GCOM 1143	BLACK AND WHITE PHOTOGRAPHY I --OR--		Support	(R)
GCOM 2773	IMAGE EDITING: PHOTOSHOP I	3	Support	(R)
PHYS SC	* ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL PREFIXES	3-4	Gen Ed	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
MAJOR	MAJOR ELECTIVE	3	Support	

*Major Courses: (12 Credit Hours) Journalism and Broadcasting: JB 1103; JB 1133; JB 2643; Major Elective: JB 1013 or JB 2303 or JB 2113 or JB 2413 or JB 2643*

*General Education Courses: (37-38 credit hours) English: ENGL 1113; ENGL 1213; Communications: COM 1123 or COM 2213; Economics: ECON 2113; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Political Science: POLSC 1113; Social Sciences: PSY 1113 or SOC 1113; Humanities: Six credit hours Humanities Electives; \*Science: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science-one of the science courses must include a lab component.*

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

*Support Courses: (6 Credit Hours) GCOM 1143 or GCOM 2773; TA 1133 or TA 2233; ELECTIVES (3-4 Credit Hours) Electives of the student's choosing; a second language is recommended.*

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

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

*# Elective may be any 3 credit course from catalog.*

# Business – AAS/ Administrative Office Technology - Administrative Office Specialist Option

## Associate in Applied Science

Minimum of 61 Credits

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

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

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

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
AOT 1713	(C) BEGINNING WORD PROCESSING APPLICATIONS	3	Major	(R) (W)
FA MAJOR	(C) FACULTY APPROVED MAJOR ELECTIVE	3	Major	
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
AOT 2313	(C) INTERMEDIATE WORD PROCESSING APPLICATIONS	3	Major	(R) (W), AOT 1713 or by Evaluation*
AOT 2473	(C) OFFICE/ACCOUNTING SPREADSHEET APPLICATIONS	3	Major	(R) (W)
ENGL 1213	ENGLISH COMPOSITION II --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
ENGL 1233	REPORT WRITING --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I
COM 1123	INTERPERSONAL COMMUNICATIONS --OR--		Gen Ed	(R) (W)
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
<b>Suggested Sophomore 1st Semester</b>				
AOT 2553	(C) AUTOMATED RECORDS MANAGEMENT	3	Major	(R) (W), AOT 1713, AOT 2473
AOT 2443	(C) ADMINISTRATIVE OFFICE PROCEDURES	3	Major	Corequisite: (R) (W), AOT 2313, AOT 2553 or by Evaluation*
AOT 2453	(C) OFFICE INFORMATION PROCESSING	3	Major	Corequisite: (R) (W), AOT 2313 or by Evaluation*
BUS 2033	(C) BUSINESS COMMUNICATION	3	Support	(R) (W), ENGL 1113 or by Evaluation**
ACCT 2113	ACCOUNTING I/FINANCIAL	3	Support	(R) (W) (M)
<b>Suggested Sophomore 2nd Semester</b>				
AOT 2143	(C) ADMINISTRATIVE OFFICE SYSTEMS	3	Major	(R) (W)
AOT 2663	(C) CAREER EDUCATION/INTERNSHIP	3	Major	(R) (W), by Evaluation*
AOT 2463	(C) APPLIED GRAPHICS WITH DESKTOP PUBLISHING	3	Major	(R) (W), AOT 2313 or by Evaluation**
ECON 2113	PRINCIPLES OF MACROECONOMICS	3	Gen Ed	(R) (W) (M)
BUS 2073	LEGAL ENVIRONMENT OF THE WORKPLACE	3	Gen Ed	(R) (W), ENGL 1113 and POLSC 1113

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

General Education Courses: (18 credit hours) English: ENGL 1113 and one of the following: COM 1123; COM 2213; ENGL 1213; ENGL 1233; Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; Economics: ECON 2113; General Education Electives: Three credit hours of Faculty Approved Electives

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

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

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

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

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

# Business - AS

## Associate in Science

Minimum of 62 Credits

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

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I		Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
BIO	** BIOLOGICAL SCIENCE	3-4	Gen Ed	
MATH 1513	COLLEGE ALGEBRA		Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
<b>Suggested Freshman 2nd Semester</b>				
MATH 1743	CALCULUS I FOR BUSINESS, LIFE SCIENCES, AND SOCIAL SCIENCES	3	Gen Ed	(R), MATH 1513 or adequate Math Placement Test Score
ENGL 1213	ENGLISH COMPOSITION II		Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support	
ACCT 2113	ACCOUNTING I/FINANCIAL	3	Major	(R) (W) (M)
ECON 2113	PRINCIPLES OF MACROECONOMICS	3	Major	(R) (W) (M)
<b>Suggested Sophomore 1st Semester</b>				
BUS 2033	BUSINESS COMMUNICATION	3	Major	(R) (W), ENGL 1113 or by Evaluation**
BUS 2023	BUSINESS STATISTICS	3	Major	(R), MATH 0123 or equivalent or adequate Math Placement Test Score
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support	
ACCT 2123	ACCOUNTING II/MANAGERIAL	3	Major	ACCT 2113
ECON 2123	PRINCIPLES OF MICROECONOMICS	3	Major	(R) (W) (M)
<b>Suggested Sophomore 2nd Semester</b>				
POLSC 1113	AMERICAN FEDERAL GOVERNMENT		Gen Ed	(R) (W)
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
PHYS	** ANY PHYSICAL SCIENCE*	3-4	Gen Ed	

*Major Courses: (18 credit hours) Business: BUS 2023; Accounting: ACCT 2113; ACCT 2123; BUS 2033; Economics: ECON 2113; ECON 2123*

*General Education Courses: (37-38 credit hours) English: ENGL 1113; ENGL 1213; Communications: COM 2213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; \*Science: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science - one of the science courses must include a lab component.; Humanities: Six credit hours of Humanities; Mathematics: MATH 1513; MATH 1743; Approved General Education Elective: Three credit hours*

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

*Support Courses: (6 credit hours) Approved Support Elective: Six credit hours*

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

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

*\*\*One of the Biological Science or Physical Sciences courses must include a lab component.*

## Business – AAS/Finance/General Option

### Associate in Applied Science

Minimum of 61 Credits

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

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

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major	
FIN 1013	(C) PERSONAL FINANCE	3	Major	(R) (W) (M)
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
<b>Suggested Freshman 2nd Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
ENGL 1213	ENGLISH COMPOSITION II --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
ENGL 1233	REPORT WRITING --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I
COM 1123	INTERPERSONAL COMMUNICATIONS --OR--		Gen Ed	(R) (W)
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
ACCT 2113	ACCOUNTING I/FINANCIAL	3	Support	(R) (W) (M)
MKT 2163	(C) EFFECTIVE SELLING	3	Major	(R)
FA MAJOR	(C)* FACULTY APPROVED MAJOR ELECTIVE	3	Major	
<b>Suggested Sophomore 1st Semester</b>				
FIN 2023	(C) INTRODUCTION TO BUSINESS FINANCE	3	Major	(R) (W) (M), ACCT 2113
BUS 2033	BUSINESS COMMUNICATION	3	Support	(R) (W), ENGL 1113 or by Evaluation**
ECON 2113	PRINCIPLES OF MACROECONOMICS	3	Gen Ed	(R) (W) (M)
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
FA MAJOR	(C)* FACULTY APPROVED MAJOR ELECTIVE	3	Major	
<b>Suggested Sophomore 2nd Semester</b>				
BUS 2073	LEGAL ENVIRONMENT OF THE WORKPLACE	3	Support	(R) (W), ENGL 1113 and POLSC 1113
FIN 2033	(C) FUNDAMENTALS OF INVESTMENTS	3	Major	(R) (W) (M)
MGMT 2013	(C) SMALL BUSINESS MANAGEMENT	3	Major	(R) (W)
FA MAJOR	(C)* FACULTY APPROVED MAJOR ELECTIVE	6	Major	

Major Courses: (30 credit hours) Finance: (C)FIN 1013; (C)FIN 2023; (C)FIN 2033; Computer Science: (C)CS 1103 or Faculty Guided Elective; Management: (C)MGMT 2013; Marketing: (C)MKT 2163; (C)12 credit hours of major electives.

General Education Courses: (18 credit hours) English: ENGL 1113 and one of the following: COM 1123; COM 2213; ENGL 1213; ENGL 1233; History: HIST 1483 or HIST 1493; Economics: ECON 2113; Political Science: POLSC 1113; General Education Electives: Three credit hours

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

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

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

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

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

## Business – AAS/Accounting Option

### Associate in Applied Science

Minimum of 61 Credits

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

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

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

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ACCT 2113	ACCOUNTING I/FINANCIAL	3	Support	(R) (W) (M)
BUS 1013	(C) INTRODUCTION TO BUSINESS --OR--		Major	(R)
CS 1103	(C) INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major	(R)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
ACCT 2123	(C) ACCOUNTING II/MANAGERIAL	3	Major	ACCT 2113
ENGL 1213	ENGLISH COMPOSITION II --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
ENGL 1233	REPORT WRITING --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I
COM 1123	INTERPERSONAL COMMUNICATIONS --OR--		Gen Ed	(R) (W)
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
FIN 2023	(C) INTRODUCTION TO BUSINESS FINANCE	3	Major	(R) (W) (M), ACCT 2113
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
AOT 2473	(C) OFFICE/ACCOUNTING SPREADSHEET APPLICATIONS	3	Major	(R) (W)
<b>Suggested Sophomore 1st Semester</b>				
ACCT 2213	(C) COMPUTERIZED ACCOUNTING	3	Major	ACCT 2113
ACCT 2603	(C) INTERMEDIATE ACCOUNTING I	3	Major	ACCT 2123
FA MAJOR	(C) FACULTY APPROVED MAJOR ELECTIVE	3	Major	
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
ECON 2113	PRINCIPLES OF MACROECONOMICS	3	Gen Ed	(R) (W) (M)
<b>Suggested Sophomore 2nd Semester</b>				
ACCT 2303	(C) COST ACCOUNTING	3	Major	ACCT 2123
ACCT 2703	(C) INTERMEDIATE ACCOUNTING II	3	Major	ACCT 2603
BUS 2043	(C) BUSINESS ETHICS	3	Major	(R)
BUS 2033	BUSINESS COMMUNICATION	3	Support	(R) (W), ENGL 1113 or by Evaluation**
BUS 2073	LEGAL ENVIRONMENT OF THE WORKPLACE	3	Support	(R) (W), ENGL 1113 and POLSC 1113

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

*General Education Courses: (18 credit hours) English: ENGL 1113 and ENGL 1213 or ENGL 1233 or COM 1123 or COM 2213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Economics: ECON 2113; Faculty Approved General Education Elective: Three credit hours*

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

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

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

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



# Business – AAS/Administrative Office Technology - Legal Secretary Option

## Associate in Applied Science

Minimum of 61 Credits

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

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

Legal office operations demand technical skills far above simple typing and answering the telephone. The Legal Secretary Option at Oklahoma City Community College provides the education needed to become a valued member of a legal office team.

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

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
AOT 1713	(C) BEGINNING WORD PROCESSING APPLICATIONS	3	Major	(R) (W)
AOT 1813	(C) LEGAL OFFICE PROCEDURES	3	Major	None
<b>Suggested Freshman 2nd Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
AOT 2313	(C) INTERMEDIATE WORD PROCESSING APPLICATIONS	3	Major	(R) (W), AOT 1713 or by Evaluation*
AOT 2323	(C) LEGAL TERMINOLOGY AND MACHINE TRANSCRIPTION	3	Major	(R) (W), AOT 1113, AOT 1713 or by Evaluation**
AOT 2473	(C) OFFICE/ACCOUNTING SPREADSHEET APPLICATIONS	3	Major	(R) (W)
ENGL 1213	ENGLISH COMPOSITION II --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
ENGL 1233	REPORT WRITING --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I
COM 1123	INTERPERSONAL COMMUNICATIONS --OR--		Gen Ed	(R) (W)
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
<b>Suggested Sophomore 1st Semester</b>				
BUS 2033	(C) BUSINESS COMMUNICATION	3	Support	(R) (W), ENGL 1113 or by Evaluation**
AOT 2553	(C) AUTOMATED RECORDS MANAGEMENT	3	Major	(R) (W), AOT 1713, AOT 2473
AOT 2443	(C) ADMINISTRATIVE OFFICE PROCEDURES	3	Major	Corequisite: (R) (W), AOT 2313, AOT 2553 or by Evaluation*
AOT 2453	(C) OFFICE INFORMATION PROCESSING	3	Major	Corequisite: (R) (W), AOT 2313 or by Evaluation*
ACCT 2113	ACCOUNTING I/FINANCIAL	3	Support	(R) (W) (M)
<b>Suggested Sophomore 2nd Semester</b>				
BUS 2073	LEGAL ENVIRONMENT OF THE WORKPLACE	3	Support	(R) (W), ENGL 1113 and POLSC 1113
AOT 2013	(C) LEGAL BILLING	3	Major	(R) (W), Permission of Instructor
AOT 2663	(C) CAREER EDUCATION/INTERNSHIP	3	Major	(R) (W), by Evaluation*
ECON 2113	(C) PRINCIPLES OF MACROECONOMICS	3	Gen Ed	(R) (W) (M)
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed	

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

General Education Courses: (18 credit hours) English: ENGL 1113 and one of the following: COM 1123; COM 2213; ENGL 1213; ENGL 1233; Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; Economics: ECON 2113; General Education Electives: Three credit hours of Faculty Approved General Education Elective

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

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

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

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

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

## Business – AS/Aviation Management Emphasis

### Associate in Science

Minimum of 62 Credits

This program includes Oklahoma City Community College degree requirements and courses generally completed in the first two years of a baccalaureate degree curriculum. Students should also consult a faculty advisor in their major at Oklahoma City Community College. With approval, the associate degree program may be modified to meet a student's needs depending on the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs.\*\*

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

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	* ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
BIO 1114	GENERAL BIOLOGY	3	Gen Ed	(R) (W) (M)
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	(R)
<b>Suggested Freshman 2nd Semester</b>				
AVM 1103	HISTORY OF AVIATION	3	Major	(R) (W) (M)
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Support	(R)
MATH 1513	COLLEGE ALGEBRA	3	Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
ECON 2113	PRINCIPLES OF MACROECONOMICS	3	Gen Ed	(R) (W) (M)
MGMT 2053	PRINCIPLES OF MANAGEMENT	3	Major	(R)
AVM 1113	INTRODUCTION OF AVIATION	3	Major	(R) (W) (M)
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
PHYS 1114	COLLEGE PHYSICS I	4	Gen Ed	(R) (W), MATH 1513 or higher or APPM 1223, within the last two years or Evaluation by Instructor.
<b>Suggested Sophomore 2nd Semester</b>				
CS 1153	INTRODUCTION TO COMPUTING TECHNOLOGIES	3	Support	(R) (M)
AVM 2413	AVIATION MANAGEMENT	3	Major	Prerequisite or Corequisite if needed.
AVM 2123	AVIATION LAW ISSUES	3	Major	Prerequisite or Corequisite if needed.
BUS 2023	BUSINESS STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score
GEOG 2603	WORLD REGIONAL GEOGRAPHY	3	Gen Ed	(R)

*Major Courses: (15 credit hours) AVM 1103; AVM 1113; AVM 2123; AVM 2413; MGMT 2053*

*General Education Courses: (40 credit hours) Business: BUS 2023; English: \*ENGL 1113; ENGL 1213; Economics: ECON 2113; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1513; Humanities Electives: six credit hours; Physical Science: PHYS 1114 (including lab); Biological Science: BIO 1113; Psychology: PSY 1113; Geography: GEOG 2603*

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

*Support Courses: (6 credit hours) Computer Science: CS 1103; CS 1153*

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

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

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

## Business – Certificate/Banking and Finance

### Certificate of Mastery

Minimum of 33 Credits

The certificate program allows an individual to work toward an attainable goal without taking the general education required for an associate degree. College credits earned may apply toward an Associate in Applied Science degree.

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

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Support	(R)
BF 1303	INTRODUCTION TO FINANCIAL INSTITUTIONS	3	Major	(R) (W) (M)
ECON 2113	PRINCIPLES OF MACROECONOMICS	3	Gen Ed	(R) (W) (M)
FA MAJOR	* FACULTY APPROVED MAJOR ELECTIVE	3	Major	
<b>Suggested Freshman 2nd Semester</b>				
ACCT 2113	ACCOUNTING I/FINANCIAL	3	Support	(R) (W) (M)
BF 2113	LAW AND BANKING I	3	Major	(R) (W)
MKT 2043	PRINCIPLES OF MARKETING	3	Support	(R)
ECON 2303	MONEY AND BANKING	3	Major	(R) (M), ECON 2113 or by Evaluation**
FA MAJOR	* FACULTY APPROVED MAJOR ELECTIVE	6	Major	

*Major Courses: (18 credit hours) Banking and Finance: BF 1303; BF 2113; ECON 2303. \*Nine credit hours of major electives.*

*General Education Courses: (6 credit hours) English: ENGL 1113; Economics: ECON 2113*

*Support Courses: (9 credit hours) Accounting: ACCT 2113; Computer Science: CS 1103; Marketing: MKT 2043*

*Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate. \*Major electives should be selected from BF, FIN, ACCT, AOT, BUS, CS, ECON, MKT, and other related areas subject to faculty approval.*

## Business – AAS/Business Management Option

### Associate in Applied Science

Minimum of 61 Credits

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

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

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
ECON 2113	PRINCIPLES OF MACROECONOMICS	3	Gen Ed	(R) (W) (M)
MGMT 2053	(C) PRINCIPLES OF MANAGEMENT	3	Major	(R)
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
FA MAJOR	(C) FACULTY APPROVED MAJOR ELECTIVE	3	Major	
<b>Suggested Freshman 2nd Semester</b>				
BUS 2033	BUSINESS COMMUNICATION	3	Support	(R) (W), ENGL 1113 or by Evaluation**
ACCT 2113	ACCOUNTING I/FINANCIAL	3	Support	(R) (W) (M)
MGMT 2013	(C) SMALL BUSINESS MANAGEMENT	3	Major	(R) (W)
MKT 2043	(C) PRINCIPLES OF MARKETING	3	Major	(R)
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
ACCT 2123	(C) ACCOUNTING II/MANAGERIAL	3	Major	ACCT 2113
BUS 2073	LEGAL ENVIRONMENT OF THE WORKPLACE	3	Support	(R) (W), ENGL 1113 and POLSC 1113
FIN 2023	(C) INTRODUCTION TO BUSINESS FINANCE	3	Major	(R) (W) (M), ACCT 2113
FA MAJOR	(C) FACULTY APPROVED MAJOR ELECTIVE	3	Major	
<b>Suggested Sophomore 2nd Semester</b>				
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
MGMT 2453	(C) MID-MANAGEMENT SEMINAR	3	Major	(R), by Evaluation**
MGMT 2953	(C) SUPERVISORY TRAINING	3	Major	(R)
ENGL 1213	ENGLISH COMPOSITION II --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
ENGL 1233	REPORT WRITING --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I
COM 1123	INTERPERSONAL COMMUNICATIONS --OR--		Gen Ed	(R) (W)
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
FA MAJOR	(C) FACULTY APPROVED MAJOR ELECTIVE	3	Major	

Major Courses: (30 credit hours) (C)ACCT 2123; (C)FIN 2023; (C)MGMT 2013; (C)MGMT 2053; (C)MGMT 2453; (C)MGMT 2953; (C)MKT 2043. (C) Nine credit hours of approved major electives  
 General Education Courses: (18 credit hours) English: ENGL 1113 and one of the following: COM 1123; COM 2213; ENGL 1213; ENGL 1233; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113;  
 Economics: ECON 2113; Electives: 3 credit hours Faculty Approved General Education Electives  
 Life Skills Courses: (1 credit hour) Life Skills: SCL 1001  
 Support Courses: (12 credit hours) Accounting: ACCT 2113; Business: BUS 1323; BUS 2033; BUS 2073  
 Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog.  
 \*Elective: Major electives must be approved by faculty advisor.  
 (C) These courses require a minimum of a "C" grade.

## Business – AAS/Finance/Banking Option

### Associate in Applied Science

Minimum of 61 Credits

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

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

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major	
BF 1303	(C) INTRODUCTION TO FINANCIAL INSTITUTIONS	3	Major	(R) (W) (M)
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
<b>Suggested Freshman 2nd Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
ENGL 1213	ENGLISH COMPOSITION II --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
ENGL 1233	REPORT WRITING --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I
COM 1123	INTERPERSONAL COMMUNICATIONS --OR--		Gen Ed	(R) (W)
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
ACCT 2113	ACCOUNTING I/FINANCIAL	3	Support	(R) (W) (M)
ECON 2113	PRINCIPLES OF MACROECONOMICS	3	Gen Ed	(R) (W) (M)
FA MAJOR	(C)* FACULTY APPROVED MAJOR ELECTIVE	3	Major	
<b>Suggested Sophomore 1st Semester</b>				
BF 2113	(C) LAW AND BANKING I --OR--		Support	(R) (W)
BUS 2073	(C) LEGAL ENVIRONMENT OF THE WORKPLACE	3	Support	(R) (W), ENGL 1113 and POLSC 1113
FIN 2023	(C) INTRODUCTION TO BUSINESS FINANCE	3	Major	(R) (W) (M), ACCT 2113
BUS 2033	BUSINESS COMMUNICATION	3	Support	(R) (W), ENGL 1113 or by Evaluation**
MKT 2043	(C) PRINCIPLES OF MARKETING	3	Major	(R)
FA MAJOR	(C)* FACULTY APPROVED MAJOR ELECTIVE	3	Major	
<b>Suggested Sophomore 2nd Semester</b>				
FIN 2033	(C) FUNDAMENTALS OF INVESTMENTS	3	Major	(R) (W) (M)
ECON 2303	(C) MONEY AND BANKING	3	Major	(R) (M), ECON 2113 or by Evaluation**
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
FA MAJOR	(C)* FACULTY APPROVED MAJOR ELECTIVE	3	Major	

*Major Courses: (30 credit hours) Finance/Banking Emphasis: (C)FIN 2023; (C) FIN 2033; Banking/Finance: (C)BF 1303; Economics: (C)ECON 2303; Marketing: (C)MKT 2043; Computer Science: Faculty Approved Elective; Major Electives: (C)\*12 credit hours of major electives*  
*General Education Courses: (18 credit hours) English: ENGL 1113 and one of the following: COM 1123; COM 2213; ENGL 1213; ENGL 1233; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Economics: ECON 2113; General Education Electives: Three credit hours*  
*Life Skills Courses: (1 credit hour) Life Skills: SCL 1001*  
*Support Courses: (12 credit hours) Accounting: ACCT 2113; Business: BUS 1323, BUS 2033 and BUS 2073 or BF 2113*  
*Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog.*  
*\*Major Electives should be chosen from BF, FIN, ACCT, AOT, BUS, ECON, MKT and other related areas subject to faculty approval.*  
*(C) These courses require a minimum of a "C" grade.*

## Business – Certificate/General Office Support

### Certificate of Mastery

Minimum of 19 Credits

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

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

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

Course #	Course Name	Credits	Type	Prerequisites
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#### Suggested Freshman 1st Semester

AOT 1113	(C) COMPUTER KEYBOARDING	3	Major	(R) (W)
AOT 1713	(C) BEGINNING WORD PROCESSING APPLICATIONS	3	Major	(R) (W)
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed	

#### Suggested Freshman 2nd Semester

AOT 2313	(C) INTERMEDIATE WORD PROCESSING APPLICATIONS	3	Major	(R) (W), AOT 1713 or by Evaluation*
AOT 2473	(C) OFFICE/ACCOUNTING SPREADSHEET APPLICATIONS	3	Major	(R) (W)
AOT 2663	(C) CAREER EDUCATION/INTERNSHIP	3	Major	(R) (W), by Evaluation*

Major Courses: (15 credit hours) General Office Support: (C)AOT 1113; (C)AOT 1713; (C)AOT 2313; (C)AOT 2473; (C)AOT 2660

General Education Courses: (3 credit hours) Electives: 3 credit hours of faculty guided elective

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate. 1#Cooperative agreements have been established with Francis Tuttle, Moore Norman and Mid America Technology Center.

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

## Business – Certificate/Insurance

### Certificate of Mastery

*Minimum of 30 Credits*

The certificate program allows an individual to work toward an attainable goal without taking the general education required for an associate degree. College credits earned may apply toward an Associate in Applied Science degree.

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

Course #	Course Name	Credits	Type	Prerequisites
<i>Suggested Freshman 1st Semester</i>				
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
INS 1103	PRINCIPLES OF INSURANCE	3	Major	(R) (W) (M)
<i>Suggested Freshman 2nd Semester</i>				
INS 1113	PRINCIPLES OF PERSONAL INSURANCE	3	Major	(R) (W) (M)
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Support	(R)
COM 1123	INTERPERSONAL COMMUNICATIONS	3	Gen Ed	(R) (W)
<i>Suggested Sophomore 1st Semester</i>				
FIN 1013	PERSONAL FINANCE	3	Major	(R) (W) (M)
BUS 2033	BUSINESS COMMUNICATION	3	Support	(R) (W), ENGL 1113 or by Evaluation**
INS 1133	INTRODUCTION TO PROPERTY AND CASUALTY INSURANCE	3	Major	(R) (W)
INS 1203	PRINCIPLES OF COMMERCIAL INSURANCE	3	Major	(R) (W) (M)

*Major Courses: (15 credit hours): Insurance: INS 1103; INS 1113; INS 1133; INS 1203; Finance: FIN 1013*

*General Education Courses: (6 credit hours) English: ENGL 1113; Communication: COM 1123*

*Support Courses: (9 credit hours) Business: BUS 2033; BUS 1323; Computer Science: CS 1103*

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

## Business – Certificate/Legal Office Procedures

### Certificate of Mastery

Minimum of 30 Credits

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

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

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

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
FA ENGL	FACULTY APPROVED ELECTIVE FROM ENGL OR COM	3	Gen Ed	
AOT 1713	(C) BEGINNING WORD PROCESSING APPLICATIONS	3	Major	(R) (W)
AOT 1813	(C) LEGAL OFFICE PROCEDURES	3	Major	None
AOT 2443	(C) ADMINISTRATIVE OFFICE PROCEDURES	3	Major	Corequisite: (R) (W), AOT 2313, AOT 2553 or by Evaluation*
<b>Suggested Freshman 2nd Semester</b>				
BUS 2033	(C) BUSINESS COMMUNICATION	3	Support	(R) (W), ENGL 1113 or by Evaluation**
AOT 2313	(C) INTERMEDIATE WORD PROCESSING APPLICATIONS	3	Major	(R) (W), AOT 1713 or by Evaluation*
AOT 2323	(C) LEGAL TERMINOLOGY AND MACHINE TRANSCRIPTION	3	Major	(R) (W), AOT 1113, AOT 1713 or by Evaluation**
AOT 2013	(C) LEGAL BILLING	3	Major	(R) (W), Permission of Instructor
AOT 2663	(C) CAREER EDUCATION/INTERNSHIP	3	Major	(R) (W), by Evaluation*

Major Courses: (21 credit hours) Legal Office Procedures: (C)AOT 1713; (C)AOT 1813; (C)AOT 2013; (C)AOT 2313; (C)AOT 2323; (C)AOT 2443; (C)AOT 2660

General Education Courses: (6 credit hours) English: ENGL 1113; ENGL or COM Faculty Approved Elective

Support Courses: (3 credit hours) Business: BUS 2033

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate. 1 #Cooperative agreements have been established with Francis Tuttle, Moore Norman and Mid America Technology Center.

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



# Business – AS/Management Emphasis

## Associate in Science

Minimum of 61 Credits

This program includes Oklahoma City Community College degree requirements and courses generally completed in the first two years of a baccalaureate degree curriculum. Students should also consult a faculty advisor in their major at Oklahoma City Community College. With approval, the associate degree program may be modified to meet a student's needs depending on the intended transfer college or university. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs.\*\*\*

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

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	* ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
MATH 1513	COLLEGE ALGEBRA	3	Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
BIO	BIOLOGICAL SCIENCE	3-4	Gen Ed	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
MGMT 2053	PRINCIPLES OF MANAGEMENT	3	Major	(R)
MATH 1743	CALCULUS I FOR BUSINESS, LIFE SCIENCES, AND SOCIAL SCIENCES	3	Gen Ed	(R), MATH 1513 or adequate Math Placement Test Score
PHYS	ANY PHYSICAL SCIENCE*	3-4	Gen Ed	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
ACCT 2113	ACCOUNTING I/FINANCIAL	3	Support	(R) (W) (M)
BUS 2023	BUSINESS STATISTICS	3	Support	(R), MATH 0123 or equivalent or adequate Math Placement Test Score
ECON 2113	PRINCIPLES OF MACROECONOMICS	3	Gen Ed	(R) (W) (M)
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
FA MAJOR	** FACULTY APPROVED MAJOR ELECTIVE	3	Major	
<b>Suggested Sophomore 2nd Semester</b>				
ACCT 2123	ACCOUNTING II/MANAGERIAL	3	Support	ACCT 2113
ECON 2123	PRINCIPLES OF MICROECONOMICS	3	Gen Ed	(R) (W) (M)
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
FA MAJOR	** FACULTY APPROVED MAJOR ELECTIVE	5	Major	

Major Courses: (11 credit hours) MGMT 2053; \*\*Major electives: eight credit hours

General Education Courses: (37 credit hours) English: \*ENGL 1113; ENGL 1213; Economics: ECON 2113; History: HIST 1483 or HIST 1493; Mathematics: MATH 1513; MATH 1743; Political Science: POLSC 1113; Humanities Electives: Six credit hours; \*Sciences: Seven credit hours - three to four credit hours of general education Biological Science; three to four credit hours Physical Science one of the science courses must include a lab component. General Education elective: three credit hours

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

Support Courses: (12 credit hours) Accounting: ACCT 2113; ACCT 2123; Business: BUS 2023; Economics: ECON 2123

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

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

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

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

## Business – Certificate/Medical Transcriptionist#

### Certificate of Mastery

Minimum of 43 Credits

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

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

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

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
APPM 1313	MATHEMATICS FOR HEALTH CAREERS	3	Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
AOT 1713	(C) BEGINNING WORD PROCESSING APPLICATIONS	3	Major	(R) (W)
AHP 1013	(C) MEDICAL TERMINOLOGY	3	Support	(R)
BIO	BIOLOGICAL SCIENCE	3	Support	
<b>Suggested Freshman 2nd Semester</b>				
AOT 2313	(C) INTERMEDIATE WORD PROCESSING APPLICATIONS	3	Major	(R) (W), AOT 1713 or by Evaluation*
AOT 2033	(C) MEDICAL CODING	3	Major	(R) (W), AHP 1013
AOT 2413	(C) MEDICAL MACHINE TRANSCRIPTION	3	Major	(R) (W), AHP 1013, AOT 1113 and AOT 1713 or by Evaluation**
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support	(R) (W) (M), An adequate biology placement test score or BIO 0123 or a college-level biological science class
<b>Suggested Sophomore 1st Semester</b>				
AOT 2453	(C) OFFICE INFORMATION PROCESSING	3	Major	Corequisite: (R) (W), AOT 2313 or by Evaluation*
EMS 1123	PHARMACOLOGY	3	Support	(M), APPM 1313 or MATH 1513; pre- or corequisite BIO 1314
BUS 2033	(C) BUSINESS COMMUNICATION	3	Gen Ed	(R) (W), ENGL 1113 or by Evaluation**
AOT 2663	(C) CAREER EDUCATION/INTERNSHIP	3	Major	(R) (W), by Evaluation*
FA MAJOR	(C) FACULTY APPROVED MAJOR ELECTIVE	3	Major	

Major Courses: (21 credit hours) Medical Transcriptionist: (C)AOT 1713; (C)AOT 2033; (C)AOT 2313; (C)AOT 2413; (C)AOT 2453; (C)AOT 2660; (C)AOT Faculty Approved Elective

General Education Courses: (6 credit hours) English: ENGL 1113; BUS 2033

Support Courses: (16 credit hours) (C)AHP 1013; APPM 1313; BIO College-Level Biological Science Elective; BIO 1314; EMS 1123

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate. 1#Cooperative agreements have been established with Francis Tuttle, Moore Norman and Mid America Technology Center.

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

# Chemistry - Science with Chemistry Concentration

## Associate in Science

Minimum of 61 Credits

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

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
CHEM 1115	(C) GENERAL CHEMISTRY I	5	Major	(R) (W), MATH 1513 or MATH 1533 or both MATH 0123 and High School Chemistry or CHEM 0123 or CHEM 1123
MATH 1513	COLLEGE ALGEBRA --OR--		Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1533	PRE-CALCULUS AND ANALYTIC GEOMETRY --OR--		Gen Ed	(R) (W), MATH 0123, or adequate Math Placement Test Score, either within the last year.
MATH 1613	TRIGONOMETRY --OR--		Gen Ed	Pre or Corequisite: (R), MATH 1513 or MATH 1533 or adequate Math Placement Test Score
MATH 1743	CALCULUS I FOR BUSINESS, LIFE SCIENCES, AND SOCIAL SCIENCES --OR--		Gen Ed	(R), MATH 1513 or adequate Math Placement Test Score
MATH 2104	CALCULUS AND ANALYTIC GEOMETRY I	3-4	Gen Ed	(R) (W), MATH 1533 and MATH 1613 or adequate Math Placement Test Score
BIO	BIOLOGICAL SCIENCE	3-4	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
MATH 1613	TRIGONOMETRY --OR--		Gen Ed	Pre or Corequisite: (R), MATH 1513 or MATH 1533 or adequate Math Placement Test Score
MATH 1743	* CALCULUS I FOR BUSINESS, LIFE SCIENCES, AND SOCIAL SCIENCES --OR--		Gen Ed	(R), MATH 1513 or adequate Math Placement Test Score
MATH 2104	CALCULUS AND ANALYTIC GEOMETRY I --OR--		Gen Ed	(R) (W), MATH 1533 and MATH 1613 or adequate Math Placement Test Score
MATH 2214	CALCULUS AND ANALYTIC GEOMETRY II	3-4	Gen Ed	(R) (W), MATH 2104 or equivalent within the last year
CHEM 1215	(C) GENERAL CHEMISTRY II	5	Major	(R) (W), CHEM 1115 and either MATH 1513 or MATH 1533. A grade of "C" or better in CHEM 1115 is strongly recommended.
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
CHEM 2114	ORGANIC CHEMISTRY I	4	Support	(R) (W), CHEM 1215. A grade of "C" or better in CHEM 1215 is strongly recommended.
PHYS 1114	COLLEGE PHYSICS I --OR--		Gen Ed	(R) (W), MATH 1513 or higher or APPM 1223, within the last two years or Evaluation by Instructor.
PHYS 2014	ENGINEERING PHYSICS I	4	Gen Ed	(R) (W), MATH 2104 (or at least 4 hours of calculus) within the last year or Evaluation by Instructor Prerequisite or Corequisite: MATH 2214
SOC SC	SOCIAL SCIENCE ELECTIVE	3	Gen Ed	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
CHEM 2124	(C) ORGANIC CHEMISTRY II	4	Major	(R) (W), CHEM 2114. A grade of "C" or better in CHEM 2114 is strongly recommended.
CHEM 2122	(C) ORGANIC CHEMISTRY LABORATORY	2	Major	(R) (W) CHEM 2114 with a grade of "C" or better.
SUPP ELEC	SUPPORT ELECTIVE	5	Support	

*Major Courses: (20 credit hours) (C)CHEM 1115; (C)CHEM 1215; (C)CHEM 2114; (C)CHEM 2122; (C)CHEM 2124*

*General Education Courses: (35-37 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Physics: PHYS 1114 or PHYS 2014; Biological Science: Four credit hours; Humanities: Six credit hours; Social Sciences: Three credit hours; Mathematics: Six to eight credit hours chosen from MATH 1513; MATH 1533; MATH 1613; MATH 1743\*; MATH 2014 or MATH 2214*

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

*Support Courses: (5 credit hours) Chosen from CHEM 2990; MATH; PHYS\*\*; BIO; or ECON*

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

*(C) Indicates a grade of "C" or higher must be achieved.*

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

*\*\*Either PHYS 1214 or PHYS 2114 are strongly recommended for students pursuing a career in chemistry, medicine, dentistry, or forensic science.*

# Child Development (AA)

## Associate in Arts

Minimum of 61 Credits

Students in child development learn how to provide the best possible environment for young children to enable them to reach their full potential. Child development is a good program for people who have a real interest in young children and who are objective, dependable and get along well with others. A preparatory degree in child development prepares students to transfer to a four-year college or university. There they can pursue baccalaureate degrees in early childhood education, family relations, human environmental sciences or other areas. Students work directly with children at the OCCC Child Development Center and Laboratory School in some courses, applying concepts learned in the classroom. Students are encouraged to see a faculty advisor early in the program. Oklahoma City Community College also offers a certificate of mastery and a child development degree that prepares students for immediate entry into the job market.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
CD 1121	THE CHILD DEVELOPMENT PROFESSIONAL	1	Major	(R) (W)
SCL 1001	SUCCESS IN COLLEGE AND LIFE	3	Life Skills	None
CD 2113	(C) INTRODUCTION TO CHILD DEVELOPMENT	3	Major	(R) (W)
CD 2153	(C)**** INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3	Major	(R)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--	3	Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
<b>Suggested Freshman 2nd Semester</b>				
CD 2333	(C)*** INTEGRATED CURRICULUM DEVELOPMENT I	3	Major	(R) (W), Earned at least a "C" in CD 2113, CD 2133
CD 2353	(C)*** CHILD HEALTH, SAFETY AND NUTRITION	3	Major	(R) (W), Earned at least a "C" in CD 2113, CD 2133
CD 2213	CHILD AND FAMILY IN SOCIETY	3	Major	(R) (W)
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
BIO	** BIOLOGICAL SCIENCE	3-4	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
CD 2363	(C)*** BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN	3	Major	(R) (W) Earned at least a "C" in CD 2133 & CD 2133 for Child Development majors or permission of instructor
CD 2533	(C) INTEGRATED CURRICULUM DEVELOPMENT II	3	Major	(R) (W) (M) ENGL 1113 Earned at least a "C" CD 2113, CD 2133, CD 2333, and CD 2353
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
MATH 1513	COLLEGE ALGEBRA --OR--	3	Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1503	CONTEMPORARY MATHEMATICS --OR--	3	Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
<b>Suggested Sophomore 2nd Semester</b>				
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed	
CD 2632	*** CHILD DEVELOPMENT FIELDWORK	3	Major	(R) (W) ENGL 1113 Earned at least a 'C' in CD 2533
PHYS	ANY PHYSICAL SCIENCE*	3-4	Gen Ed	
HUM	HUMANITIES ELECTIVE (faculty approved)	3	Gen Ed	
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)

Major Courses: (24 credit hours) Child Development: CD 1121, CD 2113, 2153, 2213, 2333, 2353, 2363, 2533, 2633

General Education Courses: (37-38 credit hours) English: ENGL 1113, ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Natural Sciences: three or four credit hours of general education biological sciences; three or four credit hours of physical science. One of the science courses must include a laboratory component; Humanities: Six credit hours; Mathematics: MATH 1513 or MATH 1503 or MATH 2013; Communications: COM 2213; General Education Electives: Six credit hours

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

Support Courses: \*Two credit hours of Faculty Advisor Approved Electives

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog. For General Education Requirements, see the general information section of the catalog. Students who plan to transfer to a four-year institution and major in early childhood education or child/family studies should consult a faculty advisor before selecting electives.

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

\*\* At least one science must contain a laboratory component.

\*\*\* These courses have a clinical component that requires purchase of liability insurance, a student nametag, tuberculosis testing and an OSBI background investigation.

\*\*\*\* If this course is completed online, student is required to be on-campus for on-campus tour and observations at the CDCLS.

# Child Development (AAS)#

## Associate in Applied Science

Minimum of 60 Credits

Objective, dependable people, who get along well with others and have a genuine interest in young children, may find that the Child Development program is what they are seeking. Child development students learn educational and environmental principles used to optimally promote young children's development. Student's work directly with children at the OCCC Child Development Center and Laboratory School in some courses, applying concepts learned in the classroom. Students are encouraged to see a faculty advisor early in the program. Oklahoma City Community College also offers child development degree that prepares students for continuing their education at a four-year college or university and a certificate of mastery.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
CD 1121	THE CHILD DEVELOPMENT PROFESSIONAL	1	Major	(R) (W)
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
CD 2113	(C) INTRODUCTION TO CHILD DEVELOPMENT	3	Major	(R) (W)
CD 2153	(C)**** INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3	Major	(R)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR -OR-	3	Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
<b>Suggested Freshman 2nd Semester</b>				
CD 2333	*** INTEGRATED CURRICULUM DEVELOPMENT I	3	Major	(R) (W), Earned at least a "C" in CD 2113, CD 2133
CD 2353	*** CHILD HEALTH, SAFETY AND NUTRITION	3	Major	(R) (W), Earned at least a "C" in CD 2113, CD 2133
CD 2213	CHILD AND FAMILY IN SOCIETY	3	Major	(R) (W)
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
<b>Suggested Sophomore 1st Semester</b>				
CD 2363	*** BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN	3	Major	(R) (W) Earned at least a "C" in CD 2133 & CD 2133 for Child Development majors or permission of instructor
CD 2533	INTEGRATED CURRICULUM DEVELOPMENT II	3	Major	(R) (W) (M) ENGL 1113 Earned at least a "C" CD 2113, CD 2133, CD 2333, and CD 2353
CD 2443	LANGUAGE & LITERACY FOR YOUNG CHILDREN	3	Major	(R) (W) CD 2113 and CD 2133
PSY 1113	INTRODUCTION TO PSYCHOLOGY --OR--	3	Gen Ed	(R)
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed	(R)
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
FA ELEC	FACULTY APPROVED ELECTIVE -OR-	3	Support	
CD 2623	*** SUPERVISED LABORATORY	3	Support	(R) (W) ENGL 1113 Earned at least a 'C' in CD 2333, CD 2353
<b>Suggested Sophomore 2nd Semester</b>				
CD 2632	CHILD DEVELOPMENT FIELDWORK	2	Major	(R) (W) ENGL 1113 Earned at least a 'C' in CD 2533
CD 2713	INFANT/TODDLER DEVELOPMENT AND EDUCATIONAL PROGRAM (PENDING APPROVAL)	3	Major	(R) (W) ENGL 1113 Earned at least a 'C' in CD 2113, CD 2133, CD 2333, CD 2353, CD 2363
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS (PENDING APPROVAL)	3	Gen Ed	(R)
ART 1213	FOUNDATIONS I: DESIGN AND COLOR (PENDING APPROVAL)	3	Support	(R)

Major Courses: (30 credit hours) Child Development: CD 1121, 2113, 2153, 2333, 2353, 2213, 2363, 2443, 2533, 2632, 2713.

General Education Courses: (21 credit hours) English: ENGL 1113, ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Humanities: Three credit hours Psychology or Sociology: PSY 1113 or SOC 1113; Computer Skills: CS 1103.

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

Support Courses: (9 credit hours) Business: BUS 1323; 3 hours Faculty Approved Support Elective OR, upon Advisor evaluation, CD 2623 Supervised Laboratory; Art: ART 1213.

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

#Cooperative agreements have been established with Francis Tuttle Technology Centers. Students should consult a faculty advisor before selecting electives.

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

\*\*\*At least one science must contain a laboratory component.

\*\*\* These courses have a clinical component that requires purchase of liability insurance, a student nametag, tuberculosis testing and an OSBI background investigation.

\*\*\*\* If this course is completed on-line, students are required to be on-campus for required tour and observations at the CDCLS.

# Child Development (Certificate)

## Certificate of Mastery

Minimum of 18 Credits

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

Students with a genuine interest in young children may want to consider studying child development. This certificate is also designed to meet the training requirements required for the Child Development Associate (CDAO, a national competency-based credential which is the first level of professional preparation in early childhood education, while the Certificate of Mastery places the developing professional at a slightly higher level.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
CD 2113	INTRODUCTION TO CHILD DEVELOPMENT	3	Major	(R) (W)
CD 2153	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3	Major	(R)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
<b>Suggested Freshman 2nd Semester</b>				
CD 2333	*** INTEGRATED CURRICULUM DEVELOPMENT I	3	Major	(R) (W), Eamed at least a "C" in CD 2113, CD 2133
CD 2353	*** CHILD HEALTH, SAFETY AND NUTRITION	3	Major	(R) (W), Eamed at least a "C" in CD 2113, CD 2133
CD 2363	*** BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN	3	Major	(R) (W) Eamed at least a "C" in CD 2133 & CD 2133 for Child Development majors or permission of instructor

Major Courses: (15 credit hours) Child Development: CD 2113, 2153, 2213, 2333, 2353, 2363

General Education Courses: (3 credit hours) English: ENGL 1113

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

\*\*\* These courses have a clinical component that requires purchase of liability insurance, a student nametag, tuberculosis testing and an OSBI background investigation.

# Computer-Aided Design Emphasis# - Computer-Aided Technology

## Associate in Applied Science

Minimum of 64 Credits

The focus of the Computer-Aided Design Emphasis is to prepare students to be the best in their profession. The courses within this program will prepare students to use, manage, and structure a CAD system. The scope of study will extend from single stations using basic 2D graphics to large multiple stations, networked systems using the latest in project management, 3D parametric solid modeling, animated presentations, system customization and special effects. This program is on the cutting edge of this technology and students will be challenged by a technology that is expanding and changing as it is being taught. Courses cover subjects such as Computer-Aided Design, Engineering Principles, 3D Modeling, Management and Standards, Programming and Automation, Materials and Processes and Design Mechanics. These will prepare students to face every aspect of all manufacturing and architectural related disciplines. Students with degrees in Computer-Aided Design have the background needed to pursue career opportunities with architectural firms, engineering firms, graphic designers, interior designers, civil engineers, manufacturers, construction companies, government agencies and many more.

Areas of emphasis are also available in Game Design, Multimedia and Geographic Information Systems (GIS). Students should seek a faculty advisor early in the program.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
CAT 1043	ENGINEERING PRINCIPLES	3	Major	(R) (W)
CAT 1214	COMPUTER-AIDED DESIGN (CAD)	4	Major	(R) (M)
MATH 1513	COLLEGE ALGEBRA	3	Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
FA ELEC	* FACULTY APPROVED ELECTIVE	3	Support	
<b>Suggested Freshman 2nd Semester</b>				
CAT 1053	MANUFACTURING MATERIALS AND PROCESSES	3	Major	(R) (W) (M), CAT 1043 or Evaluation by Instructor
CAT 1253	CAD 3D MODELING	3	Major	(R) (W) (M), CAT 1043 and CAT 1214 or Evaluation by Instructor
CAT 2540	APPLICATIONS IN CAD	3	Major	(R) (W) (M), CAT 1043 and CAT 1214 or Evaluation by Instructor
MATH 1613	TRIGONOMETRY	3	Gen Ed	Pre or Corequisite: (R), MATH 1513 or MATH 1533 or adequate Math Placement Test Score
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
OSRHE	** OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
CAT 2113	CAD MANAGEMENT AND STANDARDS	3	Major	(R) (W) (M), CAT 1253 or Evaluation by Instructor
CAT 2540	APPLICATIONS IN CAD –OR–		Major	(R) (W) (M), CAT 1043 and CAT 1214 or Evaluation by Instructor
CAT 2703	PRACTICUM	3	Major	(R) (W) (M), 12 hours of CAT courses and Evaluation by Instructor
HIST 1483	U.S. HISTORY TO THE CIVIL WAR –OR–		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
PHYS 1114	COLLEGE PHYSICS I	4	Gen Ed	(R) (W), MATH 1513 or higher or APPM 1223, within the last two years or Evaluation by Instructor.
MATH 2023	FOUNDATIONS OF GEOMETRY AND MEASUREMENTS	3	Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
<b>Suggested Sophomore 2nd Semester</b>				
CAT 2023	DESIGN MECHANICS	3	Major	(R) (W) (M), 15 credit hours of CAT, PHYS 1114 or PHYS 1314, MATH 1613
CAT 2163	CAD PROGRAMMING AND AUTOMATION	3	Major	(R) (W) (M), CAT 1253 or Evaluation by Instructor
CAT 2924	DESIGN PROJECT	4	Major	(R) (W) (M), 15 Hours in a CAT Emphasis
FA ELEC	* FACULTY APPROVED ELECTIVE	3	Support	

Major Courses: (32 credit hours) Computer-Aided Technology: CAT 1043, CAT 1053, CAT 1214, CAT 1253, CAT 2023, CAT 2113, CAT 2163, CAT 2540 (6 hrs: Take twice with different emphasis) or CAT 2540 (3 hrs) & CAT 2703, CAT 2924

General Education Courses: (25 credit hours) English: ENGL 1113, \*\*Any course that meets Oklahoma State Regents for Higher Education requirements for a general education Communications; (ENGL 1213, ENGL 1233, COM 1123, COM 2213); History: HIST 1483 or HIST 1493; Mathematics: MATH 1513, MATH 1613; Political Science: POLSC 1113; Physics: PHYS 1114

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

Support Courses: (6 credit hours) \*Electives: Faculty Approved Support Electives

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. #Cooperative agreements have been established with Francis Tuttle, Moore Norman, Metro Tech and Mid-America Technology Centers.

\*Approved Support Electives must have an ART, CAT, CS, ENGR, JB, FVP or GCOM prefix and must be approved by a Program Faculty Advisor.



# Computer-Aided Design# - Computer-Aided Technology

## Certificate of Mastery

*Minimum of 19 Credits*

The Computer-Aided Design Certificate allows an individual to certify a level of expertise as a Computer-Aided Design Technician. The certificate of mastery includes most of the major courses required for an Associate in Applied Science in Computer-Aided Technology - Computer Aided Design Emphasis.

Students interested in the virtually limitless applications for computers in engineering and architecture design may want to consider earning a certificate of mastery in Computer-Aided Design. A certificate can be earned by completing 19 credit hours of pre-selected coursework. Subjects include 3D CAD Modeling, Applications in CAD and other topics that relate directly to work in the field of Computer-Aided Design. This certificate is particularly helpful for people currently working in the engineering and architecture disciplines. It shows that the certificate holder has special knowledge in Computer-Aided Design.

Areas of emphasis are also available in Game Design, Multimedia and Geographic Information Systems (GIS). Students should seek a faculty advisor early in the program.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
CAT 1043	ENGINEERING PRINCIPLES	3	Major	(R) (W)
CAT 1214	COMPUTER-AIDED DESIGN (CAD)	4	Major	(R) (M)
<b>Suggested Freshman 2nd Semester</b>				
CAT 1253	CAD 3D MODELING	3	Major	(R) (W) (M), CAT 1043 and CAT 1214 or Evaluation by Instructor
FA ELEC	* FACULTY APPROVED ELECTIVE	3	Major	
<b>Suggested Sophomore 1st Semester</b>				
CAT 2540	APPLICATIONS IN CAD	3	Major	(R) (W) (M), CAT 1043 and CAT 1214 or Evaluation by Instructor
CAT 2540	APPLICATIONS IN CAD –OR–		Major	(R) (W) (M), CAT 1043 and CAT 1214 or Evaluation by Instructor
CAT 2703	PRACTICUM	3	Major	(R) (W) (M), 12 hours of CAT courses and Evaluation by Instructor

*Major Courses: (19 credit hours) Computer-Aided Technology: CAT 1043, CAT 1214, CAT 1253, CAT 2540 (6 hrs: Take twice with different emphasis) or CAT 2540 (3 hrs) & CAT 2703; \*Electives: Faculty Approved Electives (3 hrs)*

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

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

*\*Approved Support Electives must have a CAT prefix and must be approved by a Program Faculty Advisor.*

# Computer Science - Computer Networking Support

## Certificate of Mastery

Minimum of 27 Credits

This certificate program allows an individual to work toward an attainable goal of a Network Technician. For students who desire additional skills, it is the 2nd phase of a 3-tiered program that will lead directly to an Associate in Applied Science: Computer Science- Computer Systems Support.

This program addresses a critical shortage in industry employment by providing students the fundamental knowledge of installing and maintaining computer networks. Students who have completed the requirements for a Certificate of Mastery: Computer Science- Computer Networking Support, can add network skills to their credentials and prepare themselves for passing the first three required core exams for becoming MCSA certified through Microsoft.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
CS 1103	(C)(1) INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major	(R)
CS 1153	(C) INTRODUCTION TO COMPUTING TECHNOLOGIES	3	Major	(R) (M)
CS 2713	(C) PRINCIPLES OF INFORMATION SECURITY	3	Major	(R) (W) (M)
<b>Suggested Freshman 2nd Semester</b>				
CS 1353	(C)(2) INTRODUCTION TO OPERATING SYSTEMS AND HARDWARE	3	Major	(R) (W) (M), CS 1103
CS 1413	(C)(2) IT TECHNICIAN	3	Major	(R) (W) (M), CS 1103
CS 2153	(C)(4) SUPPORTING OPERATING SYSTEMS	3	Major	(R), CS 1353 or Evaluation by Instructor
<b>Suggested Sophomore 1st Semester</b>				
CS 2303	(C)(3)(4) NETWORKING TECHNOLOGIES	3	Major	(R), CS 1353 or Evaluation by Instructor
CS 2763	(C) NETWORK SECURITY	3	Major	(R) (W) (M), CS 2713 and CS 2303 or CS 2503
CS 2503	(C)(4) NETWORK ADMINISTRATION	3	Major	(R) (W) (M), CS 1353 or Evaluation by Instructor

Major Courses: (27 credit hours) Computer Science: (C)(1) CS 1103; (C)CS 1153; (C)(2) CS 1353; (C)CS 1413; (C)(4)CS 2153; (C)(3)(4)CS 2303; (C)CS 2713; (C)CS 2763; (C)(4)CS 2503

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

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

(1) Advanced Standing is available.

(2) A+ Certification Preparation Course

(3) Network+ Certification Preparation Course

(4) Preparatory courses for MCP certification through Microsoft that can apply toward MCDST, MCSA or MCP or/and MCSE.

# Computer Science - Computer Programming Emphasis

## Associate in Applied Science

Minimum of 61 Credits

Computer programmers play an important role in the daily operations of many businesses because of the increasing use of computers in all fields. Computer science students learn about tools and techniques that are used professionally every day. Included in their studies are computer theory, systems analysis and program design using programming languages such as Java, C++, Visual Basic, and C#. Computer programmers must be reliable, systematic and detail-oriented. They should be organized, flexible and have an aptitude for math. Obtaining a degree with an emphasis in programming gives the student's flexibility to pursue various career options in fields that may include software engineering, application development, web programming, database programming and game programming.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
CS 1103	(C)(1) INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major	(R)
CS 1143	(C) BEGINNING PROGRAMMING	3	Major	(R) (W) (M) or Evaluation by Instructor
MATH 1513	COLLEGE ALGEBRA	3	Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
CS 2413	(C) WEB SITE DEVELOPMENT	3	Major	(R) (W), CS 1103 or Evaluation by Instructor
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
<b>Suggested Freshman 2nd Semester</b>				
CS 2173	(C) ORACLE --OR--		Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
CS 2443	(C) SQL SERVER	3	Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
CS 2163	(C) JAVA	3	Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
CS 2453	(C) VISUAL BASIC	3	Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
CS 2713	(C) PRINCIPLES OF INFORMATION SECURITY	3	Major	(R) (W) (M)
COM 2213	INTRO TO PUBLIC SPEAKING --OR--		Gen Ed	(R)
ENGL 1213	ENGLISH COMPOSITION II --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
ENGL 1233	REPORT WRITING --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I
COM 1123	INTERPERSONAL COMMUNICATIONS	3	Gen Ed	(R) (W)
<b>Suggested Sophomore 1st Semester</b>				
CS 2113	(C) COMPUTER-BASED INFORMATION SYSTEMS	3	Major	(R) (W) (M)
CS 2363	(C) C++	3	Major	(R) (W) (M), CS 2163 or Evaluation by Instructor
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
CS	*(C) COMPUTER SCIENCE ELECTIVE	6	Major	
<b>Suggested Sophomore 2nd Semester</b>				
CS 2463	(C) ADVANCED JAVA --AND/OR--		Major	(R) (W) (M), CS 2163 or Evaluation by Instructor
CS 2553	(C) ADVANCED VISUAL BASIC --AND/OR--		Major	(R) (W) (M), CS 2453 or Evaluation by Instructor
CS 2563	(C) C#.NET	6	Major	(R) (W) (M), CS 2163 or Evaluation by Instructor
CS 2223	(C) SYSTEMS ANALYSIS AND DESIGN	3	Major	(R) (W) (M), ENGL 1113 and a 2000 level programming language or Evaluation by Instructor
CS	*(C) COMPUTER SCIENCE ELECTIVE	3	Major	
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)

*Major Courses: (42 credit hours) Computer Science: (C)(1)CS 1103; (C)CS 1143; (C)CS 2113; (C)CS 2163; (C)CS 2173 or (C)CS 2443; (C)CS 2223; (C)CS 2363; (C)CS 2453; (C)CS 2463 and/or (C)CS 2553 and/or (C)CS 2563; (C)CS 2713; \*Six credit hours of Computer Science electives chosen from (C)CS 1333; (C)CS 1353; (C)CS 2123; (C)CS 2173; (C)CS 2183; (C)CS 2413; (C)CS 2443; (C)CS 2463; (C)CS 2513; (C)CS 2553; (C)CS 2563; (C)CS 2573; (C)CS 2623*

*General Education Courses: (18 credit hours) English: ENGL 1113; History: HIST 1483 or HIST 1493; Mathematics: MATH 1513; Political Science: POLSC 1113; Communications: COM 2213 or ENGL 1213 or ENGL 1233 or COM 1123; CS 1103;*

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

*\*Electives: Computer Science electives chosen from (C)CS 1333, (C)CS 1353, (C)CS 2123, (C)CS 2173, (C)CS 2183, (C)CS 2213, (C)CS 2413 (C)CS 2443, (C)CS 2463, (C)CS 2513, (C)CS 2553, (C)CS 2563, (C)CS 2573, (C)CS 2613.*

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

*(1) Advanced Standing is available.*

*Notes: This technical/occupational program is designed to prepare students to enter the job force following completion.*

# Computer Science - Computer Science Emphasis Transferring to OU and colleges with Similar Patterns

## Associate in Science

Minimum of 62 Credits

This suggested curriculum includes Oklahoma City Community College degree requirements and courses generally completed during the first two years of a four-year curriculum in preparation of a career in software engineering including application development, web development, game development, robotics, data communications, computer security, telecommunications, computer networks and database management.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
CS 1143	(C) BEGINNING PROGRAMMING	3	Major	(R) (W) (M) or Evaluation by Instructor
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
MATH 2104	CALCULUS AND ANALYTIC GEOMETRY I	4	Gen Ed	(R) (W), MATH 1533 and MATH 1613 or adequate Math Placement Test Score
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	(R)
<b>Suggested Freshman 2nd Semester</b>				
CS 2163	(C) JAVA	3	Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
MATH 2214	CALCULUS AND ANALYTIC GEOMETRY II	4	Gen Ed	(R) (W), MATH 2104 or equivalent within the last year
CHEM 1115	GENERAL CHEMISTRY I	5	Gen Ed	(R) (W), MATH 1513 or MATH 1533 or both MATH 0123 and High School Chemistry or CHEM 0123 or CHEM 1123
<b>Suggested Sophomore 1st Semester</b>				
CS 2463	(C) ADVANCED JAVA	3	Major	(R) (W) (M), CS 2163 or Evaluation by Instructor
MATH 2314	CALCULUS AND ANALYTIC GEOMETRY III	4	Gen Ed	(R) (W), MATH 2214 or equivalent within the last year
PHYS 2014	ENGINEERING PHYSICS I	4	Gen Ed	(R) (W), MATH 2104 (or at least 4 hours of calculus) within the last year or Evaluation by Instructor Prerequisite or Corequisite: MATH 2214
HUM	(H) HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
CS 2363	(C) C++	3	Major	(R) (W) (M), CS 2163 or Evaluation by Instructor
BUS 2033	BUSINESS COMMUNICATION --OR--		Gen Ed	(R) (W), ENGL 1113 or by Instructor**
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
PHYS 2114	ENGINEERING PHYSICS II	4	Gen Ed	(R) (W), PHYS 2014 and MATH 2214 (or at least 8 hours of calculus) within the last year or Evaluation by Instructor Prerequisite or Corequisite: MATH 2314
HUM	(H) HUMANITIES ELECTIVE	3	Gen Ed	

*Major Courses: (12 credit hours) Computer Science: (C)CS 1143; (C)CS 2163; (C)CS 2363; (C)CS 2463*

*General Education Courses: (49 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Mathematics: MATH 2104; MATH 2214; MATH 2314; Political Science: POLSC 1113;*

*Communications: BUS 2033 or COM 2213; Social Sciences: PSY 1113; Chemistry: CHEM 1115; Physics: PHYS 2014; PHYS 2114; (H) Humanities: Six credit hours of faculty advisor approved elective from artistic forms and non-western civilization*

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

*Notes: This program is designed for students planning to continue their education at a four-year college or university.*

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

*(H) Select appropriate to the students transfer institution. Faculty advisor can help with this.*

# Computer Science - Computer Science Emphasis Transferring to UCO and colleges with Similar Patterns

## Associate in Science

Minimum of 61 Credits

This suggested curriculum includes Oklahoma City Community College degree requirements and courses generally completed during the first two years of a four-year curriculum in preparation of a career in software engineering including application development, web development, game development, robotics, data communications, computer security, telecommunications, computer networks and database management.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
CS 1143	(C) BEGINNING PROGRAMMING	3	Major	(R) (W) (M) or Evaluation by Instructor
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
MATH 1533	PRE-CALCULUS AND ANALYTIC GEOMETRY	3	Gen Ed	(R) (W), MATH 0123, or adequate Math Placement Test Score, either within the last year.
PHYS SC	* ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL PREFIXES	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
CS 2163	(C) JAVA	3	Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
CS 2453	(C) VISUAL BASIC	3	Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
MATH 1613	TRIGONOMETRY	3	Gen Ed	Pre or Corequisite: (R), MATH 1513 or MATH 1533 or adequate Math Placement Test Score
<b>Suggested Sophomore 1st Semester</b>				
CS 2363	(C) C++	3	Major	(R) (W) (M), CS 2163 or Evaluation by Instructor
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	(R)
MATH 2104	CALCULUS AND ANALYTIC GEOMETRY I	4	Gen Ed	(R) (W), MATH 1533 and MATH 1613 or adequate Math Placement Test Score
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
CS 2463	(C) ADVANCED JAVA --OR--		Major	(R) (W) (M), CS 2163 or Evaluation by Instructor
CS 2553	(C) ADVANCED VISUAL BASIC --OR--		Major	(R) (W) (M), CS 2453 or Evaluation by Instructor
CS 2563	(C) C#.NET	3	Major	(R) (W) (M), CS 2163 or Evaluation by Instructor
MATH 2214	CALCULUS AND ANALYTIC GEOMETRY II	4	Gen Ed	(R) (W), MATH 2104 or equivalent within the last year
BIO 1113	GENERAL BIOLOGY	4	Gen Ed	(R) (W) (M)
HUM	HUMANITIES ELECTIVE	3	Gen Ed	

*Major Courses: (15 credit hours) Computer Science: (C)CS 1143; (C)CS 2163; (C)CS 2363; (C)CS 2453; (C)CS 2463 or (C)CS 2553 or (C)CS 2563*

*General Education Courses: (45 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Mathematics: MATH 1533; MATH 1613; MATH 2104; MATH 2214; Political Science: POLSC 1113; Communications: COM 2213; Social Sciences: PSY 1113; \*Sciences: Seven credit hours three to four credit hours of Biological Science chosen from BIO 1113, BIO 1114, BIO 2114, BIO 2125; BIO 2215, BIO 2343, or BIO 2404; three to four hours of any Physical Science chosen from ASTR; PHYS; CHEM; or GEOL prefixes in at least one science course must include a laboratory component Note: PHYS 2014 is recommended for students pursuing UCO's Computer Science- Computer Science degree option; Humanities: Six credit hours of Humanities electives*

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

*Notes: This program is designed for students planning to continue their education at a four-year college or university.*

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

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

# Computer Science - Cyber/Information Security (AS)

## Associate in Science

Minimum of 61-62 Credits

This curriculum is designed to provide the student with an introduction to the cyber/information security area as well as provide the foundational education needed in programming for a student to move on to a four-year cyber/information security program.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
CS 1143	(C) BEGINNING PROGRAMMING	3	Major	(R) (W) (M) or Evaluation by Instructor
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
MATH 1533	PRE-CALCULUS AND ANALYTIC GEOMETRY	3	Gen Ed	(R) (W), MATH 0123, or adequate Math Placement Test Score, either within the last year.
PHYS SC	ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL PREFIXES	3-4	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
CS 2163	(C) JAVA	3	Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
CS 2713	(C) PRINCIPLES OF INFORMATION SECURITY	3	Major	(R) (W) (M)
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
MATH 1613	TRIGONOMETRY	3	Gen Ed	Pre or Corequisite: (R), MATH 1513 or MATH 1533 or adequate Math Placement Test Score
<b>Suggested Sophomore 1st Semester</b>				
CS 2453	(C) VISUAL BASIC	3	Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
PSY 1113	INTRODUCTION TO PSYCHOLOGY --OR--		Gen Ed	(R)
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed	(R)
MATH 2104	CALCULUS AND ANALYTIC GEOMETRY I	4	Gen Ed	(R) (W), MATH 1533 and MATH 1613 or adequate Math Placement Test Score
BIO SC	ANY OF THE FOLLOWING BIOLOGICAL SCIENCE COURSES: BIO 1113, BIO 1114, BIO 2114, BIO 2125, BIO 2215, BIO 2343, OR BIO 2404	3-4	Gen Ed	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
CS 2463	(C) ADVANCED JAVA --OR--		Major	(R) (W) (M), CS 2163 or Evaluation by Instructor
CS 2553	(C) ADVANCED VISUAL BASIC --OR--		Major	(R) (W) (M), CS 2453 or Evaluation by Instructor
CS 2563	(C) C#.NET	3	Major	(R) (W) (M), CS 2163 or Evaluation by Instructor
COM 1123	INTERPERSONAL COMMUNICATIONS --OR--		Gen Ed	(R) (W)
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
MATH 2214	CALCULUS AND ANALYTIC GEOMETRY II	4	Gen Ed	(R) (W), MATH 2104 or equivalent within the last year
HUM	HUMANITIES ELECTIVE	3	Gen Ed	

Major Courses: (15 credit hours) Computer Science: (C)CS 1143; (C)CS 2163; (C)CS 2453; (C)CS 2463 or (C)CS 2553 or (C)CS 2563; or (C)CS 2713

General Education Courses: (45-46 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Mathematics: MATH 1533; MATH 1613; MATH 2104; MATH 2214; Political Science: POLSC 1113; Communications: COM 1123 or COM 2213; Social Sciences: PSY 1113 or SOC 1113; \*Sciences: Three to four credit hours of Biological Science chosen from BIO 1113, BIO 1114, BIO 2114, BIO 2125; BIO 2215, BIO 2343, or BIO 2404; three to four hours of any Physical Science chosen from ASTR; PHYS; CHEM; or GEOL prefixes. At least one science course must include a laboratory component; Humanities: Six credit hours of Humanities electives

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

Notes: This program is designed for students planning to continue their education at a four-year college or university.

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

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

# Computer Science - Cyber/Information Security (Certificate)

## Certificate of Mastery

Minimum of 36 Credits

This program is designed for students who wish to acquire skills necessary for employment in the cyber/information security industry. The curriculum is designed to provide education in general security concepts, communications security, infrastructure security, basics of cryptography, and operational/organizational security. It can be used as the first step for an Associate in Applied Science: Cyber/Information Security.

The industry need for cyber/information security training and education is clear. Daily we see news reports regarding the growing cyber threats, like denial of service, viruses/worms, hacking, electronic fraud, etc. This program is intended for all students who desire a career in the support of cyber/information security. The certificate satisfies all major prerequisite requirements for continuing into more advanced programs in Cyber/Information Security (see Associate in Applied Science: Cyber/Information Security).

Oklahoma City Community College has been granted the authority to award the NSTISSI/CNSS 4011, 4012 and 4013 certificates. Please contact Al Heitkamper for specific information at aheitkamper@occc.edu or 682.1611 ext. 7494.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
CS 1103	(C)(1) INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major	(R)
CS 1143	(C) BEGINNING PROGRAMMING	3	Major	(R) (W) (M) or Evaluation by Instructor
CS 1153	(C) INTRODUCTION TO COMPUTING TECHNOLOGIES	3	Major	(R) (M)
CS 2713	(C) PRINCIPLES OF INFORMATION SECURITY	3	Major	(R) (W) (M)
CS 2723	(C) SECURE ELECTRONIC COMMERCE	3	Major	(R) (W) (M)
<b>Suggested Freshman 2nd Semester</b>				
CS 1353	(C)(2) INTRODUCTION TO OPERATING SYSTEMS AND HARDWARE	3	Major	(R) (W) (M), CS 1103
CS 2183	(C) LINUX	3	Major	(R) CS 1143 or Evaluation by Instructor
CS 1333	(C) DATABASE MANAGEMENT APPLICATIONS --OR--		Major	(R)
CS 2173	(C) ORACLE --OR--		Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
CS 2443	(C) SQL SERVER	3	Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
CS 2303	(C)(3)(4) NETWORKING TECHNOLOGIES --OR--		Major	(R), CS 1353 or Evaluation by Instructor
CS 2503	(C)(3) NETWORK ADMINISTRATION	3	Major	(R) (W) (M), CS 1353 or Evaluation by Instructor
CS 2743	(C) ENTERPRISE SECURITY MANAGEMENT	3	Major	(R) (W) (M)
<b>Suggested Sophomore 1st Semester</b>				
CS 2763	(C) NETWORK SECURITY	3	Major	(R) (W) (M), CS 2713 and CS 2303 or CS 2503
CS 2783	(C) CYBER FORENSICS	3	Major	(R) (W) (M) and Evaluation by Instructor

Major Courses: (36 credit hours) Computer Science: (C)CS 1103; (C)CS 1143; (C)CS 1153; (C)CS 1333 or (C)CS 2173 or (C)CS 2443; (C)(2)CS 1353; (C)(3)(4)CS 2303 or (C)(3)CS 2503; (C)CS 2183; (C)CS 2713; (C)CS 2723; (C)CS 2743; (C)CS 2763; (C)CS 2783

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

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

(1) Advance standing is available

(2) A+ Certification Preparation Course

(3) Network+ Certification Preparation Course

(4) Preparatory courses for MCP certification through Microsoft that can apply toward MCSA

# Computer Science - Cyber/Information Security Emphasis#

## Associate in Applied Science

Minimum of 61 Credits

Because of the increasing threats to data and information that is computerized, the need for cyber/information security specialists is at an all time high. Cyber/information security specialists play an important support role in the daily operations of all businesses. Within the AAS program students will complete forty-two credit hours of major coursework. This will include the cyber/information security core of fifteen hours, and twenty-seven hours of computer science courses (networking-related, including CompTIA Network + certification preparation). The degree will also require each student to complete CompTIA A+ certification preparation training. In addition to the Network+ and A+ certification, the cyber/information security specific courses will prepare students for the CompTIA Security+ certification exam. Students will be required to take nineteen hours of general education requirements. The Cyber/Information Security Program provides students with the background needed to pursue a career with major retailers, manufacturers, government agencies, financial institutions, colleges and universities, service organizations and others. Oklahoma City Community College has been granted the authority to award the NSTISSI/CNSS 4011, 4012 and 4013 certificates. Please contact Al Heitkamper for specific information at aheitkamper@occc.edu or 682.1611 ext. 7494.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
CS 1103	(C)(1) INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed	(R)
CS 1143	(C) BEGINNING PROGRAMMING	3	Major	(R) (W) (M) or Evaluation by Instructor
CS 1153	(C) INTRODUCTION TO COMPUTING TECHNOLOGIES	3	Major	(R) (M)
CS 2713	(C) PRINCIPLES OF INFORMATION SECURITY	3	Major	(R) (W) (M)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
<b>Suggested Freshman 2nd Semester</b>				
CS 1353	(C)(2) INTRODUCTION TO OPERATING SYSTEMS AND HARDWARE	3	Major	(R) (W) (M), CS 1103
CS 2723	(C) SECURE ELECTRONIC COMMERCE	3	Major	(R) (W) (M)
MATH 1503	CONTEMPORARY MATHEMATICS --OR--		Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1513	COLLEGE ALGEBRA	3	Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
ENGL 1213	ENGLISH COMPOSITION II --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
COM 1123	INTERPERSONAL COMMUNICATIONS --OR--		Gen Ed	(R) (W)
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
CS	*(C) COMPUTER SCIENCE ELECTIVE	3	Major	
<b>Suggested Sophomore 1st Semester</b>				
CS 2183	(C) LINUX	3	Major	(R) CS 1143 or Evaluation by Instructor
CS 1333	(C) DATABASE MANAGEMENT APPLICATIONS --OR--		Major	(R)
CS 2173	(C) ORACLE --OR--		Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
CS 2443	(C) SQL SERVER	3	Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
CS 2303	(C)(3)(4) NETWORKING TECHNOLOGIES --OR--		Major	(R), CS 1353 or Evaluation by Instructor
CS 2503	(C)(4) NETWORK ADMINISTRATION	3	Major	(R) (W) (M), CS 1353 or Evaluation by Instructor
CS 2743	(C) ENTERPRISE SECURITY MANAGEMENT	3	Major	(R) (W) (M)
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
<b>Suggested Sophomore 2nd Semester</b>				
CS 2763	(C) NETWORK SECURITY	3	Major	(R) (W) (M), CS 2713 and (CS 2303 or CS 2503)
CS 2783	(C) CYBER FORENSICS	3	Major	(R) (W) (M) and CS 2713 and (CS 2723, CS 2743 or CS 2763)
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
CS	*(C) COMPUTER SCIENCE ELECTIVE	6	Major	

Major Courses: (42 credit hours) Computer Science: (C)CS 1143; (C)CS 1153; (C)CS 1333 or (C)CS 2173 or (C)CS 2443; (C)(2)CS 1353; (C)CS 2183; (C)(3)/4)CS 2303 or (C)(4)CS 2503; (C)CS 2713; (C)CS 2723; (C)CS 2743; (C)CS 2763; (C)CS 2783; \*(C) Nine hours of Computer Science Electives.

General Education Courses: (18 credit hours) English: ENGL 1113; Mathematics: MATH 1503 or MATH 1513; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Communications: ENGL 1213 or COM 1123 or COM 2213; Computer Science: (C)CS 1103

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

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion.

#Cooperative agreements have been established with Francis Tuttle Technology Center.

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

(1) Advance Standing is available

(2) A+ Certification Courses

(3) Network+ Certification Course

(4) Preparatory courses for MCP certification through Microsoft that can apply toward MCSA and/or MCSE

\* Electives: Nine (9) credit hours selected by the student from any Computer Science courses.



# Computer Science - Database Emphasis

## Associate in Applied Science

Minimum of 62 Credits

A database is used by an organization to store and maintain data in an organized way. Knowledge about database has become increasingly important in computer science education. There is also a shortage in industry employment for database related positions. The Database Emphasis enables students to develop skills related to creating, supporting, and maintaining a database. The program is designed to prepare students for entry level positions such as database administrators, database analysts, database application developers or database programmers.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
CS 1103	(1)(C) INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major	(R)
CS 1143	(C) BEGINNING PROGRAMMING	3	Major	(R) (W) (M) or Evaluation by Instructor
CS 1333	(C) DATABASE MANAGEMENT APPLICATIONS	3	Major	(R)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
MATH 1503	CONTEMPORARY MATHEMATICS	3	Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
<b>Suggested Freshman 2nd Semester</b>				
CS 1353	(2)(C) INTRODUCTION TO OPERATING SYSTEMS AND HARDWARE	3	Major	(R) (W) (M), CS 1103
CS 2163	(C) JAVA --OR--		Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
CS 2453	(C) VISUAL BASIC	3	Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
CS 2173	(C) ORACLE	3	Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
CS 2183	(C) LINUX	3	Major	(R) CS 1143 or Evaluation by Instructor
PHYS 1014	PHYSICAL SCIENCE	4	Gen Ed	(R) (W) (M)
<b>Suggested Sophomore 1st Semester</b>				
CS 2503	(3)(C) NETWORK ADMINISTRATION	3	Major	(R) (W) (M), CS 1353 or Evaluation by Instructor
CS 2463	(C) ADVANCED JAVA --OR--		Major	(R) (W) (M), CS 2163 or Evaluation by Instructor
CS 2553	(C) ADVANCED VISUAL BASIC --OR--		Major	(R) (W) (M), CS 2453 or Evaluation by Instructor
CS 2563	(C) C#.NET	3	Major	(R) (W) (M), CS 2163 or Evaluation by Instructor
CS 2443	(C) SQL SERVER	3	Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
CS 2223	(C) SYSTEMS ANALYSIS AND DESIGN	3	Major	(R) (W) (M), ENGL 1113 and a 2000 level programming language or Evaluation by Instructor
<b>Suggested Sophomore 2nd Semester</b>				
CS 2713	(C) PRINCIPLES OF INFORMATION SECURITY	3	Major	(R) (W) (M)
CS 2573	(C) ORACLE DATABASE ADMINISTRATION	3	Major	(R) (W) (M) CS 2173 or CS 2443 or Evaluation by Instructor
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
ENGL 1213	ENGLISH COMPOSITION II --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
ENGL 1233	REPORT WRITING --OR		Gen Ed	(R) (W), ENGL 1113 English Composition I
COM 1123	INTERPERSONAL COMMUNICATIONS --OR--		Gen Ed	(R) (W)
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
CS	(C) COMPUTER SCIENCE ELECTIVE	3	Major	

Major Courses: (42 Credit Hours) (C)(1)CS 1103; (C)CS 1143; (C)CS 1333; (C)(2)CS 1353; (C)CS 2163 or (C)CS 2453; (C)CS 2173; (C)CS 2183; (C)CS 2223; (C)CS 2443; (C)CS 2503; (C)CS 2573; (C)CS 2463 or (C)CS 2553 or (C)CS 2563; (C)CS 2713; (C)Three credit hours of Computer Science electives

General Education Courses: (19 Credit Hours) English: ENGL 1113; ENGL 1213 or ENGL 1233 or COM 1123 or COM 2213; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503; Political Science: POLSC 1113; Science: PHYS 1014

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

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion.

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

(1) Advance standing is available.

(2) A+ Certificate Courses

(3) Preparatory courses for MCP certification through Microsoft that can apply toward MCSA and/or MCSE.

# Computer Science - Computer Systems Support#

## Certificate of Mastery

Minimum of 18 Credits

This certificate program allows an individual to work toward an attainable goal of supporting computer systems. For students who desire additional skills, it is the first phase of a 3-tiered program that will lead directly to an Associate in Applied Science: Computer Science - Computer Systems Support Emphasis.

The industry demand for technicians qualified to support the installation, upgrade, maintenance, and administration of computers and their operating systems is at an all time high. This program is intended for all students who desire a career in the support of computers. It is a stopping point for students interested in computer service, and satisfies all major prerequisite requirements for continuing into more advanced programs in the department of Computer Science (see Certificate of Mastery: Computer Science – Computer Networking Support, and Associate in Applied Science: Computer Science-Computer Systems Support Emphasis).

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
CS 1103	(C)(1) INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major	(R)
CS 1153	(C) INTRODUCTION TO COMPUTING TECHNOLOGIES	3	Major	(R) (M)
CS 2713	(C) PRINCIPLES OF INFORMATION SECURITY	3	Major	(R) (W) (M)
<b>Suggested Freshman 2nd Semester</b>				
CS 1413	(C)(2) IT TECHNICIAN	3	Major	(R) (W) (M), CS 1103
CS 1353	(C)(2) INTRODUCTION TO OPERATING SYSTEMS AND HARDWARE	3	Major	(R) (W) (M), CS 1103
CS 2153	(C)(3) SUPPORTING OPERATING SYSTEMS	3	Major	(R), CS 1353 or Evaluation by Instructor

Major Courses: (18 credit hours) Computer Science: (C)(1)CS 1103; (C)CS 1153; (C)(2)CS 1353; (C)(2)CS1413; (C)(4)CS 2153; (C)CS 2713

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate. #Cooperative agreements have been established with Francis Tuttle, Moore Norman, and Mid-America Technology Centers.

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

(1) Advanced Standing is available.

(2) A+ Certification Course

(3) Preparatory course for certification through Microsoft that can apply toward MCDST, MCSA, MCP or/and MCSE.

# Computer Science - Computer Systems Support Emphasis#

## Associate in Applied Science

Minimum of 61 Credits

Because of the increasing use of computers in all fields, support specialists play an important role in the daily operations of many businesses. Students will learn the skills and techniques that are used to support computer hardware and software. Included in their studies are computer theory, hardware maintenance, software installation and support, networking technologies and the Internet. The student will also learn communication and documentation skills vital to the professional service and support position. Specialists must be reliable, systematic and detail-oriented. They should be organized and able to communicate on a technical and non-technical level. They should expect to continually learn new skills to keep pace with the rapidly changing industry. The Computer Science Program provides students with the background needed to pursue a career with major retailers, manufacturers, government agencies at all levels, financial institutions, colleges and universities, service organizations and others.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
CS 1103	(C)(1) INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed	(R)
CS 1153	(C) INTRODUCTION TO COMPUTING TECHNOLOGIES	3	Major	(R) (M)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
MATH 1503	CONTEMPORARY MATHEMATICS	3	Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
<b>Suggested Freshman 2nd Semester</b>				
CS 1353	(C)(2) INTRODUCTION TO OPERATING SYSTEMS AND HARDWARE	3	Major	(R) (W) (M), CS 1103
CS 1333	(C) DATABASE MANAGEMENT APPLICATIONS	3	Major	(R)
CS 1363	(C) MULTIMEDIA	3	Major	(R) (W) (M), CS 1103 or by Evaluation
CS 2713	(C) PRINCIPLES OF INFORMATION SECURITY	3	Major	(R) (W) (M)
ENGL 1213	ENGLISH COMPOSITION II --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
ENGL 1233	REPORT WRITING --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I
COM 1123	INTERPERSONAL COMMUNICATIONS --OR--		Gen Ed	(R) (W)
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
<b>Suggested Sophomore 1st Semester</b>				
CS 2303	(C)(3)(4) NETWORKING TECHNOLOGIES	3	Major	(R), CS 1353 or Evaluation by Instructor
CS 1413	(C)(2) IT TECHNICIAN	3	Major	(R) (W) (M), CS 1103
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
CS	*(C) COMPUTER SCIENCE ELECTIVE	6	Major	
<b>Suggested Sophomore 2nd Semester</b>				
CS 2153	(C)(4) SUPPORTING OPERATING SYSTEMS	3	Major	(R), CS 1353 or Evaluation by Instructor
CS 2503	(C)(4) NETWORK ADMINISTRATION	3	Major	(R) (W) (M), CS 1353 or Evaluation by Instructor
CS 2763	(C) NETWORK SECURITY	3	Major	(R) (W) (M), CS 2713 and CS 2303 or CS 2503
CS 2403	(C) COMPUTER SUPPORT SERVICES	3	Major	(R), ENGL 1113 and completion of 9 hours of Computer Science or Evaluation by Instructor
CS	*(C) COMPUTER SCIENCE ELECTIVE	3	Major	

Major Courses: (42 credit hours) Computer Science: (C)CS 1153; (C)CS 1333; (C)(2)CS 1353; (C)CS 1363; (C)(2)CS1413; (C)(4)CS 2153; (C)(3)(4)CS 2303; (C)CS 2403; (C)(4)CS 2503; (C)CS 2713; (C)CS 2763 \*(C) Nine credit hours of Computer Science electives.

General Education Courses: (18 credit hours) English: ENGL 1113; Mathematics: MATH 1503; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Communications: ENGL 1213 or ENGL 1233 or COM 1123 or COM 2213; Computer Science: CS 1103

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

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion.

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

\* Electives: Six credit hours selected by the student and approved by the faculty advisor from any Computer Science courses.

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

(1) Advanced Standing is available.

(2) A+ Certification Course

(3) Network+ Certification Course

(4) Preparatory course for certification through Microsoft that can apply toward MCDST, MCSA or MCP or/and MCSE.

# Computer Science - Management Information Systems Emphasis

## Associate in Science

Minimum of 62 Credits

This suggested curriculum includes Oklahoma City Community College degree requirements and courses generally completed during the first two years of a four-year curriculum.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
CS 1103	(1)(3)(C) INTRODUCTION TO COMPUTERS AND APPLICATIONS --OR--		Major	(R)
CS 2113	(2)(4)(C) COMPUTER-BASED INFORMATION SYSTEMS	3	Major	(R) (W) (M)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
MATH 1513	COLLEGE ALGEBRA	3	Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
PHYS SC	** ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL PREFIXES	3-4	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
CS 1143	(C) BEGINNING PROGRAMMING	3	Major	(R) (W) (M) or Evaluation by Instructor
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
MATH 1743	CALCULUS I FOR BUSINESS, LIFE SCIENCES, AND SOCIAL SCIENCES	3	Gen Ed	(R), MATH 1513 or adequate Math Placement Test Score
HUM	* HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
CS 2163	(2)(4)(C) JAVA --OR--		Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
CS 2453	(2)(3)(C) VISUAL BASIC	3	Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
ACCT 2113	ACCOUNTING I/FINANCIAL	3	Support	(R) (W) (M)
MATH 2123	(2) CALCULUS II FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES --OR--		Support	(R), MATH 1743
BUS 2023	(3)(4) BUSINESS STATISTICS	3	Support	(R), MATH 0123 or equivalent or adequate Math Placement Test Score
PSY 1113	INTRODUCTION TO PSYCHOLOGY --OR--		Gen Ed	(R)
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed	(R)
ECON 2113	PRINCIPLES OF MACROECONOMICS	3	Support	(R) (W) (M)
<b>Suggested Sophomore 2nd Semester</b>				
ACCT 2123	ACCOUNTING II/MANAGERIAL	3	Support	ACCT 2113
ECON 2123	PRINCIPLES OF MICROECONOMICS	3	Support	(R) (W) (M)
BUS 2033	BUSINESS COMMUNICATION --OR--		Gen Ed	(R) (W), ENGL 1113 or by Evaluation**
HUM	* HUMANITIES ELECTIVE	3	Gen Ed	
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
BIO SC	** ANY OF THE FOLLOWING BIOLOGICAL SCIENCE COURSES: BIO 1113, BIO 1114, BIO 2114, BIO 2125, BIO 2215, BIO 2343, OR BIO 2404	3-4	Gen Ed	

*Major Courses: (9 credit hours) Computer Science: (C)(1)(3)CS 1103 or (C)(2)(4)CS 2113; (C)CS 1143; (C)(2)(4)CS 2163 or (C)(2)(3)CS 2453  
General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Mathematics: MATH 1513; MATH 1743; Political Science: POLSC 1113; Social Sciences: PSY 1113 or SOC 1113; Communications: BUS 2033 or COM 2213; \*Humanities: Six credit hours; \*2) Faculty approved Humanities electives; \*\*Sciences: Seven credit hours-three to four credit hours of Biological Science chosen from BIO 1113, BIO 1114, BIO 2114, BIO 2125; BIO 2215, BIO 2343, or BIO 2404; and three to four credit hours of any Physical Science chosen from ASTR; PHYS; CHEM; or GEOL prefixes one of the science courses must include a lab component.  
Life Skills Courses: (1 credit hour) Life Skills: SCL 1001*

*Support Courses: (15 credit hours) Accounting: ACCT 2113; ACCT 2123; Economics: ECON 2113; ECON 2123; Mathematics: (2) MATH 2123 or (3)(4) BUS 2023*

*Notes: This program is designed for students planning to continue their education at a four-year college or university.*

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

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

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

*(1) Advanced Standing is available*

*(2)(OU) University of Oklahoma*

*(3)(UCO) University of Central Oklahoma*

*(4)(OSU) Oklahoma State University*

# Computer Science - Web Design Certificate

## Certificate of Mastery

*Minimum of 24 Credits*

The Certificate of Mastery in Web Design is a course of study designed to teach the artistic elements of web site creation. The program focuses on core courses that are directly related to the attainment of entry-level skills and knowledge. It includes topics such as multimedia, digital imaging, animation, formatting, and user interfaces. It can be a stepping stone for those interested in continuing their studies in this field. Additional courses can be taken to earn a Web Development Certificate and eventually an A.A.S in Web Design and Development.

This certificate is designed for first time students, current Computer Science or Computer-Aided Technology students who want to enhance their skill set by adding a web component, as well as college graduates or individuals from business and industry who desire to add credentials.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
CS 1103	(C)(1) INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major	(R)
CS 2413	(C) WEB SITE DEVELOPMENT	3	Major	(R) (W), CS 1103 or Evaluation by Instructor
CS 2723	(C) SECURE ELECTRONIC COMMERCE	3	Major	(R) (W) (M)
<b>Suggested Freshman 2nd Semester</b>				
CS 1363	(C) MULTIMEDIA	3	Major	(R) (W) (M), CS 1103 or Evaluation by Instructor
CAT 1513	(C) DIGITAL IMAGING	3	Major	CS 1103 or CAT 1413 or Evaluation by Instructor
CS 1143	(C) BEGINNING PROGRAMMING	3	Major	(R) (W) (M) or Evaluation by Instructor
<b>Suggested Sophomore 1st Semester</b>				
CS 2433	(C) WEB ANIMATION	3	Major	(R) (M), CS 1363 or Evaluation by Instructor
CS 2513	(C) CLIENT-SIDE PROGRAMMING	3	Major	(R) (W) (M), CS 1143 and CS 2413 or Evaluation by Instructor

*Major Courses: (24 credit hours) Computer-Aided Technology; CAT 1513; Computer Science: (C)(1)CS 1103; (C)CS 1143; (C)CS 1363; (C)CS 2413; (C)CS 2433; (C)CS 2513; (C)CS 2723.*

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

*(1) Advanced Standing is available*

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

# Computer Science - Web Development Certificate

## Certificate of Mastery

Minimum of 27 Credit Hours

The Certificate of Mastery in Web Development is a course of study designed to teach the technical elements of web site creation. The program focuses on core courses that are directly related to the attainment of entry-level skills and knowledge. It includes topics such as database, security, programming, clientside scripting, and server-side scripting. It can be a stepping stone for those interested in continuing their studies in this field. Additional courses can be taken to earn a Web Design Certificate and eventually an A.A.S in Web Design and Development.

This certificate is designed for first time students, current Computer Science or Computer-Aided Technology students who want to enhance their skill set by adding a web component, as well as college graduates or individuals from business and industry who desire to add credentials.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
CS 1103	(C)(1) INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major	(R)
CS 1143	(C) BEGINNING PROGRAMMING	3	Major	(R) (W) (M) or Evaluation by Instructor
CS 2413	(C) WEB SITE DEVELOPMENT	3	Major	(R) (W), CS 1103 or Evaluation by Instructor
<b>Suggested Freshman 2nd Semester</b>				
CS 1333	(C) DATABASE MANAGEMENT APPLICATIONS --OR--		Major	(R)
CS 2173	(C) ORACLE --OR--		Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
CS 2443	(C) SQL SERVER	3	Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
CS 2163	(C) JAVA --OR--		Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
CS 2453	(C) VISUAL BASIC	3	Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
CS 2623	(C) SERVER-SIDE PROGRAMMING	3	Major	(R) (W) (M), CS 1143 and CS 2413 or Evaluation by Instructor
<b>Suggested Sophomore 1st Semester</b>				
CS 2183	(C) LINUX	3	Major	(R) CS 1143 or Evaluation by Instructor
CS 2513	(C) CLIENT-SIDE PROGRAMMING	3	Major	(R) (W) (M), CS 1143 and CS 2413 or Evaluation by Instructor
CS 2723	(C) SECURE ELECTRONIC COMMERCE	3	Major	(R) (W) (M)

Major Courses: (27 Credit Hours) Computer Science: (C)CS 1103; (C)CS 1143; (C)CS 1333 or (C)CS 2173 or (C)CS 2443; (C)CS 2183; (C)CS 2413; (C)CS 2163 or (C)CS 2453; (C)CS 2513; (C)CS 2623; (C)CS 2723.

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

(1) Advanced Standing is available

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

# Computer Science - Web Design and Development Emphasis

## Associate in Applied Science

Minimum of 61 Credits

The Internet is an integral part of our everyday lives, it has changed the way many organizations conduct business. Computer science students develop skills related to creating, supporting and maintaining Web sites. This program is designed to prepare students for entry level positions such as Web developers, Web designers, Web editors, or Web support personnel. Students will gain the basic skills needed for working at small companies where they will have varied web related responsibilities. The program also provides students with exposure in specialized skill areas that large companies could further develop. Persons entering this field should be organized, logical, creative, good problem solvers, and possess good communication skills.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
CS 1103	(C)(1) INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed	(R)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
MATH 1503	CONTEMPORARY MATHEMATICS	3	Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
CS 1143	(C) BEGINNING PROGRAMMING	3	Major	(R) (W) (M) or Evaluation by Instructor
<b>Suggested Freshman 2nd Semester</b>				
CS 1363	(C) MULTIMEDIA	3	Major	(R) (W) (M), CS 1103 or Evaluation by Instructor
CS 2453	(C) VISUAL BASIC	3	Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
CS 1333	(C) DATABASE MANAGEMENT APPLICATIONS --OR--		Major	(R)
CS 2173	(C) ORACLE --OR--		Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
CS 2443	(C) SQL SERVER	3	Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
CS 2413	(C) WEB SITE DEVELOPMENT	3	Major	(R) (W), CS 1103 or Evaluation by Instructor
ENGL 1213	ENGLISH COMPOSITION II --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
ENGL 1233	REPORT WRITING --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I
COM 1123	INTERPERSONAL COMMUNICATIONS --OR--		Gen Ed	(R) (W)
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
<b>Suggested Sophomore 1st Semester</b>				
CS 2163	(C) JAVA	3	Major	(R) (W) (M), CS 1143 or Evaluation by Instructor
CS 2433	(C) WEB ANIMATION	3	Major	(R) (M), CS 1363 or Evaluation by Instructor
CS 2513	(C) CLIENT-SIDE PROGRAMMING	3	Major	(R) (W) (M), CS 1143 and CS 2413 or Evaluation by Instructor
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
CS	*(C) COMPUTER SCIENCE ELECTIVE	3	Major	
<b>Suggested Sophomore 2nd Semester</b>				
CS 2183	(C) LINUX	3	Major	(R) CS 1143 or Evaluation by Instructor
CS 2723	(C) SECURE ELECTRONIC COMMERCE	3	Major	(R) (W) (M)
CS 2623	(C) SERVER-SIDE PROGRAMMING	3	Major	(R) (W) (M), CS 1143 and CS 2413 or Evaluation by Instructor
CAT 1513	DIGITAL IMAGING	3	Major	CS 1103 or CAT 1413 or Evaluation by Instructor
CS	*(C) COMPUTER SCIENCE ELECTIVE	3	Major	

*Major Courses: (42 Credit Hours) Computer Science: (C)CS 1143; (C)CS 1333 or (C)CS 2173 or (C)CS 2443; (C)CS 1363; (C)CS 2163; (C)CS 2183; (C)CS 2413; (C)CS 2433; (C)CS 2453; (C)CS 2513; (C)CS 2623; (C)CS 2723; (C)Six credit hours of Computer Science electives. Computer-Aided Technology: CAT 1513*

*General Education Courses: (18 Credit Hours) English: ENGL 1113; ENGL 1213 or ENGL 1233 or COM 1123 or COM 2213; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503; Political Science: POLSC 1113; (1) CS 1103*

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

*Notes: This technical/occupational program is designed to prepare students to enter the job force following completion.*

*(1) Advanced Standing is available.*

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

*\* Elective selected from: (C)CS 1333, (C)CS 1353, (C)CS 2143, (C)CS 2173, (C)CS 2223, (C)CS 2443, (C)CS 2463, (C)CS 2503, (C)CS 2553, (C)CS 2563, (C)CS 2573, (C)CS 2763*

# Database Management#

## Associate in Applied Science

Minimum of 61 Credits

This plan of study is part of a cooperative alliance with Francis Tuttle and Moore Norman Technology Centers\*\*\*. Major courses in the degree plan are not available on the main campus of Oklahoma City Community College. Database Administrators are responsible for the accuracy, security and accessibility of data. This degree includes courses in database design, database administration, performance tuning, database networking and backup/recovery using relational database products. Students are prepared for industry certification exams from Oracle. Other topics of study include UNIX for database administrators.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
DBM 1103	Database Theory	1	Major	(R) (W) (M), Students must have a third party certification in one of the following: CompTIA's A+, CompTIA's NET+, CompTIA's iNET+, Microsoft MCP, Oracle OCP or have completed 18 credit hours of faculty approved computer science course work before beginning the Database Management program of study.
DBM 1313	Introduction to SQL	4	Major	(R) (W) (M), DBM 1103 Database Theory
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
FA MATH1	FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS	3	Support	
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support	
<b>Suggested Freshman 2nd Semester</b>				
DBM 1333	Database Administration	4	Major	(R) (W) (M) DBM 1313 Database Administration
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
OSRHE1	* OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE*	3	Gen Ed	
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support	
<b>Suggested Sophomore 1st Semester</b>				
DBM 2213	PL/SQL Programming	2	Major	(R) (W) (M), DBM 1103 Database Theory and DBM 1313 Introduction to SQL
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	4	Major	
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Major	(R) (W)
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
DBM 2313	DATABASE BACK UP AND RECOVERY	3	Major	(R) (W) (M), DBM 1334 Database Administration
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	6	Support	

Major Courses: (27 credit hours) DBM 1101; DBM 1314; DBM 1334; DBM 2313; DBM 2322; DBM 2334; DBM 2353; DBM 2363; DBM 2373

General Education Courses: (18 credit hours) English: ENGL 1113; Communications/English: Any Oklahoma State Regents for Higher Education approved general education communications or English course.\*

History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education Electives: Six credit hours

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

Support Courses: (15 credit hours) Mathematics: Three credit hours of faculty approved mathematics that meet OCCC'S mathematics proficiency requirements. \*\*: 12 hours support electives

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

Major courses are available only at Francis Tuttle and Moore Norman Technology Center. \* To be chosen from COM 1123, COM 1323, COM 2213, or Advisor approved COM elective or ENGL 1213 or ENGL 1233

\*\* Can be chosen from APPM 1223, APPM 1233, MATH 1503, MATH 1513 or Advisor approved Mathematics course.

# This program is offered through a cooperative alliance with Francis Tuttle and Moore Norman Technology Centers

\*\*\* Students must file all financial aid through the Technology Center while attending there.



# Diagnostic Medical Sonography

## Associate in Applied Science

Minimum of 67 Credits

The Associates in Applied Science-Diagnostic Medical Sonography program is offered through a cooperative alliance established between Oklahoma City Community College and Moore Norman Technology Center. Major courses and clinical experience is only offered at Moore Norman Technology Center. Students completing the Diagnostic Medical Sonography plan of study they will be equipped with skills and knowledge to perform in today's high demand health care industry as Sonographers. The Diagnostic Medical Sonography program is designed to provide students with in depth experience in real situations involving performing and providing evaluation of sonography procedures. Students have the opportunity to train on the latest systems and industry specific equipment. Graduates will be prepared to work in the areas of but not limited to hospitals, medical and diagnostic laboratories and diagnostic imaging centers. In addition, graduates will be prepared for the American Registry Diagnostic Medical Sonography certification.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
DMS 1213	INTRODUCTION TO ULTRASOUND	3	Major	(R) (W) AHP 1013 Medical Terminology and BIO 1314 Anatomy and Physiology I
DMS 1233	ULTRASOUND PHYSICS AND INSTRUMENTATION I	3	Major	Ultrasound Physics and Instrumentation I
MATH 1513	COLLEGE ALGEBRA	3	Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
DMS 1112	PATIENT CARE	2	Major	(R) (W)
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support	(R) (W) (M), An adequate biology placement test score or BIO 0123 or a college-level biological science class
<b>Suggested Freshman 2nd Semester</b>				
DMS 1254	ABDOMINAL ULTRASOUND	4	Major	(R) (W) BIO 1314 Anatomy and Physiology I
DMS 1122	MEDICAL ETHICS	2	Major	(R) (W)
DMS 1356	CLINICAL ULTRASOUND I	6	Major	(R) (W) Prerequisite: DMS 1213 Introduction to Ultrasound, Corequisite: DMS 1254 Abdominal Ultrasound
ENGL 1113	ENGLISH COMPOSITION I (COMPUTER ASSISTED)	4	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
DMS 1292	ULTRASOUND PHYSICS AND INSTRUMENTATION II	2	Major	(R) (W) DMS 1233 Ultrasound Physics and Instrumentation I
<b>Suggested Sophomore 1st Semester</b>				
DMS 1274	OB/GYN ULTRASOUND	4	Major	(R) (W) BIO 1314 Anatomy and Physiology I
DMS 2216	CLINICAL ULTRASOUND II	6	Major	(R) (W) DMS 1356 Clinical Ultrasound I
OSRHE1	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE*	3	Gen Ed	
DMS 2221	SMALL PARTS SONOGRAPHY	1	Major	(R) (W) BIO 1314 Anatomy and Physiology I
DMS 2321	BIOEFFECTS	1	Major	(R) (W) DMS 1292 Ultrasound Physics and Instrumentation II
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR OR		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
DMS 2316	CLINICAL ULTRASOUND III	6	Major	(R) (W) DMS 2216 Clinical Ultrasound II
DMS 2371	ADVANCED SONOGRAPHY	1	Major	(R) (W) DMS 1254 Abdominal Ultrasound, DMS 1274 Gynecological/Obstetrical Sonography
DMS 2332	VASCULAR SONOGRAPHY	2	Major	(R) (W) BIO 1314 Anatomy and Physiology I

*Major Courses: (43 credit hours) DMS 1213; DMS 1233; DMS 1254; DMS 1112; DMS 1122; DMS 1274; DMS 1292; DMS 1356; DMS 2216; DMS 2221; DMS 2321; DMS 2316; DMS 2371; DMS 2332.*  
*General Education Courses: (18 credit hours) English: ENGL 1113, any OSRHE approved general education English or communications course; History: HIST 1483 OR HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1513; Three hours General Education Electives*  
*Life Skills Courses: (1 credit hour) Life Skills: SCL 1001*  
*Support Courses: (4 credit hours): Science: BIO 1314*  
*Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog.*  
*Major courses are available only at Moore Norman Technology Center.*  
*# This program is offered through a cooperative alliance with Moore Norman Technology Centers.*  
*++ Special Admissions Procedures Required*

## Diversified Studies

### Associate in Arts or Associate in Science

Minimum of 61 Credits

The Diversified Studies Program serves students with career goals in areas that may require a baccalaureate or professional degree not directly supported by a related associate degree at OCCC. Students with previously earned college credit not applied to existing programs also find the Diversified Studies a favorable way to earn an associate's degree. Because of the diversity of coursework to be completed, a student must have a Diversified Studies Degree Plan, which is an approved contract, on file in the Registrar's Office. A student should meet with either a faculty advisor or an advisor in Advising and Career Services to complete the appropriate forms. If a student does not have a faculty advisor, he or she should request one and contact that advisor who will guide the student through the process of completing the degree. With signed approval by the student's counselor and/or advisor and the coordinator of Multi-Divisional Programs, the Diversified Studies degree program may be modified to meet a student's needs. A Diversified Studies degree may be earned as either an Associate of Arts or Associate of Science degree, the choice to be determined based on specific course work listed in the degree plan. A student may apply for graduation any time after he/she has earned 45 hours and will be notified of any deficiencies or revisions that must be addressed prior to graduation. The program includes degree requirements generally completed in the first two years of a baccalaureate degree curriculum; however, students should consult the catalog of their chosen transfer colleges for specific requirements.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
BIO	BIOLOGICAL SCIENCE	3-4	Gen Ed	
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
MATH 1503	CONTEMPORARY MATHEMATICS --OR--		Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1513	COLLEGE ALGEBRA --OR--		Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
PHYS	ANY PHYSICAL SCIENCE*	3-4	Gen Ed	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
HUM	*** HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
HUM	*** HUMANITIES ELECTIVE	3	Gen Ed	
FA ELEC	FACULTY APPROVED ELECTIVE	12	Support	
<b>Suggested Sophomore 2nd Semester</b>				
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
FA ELEC	FACULTY APPROVED ELECTIVE	11	Support	

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; \*Natural Sciences: Three to four credit hours of general education Biological Science; Three to four credit hours Physical Science—one of the science courses must include a lab component; Humanities: Six credit hours.; Electives: Nine credit hours General Education Electives  
 Life Skills Courses: (1 credit hour) Life Skills: SCL 1001  
 Support Courses: (23 credit hours) Approved electives: 23 credit hours; must be approved by faculty advisor.  
 Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog. For General Education Requirements, see the general information section of the catalog. \*\*\*Any course listed in the General Education Requirements under Humanities in the general information section of the catalog may be used.

# Electronics# - General Emphasis

## Associate in Applied Science

Minimum of 61 Credits

In addition to the OCCC campus, this program is part of cooperative alliances with Francis Tuttle and Moore Norman Technology Centers. Major courses in this degree are offered at OCCC and at the technology centers. The Electronics Program features a general electronics curriculum that prepares the student for a wide range of careers in the electronics and related industries. The electronics technician may be involved in building and testing prototype equipment, equipment installation, maintenance, calibration, and operation, technical writing, and sales. To meet these needs, the student is provided a foundation in mathematics, science, communications, social studies, and specialized coursework in electronics.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
ET 1014	D.C. / A.C. FUNDAMENTALS	4	Major	(R) (W) (M)
ET 1544	ELECTRONICS SHOP PRACTICES	4	Major	(R) (W) (M), ET 1014
FA MATH	FACULTY APPROVED MATHEMATICS ELECTIVE	3	Support	
<b>Suggested Freshman 2nd Semester</b>				
ET 1114	SOLID STATE CIRCUITS	4	Major	(R) (W) (M), ET 1014
ET 1124	DIGITAL LOGIC FUNDAMENTALS	4	Major	(R) (W) (M), ET 1014
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
OSRHE1	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE*	3	Gen Ed	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	4	Major	
ET 2334	DIGITAL LOGIC SYSTEMS	4	Major	(R) (W) (M), ET 1124
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support	
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
<b>Suggested Sophomore 2nd Semester</b>				
ET 2384	OPERATIONAL AMPLIFIERS	4	Major	(R) (W) (M)
ET 2024	COMMUNICATIONS SYSTEMS	4	Major	(R) (W) (M), ET 1144
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	4	Support	

Major Courses: (32 credit hours) Electronics: ET 1014; ET 1114; ET 1124; ET 1544; ET 2024; ET 2334; ET 2384; ET 2414

General Education Courses: (18 credit hours) English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education English or communications course\*.3 credit hours; Political

Science: POLSC 1113; History: HIST 1483 or HIST 1493; General Education Electives: Six credit hours

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

Support Courses: (10 credit hours) Three credit hours of faculty approved mathematics that meet OCCC's mathematics proficiency requirements: Support Electives: Seven credit hours of faculty approved support electives

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

Major courses are available only at Moore Norman Technology Center.

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

# This program is offered through a cooperative alliance established with Moore Norman Technology Centers.

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

# Electronics# - Instrumentation and Control Emphasis

## Associate in Applied Science

Minimum of 61 Credits

This program is part of the cooperative alliances with Francis Tuttle Technology Center. Major courses are taught at Francis Tuttle Technology Center. Technicians in these specialties are commonly associated with manufacturing and a wide range of industrial activities. Students are provided a foundation in mathematics, science, communications, social studies, electronics support courses, and major coursework in a chosen specialty.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
ET 2353	INSTRUMENTATION AND CONTROL I	3	Major	(R) (W) (M)
ET 1144	INDUSTRIAL ELECTRONICS	4	Major	(R) (W) (M)
ET 1223	DIGITAL ELECTRONICS	3	Major	(R) (W) (M)
<b>Suggested Freshman 2nd Semester</b>				
ET 2014	CONTROL DEVICES	4	Major	(R) (W) (M), ET 1144
ET 2044	ELECTROMECHANICAL DEVICES	4	Major	(R) (W) (M), ET 1144
ET 2363	INSTRUMENTATION AND CONTROL II	3	Major	(R) (W) (M), ET 2353
OSRHE1	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE*	3	Gen Ed	
MATH1	MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY	3	Support	
<b>Suggested Sophomore 1st Semester</b>				
ET 2124	CONTROL SYSTEMS	4	Major	(R) (W) (M)
PRDT 1534	PROGRAMMABLE CONTROLLER PROGRAMMING	4	Major	(R) (W) (M)
PRDT 1413	FLUID POWER	3	Major	(R) (W) (M)
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
SUPP	GUIDED SUPPORT ELECTIVE	4	Support	
<b>Suggested Sophomore 2nd Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
GEN ED	GEN ED ELECTIVE	6	Gen Ed	
SUPP	GUIDED SUPPORT ELECTIVE	3	Support	

*Major Courses: (32 credit hours) Electronics: ET 1144; ET 1223; ET 2014; ET 2044; ET 2124; ET 2353; ET 2363; Manufacturing Technology: PRDT 1413; PRDT 1534  
General Education Courses: (18 credit hours) English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education English or communications course; Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; General Education Electives: Six credit hours  
Life Skills Courses: (1 credit hour) Life Skills: SCL 1001*

*Support Courses: (10 credit hours) Three credit hours of faculty approved mathematics that meets OCCC's mathematics proficiency requirements; Seven support electives*

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

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

*# This program is offered through a cooperative alliance established with Francis Tuttle Technology Centers.*

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

# Emergency Medical Sciences++

## Associate in Applied Science

Minimum of 68 Credits

Helping those in need, knowledge of emergency health care and situations demanding fast decision-making & critical thinking characterize the work of an Emergency Medical Technician (EMT) Paramedic. (c)EMS 1018 Basic EMT is a prerequisite to the Emergency Medical Sciences Paramedic Program. The Emergency Medical Sciences Paramedic Program focuses on pre-hospital aspects of emergency care. Coursework is taught by experienced paramedics, nurses and physicians in clinical and classroom settings. An immediate job entry degree in Emergency Medical Sciences gives students the in-depth preparation needed to sit for the National Registry paramedic exam. A graduate must be able to work well under pressure and make critical decisions without hesitating. Oklahoma City Community College also offers two EMS certificates of mastery. The program is accredited by the Committee on Accreditation of Education Programs for the EMS Professions (CoAEMSP).

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
BIO 1314	(C) HUMAN ANATOMY AND PHYSIOLOGY I	4	Gen Ed	(R) (W) (M), An adequate biology placement test score or BIO 0123 or a college-level biological science class
EMS 1035	(D)(C) PARAMEDIC CARE I	5	Major	(R) (M), EMS 1018 or equivalent; pre- or corequisite: BIO 1314
EMS 1113	(C) ECG INTERPRETATION AND PROCEDURES	3	Major	BIO 1314
APPM 1313	MATHEMATICS FOR HEALTH CAREERS --OR--		Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
MATH 1513	COLLEGE ALGEBRA	3	Support	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
<b>Suggested Freshman 2nd Semester</b>				
BIO 1414	(C) HUMAN ANATOMY AND PHYSIOLOGY II	4	Gen Ed	(R) (W) (M), BIO 1314
EMS 1059	(D)(C) PARAMEDIC CARE II	9	Major	(R) (M), EMS 1018 or equivalent, BIO 1314; EMS 1035 or Permission of Instructor; pre- or co-requisite: BIO 1414
EMS 1123	(C) PHARMACOLOGY	3	Major	(M), APPM 1313 or MATH 1513; pre- or corequisite BIO 1314
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
<b>Suggested Sophomore 1st Semester</b>				
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	(R)
EMS 2169	(D)(C) PARAMEDIC CARE III	9	Major	(W) (M), APPM 1313 OR 1513, EMS 1113, EMS 1123, BIO 1414, EMS 1059 or Permission of Instructor
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
ENGL 1233	REPORT WRITING	3	Gen Ed	(R) (W), ENGL 1113 English Composition I
<b>Suggested Sophomore 2nd Semester</b>				
EMS 2179	(D)(C) PARAMEDIC CARE IV	9	Major	(W) (M), EMS 1059, APPM 1313 OR 1513, EMS 1113, EMS 1123 BIO 1414; EMS 2169 or Permission by Instructor.
EMS 2013	(C) EMS OPERATIONS	3	Major	(W), EMS 1018 or equivalent
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)

*Major Courses: (41 credit hours) Emergency Medical Sciences: D(C)EMS 1035; (C)EMS 1113; D(C)EMS 1059; (C)EMS 1123; D(C)EMS 2169; D(C)EMS 2179; (C)EMS 2013*

*General Education Courses: (23 credit hours) Biological Science: (C)BIO 1314; (C)BIO 1414; Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; Psychology: PSY 1113; English: ENGL 1113; ENGL 1233*

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

*Support Courses: (3 credit hours) Mathematics: MATH 1513 or APPM 1313*

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

*(C) These courses require a minimum of a "C" grade to qualify as a course prerequisite and to qualify the student for licensure.*

*(D) These courses have a clinical component that requires purchase of medical liability insurance, a physical, a clinical uniform, and an OSBI background investigation including a sex offender search. There is a one time clinical tracking fee required.*

*++Special Admissions Procedures Required: Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an Oklahoma State Bureau of Investigation (OSBI) background check with both a criminal history search and a sex offender search. A more extensive nationwide Investigative Background Report (IBR) is also required. The student is responsible for payment for both reports.*

*Clinical agency representative(s) review the reports, without access to identifying information, that have criminal history. The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require additional OSBI checks and Investigative Background Reports.*

*Drug Testing: Drug testing is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Random drug tests will be done on a predetermined date. Any break in continuous enrollment will require an additional random test.*

*Credentialing: The ability to take the licensure exam in order to meet the eligibility requirements to practice as a Paramedic will be approved or denied by the National Registry of EMT's based on criminal history. It is the responsibility of the student to contact the National Registry of EMT's and determine eligibility. It is strongly recommended that this be done prior to enrollment in the program.*

*Clinical Tracking: A one-time fee will be required upon initial enrollment to the program.*

# Emergency Medical Sciences - Basic Emergency Medical Technology

## Certificate of Mastery

Minimum of 8 Credits

The certificate program allows an individual to work toward an attainable goal without taking the general education required for an associate degree. College credits earned may apply toward an Associate in Applied Science degree.

Emergency medical sciences students become qualified to provide pre-hospital emergency health care. There are two levels of certification in the program: EMT Basic and EMT Paramedic. EMT Basic is a prerequisite to the Emergency Medical Services (Paramedic) program. The credit is not counted toward the EMS degree. All coursework is designed to prepare students for careers as ambulance and emergency vehicle personnel, industrial medical technicians or as emergency medical personnel at special events. The program is also helpful for those who serve as volunteers for community emergency services. Oklahoma City Community College also offers an EMS degree that prepares students for immediate entry into the job market.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
EMS 1018	(D)(C) BASIC EMERGENCY MEDICAL TECHNOLOGY	8	Major	(R) (W)

*Major Courses: (8 credit hours): Emergency Medical Sciences/Basic Emergency Medical Technology: D(C)EMS 1018*

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

*(C) This course requires a minimum of a "C" grade to qualify as a course prerequisite and to qualify the student for licensure.*

*(D) This course has a clinical component that requires purchase of medical liability insurance, a physical, a clinical uniform, and an OSBI background investigation including sex offender search.*

*Drug Testing: Drug testing is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Random drug tests will be done on a predetermined date. Any break in continuous enrollment will require an additional random test.*

*Credentialing: The ability to take the licensure exam in order to meet the eligibility requirements to practice as a Paramedic will be approved or denied by the National Registry of EMTs based on criminal history. It is the responsibility of the student to contact the National Registry of EMTs and determine eligibility. It is strongly recommended that this be done prior to enrollment in the program.*

# Emergency Medical Sciences - Paramedic Certification

## Certificate of Mastery

Minimum of 52 Credits

The certificate program allows an individual to work toward an attainable goal without taking the general education required for an associate degree. College credits earned may apply toward an Associate in Applied Science degree.

Emergency Medical Sciences students become qualified to provide pre-hospital emergency health care. There are two levels of certification in the program: EMT Basic and EMT Paramedic. (c)EMS 1018 Basic EMT is a prerequisite to the Emergency Medical Sciences Program. All coursework is designed to prepare students for careers as ambulance and emergency vehicle personnel, industrial medical technicians or as emergency medical personnel at special events. The program is also helpful for those who serve as volunteers for community emergency services. Oklahoma City Community College also offers an EMS degree that prepares students for immediate entry into the job market.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
BIO 1314	(C) HUMAN ANATOMY AND PHYSIOLOGY I	4	Support	(R) (W) (M), An adequate biology placement test score or BIO 0123 or a college-level biological science class
EMS 1035	(D)(C) PARAMEDIC CARE I	5	Major	(R) (M), EMS 1018 or equivalent; pre- or corequisite: BIO 1314
EMS 1113	(D)(C) ECG INTERPRETATION AND PROCEDURES	3	Major	BIO 1314
APPM 1313	MATHEMATICS FOR HEALTH CAREERS --OR--		Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
MATH 1513	COLLEGE ALGEBRA	3	Support	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
<b>Suggested Freshman 2nd Semester</b>				
BIO 1414	(C) HUMAN ANATOMY AND PHYSIOLOGY II	4	Support	(R) (W) (M), BIO 1314
EMS 1059	(D)(C) PARAMEDIC CARE II	9	Major	(R) (M), EMS 1018 or equivalent, BIO 1314; EMS 1035 or Permission of Instructor; pre- or co-requisite: BIO 1414
EMS 1123	(C) PHARMACOLOGY	3	Major	(M), APPM 1313 or MATH 1513; pre- or corequisite BIO 1314
<b>Suggested Sophomore 1st Semester</b>				
EMS 2169	(D)(C) PARAMEDIC CARE III	9	Major	(W) (M), APPM 1313 OR 1513, EMS 1113, EMS 1123, BIO 1414, EMS 1059 or Permission of Instructor
<b>Suggested Sophomore 2nd Semester</b>				
EMS 2179	(D)(C) PARAMEDIC CARE IV	9	Major	(W) (M), EMS 1059, APPM 1313 OR 1513, EMS 1113, EMS 1123 BIO 1414; EMS 2169 or Permission by Instructor.
EMS 2013	(C) EMS OPERATIONS	3	Major	(W), EMS 1018 or equivalent

*Major Courses: (41 credit hours) Emergency Medical Sciences/Paramedic Certificate: D(C)EMS 1035; (C)EMS 1113; D(C)EMS 1059; (C)EMS 1123; D(C)EMS 2169; (C)EMS 2013; (C)EMS 2179*

*Support Courses: (11 credit hours) Mathematics: MATH 1513 or APPM 1313; Biological Science: (C)BIO 1314 and (C)BIO 1414*

*Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate. (C) This course requires a minimum of a "C" grade to qualify as a course prerequisite and to qualify the student for licensure*

*(D) This course has a clinical component that requires purchase of medical liability insurance, a physical, a clinical uniform, and an OSBI background investigation including sex offender search.*

*++Special Admissions Procedures Required: Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an Oklahoma State Bureau of Investigation (OSBI) background check with both a criminal history search and a sex offender search. A more extensive nationwide Investigative Background Report (IBR) is also required. The student is responsible for payment of both reports.*

*Clinical agency representative(s) review the reports, without access to identifying information, that have criminal history. The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require additional OSBI checks and Investigative Background Reports.*

*Drug Testing: Drug testing is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Random drug tests will be done on a predetermined date. Any break in continuous employment will require an additional random test.*

*Credentialing: The ability to take the licensure exam in order to meet the eligibility requirements to practice as a Paramedic will be approved or denied by the National Registry of EMT's based on criminal history. It is the responsibility of the student to contact the National Registry of EMT's and determine eligibility. It is strongly recommended that this be done prior to enrollment in the program.*

*Clinical Tracking: A one-time fee will be required upon initial enrollment to the program.*

# Engineering -- Pre-Engineering

## Associate in Science

Minimum of 62 Credits

Pre-engineering students learn about fundamental engineering principles and how they are applied to real life problems. At Oklahoma City Community College, the PreEngineering Program is designed especially for students who want to complete a bachelor's or advanced degree in any of the various branches of engineering. Courses cover subjects such as Engineering Graphics and Design, Statics, Dynamics, Strength of Materials, Thermodynamics, Electrical Science, Fluid Mechanics and Programming. Students in pre-engineering are often interested in chemistry, physics, mathematics, technology, computers and electronics. Degrees in pre-engineering prepare students to continue studies at a four-year college or university. Once students graduate, they find career opportunities with industry or government in any of more than 30 branches of engineering.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
MATH 2104	CALCULUS AND ANALYTIC GEOMETRY I	4	Gen Ed	(R) (W), MATH 1533 and MATH 1613 or adequate Math Placement Test Score
CHEM 1115	GENERAL CHEMISTRY I	5	Gen Ed	(R) (W), MATH 1513 or MATH 1533 or both MATH 0123 and High School Chemistry or CHEM 0123 or CHEM 1123
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
HUM	* HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
MATH 2214	CALCULUS AND ANALYTIC GEOMETRY II	4	Gen Ed	(R) (W), MATH 2104 or equivalent within the last year
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
PHYS 2014	ENGINEERING PHYSICS I	4	Gen Ed	(R) (W), MATH 2104 (or at least 4 hours of calculus) within the last year or Evaluation by Instructor Prerequisite or Corequisite: MATH 2214
<b>Suggested Sophomore 1st Semester</b>				
MATH 2314	CALCULUS AND ANALYTIC GEOMETRY III	4	Support	(R) (W), MATH 2214 or equivalent within the last year
ENGR 2003	(C) ENGINEERING PRACTICE I	3	Major	English 1213, English Composition II
PHYS 2114	ENGINEERING PHYSICS II	4	Gen Ed	(R) (W), PHYS 2014 and MATH 2214 (or at least 8 hours of calculus) within the last year or Evaluation by Instructor Prerequisite or Corequisite: MATH 2314
ENGR 2133	(C) RIGID BODY MECHANICS --OR--		Major	(R) (W), PHYS 2014
ENGR 2243	(C) STATICS	3	Major	(R), (M) PHYS 2014
SOC SC	* SOCIAL SCIENCE ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
FA ENGL	** (C) FACULTY APPROVED ELECTIVE FROM ENGL OR COM	3	Major	
FA ENGL	** (C) FACULTY APPROVED ELECTIVE FROM ENGL OR COM	3	Major	
FA SUPPORT	*** FACULTY APPROVED SUPPORT ELECTIVES	3-5	Support	
HUM	* HUMANITIES ELECTIVE	3	Gen Ed	

*Major Courses: (12-credit hours) Engineering: (C)ENGR 2003; (C)ENGR 2133 or (C)ENGR 2243; and two more Faculty Advisor approved courses selected from (C)ENGR 1213; (C)ENGR 2103; (C)ENGR 2143; (C)ENGR 2313; (C)ENGR 2333; (C)ENGR 2343; (C)ENGR 2523; (C)ENGR 2613*

*General Education Courses: (42 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Chemistry: CHEM 1115; Physics: PHYS 2014; PHYS 2114; Mathematics: MATH 2104, MATH 2214; Humanities: Six credit hours; Social Sciences: Three credit hours*

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

*Support Courses: (7-9 credit hours) Mathematics: MATH 2314; 3-5 credit hours of Faculty Advisor approved Support Electives selected from (C)ENGR 1213; (C)ENGR 2103; (C)ENGR 2143; (C)ENGR 2243; (C)ENGR 2313; (C)ENGR 2333; (C)ENGR 2343; (C)ENGR 2523; (C)ENGR 2613; CHEM 1215; CHEM 2115; CHEM 2125; CS 2163; CS 2363; MATH 2013; MATH 2413; PHYS 2223*

*Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog. \*Should select the course appropriate to the student's transfer institution.*

*\*\*Approved Engineering Elective selected from (C)ENGR 1213; (C)ENGR 2103; (C)ENGR 2143; (C)ENGR 2243; (C)ENGR 2313; (C)ENGR 2333; (C)ENGR 2343; (C)ENGR 2523; (C)ENGR 2613*

*\*\*\*Approved Support Elective selected from (C)ENGR 1213; (C)ENGR 2103; (C)ENGR 2143; (C)ENGR 2243; (C)ENGR 2313; (C)ENGR 2333; (C)ENGR 2343; (C)ENGR 2523; (C)ENGR 2613; CHEM 1215; CHEM 2115; CHEM 2125; CS 2163; CS 2363; MATH 2013; MATH 2413; PHYS 2223*

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



# Enterprise Communication Systems#

## Associate in Applied Science

Minimum of 61 Credits

This plan of study is part of a cooperative alliance with Francis Tuttle Technology Center. Major courses in this degree plan are offered at Francis Tuttle. This plan of study was developed through a collaborative effort among Cisco, Cox Communications, Southwestern Bell, and WorldCom

Enterprise communication systems are one of the fastest growing fields in the United States. Advances in technology and applications come every day with innovations in fiber optics, satellite and microwave communications; long-distance link ups of computers, and even the household telephone. This plan of study will give the student the opportunity to train on the latest systems and test equipment. The program will cover the latest trends in communications equipment and techniques. In conjunction with Networks, PC Hardware Servers, Routers, ISDN, Frame Relay, Solaris, Linux, Windows 2000 and Ethernet Switches, a student may train on microwave equipment. The graduate will be prepared to work in the areas of installation, design of WAN systems maintenance and the repair of various components of telecommunications systems. Also, the student will design an Enterprise Communications system. Upon completion of this plan of study, students may be prepared to take some of the following certification examinations: Network +, Cisco Certified Network Associate (CCNA) Server+, BICSI, HNet+, Solaris Administrator, A+, Cisco Certified Network Professional (CCNP), Cisco Certified Design Administrator (CCDA), JAVA 2 Programmer, WOW Certified Web Designer Apprentice (CWDSA), Windows 2000 MCP, and LINUX+.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ECS 1214	PC HARDWARE AND SOFTWARE	4	Major	(R), (W), (M)
ECS 1314	NETWORKING FUNDAMENTALS	4	Major	(R), (W), (M)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
FA MATH	FACULTY APPROVED MATHEMATICS ELECTIVE	3	Support	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
ECS 1334	ROUTING TECHNOLOGIES	4	Major	ECS 1314 Networking Fundamentals
ECS 2224	NETWORK OPERATING SYSTEMS	4	Major	ECS 1214 PC Hardware and Software
HIST 1483	U.S. HISTORY TO THE CIVIL WAR –OR–		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major	
<b>Suggested Sophomore 1st Semester</b>				
ECS 2334	ADVANCED ROUTING AND SWITCHING	4	Major	ECS 1334 Routing Technologies
OSRHE1	* OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE*	3	Gen Ed	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	6	Major	
<b>Suggested Sophomore 2nd Semester</b>				
ECS 2364	ADVANCED NETWORK & DESIGN MANAGERMENTS	3	Major	ECS 2334 Advanced Routing & Switching
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	6	Major	

Major Courses: (39 credit hours) ECS 1214; ECS 1314; ECS 1334; ECS 2224; ECS 2334; ECS 2364; Major electives (15 credit hours) Fifteen credit hours of faculty approved electives  
 General Education Courses: (18 credit hours) English: ENGL 1113; Communications/English: To be chosen from COM 1123, COM 1323, COM 2213, or Advisor approved COM elective or ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: PS 1113; Approved General Education Electives: Six credit hours  
 Life Skills Courses: (1 credit hour) Life Skills: SCL 1001  
 Support Courses: (3 credit hours) Mathematics: Three credit hours of faculty-approved mathematics that meet OCCC's mathematics proficiency requirements.  
 Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog.  
 Major courses are available only at Francis Tuttle Technology Center.  
 \* To be chosen from COM 1123, COM 1323, COM 2213, or Advisor approved COM elective or ENGL 1213  
 #Cooperative agreements have been established with Francis Tuttle Technology Centers.

# Film and Video Production Technician (AAS)

## Associate in Applied Science

Minimum of 63-65 Credits

This degree provides students the opportunity to become trained in the technical aspects of film and video production providing the community with a trained workforce of technicians able to handle lights, cameras, props, sound, and set design for film and video projects.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
FVP 1214	(C) CINEMATOGRAPHY I WITH LAB	4	Major	(R)
FVP 1713	(C) SCREENWRITING	3	Major	(R), (W), or by Evaluation
FVP 2323	(C) FILM EDITING AND DIGITAL EFFECTS I	3	Major	(R), by Evaluation
<b>Suggested Freshman 2nd Semester</b>				
BUS 2033	BUSINESS COMMUNICATION --OR--		Gen Ed	(R) (W), ENGL 1113 or by Evaluation**
ENGL 1213	ENGLISH COMPOSITION II --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
ENGL 1233	REPORT WRITING --OR--		Gen Ed	(R) (W), ENGL 1113 English Composition I
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
FVP 2253	(C) FILM SOUND	3	Major	(R)
FVP 2214	(C) CINEMATOGRAPHY II with lab	4	Major	FVP 1214 or by Evaluation
FVP 2153	(C) SCREENPLAY INTERPRETATION	3	Major	(R), FVP 1214, FVP 2323 or by Evaluation
<b>Suggested Sophomore 1st Semester</b>				
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS	3	Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
FVP 1133	(C) PRODUCTION DESIGN	3	Major	(R)
FVP 2123	(C) FILM PRODUCTION AND BUSINESS	3	Major	(R), (W), (M)
FVP 2273	(C) DOCUMENTARY FILMMAKING	3	Major	FVP 1214 and FVP 2323, or by Evaluation
PHYS 1013	PHYSICAL SCIENCE --OR--		Gen Ed	(R) (W) (M)
PHYS 1014	PHYSICAL SCIENCE with lab	3-4	Gen Ed	(R) (W) (M)
<b>Suggested Sophomore 2nd Semester</b>				
FVP 2453	(C) FILM SOUND EDITING	3	Major	(R), FVP 2253
FVP 2713	(C) CAPSTONE PROJECT	3	Major	All required Major FVP courses, computer proficiency, and by Evaluation
HUM	* HUMANITIES ELECTIVE	3	Gen Ed	
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	6-7	Support	

*Major Courses: (35 credit hours) (C) Film and Video Production: FVP 1133; FVP 1214; FVP 1713; FVP 2114; FVP 2123; FVP 2153; FVP 2253; FVP 2273; FVP 2323; FVP 2453; FVP 2713*

*General Education Courses: (18-19 credit hours) English: ENGL 1113; ENGL 1213 or ENGL 1233 or BUS 2033 or COM 2213; Political Science: POLSC 1113; Physical Science: PHYS 1013 or PHYS 1014;*

*History: HIST 1483 or HIST 1493; \*Humanities: Three credit hours of approved Humanities elective: HUM 1113; HUM 2233; HUM 2243; HUM 2253; HUM 2263; HUM 2273; ART 1013; ART 1023; ART 1053; TA 1103*

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

*Support Courses: (9-10 credit hours) BUS 1323; 6-7 hours chosen with Advisor Approval from the following courses: FVP 2214; FVP 2423; FVP 2613; FVP 2623*

*Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog. Select appropriate to the student's transfer institution (c) A grade of "C" or higher must be achieved in Major Courses.*

# Film and Video Production Technician (AA)

## Associate in Arts

Minimum of 64 Credits

This degree provides students the opportunity to become trained in the technical aspects of film and video production providing the community with a trained workforce of technicians. This strong technical foundation is appropriate for students wishing a career in acting, directing, screenplay writing, or other film and video areas. This program prepares students to transfer to a four-year institution.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
MATH 1513	COLLEGE ALGEBRA --OR--		Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1503	CONTEMPORARY MATHEMATICS --OR--		Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
FVP 1214	(C) CINEMATOGRAPHY I with lab	4	Major	(R)
FVP 2323	(C) FILM EDITING AND DIGITAL EFFECTS I	3	Major	(R), by Evaluation
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
FVP 2214	(C) CINEMATOGRAPHY II with lab	4	Major	FVP 1214 or by Evaluation
GEN ED	** GEN ED ELECTIVE	3	Gen Ed	
FVP 2253	(C) FILM SOUND	3	Major	(R)
<b>Suggested Sophomore 1st Semester</b>				
BIO 1114	GENERAL BIOLOGY	3	Gen Ed	(R) (W) (M)
PHYS 1013	PHYSICAL SCIENCE with lab	4	Gen Ed	(R) (W) (M)
FVP 1133	(C) PRODUCTION DESIGN	3	Major	(R)
FVP 2273	(C) DOCUMENTARY FILMMAKING	3	Major	FVP 1214 and FVP 2323, or by Evaluation
GEN ED	** GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
FVP 2123	(C) FILM PRODUCTION AND BUSINESS	3	Major	(R), (W), (M)
FVP 2713	(C) CAPSTONE PROJECT	3	Major	All required Major FVP courses, computer proficiency, and by Evaluation
HUM	* HUMANITIES ELECTIVE	6	Gen Ed	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	

*Major Courses: (26 credit hours) (c) Film and Video Production: FVP 1133; FVP 1214; FVP 2123; FVP 2214; FVP 2253; FVP 2273; FVP 2323; FVP 2713*  
*General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; Political Science: POLSC 1113; Physical Science: PHYS 1014 (with lab); Biological Science: BIO 1113; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; \*Humanities: 6 credit hours chosen from the following courses: HUM 1113; HUM 2233; HUM 2243; HUM 2253; HUM 2263; HUM 2273; ART 1013; ART 1023; ART 1053; TA 1103; \*\*General Education Electives: 9 credit hours chosen from the following courses: PSY 1113; SOC 1113; SOC 2213; ECON 2113 or ECON 2123; any General Education Foreign Language course*  
*Life Skills Courses: (1 credit hour) Life Skills: SCL 1001*  
*Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog.*  
*(C) A grade of "C" or higher must be achieved in Major Courses.*

# Film and Video Production Technician (Certificate)

## Certificate of Mastery

*Minimum of 32 Credits*

This certificate program allows an individual to work toward an attainable goal without taking the general education courses required for an associate degree. College credits earned may apply toward an Associate in Applied Science degree or Associate of Arts degree in Film and Video Production.

This certificate provides students the opportunity to become trained in the technical aspects of film and video production providing the community with a trained workforce of technicians able to handle lights, cameras, props, sound, and set design for film and video projects.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
FVP 1214	(C) CINEMATOGRAPHY I with lab	4	Major	(R)
FVP 1133	(C) PRODUCTION DESIGN	3	Major	(R)
FVP 2253	(C) FILM SOUND	3	Major	(R)
FVP 2323	(C) FILM EDITING AND DIGITAL EFFECTS I	3	Major	(R), by Evaluation
<b>Suggested Freshman 2nd Semester</b>				
FVP 2123	(C) FILM PRODUCTION AND BUSINESS	3	Major	(R), (W), (M)
FVP 2214	(C) CINEMATOGRAPHY II with lab	4	Major	FVP 1214 or by Evaluation
FVP 2153	(C) SCREENPLAY INTERPRETATION	3	Major	(R), FVP 1214, FVP 2323 or by Evaluation
FVP 2273	(C) DOCUMENTARY FILMMAKING	3	Major	FVP 1214 and FVP 2323, or by Evaluation
FVP 2613	(C) FILM OR VIDEO INTERNSHIP	3	Major	6 hours of Film and Video Production courses or by Evaluation
<b>Suggested Sophomore 1st Semester</b>				
FVP 2713	(C) CAPSTONE PROJECT	3	Major	All required Major FVP courses, computer proficiency, and by Evaluation

*Major Courses: (32 credit hours) (C) Film and Video Production: FVP 1133; FVP 1214; FVP 2123; FVP 2153; FVP 2214; FVP 2253; FVP 2273; FVP 2323; FVP 2613; FVP 2713*

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

*(C) A grade of "C" or higher must be achieved in Major Courses.*

# French - Modern Languages

## Associate in Arts

Minimum of 61 credits

Students who study French will learn a widely spoken language that has a long history as a language of culture and diplomacy. In addition to learning to understand, speak, read, and write French, students will acquire understanding of the cultures of the Francophone world as well as greater awareness of their own language and culture. An associate degree in Modern Languages gives students the background needed to transfer to a four-year college or university. After graduating, language students may find career opportunities in teaching, travel, broadcasting, translating, law enforcement, international business or social service. Another area of emphasis available is Spanish.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
FREN 1115	ELEMENTARY FRENCH I	5	Major	(R) (W)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
BIO	** BIOLOGICAL SCIENCE	3-4	Gen Ed	
FA SUPPORT	*** FACULTY APPROVED SUPPORT ELECTIVES	3	Support	
<b>Suggested Freshman 2nd Semester</b>				
FREN 1225	ELEMENTARY FRENCH II	5	Major	(R) (W), FREN 1115 or by Evaluation
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
MATH 1513	COLLEGE ALGEBRA --OR--		Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1503	CONTEMPORARY MATHEMATICS --OR--		Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
GEN ED	* GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
FREN 2113	INTERMEDIATE FRENCH I	3	Major	(R) (W), FREN 1225 or by Evaluation
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
HUM	*** HUMANITIES ELECTIVE	3	Gen Ed	
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
ENGL 2123	INTRODUCTION TO LITERATURE --OR HIGHER LITERATURE COURSE	3	Gen Ed	(R) (W), ENGL 1213 English Composition II
<b>Suggested Sophomore 2nd Semester</b>				
FREN 2223	INTERMEDIATE FRENCH II	3	Major	(R) (W), FREN 2113 or by Evaluation
PHYS SC	** ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL PREFIXES	3-4	Gen Ed	
HUM	*** HUMANITIES ELECTIVE	3	Gen Ed	
GEN ED	* GEN ED ELECTIVE	3	Gen Ed	
FA SUPPORT	*** FACULTY APPROVED SUPPORT ELECTIVES	4	Support	

Major Courses: (16 Credit Hours) French: FREN 1115; FREN 1225; FREN 2113; FREN 2223

General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Humanities: Six credit hours Humanities Electives; \*Sciences: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science-one of the science courses must include a lab component; Literature: Any ENGL course 2123 or higher; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Electives: Six credit hours General Education Electives

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

Support Courses: (7 Credit Hours) Electives: Choose seven credit hours of electives from FREN, GRMN, SPAN, COM, ENGL, HUM, WL categories.

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog. For General Education Requirements, see the general information section of the catalog. \*\* At least one science course must include a laboratory component.

\*\*\* Humanities electives and support courses must be chosen with an Academic Advisor.

# Game Design - Computer-Aided Technology\*

## Certificate of Mastery

34 CREDITS

The Game Design emphasis in Computer-Aided Technology educates students through the study of subjects such as game theory and technology, the design process, animation, level design, multimedia design, art, animation, game mechanics and especially creative writing and storytelling skills. Students will explore design principles and documentation, the creative process and pre-production planning, the processes of visual based principles such as interface design, textures and 3D modeling.

The Game Design emphasis is an appropriate starting point for students who seek a professional career in the field of Game Art and Design as modelers, animation artists, 3D illustrators, digital artists, FX artists, video post-production artists, and as game designers.

The Game Design certificate is well-suited for enthusiastic amateurs and gamers looking to explore this exciting field as a recreational endeavor.

Areas of emphasis are also available in Multimedia, Computer-Aided Design (CAD) and Geographic Information Systems (GIS). Students should seek a faculty advisor early in the program.

Course #	Course Name	Credits	Type	Prerequisites
<i>Suggested Freshman 1st Semester</i>				
CS 1103	(1) INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major	(R)
CAT 1023	EVOLUTION OF GAME TECHNOLOGY	3	Major	(R) (W) (M)
CAT 1214	COMPUTER-AIDED DESIGN (CAD)	4	Major	(R) (M)
ART 1123	DRAWING I	3	Major	(R)
<i>Suggested Freshman 2nd Semester</i>				
CAT 1223	GAME DEVELOPMENT AND DESIGN CONCEPTS	3	Major	(R) (W) (M)
CAT 1513	DIGITAL IMAGING	3	Major	CS 1103 or CAT 1413 or Evaluation by Instructor
CAT 2533	3D RENDERING AND DESIGN VISUALIZATION	3	Major	(R) (W)
CS 1363	MULTIMEDIA	3	Major	(R) (W) (M), CS 1103 or Evaluation by Instructor
<i>Suggested Sophomore 1st Semester</i>				
CAT 2223	GAME LEVEL DESIGN	3	Major	(R) (W) (M), CAT 1223
CAT 2733	3D CHARACTER DESIGN AND ANIMATION	3	Major	(R) (W) (M), CAT 2533 or Evaluation by Instructor
CS 2433	WEB ANIMATION	3	Major	(R) (M), CS 1363 or Evaluation by Instructor

*Major Courses: (34 credit hours) Art: ART 1123; Computer-Aided Technology: CAT 1023, CAT 1214, CAT 1223, CAT 1513, CAT 2223, CAT 2533, CAT 2733, CAT 2924; Computer Science: (1) CS 1103, CS 1363, CS 2433*

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

*(1) Advanced Standing is available.*

*\*Pending OSRHE approval*

# Game Design Emphasis - Computer-Aided Technology

## Associate in Applied Science

Minimum of 60 Credits

The Game Design emphasis in Computer-Aided Technology educates students through the study of subjects such as game theory and technology, the design process, animation, level design, multimedia design, art, animation, game mechanics and especially creative writing and storytelling skills. Students will explore design principles and documentation, the creative process and preproduction planning, the processes of visual based principles such as interface design, textures and 3D modeling.

The Game Design emphasis is an appropriate starting point for students who seek a professional career in the field of Game Art and Design as modelers, animation artists, 3D illustrators, digital artists, FX artists, video post-production artists, and as game designers.

The Game Design emphasis is well-suited for enthusiastic students wishing to obtain a job in this field upon graduation.

Areas of emphasis are also available in Multimedia, Computer-Aided Design (CAD) and Geographic Information Systems (GIS). Students should seek a faculty advisor early in the program.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
CS 1103	(1) INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed	(R)
CAT 1214	COMPUTER-AIDED DESIGN (CAD)	4	Major	(R) (M)
CAT 1023	EVOLUTION OF GAME TECHNOLOGY	3	Major	(R) (W) (M)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
<b>Suggested Freshman 2nd Semester</b>				
CAT 1223	GAME DEVELOPMENT AND DESIGN CONCEPTS	3	Major	(R) (W) (M)
CAT 1513	DIGITAL IMAGING	3	Major	CS 1103 or CAT 1413 or Evaluation by Instructor
CAT 2533	3D RENDERING AND DESIGN VISUALIZATION	3	Major	(R) (W)
CS 1363	MULTIMEDIA	3	Major	(R) (W) (M), CS 1103 or Evaluation by Instructor
ART 1123	DRAWING I	3	Major	(R)
<b>Suggested Sophomore 1st Semester</b>				
CAT 2223	GAME LEVEL DESIGN	3	Major	(R) (W) (M), CAT 1223
CAT 2733	3D CHARACTER DESIGN AND ANIMATION	3	Major	(R) (W) (M), CAT 2533 or Evaluation by Instructor
CS 2433	WEB ANIMATION	3	Major	(R) (M), CS 1363 or Evaluation by Instructor
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS -OR-	3	Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
MATH APPM	ANY 1000 LEVEL MATH OR APPM		Support	
OSRHE	** OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
CAT 2924	DESIGN PROJECT	4	Major	(R) (W) (M), 15 Hours in a CAT Emphasis
HIST 1483	U.S. HISTORY TO THE CIVIL WAR -OR-		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
FA SUPPORT	* FACULTY APPROVED SUPPORT ELECTIVES	3	Support	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	

*Major Courses: (35 credit hours) Art: ART 1123; Computer-Aided Technology: CAT 1023, CAT 1214, CAT 1223, CAT 1513, CAT 2223, CAT 2533, CAT 2733, CAT 2924; Computer Science: CS 1363, CS 2433  
General Education Courses: (18 credit hours) Computer Science: (1) CS 1103; English: ENGL 1113. \*\*Any course that meets Oklahoma State Regents for Higher Education requirements for a general education communications course (ENGL 1213; ENGL 1233; COM 1123; COM 2213); History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Three hours General Education Electives.*

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

*Support Courses: (6 credit hours) Mathematics: BUS 1323 or any 1000 level MATH or APPM course; \*Electives: Faculty Approved Support Electives.*

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

*\* Three hours selected from ART 1203, ART 1213, ART 1233, CAT 1253, CAT 2633, CS 2143, GCOM 1183, GCOM 2783. Other approved Support Electives must have an ART, CAT, CS, ENGR, JB, FVP, or GCOM prefix and must be approved by a Program Faculty Advisor.*

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

*(1) Advanced Standing is available.*

# Geographic Information System - Computer-Aided Technology\*\*

## Certificate of Mastery

Minimum of 21 Credits

The Geographic Information System (GIS) Emphasis offers students opportunities to develop skills used in different disciplines, such as environmental, geology, archaeology, agriculture, Computer-Aided Design (CAD) and engineering, computer science, business administration, and geography.

GIS is designed to be used in decision making by using data that is spatially referenced to the Earth. Modern computer software and related technology make it possible to use this spatial data to solve complex planning and management problems. Students learn to understand various kinds of spatial data, computer tools and data quality considerations that are important to effectively use this technology in making good decisions.

GIS is used by local municipalities, county assessors, police and fire departments, oil and gas companies, agriculture, engineers, utilities companies, emergency management and homeland security, environmental and public health fields and many more. Students will also develop skills in CAD, Surveying and Global Positioning Systems (GPS). The certificate of mastery is an option for an individual who already has a degree or for an individual who needs courses in GIS.

Areas of emphasis are also available in Game Design, Multimedia and Computer-Aided Design (CAD). Students should seek a faculty advisor early in the program.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1<sup>st</sup> Semester</b>				
CAT 1313	INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEM (GIS)	3	Major	(R) (W) (M)
CAT 1323	INTRODUCTION TO GLOBAL POSITIONING SYSTEMS (GPS)	3	Major	(R) (W) (M)
CS 1103	(1) INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major	(R)
FA SUPPORT	* FACULTY APPROVED SUPPORT ELECTIVES	3	Support	
<b>Suggested Freshman 2<sup>nd</sup> Semester</b>				
CS 1333	DATABASE MANAGEMENT APPLICATIONS	3	Major	(R)
CAT 2313	INTRODUCTION TO SPATIAL ANALYSIS	3	Major	(R) (W) (M), CAT 1313 or Evaluation by Instructor
FA SUPPORT	* FACULTY APPROVED SUPPORT ELECTIVES	3	Support	

Major Courses: (15 credit hours) Computer-Aided Technology: CAT 1313, CAT 1323, CAT 2313; Computer Science: (1) CS 1103, CS 1333

Support Courses: (6 credit hours) \*Electives: Faculty Approved Support Electives

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

\* The Program Faculty Advisor must approve other electives

(1) Advanced Standing is available

\*\* Pending OSRHE approval



# Geographic Information System Emphasis - Computer-Aided Technology\*

## Associate in Applied Science

Minimum 61 Credits

The Geographic Information System (GIS) Emphasis offers students opportunities to develop skills used in different disciplines, such as environmental, geology, archaeology, agriculture, Computer-Aided Design (CAD) and engineering, computer science, business administration, and geography.

GIS is designed, to be used in decision making by using data that is spatially referenced to the Earth. Modern computer software and related technology make it possible to use this spatial data to solve complex planning and management problems. Students learn to understand various kinds of spatial data, computer tools and data quality considerations that are important to effectively use this technology in making good decisions.

GIS is used by local municipalities, county assessors, police and fire departments, oil and gas companies, agriculture, engineers, utilities companies, emergency management and homeland security, environmental and public health fields and many more. Students will also develop skills in CAD, Surveying and Global Positioning Systems (GPS).

Areas of emphasis are also available in Game Design, Multimedia and Computer-Aided Design (CAD). Students should seek a faculty advisor early in the program.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
CAT 1313	INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEM (GIS)	3	Major	(R) (W) (M)
CS 1103	(1) INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major	(R)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
MATH 1513	COLLEGE ALGEBRA	3	Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
FA SUPPORT	** FACULTY APPROVED SUPPORT ELECTIVES	3	Support	
<b>Suggested Freshman 2nd Semester</b>				
CAT 1323	INTRODUCTION TO GLOBAL POSITIONING SYSTEMS (GPS)	3	Major	(R) (W) (M)
CS 1333	DATABASE MANAGEMENT APPLICATIONS	3	Major	(R)
MATH 1613	TRIGONOMETRY	3	Support	Pre or Corequisite: (R), MATH 1513 or MATH 1533 or adequate Math Placement Test Score
GEOG 2603	WORLD REGIONAL GEOGRAPHY	3	Gen Ed	(R)
OSRHE	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
CAT 1214	COMPUTER-AIDED DESIGN (CAD)	4	Major	(R) (M)
CAT 2313	INTRODUCTION TO SPATIAL ANALYSIS	3	Major	(R) (W) (M), CAT 1313 or Evaluation by Instructor
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--	3	Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR		Gen Ed	(R) (W)
FA SUPPORT	** FACULTY APPROVED SUPPORT ELECTIVES	3	Support	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
CAT 2334	PLANE SURVEYING	4	Major	(R) (W) (M), MATH 1613 or Evaluation by Instructor
CAT 2924	DESIGN PROJECT	4	Major	(R) (W) (M), 15 Hours in a CAT Emphasis
CS 1143	BEGINNING PROGRAMMING	3	Major	(R) (W) (M) or Evaluation by Instructor
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)

Major Courses: (30 credit hours) Computer-Aided Technology: CAT 1214, CAT 1313, CAT 1323, CAT 2313, CAT 2334, CAT 22924; Computer Science: (1)CS 1103, CS 1143, CS 1333

General Education Courses: (21 credit hours) English: ENGL 1113, \*\*Any course that meets Oklahoma State Regents for Higher Education requirements for a general education communications course (ENGL 1213; ENGL 1233; COM 1123; COM 2213); Geography: GEOG 2603; History: HIST 1483 or HIST 1493; Mathematics: MATH 1513; Political Science: POLSC 1113 (3 credit hours) General Education Electives Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (9 credit hours) Mathematics: MATH 1613; \*Electives: Faculty Approved Support Electives - six credit hours

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion.

\*Pending OSRHE approval

\*\* The Program Faculty Advisor must approve other electives

# Graphic Communications - Multimedia Emphasis

## Associate in Applied Science

Minimum of 61 Credits

Graphic Communications: Multimedia Emphasis students receive hands-on training in design theory and state-of-the-art production methods in Web page design and production, computer drawing, digital imaging, electronic publishing and digital video, sound, presentation production, and multimedia authoring.

This associate degree prepares graduates to work as Web page creators. Graduates work for multimedia agencies, advertising agencies, individual companies, television stations, graphic design businesses, or as independent graphic artists. Graphic Communications students who wish to transfer to a four-year institution should enroll in the Visual Arts program for an Associate in Arts degree. Transfer students should contact your faculty advisor for more information.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
GCOM 1053	(C) ELECTRONIC PUBLISHING: INDESIGN I	3	Major	(R)
GCOM 1173	(C) COMPUTER DRAWING: FREEHAND --OR--		Major	(R)
GCOM 1183	(C) COMPUTER DRAWING: ILLUSTRATOR	3	Major	(R)
GCOM 2773	(C) IMAGE EDITING: PHOTOSHOP I	3	Major	(R)
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
APPM 1223	MATHEMATICS FOR TECHNICAL CAREERS I --OR--		Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS --OR--		Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
MATH	ANY 1000 LEVEL MATH COURSE	3	Support	With appropriate prerequisite.
GCOM 1223	(C) ADVERTISING LAYOUT	3	Major	(R), GCOM 1053
GCOM 2783	(C) IMAGE EDITING: PHOTOSHOP II	3	Major	(R), GCOM 2773 or by Evaluation
GCOM 2793	(C) WEB PAGE DESIGN I	3	Major	(R)
<b>Suggested Sophomore 1st Semester</b>				
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
JB 2643	(C) VIDEO PRODUCTION	3	Major	(R) (W)
GCOM 2813	(C) WEB PAGE ANIMATION I	3	Major	(R)
GCOM 2833	(C) WEB PAGE DESIGN II	3	Major	(R), GCOM 2793, or by Evaluation
FA SUPPORT	* FACULTY APPROVED SUPPORT ELECTIVES	3	Support	
<b>Suggested Sophomore 2nd Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
GCOM 2353	(B) APPLIED GRAPHIC ART	3	Major	(R), GCOM 1053 and GCOM 1223
GCOM 2843	(C) WEB PAGE ANIMATION II	3	Major	(R), GCOM 2813 or by Evaluation
GCOM 2853	(B) MULTIMEDIA PORTFOLIO PRODUCTION	3	Major	(R), GCOM 2813 or by Evaluation

*Major Courses: (36 Credit Hours) GCOM 1053; GCOM 1173 or GCOM 1183; GCOM 2353; GCOM 2853; GCOM 2773; GCOM 2783; GCOM 2793; GCOM 2813; GCOM 2833; GCOM 2843; GCOM 2853; JB 2643*

*General Education Courses: (18 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education Electives (3 credit hours); Humanities: Any humanities course (3 credit hours)*

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

*Support Courses: 6 credit hours) APPM 1223, BUS 1323, or Any 1000 level Mathematics Course; \*3 credit hours faculty approved elective courses selected from any GCOM, CAT, ART, FVP, JB or MU prefix.*

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

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

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

*\*Approved Support Electives must be approved by Faculty Advisor and must be selected from the following prefixes: GCOM, CAD, ART, FVP, JB or MU.*

# Graphic Communications# - Print Media Emphasis

## Associate in Applied Science

Minimum of 61 credits

Graphic Communications: Print Media Emphasis students receive hands-on training in design theory, illustration, and state-of-the-art production methods in electronic publishing, computer drawing and digital imaging. Primary focus is on the print media. This associate degree prepares graduates to work as designers, print media production artists, Web page creators, multimedia presentation producers, illustrators, or digital photography manipulators. Graduates work for advertising agencies, individual companies, printing companies, service bureaus, multimedia agencies, newspapers, magazines, television stations, screen printers, graphic design businesses, photo labs, or as independent graphic artists. Graphic Communications students who wish to transfer to a four-year institution should enroll in the Visual Arts program for an Associate in Arts degree. Transfer students should contact your faculty advisor for more information.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
GCOM 1053	(C) ELECTRONIC PUBLISHING: INDESIGN I	3	Major	(R)
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
HUM	** HUMANITIES ELECTIVE	3	Gen Ed	
GCOM 1023	INTRODUCTION TO GRAPHIC DESIGN	3	Major	(R)
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
GCOM 1173	(C) COMPUTER DRAWING: FREEHAND --OR--		Major	(R)
GCOM 1183	(C) COMPUTER DRAWING: ILLUSTRATOR	3	Major	(R)
GCOM 1223	(C) ADVERTISING LAYOUT	3	Major	(R), GCOM 1053
GCOM 2773	(C) IMAGE EDITING: PHOTOSHOP I	3	Major	(R)
GCOM 2053	(C) ELECTRONIC PUBLISHING: INDESIGN II	3	Major	(R), GCOM 1053 or by Evaluation
<b>Suggested Sophomore 1st Semester</b>				
APPM 1223	MATHEMATICS FOR TECHNICAL CAREERS I --OR--		Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS --OR--		Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
MATH	ANY 1000 LEVEL MATH COURSE	3	Support	With appropriate prerequisite.
GCOM 2323	(C) PUBLICATION DESIGN	3	Major	(R), GCOM 1053 or by Evaluation
GCOM 2783	(C) IMAGE EDITING: PHOTOSHOP II	3	Major	(R), GCOM 2773 or by Evaluation
SUPPORT	** GUIDED SUPPORT ELECTIVES	3	Support	
GEN ED	* GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
GCOM 2353	(B) APPLIED GRAPHIC ART	3	Major	(R), GCOM 1053 and GCOM 1223
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed	(R) (W)
GCOM 2803	(B) PORTFOLIO PREPARATION AND PRESENTATION	3	Major	(R), GCOM 1223, GCOM 1053 and GCOM 2323 or by Evaluation
SUPPORT	** GUIDED SUPPORT ELECTIVES	6	Support	

*Major Courses: (30 Credit Hours) GCOM 1023; GCOM 1053; GCOM 1173 or GCOM 1183; GCOM 1223; GCOM 2053; GCOM 2323; GCOM 2353; GCOM 2773; GCOM 2783; GCOM 2803*

*General Education Courses: (18 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Humanities: Any humanities course (3 credit hours); Elective: General Education elective (3 credit hours)*

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

*Support Courses: (12 Credit Hours) APPM 1223, BUS 1323, or any 1000 level Math course; \*9 credit hours approved support elective courses selected from any GCOM, ART, CAD, JB, FVP, or MU prefix.*

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

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

*\* See the general information section of the catalog for General Education Requirements.*

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

*(B) A grade of (B) or higher must be achieved.*

*\*\* Approved Support Electives must be approved by Faculty Advisor and must be from the following prefixes: GCOM, ART, CAD, JB, FVP, or MU.*

# History

## Associate in Arts

Minimum of 64 Credits

Studying history brings insight on how various civilizations and cultures evolved and how they affect our own traditions. Learning about what occurred in the past and why it occurred also helps people understand events that may occur in the future. The History Program may be a good option for students who are well-organized and analytical. Because history deals with people and what they did, students may also find it helpful to have an interest in social sciences such as sociology and political science. Students completing the History Program earn an associate degree and become prepared to transfer to a four-year college or university. With a background in history, a variety of rewarding careers in teaching, writing, researching, museum management, tourism, government or business is available.

Course ID	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed	(R) (W)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
HIST 1613	EARLY WESTERN CIVILIZATION	3	Major	(W)
MATH 1503	CONTEMPORARY MATHEMATICS --OR--		Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1513	COLLEGE ALGEBRA --OR--		Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
BIO	BIOLOGICAL SCIENCE	3-4	Gen Ed	
<b>Freshman 2nd Semester</b>				
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
HIST 1623	MODERN WESTERN CIVILIZATION	3	Major	(R) (W)
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
PHYS	ANY PHYSICAL SCIENCE*	3-4	Gen Ed	
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
<b>Sophomore 1st Semester</b>				
HIST	HISTORY ELECTIVE	3	Major	
HIST 1713	SURVEY OF WORLD CIVILIZATIONS TO 1600 C.E. --OR--		Major	(R) (W)
HIST 1723	SURVEY OF WORLD CIVILIZATIONS SINCE 1600 C.E.	3	Major	(R) (W)
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
GEOG 2603	WORLD REGIONAL GEOGRAPHY	3	Gen Ed	(R)
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	5	Support	
<b>Sophomore 2nd Semester</b>				
HIST	HISTORY ELECTIVE	3	Major	
SOC SC	SOCIAL SCIENCE ELECTIVE	3	Gen Ed	
HIST 2303	HISTORICAL RESEARCH, METHODS, AND WRITING	3	Major	ENGL 1113
SOC SC	SOCIAL SCIENCE ELECTIVE	3	Gen Ed	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	

*Major Courses: (18 Credit Hours): HIST 1613; HIST 1623; HIST 2303; HIST 1713 or HIST 1723; History electives (6 credit hours)*  
*General Education Courses: (40 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483; HIST 1493; GEOG 2603; Humanities Electives (6 credit hours); MATH 1503 or MATH 1513 or MATH 2013; POLSC 1113; \*Sciences: (Three to four credit hours of general education Biological Science, three to four credit hours Physical Science) Social Science Electives (6 credit hours)*  
*Life Skills Courses: (1 credit hour) Life Skills: SCL 1001*  
*Support Courses: (5 Credit Hours) Approved Electives chosen from ECON 2113; ECON 2123; SOC 1113; SOC 2143; SOC 2213; GEOG 2603; POLSC 2303; POLSC 2603; CS 1103; ART 1013; ART 1023, any history prefix and any foreign language course.*  
*Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog. For General Education Requirements, see the general information section of the catalog.*  
*\*At least one science course must include a laboratory component.*

# Humanities - General Humanities Emphasis

## Associate in Arts

Minimum of 61 Credits

Students who study general humanities learn about the ideals and interests of humankind. They probe the cultural history of western civilization and discuss significant developments from classical, medieval and modern times. Associate degrees in Humanities give students the academic background needed to continue their education at a four-year college or university. Once they graduate, students can pursue career opportunities in teaching, writing, visual arts, the ministry, law, theatre and film. Emphases in literature and philosophy are also available.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
HUM 1113	MUSIC APPRECIATION	3	Major	(R) (W)
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
MATH 1503	CONTEMPORARY MATHEMATICS --OR--		Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1513	COLLEGE ALGEBRA --OR--		Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
HUM 2213	HUMANITIES-CLASSICAL AND MEDIEVAL	3	Gen Ed	ENGL 1113 English Composition I
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
PSY 1113	INTRODUCTION TO PSYCHOLOGY --OR--		Gen Ed	(R)
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed	(R)
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
HUM 2223	HUMANITIES-MODERN	3	Gen Ed	ENGL 1113 English Composition I
PHIL 1013	INTRODUCTION TO PHILOSOPHY	3	Gen Ed	ENGL 1113 English Composition I
ENGL	*** APPROVED LITERATURE ELECTIVE (part one of 6-hour survey)	3	Major	
PHYS	**** ANY PHYSICAL SCIENCE*	3-4	Gen Ed	
GEN ED	GEN ED ELECTIVE	2	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
ART 1013	ART HISTORY SURVEY I	3	Major	(R) (W)
ART 1023	ART HISTORY SURVEY II	3	Major	(R) (W)
ENGL	*** APPROVED LITERATURE ELECTIVE (part two of 6-hour survey)	3	Major	
PRE SUPPORT	** PRE-APPROVED SUPPORT ELECTIVES	6	Support	
BIO	**** BIOLOGICAL SCIENCE	3-4	Gen Ed	

*Major Courses: (15 Credit Hours) General Humanities Emphasis: PHIL 1013; HUM 1113; ART 1013 or ART 1023; One of the following six credit hour sequences: ENGL 2773 and ENGL 2883; or ENGL 2543 and ENGL 2653; or ENGL 2423 and ENGL 2433*

*General Education Courses: (39 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1503 (recommended) or MATH 1513 or MATH 2013; \*Sciences: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science-one of the science courses must include a lab component; Social Sciences: PSY 1113 or SOC 1113; Humanities: HUM 2213; HUM 2223; Electives: Any 8 credit hours of faculty advisor approved General Education Electives*

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

*Support Courses: (6 Credit Hours) Electives: Six credit hours support electives chosen from HUM, ENGL (2123 or above), or PHIL prefixes.*

*Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog. For General Education Requirements, see the general information section of the catalog. \*\* Pre-Approved Support Electives must be from the following: HUM, ENGL (2123 or above), or PHIL.*

*\*\*\*Students must choose one of the following six-credit-hour sequences: ENGL 2773 and ENGL 2883; ENGL 2543 and ENGL 2653; or ENGL 2423 and ENGL 2433.*

*\*\*\*\* At least one science course must include a lab component.*

# International Studies (AA)

## Associate in Arts

Minimum of 64 Credits

The Associate in Arts in International Studies degree is an academic program designed for students wishing to transfer to a senior institution with the goal of obtaining a baccalaureate degree in International Studies or who wish to pursue another degree in global specialization such as international relations, law, business, etc. The program's curricular pattern will emphasize a multidisciplinary approach while allowing for specialization in a student's chosen academic discipline.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
GEOL 1064	EARTH SCIENCE --OR--		Gen Ed	(R) (W) (M)
GEOL 1114	GENERAL GEOLOGY	4	Gen Ed	(R) (W) (M)
FA LANG1	FACULTY APPROVED ELEMENTARY LANGUAGE 1	5	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
MATH 1503	CONTEMPORARY MATHEMATICS --OR--		Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1513	COLLEGE ALGEBRA --OR--		Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	3	Major	
FA LANG2	FACULTY APPROVED ELEMENTARY LANGUAGE 2	5	Support	
<b>Suggested Sophomore 1st Semester</b>				
POLSC 2303	INTRODUCTION TO INTERNATIONAL RELATIONS	3	Gen Ed	(R) (W) POLSC 1113
FA LANG1	FACULTY APPROVED INTERMEDIATE LANGUAGE	3	Support	
ISTU 1013	INTRODUCTION TO INTERNATIONAL STUDIES	3	Major	(R) (W) (M)
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	6	Major	
<b>Suggested Sophomore 2nd Semester</b>				
GEOG 2603	WORLD REGIONAL GEOGRAPHY	3	Gen Ed	(R)
BIO 2404	ECOLOGY AND ENVIRONMENTAL ISSUES	4	Gen Ed	(R) (W) (M), Assessment required prior to enrollment
SOC 2213	CULTURAL ANTHROPOLOGY --OR--		Gen Ed	(R) (W)
HUM 2133	COMPARATIVE RELIGIONS	3	Gen Ed	ENGL 1113 English Composition I
HIST 2333	WORLD HISTORY: ASIA --OR--		Support	None
HIST 2343	WORLD HISTORY: MIDDLE EAST --OR--		Support	None
HIST 2353	WORLD HISTORY: LATIN AMERICA --OR--		Support	Pre or Corequisite: ENGL 1113 or Evaluation by Instructor
HIST 2363	WORLD HISTORY: SUB-SAHARAN AFRICA	3	Support	Pre or Corequisite: ENGL 1113 or Evaluation by Instructor
ISTU 2033	INTERNATIONAL STUDIES CAPSTONE	3	Major	(R) (W) (M), by Evaluation** (Enrollment is restricted to students in their final semester). Students must have completed the Introduction to International Studies and all major courses before taking the capstone course.

Major Courses: (15 credit hours) International Studies: ISTU 1013; ISTU 2033.; Nine credit hours of faculty approved major courses.

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; FREN 1115 or GRMN 1115 or SPAN 1115; Mathematics: MATH 1503; or MATH 1513 or MATH 2013.; Political Science: POLSC 1113; POLSC 2303.; Science: BIO 2404; GEOL 1064 or GEOL 1114; History: HIST 1483 or HIST 1493; Humanities: GEOG 2603 and HUM 2133

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

Support Courses: (11 credit hours) History: HIST 2223; HIST 2343; HIST 2353 or HIST 2363; English: FREN 1225 or GRMN 1225 or SPAN 1225; FREN 2113 or GRMN 2113 or SPAN 2113

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

## International Studies (Certificate)

### Certificate of Mastery

*Minimum of 31 Credits*

The certificate program allows an individual to work toward an attainable goal without taking the general education required for an associate degree. College credits earned may apply toward an Associate in Applied Science degree.

The Certificate of Mastery in International Studies is designed for students who may have already earned a degree in another area of specialization or who may wish to obtain certification of training in an area with a global orientation, such as foreign languages. A certificate of mastery program prepares students for careers in any organization involved in International operations. The program's curricular patterns will emphasize a multidisciplinary approach while allowing for specialization in a student's chosen academic discipline. Oklahoma City Community College also offers an International Studies degree which allows students to major in any area of studies. The degree program is tailored to those students wanting to transfer their credits for completion of a Baccalaureate degree.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
ISTU 1013	INTRODUCTION TO INTERNATIONAL STUDIES	3	Major	(R) (W) (M)
FA LANG1	FACULTY APPROVED ELEMENTARY LANGUAGE 1 -- OR--		Gen Ed	
SPAN 1010	CONVERSATIONAL SPANISH I --AND--		Gen Ed	(R) (W)
SPAN 1120	CONVERSATIONAL SPANISH II	5	Gen Ed	(R), SPAN 1010 or 1115 or by Evaluation
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	6	Major	
<b>Suggested Freshman 2nd Semester</b>				
GEOG 2603	WORLD REGIONAL GEOGRAPHY	3	Support	(R)
FA MAJOR	FACULTY APPROVED MAJOR ELECTIVE	6	Major	
POLSC 2303	INTRODUCTION TO INTERNATIONAL RELATIONS	3	Support	(R) (W) POLSC 1113
FA LANG2	FACULTY APPROVED ELEMENTARY LANGUAGE 2	5	Support	

*Major Courses: (15 credit hours) International Studies: ISTU 1013 ; \*Twelve credit hours of faculty approved major courses in their area of emphasis.*

*General Education Courses: (5 credit hours) FREN 1115, GRMN 1115, SPAN 1115, or SPAN 1010 and SPAN 1120*

*Support Courses: (11 credit hours) Geography: GEOG 2603; Political Science: POLSC 2303; Five credit hours faculty approved Elementary Language II*

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

# Journalism - Journalism and Broadcasting/Journalism Emphasis

## Associate in Arts

Minimum of 60 Credits

Journalism students focus on the study of writing news for the print media. Students learn how to interview insightfully, write accurately and editor for clarity. Courses cover topics such as photography, journalism, broadcasting and advertising. Associate degrees in Journalism and Broadcasting prepare students to transfer to a four-year college or university. After graduating, career opportunities may be found as a reporter, photographer, author, teacher, news commentator, advertising executive or public relations practitioner. Areas of emphasis are also available in broadcasting, speech and public relations.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
PSY 1113	INTRODUCTION TO PSYCHOLOGY --OR--		Gen Ed	(R)
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed	(R)
MATH 1503	CONTEMPORARY MATHEMATICS --OR--		Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1513	COLLEGE ALGEBRA --OR--		Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
PHYS SC	** ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL PREFIXES	3-4	Gen Ed	
ELEC	ELECTIVE	3	Support	
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
JB 1133	NEWS WRITING	3	Major	(R) (W)
ECON 2113	PRINCIPLES OF MACROECONOMICS	3	Gen Ed	(R) (W) (M)
BIO	** BIOLOGICAL SCIENCE	3-4	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
COM 1123	INTERPERSONAL COMMUNICATIONS --OR--		Gen Ed	(R) (W)
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
JB MAJOR	MAJOR ELECTIVE	3	Major	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
ELEC	ELECTIVE	3-4	Support	
<b>Suggested Sophomore 2nd Semester</b>				
JB 2303	MAGAZINE FEATURE WRITING	3	Major	(R) (W)
GCOM	ANY GCOM COURSE	3	Support	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
JB MAJOR	MAJOR ELECTIVE	3	Major	

*Major Courses: (12 Credit Hours) Journalism and Broadcasting: JB 1133; JB 2303; Electives: Two courses chosen from the following list: JB 1013; JB 1103; JB 2113; JB 2413; JB 2643*  
*General Education Courses: (37-38 Credit Hours) English: ENGL 1113; ENGL 1213; Communications: COM 1123 or COM 2213; Economics: ECON 2113; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Political Science: POLSC 1113; Social Sciences: PSY 1113 or SOC 1113; Humanities: Six credit hours Humanities Electives; \*Sciences: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science-one of the science courses must include a lab component.*  
*Life Skills Courses: (1 credit hour) Life Skills: SCL 1001*  
*Support Courses: (9-10 Credit Hours) Any GCOM course; ELECTIVES (6-7 Credit Hours) Electives of the student's choosing; a second language is recommended.*  
*Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog. For General Education Requirements, see the general information section of the catalog. \*\*\* Major Electives: JB 1013; JB 1103; JB 2113; JB 2303; JB 2413; JB 2643*  
*\*\*At least one science course must include a lab component.*



# Liberal Studies

## Associate in Arts

Minimum of 62 Credits

Liberal Studies provides a student with the means to explore a variety of interests in diverse academic disciplines and develop his or her academic and career goals in the process. If a student desires a broad foundation with an interdisciplinary approach, Liberal Studies is not only an excellent preparation for transferring to many university programs but also focuses on developing effective communication skills, writing, problem solving, civic responsibility, and critical thinking. The aforementioned skills help to develop independent thinking, the ability to adapt to the demands and changes that occur in society and the workplace, and an appreciation of the arts and sciences that will last a lifetime. Students should identify a faculty advisor to help them choose appropriate coursework. Note that students must earn a "C" or better in all coursework in the Major Courses. **Student's have the option to complete this program 100% online.** For more information, contact a faculty person or the Advising and Career Services Office.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
MATH 1503	CONTEMPORARY MATHEMATICS --OR--		Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1513	COLLEGE ALGEBRA --OR--		Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
BIO	** BIOLOGICAL SCIENCE	3-4	Gen Ed	
GEN ED	* GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
PHYS SC	** ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL PREFIXES	3-4	Gen Ed	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
GEN ED	* GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
SOC SC	SOCIAL SCIENCE ELECTIVE	3	Gen Ed	
MAJOR	*** MAJOR ELECTIVE	9	Major	
<b>Suggested Sophomore 2nd Semester</b>				
MAJOR	*** MAJOR ELECTIVE	15	Major	

*Major Courses: (24 credit hours) \*24 credit hours from courses in the following programs: Art, Communications, English courses 2123 and higher, Modern Languages, Sociology, Psychology, Humanities, Philosophy, Geography, History, Political Science, Economics, Biological Sciences, Physical Sciences, and Mathematics*

*General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1503 or MATH 1513 or MATH 2013;*

*\*Sciences: Three to four credit hours of general education Biological Science chosen with Advisor approval; three to four credit hours Physical Science chosen from ASTR, CHEM, GEOL or PHYS*

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

*Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog. For General Education Requirements, see the general information section of the catalog. \*\* One of the science courses must have a laboratory component.*

*(C) Must earn a "C" or better in each major course for graduation.*

*Selected courses need the approval of Academic Advisor.*

*No course numbers with the same prefix may be duplicated without approval of the appropriate Division Dean.*

*\*\*\* At least one three-hour course must be taken from a minimum of four different course disciplines (total of 12 credit hours) and an additional 12 credit hours of university parallel courses from the following list: Art, Communications, English courses 2123 and higher, Modern Languages, Sociology, Psychology, Humanities, Philosophy, Geography, History, Political Science, Economics, Biological Sciences, Physical Sciences and Mathematics. No course work in Computer Science, Business, or technical degree programs can be used to satisfy major requirements or electives.*

# Literature - Humanities/Literature Emphasis

## Associate in Arts

Minimum of 61 Credits

By studying literature, students gain a solid background in liberal arts. Literature students learn about English, American, and World literature. The study of literature brings students insight into cultural values and significant experiences that shape the world. Associate degrees in Humanities give students the academic background needed to continue their education at a four-year college or university. Once they graduate, students can pursue career opportunities in teaching, writing, visual arts, the ministry, law, theatre, and film. Emphases in general humanities and philosophy are also available.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
PSY 1113	INTRODUCTION TO PSYCHOLOGY --OR--		Gen Ed	(R)
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed	(R)
MATH 1503	CONTEMPORARY MATHEMATICS --OR--		Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1513	COLLEGE ALGEBRA --OR--		Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
FA GEN	* FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
HUM 2213	HUMANITIES-CLASSICAL AND MEDIEVAL	3	Gen Ed	ENGL 1113 English Composition I
ENGL	APPROVED LITERATURE ELECTIVE	3	Major	
FA GEN	* FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
ENGL	*** APPROVED LITERATURE ELECTIVE (part one of 6-hour survey)	3	Major	
HUM 2223	HUMANITIES-MODERN	3	Support	ENGL 1113 English Composition I
ENGL	APPROVED LITERATURE ELECTIVE	3	Major	
FA GEN	* FACULTY APPROVED GENERAL EDUCATION ELECTIVE	2	Gen Ed	
PHYS	** ANY PHYSICAL SCIENCE*	3-4	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
ENGL	*** APPROVED LITERATURE ELECTIVE (part two of 6-hour survey)	3	Major	
ENGL	APPROVED LITERATURE ELECTIVE	3	Major	
PRE SUPPORT	**** PRE-APPROVED SUPPORT ELECTIVES	6	Support	
BIO	** BIOLOGICAL SCIENCE	3-4	Gen Ed	

*Major Courses: (15 Credit Hours) One of the following six-credit-hour sequences: ENGL 2773 and ENGL 2883; or ENGL 2543 and ENGL 2653; or ENGL 2423 and ENGL 2433; 9 credit hours Literature electives*  
*General Education Courses: (39 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1503 (recommended) or MATH 1513 or MATH 2013; \*Sciences: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science - one of the science courses must have a lab component; Social Sciences: PSY 1113 or SOC 1113; Humanities: HUM 2213; HUM 2223; Electives: Any 8 credit hours faculty advisor approved General Education Electives*

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

*Support Courses: (6 Credit Hours) Electives: 6 credit hours of electives from HUM, ENGL (2123 or above), or PHIL*

*Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog. For General Education Requirements, see the general information section of the catalog. \*\*At least one science course must include a lab component.*

*\*\*\* Students must choose one of the following six-credit-hour sequences: ENGL 2773 and ENGL 2883; ENGL 2653 and ENGL 2543; or ENGL 2423 and ENGL 2433.*

*\*\*\*\* Pre-Approved Support Electives must be chosen from HUM, ENGL (2123 or above), or PHIL.*

# Manufacturing Technology# - Precision Machining Emphasis

## Associate in Applied Science

Minimum of 62 Credits

This program is designed to provide the student with the necessary skills, training and education to enter the workforce upon completion of the program. The program is offered through cooperative alliances with Francis Tuttle and Moore Norman Technology Centers. Major courses in this degree are not available on the main campus of Oklahoma City Community College. All major courses are taught at Francis Tuttle and Moore Norman Technology Centers. The Manufacturing Technology Program is designed to allow students to develop the skills and abilities needed to work at the technician level in any manufacturing operation nationwide. In addition to hands-on experiences, the student will gain a general knowledge of manufacturing in areas such as job analysis, standard procedures, quality control, and high technology. The Precision Machining emphasis prepares students for careers in machine operations such as milling, precision grinding, setup and programming, production operations, milling, routing, tool making and job planning.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
MET 1021	ORIENTATION TO MACHINING	1	Support	None
MET 1013	MACHINE TOOL THEORY	3	Major	None
MET 1112	PRECISION MEASUREMENT	2	Major	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
MET 1232	PRINT READING	2	Major	(R) (W) (M) MET 1021
<b>Suggested Freshman 2nd Semester</b>				
MET 1423	INTRODUCTION TO MILLING OPERATIONS	3	Major	Prerequisites: (R) (W) and MET 1013
MET 1424	MILLING OPERATIONS	4	Major	Corequisite: MET 1112
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
MATH1	MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY	3	Support	
SUPP	GUIDED SUPPORT ELECTIVE	4	Support	
<b>Suggested Sophomore 1st Semester</b>				
MET 1433	INTRODUCTION TO ENGINE LATHE OPERATIONS	3	Major	(R) (W) and MET 1013
MET 1434	ENGINE LATHE OPERATIONS	4	Major	Corequisite: MET 1112
MET 2203	MACHINE TOOLS: PRODUCTION APPLICATIONS	3	Major	MET 1033
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
MET 1443	INTRODUCTION TO PRECISION SURFACE GRINDING	3	Major	(R) (W) and MET 1013
MET 1444	PRECISION SURFACE GRINDING	4	Major	Corequisite: MET 1112
OSRHE1	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE*	3	Gen Ed	
SUPP	GUIDED SUPPORT ELECTIVE	4	Support	

Major Courses: (32 credit hours) MET 1021; MET 1013; MET 1112; MET 1232; MET 1423; MET 1424; MET 1433; MET 1434; MET 1443; MET 1444; MET 2203

General Education Courses: (18 credit hours) English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education three credit hour English or communications course. \*: History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education Electives: Six credit hours

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

Support Courses: (11 credit hours) Three credit hours of mathematics that meets OCCC's mathematics proficiency requirements: Support Electives: Eight credit hours of support electives

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

Major courses are available only at Francis Tuttle and Moore Norman Technology Center.

# This program is offered through a cooperative alliance established with Francis Tuttle and Moore Norman Technology Centers.

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

# Manufacturing Technology# - Advanced Manufacturing Emphasis

## Associate in Applied Science

Minimum of 63 Credits

This program is designed to provide students with the skills, training and education necessary to enter into the workforce upon completion of the program. The program is offered through cooperative alliances with Francis Tuttle and Moore Norman Technology Centers.\*\*\* Major courses in this degree are not available on the main campus of Oklahoma City Community College. All major courses are taught at Francis Tuttle or Moore Norman Technology Center. The Manufacturing Technology Program is designed to allow students to develop the skills and abilities needed to work at the technician level in any manufacturing operation nationwide. In addition to hands-on experiences, the student will gain a general knowledge of manufacturing in areas such as job analysis, standard procedures, quality control, and high technology. In the Advanced Manufacturing emphasis, students will become skilled in electronics, installing, servicing, troubleshooting and maintaining advanced manufacturing cells.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
MATH1	MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY	3	Support	
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
ET 1144	INDUSTRIAL ELECTRONICS	4	Major	(R) (W) (M)
ET 2032	INDUSTRIAL ELECTRICITY	2	Major	(R) (W) (M)
PRDT 1223	INTRODUCTION TO COMPUTER INTEGRATED MANUFACTURING	3	Major	(R) (W) (M)
<b>Suggested Freshman 2nd Semester</b>				
GEN ED	* GEN ED ELECTIVE	3	Gen Ed	
PRDT 1233	MECHANICAL SYSTEMS	3	Major	(R) (W) (M)
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
ET 2044	ELECTROMECHANICAL DEVICES	4	Major	(R) (W) (M), ET 1144
PRDT 1534	PROGRAMMABLE CONTROLLER PROGRAMMING	4	Major	(R) (W) (M)
<b>Suggested Sophomore 1st Semester</b>				
SUPP	** GUIDED SUPPORT ELECTIVE	4	Support	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
PRDT 1413	FLUID POWER	3	Major	(R) (W) (M)
PRDT 1542	PROGRAMMABLE CONTROLLER INTERFACING	2	Major	(R) (W) (M) PRDT 1534
<b>Suggested Sophomore 2nd Semester</b>				
SUPP	** GUIDED SUPPORT ELECTIVE	8	Support	
OSRHE1	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE*	3	Gen Ed	
PRDT 2544	COMPUTER INTEGRATED MANUFACTURING	4	Major	(R) (W) (M) PRDT 1223

Major Courses: (29 credit hours) Electronics: ET 1144; ET 2032; ET 2044; Manufacturing Technology: PRDT 1223; PRDT 1233; PRDT 1413; PRDT 1534; PRDT 1542; PRDT 2544

General Education Courses: (18 credit hours) English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education English or communications course. \* History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education Electives: Six credit hours of general education electives

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

Support Courses: (15 credit hours) Three credit hours of mathematics that meets OCCC's mathematics proficiency requirements: \*\*Support Electives: Twelve credit hours of support electives

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

Major courses are available only at Francis Tuttle and Moore Norman Technology Center.

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

\*\* Support electives should be chosen from courses with the following prefixes: ET; CS; MET; PRDT; PHYS; CAD or MATH

# This program is offered through a cooperative alliance established with Francis Tuttle and Moore Norman Technology Centers.

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

# Mathematics - General Emphasis

## Associate in Science

Minimum of 61 Credits

Students who study mathematics have opportunities in many career fields. This is because mathematics plays such a central role in areas such as the physical and social sciences, engineering, computer science and business. At Oklahoma City Community College, mathematics students concentrate on algebra, analytical geometry, trigonometry and calculus. Mathematicians should have a high degree of reasoning ability and logic and be able to present facts and ideas clearly. When completing the Mathematics Program, students earn associate degrees and become prepared to continue their education at a four-year college or university. Career opportunities may be found in science, education, engineering, research, finance, economics, computers, government and construction.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
MATH 2104	(C) CALCULUS AND ANALYTIC GEOMETRY I	4	Major	(R) (W), MATH 1533 and MATH 1613 or adequate Math Placement Test Score
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
BIO 1114	GENERAL BIOLOGY --OR--	4	Gen Ed	(R) (W) (M)
BIO	BIOLOGICAL SCIENCE 2000 LEVEL	3-4	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
MATH 2214	(C) CALCULUS AND ANALYTIC GEOMETRY II	4	Major	(R) (W), MATH 2104 or equivalent within the last year
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
PHYS 2014	ENGINEERING PHYSICS I	4	Gen Ed	(R) (W), MATH 2104 (or at least 4 hours of calculus) within the last year or Evaluation by Instructor Prerequisite or Corequisite: MATH 2214
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
MATH 2314	(C) CALCULUS AND ANALYTIC GEOMETRY III	4	Major	(R) (W), MATH 2214 or equivalent within the last year
HUM	HUMANITIES ELECTIVE (PHIL 1603 recommended)	3	Gen Ed	
SUPP	GUIDED SUPPORT ELECTIVE	6	Support	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
SUPP	GUIDED SUPPORT ELECTIVE	5	Support	
GEN ED	GEN ED ELECTIVE	6	Gen Ed	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	

Major Courses: (12 credit hours) Mathematics: (C) MATH 2104; (C) MATH 2214; (C) MATH 2314

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Sciences: Seven or eight credit hours which include: PHYS 2014 and BIO 1114 or any 2000 level general education BIO course.; Humanities: Six credit hours (PHIL 1603 recommended); Electives: General Education Electives 12 credit hours

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

Support Courses: (11 credit hours) Selected from the following approved support courses with at least one course at the 2000 level: MATH 1503; MATH 1533; MATH 1613; MATH 2000; MATH 2013; MATH 2023; MATH 2213; MATH 2413; CS 1143; CS 2123; CS 2163; CS 2363; any 2000 level BIO; CHEM 1115; CHEM 1215; any 2000 level CHEM; ECON 2113; ECON 2123; any ENGR; GEOL 1114; PHYS 1504 or PHYS 1514 (but not both); any 2000 level PHYS.

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

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

# Medical Assistant#

## Associate in Applied Science

Minimum of 64 Credits

Medical Assistants perform highly technical administrative and clinical tasks to promote efficient operations of the medical office and other health care settings. They may work in the following environments: Physician's Offices, Medical Offices, Hospitals, Insurance Companies, Billing Companies, Medical Receptionists, and Medical Records. In addition to admission to the College, admission to the Medical Assistant Program is required. The application process for the program must be completed at Francis Tuttle, Metro Tech or Moore Norman Technology Centers\*. Students must be admitted to the Medical Assistant Program before enrollment in major courses. Special procedures also exist in the Medical Assistant program regarding transfer of credit from other schools and readmission of students previously in the program. The Medical Assistant Program is accredited by the American Association of Medical Assistants and Council on Accreditation of Health Education Programs.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
AHP 1013	MEDICAL TERMINOLOGY	3	Major	(R)
AOT 1113	COMPUTER KEYBOARDING	3	Support	(R) (W)
MA 1133	CLINICAL PROCEDURES I	3	Major	(R) (M)(W); Corequisite: AHP 1013 and BIO 1224
BIO 1224	TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY	4	Major	(R) (W)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
<b>Suggested Freshman 2nd Semester</b>				
AOT 1713	BEGINNING WORD PROCESSING APPLICATIONS	3	Support	(R) (W)
MA 1021	MEDICAL LAW AND ETHICS	1	Major	(R) (W)
MA 1033	MEDICAL INSURANCE	3	Major	(R) (W)
MA 1233	CLINICAL PROCEDURES II	3	Major	(R) (W) (M); Corequisite: MA 1133
OSRHE	* OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE	3	Gen Ed	
FA MATH1	FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS	3	Support	
<b>Suggested Sophomore 1st Semester</b>				
AOT 2033	MEDICAL CODING	3	Major	(R) (W), AHP 1013
MA 2212	PHARMACOLOGY FOR MEDICAL ASSISTANTS	2	Major	(R) (W) (M)
MA 2243	MEDICAL INFORMATICS	3	Major	(R) (W) (M)
MA 2234	ADMINISTRATION AND MEDICAL OFFICE PROCEDURES	4	Major	(R) (W) (M) AOT 1713
MA 2251	MEDICAL ASSISTANT SIMULATION	1	Major	(R) (W) (M); Corequisite: MA 1133; MA 1233
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
<b>Suggested Sophomore 2nd Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	(R)
MA 2516	MEDICAL ASSISTANT EXTERNSHIP	6	Major	(R) (W) (M), Completion of 33 credit hours in the major
GEN ED	GEN ED ELECTIVE	3	Gen Ed	

Major Courses: (36 credit hours) BIO 1224; AHP 1013; AOT 2033; MA 1021; MA 1033; MA 1133; MA 1233; MA 2212; MA 2234; MA 2243; MA 2251; MA 2516

General Education Courses: (18 credit hours) Political Science: POLSC 1113; English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education three credit hour English or communications course; \*; History: HIST 1483 or HIST 1493; Psychology: PSY 1113; General Education Electives: Three credit hours

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

Support Courses: (9 credit hours) Computer Keyboarding: AOT 1113; Beginning Word Processing Applications: AOT 1713; Mathematics: Three credit hours of faculty approved mathematics that meet OCCC's mathematics proficiency requirements.

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

Medical Assistant (MA) major courses are available only at Francis Tuttle, Metro Tech and Moore Norman Technology Centers.

# This program is offered through a cooperative alliance established with Francis Tuttle, Moore Norman and Metro Tech Technology Centers.

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

# Multimedia Emphasis - Computer-Aided Technology

## Associate in Applied Science

Minimum of 60 Credits

Multimedia is the integration of multiple forms of media, such as text, sound, graphics, animation, and video to inform or entertain the audience.

The Multimedia emphasis in Computer-Aided Technology provides students with a wide range of developing skills such as, traditional graphic design, interactive or web design, motion design, and video production, as well as knowing which kind of creative solution is best for your client. This program will allow students to utilize all the tools that drive today's media and entertainment projects, and will prepare students for life as a professional designer.

The Multimedia emphasis is an appropriate starting point for students who seek a professional career in graphic arts, digital media, interactive media, web design, photo editing, 3D modeling, animation, video editing and special effects.

The Multimedia emphasis is well-suited for enthusiastic students wishing to obtain a job in this field upon graduation.

Areas of emphasis are also available in Game Design, Computer-Aided Design (CAD) and Geographic Information Systems (GIS). Students should seek a faculty advisor early in the program.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
CAT 1214	COMPUTER-AIDED DESIGN (CAD)	4	Major	(R) (M)
CS 1103	(1) INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed	(R)
ART 1213	FOUNDATIONS I: DESIGN AND COLOR	3	Support	(R)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS --OR--		Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
MATH APPM	ANY 1000 LEVEL MATH OR APPM	3	Support	
<b>Suggested Freshman 2nd Semester</b>				
CAT 1513	DIGITAL IMAGING	3	Major	CS 1103 or CAT 1413 or Evaluation by Instructor
CAT 2533	3D RENDERING AND DESIGN VISUALIZATION	3	Major	(R) (W)
CS 1363	MULTIMEDIA	3	Major	(R) (W) (M), CS 1103 or Evaluation by Instructor
OSRHE	** OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE	3	Gen Ed	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
CAT 2633	3D ANIMATION AND SPECIAL EFFECTS	3	Major	(R) (W), CAT 2533 or Evaluation by Instructor
CS 2143	DIGITAL VIDEO EDITING	3	Major	(R) (M), CS 1363 or Evaluation by Instructor
CS 2413	WEB SITE DEVELOPMENT	3	Major	(R) (W), CS 1103 or Evaluation by Instructor
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support	
<b>Suggested Sophomore 2nd Semester</b>				
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
CS 2433	WEB ANIMATION	3	Major	(R) (M), CS 1363 or Evaluation by Instructor
CAT 2924	DESIGN PROJECT	4	Major	(R) (W) (M), 15 Hours in a CAT Emphasis
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support	

*Major Courses: (29 credit hours) Computer-Aided Technology: CAT 1214, CAT 1513, CAT 2533, CAT 2633, CAT 2924; Computer Science: CS 1363, CS 2143, CS 2413, CS 2433*  
*General Education Courses: (18 credit hours) English: ENGL 1113 \*\*Any course that meets Oklahoma State Regents for Higher Education requirements for a general education communications course (ENGL 1213; ENGL 1233; COM 1123; COM 2213); Computer Science: (1)CS 1103; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education: 3 hrs general education elective*  
*Life Skills Courses: (1 credit hour) Life Skills: SCL 1001*  
*Support Courses: (12 credit hours) Art: ART 1213; Mathematics: BUS 1323 or any 1000 level MATH or APPM course; \*Electives: Faculty Approved Support Electives - 6 credit hours*  
*Notes: This technical/occupational program is designed to prepare students to enter the job force following completion.*  
*\* Approved Support Electives must have an ART, CAT, CS, JB, FVP, GCOM or MU prefix and must be approved by a Program Faculty Advisor. The Program Faculty Advisor must approve other electives.*  
*(1) Advanced Standing is available*

# Multimedia - Computer-Aided Technology

## Certificate of Mastery

*Minimum of 37 Credits*

Multimedia is the integration of multiple forms of media, such as text, sound, graphics, animation, and video to inform or entertain the audience.

The Multimedia emphasis in Computer-Aided Technology provides students with a wide range of developing skills such as, traditional graphic design, interactive or web design, motion design, and video production, as well as knowing which kind of creative solution is best for your client. This program will allow students to utilize all the tools that drive today's media and entertainment projects, and will prepare students for life as a professional designer.

The Multimedia emphasis is an appropriate starting point for students who seek a professional career in graphic arts, digital media, interactive media, web design, photo editing, 3D modeling, animation, video editing and special effects.

The Multimedia certificate is also well-suited for enthusiastic amateurs and designers looking to explore this exciting field as a recreational endeavor.

Areas of emphasis are also available in Game Design, Computer-Aided Design (CAD) and Geographic Information Systems (GIS). Students should seek a faculty advisor early in the program

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
CAT 1214	COMPUTER-AIDED DESIGN (CAD)	4	Major	(R) (M)
CAT 1513	DIGITAL IMAGING	3	Major	CS 1103 or CAT 1413 or Evaluation by Instructor
CS 1103	(1) INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Major	(R)
ART 1213	FOUNDATIONS I: DESIGN AND COLOR	3	Major	(R)
<b>Suggested Freshman 2nd Semester</b>				
CAT 2533	3D RENDERING AND DESIGN VISUALIZATION	3	Major	(R) (W)
CS 1363	MULTIMEDIA	3	Major	(R) (W) (M), CS 1103 or Evaluation by Instructor
CS 2413	WEB SITE DEVELOPMENT	3	Major	(R) (W), CS 1103 or Evaluation by Instructor
GCOM 1053	ELECTRONIC PUBLISHING: INDESIGN I	3	Major	(R)
<b>Suggested Sophomore 1st Semester</b>				
CAT 2633	3D ANIMATION AND SPECIAL EFFECTS	3	Major	(R) (W), CAT 2533 or Evaluation by Instructor
CS 2143	DIGITAL VIDEO EDITING	3	Major	(R) (M), CS 1363 or Evaluation by Instructor
CS 2433	WEB ANIMATION	3	Major	(R) (M), CS 1363 or Evaluation by Instructor
ART 1183	COMPUTER DRAWING: ILLUSTRATOR	3	Major	(R)

*Major Courses: (37 credit hours) Art: ART 1213; Computer-Aided Technology: CAT 1214, CAT 1513, CAT 2533, CAT 2633; Computer Science: (1) CS 1103, CS 1363, CS 2143, CS 2413, CS 2433; Graphic Communications: GCOM 1053, GCOM 1183*

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

*(1) Advanced Standing is available*



# Music

## Associate in Arts

Minimum of 62 Credits

This comprehensive two-year program prepares the student for transfer to a Baccalaureate degree-granting institution. The music program offers a broad range of courses and activities for students interested in developing skills in music theory and performance. Vocal, keyboard, or instrumental skills may be emphasized. In courses such as music theory, applied music and music literature, students study performance techniques, harmony and analysis, and the evolution of musical history and form. Music students should be creative, selfconfident, and have a strong interest in the performing arts. An associate degree in Music provides the student with the background necessary for transfer to a four-year college or university and completion of a baccalaureate degree. Upon completion of their education, students may find career opportunities in such areas as performing, composing, arranging, teaching, music ministry, or music therapy.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
MU 1124	MUSIC THEORY I	4	Major	(R) (W) (M)
MU 1131	CONCERT CHOIR	1	Major	NONE
MU 2141	INDIVIDUAL INSTRUCTION --OR--		Major	(R) (W)
MU 1151	GROUP INSTRUCTION	1	Major	(R) (W)
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
MATH 1503	CONTEMPORARY MATHEMATICS --OR--		Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1513	COLLEGE ALGEBRA --OR--		Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
MU 1224	MUSIC THEORY II	4	Major	(R) (W) (M), MU 1124
MU 1131	CONCERT CHOIR	1	Major	NONE
MU 2141	INDIVIDUAL INSTRUCTION --OR--		Major	(R) (W)
MU 1151	GROUP INSTRUCTION	1	Major	(R) (W)
HUM 1113	MUSIC APPRECIATION	3	Gen Ed	(R) (W)
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
<b>Suggested Sophomore 1st Semester</b>				
MU 2314	MUSIC THEORY III	4	Major	(R) (W) (M), MU 1224
MU 1131	CONCERT CHOIR	1	Major	NONE
MU 2141	INDIVIDUAL INSTRUCTION	1	Major	(R) (W)
MU 2123	MUSIC LITERATURE I	3	Major	(R) (W) (M), MU 1224
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
BIO	** BIOLOGICAL SCIENCE	3-4	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
MU 2414	MUSIC THEORY IV	4	Major	(R) (W) (M), MU 2314
MU 2223	MUSIC LITERATURE II	3	Major	(R) (W) (M), MU 2123
MU 1131	CONCERT CHOIR	1	Major	NONE
MU 2141	INDIVIDUAL INSTRUCTION	1	Major	(R) (W)
PHYS SC	** ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL PREFIXES	3-4	Gen Ed	
GEN ED	* GEN ED ELECTIVE	3	Gen Ed	

*Major Courses: (24 Credit Hours) Music: MU 1124; MU 1141 or MU 1151; MU 1131 (Minimum four credit hours); MU 1224; MU 1241 or MU 1251; MU 2141; MU 2241; MU 2314; MU 2414*  
*General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; \*Sciences: Three to four credit hours Physical Science; three to four credit hours of general education; Biological Science: one of the science courses must include a lab component.; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Humanities: HUM 1113; three credit hours Humanities Electives; Music: MU 2123; MU 2223; Electives: Three credit hours General Education Electives*  
*Life Skills Courses: (1 credit hour) Life Skills: SCL 1001*

*Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog. For General Education Requirements, see the general information section of the catalog. \*\*At least one science course must include a lab component.*

# Nanotechnology

## Associate in Applied Science

Minimum of 64 Credits

Nanotechnology is the science and technology of structuring and controlling matter on a scale ranging from 1 to 100 nanometers, where materials display novel properties. Synthesis, characterization, modeling, simulation, and informatics are fundamental to the manufacture and production of materials and devices created using nanotechnology principles. Growth in the field of nanotechnology is creating a demand for highly-skilled individuals from a broad range of fields which include physics, chemistry, materials science, biology, biochemistry, and software engineering.

This program will provide students with the background in nanotechnology, mathematics, and science that they will need to help synthesize, characterize, and simulate the materials developed and used in a broad range of nanotechnology applications.

\*\*Please note that both CHEM 1115, and PHYS 1114 have prerequisites in science and/or mathematics.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
MATH 2013	INTRODUCTION TO STATISTICS	3	Major	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
CHEM 1115	GENERAL CHEMISTRY I	3	Major	(R) (W), MATH 1513 or MATH 1533 or both MATH 0123 and High School Chemistry or CHEM 0123 or CHEM 1123
PHYS 1114	COLLEGE PHYSICS I	4	Major	(R) (W), MATH 1513 or higher or APPM 1223, within the last two years or Evaluation by Instructor.
NANO 1112	SURVEY OF NANOTECHNOLOGY	2	Major	(R) (W) (M)
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1233	REPORT WRITING --OR--		Major	(R) (W), ENGL 1113 English Composition I
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
MATH 1613	TRIGONOMETRY	3	Major	Pre or Corequisite: (R), MATH 1513 or MATH 1533 or adequate Math Placement Test Score
CHEM 1215	GENERAL CHEMISTRY II	5	Major	(R) (W), CHEM 1115 and either MATH 1513 or MATH 1533. A grade of "C" or better in CHEM 1115 is strongly recommended.
PHYS 1214	COLLEGE PHYSICS II	4	Major	(R) (W) (M), PHYS 1114
<b>Suggested Sophomore 1st Semester</b>				
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
CS 1333	DATABASE MANAGEMENT APPLICATIONS --OR--		Major	(R)
CS 1343	SPREADSHEET APPLICATIONS	3	Major	(R) (M)
NANO 2125	NANOTECHNOLOGY LAB I	5	Major	(R) (W) (M), Corequisite: NANO 2133, CS 1333 or CS 1343 or Permission of Instructor
NANO 2133	NANOMATERIALS AND NANOSTRUCTURES	3	Major	(R) (W) (M), NANO 1112, PHYS 1214, CHEM 1215 or Permission of Instructor
<b>Suggested Sophomore 2nd Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
BIO 1114	GENERAL BIOLOGY	3	Major	(R) (W) (M)
NANO 2225	NANOTECHNOLOGY LAB II	5	Major	(R) (W) (M), NANO 2125
MEMS 2233	MICRO-ELECTRO-MECHANICAL SYSTEMS	3	Major	(R) (W) (M), PHYS 1214
<b>Suggested Sophomore Summer Semester</b>				
	NANOTECHNOLOGY PRACTICUM	3	Major	(R) (W) (M), NANO 2225, NANO 2133

Major Courses: (30 credit hours) NANO 1112; NANO 2133; NANO 2125; NANO 2225; MEMS 2233; CHEM 1215; PHYS 1214; NANO 2333

General Education Courses: (19 credit hours) ENGL 1113; ENGL 1233 or ENGL 1213; HIST 1483 or HIST 1493; POLSC 1113; PHYS 1114; BIO 1113

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

Support Courses: (14 credit hours) MATH 2013; MATH 1613; CHEM 1115; CS 1333; CS 1343

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

# Network Technology#

## Associate in Applied Science

Minimum of 61 Credits

This plan of study is offered through cooperative alliances with Francis Tuttle and Moore Norman Technology Centers\*\*. Major courses in this degree plan are offered at Francis Tuttle and Moore Norman Technology Centers. The plan of study will give the student the opportunity to learn an array of equipment, systems, hardware and software. The courses of study will provide knowledge of the latest technical networking trends in the commercial and business market place. Upon completion of this plan of study students may be prepared, depending on individual choices to take many of the following certification examinations: C-Tech Network Cabling Specialist, CompTIA Linux+, CompTIA A+, Network +, Novell NetWare, CNA, Microsoft MCP, MCSA, MCSE, BICSIis Level I and LevelII Installers and Cisco Systems CCNA.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
NT 1114	MICROCOMPUTER INSTALLATION AND SERVICE	4	Major	(R) (W) (M), NT 1113 Operating Systems
NT 1113	OPERATING SYSTEMS	3	Major	(R) (W) (M)
MATH1	*** MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY	3	Support	
SUPP ELEC	SUPPORT ELECTIVE	4	Support	
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
<b>Suggested Freshman 2nd Semester</b>				
NT 1144	INTRODUCTION TO NETWORKING	4	Major	(R) (W) (M), NT 1114 Microcomputer Installation and Service
NT 1164	MS WINDOWS PROFESSIONAL INSTALLATION AND SUPPORT	4	Major	(R) (W) (M), NT 1144 Introduction to Networking
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
OSRHE1	* OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE*	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
NT 2114	MS WINDOWS SERVER INSTALLATION AND SUPPORT	4	Major	(R) (W) (M), NT 1164 MS Windows Professional Installation and Support
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
MAJOR	**** MAJOR ELECTIVE	8	Major	
<b>Suggested Sophomore 2nd Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
SUPP ELEC	SUPPORT ELECTIVE	8	Support	

Major Courses: (27 credit hours) NT 1113; NT 1114; NT 1144; NT 1164; NT 2114; 8 credit hours of faculty approved major electives

General Education Courses: (18 credit hours) English: ENGL 1113; Communications/English: \*Any Oklahoma State Regents for Higher Education approved general education communications or English course.; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education Electives: Six credit hours

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

Support Courses: (15 credit hours) Mathematics: APPM 1223; Support Electives: 12 credit hours of electives

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

Major courses are available only at Francis Tuttle and Moore Norman Technology Center.

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

# This program is offered through cooperative alliances established with Francis Tuttle and Moore Norman Technology Centers.

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

\*\*\* APPM 1223 or APPM 1233 or BUS 1323 or any 1000 Mathematics course that meets OCCC mathematics proficiency.

\*\*\*\* To be chosen from APPM, CS, DBM, ECS, ISEC, NT, MATH and TECH.

# Nursing++

## Associate in Applied Science

Minimum of 72 Credits

The minimum time period to complete the Nursing Program requirements is five semesters. Students must be accepted into the Nursing Program before they may enroll in major courses. A career in nursing offers challenges, self-satisfaction, and the opportunity to be a member of the interdisciplinary team providing care in various health care settings. NUR 1221: Overview of Nursing, an introductory course, is offered each semester for anyone interested in nursing as a career. The Associate Degree Nursing Program follows a logical and sequential curriculum to provide the educational experiences necessary for entry into nursing practice as a Registered Nurse. The Nursing Program is approved by the Oklahoma Board of Nursing and is accredited by the National League for Nursing Accrediting Commission, 61 Broadway-33rd Floor, New York, NY 10006, 800-669-1656, Ext. 153. Program graduates are eligible to apply for the National Council Licensure Examination for Registered Nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. Applicants with one or more felony convictions cannot apply for licensure for at least 5 years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received. Please check with the Nursing Program for additional information. Applications for the Nursing Program, information on the application procedure, and the minimum requirements may be obtained from the Office of Recruitment and Admissions during application periods for fall or spring admission. Deadlines for applying to the Nursing Program are published in the college academic calendar. Advanced standing information is available from the Nursing Program for LPNs, Oklahoma licensed paramedics and transfer students with nursing course credits. Please note that each major nursing course requires the student to travel to various clinical sites. It is the responsibility of each student to provide his/her own transportation to these sites.

NOTE: THE CURRICULUM REQUIREMENTS FOR THE ASSOCIATE DEGREE IN APPLIED SCIENCE IN NURSING WILL BE REVISED IN THE 2009/2010 OKLAHOMA CITY COMMUNITY COLLEGE CATALOG. ALL INTERESTED STUDENTS ARE ENCOURAGED TO SEEK ADDITIONAL INFORMATION FROM AN ADVISOR IN THE OFFICE OF ADVISING AND CAREER SERVICES OR FROM THE NURSING PROGRAM'S WEBSITE, <http://www.occ.edu/Health/Nursing.html>. INFORMATION MAY ALSO BE OBTAINED FROM THE DIVISION OF HEALTH PROFESSIONS OFFICE BY CALLING 405.682.7507.

THE REVISED REQUIREMENTS WILL APPLY TO EACH OF THE THREE PROGRAM PATHWAYS: TRADITIONAL; CAREER LADDER PATHWAY; AND BACCALAUREATE TO ASSOCIATE DEGREE NURSE ACCELERATED PATHWAY. THIS CHANGE WILL APPLY TO ALL STUDENTS ACCEPTED INTO THE NURSING PROGRAM IN FALL 2009 AND SUBSEQUENT SEMESTERS.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Entry Summer Semester</b>				
APPM 1313	*(C) MATHEMATICS FOR HEALTH CAREERS –OR–		Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
MATH 1513	*(C) COLLEGE ALGEBRA	3	Support	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
BIO 1314	*(C) HUMAN ANATOMY AND PHYSIOLOGY I	4	Support	(R) (W) (M), An adequate biology placement test score or BIO 0123 or a college-level biological science class
<b>Suggested Freshman 1st Semester</b>				
NUR 1519	*+(C) NURSING PROCESS I	9	Major	(R) (W) (M). a. Admission to the Nursing Program; b. APPM 1313 or MATH 1513; Corequisites: BIO 1023, BIO 1314.
BIO 1023	(C) INTRODUCTORY NUTRITION	3	Support	(R) (W) (M)
BIO 1414	(C) HUMAN ANATOMY AND PHYSIOLOGY II	4	Support	(R) (W) (M), BIO 1314
<b>Suggested Freshman 2nd Semester</b>				
NUR 1529	*+(C) NURSING PROCESS II	9	Major	(R) (W) (M). NUR 1519, APPM 1313 or MATH 1513, BIO 1023, BIO 1314. Corequisites: BIO 1414, PSY 1113, ENGL 1113.
PSY 1113	(C) INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	(R)
ENGL 1113	(C) ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
BIO 1514	(C) MICROBIOLOGY OF INFECTIOUS DISEASE	4	Support	(R) (W) (M), BIO 1314
<b>Suggested Sophomore 1st Semester</b>				
NUR 2539	(C)+ NURSING PROCESS III	9	Major	(R) (W) (M); NUR 1519, NUR 1529, APPM 1313 or MATH 1513, BIO 1023, BIO 1314, BIO 1414, PSY 1113, ENGL 1113. Corequisites: ENGL 1213, PSY 2403, BIO 1514.
PSY 2403	(C) DEVELOPMENTAL PSYCHOLOGY	3	Gen Ed	(R) (W), PSY 1113
ENGL 1213	(C) ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
<b>Suggested Sophomore 2nd Semester</b>				
NUR 2549	(C)+ NURSING PROCESS IV	9	Major	(R) (W) (M); NUR 1519, NUR 1529, NUR 2539, APPM 1313 or MATH 1513, BIO 1023, BIO 1314, BIO 1414, BIO 1514, PSY 1113, PSY 2403, ENGL 1113, ENGL 1213. Corequisites: POLSC 1113, HIST 1483 or HIST 1493.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
HIST 1483	U.S. HISTORY TO THE CIVIL WAR –OR–		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)

Major Courses: (36 credit hours) ++Nursing: \*NUR 1519; \*NUR 1529; NUR 2539; NUR 2549

General Education Courses: (18 credit hours) Psychology: PSY 1113; PSY 2403; English: ENGL 1113; ENGL 1213; History: HIST 1483 or 1493; Political Science: POLSC 1113

Life Skills Courses: (3 credit hours) Biology: BIO 1023

Support Courses: (15 credit hours) \*\*Mathematics: APPM 1313 or MATH 1513; Biological Science: BIO 1314; BIO 1414; BIO 1514

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

\*Or successful completion of: A) Transfer requirement: see Nursing Program

\*\*Must be completed prior to the beginning NUR 1519

(C) A grade of "C" must be achieved in all courses required for this degree with the exception of POLSC 1113 and HIST 1483 or 1493 (a grade of "D" is minimum).

*+ All Nursing major courses have pre- and co-requisite courses which are listed with Course Descriptions in this Catalog. These courses also have clinical components which require purchase of liability insurance, immunizations and health records, a clinical uniform, and extensive background checks.*

*++Special Admissions Procedures: Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an Oklahoma State Bureau of Investigation (OSBI) background check with both a criminal history search and a sex offender search. A more extensive nationwide Investigative Background Report (IBR) is also required. The student is responsible for payment for both reports. Clinical agency representative(s) review the reports, without access to identifying information, that have criminal history. The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites he/she will be unable to successfully complete the course or the program. Any break in continuous enrolment will require additional OSBI checks and Investigative Background Reports.*

*Drug Testing: Drug testing is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Random drug tests will be done on a predetermined date. Any break in continuous employment will require an additional random test.*

*Graduates of the nursing program must also meet the requirements of the Oklahoma Board of Nursing for licensure, which include but are not limited to criminal history search and passing the licensure exam.*

# Nursing Program - Baccalaureate to Associate Degree Nurse Accelerated Pathway++

## Associate in Applied Science

Minimum of 72 Credits

This associate degree program is designed to meet the needs of individuals who have previously earned a baccalaureate or higher degree (non-nursing) from a regionally accredited institution of higher learning. The Baccalaureate to Associate Degree Nurse Accelerated Pathway recognizes the previous academic experiences of those with baccalaureate or higher degrees in other disciplines by providing accelerated opportunities for completing nursing major courses. Once all prerequisites have been completed, the minimum time period to complete the Baccalaureate to Associate Degree Nurse Accelerated Pathway is 10 months. It is important to note that the Pathway will be an intense and time-demanding program of study as all nursing major courses include both theory and clinical components. Students must be formally accepted into the Nursing Program before they can enroll in NUR 1519 and subsequent nursing major courses. The Program is approved by the Oklahoma Board of Nursing and is accredited by the National League for Nursing Accrediting Commission, 61 Broadway-33rd Floor, New York, NY 10006, 800-669-1656, extension 153. Program graduates are eligible to apply for the National Council Licensure Examination for Registered Nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. Applicants with one or more felony convictions cannot apply for licensure for at least 5 years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received. Please check with the Nursing Program for additional information. Applications for the Baccalaureate to Associate Degree Nurse Accelerated Pathway, information regarding the application procedure, and the minimum requirements may be obtained from the Office of Recruitment and Admissions. Deadline for application to the Accelerated Pathway is published in the College Academic Calendar. The first nursing major course is taught in the summer academic term with completion of the program the subsequent March. Please note that nursing courses require students to travel to various clinical sites, and it is the responsibility of each student to provide his/her own means of transportation to these sites.

NOTE: THE CURRICULUM REQUIREMENTS FOR THE ASSOCIATE DEGREE IN APPLIED SCIENCE IN NURSING WILL BE REVISED IN THE 2009-2010 OKLAHOMA CITY COMMUNITY COLLEGE CATALOG. ALL INTERESTED STUDENTS ARE ENCOURAGED TO SEEK ADDITIONAL INFORMATION FROM AN ADVISOR IN THE OFFICE OF ADVISING AND CAREER SERVICES OR FROM THE NURSING PROGRAM'S WEBSITE, <http://www.occ.edu/Health/Nursing.html>. INFORMATION MAY ALSO BE OBTAINED FROM THE DIVISION OF HEALTH PROFESSIONS OFFICE BY CALLING 405.682.7507.

THE REVISED REQUIREMENTS WILL APPLY TO EACH OF THE THREE PROGRAM PATHWAYS: TRADITIONAL; CAREER LADDER PATHWAY; AND BACCALAUREATE TO ASSOCIATE DEGREE NURSE ACCELERATED PATHWAY. THIS CHANGE WILL APPLY TO ALL STUDENTS ACCEPTED INTO THE NURSING PROGRAM IN FALL 2009 AND SUBSEQUENT SEMESTERS.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Entry Summer Semester</b>				
APPM 1313	*(C) MATHEMATICS FOR HEALTH CAREERS –OR–		Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
MATH 1513	*(C) COLLEGE ALGEBRA	3	Support	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
BIO 1314	*(C) HUMAN ANATOMY AND PHYSIOLOGY I	4	Support	(R) (W) (M), An adequate biology placement test score or BIO 0123 or a college-level biological science class
ENGL 1113	*(C) ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
<b>Suggested Freshman 1st Semester</b>				
BIO 1023	*(C) INTRODUCTORY NUTRITION	3	Support	(R) (W) (M)
BIO 1414	*(C) HUMAN ANATOMY AND PHYSIOLOGY II	4	Support	(R) (W) (M), BIO 1314
ENGL 1213	*(C) ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
PSY 1113	*(C) INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	(R)
<b>Suggested Freshman 2nd Semester</b>				
PSY 2403	*(C) DEVELOPMENTAL PSYCHOLOGY	3	Gen Ed	(R) (W), PSY 1113
BIO 1514	*(C) MICROBIOLOGY OF INFECTIOUS DISEASE	4	Support	(R) (W) (M), BIO 1314
POLSC 1113	*(C) AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
HIST 1483	*(C) U.S. HISTORY TO THE CIVIL WAR –OR–		Gen Ed	(R) (W)
HIST 1493	*(C) U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
<b>Suggested Freshman Summer Semester</b>				
NUR 1519	+(C) NURSING PROCESS I	9	Major	(R) (W) (M). a. Admission to the Nursing Program; b. APPM 1313 or MATH 1513; BIO 1023, BIO 1314, BIO 1414, BIO 1514, PSY 1113, PSY 2403, ENGL 1113, ENGL 1213, POLSC 1113, HIST 1483 or HIST 1493.
<b>Suggested Sophomore 1st Semester</b>				
NUR 1529	+(C) NURSING PROCESS II	9	Major	NUR 1519, APPM 1313 or MATH 1513; BIO 1023, BIO 1314, BIO 1414, BIO 1514, PSY 1113, PSY 2403, ENGL 1113, ENGL 1213, POLSC 1113, HIST 1483 or HIST 1493
NUR 2539	+(C) NURSING PROCESS III	9	Major	NUR 1519, NUR 1529, APPM 1313 or MATH 1513; BIO 1023, BIO 1314, BIO 1414, BIO 1514, PSY 1113, PSY 2403, ENGL 1113, ENGL 1213, POLSC 1113, HIST 1483 or HIST 1493
<b>Suggested Sophomore 2nd Semester</b>				
NUR 2549	+(C) NURSING PROCESS IV	9	Major	NUR 1519, NUR 1529, NUR 2539, APPM 1313 or MATH 1513; BIO 1023, BIO 1314, BIO 1414, BIO 1514, PSY 1113, PSY 2403, ENGL 1113, ENGL 1213, POLSC 1113, HIST 1483 or HIST 1493.

*Major Courses: (36 credit hours) ++Nursing: +(C)NUR 1519, +(C)NUR 1529, +(C)NUR 2539, +(C)NUR 2549*

*General Education Courses: (18 credit hours) English: ENGL 1113; English: ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Psychology: PSY 1113, PSY 2403*

*Life Skills Courses: (3 credit hours) Biology: BIO 1023*

*Support Courses: \* (15 credit hours) Biological Science: BIO 1314; BIO 1414; Biological Science: BIO 1514; Mathematics: APPM 1313 or MATH 1513*

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

*\* All support courses must be completed prior to the beginning of NUR 1519.*

*(C) A grade of "C" must be achieved in all courses required for this degree with the exception of POLSC 1113 and HIST 1483 or 1493 (a grade of "D" is minimum).*

*+All nursing courses have prerequisites as identified. These courses also have clinical components that require purchase of liability insurance, immunizations and health records, a clinical uniform, and extensive background check.*

*++Special Admissions Procedures Required: Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an Oklahoma State Bureau of Investigation (OSBI) background check with both a criminal history search and a sex offender search. A more extensive nationwide Investigative Background Report (IBR) is also required. The student is responsible for payment for both reports.*

*Clinical agency representative(s) review the reports, without access to identifying information, that have criminal history. The facility alone can accept or deny clinical access to a student. If a student is denied*

*access to clinical sites he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require additional OSBI checks and Investigative Background Reports.*

*Drug Testing: Drug testing is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Random drug tests will be done on a predetermined date. Any break in continuous employment will require an additional random test.*

*Graduates of the nursing program must also meet the requirements of the Oklahoma Board of Nursing for licensure, which include but are not limited to criminal history search and passing the licensure exam.*

# Nursing Program - Nursing Career Ladder Pathway++

## Associate in Applied Science

Minimum of 72 Credits

This associate degree program is designed to meet the needs of the currently licensed LPN or Oklahoma licensed paramedic who seeks licensure as a registered nurse. College credits earned may apply toward a bachelor's degree should the individual decide to continue studies at a four year college or university. Once all prerequisites have been completed the minimum time period to complete the Nursing Career Ladder Pathway is ten months. Students must be formally accepted into the Nursing Program's Career Ladder Pathway before they can enroll in NUR 1532 Nursing Transition II and subsequent major courses.

The Nursing Career Ladder Pathway recognizes the previous educational experiences of licensed practical nurses and Oklahoma licensed paramedics by providing Advanced Standing credit opportunities. Once Advanced Standing credit requirements are met, the program follows a logical and sequential curriculum to prepare students for entry into practice as a registered nurse. The Program is approved by the Oklahoma Board of Nursing and is accredited by the National League for Nursing Accrediting Commission, 61 Broadway-33rd Floor, New York, NY 10006, 800-669-1656, extension 153. Program graduates are eligible to apply for the National Council Licensure Examination for Registered Nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. Applicants with one or more felony convictions cannot apply for licensure for at least 5 years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received. Please check with the Nursing Program for additional information. Applications for the Nursing Career Ladder Pathway, information regarding the application procedure, and the minimum requirements may be obtained from the Office of Recruitment and Admissions. Deadline for applying to the Nursing Career Ladder Pathway is published in the College Academic Calendar. Nursing Transition I, the first course in the Pathway, has open admissions for those who meet prerequisite licensure and course requirements. Applicants who hold a valid LPN license in good standing, practice as a LPN, and graduated from a NLNAC accredited practical nursing program will be exempt from Nursing Transition I. Admission into the Pathway is required before enrollment in Nursing Transition II, which is taught in the August intersession. From the point of entry into Nursing Transition II, the program lasts approximately ten months with completion in May of the following year. Please note that nursing courses require the student to travel to various clinical sites. It is the responsibility of the student to provide his/her own means of transportation to these sites. Advanced Standing credit is awarded to those students who have completed the program, providing the required credit hours needed to earn the Associate of Applied Science Degree. The total fee for Advanced Standing credits at this time is \$70.00 (\$5.00/credit hour). Note that additional tuition and fees are required for all other courses in the program's curriculum.

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THE REVISED REQUIREMENTS WILL APPLY TO EACH OF THE THREE PROGRAM PATHWAYS: TRADITIONAL; CAREER LADDER PATHWAY; AND BACCALAUREATE TO ASSOCIATE DEGREE NURSE ACCELERATED PATHWAY. THIS CHANGE WILL APPLY TO ALL STUDENTS ACCEPTED INTO THE NURSING PROGRAM IN FALL 2009 AND SUBSEQUENT SEMESTERS.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
CHEM 1123	** (C) PRINCIPLES OF CHEMISTRY	3	Support	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
CHEM 1131	** (C) PRINCIPLES OF LABORATORY CHEMISTRY	1	Support	Prerequisite or Corequisite: (R) (W), CHEM 1123
BIO 1314	** (C) HUMAN ANATOMY AND PHYSIOLOGY I	4	Support	(R) (W) (M), An adequate biology placement test score or BIO 0123 or a college-level biological science class
BIO 1023	** (C) INTRODUCTORY NUTRITION	3	Support	(R) (W) (M)
ENGL 1113	** (C) ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
PSY 1113	** (C) INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	(R)
<b>Suggested Freshman 2nd Semester</b>				
BIO 1414	** (C) HUMAN ANATOMY AND PHYSIOLOGY II	4	Support	(R) (W) (M), BIO 1314
NUR 1512	** (C) NURSING TRANSITION I (if required)	2	Major	(R) (W) (M), APPM 1313 OR MATH 1513, BIO 1023, BIO 1314; a. Meet basic requirements for admission to the Nursing Career Ladder Pathway; b. LPN or Oklahoma Licensed Paramedic.
<b>Suggested Freshman Summer Semester</b>				
ENGL 1213	** (C) ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
NUR 1532	(C) NURSING TRANSITION II	2	Major	(R) (W) (M), APPM 1313 or MATH 1513, BIO 1023, BIO 1314, BIO 1414, PSY 1113, ENGL 1113, ENGL 1213, NUR 1512 (unless exempt).
<b>Suggested Sophomore 1st Semester</b>				
NUR 2539	+(C) NURSING PROCESS III	9	Major	Prerequisites for Career Ladder Pathway are: NUR 1512 (if required), NUR 1532, APPM 1313 or MATH 1513, BIO 1023, BIO 1314, BIO 1414, PSY 1113, ENGL 1113, ENGL 1213. Corequisites: PSY 2403, BIO 1514.
PSY 2403	(C) DEVELOPMENTAL PSYCHOLOGY	3	Gen Ed	(R) (W), PSY 1113
BIO 1514	(C) MICROBIOLOGY OF INFECTIOUS DISEASE	4	Support	(R) (W) (M), BIO 1314
<b>Suggested Sophomore 2nd Semester</b>				
NUR 2549	+(C) NURSING PROCESS IV	9	Major	NUR 1512 (if required), NUR 1532, NUR 2539, APPM 1313 or MATH 1513, BIO 1023, BIO 1314, BIO 1414, BIO 1514, PSY 1113, PSY 2403, ENGL 1113, ENGL 1213. Corequisites: POLSC 1113, HIST 1483 or HIST 1493.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)



*Major Courses: (36 credit hours) Nursing: NUR 1512 (unless exempt); NUR 1532; +NUR 2539; +NUR 2549; Advanced Standing: NUR 1519 and NUR 1529*

*General Education Courses: (18 credit hours) \*\*English: ENGL 1113; English: \*\*ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Psychology: \*\*PSY 1113, PSY 2403*

*Life Skills Courses: (3 credit hours) \*\*Biology: BIO 1023*

*Support Courses: \*(15 credit hours) Biological Science: \*\*BIO 1314; \*\*BIO 1414; Biological Science: BIO 1514; \*\*Mathematics: APPM 1313 or MATH 1513;*

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

*\* Acceptance into program requires minimum score of 74% on NLN Acceleration Challenge Exams I for LPNs who graduated from non-NLNAC accredited schools and licensed paramedics OR graduation from NLNAC accredited Practical Nursing program for LPNs.*

*\*\* Must be completed prior to NUR 1532.*

*(C) A grade of "C" must be achieved in all courses required for this degree with the exception of POLS 1113 and HIST 1483 or HIST 1493 (a grade of "D" is minimum).*

*+ These nursing courses have pre- and corequisites which are listed with Course Descriptions in this Catalog. These courses also have clinical components that require purchase of liability insurance, immunizations and health records, a clinical uniform, and extensive background checks.*

*++ Special Admissions Procedures Required: Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an Oklahoma State Bureau of Investigation (OSBI) background check with both a criminal history search and a sex offender search. A more extensive nationwide Investigative Background Report (IBR) is also required. The student is responsible for payment for both reports. Clinical agency representative(s) review the reports, without access to identifying information, that have criminal history. The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites he/she will be unable to successfully complete the course or the program. Any break in continuous enrolment will require additional OSBI checks and Investigative Background Reports.*

*Drug Testing: Drug testing is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Random drug tests will be done on a predetermined date. Any break in continuous employment will require an additional random test.*

*Graduates of the nursing program must also meet the requirements of the Oklahoma Board of Nursing for licensure, which include but are not limited to criminal history search and passing the licensure exam.*

# Occupational Therapy Assistant++

## Associate in Applied Science

### Minimum of 72-73 Credits

The minimum time period to complete the Occupational Therapy Assistant Program is four semesters. Students must be accepted into the Occupational Therapy Assistant Program before they may enroll in Occupational Therapy Assistant courses. Patience and the ability to work with people are two requirements for students interested in a career as an Occupational Therapy Assistant (OTA). OTAs help people who have physical, developmental or emotional limitations learn or re-learn self-care, work, and leisure skills. In addition to traditional classroom instruction, the OTA Program also provides hands-on experiences in a variety of clinical settings and in two practicums.

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). Graduates of the program will be eligible to sit for the National Certification Examination for the Occupational Therapy Assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a certified Occupational Therapy Assistant (COTA). In addition, most states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate's ability to sit for the NBCOT Certification Examination or attain state licensure. Oklahoma requires state licensure based on successful completion of the national exam.

AOTA, 4720 Montgomery Lane, Bethesda, MD 20814-3425; (301) 652-2682. NBCOT, 12 South Summit Avenue, Suite 100, Gaithersburg, MD. 20877-4150, (301) 990-7979. ACOTE at AOTA, 4720 Montgomery Lane, Bethesda, Md. 20824-1220; (301) 652-2682. Oklahoma State Board of Medical Licensure and Supervision, P.O. Box 18256, Oklahoma City, OK 73154-0256, (405) 848-6841.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Entry Summer Semester</b>				
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support	(R) (W) (M), An adequate biology placement test score or BIO 0123 or a college-level biological science class
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
OTA 1112	+(C) APPLICATION OF LEISURE OCCUPATION	2	Major	(R) (W) (M), Pre or Corequisite: OTA 1123
OTA 1123	+(C) HISTORICAL AND CONTEMPORARY FOUNDATIONS IN OCCUPAT	3	Major	(R) (W)
OTA 1223	+(C) HUMAN CONDITIONS IMPACTING OCCUPATIONAL THERAPY	3	Major	Pre or Corequisite: OTA 1112; OTA 1123; BIO 1314; SOC 2143
SOC 2143	MINORITIES, ETHNICITY AND CULTURAL DIVERSITY	3	Gen Ed	(R) (W)
BIO 1414	HUMAN ANATOMY AND PHYSIOLOGY II	4	Support	(R) (W) (M), BIO 1314
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
<b>Suggested Freshman 2nd Semester</b>				
OTA 1122	+(C) PERFORMANCE IN ACTIVITIES OF DAILY LIVING	2	Major	OTA 1112; OTA 1123
OTA 1213	+(C) MOVEMENT AND THERAPEUTIC INTERVENTIONS	3	Major	OTA 1112; OTA 1123; OTA 1223; SOC 2143 Corequisite: OTA 1233 Pre or Corequisite: OTA 1122; BIO 1414
OTA 1233	+(C) OCCUPATIONAL PERFORMANCE - BIRTH THROUGH ADOLESCENCE	3	Major	OTA 1112; OTA 1123; OTA 1223; SOC 2143 Corequisite: OTA 1213
OTA 1252	+(C) GROUP DYNAMICS	2	Major	OTA 1112; OTA 1123; OTA 1223; SOC 2143 Pre or Corequisite: OTA 1122; OTA 1213; OTA 1233; PSY 1113
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	(R)
ENGL 1233	REPORT WRITING	3	Gen Ed	(R) (W), ENGL 1113 English Composition I
<b>Suggested Freshman Summer Semester</b>				
OTA 1242	+(C) OCCUPATIONAL THERAPY SERVICE SKILLS	2	Major	OTA 1112; OTA 1122; OTA 1123; OTA 1213; OTA 1223; OTA 1233; BIO 1414; SOC 2143 Pre or Corequisite: OTA 1252; ENGL 1233; PSY 2403
OTA 1263	+(C) OCCUPATIONAL PERFORMANCE – ADULT LIFESPAN	3	Major	OTA 1112; OTA 1122; OTA 1123; OTA 1213; OTA 1223; OTA 1233; OTA 1252; BIO 1414; SOC 2143 Pre or Corequisite: OTA 1242; PSY 2403
PSY 2403	DEVELOPMENTAL PSYCHOLOGY	3	Support	(R) (W), PSY 1113
<b>Suggested Sophomore 1st Semester</b>				
OTA 2141	+(C) SPECIAL TOPICS AND FIELDWORK	1	Major	Corequisite: OTA 2164 Pre or Corequisite: OTA 2153; MATH 1503
OTA 2153	+(C) OCCUPATIONAL THERAPY FOR PSYCHOSOCIAL CONDITIONS	3	Major	OTA 1242; ENGL 1233; PSY 2403 Pre or Corequisite: OTA 1263
OTA 2164	+(C) OCCUPATIONAL THERAPY FOR PHYSICAL CONDITIONS	4	Major	OTA 1242; OTA 1263 Corequisite: 2141 Pre or Corequisite: OTA 2153
MATH 1503	CONTEMPORARY MATHEMATICS	3	Support	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)

Suggested Sophomore 2nd Semester				
OTA 2143	+(C) PROFESSIONAL DEVELOPMENT AND SUPPORT	3	Major	OTA 2141; OTA 2153; OTA 2164; MATH 1503 Corequisite: OTA 2253
OTA 2253	+(C) FIELDWORK II A	3	Major	OTA 2141; OTA 2153; OTA 2164; MATH 1503 Corequisite: OTA 2143
OTA 2263	+(C) FIELDWORK II B	3	Major	OTA 2141; OTA 2153; OTA 2164; MATH 1503 Corequisite: OTA 2253 Pre or Corequisite: HIST 1493; POLSC 1113
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)

*Major Courses: 40 credit hours* ++Occupational Therapy Assistant Program: OTA 1112; OTA 1122; OTA 1123; OTA 1213; OTA 1223; OTA 1233; OTA 1242; OTA 1252; OTA 1263; OTA 2141; OTA 2143; OTA 2153; OTA 2164; OTA 2253; OTA 2263

*General Education Courses: (18 credit hours) English: ENGL 1113; Psychology: PSY 1113; History: HIST 1493; Sociology: SOC 2143; Political Science: POLSC 1113*

*Support Courses: (15 credit hours) Biology: BIO 1414; Psychology: PSY 2403; Mathematics: MATH 1503*

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

*++ Special Admissions Procedures Required*

*+ These courses have a clinical component that requires purchase of medical liability insurance, a clinical uniform (if applicable) and a physical (with completed health packet).*

*Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an Oklahoma State Bureau of Investigation (OSBI) background check with both a criminal history search and a sex offender search. A more extensive nationwide Investigative Background Report (IBR) is also required. The student is responsible for payment for both reports. Clinical agency representative(s) review the reports, without access to identifying information, that have criminal history. The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require additional OSBI checks and Investigative Background Reports. Licensure and the ability to sit for the national certification examination may be approved or denied based on results of the criminal history investigations.*

*Drug Testing: Drug testing is required of all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Random drug tests will be done on a predetermined date. Any break in continuous enrollment will require an additional random test.*

*(C) This course requires a minimum of a "C" grade.*

*It is required that all OTA students complete Level II Fieldwork within 18 months following completion of academic preparation.*

# Orthotic and Prosthetic Technician#++

## Associate in Applied Science

Minimum of 65 Credits

Students pursuing this associate degree complete general education courses at Oklahoma City Community College. All major and support courses are completed at Francis Tuttle Technology Center as part of the cooperative alliance.

Orthotic and prosthetic technicians manufacture appropriate devices according to the specific needs of patients with limb loss, fracture, and other orthopedic injuries and diseases. Providing orthotic and prosthetic care involves the application of clinical and technical processes to meet patient goals of function and mobility. This program provides students with a comprehensive education in both disciplines of orthotics (designing, fitting and manufacturing of orthopedic braces) and prosthetics (designing, fitting and manufacturing of artificial limbs). The application process for the program must be completed at Francis Tuttle Technology Center\*\*. The program is accredited by the Council on Accreditation of Allied Health Programs (CAAHEP) and the National Commission of Orthotics and Prosthetics Education (NCOPE). Accreditation will give graduates eligibility to take the national registry examinations for technicians by the American Board for Certification.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ORPR 1112	ORTHOTIC AND PROSTHETIC EQUIPMENT AND MATERIALS	2	Major	(R) (W) (M)
ORPR 1135	LOWER LIMB ORTHOTICS	5	Major	(R) (W) (M), ORPR 1112
FA MATH1	FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS	3	Support	
BIO 1224	TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY	4	Support	(R) (W)
<b>Suggested Freshman 2nd Semester</b>				
ORPR 1154	SPINAL ORTHOTICS	4	Major	(R) (W) (M), ORPR 1112, ORPR 1135
ORPR 1222	UPPER LIMB ORTHOTICS	2	Major	(R) (W) (M), ORPR 1112, ORPR 1135
ENGL 1113	ENGLISH COMPOSITION I (COMPUTER ASSISTED)	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	(R)
<b>Suggested Freshman Summer Semester</b>				
ORPR 1245	*** CLINICAL ORTHOTICS	5	Major	(R) (W) (M), ORPR 1112, ORPR 1135, ORPR 1154, ORPR 1222
<b>Suggested Sophomore 1st Semester</b>				
ORPR 2115	TRANSTIBIAL PROSTHETICS	5	Major	(R) (W) (M), ORPR 1112
ORPR 2233	TRANSRADIAL AND TRANSHUMERAL PROSTHETICS	3	Major	(R) (W) (M), ORPR 1112
OSRHE	* OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE	3	Gen Ed	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
ORPR 2255	TRANSFEMORAL PROSTHETICS	5	Major	(R) (W) (M), ORPR 1112, ORPR 2115
ORPR 2313	ADVANCED TRANSTIBIAL PROSTHETICS	3	Major	(R) (W) (M), ORPR 1112, ORPR 2115
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--	3	Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
<b>Suggested Sophomore Summer Semester</b>				
ORPR 2335	CLINICAL PROSTHETICS	5	Major	(R) (W) (M), ORPR 1112, ORPR 2115, ORPR 2233, ORPR 2255, ORPR 2313

Major Courses: (39 credit hours) ORPR 1112; ORPR 1135; ORPR 1154; ORPR 1222; ORPR 1245; ORPR 2115; ORPR 2233; ORPR 2255; ORPR 2313; ORPR 2335  
 General Education Courses (18 credit hours) English: ENGL 1113 Comp-Assisted; Any Oklahoma State Regents for Higher Education approved general ed. 3 credit hour English or communications course. \*;  
 History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Psychology: PSY 1113; General Education Electives: Three credit hours  
 Life Skills Courses: (1 credit hour) Life Skills: SCL 1001  
 Support Courses: (7 credit hours)

Biological Sciences: BIO 1224; Mathematics: Three credit hours of faculty approved mathematics that meet OCCC's mathematics proficiency requirements.

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

# This program is offered through a cooperative alliance established with Francis Tuttle Technology Center.

++ Special Admissions Procedures Required

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

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

\*\*\* Students will be required travel to various clinical and administrative sites. It is the responsibility of the student to provide his/her own means of transportation to these sites.

Major courses are available at Francis Tuttle Technology Center.

# Philosophy - Humanities/Philosophy Emphasis

## Associate in Arts

Minimum of 61 Credits

Philosophy is perhaps best described as reasoned discourse. Students who study philosophy begin their participation in an ongoing conversation that began over three thousand years ago about the nature of the universe and the possible meanings of human existence. Associate degrees in humanities give students the academic background needed to continue their education at a four-year college or university. In addition, emphases on critical thought, on close reading of classic and modern texts, and on analytical writing make the associate degree in philosophy ideal preparation for many baccalaureate degrees in the liberal arts. Philosophy graduates often go on to complete graduate degrees and ultimately, to careers in teaching, writing, law, and many other areas in both the private and public sectors.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
MATH 1503	CONTEMPORARY MATHEMATICS --OR--		Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1513	COLLEGE ALGEBRA --OR--		Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
PHYS	** ANY PHYSICAL SCIENCE*	3-4	Gen Ed	
PSY 1113	INTRODUCTION TO PSYCHOLOGY --OR--		Gen Ed	(R)
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed	(R)
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
PHIL 1013	INTRODUCTION TO PHILOSOPHY	3	Major	ENGL 1113 English Composition I
PHIL 1603	INTRODUCTION TO LOGIC	3	Major	ENGL 1113 English Composition I
BIO	** BIOLOGICAL SCIENCE	3-4	Gen Ed	
HUM NON-PHIL	NON-PHIL HUMANITIES	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
PHIL 1213	INTRODUCTION TO ETHICS	3	Major	ENGL 1113 English Composition I
PHIL	PHILOSOPHY ELECTIVE	3	Major	None
FA GEN	* FACULTY APPROVED GENERAL EDUCATION ELECTIVE	5	Gen Ed	
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
<b>Suggested Sophomore 2nd Semester</b>				
HUM NON-PHIL	NON-PHIL HUMANITIES	3	Gen Ed	
FA GEN	* FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed	
PRE SUPPORT	PRE-APPROVED SUPPORT ELECTIVES	9	Support	

Major Courses: (12 Credit Hours) Philosophy: PHIL 1013; PHIL 1213; PHIL 1603; PHIL three hours elective

General Education Courses: (39 Credit Hours) Communications: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1503 (recommended) or higher;

\*Science: A three- or four-hour physical science course; \*A three- or four-hour general education biological science course; NOTE: One of the science courses must include a laboratory component.; Humanities: Six hours of Non-PHIL humanities courses; Social Science: PSY 1113 or SOC 1113; General Education Elective: (8 credit hours) To be chosen only in consultation with a Faculty Advisor

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

Support Courses: (9 Credit Hours) Pre-Approved Support Electives

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

\*\*At least one science course must include a lab component.

# Photography - Graphic Communications/Photography/Digital Imaging

## Associate in Applied Science

Minimum of 61 Credits

The student will learn the technology and techniques professionals use in photography and electronic imaging. Students work with digital cameras, computers, software and scanners used to produce and manipulate photographs and digital photographic images. A degree in Photography/Digital Imaging Emphasis will prepare students to enter the job market immediately after graduating. Career opportunities may be available as a photographer, prepress technician, photo lab technician or related graphic communications positions in advertising or public relations. Graphic Communications students who wish to transfer to a four-year institution should enroll in the Visual Arts program for an Associate in Arts degree. Consult your faculty advisor for more information.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
GCOM 1053	(C) ELECTRONIC PUBLISHING: INDESIGN I	3	Major	(R)
GCOM 1133	(C) INTRODUCTION TO MACINTOSH	3	Major	(R)
GCOM 1153	(C) DIGITAL PHOTOGRAPHY	3	Major	(R)
GCOM 2773	(C) IMAGE EDITING: PHOTOSHOP I	3	Major	(R)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
<b>Suggested Freshman 2nd Semester</b>				
GCOM 2153	DIGITAL PHOTOGRAPHY II	3	Major	(R), GCOM 1153 or by Evaluation
GCOM 2783	(C) IMAGE EDITING: PHOTOSHOP II	3	Major	(R), GCOM 2773 or by Evaluation
SUPP	** GUIDED SUPPORT ELECTIVE	3	Support	
APPM 1223	MATHEMATICS FOR TECHNICAL CAREERS I --OR--		Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
BUS 1323	MATHEMATICS FOR BUSINESS CAREERS --OR--		Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
MATH	ANY 1000 LEVEL MATH COURSE	3	Support	With appropriate prerequisite.
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
<b>Suggested Sophomore 1st Semester</b>				
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
SUPP	** GUIDED SUPPORT ELECTIVE	3	Support	
GCOM 2163	PHOTOJOURNALISM	3	Major	(R), GCOM 1153, GCOM 2153 or by Evaluation
GCOM 2253	ADVERTISING PHOTOGRAPHY	3	Major	(R), GCOM 1153, GCOM 2153 or by Evaluation
<b>Suggested Sophomore 2nd Semester</b>				
GCOM 2363	PORTRAIT PHOTOGRAPHY	3	Major	(R), GCOM 1153, GCOM 2153 or by Evaluation
GCOM 2353	(B) APPLIED GRAPHIC ART	3	Major	(R), GCOM 1053 and GCOM 1223
GCOM 2803	(B) PORTFOLIO PREPARATION AND PRESENTATION	3	Major	(R), GCOM 1223, GCOM 1053 and GCOM 2323 or by Evaluation
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
GEN ED	* GEN ED ELECTIVE	3	Gen Ed	

Major Courses: (33 Credit Hours) GCOM 1053; GCOM 1133; GCOM 1153; GCOM 2153; GCOM 2163; GCOM 2253; GCOM 2353; GCOM 2363; GCOM 2773; GCOM 2783; GCOM 2803

General Education Courses: (18 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; General Education Electives (3 credit hours); Humanities: Any humanities course (3 credit hours)

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

Support Courses: (9 credit hours) APPM 1223; BUS 1323, or Any 1000 Mathematics Course; \*6 credit hours elective courses selected from any GCOM, ART, CAD, JB, FVP, or MU prefix.

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

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

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

# Physical Therapist Assistant++

## Associate in Applied Science

Minimum of 69-70 Credits

Physical Therapist Assistants (PTAs) work under the direction of a licensed physical therapist. Duties include assisting the physical therapist in implementing treatment programs according to his/her plan of care. PTAs teach and monitor exercise and activities of daily living, conduct treatments using special equipment, administer modalities, and regularly report to the physical therapist on the patient's responses and progress. Clinical experiences are in physical therapy departments and clinics. Graduates are qualified to sit for the licensure examination and eligible to meet the requirements of the Oklahoma Board of Medical Licensure and Supervision. Completion of the Associate's degree in PTA is required to sit for licensure examination. The program is accredited by the Commission on Accreditation of Physical Therapy Education which can be found at <http://www.apta.org>.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
PTA 1013	(C) INTRODUCTION TO PHYSICAL THERAPY	3	Major	BIO 1314; Corequisite: PTA 1023, PTA 1112, and BIO 1414
PTA 1023	(C) DYNAMIC HUMAN MOTION	3	Major	BIO 1314; Corequisite: PTA 1013, PTA 1112, BIO 1414
PTA 1112	(C) PATHOLOGY FOR PHYSICAL REHABILITATION	2	Major	BIO 1314; Corequisite: PTA 1013, PTA 1023, BIO 1414
BIO 1414	(C) HUMAN ANATOMY AND PHYSIOLOGY II	4	Support	(R) (W) (M), BIO 1314
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
<b>Suggested Freshman 2nd Semester</b>				
PTA 1213	(C) PAIN MANAGEMENT AND MASSAGE	3	Major	PTA 1013, PTA 1023, PTA 1112; Co-requisite: PTA 1202, PTA 1224, and BIO 2102
PTA 1224	(C) THERAPEUTIC EXERCISE I	4	Major	PTA 1013, PTA 1023, PTA 1112; Corequisite PTA 1202, PTA 1213, BIO 2102
PTA 1202	(C) DEVELOPMENT, CONDITIONS AND TREATMENT ACROSS THE LIFESPAN	2	Major	PTA 1013, PTA 1023, PTA 1112; Corequisites: PTA 1213, PTA 1224, BIO 2102
BIO 2102	(C) CLINICAL ANATOMY	2	Support	(R) (W) (M), PTA and OTA students only
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--	3	Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
<b>Suggested Freshman Summer Semester</b>				
PTA 1312	(C) INITIAL PRACTICUM	2	Major	The student must have completed the following courses with a "C" or better to participate in the Initial Practicum: PTA 1013, PTA 1023, PTA 1112, PTA 1213, PTA 1224, PTA 1202; BIO 2102
<b>Suggested Sophomore 1st Semester</b>				
PTA 2014	(C) ELECTROTHERAPY AND MODALITIES	4	Major	PTA 1312; Corequisite: PTA 2024, PTA 2113
PTA 2024	(C) THERAPEUTIC EXERCISE II	4	Major	PTA 1312; Corequisite PTA 2014, PTA 2113
PTA 2113	(C) PTA SYSTEMS/PROBLEMS	3	Major	PTA 1312; Corequisite: PTA 2014, PTA 2024
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	(R)
ENGL 1233	REPORT WRITING --OR--	3	Gen Ed	(R) (W), ENGL 1113 English Composition I
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
<b>Suggested Sophomore 2nd Semester</b>				
PTA 2034	(C) PRACTICUM I	4	Major	The student must have completed the following courses with a "C" or better to participate in the Practicum I: PTA 1312, PTA 2014, PTA 2024, PTA 2113.
PTA 2134	(C) PRACTICUM II	4	Major	PTA 2034
PSY 2403	DEVELOPMENTAL PSYCHOLOGY	3	Gen Ed	(R) (W), PSY 1113
APPM 1313	* MATHEMATICS FOR HEALTH CAREERS --OR--		Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
MATH 1503	CONTEMPORARY MATHEMATICS --OR--		Support	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1513	COLLEGE ALGEBRA --OR--		Support	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Support	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)

Major Courses: (38 credit hours) ++Physical Therapist Assistant: PTA 1013; PTA 1023; PTA 1112; PTA 1202; PTA 1213; PTA 1224; PTA 1312; PTA 2014; PTA 2024; PTA 2034; PTA 2113; PTA 2134

General Education Courses: (18 credit hours) English: ENGL 1113; ENGL 1213 or 1233; History: HIST 1483 or HIST 1493; Psychology: PSY 1113; PSY 2403; Political Science: POLSC 1113

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

Support Courses: (13 credit hours) Biological Science: BIO 1314; BIO 1414; BIO 2102; Mathematics: APPM 1313 or MATH 1503 or MATH 1513 or MATH 2013

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog. The minimum time required to complete this degree is five semesters once the student has been accepted into the Physical Therapist Program.

NOTE: All major, general education and support courses must be completed prior to enrolling in the final practicum.

(C) This course requires a minimum of a "C" grade.

*\*(APPM 1313) Math for Health Careers is recommended but (MATH 1503) Contemporary Math, (Math 1513) College Algebra, or (MATH 2013) Introduction to Statistics will also be accepted.*

*++Special Admissions Procedures Required. Please see our web page [www.occc.edu/health/pta.html](http://www.occc.edu/health/pta.html) for applications.*

*Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an Oklahoma State Bureau of Investigation (OSBI) background check with both a criminal history search and a sex offender search. A more extensive nationwide Investigative Background Report (IBR) is also required. The student is responsible for payment for both reports. Clinical agency representative(s) review the reports, without access to identifying information, that have criminal history. The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require additional OSBI checks and Investigative Background Reports.*

*Drug Testing: Drug testing is required for all students in the Division of Health Professions. Each student must have a random drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Random drug tests will be done on a predetermined date. Any break in continuous enrollment will require an additional random test.*

*Credentialing: The ability to sit for the licensure exam, to meet the eligibility requirements to practice as a physical therapist assistant, will be approved or denied by the Oklahoma Board of Medical Licensure and Supervision based on the results of the criminal history investigations.*



# Physics - Science with Physics Concentration

## Associate in Science

Minimum of 61 Credits

People in the physics concentration focus on the characteristics of matter and energy and their relationship to each other. Through courses in various types of physics, students investigate dynamics, magnetism, atomic and nuclear physics, heat, sound and other physical phenomena. In addition, students develop efficient investigative skills and learn to accurately analyze and report their findings. Students who earn associate degrees in science from Oklahoma City Community College are well prepared to continue their studies at a four-year college or university. After graduating, they find job opportunities in education, astronomy, geology and meteorology, as well as in government, private industry and with the aerospace industry.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
MATH 2104	CALCULUS AND ANALYTIC GEOMETRY I	4	Gen Ed	(R) (W), MATH 1533 and MATH 1613 or adequate Math Placement Test Score
CHEM 1115	GENERAL CHEMISTRY I	5	Gen Ed	(R) (W), MATH 1513 or MATH 1533 or both MATH 0123 and High School Chemistry or CHEM 0123 or CHEM 1123
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
PHYS 2014	(B) ENGINEERING PHYSICS I	4	Major	(R) (W), MATH 2104 (or at least 4 hours of calculus) within the last year or Evaluation by Instructor Prerequisite or Corequisite: MATH 2214
MATH 2214	CALCULUS AND ANALYTIC GEOMETRY II	4	Gen Ed	(R) (W), MATH 2104 or equivalent within the last year
CHEM 1215	GENERAL CHEMISTRY II	5	Support	(R) (W), CHEM 1115 and either MATH 1513 or MATH 1533. A grade of "C" or better in CHEM 1115 is strongly recommended.
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
<b>Suggested Sophomore 1st Semester</b>				
PHYS 2114	(B) ENGINEERING PHYSICS II	4	Major	(R) (W), PHYS 2014 and MATH 2214 (or at least 8 hours of calculus) within the last year or Evaluation by Instructor Prerequisite or Corequisite: MATH 2314
MATH 2314	CALCULUS AND ANALYTIC GEOMETRY III	4	Major	(R) (W), MATH 2214 or equivalent within the last year
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
BIO SC	ANY OF THE FOLLOWING BIOLOGICAL SCIENCE COURSES: BIO 1113, BIO 1114, BIO 2114, BIO 2125, BIO 2215, BIO 2343, OR BIO 2404	3-4	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
CS 1143	BEGINNING PROGRAMMING --OR--		Support	(R) (W) (M) or Evaluation by Instructor
FA ENGR	FACULTY APPROVED ENGINEERING ELECTIVE	3	Support	
SOC SC	SOCIAL SCIENCE ELECTIVE	3	Gen Ed	

*Major Courses: (12 credit hours) Physics: (B)PHYS 2014; (B)PHYS 2114; Mathematics: MATH 2314*

*General Education Courses: (40-41 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Chemistry: CHEM 1115; \*Biological Science: Three to four credit hours of general education; Humanities: Six credit hours; Social Science: Three credit hours; Mathematics: MATH 2104; MATH 2214; General Education Elective: 2-3*

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

*Support Courses: (8 credit hours) Chemistry: CHEM 1215; Computer Programming or Engineering: CS 1143 or Faculty Advisor Approved Elective*

*Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog. For General Education Requirements, see the general information section of the catalog. (B) A grade of "B" or higher must be achieved.*

# Political Science/Pre-Law

## Associate in Arts

Minimum of 61 Credits

People who like to deal with complex social and political issues may want to consider studying political science. Political science students learn about government on the local, state, national and international levels. They develop an understanding for how government affects individuals in a society and how other factors affect the government. After graduating, students have a working knowledge of the political nature of our world. They are prepared to continue their education at a four-year college or university.; With a background in political science, people find career opportunities with government agencies, special interest groups, international corporations, the media, the diplomatic corps, and in law and education.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed	(R) (W)
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
BIO	** BIOLOGICAL SCIENCE	3-4	Gen Ed	
GEOG 2603	WORLD REGIONAL GEOGRAPHY	3	Gen Ed	(R)
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
POL SCI	POLITICAL SCIENCE ELECTIVE	3	Major	
MATH 1513	COLLEGE ALGEBRA --OR--		Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1503	CONTEMPORARY MATHEMATICS --OR--		Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
POL SCI	POLITICAL SCIENCE ELECTIVE	6	Major	
PHYS	** ANY PHYSICAL SCIENCE*	3-4	Gen Ed	
ECON 2113	PRINCIPLES OF MACROECONOMICS	3	Gen Ed	(R) (W) (M)
<b>Suggested Sophomore 2nd Semester</b>				
POLSC 2613	SCOPE AND METHODS OF POLITICAL SCIENCE	3	Major	(R) (W) POLSC 1113 and MUST HAVE COMPLETED AT LEAST 6 HOURS OF POLITICAL SCIENCE ELECTIVES (e.g. 2003, 2103, 2113, 2223, 2303, 2603).
FA ELEC	*** FACULTY APPROVED ELECTIVE	11	Support	

*Major Courses: (12 Credit Hours) Political Science: POLSC 2613; nine credit hours Political Science Electives*  
*General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483; HIST 1493; Political Science: POLSC 1113; \*Science: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science. One of the science courses must include a lab component.; Humanities: Six credit hours Humanities; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Geography: GEOG 2603; Economics: ECON 2113*  
*Life Skills Courses: (1 credit hour) Life Skills: SCL 1001*  
*Support Courses: (11 Credit Hours) \*Elective: 11 credit hours Approved Elective*  
*Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog. For General Education Requirements, see the general information section of the catalog. \*\*At least one science course must include a laboratory component.*  
*\*\*\*Approved Electives: Any course in the following areas: Accounting; Banking and Finance; Business; Computer Science; Journalism and Broadcasting; Economics; History; Psychology; Sociology*

# Pre-Baccalaureate Nursing - Science with Biology Concentration Program

## Associate in Science

Minimum of 61 Credits

The Pre-Baccalaureate Nursing curriculum pattern is a variation of the Biology emphasis in Science. This curriculum prepares the student who is pursuing a transfer program in nursing. It has the flexibility to allow students to transfer to a four-year college or university under a variety of life or biological sciences degree plans.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
CHEM 1115	GENERAL CHEMISTRY I	5	Gen Ed	(R) (W), MATH 1513 or MATH 1533 or both MATH 0123 and High School Chemistry or CHEM 0123 or CHEM 1123
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
BIO 2215	GENERAL ZOOLOGY	5	Major	(R) (W) (M), BIO 1113, BIO 1114 or CHEM 1115 with a "C" or better, an OCCC Biology Placement Test Score of 70% or better, high school AP Biology exam score of 3 or better, an ACT science score of 22 or better.
<b>Suggested Sophomore 1st Semester</b>				
BIO 2125	MICROBIOLOGY	5	Major	(R) (W) (M), Four credits of college biological science and any college-level chemistry course
BIO 1023	INTRODUCTORY NUTRITION	3	Support	(R) (W) (M)
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
SUPP	GUIDED SUPPORT ELECTIVE	3	Support	
SOC SC	SOCIAL SCIENCE ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
BIO 2234	HUMAN PHYSIOLOGY	4	Major	(R) (W) (M), One biology and one chemistry course each with a laboratory included
SUPP	GUIDED SUPPORT ELECTIVE	5	Support	
SOC SC	SOCIAL SCIENCE ELECTIVE	3	Gen Ed	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	

Major Courses: (14 credit hours) Biology: BIO 2125; BIO 2215; BIO 2234

General Education Courses: (38 credit hours)\* English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Science: CHEM 1115; Humanities: Six credit hours; Social Sciences: Six credit hours; \*\*Mathematics: MATH 1513 or MATH 2013; Electives: Six credit hours of General Education Electives

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

Support Courses: (8 credit hours) \*\*\* Chemistry: CHEM 1215 or five hours of foreign language or BIO 2255; Biology: BIO 1023

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog. Note: A Human Anatomy course may be required for a baccalaureate nursing degree. Consult receiving institutions.

\*Minimum grade of "C" required for all prerequisite and general education courses at OUHSC; at UCO all BIO and CHEM courses require a minimum grade of "C".

\*\*MATH 2013 is required for many nursing programs and may be substituted for MATH 1513.

\*\*\*For nursing CS 1103 or any other 3 CH CS, AHP 1013; and any 5-credit hour GRMN, FREN, or SPAN are recommended and may be substituted for any of the support courses.

# Pre-Dentistry - Science with Chemistry Concentration Program

## Associate in Science

Minimum of 65 Credits

The Pre-Medicine/Pre-Dentistry curriculum pattern is a variation of the Chemistry emphasis in Science. This curriculum prepares the student who is pursuing a career in medicine or dentistry. It has the flexibility to allow students to transfer to four-year institutions under a variety of life science or physical science degree plans in order to complete any remaining prerequisites for admission to a college of dentistry.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
CHEM 1115	(C) GENERAL CHEMISTRY I	5	Major	(R) (W), MATH 1513 or MATH 1533 or both MATH 0123 and High School Chemistry or CHEM 0123 or CHEM 1123
MATH 1513	COLLEGE ALGEBRA	3	Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
BIO 2215	GENERAL ZOOLOGY	5	Gen Ed	(R) (W) (M), BIO 1113, BIO 1114 or CHEM 1115 with a "C" or better, an OCCC Biology Placement Test Score of 70% or better, high school AP Biology exam score of 3 or better, an ACT science score of 22 or better.
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
MATH 1613	TRIGONOMETRY	3	Gen Ed	Pre or Corequisite: (R), MATH 1513 or MATH 1533 or adequate Math Placement Test Score
CHEM 1215	(C) GENERAL CHEMISTRY II	5	Major	(R) (W), CHEM 1115 and either MATH 1513 or MATH 1533. A grade of "C" or better in CHEM 1115 is strongly recommended.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
CHEM 2124	(C) ORGANIC CHEMISTRY II	4	Major	(R) (W), CHEM 2114. A grade of "C" or better in CHEM 2114 is strongly recommended.
PHYS 1114	COLLEGE PHYSICS I	4	Gen Ed	(R) (W), MATH 1513 or higher or APPM 1223, within the last two years or Evaluation by Instructor.
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	(R)
BIO 2324	COMPARATIVE VERTEBRATE ANATOMY --OR--		Support	(R), BIO 2215 or Equivalent
BIO 2234	HUMAN PHYSIOLOGY	4	Support	(R) (W) (M), One biology and one chemistry course each with a laboratory included
<b>Suggested Sophomore 2nd Semester</b>				
CHEM 2124	(C) ORGANIC CHEMISTRY II	4	Major	(R) (W), CHEM 2114. A grade of "C" or better in CHEM 2114 is strongly recommended.
CHEM 2122	(C) ORGANIC CHEMISTRY LABORATORY	2	Major	(R) (W) CHEM 2114 with a grade of "C" or better.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
PHYS 1214	COLLEGE PHYSICS II	4	Gen Ed	(R) (W) (M), PHYS 1114
HUM	HUMANITIES ELECTIVE	3	Gen Ed	

Major Courses: (20 credit hours) (C)CHEM 1115; (C)CHEM 1215; (C)CHEM 2114; (C)CHEM 2122; (C) CHEM 2124

General Education Courses: (40 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Physics: PHYS 1114; PHYS 1214; Biological Science: BIO 2215; Humanities: Six credit hours; Social Sciences: PSY 1113; Mathematics: MATH 1513; MATH 1613

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

Support Courses: (4 credit hours) Biological Science: BIO 2234 or BIO 2324

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

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

# Pre-Education - Early Childhood, Elementary, and Special Education/For Transfer to University of Central Oklahoma Only

## Associate in Science

Minimum of 61 Credits

The Pre-Education Degree at Oklahoma City Community College is designed for students who plan to transfer to a teacher education degree program at a four-year college or university. Students whose goals include teaching in the fields of Early Childhood, Elementary Education, or Special Education should complete this degree. This degree is NOT appropriate for those students planning to teach at the Secondary Level. It is highly recommended that students seek academic guidance from a faculty advisor and/or a counselor in the Advising and Career Services Office. The Curriculum Listing and Suggested Course Sequence below should be used by only those students transferring to the University of Central Oklahoma. Students planning to transfer to the University of Oklahoma, University of Arts and Sciences of Oklahoma, or elsewhere should consult the appropriate page in this catalog because each institution has some slight variations in their requirements. Students completing this degree must meet other entrance requirements at their choice of transfer institution; they should plan in advance when to apply for admission into the teacher education program at the transfer institution. In addition, a "C" or better must be earned for all course work completed for this degree.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
PHYS 1063	EARTH SCIENCE	4	Gen Ed	(R) (W) (M)
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed	(R) (W)
MATH 1513	COLLEGE ALGEBRA	3	Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
BIO 1114	GENERAL BIOLOGY	4	Gen Ed	(R) (W) (M)
PSY 1113	INTRODUCTION TO PSYCHOLOGY --OR--		Gen Ed	(R)
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed	(R)
FA MATH	1 FACULTY APPROVED MATHEMATICS ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
HUM	2 HUMANITIES ELECTIVE	3	Gen Ed	
ENGL	3 APPROVED LITERATURE ELECTIVE	3	Gen Ed	
FA MATH	1 FACULTY APPROVED MATHEMATICS ELECTIVE	3	Gen Ed	
FA SCI	4 FACULTY APPROVED SCIENCE ELECTIVE	4	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
FA ELEC	5 FACULTY APPROVED ELECTIVE	3	Gen Ed	
GEOG 2603	WORLD REGIONAL GEOGRAPHY	3	Gen Ed	(R)
HUM	2 HUMANITIES ELECTIVE	3	Gen Ed	
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
FA ELEC	5 FACULTY APPROVED ELECTIVE	3	Gen Ed	

*General Education Courses: General Education Courses: (42 credit hours) English (6 credit hours): ENGL 1113; ENGL 1213; Mathematics (6 credit hours): MATH 1513; MATH 2013 or other Faculty Approved General Education MATH; History (6 credit hours): HIST 1483 and HIST 1493; Political Science: POLSC 1113 (3 credit hours); Natural Sciences (12 credit hours): Biological Science--BIO 1114; Physical Science--PHYS 1064; Faculty Approved science; Humanities (6 credit hours): chosen from General Education Humanities; Communications (3 credit hours): COM 2213; Behavioral Sciences (3 credit hours): PSY 1113 or SOC 1113.*

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

*Support Courses: Support Courses: (18 credit hours) Geography (3 credit hours): GEOG 2603; Literature (3 credit hours): ENGL 2123 or ENGL 2653 or ENGL 2883; Faculty Approved Electives (12 credit hours): MATH 2023, MATH 2213 (pending board approval), 3-6 credit hours of modern language at the conversational level (FREN, GRMN, or SPAN); CS 1103 (if computer proficiency is not met by other means).*

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

*1 Mathematics: MATH 2013, MATH 2023, or MATH 2213 (pending Board approval)*

*2 Humanities: ART 1013, ART 1023, ENGL 2113 or higher, HIST 1003 (The Civil War), HIST 1103, HIST 2203, HIST 2213, HIST 2223, SOC 2213, TA 1103, any course with a HUM or PHIL prefix*

*3 English: ENGL 2653; ENGL 2883; ENGL 2123*

*4 Science: CHEM 1115, CHEM 1215, GEOL 1114, PHYS 1114, PHYS 1214, PHYS 1505, PHYS 1514*

*5 Other Electives: CS 1103; 3-6 credit hours of modern language at the conversational level (FREN, GRMN, or SPAN)*

# Pre-Education - Early Childhood, Elementary, and Special Education/For Transfer to University of Oklahoma Only

## Associate in Science

Minimum of 61 Credits

The Pre-Education Degree at Oklahoma City Community College is designed for students who plan to transfer to a teacher education degree program at a four-year college or university. Students whose goals include teaching in the fields of Early Childhood, Elementary Education, or Special Education should complete this degree. This degree is NOT appropriate for those students planning to teach at the Secondary Level. It is highly recommended that students seek academic guidance from a faculty advisor and/or a counselor in the Advising and Career Services Office. The Curriculum Listing and Suggested Course Sequence below should be used by only those students transferring to the University of Oklahoma. Students planning to transfer to the University of Central Oklahoma, University of Arts and Sciences of Oklahoma, or elsewhere should consult the appropriate page in this catalog because each institution has some slight variations in their requirements. Students completing this degree must meet other entrance requirements at their choice of transfer institution; they should plan in advance when to apply for admission into the Professional Teacher Education program at the transfer institution. In addition, a "C" or better must be earned for all coursework completed for this degree.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
FA PHYS	1 FACULTY APPROVED PHYSICAL SCIENCE ELECTIVE	4	Gen Ed	
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
MATH 1513	COLLEGE ALGEBRA	3	Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
HUM 1113	MUSIC APPRECIATION	3	Gen Ed	(R) (W)
FA BIO	2 FACULTY APPROVED BIOLOGICAL SCIENCE ELECTIVE	4	Gen Ed	
SOC 1113	** INTRODUCTION TO SOCIOLOGY	3	Gen Ed	(R)
MATH 1503	CONTEMPORARY MATHEMATICS	3	Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
<b>Suggested Sophomore 1st Semester</b>				
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
ENGL 2123	INTRODUCTION TO LITERATURE	3	Gen Ed	(R) (W), ENGL 1213 English Composition II
FA ELEC	3 FACULTY APPROVED ELECTIVE	9	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
FA SCI	4 FACULTY APPROVED SCIENCE ELECTIVE	4	Gen Ed	
GEOG 2603	*** WORLD REGIONAL GEOGRAPHY	3	Gen Ed	(R)
FA ELEC	3 FACULTY APPROVED ELECTIVE	6	Gen Ed	
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)

*General Education Courses: (45 credit hours) English (6 credit hours): ENGL 1113; ENGL 1213; Mathematics (6 credit hours): MATH 1503; MATH 1513; History (3 credit hours): HIST 1483 or HIST 1493; Political Science: POLSC 1113 (3 credit hours); Natural Sciences (12 credit hours): Biological Science--BIO 1114 or BIO 2114 or BIO 2215; Physical Science--CHEM 1115 or CHEM 1123 & CHEM 1131 or PHYS 1014 or PHYS 1034 or PHYS 1114 or PHYS 1504; Faculty Approved science chosen from the following: BIO 2125; BIO 2224; BIO 2234; BIO 2255; BIO 2324; BIO 2343; BIO 2404; PHYS 2014; or PHYS 2114 (some of these courses have pre-requisites); Humanities (6 credit hours): HUM 1113 and ENGL 2123 (Early Childhood Education majors must take PHIL 1013 instead of HUM 1113); Communications (3 credit hours): COM 2213; Behavioral Sciences (3 credit hours): SOC 1113 (Special Education majors should take PSY 1113 instead) (Early Childhood majors may take SOC 2213 instead); Geography (3 credit hours): GEOG 2603.*

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

*Support Courses: (15 credit hours) CS 1103 (if computer proficiency is not met by other means); Modern Language: SPAN 1013, SPAN 1123, SPAN 1115, SPAN 1225, FREN 1115, FREN 1225, GRMN 1115, or GRMN 1225; Psychology (for Special Education majors): PSY 2193 or PSY 2403; MATH 2213 (pending Board approval); Faculty Approved Electives chosen from General Education.*

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

*1 List of required Physical Science courses to choose from: CHEM 1115; CHEM 1123 & 1121 (lab); PHYS 1014; PHYS 1034; PHYS 1114; or PHYS 1504*

*2 List of required Biological Science courses to choose from: BIO 1114; BIO 2114; BIO 2215*

*3 List of Faculty Advisor Approved Electives: CS 1103; 10 credit hours of modern language (FREN or GRMN or SPAN); any other General Education Elective listed on in the front general information section of the catalog; MATH 2213 (pending Board approval)*

*4 List of Science courses to choose from for the third required course: BIO 2125; BIO 2224; BIO 2234; BIO 2255; BIO 2324; BIO 2343; BIO 2404; PHYS 2014; or PHYS 2114*

*\*\* Special Education majors must take PSY 1113 and PSY 2403 rather than SOC 1113.*

*\*\*\* Early Childhood Education majors must take PHIL 1013 rather than GEOG 2603*

# Pre-Education - Early Childhood, Elementary, and Special Education/For Transfer to University of Science and Arts of Oklahoma and other Institutions

## Associate in Science

Minimum of 61 Credits

The Pre-Education Degree at Oklahoma City Community College is designed for students who plan to transfer to a teacher education degree program at a four-year college or university. Students whose goals include teaching in the fields of Early Childhood, Elementary Education, or Special Education should complete this degree. This degree is NOT appropriate for those students planning to teach at the Secondary Level. It is highly recommended that students seek academic guidance from a faculty advisor and/or a counselor in the Advising and Career Services Office. The Curriculum Listing and Suggested Course Sequence below should be used by only those students transferring to the University of Science and Art of Oklahoma or other institutions following the same curriculum. Students planning to transfer to the University of Oklahoma or University of Central Oklahoma should consult the appropriate page in this catalog because each institution has some slight variations in its requirements. Students completing this degree must meet other entrance requirements at their choice of transfer institution; they should plan in advance to apply for admission into the Teacher Education Program at the transfer institution. In addition, a "C" or better must be earned for all course work completed for this degree.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
PHYS 1063	EARTH SCIENCE	4	Gen Ed	(R) (W) (M)
HIST 1483	U.S. HISTORY TO THE CIVIL WAR	3	Gen Ed	(R) (W)
MATH 1513	COLLEGE ALGEBRA	3	Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
BIO 1114	GENERAL BIOLOGY	4	Gen Ed	(R) (W) (M)
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed	(R)
FA MATH	1 FACULTY APPROVED MATHEMATICS ELECTIVE	3	Gen Ed	
FA ELEC	2 FACULTY APPROVED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
ENGL 2123	INTRODUCTION TO LITERATURE	3	Gen Ed	(R) (W), ENGL 1213 English Composition II
FA SCI	3 FACULTY APPROVED SCIENCE ELECTIVE	4	Gen Ed	
FA ELEC	2 FACULTY APPROVED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
GEOG 2603	WORLD REGIONAL GEOGRAPHY	3	Gen Ed	(R)
ART	4 HANDS-ON FINE ARTS (ART, MU, JB, OR ENGL 2003)	3	Gen Ed	
SOC ST	5 SOCIAL STUDIES ELECTIVE (PSY, SOC, OR ECON)	3	Gen Ed	
FA ELEC	2 FACULTY APPROVED ELECTIVE	6	Gen Ed	

*General Education Courses: (42 credit hours) English (6 credit hours): ENGL 1113; ENGL 1213; Mathematics (6 credit hours): MATH 1503; MATH 1513; History (3 credit hours): HIST 1483 or HIST 1493; Political Science: POLSC 1113 (3 credit hours); Natural Sciences (12 credit hours): Biological Science—BIO 1114; Physical Science—PHYS 1064; Faculty Approved science chosen from the following: CHEM 1115, CHEM 1215, GEOL 1114, PHYS 1114, PHYS 1214, PHYS 1504, PHYS 1514; Humanities (6 credit hours): GEOG 2603 and ENGL 2123; Communications (3 credit hours): COM 2213; Behavioral Sciences (3 credit hours): SOC 1113;*

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

*Support Courses: (18 credit hours) Choose from the following: MATH 2013, MATH 2023, MATH 2213 (pending Board approval), SPAN 1013, SPAN 1123, SPAN 1115, SPAN 1225, CS 1103 (if computer proficiency is not met by other means); ECON 2113, ECON 2123, PSY 1113, PSY 1103, PSY 1123, PSY 1143, PSY 1153, PSY 1503, PSY 2193, PSY 2233, PSY 2243, PSY 2743, SOC 1203, SOC 2013, SOC 2023, SOC 2063, SOC 2123, SOC 2163, SOC 2213, SOC 2743, ART 1123, ART 2013, ART 1233, ART 2143, ART 2183, ART 1193, ART 2193, ART 2263, JB 1103, JB 1133, JB 2233, JB 2303, MU 1151, MU 1131, MU 1141, ENGL 2003. (USAO requires one hands-on fine arts class (art, music, JB or Creative Writing), OR one additional social studies class (PSY, SOC, Economics).*

*Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog. 1 List of Faculty Advisor approved required courses: Mathematics: MATH 2013 and/or MATH 2023*

*2 List of Faculty Advisor Approved Electives: SPAN 1013; SPAN 1123; SPAN 1115; SPAN 1225; CS 1103*

*3 List of Science courses to choose the third required course: CHEM 1115; CHEM 1215; GEOL 1114; PHYS 1114; PHYS 1214; PHYS 1505; PHYS 1514*

*4 Hands-on fine arts: any ART 1043; ART 1123 or higher; MU; JB; or ENGL 2003*

*5 Social Studies: PSY; SOC; or ECON*

# Pre-Medicine - Science with Chemistry Concentration Program

## Associate in Science

Minimum of 65 Credits

The Pre-Medicine/Pre-Dentistry curriculum pattern is a variation of the Chemistry emphasis in Science. This curriculum prepares the student who is pursuing a career in medicine or dentistry. It has the flexibility to allow students to transfer to a four-year college or university under a variety of life science or physical science degree plans in order to complete any remaining prerequisites for admission to a college of medicine.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
CHEM 1115	(C) GENERAL CHEMISTRY I	5	Major	(R) (W), MATH 1513 or MATH 1533 or both MATH 0123 and High School Chemistry or CHEM 0123 or CHEM 1123
MATH 1513	COLLEGE ALGEBRA	3	Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
BIO 2215	GENERAL ZOOLOGY	5	Major	(R) (W) (M), BIO 1113, BIO 1114 or CHEM 1115 with a "C" or better, an OCCC Biology Placement Test Score of 70% or better, high school AP Biology exam score of 3 or better, an ACT science score of 22 or better.
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
MATH 1613	TRIGONOMETRY	3	Gen Ed	Pre or Corequisite: (R), MATH 1513 or MATH 1533 or adequate Math Placement Test Score
CHEM 1215	(C) GENERAL CHEMISTRY II	5	Major	(R) (W), CHEM 1115 and either MATH 1513 or MATH 1533. A grade of "C" or better in CHEM 1115 is strongly recommended.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
CHEM 2114	(C) ORGANIC CHEMISTRY I	4	Major	(R) (W), CHEM 1215. A grade of "C" or better in CHEM 1215 is strongly recommended.
PHYS 1114	COLLEGE PHYSICS I	4	Gen Ed	(R) (W), MATH 1513 or higher or APPM 1223, within the last two years or Evaluation by Instructor.
PSY 1113	INTRODUCTION TO PSYCHOLOGY --OR--		Gen Ed	(R)
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed	(R)
BIO 2324	COMPARATIVE VERTEBRATE ANATOMY	4	Support	(R), BIO 2215 or Equivalent
<b>Suggested Sophomore 2nd Semester</b>				
CHEM 2124	(C) ORGANIC CHEMISTRY II	4	Major	(R) (W), CHEM 2114. A grade of "C" or better in CHEM 2114 is strongly recommended.
CHEM 2122	(C) ORGANIC CHEMISTRY LABORATORY	2	Major	(R) (W) CHEM 2114 with a grade of "C" or better.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
PHYS 1214	COLLEGE PHYSICS II	4	Gen Ed	(R) (W) (M), PHYS 1114
HUM	HUMANITIES ELECTIVE	3	Gen Ed	

Major Courses: (20 credit hours) (C)CHEM 1115; (C)CHEM 1215; (C)CHEM 2114; (C)CHEM 2122; (C)CHEM 2124

General Education Courses: (40 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Physics: PHYS 1114; PHYS 1214; Biological Science: BIO 2215; Humanities: Six credit hours; Social Sciences: PSY 1113 or SOC 1113; Mathematics: MATH 1513; MATH 1613

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

Support Courses: (4 credit hours) Biological Science: BIO 2324

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

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

Admission to the College of Medicine at OUHSC requires a third English course.



# Pre-Pharmacy - Science with Chemistry Concentration Program

## Associate in Science

Minimum of 65 Credits

The Pre-Pharmacy curriculum pattern is a variation of the Chemistry emphasis in Science. This curriculum prepares the student who is pursuing a career in pharmacy. Since admission requirements vary among different colleges of pharmacy, the student should meet with an advisor early in his or her academic career to develop a plan for meeting prerequisites for admission to a college of pharmacy.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
CHEM 1115	(C) GENERAL CHEMISTRY I	5	Major	(R) (W), MATH 1513 or MATH 1533 or both MATH 0123 and High School Chemistry or CHEM 0123 or CHEM 1123
MATH 1513	COLLEGE ALGEBRA	3	Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
BIO 2215	GENERAL ZOOLOGY	5	Major	(R) (W) (M), BIO 1113, BIO 1114 or CHEM 1115 with a "C" or better, an OCCC Biology Placement Test Score of 70% or better, high school AP Biology exam score of 3 or better, an ACT science score of 22 or better.
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
MATH 1743	CALCULUS I FOR BUSINESS, LIFE SCIENCES, AND SOCIAL SCIENCES	3	Gen Ed	(R), MATH 1513 or adequate Math Placement Test Score
CHEM 1215	(C) GENERAL CHEMISTRY II	5	Major	(R) (W), CHEM 1115 and either MATH 1513 or MATH 1533. A grade of "C" or better in CHEM 1115 is strongly recommended.
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	(R)
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
CHEM 2115	(C) ORGANIC CHEMISTRY I	4	Major	(R) (W), CHEM 1215. A grade of "C" or better in CHEM 1215 is strongly recommended.
PHYS 1114	COLLEGE PHYSICS I	4	Gen Ed	(R) (W), MATH 1513 or higher or AP/PM 1223, within the last two years or Evaluation by Instructor.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
BIO 2125	* MICROBIOLOGY	5	Support	(R) (W) (M), Four credits of college biological science and any college-level chemistry course
<b>Suggested Sophomore 2nd Semester</b>				
CHEM 2124	(C) ORGANIC CHEMISTRY II	4	Major	(R) (W), CHEM 2114. A grade of "C" or better in CHEM 2114 is strongly recommended.
CHEM 2122	(C) ORGANIC CHEMISTRY LABORATORY	2	Major	(R) (W) CHEM 2114 with a grade of "C" or better.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
ECON 2113	PRINCIPLES OF MACROECONOMICS --OR--		Gen Ed	(R) (W) (M)
ECON 2123	PRINCIPLES OF MICROECONOMICS	3	Gen Ed	(R) (W) (M)
HUM	HUMANITIES ELECTIVE	3	Gen Ed	

Major Courses: (15 credit hours) (C)CHEM 1115; (C)CHEM 1215; (C)CHEM 2114; (C)CHEM 2122; (C)CHEM 2124

General Education Courses: (39 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Physics: PHYS 1114; Biological Science: BIO 2215; Humanities: Six credit hours; Social Sciences: PSY 1113; Economics: ECON 2113 or ECON 2123; Mathematics: MATH 1513; MATH 1743

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

Support Courses: (8 credit hours) Biological Science: BIO 2125\*; Economics: ECON 2113 or ECON 2123

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

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

\*Admission to the College of Pharmacy at OUHSC also requires a physiology course such as BIO 2234. Beginning Fall 2008, students seeking admission to the College of Pharmacy at OUHSC will also need a human anatomy course (BIO 2255), cell biology (BIO 2203), genetics (BIO 2343), speech (COM 2213), and a biochemistry course (not currently offered at OCCC).

# Psychology

## Associate in Arts

Minimum of 61 Credits

Psychology is the broad-based study of the complexities of human behavior dealing with how organizations, families and individuals behave and why they behave as they do. Psychology students probe into how the human brain organizes and interprets information and how that interpretation affects the senses, perceptions and general wellbeing of a person. By completing the Psychology Program students earn an associate degree and prepare for transferring to a four-year college or university. People suited for a career in psychology are interested in human behavior. Career opportunities are available in counseling, education, private practice, research, personnel or sales.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Major	(R)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
BIO	** BIOLOGICAL SCIENCE	3-4	Gen Ed	
MATH 1513	COLLEGE ALGEBRA --OR--		Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1503	CONTEMPORARY MATHEMATICS --OR--		Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
<b>Suggested Freshman 2nd Semester</b>				
PSY 2403	DEVELOPMENTAL PSYCHOLOGY	3	Major	(R) (W), PSY 1113
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
PHYS	** ANY PHYSICAL SCIENCE*	3-4	Gen Ed	
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
PSYCH	PSYCHOLOGY ELECTIVE	6	Major	
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed	(R)
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
FA SUPPORT	** FACULTY APPROVED SUPPORT ELECTIVES	3	Support	
<b>Suggested Sophomore 2nd Semester</b>				
PSYCH	PSYCHOLOGY ELECTIVE	3	Major	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	5	Support	
SOC SC	SOCIAL SCIENCE ELECTIVE	3	Gen Ed	

*Major Courses: (15 credit hours) Psychology: PSY 1113; \*twelve credit hours of psychology electives, which must include PSY 2403 and two of the following: PSY 2123; PSY 2193; or PSY 2743.*  
*General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; \*Sciences: General education Biological Science; and Physical Science (at least one must have a lab); Humanities: Six credit hours of humanities electives.; Mathematics: MATH 1513 or MATH 1503 or MATH 2013; Social Sciences: SOC 1113; three credit hours of social science electives.; General Education Electives: Three credit hours of electives.*  
*Life Skills Courses: (1 credit hour) Life Skills: SCL 1001*  
*Support Courses: (8 credit hours) Support courses selected from: AHP, ART, BIO, CHEM, CD, COM, CS, ENGL, HIST, HUM, MATH, MGMT, MU, PHIL, PHYS, POLSC, PSY, SOC and any foreign language course. Other courses by approval of program advisor.*  
*Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog. For General Education Requirements, see the general information section of the catalog. \*\*At least one science course must include a laboratory component.*

## Public Relations - Journalism and Broadcasting/Public Relations Emphasis

### Associate in Arts

Minimum of 61 Credits

Public relations students learn about the management of information techniques used to establish and maintain a positive public image for an individual, product or company. Students learn broadcasting production, specifically radio, television and multimedia techniques, writing and speaking skills and strategies, and the advertising and marketing appeals utilized in public relations campaigns. Associate degrees in Journalism and Broadcasting prepare students to transfer to a four-year college or university. After graduating, students may find career opportunities in teaching, broadcasting or advertising, or as a consultant or a public relations practitioner. Areas of emphasis are also available in broadcasting, journalism and speech.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
PSY 1113	INTRODUCTION TO PSYCHOLOGY --OR--		Gen Ed	(R)
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed	(R)
MATH 1503	CONTEMPORARY MATHEMATICS --OR--		Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1513	COLLEGE ALGEBRA --OR--		Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
COM 1123	INTERPERSONAL COMMUNICATIONS	3	Gen Ed	(R) (W)
JB 1103	AUDIO PRODUCTION	3	Major	(R) (W)
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
ECON 2113	PRINCIPLES OF MACROECONOMICS	3	Gen Ed	(R) (W) (M)
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
JB 1133	NEWS WRITING	3	Major	(R) (W)
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
<b>Suggested Sophomore 1st Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
JB 2413	PRINCIPLES OF PUBLIC RELATIONS	3	Major	(R) (W)
GCOM 1143	BLACK AND WHITE PHOTOGRAPHY I --OR--		Support	(R)
GCOM 2773	IMAGE EDITING: PHOTOSHOP I	3	Support	(R)
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
BIO	* BIOLOGICAL SCIENCE	3-4	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
JB 2643	VIDEO PRODUCTION	3	Major	(R) (W)
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
PHYS SC	* ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL PREFIXES	3-4	Gen Ed	
ELEC	ELECTIVE	4-5	Gen Ed	

*Major Courses: (12 Credit Hours) Journalism and Broadcasting: JB 1103; JB 1133; JB 2413; JB 2643*

*General Education Courses: (40-41 Credit Hours) English: ENGL 1113; ENGL 1213; Communications: COM 1123; COM 2213; Economics: ECON 2113; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Political Science: POLSC 1113; Social Sciences: PSY 1113 or SOC 1113; Humanities: Six credit hours Humanities Electives; \*Sciences: Three to four credit hours of general education Biological Science; three to four credit hours Physical Science - one of the science courses must include a lab component.*

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

*Support Courses: (7-8 Credit Hours) GCOM 1143 or GCOM 2773; ELECTIVES (4-5 Credit Hours)*

*Electives: Four to five credit hours Free Electives*

*Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog. \*At least one science course must include a laboratory component.*

# Respiratory Care Therapist #++

## Associate in Applied Science

Minimum of 68 Credits

This associate degree program is designed to meet the needs of an individual who wants to enter the job market following completion of the program. Students pursuing this associate degree complete general education and support courses at Oklahoma City Community College. All major courses are completed at Francis Tuttle Technology Center as part of the cooperative alliance.

Respiratory Care Therapists work under the supervision of a physician to deliver direct patient care in hospitals, nursing homes, skilled nursing facilities, laboratories, doctors' offices and homes. Therapies are directed toward the diagnosis and treatment of respiratory and cardiac diseases and often involve the use of sophisticated equipment. In addition to admission to the College, admission to the Associate of Applied Science in Respiratory Care degree program is required. The application process for the program must be completed at Francis Tuttle Technology Center\*\*. Students must be admitted to the Respiratory Care program before enrollment in major courses. Performance of respiratory care in Oklahoma requires state licensure. Eligibility for licensure as a Registered Respiratory Therapist is determined by the State Board of Medical Examiners.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
RC 1041	INTRODUCTION TO CLINICAL APPLICATION	1	Major	(R) Corequisite: RC 1114, RC 1021
RC 1033	RESPIRATORY CARE SCIENCES	3	Major	(R) (W) (M) Corequisite: MATH 1513 or APPM 1223
APPM 1223	MATHEMATICS FOR TECHNICAL CAREERS I --OR--		Support	(R), MATH 0033 or adequate Math Placement Test Score, either within the last year.
MATH 1513	COLLEGE ALGEBRA	3	Support	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
BIO 1224	TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY --OR--		Support	(R) (W)
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I --OR--		Support	(R) (W) (M), An adequate biology placement test score or BIO 0123 or a college-level biological science class
RC 1114	RESPIRATORY THERAPY PROCEDURES I AND LAB	4	Major	(R) (W) (M) Corequisite: RC 1033; BIO 1314 or BIO 1224; MATH 1513 or MATH 1223
RC 1021	MEDICAL ETHICS	1	Major	(R), Admission to Respiratory Therapy Program
<b>Suggested Freshman 2nd Semester</b>				
RC 1124	RESPIRATORY THERAPY PROCEDURES II AND LAB	4	Major	RC 1041; RC 1114
RC 1142	RESPIRATORY PHARMACOLOGY	2	Major	RC 1312; Corequisite: MATH 1513 or APPM 1223
RC 1312	CARDIOPULMONARY ANATOMY, PHYSIOLOGY AND PATHOLOGY	2	Major	None
ENGL 1113	ENGLISH COMPOSITION I (COMPUTER ASSISTED)	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
<b>Suggested Freshman Summer Semester</b>				
RC 2212	PULMONARY FUNCTION TESTING AND BRONCHOSCOPY	2	Major	(R) (W) (M) RC 1124, RC 1253, RC 1312
<b>Suggested Sophomore 1st Semester</b>				
RC 2124	CRITICAL CARE RESPIRATORY THERAPY	4	Major	(R) (W) (M) RC 1124, RC 1142, RC 1253, RC 1312
RC 2312	CLINICAL EXPERIENCE I	2	Major	(R) (W) (M) RC 2212
RC 1223	PEDIATRIC AND NEONATAL RESPIRATORY CARE	3	Major	(R) (W) (M), RC 1124; RC 1142; RC 1244; RC 1312; RC 1253
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
RC 2512	RESPIRATORY THERAPY SEMINAR	2	Major	RC 1124, RC 1244, RC 1142, RC 1312, RC 1253
RC 2412	CLINICAL EXPERIENCE II	2	Major	(R) (W) (M) RC 2124, RC 1223
RC 2613	ADVANCED RESPIRATORY CARE/PATIENT MANAGEMENT	3	Major	(R) (W) (M), RC 1223, RC 2124, RC 2213
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	(R)
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
OSRHE1	* OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS OR ENGLISH COURSE*	3	Gen Ed	

Major Courses: (42 credit hours) RC 1021; RC 1033; RC 1041; RC 1114; RC 1142; RC 1244; RC 1253; RC 1312; RC 2124; RC 2212; RC 2312; RC 2412; RC 2512; RC 2613

General Education Courses: (18 credit hours) Political Science: POLSC 1113; English: ENGL 1113 Computer-Assisted; Any Oklahoma State Regents for Higher Education approved general education three credit hour English or communications course. \*Psychology: PSY 1113; History: HIST 1483

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

Support Courses: (7 credit hours) Biological Sciences: BIO 1314 or BIO 1224; Mathematics: MATH 1513 or APPM 1223

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

# A cooperative agreement has been established with Francis Tuttle Technology Center.

Major courses are available only at Francis Tuttle Technology Center.

++ Special Admission Procedure Required

# Sociology

## Associate in Arts

Minimum of 62 Credits

An interest in people is critical for students who want to study sociology because sociology is the study of people and how they behave in social environments. Sociology students discover why people need the company of other human beings. They also learn why some groups get along with everyone while others do not get along at all. Topics such as social problems, crime, delinquency, marriage, cultural anthropology-the study of different cultures, and family relationships are examined in sociology courses. A degree in sociology prepares students to continue their education at a four-year college or university and to pursue careers in social program development, research, education, human services, human resources, counseling, city planning and social services.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Major	(R)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
BIO	** BIOLOGICAL SCIENCE	3-4	Gen Ed	
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	(R)
<b>Suggested Freshman 2nd Semester</b>				
SOC 2023	SOCIAL PROBLEMS	3	Major	(R) (W), SOC 1113
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
MATH 1503	CONTEMPORARY MATHEMATICS --OR--		Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1513	COLLEGE ALGEBRA --OR--		Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
SOC	SOCIOLOGY ELECTIVE	3	Major	
<b>Suggested Sophomore 1st Semester</b>				
SOC	SOCIOLOGY ELECTIVE	3	Major	
PHYS	** ANY PHYSICAL SCIENCE*	3-4	Gen Ed	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
SUPP	GUIDED SUPPORT ELECTIVE	6	Support	
<b>Suggested Sophomore 2nd Semester</b>				
SUPP	GUIDED SUPPORT ELECTIVE	3	Support	
SOC 2903	SOCIOLOGY SEMINAR	3	Major	(W) 12 credit hours of Sociology which must include SOC 1113 and SOC 2023
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
GEN ED	GEN ED ELECTIVE	6	Gen Ed	

*Major Courses: (15 credit hours) Sociology: SOC 1113; SOC 2023; SOC 2903. Six credit hours of Sociology electives, (i.e. any other SOC category courses)*

*General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1503 or MATH 1513 or MATH 2013;*

*Psychology: PSY 1113; Sciences: Three or four credit hours of general education biological sciences; three or four credit hours of physical science-one of the science courses must include a lab component;*

*Humanities: Six credit hours of Humanities courses; General Education Electives: Six credit hours*

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

*Support Courses: (9 credit hours) All courses within the following categories: CD, ENGL, CS, ECON, GER, HIST, HUM, PHIL, POLSC, PSY, SOC. Any foreign language or credited sign language course.*

*Additional courses may be substituted with approval of advisor.*

*Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog. For General Education Requirements, see the general information section of the catalog. \*\*At least one science course must include a laboratory component.*

## Spanish - Modern Languages: Spanish Emphasis (AA)

### Associate in Arts

Minimum of 61 Credits

Students who study Spanish will learn one of the most widely-spoken languages in the world. In addition to learning to understand, speak, read, and write Spanish, students will gain understanding of the cultures of the Hispanic peoples of the world, including the millions who reside in the United States. An associate degree in Modern Languages gives the student the background needed to transfer to a four-year college or university. After graduating, language students may find career opportunities in teaching, travel, broadcasting, translating, law enforcement, international business or social service. Another area of emphasis available is French.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
SPAN 1115	ELEMENTARY SPANISH I	5	Major	(R) (W)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
BIO	** BIOLOGICAL SCIENCE *	3-4	Gen Ed	
SUPP	GUIDED SUPPORT ELECTIVE	3	Support	
<b>Suggested Freshman 2nd Semester</b>				
SPAN 1225	ELEMENTARY SPANISH II	5	Major	(R), SPAN 1115 or by Evaluation
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
MATH 1503	CONTEMPORARY MATHEMATICS --OR--		Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1513	COLLEGE ALGEBRA --OR--		Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
SPAN 2113	INTERMEDIATE SPANISH I	3	Major	(R), SPAN 1225 or by Evaluation
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
ENGL 2123	INTRODUCTION TO LITERATURE --OR HIGHER LIT ELECTIVE	3	Gen Ed	(R) (W), ENGL 1213 English Composition II
<b>Suggested Sophomore 2nd Semester</b>				
SPAN 2223	INTERMEDIATE SPANISH II	3	Major	(R), SPAN 2113 or by Evaluation
PHYS SC	** ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL PREFIXES	3-4	Gen Ed	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
GEN ED	* GEN ED ELECTIVE	3	Gen Ed	
SUPP	GUIDED SUPPORT ELECTIVE	4	Support	

Major Courses: (16 Credit Hours) Spanish: SPAN 1115; SPAN 1225; SPAN 2113; SPAN 2223

General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Humanities: Six credit hours Humanities Electives; \*Sciences: Three to four credit hours Biological Science; three to four credit hours Physical Science-one of the science courses must include a lab component.; Literature: Any ENGL course 2123 or higher; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Electives: Six credit hours General Education Electives

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

Support Courses: (7 Credit Hours) Electives: Choose seven credit hours of electives from SPAN, GRMN, FREN, COM, ENGL, HUM, WL categories.

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog. For General Education Requirements, see the general information section of the catalog. \*\* At least one science course must have a lab component.

## Spanish - Modern Languages: Spanish Emphasis (Certificate: Conversational)

### Certificate of Mastery: Conversational Track

Minimum of 21 credits

The Certificate of Mastery program is designed for students who wish to develop a working proficiency in Spanish for a variety of goals, including personal development, career opportunities, and travel. Those who earn this certificate will be able to communicate, orally and in writing, with native speakers of Spanish, and will demonstrate the cultural competence necessary to function within the diverse cultures of the Hispanic world. In order to provide options for different student goals, we offer two curricular tracks for the Certificate of Mastery. Students who choose the Conversational Track will focus on oral language skills and development of cultural competence. This track will require an International Study course, which will provide authentic language and cultural experiences. This Certificate of Mastery gives the student the background in Spanish to find a career in teaching, travel, broadcasting, translating, law enforcement, international business or social service. All courses in the Certificate of Mastery can be applied toward the Associate in Arts Degree in Modern Languages: Spanish Emphasis. Students who plan to pursue a degree after completing the certificate should work with their faculty advisor.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SPAN 1010	(C) CONVERSATIONAL SPANISH I	3	Major	(R) (W)
SPAN 1120	(C) CONVERSATIONAL SPANISH II	3	Major	(R), SPAN 1010 or 1115 or by Evaluation
<b>Freshman 2nd Semester</b>				
SPAN 1225	(C) ELEMENTARY SPANISH II	5	Major	(R), SPAN 1115 or by Evaluation
<b>Suggested Sophomore 1st Semester</b>				
SPAN 2010	(C) CONVERSATIONAL SPANISH III –OR–		Major	(R), SPAN 1120 or 1225 or by Evaluation
SPAN 2113	(C) INTERMEDIATE SPANISH I	3	Major	(R), SPAN 1225 or by Evaluation
SPAN 1150	(C) SPANISH IMMERSION I	1	Major	(R), SPAN 1010 or 1115 or by Evaluation
<b>Suggested Sophomore 2nd Semester</b>				
SPAN 2060	(C) INTERNATIONAL STUDY II	3	Major	(R), SPAN 1120 or 1225 or by Evaluation
SPAN 2223	(C) INTERMEDIATE SPANISH II	3	Major	(R), SPAN 2113 or by Evaluation

Major Courses: (21 credit hours) SPAN 1010, 1120, 1225, 2010 or 2113, 2050, 2223, 2060

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

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

## Spanish - Modern Languages: Spanish Emphasis (Certificate: Traditional)

### Certificate of Mastery: Traditional Track

*Minimum of 21 Credits*

The Certificate of Mastery program is designed for students who wish to develop a working proficiency in Spanish for a variety of goals, including personal development, career opportunities, and travel. Those who earn this certificate will be able to communicate, orally and in writing, with native speakers of Spanish, and will demonstrate the cultural competence necessary to function within the diverse cultures of the Hispanic world. In order to provide options for different student goals, we offer two curricular tracks for the Certificate of Mastery. Students who choose the Traditional Track will focus on the development of oral and written skills, with a strong emphasis on the structure of the language. The requirement of two credits of Spanish Immersion will provide practical language experience in a local setting. This Certificate of Mastery gives the student the background in Spanish to find a career in teaching, travel, broadcasting, translating, law enforcement, international business or social service. All courses in the Certificate of Mastery can be applied toward the Associate in Arts Degree in Modern Languages: Spanish Emphasis. Students who plan to pursue a degree after completing the certificate should work with their faculty advisor.

Course #	Course Name	Credits	Type	Prerequisites
<i>Suggested Freshman 1st Semester</i>				
SPAN 1115	(C) ELEMENTARY SPANISH I	5	Major	(R) (W)
<i>Suggested Freshman 2nd Semester</i>				
SPAN 1225	(C) ELEMENTARY SPANISH II	5	Major	(R), SPAN 1115 or by Evaluation
SPAN 1120	(C) CONVERSATIONAL SPANISH II	3	Major	(R), SPAN 1010 or 1115 or by Evaluation
<i>Suggested Sophomore 1st Semester</i>				
SPAN 2010	(C) CONVERSATIONAL SPANISH III --OR--		Major	(R), SPAN 1120 or 1225 or by Evaluation
SPAN 2113	(C) INTERMEDIATE SPANISH I	3	Major	(R), SPAN 1225 or by Evaluation
SPAN 1150	(C) SPANISH IMMERSION I	1	Major	(R), SPAN 1010 or 1115 or by Evaluation
<i>Suggested Sophomore 2nd Semester</i>				
SPAN 2223	(C) INTERMEDIATE SPANISH II	3	Major	(R), SPAN 2113 or by Evaluation
SPAN 2050	(C) SPANISH IMMERSION II	1	Major	(R), SPAN 1120 or 1225 or by Evaluation

*Major Courses: (21 credit hours) SPAN 1115, 1120, 1225, 2010 or 2113, 1150, 2223, 2050*

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

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



# Speech - Journalism and Broadcasting/Speech Emphasis

## Associate in Arts

Minimum of 61 Credits

Speech students develop commanding formal and informal communication skills. Students develop techniques for gathering information and making dynamic presentations. Public address, interpersonal communications and oral interpretation are the major courses designed to develop the student's total understanding of audiences, speaking skills and presentations. Associate degrees in Broadcasting and Journalism prepare students to transfer to a four-year college or university. After graduating, students may find career opportunities in teaching, public service, broadcasting business management, or the ministry. Areas of emphasis are also available in broadcasting, journalism and public relations.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
PSY 1113	INTRODUCTION TO PSYCHOLOGY --OR--		Gen Ed	(R)
SOC 1113	INTRODUCTION TO SOCIOLOGY	3	Gen Ed	(R)
MATH 1503	CONTEMPORARY MATHEMATICS --OR--		Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1513	COLLEGE ALGEBRA --OR--		Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
TA 1133	VOICE AND SPEECH IMPROVEMENT	3	Major	(R)
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
COM 1123	INTERPERSONAL COMMUNICATIONS	3	Major	(R) (W)
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
TA 1103	INTRODUCTION TO THEATRE	3	Support	(R) (W)
BIO	** BIOLOGICAL SCIENCE	3-4	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
TA 2233	ACTING FOR THE CAMERA	3	Major	(R) (W)
ELEC	ELECTIVE	3	Gen Ed	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
PHYS SC	** ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL PREFIXES	3-4	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
COM 2213	INTRO TO PUBLIC SPEAKING	3	Major	(R)
SUPP	GUIDED SUPPORT ELECTIVE	3	Gen Ed	
ELEC	ELECTIVE	4-5	Gen Ed	
GEN ED	* GEN ED ELECTIVE	3	Gen Ed	

Major Courses: (12 Credit Hours) Communications: COM 1123; COM 2213; TA 1133; TA 2233

General Education Courses: (37-38 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Political Science: POLSC 1113;

Social Sciences: PSY 1113 or SOC 1113; Theatre Arts: TA 1103; Humanities: Six credit hours Humanities Electives; \*Sciences: Three to four credit hours of general education Biological Science; three to four credit

hours Physical Science; Electives: Three credit hours Advisor Approved General Education Electives

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

Support Courses: (10-11 Credit Hours) TA 2103 or JB 2413; ELECTIVES (7-8 Credit Hours) Electives: Seven to eight credit hours of Free Electives

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog. For General Education Requirements, see the general information section of the catalog. \*\*At least one science course must have a lab component.

# Surgical Technology#

## Associate in Applied Science

Minimum of 62 Credits

This program is offered through cooperative alliances established with Metro Tech and Moore Norman Technology Centers. Surgical Technologists are integral members of the surgical team who work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel delivering patient care before, during and after surgery. The application process for the program must be completed at Metro Tech or Moore Norman Technology Centers. An applicant who provides documentation of certification as a Surgical Technician may be eligible for advanced standing credit. Students must be admitted to the program before enrollment in major courses. Students pursuing this associate degree would complete general education and support courses at Oklahoma City Community College. All major courses are taught at Metro Tech or Moore Norman Technology Centers.\*\*

The Metro Tech and Moore Norman Technology Centers Certified Surgical Technician Programs are fully accredited by the Commission on Accreditation of Allied Health Education Programs. The graduate is eligible to apply for the national certifying examination in Surgical Technology.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ST 1114	SURGICAL TECHNIQUES I	4	Major	(R) Corequisite: ST 1126
ST 1126	SURGICAL TECHNIQUES PRACTICUM I	6	Major	(R) Corequisite: ST 1114
BIO 1224	TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY OR	4	Major	(R) (W)
BIO 1314	HUMAN ANATOMY AND PHYSIOLOGY I	4	Support	(R) (W) (M), An adequate biology placement test score or BIO 0123 or a college-level biological science class
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
<b>Suggested Freshman 2nd Semester</b>				
ST 2214	SURGICAL TECHNIQUES II	4	Major	(R) (W), ST 1114 and ST 1126; Corequisite: ST 2226
ST 2226	SURGICAL TECHNIQUES PRACTICUM II	6	Major	(R) (W), ST 1126 and ST 1114; Corequisite: ST 2226
AHP 1013	MEDICAL TERMINOLOGY	3	Major	(R)
CS 1103	INTRODUCTION TO COMPUTERS AND APPLICATIONS	3	Gen Ed	(R)
<b>Suggested Sophomore 1st Semester</b>				
ST 2314	SURGICAL TECHNIQUES III	4	Major	(R) (W), ST 2226 and ST 2214; Corequisite: ST 2336
FA MATH1	FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS	3	Support	
OSRHE	OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE	3	Gen Ed	
<b>Suggested Sophomore 2nd Semester</b>				
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
HIST 1483	U.S. HISTORY TO THE CIVIL WAR OR	3	Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	(R)
ST 2336	SURGICAL TECHNIQUES PRACTICUM III	6	Major	(R) (W), ST 2226 and ST 2214; Corequisite: ST 2314
GEN ED	GEN ED ELECTIVE	3	Gen Ed	

Major Courses: AHP 1013, ST 1114, ST 1126, ST 2214, ST 2226, ST 2314, ST 2336

General Education Courses: ENGL 1113, \*OSRHE Approved General Education Communications or English course, POLSC 1113, HIST 1483 OR HIST 1493, PSY 1113, CS 1103, General Education Elective Life Skills Courses: SCL 1001- Success in College and Life

Support Courses: Mathematics that meets OCCC mathematics proficiency, BIO 1224 OR BIO 1314

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

Major courses are available only at Metro Tech and Moore Norman Technology Centers.

++Special Admissions Procedures Required

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

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

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

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

# Technology (AAS)

## Associate in Applied Science

Minimum of 61 Credits

This associate degree program is specialized to meet business, government, and industry specifications in a particular industry. The plans of study are designed with direct input from business and industry partners. Businesses that have participated in the development of current programs are: Advanced Academics, Inc., Advancia Corporation, Altech Services, AMI 500 Office of Information Services, Atkins Benham, Inc., BTG Incorporated, CACI-ASG, Cisco, Commander Aircraft, Communitech, Cox Communications, Dobson Communications, Inc., EDS, Endex of Oklahoma, Inc., Francis Tuttle Technology Center, iBeam, LazerNet Services, Modern Technology Systems, Inc., Moore Norman Technology Center, OG&E, Pace/Butler Corporation, Resourceware, Inc., SouthwesternBell, Synergy Datacom Supply, The Hertz Corporation, The Michael Group, and ThinkSpark, Inc. Current specialized approved programs are as follows: 1.) \*OG&E ñ Industrial Engineering Technology with emphasis in Engineering Design and Analysis, Instrument Systems and Automation, and Maintenance. 2.) Information Systems Industry leading to certifications in MCP (Microsoft Certified Professional) and MCSE (Microsoft Certified Systems Engineer) 3.) Internet Technologies Industry leading to certification in Certified Internet Webmaster. Coursework in the major area is designed to give students the necessary preparation to pursue industry specific technology careers after graduation. \*The OG&E program is offered through an alliance of educational partners so that students may take courses at Oklahoma City Community College, Francis Tuttle Technology Center, Oklahoma State University (Oklahoma City), or Rose State College. Students must consult with their faculty advisor when selecting technology courses and electives.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I		Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT		Gen Ed	(R) (W)
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support	
TECH 1000	* ADVANCED SPECIAL TOPICS	6	Major	Evaluation by Instructor
<b>Suggested Freshman 2nd Semester</b>				
COM 1123	INTERPERSONAL COMMUNICATIONS --OR--		Gen Ed	(R) (W)
COM 1323	ORAL INTERPRETATION --OR--		Gen Ed	(R) (W)
COM 2213	INTRO TO PUBLIC SPEAKING --OR--		Gen Ed	(R)
FA COM	FACULTY APPROVED COMMUNICATIONS ELECTIVE --OR--		Gen Ed	
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
FA MATH	FACULTY APPROVED MATHEMATICS ELECTIVE	3	Support	
TECH 1000	* ADVANCED SPECIAL TOPICS	9	Major	Evaluation by Instructor
<b>Suggested Sophomore 1st Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR		Gen Ed	(R) (W)
TECH 2000	** SPECIAL TOPICS	6	Major	TECH 1113, ENGL 1113
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed	
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support	
<b>Suggested Sophomore 2nd Semester</b>				
TECH 2000	** SPECIAL TOPICS	9	Major	TECH 1113, ENGL 1113
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support	
FA GEN	FACULTY APPROVED GENERAL EDUCATION ELECTIVE	3	Gen Ed	

*Major Courses: (30 credit hours) Special topics in Technology: TECH 1000 and TECH 2000; Completion of ACE credit; approved Business/Industry/Government training curriculum; prescribed technical or advisor approved courses.*

*General Education Courses: (18 credit hours) Communications: COM 1123; or COM 1323 or COM 2213 or advisor approved COM elective or ENGL 1213; English: ENGL 1113; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; 3 credit hours of Approved General Education Electives*

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

*Support Courses: (12 credit hours) Approved Support Electives; Approved Math Elective*

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

*# This program is offered through cooperative alliances with Francis Tuttle and Moore Norman Technology Centers. See the front section of the catalog for General Education requirements.*

*\*Special Topics: Completion of ACE credit; approved Business/Industry/Government training curriculum, prescribed technical OR advisor approved courses*

*\*\*Advanced Special Topics in Technology: Completion of ACE credit; approved Business/Industry/Government training curriculum, prescribed technical OR advisor approved courses.*

# Technology (AS)

## Associate in Science

Minimum of 62 Credits

Students enrolled in the Technology Program develop vital skills in preparation for becoming members of the business community. Students study economics, accounting, statistics, and computer science, in addition to general education. A degree in technology prepares students to transfer to a baccalaureate degree program. There they can pursue a bachelor's degree with a major in a specialized technology area.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
TECH 1010	INTRODUCTION TO TECHNOLOGY	3	Major	None
MATH 1503	CONTEMPORARY MATHEMATICS --OR--	3	Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1513	COLLEGE ALGEBRA --OR--	3	Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
PHYS	* ANY PHYSICAL SCIENCE*	3	Gen Ed	
<b>Suggested Freshman 2nd Semester</b>				
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
COM 1123	INTERPERSONAL COMMUNICATIONS --OR--	3	Gen Ed	(R) (W)
COM 1323	ORAL INTERPRETATION --OR--	3	Gen Ed	(R) (W)
COM 2213	INTRO TO PUBLIC SPEAKING	3	Gen Ed	(R)
TECH 1113	BEGINNING TECHNOLOGY APPLICATIONS	3	Major	TECH 1010
BIO	* BIOLOGICAL SCIENCE	3-4	Gen Ed	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
<b>Suggested Sophomore 1st Semester</b>				
ECON 2113	PRINCIPLES OF MACROECONOMICS	3	Gen Ed	(R) (W) (M)
TECH 2013	INTERMEDIATE TECHNOLOGY APPLICATIONS	3	Major	Pre or Corequisite: TECH 1113, ENGL 1113
TECH 2773	TECHNOLOGY FIELD INTERNSHIP I	3	Major	Corequisite: TECH 1013
GEN ED	GEN ED ELECTIVE	3	Gen Ed	
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support	
<b>Suggested Sophomore 2nd Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
TECH 2023	ADVANCED TECHNOLOGY APPLICATIONS	3	Major	TECH 2013
TECH 2783	TECHNOLOGY FIELD INTERNSHIP II	3	Major	TECH 2773 Corequisite: TECH 1113
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support	

*Major Courses: (18 credit hours) Technology: TECH 1013; TECH 1113; TECH 2013; TECH 2023; TECH 2773; TECH 2783*

*General Education Courses: (37-38 credit hours) Communications: COM 1123; or COM 1323 or COM 2213; Economics: ECON 2113; English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493;*

*Mathematics: MATH 1503; or MATH 1513 or MATH 2013; Political Science: POLSC 1113; \*Science: Three to four credit hours of general education Biological Science; three to four credit hours from \*Physical*

*Science, one of the science courses must include a lab component (any PHYS; CHEM; GEOL; or ASTR course); 6 credit hours: Humanities Elective*

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

*Support Courses: (6 credit hours) Advisor Approved Support Electives*

*See the general information section of the catalog for transfer policy information.*

*Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog. For General Education Requirements, see the general information section of the catalog. \*One Science course must include a laboratory component. Physical Science (Any PHYS, CHEM, GEOL, or ASTR course.)*

## Technology (Certificate)

### Certificate of Mastery

*Minimum of 18 Credits*

The certificate program allows an individual to work toward an attainable goal without taking the general education required for an associate degree. College credits earned may apply toward an Associate in Science or Applied Science degree.

A Certificate of Mastery in Technology provides the opportunity for students to study the areas of emphasis that relate directly to jobs in specific Technology services and industry fields. At Oklahoma City Community College, a Certificate of Mastery can be earned by completing 18 credit hours in coursework such as beginning applications, intermediate applications, and advanced applications of industry specific fields. Classes are taught by professors who are both academically and professionally qualified. Students benefit from the instructors' years of experience on the job and in the classroom. With a Certificate of Mastery, students can begin a career through entry-level positions. Often, students can earn certificates as they work toward a degree. Oklahoma City Community College also offers a Technology degree with a general option whereby a student can specialize in specific technology services that transfers to a baccalaureate program or that prepares students for immediate entry into the job market.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
TECH 1010	INTRODUCTION TO TECHNOLOGY	3	Major	None
TECH 2773	TECHNOLOGY FIELD INTERNSHIP I	3	Major	Corequisite: TECH 1013
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support	
<b>Suggested Freshman 2nd Semester</b>				
TECH 1113	BEGINNING TECHNOLOGY APPLICATIONS	3	Major	TECH 1010
TECH 2783	TECHNOLOGY FIELD INTERNSHIP II	3	Major	TECH 2773 Corequisite: TECH 1113
FA SUPPORT	FACULTY APPROVED SUPPORT ELECTIVES	3	Support	

*Major Courses: (12 credit hours) Technology : TECH 1103; TECH 1113; TECH 2773; TECH 2783*

*Support Courses: (6 credit hours) Advisor Approved Support Electives*

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

# Theatre Arts

## Associate in Arts

Minimum of 61 Credits

The Theatre Arts Program uses classroom and hands-on experiences on stage to develop student performance skills. Classes in acting and make-up teach students about the theories, techniques and elements of theatre. Courses cover subjects such as role preparation, diction, and auditioning. Additional experience can be gained by participating in any of the College's stage productions during the year. Associate degrees in theatre arts give students the background needed to continue their education at a four-year college or university. Graduating students may find career opportunities performing, directing, producing, writing, critiquing or teaching.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
TA 1103	INTRODUCTION TO THEATRE	3	Major	(R) (W)
TA 1513	ACTING I	3	Major	(R) (W)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
COM 1123	INTERPERSONAL COMMUNICATIONS	3	Gen Ed	(R) (W)
<b>Suggested Freshman 2nd Semester</b>				
TA 2203	ACTING II	3	Major	(R) (W), TA 1513
PHIL 1013	INTRODUCTION TO PHILOSOPHY	3	Gen Ed	ENGL 1113 English Composition I
ENGL 1213	ENGLISH COMPOSITION II	3	Gen Ed	(R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
MATH 1503	CONTEMPORARY MATHEMATICS --OR--		Gen Ed	(R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 1513	COLLEGE ALGEBRA --OR--		Gen Ed	(R), MATH 0123 or adequate Math Placement Test Score, either within the last year.
MATH 2013	INTRODUCTION TO STATISTICS	3	Gen Ed	(R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.
<b>Suggested Sophomore 1st Semester</b>				
TA 1223	MAKE-UP FOR THE STAGE	3	Major	(R)
TA 2233	ACTING FOR THE CAMERA	3	Major	(R) (W)
PHYS SC	** ANY PHYSICAL SCIENCE CHOSEN FROM ASTR, PHYS, CHEM, OR GEOL PREFIXES *	3-4	Gen Ed	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
SUPP	GUIDED SUPPORT ELECTIVE	3	Support	
<b>Suggested Sophomore 2nd Semester</b>				
TA 1133	VOICE AND SPEECH IMPROVEMENT	3	Major	(R)
BIO	** BIOLOGICAL SCIENCE *	3-4	Gen Ed	
SUPP	*** GUIDED SUPPORT ELECTIVE	3	Support	
HUM	HUMANITIES ELECTIVE	3	Gen Ed	
GEN ED	* GEN ED ELECTIVE	3	Gen Ed	

Major Courses: (18 Credit Hours) Theatre Arts: TA 1103; TA 1133; TA 1223; TA 1513; TA 2203; TA 2233

General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Communications: COM 1123; \*Sciences: Three to four credit hours Biological Science; three to four credit hours Physical Science - one of the science courses must include a lab component; Humanities: Six credit hours Humanities Electives; Mathematics: MATH 1503 or MATH 1513 or MATH 2013; Philosophy: PHIL 1013; General Education Elective: Three credit hours

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

Support Courses: (4-5 Credit Hours) \*Electives: Four to five credit hours Approved Electives

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs for information and requirements in the general information section of the catalog. For General Education Requirements, see the general information section of the catalog. \*\*At least one science course must include a lab component.

\*\*\* Support Elective: TA 1000; TA 1121; TA 2113; TA 2123; HUM 2233; HUM 2243; HUM 2253

# ACCOUNTING

## ACCT 2000 SPECIAL TOPICS

*Prerequisite: ACCT 2113 and by Evaluation\*\**

VARIABLE 1-3 CREDITS The student will demonstrate specified competencies in subjects not included in other accounting courses, but which are beneficial in providing a better understanding of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change in subject matter.

## ACCT 2113 ACCOUNTING I/FINANCIAL

*Prerequisite: (R) (W) (M)*

3 CREDITS Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

## ACCT 2123 ACCOUNTING II/MANAGERIAL

*Prerequisite: ACCT 2113*

3 CREDITS A continuation of ACCT 2113. Students will demonstrate an understanding of managerial accounting concepts by properly classifying basic cost elements, allocating these costs to the manufacturing processes of a product, performing cost-volume-profit analysis, preparing operating and capital budgets, analyzing the decision-making process, and making business decisions.

## \*ACCT 2213 COMPUTERIZED ACCOUNTING

*Prerequisite: ACCT 2113*

3 CREDITS This course is designed for students who are seeking an Associate in Applied Science in Business-Accounting Option. It is also a required or elective course in some technical programs at Oklahoma City Community College. It generally will not transfer to four-year public colleges or universities. Students will demonstrate the use of the computer to complete accounting problems relating to general ledger entries, voucher systems, fixed assets, payroll, partnerships and corporations, financial statement analysis, and departmentalized accounting. (This course is generally offered in the fall semester only.)

## ACCT 2233 GOVERNMENT AND NON-PROFIT ACCOUNTING

*Prerequisite: ACCT 2123*

3 CREDITS This course is offered as an elective in the Associate in Applied Science in Business-Accounting Option. The course is also available to those students who work for a governmental agency or other non-profit institution desiring to upgrade their job skills. This course is generally not transferable to four-year colleges or universities. The student will learn the nature and relationship of the various funds normally found in most governmental entities as well as the financial activities involving budgets, encumbrances, revenues, expenditures, and other fiduciary responsibilities common to non-profit institutions such as colleges, hospitals, foundations, public enterprises, and virtually all governmental agencies. (This course is generally offered every other spring semester.)

## ACCT 2303 COST ACCOUNTING

*Prerequisite: ACCT 2123*

3 CREDITS This course is designed for students who are seeking an Associate in Applied Science in Business-Accounting Option. It generally will not transfer to four-year public colleges or universities. Students will demonstrate their understanding of concepts of cost accounting by (1) properly classifying basic cost elements, (2) applying the cost principles and procedures involved in job order and process costing, (3) demonstrating the use of a standard cost system to include the computation of variances, and (4) using cost analysis in management decision making. (This course is generally offered in the spring semester only.)

## ACCT 2403 INCOME TAX ACCOUNTING

*Prerequisite: ACCT 2113*

3 CREDITS This course is designed for students seeking an Associate in Applied Science in Business-Accounting Option. It generally will not transfer to four-year public colleges or universities. Students will demonstrate their understanding of concepts of federal income taxation of individuals by (1) determining gross income, (2) identifying and computing allowable deductions for and from adjusted gross income, (3) computing the tax liability, and (4) performing tax research using a comprehensive tax library. (This course is generally offered in the fall semester only.)

## ACCT 2603 INTERMEDIATE ACCOUNTING I

*Prerequisite: ACCT 2123*

3 CREDITS This course is designed for students who are seeking an Associate in Applied Science in Business-Accounting Option. It generally will not transfer to four-year public colleges or universities. Students will demonstrate their understanding of concepts of advanced principles of accounting relating to the accounting process, assets, and the time value of money. (This course is generally offered in the fall semester only.)

## ACCT 2703 INTERMEDIATE ACCOUNTING II

*Prerequisite: ACCT 2603*

3 CREDITS This course is designed for students who are seeking an Associate in Applied Science in Business-Accounting Option. It generally will not transfer to four-year public colleges or universities. Students will demonstrate their understanding of generally accepted accounting principles related to liabilities, stockholders' equity, correction of errors, cash flow reporting and financial statement analysis. (This course is generally offered in the spring semester only.)

\*Course satisfies the computer proficiency requirement

\*\*Evaluation criteria available in division office

# ADMINISTRATIVE OFFICE TECHNOLOGY

## AOT 1000 SPECIAL TOPICS

*Prerequisite: (R)*

VARIABLE 1-4 CREDITS This is a study of a variety of topics in which the student will be exposed to such topics as preparing for a career in the secretarial area, assessing the job market, etc. The course may be repeated with a change of topic.

## \*AOT 1113 COMPUTER KEYBOARDING

*Prerequisite: (R) (W)*

3 CREDITS The student will master the keyboard by touch and begin development of acceptable speed and accuracy levels on the alphabetic and alphanumeric keyboard and the ten-key number pad. Formatting of basic documents is also included.

## AOT 1123 SHORTHAND I

*Prerequisite: (R)*

3 CREDITS The student will master the correct theory and principles of Gregg shorthand, read at specified speeds, and write correct shorthand outlines.

**AOT 1223 SHORTHAND II**

*Prerequisite:* (R), AOT 1123 or Permission by Evaluation

3 CREDITS The student will review the theory of Gregg Shorthand, take dictation for three minutes at specified speeds and will transcribe shorthand notes accurately using the microcomputer.

**\*AOT 1713 BEGINNING WORD PROCESSING APPLICATIONS**

*Prerequisite:* (R) (W)

3 CREDITS Students will use microcomputer word processing software to create, modify, store, retrieve, and print documents. Word processing features include create, edit, print, format, spell-check, thesaurus, file management, find/replace and tables. This course is an introduction and overview with the emphasis being on learning and applying the mechanics of the software.

**AOT 1813 LEGAL OFFICE PROCEDURES**

*Prerequisite:* None

3 CREDITS This is an introductory course which provides the student with an overview of the legal secretarial profession and the various aspects of the law office. Emphasis is placed on developing the skills and aptitudes for a professional legal secretary, court structure, ethics, writing and research (This course is generally offered fall only.)

**AOT 2000 SPECIAL TOPICS**

*Prerequisite:* (R)

VARIABLE 1-4 CREDITS The student will demonstrate competencies in selected topics in the secretarial field. Each course will focus on a specific area related to special equipment, procedures, and functions. May be repeated with a change of topic.

**AOT 2013 LEGAL BILLING**

*Prerequisite:* (R) (W), Permission by Evaluation

3 CREDITS Students will use the microcomputer to produce billing documents with emphasis on legal vocabulary, proofreading, editing, transcription, and decision making skills. Appropriate industry standard software programs will be used. Lecture/Lab. (This course is generally offered fall only.)

**\*AOT 2033 MEDICAL CODING**

*Prerequisite:* (R) (W), AHP 1013

3 CREDITS The student will be able to correctly enter internal classification of disease (ICD-9-CM) codes on a claim form, identify current procedural terminology (CPT), and explain their application to a medical office. The student will also identify various insurance plans, learn the rules and regulations of Medicare filing, translate written documentation into a numerical language, and describe legal issues concerning medical records.

**AOT 2143 ADMINISTRATIVE OFFICE SYSTEMS**

*Prerequisite:* (R) (W)

3 CREDITS This course is designed to emphasize the management procedures of various office environments. Topics include ethics, employer-employee relations, layout and space design, work simplification, cost control, human relations, office personnel policies and business information systems. (This course is generally offered spring only.)

**AOT 2313 INTERMEDIATE WORD PROCESSING APPLICATIONS**

*Prerequisite:* (R) (W), AOT 1713 or by Evaluation

3 CREDITS Students will extend basic word processing knowledge and skill to include proficiency in producing office correspondence. Emphasis will be on formatting, proofreading, using advanced features of word processing software, and increasing production speed.

**\* AOT 2323 LEGAL TERMINOLOGY AND MACHINE TRANSCRIPTION**

*Prerequisite:* (R) (W), AOT 1113, AOT 1713 or by Evaluation

3 CREDITS The student will correctly spell, transcribe, and define terms commonly used in the legal field.

**\* AOT 2413 MEDICAL MACHINE TRANSCRIPTION**

*Prerequisite:* (R) (W), AHP 1013, AOT 1113 and AOT 1713 or by Evaluation

3 CREDITS The student will correctly transcribe medical documents including admissions and physicals, operative reports, pathology reports, discharge summaries, radiology reports, and requests for consultation reports. The student will be able to describe the knowledge, skills, and abilities required of a medical transcriptionist.

**AOT 2443 ADMINISTRATIVE OFFICE PROCEDURES**

*Prerequisite:* Corequisite: (R) (W), AOT 2313, AOT 2553 or by Evaluation

3 CREDITS The student will study ethics, traits, duties, attitudes and responsibilities of a professional secretary. Students will use the microcomputer to produce mailable documents, travel itineraries, minutes of meetings, and various other office documents with emphasis on vocabulary, proofreading, editing, and decision making skills. Lecture/Lab.

**\* AOT 2453 OFFICE INFORMATION PROCESSING**

*Prerequisite:* Corequisite: (R) (W), AOT 2313 or by Evaluation

3 CREDITS Students will use the microcomputer to produce mailable documents with emphasis on business vocabulary, proofreading, editing, transcription, and decision making skills. Managerial dictation techniques will be introduced. Lecture/Lab.

**\* AOT 2463 APPLIED GRAPHICS WITH DESKTOP PUBLISHING**

*Prerequisite:* (R) (W), AOT 2313 or by Evaluation

3 CREDITS This course is an introduction to the use of computer-generated pictures, charts, and graphs. Students will complete a variety of documents such as flyers, brochures, newsletters, and business cards using industry standard desktop publishing software, graphics, and effective design conventions. This course will assist students in producing documents that communicate effectively through good design and application of basic concepts of desktop publishing. (This course is generally offered spring only.)

**\* AOT 2473 OFFICE/ACCOUNTING SPREADSHEET APPLICATIONS**

*Prerequisite:* (R) (W)

3 CREDITS This course is designed for Administrative Office Technology and Accounting majors. The student will develop ten-key by touch skills. Students will format spreadsheets using effective design principles, enter common spreadsheet formulas and functions, sort data, and use graphic/chart features to solve business problems. Appropriate industry standard spreadsheet software programs will be used.

**\* AOT 2553 AUTOMATED RECORDS MANAGEMENT**

*Prerequisite:* (R) (W), AOT 1713, AOT 2473

3 CREDITS Utilizing simulated office records, the student will use correct records-management techniques in the creation, storage and disposition of materials in a variety of business situations. The course will involve the study and practice of various filing methods integrating the use of the computer to control and manage a file system. (This course is generally offered fall only.)



## **AOT 2663 CAREER EDUCATION/INTERNSHIP**

*Prerequisite: (R) (W), by Evaluation*

**VARIABLE 1-3 CREDITS** This course will assist students in earning academic credit in a planned process that integrates academic preparation with supervised work experience. Students will work in an approved office environment with cooperating employers for a specified period of time and will attend arranged lectures relating to a variety of business-related topics. The course may be repeated to a maximum of 6 credit hours with the consent of the instructor.

\*Course satisfies the computer proficiency requirement

## **ALLIED HEALTH**

### **AHP 1000 SPECIAL TOPICS**

*Prerequisite: (R)*

**VARIABLE 1-4 CREDITS** The student will demonstrate specified competencies in subject areas not covered in other Allied Health courses, but which are beneficial in providing a better understanding of health. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

### **AHP 1013 MEDICAL TERMINOLOGY**

*Prerequisite: (R)*

**3 CREDITS** After studying the root words, prefixes, and suffixes from which medical terms evolve, the student will correctly spell medical terms, define terms commonly used in medical fields, and determine the meaning of unfamiliar medical terms.

### **AHP 2000 SPECIAL TOPICS**

*Prerequisite: None*

**VARIABLE 1-4 CREDITS** The student will demonstrate specified competencies in subject areas not covered in other Allied Health courses, but which are beneficial in providing a better understanding of health or health care. A specific subject will be announced for each offering. Enrollment may be repeated with a change of topic.

## **APPLIED MATHEMATICS**

### **APPM 1223 MATHEMATICS FOR TECHNICAL CAREERS I**

*Prerequisite: (R), MATH 0033 or adequate Math Placement Test Score, either within the last year.*

**3 CREDITS** The student will apply principles of basic algebra, equations, functions and graphs, factoring, and fractions in the solutions of technical problems. This course is intended only for certain majors leading to an Associate in Applied Science (Technical-Occupational) degree.

### **APPM 1233 MATHEMATICS FOR TECHNICAL CAREERS II**

*Prerequisite: (R), MATH 1223*

**3 CREDITS** The student will apply the systems of equations, exponents and radicals, quadratic equations, ratio and proportion, exponential and logarithmic functions, and trigonometry and geometry in the solution of technical problems. This course is intended only for certain majors leading to an Associate in Applied Science (Technical-Occupational) degree.

### **\* APPM 1313 MATHEMATICS FOR HEALTH CAREERS**

*Prerequisite: (R), MATH 0033 or adequate Math Placement Test Score, either within the last year.*

**3 CREDITS** The student will convert units of measure within and among the metric, apothecary, and avoirdupois systems of measurement; solve pharmacology problems; apply algebraic concepts to signed numbers, formulas, and graphs; and use statistical software to analyze data with descriptive statistics and linear regression. This course is intended only for certain majors leading to an Associate in Applied Science (Technical-Occupational) degree.

\*Course satisfies the computer proficiency requirement

## **ART**

### **ART 1000 SPECIAL TOPICS IN VISUAL ART**

*Prerequisite: (R)*

**VARIABLE 1-6 CREDITS** The student will produce examples of the specific topic in art with which the course content is concerned. A specific topic beyond the topics offered in other art courses will be designated for each offering. Examples of topics include Basic Watercolor, Calligraphy, and Weaving. This course may be repeated with a change in subject matter.

### **ART 1013 ART HISTORY SURVEY I**

*Prerequisite: (R) (W)*

**3 CREDITS** Art History Survey I is a study of the arts, artists and their cultures from Prehistoric through the Early Renaissance. The student will analyze the artistic styles and identify visually the style, its time, its characteristics and the artists important to that period. The student also will analyze the social and art issues which led to the development and evolution of art styles throughout history.

### **ART 1023 ART HISTORY SURVEY II**

*Prerequisite: (R) (W)*

**3 CREDITS** Art History Survey II is a study of the visual arts, artists and their cultures from the Early Renaissance to the present. The student will analyze artistic styles and identify visually the style, its time, its characteristics and the artists important to that period. The student also will analyze the social and art issues which led to the development and evolution of art styles throughout history.

### **ART 1043 BLACK AND WHITE PHOTOGRAPHY I**

*Prerequisite: (R)*

**3 CREDITS** The student will demonstrate basic 35mm camera operations as well as black and white film processing and printing. The student will demonstrate knowledge of basic principles of photography, use of various lenses, filters and exposure manipulation in photo development and printing.

**ART 1053 ART APPRECIATION**

*Prerequisite: (R) (W)*

3 CREDITS After studying art pieces representative of a variety of art forms from different time periods and cultures, the student will identify and describe each of these forms. Students will analyze art and make aesthetic judgments in writing about how the piece reflects human values and cultural traditions.

**ART 1123 DRAWING I**

*Prerequisite: (R)*

3 CREDITS Drawing I will develop the students understanding of the basic concepts of drawing and their powers of observation. Students will work with various media utilizing a variety of sources and environments.

**\*ART 1173 COMPUTER DRAWING: FREEHAND**

*Prerequisite: (R)*

3 CREDITS Students will demonstrate knowledge of vector illustration techniques using Macromedia FreeHand software. Students will also create and edit graphic objects and type, select various menu commands, and use keyboard shortcuts.

**\*ART 1183 COMPUTER DRAWING: ILLUSTRATOR**

*Prerequisite: (R)*

3 CREDITS Students will demonstrate knowledge of vector illustration techniques using Adobe Illustrator software. Students will also create and edit graphic objects and type, select various menu commands, and use keyboard shortcuts.

**†ART 1190 MOSAICS**

*Prerequisite: (R)*

VARIABLE 1-3 CREDITS The student will demonstrate understanding of basic design and proficiency in techniques for creating mosaics, consistent with materials to be used. The student also will select proper materials, cut materials, position and adhere materials, transfer designs, produce porcelain tile and proper mortar mixes for interior and exterior mosaics. Course may be repeated for up to three credit hours.

**ART 1203 FIGURE DRAWING**

*Prerequisite: ART 1123*

3 CREDITS Figure Drawing includes study in gesture and finished drawings of the draped and undraped model. Emphasis will be placed on pose, composition and a variety of media. The students' drawings will demonstrate the movement, rhythm, simplicity, gesture and unique character of each model through a series of basic methods of construction ranging from quick sketches to completed drawings.

**ART 1213 FOUNDATIONS I: DESIGN AND COLOR**

*Prerequisite: (R)*

3 CREDITS The student will learn to recognize, analyze and apply the elements and principles of 2D design and color in the pictorial arts by studying design and color theory.

**ART 1233 DRAWING II**

*Prerequisite: ART 1123*

3 CREDITS Drawing II will continue to develop the students' understanding of the concepts of drawing. Students will continue to develop their skills in media by using a variety of sources and environments. They will demonstrate the proper application of advanced linear perspective, the depiction of complicated shapes and figures as well as the ability to convey emotion.

**ART 1243 FOUNDATIONS II: 3D DESIGN**

*Prerequisite: ART 1213*

3 CREDITS The student will compare, evaluate, and analyze three-dimensional visual art forms. By using a variety of materials and processes, the student will complete a series of studio assignments to demonstrate basic technical ability and an understanding and appreciation of the interaction of form in space and ways to manipulate it. Readings, writings, and participation in a coursework exhibition are required.

**\*ART 1363 MULTIMEDIA**

*Prerequisite: (R) (W) (M), CS 1103 or by Evaluation*

3 CREDITS Students will use selected application software to develop presentation graphics. This will include the creation, importation, modification, and sequencing of still and motion graphics. Digital audio will be created, edited and synchronized to the presentations.

**ART 2000 SPECIAL TOPICS IN VISUAL ART**

*Prerequisite: (R) (W)*

VARIABLE 1-6 CREDITS The student will demonstrate specified competencies in subjects not included in other Visual Arts courses, but which are beneficial in providing a better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change in topic.

**†ART 2013 PAINTING I**

*Prerequisite: (R)*

3 CREDITS Painting I will develop skills in opaque painting, stressing form and content, visual appreciation and individual expression. After an introduction to the different methods of mixing and applying paint, the student will study various styles and techniques of painting.

**ART 2043 BLACK AND WHITE PHOTOGRAPHY II**

*Prerequisite: (R), ART 1043, or GCOM 1143, or by Evaluation*

3 CREDITS The student will demonstrate advanced composition techniques for portrait, architectural, still life, scenic, night and small object photography subjects. Proficiency will be demonstrated by development of a one-person exhibit or portfolio.

**†ART 2133 SERIGRAPHY I (SILK SCREEN-PRINTING)**

*Prerequisite: (R)*

3 CREDITS Serigraphy I introduces the student to both hand and photo stencil and screen print methods. Each student will produce a body of work exploring the image-making potential of screen printing techniques on paper and T-shirts. Strong emphasis will be placed on exploring color, design, and personal creativity.

**†ART 2143 CERAMICS I**

*Prerequisite: (R)*

3 CREDITS Ceramics I covers a variety of building techniques, glazing and ceramics terminology. The student will construct pieces of clay-formed pottery using slab, coil, wheel and other methods of construction.

### † ART 2183 PAINTING II

Prerequisite: ART 2013

3 CREDITS Painting II will continue to develop the students' skills in opaque painting. The course will continue to stress form and content, visual appreciation and individual expression.

### † ART 2190 ADVANCED MOSAICS

Prerequisite: (R), ART 1190

VARIABLE 1-3 CREDITS The student will demonstrate understanding of advanced mosaic design and proficiency in techniques for creating mosaics. The advanced student will assist the instructor with firing tile, rendering drawings (enlarging cartoons), and assisting with mosaics projects. Course may be repeated for up to three credit hours.

### † ART 2233 SERIGRAPHY II (ADVANCED SILK SCREENPRINTING)

Prerequisite: ART 2133

3 CREDITS Serigraphy II involves advanced studies in utilizing screen-printing techniques. Students will produce a body of work that emphasizes the exploration of color, design, and personal creativity.

### † ART 2263 CERAMICS II

Prerequisite: ART 2143

3 CREDITS Ceramics II continues to develop the students' skills in a variety of ceramic techniques. Students will continue to develop their glazing and knowledge of ceramics and its terminology. They will mix their own clay and construct clay pieces using the coil, pinch, wheel, slab and mold methods of construction. They will demonstrate various firing techniques such as raku, sawdust and dung. They will test various pottery glazes and assist in firing pottery in a kiln.

### ART 2373 GRAPHIC ARTS ILLUSTRATION

Prerequisite: (R), ART 1123 or by Evaluation

3 CREDITS The student will learn about and produce illustrations using a variety of techniques and media. Types of illustrations produced include pencil, ink, markers, scratchboard, colored pencil and mixed media. Work will be accomplished to conform to professional standards in the graphic arts industry.

### \* ART 2533 3D RENDERING AND DESIGN VISUALIZATION

Prerequisite: (R) (M)

3 CREDITS The student aspiring to become an artist, designer or other professional using 3D computer graphics will be able to create, generate or integrate 3D computer graphics. The student will demonstrate a fundamental understanding of how the computer can be used to create 3D computer renderings. These renderings could be related to either technical design, fine art or applied art. Emphasis will be on using application software (primarily 3D modeling and rendering programs) in the development of modeling logos, 3D scenes, textures, lighting, atmosphere effects, and basic animation.

### \* ART 2573 DIGITAL PAINTING

Prerequisite: (R)

3 CREDITS The student will be introduced to the art media and form of digital imaging. Students will use raster and vector based drawing, painting, and image-editing software applications to create expressive images. Participants will use digital drawing tables, scan their sketches and photographs into a variety of computer programs and manipulate them digitally to create works of art. They will blend colors using digital and traditional color theory.

### \* ART 2633 3D ANIMATION AND SPECIAL EFFECTS

Prerequisite: (R) (M), ART 2533 or by Evaluation

3 CREDITS The student will be able to use professional techniques to create photo realistic renderings, advanced physical based and character animations, interactive Media and Web development, 3D gaming and 3D virtual environments. This course will enhance the abilities of artists, designers and other professionals using 3D computer created, generated, or integrated graphics. Emphasis will be on the development of professional techniques in the area of 3D computer graphics. This course is the second course in the field of 3D computer graphics for technical design, fine art or applied art professionals.

### ART 2643 VIDEO PRODUCTION

Prerequisite: (R) (W)

3 CREDITS The student will use video production techniques to produce, edit and direct program materials of broadcast quality. Extensive laboratory work is required.

### ART 2700 INTERNSHIP

Prerequisite: All required major courses, ART 1013, ART 1023

VARIABLE 1-3 CREDITS The student will work with professional practitioners in areas such as art galleries and museums, art libraries, fine arts studios, film/video studios, art therapy practices, animation studios, photography studios, etc. The internship course is designed to help students explore their interests, obtain practical experience, and prepare for a career in Visual Arts.

### ART 2821 PORTFOLIO DEVELOPMENT AND PRESENTATION

Prerequisite: All required major courses, ART 1013, ART 1023

1 CREDIT. The student and instructor will make a critical analysis of the student's work done over the duration of the program to identify any deficiencies. The student will address any deficiencies and develop a portfolio. The portfolio will present works of art in a professional format, either framed, matted, as slides, or in digital form, whichever is most appropriate to the student's area of concentration. The student will also write a well developed artist's statement.

\*Course satisfies the computer proficiency requirement.

†As part of the coursework, you may have the potential of being, to some degree, exposed to hazardous material. If you are pregnant, wear contact lenses or have other specific health concerns, you should consult your personal physician for advisement concerning your enrollment in the course.

NOTE: Please see course listings under Computer-Aided Technology, Graphic Communications, and Journalism and Broadcasting, for additional courses of interest to Art students.

## ASTRONOMY

### ASTR 1504 GENERAL ASTRONOMY

Prerequisite: (R) (W) (M)

4 CREDITS This course will fulfill the general education requirement for Physical Science (without laboratory). The student will be introduced to modern astronomy. Concepts to be studied include the solar system, the sun and stars, galaxies (including the Milky Way Galaxy), and current theories of the origin, evolution, and fate of the universe. GenEd Requirement.

## **ASTR 1514 GENERAL ASTRONOMY WITH LAB**

*Prerequisite: (R) (W) (M)*

4 CREDITS This course will fulfill the general education requirement for Physical Science (with laboratory). The student will be introduced to modern astronomy. Concepts to be studied include the solar system, the sun and stars, galaxies (including the Milky Way Galaxy), and current theories of the origin, evolution, and fate of the universe. Laboratory exercises will explore basic physical principles related to Astronomy as well as activities with specific astronomical applications. GenEd Requirement

# **AUTOMOTIVE TECHNOLOGY**

## **AT 1000 SPECIAL TOPICS**

*Prerequisite: None*

VARIABLE 1-3 CREDITS The student will demonstrate specified competencies in subjects not included in other automotive courses, but which benefit students wanting additional training in the field or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

## **AT 1013 AUTOMOTIVE STUDENT SUCCESS INITIATIVE**

*Prerequisite: None*

3 CREDITS Students will participate in four disciplines designed to prepare students to be successful in automotive programs requiring internships. Students will be required to complete the Automotive Safety, Job Interview Skills, Mentoring, and Introduction to Electricity courses. The student must successfully complete the safety course consisting of specific automotive related safety issues as well as those specific to Oklahoma City Community College. The student will continue with a Job Interview Skills course consisting of writing a resume and how to conduct a successful interview, with a mock video taped interview being required. The student will also complete the Mentoring program with both student and sponsoring dealership personnel participating. The student will finally complete an Introduction to Electricity course to ensure basic concepts and abilities are present to ensure entry level skills are present when the student begins the Automotive Program. This course is a prerequisite for all automotive courses in programs requiring an internship.

## **AT 1204 A.S.E. ENGINE PERFORMANCE**

*Prerequisite: (R) (W) (M)*

4 CREDITS The student will discuss and demonstrate general engine diagnostic procedures. Additionally, the student will demonstrate specific competencies in the diagnosis and repair of ignition systems, fuel, air induction systems, and exhaust systems, emission control systems, and engine electronic systems.

## **AT 1214 A.S.E. ENGINE REPAIR**

*Prerequisite: (R) (W) (M)*

4 CREDITS The student will discuss and demonstrate competencies in general engine diagnosis and in cylinder head, valve train, engine block diagnosis and repair, as well as lubrication, cooling, fuel, exhaust, ignition, battery and starting system diagnostic and repair procedures.

## **AT 1224 A.S.E. SUSPENSION AND STEERING**

*Prerequisite: (R) (W) (M)*

4 CREDITS This course is an application of basic competencies in steering systems, suspension systems and wheel alignment diagnosis, adjustment and repair. The student will further discuss and demonstrate an understanding of wheel and tire diagnosis and repair.

## **AT 1244 A.S.E. BRAKES**

*Prerequisite: (R) (W) (M)*

4 CREDITS This course is an application of specific competencies in hydraulic system, drum brake system, disc brake system diagnosis and repair procedures. Also, the student will discuss and demonstrate competencies in power assist unit diagnosis and repair as well as wheel bearing, parking brake circuit and associated electrical circuit diagnosis and repair, which includes ABS systems.

## **AT 1304 GM ENGINE REPAIR**

*Prerequisite: (R) (W) (M), Special admission procedures required*

4 CREDITS The student will discuss and demonstrate competencies in general engine diagnosis and in cylinder head, valve train, engine block diagnosis and repair, as well as lubrication, cooling, fuel, exhaust, ignition, battery and starting system diagnostic and repair procedures on current General Motors vehicles.

## **AT 1314 GM ELECTRICAL SYSTEMS**

*Prerequisite: (R) (W) (M), Special admission procedures required*

4 CREDITS The student will apply competencies in battery, starting, charging, lighting, driver information, horn, wiper/washer, and accessory systems. Additionally, the student will demonstrate principles of electricity, magnetism, voltage and current regulation and basic circuitry as applied in automotive electrical systems to aid in general diagnosis of automotive electrical problems on current General Motors vehicles.

## **AT 1324 GM ENGINE PERFORMANCE**

*Prerequisite: (R) (W) (M), Special admission procedures required*

4 CREDITS The student will discuss and demonstrate general engine diagnostic procedures. Additionally, the student will demonstrate specific competencies in the diagnosis and repair of ignition systems, fuel, air induction systems, and exhaust systems, emission control systems, and engine electronic systems on current General Motors vehicles.

## **AT 1334 GM BRAKES**

*Prerequisite: (R) (W) (M), Special admission procedures required*

4 CREDITS This course is an application of specific competencies in hydraulic system, drum brake system, disc brake system diagnosis and repair procedures. Also, the student will discuss and demonstrate competencies in power assist unit diagnosis and repair as well as wheel bearing, parking brake circuit and associated electrical circuit diagnosis and repair, which includes ABS systems on current General Motors vehicles.

## **AT 1422 GM NEW PRODUCTS I**

*Prerequisite: (R) (W) (M), Special admission procedures required*

2 CREDITS The student will discuss and demonstrate specific competencies in subject not included in other ASEP automotive courses, which subjects will benefit students needing additional General Motors product service training in new technology and specialized areas. A specific topic is announced for each offering.

## **AT 1513 INTRODUCTION TO BODY REPAIR AND REFINISHING**

*Prerequisite: None*

3 CREDITS This course covers safety practices, personal protection, and equipment operation during collision repair. The course will also cover compliance with Environmental Protection Agency policies, state and local regulations, and the Right-to-Know Act.

**AT 1523 AUTOMOTIVE REFINISHING SYSTEMS AND PREPARATION**

*Prerequisite: AT 1513 or Permission by Evaluation*

3 CREDITS This course is designed to cover finish systems, both type and color. Students will identify refinishing systems and prepare surfaces for refinishing. Students will demonstrate knowledge and skill in applications of primer-surface, seam sealers, chip resistant coating, and maskings.

**AT 1533 NON-STRUCTURAL TRIM AND PANEL ALIGNMENT**

*Prerequisite: AT 1513 or Permission by Evaluation*

3 CREDITS This course covers the basics of non-structural trim and body alignment. Students will demonstrate knowledge and skill in the use of panel alignment tools, fastener applications, panel alignment methods for bolt panels, and repair procedures.

**AT 1543 SURFACE PREPARATION**

*Prerequisite: AT 1513 or Permission by Evaluation*

3 CREDITS This course covers the development of a refinishing process plan and the implementation of this plan. Students will demonstrate knowledge and skill in the removal of paint finish, cleaning surfaces, applying metal treatment, applying primer, block sanding, primer surfacing, and preparing adjacent panels for blend.

**AT 1553 AUTOMOTIVE/COLLISION PROGRAM BASICS**

*Prerequisite: None*

3 CREDITS This course covers the basic knowledge of collision repair. Students will receive an overview of the collision repair facility, basic safety aspects of the program, and student expectations for success in the collision repair program. Related topics will include general lab safety, tool usage, quality customer service and teamwork as they relate to the collision repair process. Applications of math skills such as standard and metric measuring, ratios, and proportions will also be taught. Students will also be required to participate in an industry work-site learning opportunity during the Automotive Collision Program Basics course.

**AT 1612 A.S.E. ENGINE PERFORMANCE**

*Prerequisite: (R) (W) (M), by Evaluation*

2 CREDITS This is an individual-paced (IP) course. The student will discuss and demonstrate general engine diagnostic procedures. Additionally, the student will demonstrate specific competencies in the diagnosis and repair of ignition systems, fuel, air induction systems, and exhaust systems, emission control systems and engine electric systems.

**AT 1622 A.S.E. ENGINE REPAIR**

*Prerequisite: (R) (W) (M), by Evaluation*

2 CREDITS This is an individual-paced (IP) course. The student will discuss and demonstrate competencies in general engine diagnosis and in cylinder head, valve train, engine block diagnosis and repair, as well as lubrication, cooling, fuel, exhaust, ignition, battery and starting system diagnostic and repair procedures.

**AT 1632 A.S.E. SUSPENSION AND STEERING**

*Prerequisite: (R) (W) (M), by Evaluation*

2 CREDITS This is an individual-paced (IP) course. This course is an application of basic competencies in steering systems, suspension systems and wheel alignment diagnosis, adjustment and repair. The student will further discuss and demonstrate an understanding of wheel and tire diagnosis and repair.

**AT 1642 A.S.E. BRAKES**

*Prerequisite: (R) (W) (M), by Evaluation*

2 CREDITS This is an individual-paced (IP) course. This course is an application of specific competencies in hydraulic system, drum brake system, disc brake system diagnosis and repair procedures. Also, the student will discuss and demonstrate competencies in power assist unit diagnosis and repair as well as wheel bearing, parking brake circuit and associated electrical circuit diagnosis and repair, which includes ABS systems.

**AT 1652 A.S.E. AUTOMOTIVE ELECTIVES I**

*Prerequisite: (R) (W) (M), by Evaluation*

2 CREDITS This is an individual-paced (IP) course. The student will discuss and demonstrate specific competencies in subjects not included in another ATIP automotive courses, which will benefit those needing additional automotive training in new technology and specialized areas. A specific topic is announced for each offering.

**AT 2001 CAREER EXPERIENCE**

*Prerequisite: (R) (W) (M)*

1 CREDIT The student will demonstrate the ability to work effectively as a full-time employee at a sponsoring dealership and will demonstrate specified competencies and develop service skills by working and performing service and repair operations in areas related to coursework completed the preceding term. Enrollment may be repeated with a change in work emphasis.

**AT 2101 A.S.E. CERTIFICATION**

*Prerequisite: (R)*

1 CREDIT The student will demonstrate competencies in engine repair, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, electrical systems, heating and air conditioning, and engine performance. This course is designed for individuals seeking A.S.E. certification which requires previous completion of related training.

**AT 2204 A.S.E. MANUAL DRIVE TRAINS**

*Prerequisite: (R) (W) (M)*

4 CREDITS The student will apply specific competencies in general transmission and transaxle diagnosis. Additionally, the student will demonstrate competencies in transmission/transaxle maintenance, adjustment and in and off vehicle repair.

**AT 2214 A.S.E. AUTOMATIC TRANSMISSIONS/TRANSAXLES**

*Prerequisite: (R) (W) (M)*

4 CREDITS The student will apply specific competencies in general transmission and transaxle diagnosis. Additionally, the student will demonstrate competencies in transmission/transaxle maintenance, adjustment and in and off vehicle repair.

**AT 2224 A.S.E. ELECTRICAL SYSTEMS**

*Prerequisite: (R) (W) (M)*

4 CREDITS The student will apply competencies in battery, starting, charging, lighting, driver information, horn, wiper/washer, and accessory systems. Additionally, the student will demonstrate principles of electricity, magnetism, voltage and current regulation and basic circuitry as applied in automotive electrical systems to aid in general diagnosis of automotive electrical problems.

**AT 2234 A.S.E. HEATING AND AIR CONDITIONING SYSTEMS**

*Prerequisite: (R) (W) (M)*

4 CREDITS The student will apply competencies in air conditioning system diagnosis and repair as well as diagnosis and repair of refrigeration system components, heating and engine cooling systems and control units.

**AT 2304 GM SUSPENSION AND STEERING**

*Prerequisite: (R) (W) (M), Special admission procedures required*

4 CREDITS This course is an application of basic competencies in steering systems, suspension systems and wheel alignment diagnosis, adjustment and repair. The student will further discuss and demonstrate an understanding of wheel and tire diagnosis and repair on current General Motors vehicles.

**AT 2314 GM MANUAL DRIVE TRAINS**

*Prerequisite: (R) (W) (M), Special admission procedures required*

4 CREDITS This course is an application of specific competencies in clutch, standard transmission and transaxle, drive (half) shaft and universal joint, rear axle and four- and/or all-wheel drive component diagnosis and repair procedures on current General Motors vehicles.

**AT 2324 GM AUTOMATIC TRANSMISSIONS AND TRANSAXLES**

*Prerequisite: (R) (W) (M), Special admission procedures required*

4 CREDITS The student will apply specific competencies in general transmission and transaxle diagnosis. Additionally, the student will demonstrate competencies in transmission/transaxle maintenance, adjustment and in and off vehicle repair on current General Motors vehicles.

**AT 2334 GM HEATING AND AIR CONDITIONING SYSTEMS**

*Prerequisite: (R) (W) (M), Special admission procedures required*

4 CREDITS The student will apply competencies in air conditioning system diagnosis and repair as well as diagnosis and repair of refrigeration system components, heating and engine cooling systems and control units on current General Motors vehicles.

**AT 2422 GM NEW PRODUCTS II**

*Prerequisite: (R) (W) (M), Special admission procedures required*

2 CREDITS The student will discuss and demonstrate specific competencies in subjects not included in other ASEP automotive courses, which subjects will benefit students needing additional General Motors product service training in new technology and specialized areas. A specific topic is announced for each offering.

**AT 2513 EQUIPMENT AND APPLICATION**

*Prerequisite: AT 1553 or Permission by Evaluation*

3 CREDITS This course covers the preparation for refinishing and topcoat. Students will demonstrate knowledge and skill in body refinishing, preparing and mixing topcoats, using air supply equipment, using spray guns, and applying various types of topcoats.

**AT 2523 TINTING AND BLENDING**

*Prerequisite: AT 1553 or Permission by Evaluation*

3 CREDITS This course covers the basics and characteristics of color. The students will demonstrate knowledge and skill in the plotting of solid, pearl, and metallic color, and color matching. Students will demonstrate knowledge and skill in blending processes for single state, base coat/clear coat, and tri-coat finishes.

**AT 2533 TROUBLESHOOTING AND DETAILING**

*Prerequisite: AT 1553 or Permission by Evaluation*

3 CREDITS This course covers the identification of paint film defects and their causes and cures. Also covered are finish detailing as it relates to refinishing, decals and strip taping. Students will demonstrate knowledge and skill in these areas.

**AT 2563 MINOR BODY REPAIR**

*Prerequisite: AT 1553 or Permission by Evaluation*

3 CREDITS This course covers metal-straightening processes and the selection and application of body surface and specialty fillers. Students will demonstrate knowledge and skill in the proper utilization of tools and equipment and applying the processes of straightening, body surfacing and the application of specialty fillers.

**AT 2573 DOOR AND QUARTER PANEL REPLACEMENT**

*Prerequisite: AT 1553 or Permission by Evaluation*

3 CREDITS This course covers the removal and replacement of weld-on panels. Students will demonstrate knowledge and skill in the repair or replacement of weld-on panels.

**AT 2583 AUTOMOTIVE GLASS REPLACEMENT**

*Prerequisite: AT 1553 or Permission by Evaluation*

3 CREDITS This course covers the removal and installation of moveable and fixed glass using the tools and processes necessary. Students will demonstrate knowledge and skill in the replacement of glass.

**AT 2593 MIG WELDING AND CUTTING**

*Prerequisite: AT 1553 or Permission by Evaluation*

3 CREDITS This course covers safety practices and processes in different types of welds associated with automotive sheet metal welding. Students will demonstrate knowledge and skill in applying different types of welds.

**AT 2612 A.S.E. MANUAL DRIVE TRAINS**

*Prerequisite: (R) (W) (M), by Evaluation*

2 CREDITS This is an individual-paced (IP) course. This course is an application of specific competencies in clutch, standard transmission and transaxle, drive (half) shaft and universal joint, rear axle and four- and/or all-wheel drive component diagnosis and repair procedures.

**AT 2622 A.S.E. AUTOMATIC TRANSMISSIONS/TRANSAXLES**

*Prerequisite: (R) (W) (M), by Evaluation*

2 CREDITS This is an individual-paced (IP) course. The student will apply specific competencies in general transmission and transaxle diagnosis. Additionally, the student will demonstrate competencies in transmission/transaxle maintenance and adjustments.

**AT 2632 A.S.E. ELECTRICAL SYSTEMS**

*Prerequisite: (R) (W) (M), by Evaluation*

2 CREDITS This is an individual-paced (IP) course. The student will apply competencies in battery, starting, charging, lighting, drive information, horn, wiper washer, and accessory systems. Additionally, the student will demonstrate principles of electricity, magnetism, voltage and current regulation and basic circuitry as applied in automotive electrical systems to aid in general diagnosis of automotive electrical problems.

**AT 2642 A.S.E. HEATING AND AIR CONDITIONING SYSTEMS**

*Prerequisite: (R) (W) (M), by Evaluation*

2 CREDITS This is an individual-paced (IP) course. The student will apply competencies in air conditioning system diagnosis and repair as well as diagnosis and repair of refrigeration system components, heating and engine cooling systems and control units.

## **AT 2652 A.S.E. AUTOMOTIVE ELECTIVES II**

*Prerequisite: (R) (W) (M), by Evaluation*

2 CREDITS This is an individual-paced (IP) course. The student will discuss and demonstrate specific competencies in subjects not included in other ATIP automotive courses, which will benefit those needing additional automotive training in new technology and specialized areas. A specific topic is announced for each offering.

# **AVIATION MAINTENANCE**

## **AMT 1113 FUNDAMENTALS OF AVIATION MAINTENANCE**

*Prerequisite: (R)*

3 CREDITS The student will identify shop and hangar safety hazards and methods of preventing human injury and equipment damage. The student will identify basic aircraft parts, controls, and instruments; will extract information from blueprints, schematics and charts; and will describe modern aircraft structural materials, materials processing and testing.

## **AMT 1123 TECHNICAL MECHANICS AND REGULATIONS**

*Prerequisite: (R)*

3 CREDITS The student will relate Federal Aviation Regulations to the construction and maintenance practices of modern aircraft, interpret and follow maintenance publications and demonstrate proper record keeping practices for aircraft maintenance. The student will also demonstrate proper group handling operations; weighing, weight and balance and loading procedures; and the proper selection, use and care of mechanics hand and power tools and measurement devices while performing maintenance operations.

## **AMT 1125 AIRFRAME ELECTRICAL SYSTEMS**

*Prerequisite: (R) (W) (M) AT 1212 Basic Aviation Electronics*

5 CREDITS The student will develop a high degree of proficiency in troubleshooting complex aircraft electrical systems. The student will install electrical system components and check these systems for proper operation. The student will be introduced to modern electric control devices such as logic circuit components and digital electronics.

## **AMT 1135 POWERPLANT ELECTRICAL SYSTEM**

*Prerequisite: (R) (W) (M) AT 1212 Basic Aviation Electronics*

5 CREDITS The student will practice installation procedures of powerplant electrical components. The student will check for proper operation of powerplant electrical charging/starting systems and components such as generators, alternators and starters. The student will service these systems and learn to perform repairs to system components.

## **AMT 1212 BASIC AIRCRAFT ELECTRONICS**

*Prerequisite: (R)*

2 CREDITS The student will use basic electricity laws and formulas to calculate and measure voltage, current, power and resistance in AC and DC electrical systems. The student will compute and observe the effects of inductance, capacitance and impedance in AC systems; construct basic electrical circuits and perform circuit analysis using electrical diagrams and measuring instruments; and will perform basic troubleshooting and aircraft battery service operations.

## **AMT 1312 AIRCRAFT STRUCTURES I**

*Prerequisite: (R) (W) (M)*

2 CREDITS The student will apply knowledge of types of aircraft structure which produce lifting forces and provide powerplant support including truss and stressed skin wing construction in solving flight problems. The student will demonstrate the proper inspection, materials selection, repair and testing of wood and laminated non-metallic structures, sheet metal structures and fabric and fiberglass aircraft coverings in accordance with FAA standards.

## **AMT 1323 AIRCRAFT STRUCTURES II**

*Prerequisite: (R)*

3 CREDITS The student will assemble, adjust and inspect rigging and verify control response for fixed wing and rotary wing flight control systems; inspect and determine the conditions of the airframe, its systems and components; and demonstrate proper soldering, welding and metal joining procedures to make structural repairs according to FAA specifications. In addition, the student will inspect, and correct deficiencies in meeting requirements for registration makings, proportions, use of color and ornamentation.

## **AMT 2112 AIRFRAME SYSTEMS I**

*Prerequisite: (R) (W) (M)*

2 CREDITS The student will apply principles of operation of aircraft hydraulic and pneumatic systems in properly inspecting, servicing, and repairing landing gear and aircraft brake systems. In addition, the student will demonstrate proper inspection, service trouble-shooting and repair operations on cabin atmosphere control and instrument systems.

## **AMT 2122 AIRFRAME SYSTEMS II**

*Prerequisite: (R)*

2 CREDITS The student will apply principles of operation and limitations associated with communication and navigation systems, position and warning systems, fuel systems, ice control and rain systems, and fire protection systems to properly inspect, service, troubleshoot and repair the systems in accordance with manufacturer's specifications and FAA regulations.

## **AMT 2213 RECIPROCATING ENGINES I**

*Prerequisite: (R) (W) (M)*

3 CREDITS The student will relate the historical development of the reciprocating engine to the theory and operations of modern radial and horizontally opposed aircraft engines. The student will clean, disassemble, inspect, repair, reassemble and test aircraft reciprocating engines and associated induction, cooling, exhaust and lubricating systems in accordance with manufacturer's maintenance manuals, Federal Aviation Regulations (FARs) and advisory circulars.

## **AMT 2222 RECIPROCATING ENGINES II**

*Prerequisite: (R)*

2 CREDITS The student will demonstrate proper procedures for power plant inspection, troubleshooting and maintenance including engine removal, installation, rigging and the performance of 100-hour inspections. In addition, the student will demonstrate proper procedures for the inspection, servicing and repair of fuel metering and ignition systems and will inspect, balance and maintain fixed and variable pitch propellers in accordance with FAA and manufacturer's standards.

## **AMT 2312 JET TURBINE POWERPLANT I**

*Prerequisite: (R)*

2 CREDITS The student will relate the theory and operation of the turbine engines to the design, construction and maintenance of modern gas turbine engines including turbo jet, turbo fan, turbo prop and turbo shaft engines. The student will perform proper cleaning, disassembly, inspection, repair and reassembly procedures on gas turbine engines and associated inlet, stator vane, bleed air, anti-ice, cooling, exhaust and lubricating systems in accordance with manufacturer's manuals and Federal Aviation Regulations (FARs) and advisory circulars.

### **AMT 2323 JET TURBINE POWERPLANT II**

*Prerequisite: (R) (W) (M)*

3 CREDITS The student will demonstrate proper procedures for determining turbine engine conformity and performing air-worthiness inspections, troubleshooting, maintenance and repair operations including removal, installations, rigging and 100-hour inspections. The student will also use instruments and other methods to inspect, troubleshoot service and repair turbine powerplant related systems such as fuel and metering, ignition, instrument, fire protection and turbine propeller systems in accordance with FAA and manufacturer's standards.

## **AVIATION MANAGEMENT**

### **AVM 1103 HISTORY OF AVIATION**

*Prerequisite: (R) (W) (M)*

3 CREDITS This course presents the History of aviation from its earliest beginnings to the latest trends in the industry. Using information associated with these time periods, the student will outline and describe major trends in the development of the aviation industry.

### **AVM 1113 INTRODUCTION OF AVIATION**

*Prerequisite: (R) (W) (M)*

3 CREDITS The student will be introduced to an overview of the Department of Aviation Technology and its curricula as well as an overview of the aviation industry and associated careers, aviation safety practices and human factors. An overview of aviation regulations and the regulatory process is included.

### **AVM 2123 AVIATION LAW ISSUES**

*Prerequisite: Prerequisite or Corequisite if needed.*

3 CREDITS Students will describe the development and application of aviation law, from enactment of laws through judicial decisions applying those laws. Responsibilities and liabilities of public and private air carriers. Local, federal and international laws forming the present legal structure and possible future.

### **AVM 2413 AVIATION MANAGEMENT**

*Prerequisite: Prerequisite or Corequisite if needed.*

3 CREDITS This course covers the complex organizations, operation, and management of aviation organizations including airports and air service organizations. Students will describe the major functions of the federal air traffic control process, fixed-based operations, airport management including facilities, organization, personnel, and the socioeconomic effect of airports and the airline industry on the communities they serve.

## **BANKING AND FINANCE**

### **BF 1000 SPECIAL TOPICS**

*Prerequisite: (R) (W) (M)*

1-4 CREDITS The student will demonstrate competencies in subjects not covered in other banking courses, but which are beneficial to students wanting a greater understanding of banking functions. A specific topic is announced for each offering. May be repeated with a change of topic.

### **BF 1303 INTRODUCTION TO FINANCIAL INSTITUTIONS**

*Prerequisite: (R) (W) (M)*

3 CREDITS The student will trace the history, the organization and the operations of the commercial financial industry and explain the impact of these fundamental financial concepts on today's economy.

### **BF 1333 CONSUMER LENDING**

*Prerequisite: (R) (W) (M)*

3 CREDITS The student will apply credit evaluation collection policies and procedures, and financial statement analysis to direct and indirect installment lending and installment credit department operations. (This course is generally offered fall only.)

### **BF 1413 DEPOSIT OPERATIONS**

*Prerequisite: (R) (W) (M)*

3 CREDITS After a study of government banking regulations and environmental factors that affect bank deposit operations, the student will explain the regulatory constraints as they pertain to deposit-taking operations and deposited-funds management.

### **BF 2000 SPECIAL TOPICS**

*Prerequisite: (R)*

1-4 CREDITS The student will demonstrate competencies in selected topics related to the operational management of financial institutions not covered in other courses, but which are beneficial to students wanting a greater understanding of these functions. A specific topic is announced for each offering. May be repeated with a change of topic.

### **BF 2113 LAW AND BANKING I**

*Prerequisite: (R) (W)*

3 CREDITS The student will apply various principles of the legal system to financial transactions that include consumer protection, documents of title, business organization, and the sale of both personal and real property. (This course is generally offered fall only.)

### **BF 2123 ANALYZING FINANCIAL STATEMENTS**

*Prerequisite: (R) (W) (M), ACCT 2113 or by Evaluation*

3 CREDITS The student will demonstrate the use of the tools and techniques necessary for the evaluation of the financial condition and operating performance of business in the areas of short-term liquidity and solvency, funds flow analysis, long-term financial strengths and asset utilization. (This course is generally offered spring only.)

### **BF 2213 LAW AND BANKING II**

*Prerequisite: (R) (W), BF 2113*

3 CREDITS The student will apply statutes, court decisions, and administrative regulations to make decisions about secured transactions, letters of credit, and check collection processes. (This course is generally offered spring only.)

### **BF 2383 BANK MANAGEMENT**

*Prerequisite: (R) (W) (M)*

3 CREDITS The student, through study and role play, will demonstrate the ability to apply the principles of planning, structure, and control to the interrelationship of various bank departments as they apply to bank management. (This course is generally offered fall only.)



## **BF 2483 INTRODUCTION TO COMMERCIAL LENDING**

*Prerequisite: (R) (W) (M)*

3 CREDITS The student will demonstrate a mastery of the procedures of the lending process, the application of regulations to commercial lending and portfolio management as it relates to the commercial lending function. (This course is generally offered spring only.)

## **BIOINFORMATICS**

### **BINFO 1011 INTRODUCTION TO BIOINFORMATICS**

*Prerequisite: (R) (W) (M)*

1 CREDIT Students are introduced to the field of bioinformatics. They will explore the field of bioinformatics in a comprehensive overview, which includes ethics, as well as current trends in bioinformatics careers and applications.

### **BINFO 2013 BIOINFORMATICS TOOLS AND DATABASES**

*Prerequisite: (R) (W) (M), BINFO 1011 Introduction to Bioinformatics, MATH 2013 Introduction to Statistics*

3 CREDITS Students are introduced to internet databases and methods in bioinformatics. They will learn to use genomic and protein databases, and appropriate software tools to align and compare sequences and to model protein structures. Students focus on the practical use of bioinformatics tools and databases to explore genomes and proteomes in applied problem spaces.

### **BINFO 2113 BIOINFORMATICS PROGRAMMING IN PERL**

*Prerequisite: (R) (W) (M), BINFO 2013 Bioinformatics and Databases*

3 CREDITS Students are introduced to the PERL programming language. They use PERL along with web server concepts to create web sites with database interactivity.

### **BINFO 2213 BIOINFORMATICS PRACTICUM**

*Prerequisite: (R) (W) (M), BINFO 2013 Bioinformatics and Databases, BINFO 2113 Bioinformatics Programming in PERL*

3 CREDITS Students gain practical experience in the field of bioinformatics through an internship at an affiliated business or university research center, or a capstone experience at OCCC. Students will use all techniques learned in BINFO 1011, 2013, and 2113 in a work setting.

## **BIOLOGICAL SCIENCE**

### **BIO 0123 CONCEPTS IN SCIENCE (BIOLOGY EMPHASIS)**

*Prerequisite: (R), Enrollment in BIO 0123 is based upon the student's performance on the appropriate placement test*

3 CREDITS This course is designed to satisfy the College entrance requirement for those students who did not take a life science course in high school. The course will help the student develop an understanding of basic biological concepts from the cell to the Scientific Method. Laboratory work is an integral part of the course. This course is also designed to prepare the student for a college level biology course.

### **BIO 1011 GENERAL BIOLOGY LAB**

*Prerequisite: Any BIO non-laboratory course except BIO 1023, and BIO 1203*

1 CREDIT This course is designed for students needing laboratory experience to complete their General Education biology requirements. It is not open to science majors or those who have completed a laboratory based biology course. Students will complete the same lab exercises that are in the General Biology course, BIO 1114.

### **BIO 1023 INTRODUCTORY NUTRITION**

*Prerequisite: (R) (W) (M)*

3 CREDITS Upon completion of this course, the student will be able to discuss the composition of nutrients and accessory factors required for human nutrition, relate their roles in human health and disease, and describe the application of basic nutritional principles to the planning of normal and special dietary regimens. NOTE: If the student intends or attempts to transfer these credits to another institution, then the student is responsible for contacting the transfer institution and verifying that the institution will accept this course prior to enrolling in BIO 1023. GenEd Requirement.

### **(P)BIO 1113 GENERAL BIOLOGY**

*Prerequisite: (R) (W) (M)*

3 CREDITS Through the investigation of the chemical basis of life, the examination of basic structural characteristics of cells, tissues, organs, systems and the study of living organisms, the student will be able to recognize, discuss and correctly apply fundamental biological principles influencing his or her personal relationship with other living things. Laboratory work is an integral and required part of the course. GenEd Requirement

### **(P) BIO 1114 GENERAL BIOLOGY**

*Prerequisite: (R) (W) (M)*

4 CREDITS Through the investigation of the chemical basis of life, the examination of basic structural characteristics of cells, tissues, organs, systems and the study of living organisms, the student will be able to recognize, discuss and correctly apply fundamental biological principles influencing his or her personal relationship with other living things. GenEd Requirement

### **BIO 1204 HISTORY OF LIFE ON EARTH**

*Prerequisite: (R) (W) (M)*

4 CREDITS This course includes a one hour lab and field experience. Students will demonstrate knowledge of biological systematics, paleontology, evolution, vertebrate anatomy, ecology, and several topics within geology. Students will apply these concepts to the origin and evolution of the major groups of living things on Earth. GenEd Requirement

### **(P)BIO 1224 TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY**

*Prerequisite: (R) (W)*

4 CREDITS Using a variety of instructional methodologies such lecture, laboratory, and multimedia, the student will conduct a systematic study of the structure and function of the cells, tissues and organ-systems identifying the basic anatomical structures and physiological processes that occur in the human body.

### **(P)BIO 1314 HUMAN ANATOMY AND PHYSIOLOGY I**

*Prerequisite: (R) (W) (M), An adequate biology placement test score or BIO 0123 or a college-level biological science class*

4 CREDITS Through a systematic study of the structure and function of the human body, its cells, tissues, organs and systems, the student will identify and describe basic anatomical structures and fundamental physiological processes that occur in health and disease for the major body systems. Laboratory work which may require dissection is an integral and required part of the course.

**(P) BIO 1414 HUMAN ANATOMY AND PHYSIOLOGY II**

*Prerequisite: (R) (W) (M), BIO 1314*

4 CREDITS With Human Anatomy & Physiology I as a foundation, the student will advance his or her study of the structure and function of the human body and will identify and describe more detailed anatomical structures and more comprehensive physiological processes that occur in health through a systematic survey of the major body systems. Laboratory work which may require dissection is an integral and required part of the course.

**(P)BIO 1514 MICROBIOLOGY OF INFECTIOUS DISEASE**

*Prerequisite: (R) (W) (M), BIO 1314*

4 CREDITS This course is designed as an overview of microbiology as related to the health care profession. Primary concentration will be on the pathogenic microorganisms, including bacteria, virus, rickettsiae, fungi and protozoa. Emphasis will be placed on diseases caused by microorganisms, host/parasite relationships, aseptic technique, and control of nosocomial infections. Laboratory work is an integral component of this course.

**BIO 2000 SPECIAL TOPICS**

*Prerequisite: (R) (W) (M)*

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other biological science courses, but which are beneficial in providing a better understanding of the field. A specific topic is announced for each time of offering. Enrollment may be repeated with a change of topic.

**BIO 2102 CLINICAL ANATOMY**

*Prerequisite: (R) (W) (M), PTA and OTA students only*

2 CREDITS This course is designed to strengthen the student's knowledge of human anatomy in the areas of bones, muscles, and nerves as related to the areas of occupational and physical therapy. Models and prosected cadavers will be utilized to enrich the student's understanding of these systems.

**(P) BIO 2114 GENERAL BOTANY**

*Prerequisite: (R) (W) (M)*

4 CREDITS Through a systematic survey of major plant groups, the student will demonstrate his or her ability to apply principles of plant structure and function, genetics, classification and life cycles to explain evolutionary relationships of plants to each other and their economic importance to man. Laboratory work which may require dissection is an integral and required part of the course. GenEd Requirement

**(P) BIO 2125 MICROBIOLOGY**

*Prerequisite: (R) (W) (M), Four credits of college biological science and any college-level chemistry course*

5 CREDITS The student will be introduced to the biological requirements and activities of microorganisms which influence their roles as integral components of the ecosystem. The student will demonstrate knowledge of basic principles of pathology, epidemiology and immunology in addition to performing basic laboratory techniques for isolating, characterizing and identifying common microorganisms. GenEd Requirement

**BIO 2203 CELL BIOLOGY**

*Prerequisite: (R) (W) (M), Four credit hours of General Biology or higher biology course, and any college level chemistry course.*

3 CREDITS Students will be introduced to the basic features of cells and methods of studying them. Emphases are on cellular chemistry, structure, functions of organelles and processes. Students will demonstrate knowledge of the mechanisms of cellular processes, energetics, reproduction and differentiation.

**(P)BIO 2215 GENERAL ZOOLOGY**

*Prerequisite: (R) (W) (M), BIO 1113, BIO 1114 or CHEM 1115 with a "C" or better, an OCCC Biology Placement Test Score of 70% or better, high school AP Biology exam score of 3 or better, an ACT science score of 22 or better.*

5 CREDITS General Zoology provides a systematic investigation of the major protistan and animal groups. Students will be able to discuss and correctly apply evolutionary, taxonomic, anatomical, physiological, behavioral, and ecological characteristics which exist within each of these groups. Laboratory work which requires dissection is an integral and required part of this course. GedEd Requirement

**(P)BIO 2224 INVERTEBRATE ZOOLOGY**

*Prerequisite: (R) (W) (M), BIO 2215 or Equivalent*

4 CREDITS The student will demonstrate knowledge of invertebrate animals with relationship to their taxonomy, anatomy, physiology, life history, ecology and evolution. Laboratory work which may require dissection is an integral and required part of the course.

**(P)BIO 2234 HUMAN PHYSIOLOGY**

*Prerequisite: (R) (W) (M), One biology and one chemistry course each with a laboratory included*

4 CREDITS The student will discuss major systems of the human body, contrast functional and regulatory activities of each and identify factors influencing homeostasis. Through the use of models, the student will recognize the relative influences and interrelationships between circulation, digestion, metabolism, respiration, kidney function, muscle action, endocrine and nervous control, and reproduction of other systems and the organism as a whole. Laboratory work which may require dissection is an integral and required part of the course.

**(P) BIO 2255 HUMAN ANATOMY**

*Prerequisite: (R) (W) (M), BIO 2215 with a C or better, sophomore standing, and permission of Instructor*

5 CREDITS The course involves the study of the development and gross morphology of the human body and its systems. This course may not be applied for Biology major credit. Open only to majors in physical education, science education, physical therapy, nursing, occupational therapy, physician's associate, dental hygiene, pharmacy, and selected fields. Laboratory dissection of human cadavers is required.

**(P)BIO 2324 COMPARATIVE VERTEBRATE ANATOMY**

*Prerequisite: (R), BIO 2215 or Equivalent*

4 CREDITS Through an investigation of early development, phylogeny and anatomical characteristics of various vertebrate species, the student will identify and contrast vertebrate morphology and discuss its evolutionary significance. Laboratory work which may require dissection is an integral and required part of the course.

**BIO 2343 GENETICS AND MAN**

*Prerequisite: (R) (W) (M)*

3 CREDITS Through a study of genetic principles, the student will be able to describe mechanisms of heredity and the relationship of genetics to disease, inheritance, evolution and contemporary social problems. GenEd Requirement

**BIO 2403 ECOLOGY AND ENVIRONMENTAL ISSUES**

*Prerequisite: (R) (W) (M), Assessment required prior to enrollment*

3 CREDITS The student will discuss and correctly apply fundamental ecological principles as a basis for understanding, evaluating, and suggesting possible solutions to environmental problems relating to man's manipulation of and role in the biosphere. Individual and group projects, discussion groups and selected readings provide the basis for understanding basic ecological principles as they apply to major issues. GenEd Requirement

## **BIO 2404 ECOLOGY AND ENVIRONMENTAL ISSUES**

*Prerequisite: (R) (W) (M), Assessment required prior to enrollment*

4 CREDITS The student will demonstrate his or her ability to discuss and correctly apply fundamental ecological principles as a basis for understanding, evaluating, and suggesting possible solutions to environmental problems relating to man's manipulation of and role in the biosphere. Individual and group projects, discussion groups and selected readings provide the basis for understanding basic ecological principles as they apply to major issues. Laboratory work which may require dissection is an integral and required part of the course. GenEd Requirement

## **BIOTECHNOLOGY**

### **BIOT 1011 SURVEY OF BIOTECHNOLOGY**

*Prerequisite: (R) (W) (M)*

1 CREDIT The student will explore the field of biotechnology in a comprehensive overview. Course topics will include ethics, current trends in biotechnology careers and research through demonstrations, seminars, and field-trips.

### **BIOT 1022 MEDIA AND SOLUTION PREPARATION**

*Prerequisite: (W) (M), College biology, CHEM 1115; Corequisite: BIO 2125*

2 CREDITS The student will prepare media and solutions, use calculations required for solution preparation, and use equipment for solution preparation such as the analytical balance, pH meter, and autoclave.

### **BIOT 2352 IMMUNOLOGY**

*Prerequisite: (W) (M), BIO 2125*

2 CREDITS The student will discuss the nonspecific and specific immune systems of the human organism. Course topics will include antigen-antibody interaction, cell-mediated immunity, interferon, natural killer cells, and complement.

### **BIOT 2843 ADVANCED NUCLEIC ACID LABORATORY**

*Prerequisite: (W) BLOT 2823*

3 CREDITS Students build on the skills learned in Biotechnology Laboratory I to explore more advanced DNA and RNA techniques.

### **BIOT 2921 CELL CULTURE METHODS**

*Prerequisite: (W) (M), BIO 2125.*

1 CREDIT The student will learn to successfully maintain mammalian culture cells in a healthy uncontaminated state for an extended period of time. The course will include making cell culture media, monitoring cell growth, freezing cells, and bringing up frozen cells.

### **BIOT 2933 BIOTECHNOLOGY LABORATORY II**

*Prerequisite: (W) (M), BLOT 2823*

3 CREDITS The student will characterize, quantify and partially purify proteins with a variety of methods. Immunochemistry will be examined using Western Blot.

### **BIOT 2942 BIOMANUFACTURING**

*Prerequisite: (W) (M) BLOT 2823 and BLOT 2933.*

2 CREDITS The student will use a biofermenter to grow and monitor cells on a laboratory scale that simulates the large-scale production used in industry. Students will clean, sterilize, inoculate, operate and monitor the fermenter and then recover and purify protein products. Principles of upstream and downstream processing in the manufacture of a protein product using current Good Manufacturing Practices (cGMPs) and following Standard Operating Procedures (SOPs) will be emphasized.

### **BIOT 2993 BIOTECHNOLOGY INTERNSHIP**

*Prerequisite: (W) (M), BLOT 2933, BLOT 2921.*

3 CREDITS Students receive 320 hours of practical experience at one of the affiliated corporations or a university research facility. The techniques learned in BLOT 2823, BLOT 2933 and BLOT 2921 will be applied in an actual research setting to give the student more experience while learning practical applications for laboratory procedures.

## **BUSINESS**

### **BUS 1000 SPECIAL TOPICS**

*Prerequisite: (R)*

VARIABLE 1-4 CREDITS The student will become familiar with subjects not covered in other business courses but which are beneficial to students wanting a greater understanding of the business cycle. A specific subject is announced for each time of offering. May be repeated with a change of topic.

### **BUS 1013 INTRODUCTION TO BUSINESS**

*Prerequisite: (R)*

3 CREDITS The student will become familiar with the economic and social setting of business in the world and the structure of business and management of human and fiscal resources. The student will be able to demonstrate an understanding of these concepts as they are related to American business operations and public policy.

### **BUS 1323 MATHEMATICS FOR BUSINESS CAREERS**

*Prerequisite: (R), MATH 0033 or adequate Math Placement Test Score, either within the last year.*

3 CREDITS The student will demonstrate the ability to use basic mathematical processes, and use mathematical concepts in solving everyday business problems in operations, trade, taxation, accounting and finance. This course is intended only for certain majors leading to an Associate in Applied Science (Technical-Occupational) degree.

### **BUS 2000 COOPERATIVE EDUCATION**

*Prerequisite: (R)*

VARIABLE 1-3 CREDITS The student will participate in a work situation related to his or her career and/or immediate job entry program.

### **BUS 2023 BUSINESS STATISTICS**

*Prerequisite: (R), MATH 0123 or equivalent or adequate Math Placement Test Score*

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

**\* BUS 2033 BUSINESS COMMUNICATION**

*Prerequisite: (R) (W), ENGL 1113 or by Evaluation*

3 CREDITS Business Communication is a survey course of communication skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology.

**BUS 2043 BUSINESS ETHICS**

*Prerequisite: (R)*

3 CREDITS Student will explore standards of honesty and honorable human conduct in the world of business, focusing on how people's plans and intentions affect others.

**BUS 2073 LEGAL ENVIRONMENT OF THE WORKPLACE**

*Prerequisite: (R) (W), ENGL 1113 and POLSC 1113*

3 CREDITS Students will study the American Legal System and how it applies to the workplace. Students will demonstrate knowledge in court systems, legal reasoning, law and ethics, civil procedure, agency, torts, negligence, labor law, and employment discrimination.

\*Course satisfies the computer proficiency requirement.

## CHEMISTRY

**†CHEM 0123 FUNDAMENTAL CHEMICAL PRINCIPLES**

*Prerequisite: (R), Assessment required prior to enrollment or Evaluation by Instructor*

3 CREDITS This course is designed to satisfy the entrance deficiencies of students who did not take an appropriate physical science course in high school, and to prepare students to enter and succeed in General Chemistry I. Students will demonstrate a knowledge of basic chemical concepts and mathematical principles of chemistry. Laboratory work is an integral part of the course.

**CHEM 1103 CHEMISTRY AROUND US**

*Prerequisite: (R) (W) (M)*

3 CREDITS A course designed for students having no previous training in chemistry or for whom the study of chemistry will terminate with this experience. Upon completion of this course, the student will be able to discuss such fundamental concepts of chemistry as atomic structure and the periodic table, chemical bonding, nuclear energy, chemical elements and compounds, and the significance of carbon and some other elements to life itself. GenEd Requirement

**†CHEM 1115 GENERAL CHEMISTRY I**

*Prerequisite: (R) (W), MATH 1513 or MATH 1533 or both MATH 0123 and High School Chemistry or CHEM 0123 or CHEM 1123*

5 CREDITS Upon completion of this course, the student will be able to apply the principles and theories of chemistry to interpret fundamental chemical phenomena and predict the results of chemical reactions. The student will demonstrate a basic knowledge of the periodicity of the elements, structure and bonding, the nature of solutions, states of matter and acid base phenomena. Laboratory experience is an integral part of the course. GenEd Requirement

**CHEM 1123 PRINCIPLES OF CHEMISTRY**

*Prerequisite: (R) (W), MATH 0123*

3 CREDITS A course designed for students having no previous instruction in chemistry or for whom the formal study of chemistry will terminate with this experience. Upon completion of this course, the student will relate selected chemical principles to blood, metabolism, toxins, fluids, electrolytes, radiation therapy, and other related topics. GenEd Requirement

**†CHEM 1131 PRINCIPLES OF LABORATORY CHEMISTRY**

*Prerequisite: Prerequisite or Corequisite: (R) (W), CHEM 1123*

1 CREDIT The student will apply basic chemical theory in a laboratory setting and will complete laboratory data sheets and write laboratory reports in a standard scientific format. GenEd Requirement

**†CHEM 1144 TECHNICAL CHEMISTRY**

*Prerequisite: (R) (W), MATH 1233 or MATH 1613*

4 CREDITS This is a course designed primarily for technical career programs. Upon completion of this course, the student will be able to apply chemical concepts and techniques to solve technical problems in the areas of chemistry, environmental measurements and instrumentation. The student will demonstrate a basic knowledge of structure and bonding, the nature of solutions, states of matter, acid-base phenomena, thermodynamics, electrochemistry and elementary organic chemistry. Laboratory experience is an integral part of the course.

**†CHEM 1215 GENERAL CHEMISTRY II**

*Prerequisite: (R) (W), CHEM 1115 and either MATH 1513 or MATH 1533. A grade of "C" or better in CHEM 1115 is strongly recommended.*

5 CREDITS This is a continuation of Chemistry 1115. The student will demonstrate a knowledge of kinetics, thermodynamics, electrochemistry, radioactivity and nuclear chemistry, and some basic elements of organic and biochemistry. Laboratory experience is an integral part of the course. GenEd Requirement

**†CHEM 2114 ORGANIC CHEMISTRY I**

*Prerequisite: (R) (W), CHEM 1215. A grade of "C" or better in CHEM 1215 is strongly recommended.*

4 CREDITS This course is the first of a two-semester sequence of Organic Chemistry for science and chemical engineering majors as well as students seeking to enter the fields of medicine, dentistry, pharmacy, and veterinary medicine. Students will master the fundamental concept of structure, functional groups, and reactions of aliphatic compound along with selected reaction mechanisms. (Note: This course replaces the lecture component of CHEM 2115 beginning in Spring 2009.)

**†CHEM 2115 ORGANIC CHEMISTRY I**

*Prerequisite: (R) (W), CHEM 1215. A grade of "C" or better in CHEM 1215 is strongly recommended.*

5 CREDIT HOURS CREDITS The student will demonstrate mastery of fundamental concepts of structure, stereochemistry, functional groups and reactions of aliphatic and aromatic compounds along with reaction mechanisms and structural theory. In the laboratory, the student will apply basic organic chemistry laboratory techniques including the synthesis and analysis of selected compounds and demonstrate the use of instrumentation including infrared spectroscopy and gas-liquid chromatography.

**†CHEM 2122 ORGANIC CHEMISTRY LABORATORY**

*Prerequisite: (R) (W) CHEM 2114 with a grade of "C" or better.*

5 CREDIT HOURS This laboratory course is intended for science and chemical engineering majors as well as students seeking to enter the fields of medicine, dentistry, pharmacy, and veterinary medicine. Students will master common laboratory techniques used to synthesize, separate, purify, and characterize organic compounds.\*

\*(Note: This course replaces the laboratory components of CHEM 2115 and CHEM 2125 beginning in Fall 2009.)

### †CHEM 2124 ORGANIC CHEMISTRY II

*Prerequisite:* (R) (W), CHEM 2114. A grade of "C" or better in CHEM 2114 is strongly recommended.

4 CREDIT HOURS This course is the second of a two-semester sequence of Organic Chemistry for science and chemical engineering majors as well as students seeking to enter the fields of medicine, dentistry, pharmacy, and veterinary medicine. Students will master the concepts of structural theory, reactions, and the reaction mechanism of the principal functional groups of organic compounds which were not included in the first course. (Note: This course replaces the lecture component of CHEM 2125 beginning in Fall 2009.)

### †CHEM 2125 ORGANIC CHEMISTRY II

*Prerequisite:* (R) (W), CHEM 2115. A grade of "C" or better in CHEM 2115 is strongly recommended.

5 CREDITS The student will demonstrate mastery of concepts of structure and reactions of the principal functional groups of organic compounds including reaction mechanisms and structural theory not included in the first course. In the laboratory, the student will conduct selected experiments which illustrate the properties of organic compounds and illustrate techniques used in the synthesis, characterization, and identification of unknown compounds.

### †CHEM 2990 CHEMICAL RESEARCH INTERNSHIP

*Prerequisite:* CHEM 1115 and Evaluation by Internship Coordinator.

1 to 3 CREDITS Students work ten to sixteen weeks in an approved research facility under the supervision of an on-site mentor on a full-time or part-time basis. Students will gain experience in applied research in a real-world setting and will help produce or improve a product or process. Credit hours awarded are dependent upon number of hours worked. This course may be repeated at the same site or a different approved internship site with permission of the Internship Coordinator.

†As part of the coursework, you may have the potential of being, to some degree, exposed to hazardous material. If you are pregnant, wear contact lenses or have other specific health concerns, you should consult your personal physician for advisement concerning your enrollment in the course.

## CHILD DEVELOPMENT

### CD 1113 BASIC CHILD CARE I

*Prerequisite:* (R)

3 CREDITS This course is designed for students preparing for Early Childhood Professional Level I. The student will acquire basic knowledge about health and safety, classroom organization, and care of infants and toddlers. The student will demonstrate an ability to apply the knowledge by working in a child care center a minimum of 100 hours under the instructor's supervision.

### CD 1121 THE CHILD DEVELOPMENT PROFESSIONAL

*Prerequisite:* (R) (W)

1 CREDIT This course will introduce students to the Child Development profession and program as well as the fields of child development and early childhood education.

### CD 1123 BASIC CHILD CARE II

*Prerequisite:* (R)

3 CREDITS This course is designed for students preparing for the Early Childhood Professional Level I. The student will acquire advanced knowledge about health and safety, classroom organization, and care of infants and toddlers. The student will demonstrate an ability to apply the knowledge by working in a child care center a minimum of 100 hours under the instructor's supervision.

### CD 1133 ADVANCED CHILD CARE I

*Prerequisite:* (R) (W) \*

3 CREDITS This course is designed for students preparing for the Early Childhood Professional Level II. The student will acquire advanced knowledge about growth and development from birth through eight years, guidance, and creative activities. The student will demonstrate an ability to apply the knowledge by working in a child care center a minimum of 100 hours under the instructor's supervision.

### CD 1153 ADVANCED CHILD CARE II

*Prerequisite:* (R) (W)

3 CREDITS This course is designed for students preparing for the Early Childhood Professional Level II. The student will acquire advanced knowledge about growth and development from birth through eight years, guidance, and creative activities. The student will demonstrate an ability to apply the knowledge by working in a child care center a minimum of 100 hours under the instructor's supervision.

### CD 2000 SPECIAL TOPICS IN CHILD DEVELOPMENT

*Prerequisite:* (R) (W) (M), Permission of Instructor

VARIABLE 1-6 CREDITS The student will identify patterns of child growth and development, and will complete appropriate plans or designs for one or more of the following: learning programs, creative activities, nutritional diets, community relations, management activities, salesmanship, and budgeting.

### CD 2113 INTRODUCTION TO CHILD DEVELOPMENT

*Prerequisite:* (R) (W)

3 CREDITS This course will identify patterns of the physical, intellectual and emotional/psycho-social development of children. The course will recognize the major theories of human development as they apply to children.

### CD 2153 INTRODUCTION TO EARLY CHILDHOOD EDUCATION

*Prerequisite:* (R)

3 CREDITS This course explores the early childhood profession and its multiple historical, philosophical, and social foundations, including how these foundations influence current thought and practice.

### CD 2213 CHILD AND FAMILY IN SOCIETY

*Prerequisite:* (R) (W)

3 CREDITS This course emphasizes promoting optimum development and support of families and children within various settings and the larger community.

### CD 2333 INTEGRATED CURRICULUM DEVELOPMENT I

*Prerequisite:* (R) (W), Earned at least a "C" in CD 2113, CD 2133

3 CREDITS This course discusses how to create, evaluate, and select developmentally appropriate materials, equipment, and environments that support children's early learning. It provides the opportunity to plan, implement, and evaluate an integrated curriculum that focuses on children's needs and interests and takes into account culturally valued content and children's home experiences. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements.

**CD 2353 CHILD HEALTH, SAFETY AND NUTRITION**

*Prerequisite: (R) (W), Earned at least a "C" in CD 2113, CD 2133*

3 CREDITS This course explores the identification and implementation of best practices for health, safety, and nutrition of young children in a variety of early childhood settings. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements.

**CD 2363 BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN**

*Prerequisite: (R) (W) Earned at least a "C" in CD 2133 & CD 2133 for Child Development majors or permission of instructor*

3 CREDITS This course presents the theoretical basis for the use of positive, constructive child guidance and discipline techniques in programs serving children. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements.

**CD 2443 LANGUAGE & LITERACY FOR YOUNG CHILDREN**

*Prerequisite: (R) (W) CD 2113 and CD 2133*

3 CREDITS This course is designed for students preparing to teach children fewer than six years of age. The student will demonstrate knowledge of the language and literacy development and learning needs of young children. The student will demonstrate skills in planning and presenting activities for children in the areas of language and literacy.

**CD 2533 INTEGRATED CURRICULUM DEVELOPMENT II**

*Prerequisite: (R) (W) (M) ENGL 1113 Earned at least a "C" CD 2113, CD 2133, CD 2333, and CD 2353*

3 CREDITS This course is designed for students preparing to teach children fewer than six years of age. Students will demonstrate the ability to use assessment effectively and plan curriculum on both a day-to-day and long-term basis for infants, toddlers and preschool age children of all abilities in group early care and education settings. Students will demonstrate knowledge of the teacher's relationship and ethical responsibility to children's families.

**CD 2623 SUPERVISED LABORATORY**

*Prerequisite: (R) (W) ENGL 1113 Earned at least a 'C' in CD 2333, CD 2353*

3 CREDITS This course is designed for students planning to teach children under the age of six years. Students will work a minimum of 96 clock hours at the Oklahoma City Community College Child Development Center and Laboratory School. Students will provide for children's health and safety, guide their behavior, plan and executes activities in all curriculum areas, communicate with children's families, and interact with staff on a professional level. Students must meet pre-laboratory requirements.

**CD 2632 CHILD DEVELOPMENT FIELDWORK**

*Prerequisite: (R) (W) ENGL 1113 Earned at least a 'C' in CD 2533 \**

2 CREDITS This course is designed for students who plan to teach children under the age of six years. Students will demonstrate skill in guiding young children and providing for their health and safety in a group setting. Students will also demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. A minimum of eighty contact hours is required, which must be completed in instructor approved on- and off-campus early care and education facilities. Students must meet pre-laboratory requirements. Students must meet pre-fieldwork requirements documenting a minimum of 220 observation and contact hours with children in a variety of settings, including the workplace.

**CD 2713 INFANT/TODDLER DEVELOPMENT AND EDUCATIONAL PROGRAM**

*Prerequisite: (R) (W) ENGL 1113 Earned at least a 'C' in CD 2113, CD 2133, CD 2333, CD 2353, CD 2363*

3 CREDITS This course will focus specifically on the cognitive, psychosocial, and physical development of the child from conception up to age 3. Attention will focus on the consequential care required for infants/toddlers in early care and education settings. The course contains a laboratory component. The laboratory portion of the course involves direct interaction with children in the campus Child Development Center and Laboratory School. Students must meet pre-laboratory requirements. Other field study is expected as well.

\* Pending Approval

## COMMUNICATIONS

**COM 1000 SPECIAL TOPICS**

*Prerequisite: (R) (W)*

VARIABLE 1-3 CREDITS The student will demonstrate competencies in subjects not covered in other communications courses. Each course will cover a specific topic and may be repeated with a change in content.

**COM 1103 EFFECTIVE READING**

*Prerequisite: (R)*

3 CREDITS The student will improve reading rate while maintaining or improving comprehension. The student will study conventional patterns of written material in order to improve comprehension and retention. Individual contracts allow students to focus on specific aspects of reading: speed, comprehension skills, vocabulary, study reading, or reasoning/thinking skills.

**COM 1123 INTERPERSONAL COMMUNICATIONS**

*Prerequisite: (R) (W)*

3 CREDITS The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

**COM 1323 ORAL INTERPRETATION**

*Prerequisite: (R) (W)*

3 CREDITS Through a series of performance activities, the student will demonstrate comprehension of the principles of oral interpretation of literature, emphasizing an understanding of the author's meaning along with implementing techniques for the communication of that meaning to an audience.

**COM 2213 INTRO TO PUBLIC SPEAKING**

*Prerequisite: (R)*

3 CREDITS Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

# COMPUTER-AIDED TECHNOLOGY

## **CAT 1000 SPECIAL TOPICS**

*Prerequisite: (R) (W) (M)*

**VARIABLE 1-6 CREDITS** The student will demonstrate specified competencies in subject areas not covered in other computer-aided design and design courses, but which are beneficial in providing a better understanding of drafting and design. Enrollment may be repeated with a change of topic.

## **CAT 1023 EVOLUTION OF GAME TECHNOLOGY**

*Prerequisite: (R) (W) (M)*

**3 CREDITS** This course provides a historical and critical approach to the evolution of computer and video game design from its beginnings to the present. The student will learn the history of the industry and its continuing trends. Through analysis and example the student will learn why people play games, the game interface, design cycles, game genres, game-related technology and the possible futures of the industry.

## **CAT 1043 ENGINEERING PRINCIPLES**

*Prerequisite: (R) (W)*

**3 CREDITS** The student will use computational techniques and computer-aided drawing to create, analyze and graphically represent solutions to architectural and engineering problems, reflecting national, international and professional norms and standards. The student will be able to describe and demonstrate familiarity with the functions and responsibilities of research, manufacturing, construction and quality assurance involved in the solutions of a variety of engineering and architectural problems.

## **CAT 1053 MANUFACTURING MATERIALS AND PROCESSES**

*Prerequisite: (R) (W) (M), CAT 1043 or Evaluation by Instructor*

**3 CREDITS** Students will learn basic concepts of the properties, behaviors and proper application of materials used in manufacturing and construction. The Student will discuss and demonstrate various manufacturing, fabrication, assembly, handling and finishing processes.

## **\*CAT 1214 COMPUTER-AIDED DESIGN (CAD)**

*Prerequisite: (R) (M)*

**4 CREDITS** The student will learn and demonstrate the proper use of computer-aided design software as a design tool in fields such as Engineering, Architectural and Multimedia. Emphasis will be on computer-aided design fundamentals such as creating, editing and printing of 2D computer-aided design documents. The student will demonstrate his or her understanding of the structure, use and development of computer-aided design documents by correctly creating, using and storing computer-aided design documents.

## **CAT 1223 GAME DEVELOPMENT AND DESIGN CONCEPTS**

*Prerequisite: (R) (W) (M)*

**3 CREDITS** This course will introduce students to the concepts and tools used to create 2D games. Using a drag and drop system, students will build and test their interactive games that reflect the design mechanics of historical games.

## **\*CAT 1253 CAD 3D MODELING**

*Prerequisite: (R) (W) (M), CAT 1043 and CAT 1214 or Evaluation by Instructor*

**3 CREDITS** The student will use Computer-Aided Design software to create 3-dimensional graphics. The student will demonstrate the ability to define 3D workspaces and viewing positions. The student will use various 3D drawing tools to create 3D objects as surfaced and solid models. The student will also develop rendered bitmap images and use them in professional drawings. Emphasis will be placed on the creation of 3D models from 2D data and 2D detail drawings from 3D data.

## **\*CAT 1313 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEM (GIS)**

*Prerequisite: (R) (W) (M)*

**3 CREDITS** Students will learn fundamental concepts in Geographic Information System (GIS). The student will be introduced to introductory content on typical business and technical applications, data, software, and techniques used to accomplish GIS projects. Students receive hands-on experience with global positioning system (GPS) hardware and ArcGIS software.

## **\*CAT 1323 INTRODUCTION TO GLOBAL POSITIONING SYSTEMS (GPS)**

*Prerequisite: (R) (W) (M)*

**3 CREDITS** The student will demonstrate the ability to use GPS technology for collecting, processing, and analyzing spatial and non-spatial data. The student will learn and apply GPS theory and techniques through computer laboratory assignments, and field survey experiences.

## **\*CAT 1323 INTRODUCTION TO GLOBAL POSITIONING SYSTEMS (GPS)**

*Prerequisite: (R) (W) (M)*

**3 CREDITS** The student will demonstrate the ability to use GPS technology for collecting, processing, and analyzing spatial and non-spatial data. The student will learn and apply GPS theory and techniques through computer laboratory assignments, and field survey experiences.

## **\*CAT 1413 CAD HARDWARE AND SOFTWARE**

*Prerequisite: (R) (W) (M)*

**3 CREDITS** The student will demonstrate his or her ability to understand the purposes and advantages of using networks, the Internet and operating systems in computer-aided design. The student will be introduced to computer-aided design hardware, software, networks, and operating systems as an integral part of computer-aided design productivity.

## **\*CAT 1513 DIGITAL IMAGING**

*Prerequisite: CS 1103 or CAT 1413 or Evaluation by Instructor*

**3 CREDITS** Students will develop both technical skills and creative techniques in a project-based learning environment. Many aspects of digital imaging will be applied including digital cameras and scanners, image retouching and manipulation, selection, layering, color correction, channels, paths, and filters.

## **CAT 2000 SPECIAL TOPICS**

*Prerequisite: (R) (W) (M)*

**VARIABLE 1-6 CREDITS** The student will demonstrate competencies with subjects NOT covered in other program courses. Each course will cover a specific topic and may be repeated with a change in content.

## **CAT 2013 GEOMETRIC DIMENSIONING AND TOLERANCING**

*Prerequisite: (R) (M), CAT 2540 (minimum of three credit hours)*

**3 CREDITS** This course will introduce the student to the concepts of geometric dimensioning and tolerancing. The coursework will focus on recognition and understanding of geometric tolerancing terms and symbols. The student will interpret and apply the basic geometric tolerancing techniques.

**CAT 2023 DESIGN MECHANICS**

*Prerequisite: (R) (W) (M), 15 credit hours of CAT, PHYS 1114 or PHYS 1314, MATH 1613*

3 CREDITS The student will analyze coplanar force systems and calculate moments of inertia, centroids, tensile stresses. The student will demonstrate an understanding of the relationship between stress and strain, basic properties of materials and shear, bending and moment diagrams. This course is designed as an applied static's and strength of materials course for technicians utilizing algebra, trigonometry and analytic geometry.

**\*CAT 2113 CAD MANAGEMENT AND STANDARDS**

*Prerequisite: (R) (W) (M), CAT 1253 or Evaluation by Instructor*

3 CREDITS The student will demonstrate the ability to manage and maintain a Computer-Aided Design System. The student will demonstrate his or her ability to handle problems in the Computer-Aided Design office related to organization, finances, communication, hardware, software, training and limited resources by providing written, structured solutions to Computer-Aided Design office problems. The student will be able to develop, apply and maintain a Computer-Aided Design standards manual defining the operational parameters necessary for a profitable and efficient Computer-Aided Design operation. Emphasis will be on organizing data input, drawing output, data exchange and networking.

**\*CAT 2163 CAD PROGRAMMING AND AUTOMATION**

*Prerequisite: (R) (W) (M), CAT 1253 or Evaluation by Instructor*

3 CREDITS The student will use embedded programming languages such as AutoLISP and Visual Basic to automate the drafting and design process. Emphasis will be placed on the development of parametric drawing programs. The student will demonstrate his or her ability to understand Computer-Aided Design automation by writing computer programs that can be used in the Computer-Aided Design industry.

**CAT 2223 GAME LEVEL DESIGN**

*Prerequisite: (R) (W) (M), CAT 1223*

3 CREDITS This course will introduce students to the concepts and tools used to create levels for games. The course will incorporate level design, environment theory, concepts of linear and non-linear game balance, low and high polygon modeling, play testing and storytelling. Using user-friendly toolsets based on current industry title game engines, students will build and test "modification" (MOD) levels that reflect design concepts.

**\*CAT 2313 INTRODUCTION TO SPATIAL ANALYSIS**

*Prerequisite: (R) (W) (M), CAT 1313 or Evaluation by Instructor*

3 CREDITS This course is designed to expose students to various components of spatial analysis. Emphasis is placed on modeling and decision making with the use of spatial data. Upon completion, students will be able to utilize common GIS techniques to solve complex spatial problems.

**CAT 2334 PLANE SURVEYING**

*Prerequisite: (R) (W) (M), MATH 1613 or Evaluation by Instructor*

4 CREDITS The student will be introduced to maps, survey measurement techniques and computations related to distances, elevations and traverse surveys. The student will study topics related to topographical, construction and boundary surveying. Field laboratory work is required.

**\*CAT 2533 3D RENDERING AND DESIGN VISUALIZATION**

*Prerequisite: (R) (W)*

3 CREDITS The student aspiring to become an artist, designer or other professional using 3D computer graphics will be able to create, generate or integrate 3D computer graphics. The student will demonstrate a fundamental understanding of how the computer can be used to create 3D computer renderings. These renderings could be related to either technical design, fine art or applied art. Emphasis will be on using application software (primarily 3D modeling and rendering programs) in the development of modeling logos, 3D scenes, textures, lighting, atmosphere effects, and basic animation.

**\*CAT 2540 APPLICATIONS IN CAD**

*Prerequisite: (R) (W) (M), CAT 1043 and CAT 1214 or Evaluation by Instructor*

VARIABLE 1-8 CREDITS The student will use a Computer-Aided Design System to produce solutions to typical problems encountered in industry. The student will demonstrate his or her ability to understand the principles of design, visualization, projection, analysis and product quality by producing a set of working drawings and presenting their work to a group of their peers. This course may be repeated with a different content.

**\*CAT 2633 3D ANIMATION AND SPECIAL EFFECTS**

*Prerequisite: (R) (W), CAT 2533 or Evaluation by Instructor*

3 CREDITS The student will use professional techniques to create photo-realistic renderings, advanced physical-based and character animations, interactive media and Web development, 3D gaming and 3D virtual environments. This course will enhance the abilities of artists, designers and other professionals using 3D computer-created, generated, or integrated graphics. Emphasis will be on the development of professional techniques in the area of 3D computer graphics.

**CAT 2703 PRACTICUM**

*Prerequisite: (R) (W) (M), 12 hours of CAT courses and Evaluation by Instructor*

3 CREDITS The Practicum is a course designed to monitor students in an on-site job location. The student will report to and receive supervision by the employer during the course of the semester. The student will demonstrate the ability to work effectively in a commercial setting, toward satisfying objectives prescribed by the instructor and the participating employer. Work objectives will be consistent with meaningful career learning experiences.

**\*CAT 2733 3D CHARACTER DESIGN AND ANIMATION**

*Prerequisite: (R) (W) (M), CAT 2533 or Evaluation by Instructor*

3 CREDITS This is a support-oriented course in which the student will learn and use skills specific to creating 3D character models and character animation in the fields of television, movies, advertising, multimedia, and gaming. Emphasis of the course will be on advanced modeling techniques in the creation of a seamless 3D character design of head, body, clothing, animation concepts in facial expression, internal skeleton control, morphing, dialogue and lip sync, character posing, and locomotion. Discussion topics will include traditional animation techniques, body language, vocabulary, and character physics. This course will enhance the abilities of artists, designers, and other professionals using 3D computer created, generated, or integrated graphics.

**\*CAT 2924 DESIGN PROJECT**

*Prerequisite: (R) (W) (M), 15 Hours in a CAT Emphasis*

4 CREDITS In this capstone course of the Computer-Aided Technology Program the student will demonstrate the collected knowledge, skills and techniques acquired in the program courses by creating and presenting a representative project to a panel of students, instructors and representatives from industry. The project must be an original design of the student. The project must reflect the standards relative to the project's nature and the program emphasis. The student must assemble and create components, choose the proper presentation medium, and present the project in a professional manner.

\*This course satisfies the computer proficiency requirement.



# COMPUTER SCIENCE

## CS 1000 SPECIAL TOPICS

*Prerequisite: (R) (M)*

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subjects not included in other computer science courses but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

### \*CS 1103 INTRODUCTION TO COMPUTERS AND APPLICATIONS

*Prerequisite: (R)*

3 CREDITS This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level.

### \*CS 1143 BEGINNING PROGRAMMING

*Prerequisite: (R) (W) (M) or Evaluation by Instructor*

3 CREDITS Designed for Computer Science majors, this course affords students a basic understanding of computer programming. Students will utilize accepted programming concepts and perform number system conversions and arithmetic. In addition, they will design and code structured modular programs using design tools such as hierarchy charts, flowcharts, and pseudocode.

### \*CS 1153 INTRODUCTION TO COMPUTING TECHNOLOGIES

*Prerequisite: (R) (M)*

3 CREDITS Students will learn fundamental concepts of hardware and software prior to learning tools of support technicians. Topics will include the computer architecture, the instruction execution cycle, I/O and storage. In addition, students will learn basics of digital electronics, how to perform mathematical operations and conversions on multiple numbering systems, develop fundamental problem-solving skills for troubleshooting, and investigate career opportunities within the information technology industry.

### \*CS 1333 DATABASE MANAGEMENT APPLICATIONS

*Prerequisite: (R)*

3 CREDITS The student will use a selected database management program to create and edit database files. The student will also search, organize, and build reports, forms, and templates with the database files.

### \*CS 1343 SPREADSHEET APPLICATIONS

*Prerequisite: (R) (M)*

3 CREDITS Using selected spreadsheet software on a microcomputer, the student will apply the basic theoretical and practical concepts of an electronic spreadsheet as used in business applications. Study will include the design and creation of worksheets, templates, graphs, macros, and other options as they apply to the software being used.

### \*CS 1353 INTRODUCTION TO OPERATING SYSTEMS AND HARDWARE

*Prerequisite: (R) (W) (M), CS 1103*

3 CREDITS Students will learn to install, configure and troubleshoot several versions of the Windows operating system and the hardware these operating systems run on. A foundational knowledge in the following important areas will be developed using a combination of lectures and interactive activities: identifying Windows desktop components; identifying hardware components; procedures for installing software and hardware; networking capabilities of the Windows operating system and steps to connect to a network; basic Internet protocols and terminologies and the procedures for establishing an Internet connection; and recognizing common problems and the procedures to resolve them.

### \*CS 1363 MULTIMEDIA

*Prerequisite: (R) (W) (M), CS 1103 or Evaluation by Instructor*

3 CREDITS Students will use selected application software to develop presentation graphics. This will include the creation, importation, modification, and sequencing of still and motion graphics. Digital audio will be created, edited and synchronized to the presentations.

### \*CS 1413 IT TECHNICIAN

*Prerequisite: (R) (W) (M), CS 1103*

3 CREDITS Students will learn to perform the following tasks through class lectures and hands-on projects: Hardware and Operating Systems installation, configuration, diagnosing, preventive maintenance and basic networking. This course will also cover IT areas in: security, safety and environmental issues, and communication and professionalism.

## CS 2000 SPECIAL TOPICS

*Prerequisite: (R) (W) (M)*

VARIABLE 1-6 CREDITS The student will demonstrate competencies with subjects not covered in other computer science courses. Each course will cover a specific topic and may be repeated with a change in content.

### \*CS 2113 COMPUTER-BASED INFORMATION SYSTEMS

*Prerequisite: (R) (W) (M)*

3 CREDITS Covers theory and practice for the design and use of computer-based information systems in organizations, with a focus on the relational database. Student projects will include designing and implementing relational database applications and designing a web page.

### \*CS 2123 ASSEMBLY

*Prerequisite: (R) (W) (M), CS 1143 or Evaluation by Instructor*

3 CREDITS The student will demonstrate an understanding of the structure and operation of assemblers. Student will use IBM mainframe assembly language to solve programming problems involving Input/Output definitions, Loops, Decimal and fixed point arithmetic, register operations, control structures and report editing.

### \*CS 2143 DIGITAL VIDEO EDITING

*Prerequisite: (R) (M), CS 1363 or Evaluation by Instructor*

3 CREDITS Students will develop both technical skills and creative techniques in a project-based learning environment. Many aspects of digital editing will be applied including digitizing audio and video, the composition of computer-generated graphics and animation, multiple audio layers, title overlay, and special effects.

### \*CS 2153 SUPPORTING OPERATING SYSTEMS

*Prerequisite: (R), CS 1353 or Evaluation by Instructor*

3 CREDITS Students will learn the procedures for installing, configuring and maintaining a Windows Operating System in a business environment. Real-world examples and interactive activities are used to reinforce key concepts such as: Managing files and folders, printers, storage devices and display devices; desktop user environments; user profiles and networking.

**\*CS 2163 JAVA**

*Prerequisite: (R) (W) (M), CS 1143 or Evaluation by Instructor*

3 CREDITS Student will develop object-oriented Java applications and applets, which demonstrate comprehension of fundamental programming structures, object-oriented programming, graphics, event handling, interface components, programming for the Internet, data structures, and exception handling.

**\*CS 2173 ORACLE**

*Prerequisite: (R) (W) (M), CS 1143 or Evaluation by Instructor*

3 CREDITS Using Oracle as a platform, students will learn relational database concepts, sound database design and development techniques, and SQL commands. Topics include how to create and modify database tables; retrieve data from database tables; use subqueries to retrieve data; use table constraints, sequences, indexes, synonyms, views and functions; create users and assign privileges to users; create printable reports through SQL\*Plus commands; practice SQL statement tuning.

**\*CS 2183 LINUX**

*Prerequisite: (R) CS 1143 or Evaluation by Instructor*

3 CREDITS This course is an introduction to the LINUX operating system for users. It is designed for those with a DOS/Windows operating system background with little or no knowledge of LINUX. Topics include the development of LINUX; basic LINUX operating system concepts; a comparison of LINUX to MS Windows; frequently used LINUX programs and utilities, shells, editors, and tools; X window GUI and applications; LINUX and the internet; setting up Apache web server software; basic HTML and CGI programming for LINUX.

**\*CS 2193 SUPPORTING DESKTOP APPLICATIONS**

*Prerequisite: (R), CS 1353 or Evaluation by Instructor*

3 CREDITS Students will learn how to install, configure and support Microsoft Office applications running in a Microsoft Windows environment. Real-world examples and interactive activities are used to reinforce the following key concepts: configuring Internet Explorer and Outlook Express; resolving issues related to customizing Office Application; migrating from Outlook Express to Outlook; identifying and troubleshooting network problems; configuring Office security settings; and monitoring security vulnerabilities and updates.

**\*CS 2223 SYSTEMS ANALYSIS AND DESIGN**

*Prerequisite: (R) (W) (M), ENGL 1113 and a 2000 level programming language or Evaluation by Instructor*

3 CREDITS Students will investigate and participate in the analysis and design of information systems through application of the Systems Development Life Cycle. Topics include the role of the analyst, review of common business systems, preparation of data-gathering instruments, database design and normalization and module design. Computer Aided Software Engineering (CASE) tools such as data dictionary, data flow diagramming, data modeling, and structure charts will also be covered.

**\*CS 2303 NETWORKING TECHNOLOGIES**

*Prerequisite: (R), CS 1353 or Evaluation by Instructor*

3 CREDITS Students will learn how to install, configure, and troubleshoot basic networking hardware, protocols, and services and to describe the features and functions of networking components. A foundational knowledge in the important areas of media and topologies, protocols and standards, network implementation, and network support will be developed using a combination of lectures and interactive assignments.

**\*CS 2363 C++**

*Prerequisite: (R) (W) (M), CS 2163 or Evaluation by Instructor*

3 CREDITS This course is a continuation of the study of object-oriented programming covered in CS 2163 Java. Students will use C++ to write programs that demonstrate comprehension of the advanced object-oriented features of the C++ language and of common data structures. Topics include pointer manipulation, overloaded operators, friends, exception handling, templates, linked lists, stacks, queues, trees, and time complexity associated with sorts and searches.

**\*CS 2403 COMPUTER SUPPORT SERVICES**

*Prerequisite: (R), ENGL 1113 and completion of 9 hours of Computer Science or Evaluation by Instructor*

3 CREDITS Students will demonstrate their understanding of planning, implementing, and maintaining a support center for both internal and external users of computer hardware and software. The main topics will include: the Help Desk, design of hardware and software specifications, performing a needs assessment, design of evaluation instruments, creation of both technical and non-technical documentation, working with customers in a support role, and ethical standards for the computing professional.

**\*CS 2413 WEB SITE DEVELOPMENT**

*Prerequisite: (R) (W), CS 1103 or Evaluation by Instructor*

3 CREDITS Students will develop the skills needed to create a Web site for personal or professional use. Design considerations will include accessibility standards, navigation techniques, audience needs, browser/platform concerns, and connection speeds. A combination of current technologies and Web page authoring software will be utilized for topics such as: building, formatting, enhancing, and publishing pages; maintaining a Web site; manipulating graphics; and incorporating additional items such as, CSS and JavaScript.

**\*CS 2433 WEB ANIMATION**

*Prerequisite: (R) (M), CS 1363 or Evaluation by Instructor*

3 CREDITS Students will develop both technical skills and creative techniques in a project-based learning environment. The student will learn to script in icon-based and command-based authoring languages to create interactive multimedia applications for use in presentations, education and marketing.

**\*CS 2443 SQL SERVER**

*Prerequisite: (R) (W) (M), CS 1143 or Evaluation by Instructor*

3 CREDITS Students will learn terms, concepts and features needed to work with most relational databases. Using SQL Server databases and tools, they will learn concepts on how to design a database, retrieve data from and manipulate data in a database. They will also learn SQL programming and will be able to work with database features that will include views, stored procedures, functions, triggers and others.

**\*CS 2453 VISUAL BASIC**

*Prerequisite: (R) (W) (M), CS 1143 or Evaluation by Instructor*

3 CREDITS The students will use Visual Basic to create object-oriented, event-driven programs. This course teaches the students to handle the visual interface and also learn programming concepts that include objects, decisions, loops, dialog boxes, arrays, menus, subs, functions, files, simple data access and various other programming topics as they apply to Visual Basic.

**\*CS 2463 ADVANCED JAVA**

*Prerequisite: (R) (W) (M), CS 2163 or Evaluation by Instructor*

3 CREDITS Student will develop Java applications and applets, which demonstrate comprehension of advanced programming structures and practices, object-oriented programming, fundamental data structures (arrays, linked lists, stacks and queues), SWING, Java Beans, database programming (JDBC), and distributed computing (Sockets/RMI).

**\*CS 2503 NETWORK ADMINISTRATION**

*Prerequisite: (R) (W) (M), CS 1353 or Evaluation by Instructor*

3 CREDITS The students will use a network operating system to create and manage a local area network. The topics to be covered include creating and administering user and group accounts, managing network resources and administering permissions for files and folders, setting up and administering the printing environment, using the auditing functions, backing up and restoring files and folders.

**\*CS 2513 CLIENT-SIDE PROGRAMMING**

*Prerequisite: (R) (W) (M), CS 1143 and CS 2413 or Evaluation by Instructor*

3 CREDITS Students will create dynamic web applications using client-side programming. A combination of current scripting/programming languages and web page authoring software will be utilized for topics such as: using the Document Object Model, coding event handlers, validating user input, manipulating graphics, and creating interactive web pages.

**\*CS 2553 ADVANCED VISUAL BASIC**

*Prerequisite: (R) (W) (M), CS 2453 or Evaluation by Instructor*

3 CREDITS Students will expand their knowledge of Visual Basic as used in business applications both for Windows and for the Web. Included will be topics such as advanced controls, MDI programming, collections, object-oriented programming, multi-tier applications, data access, ADO.Net, ASP.Net, and report writing.

**\*CS 2563 C#.NET**

*Prerequisite: (R) (W) (M), CS 2163 or Evaluation by Instructor*

3 CREDITS Students will develop C#.NET programs which demonstrate comprehension of language syntax, fundamental program structures, object-oriented programming, windows applications, web applications, and database applications. Students will use the .NET framework, ADO.NET, XML, and ASP.NET to create their applications.

**CS 2573 ORACLE DATABASE ADMINISTRATION**

*Prerequisite: (R) (W) (M) CS 2173 or CS 2443 or Evaluation by Instructor*

3 CREDITS Students will develop the skills needed for database administration. Topics covered include software installation, the creation of new databases, database architecture, management of database files, administration of user accounts, roles, privileges and profiles, database performance monitoring, and database backup and recovery strategies.

**\*CS 2610 INTERNSHIP**

*Prerequisite: (R) (W) (M), Completion of 15 hours of Computer Science and Evaluation by Instructor*

1-3 CREDITS A practicum course intended to provide the student with work experience in various areas in his/her major under the supervision of an experienced technician/professional from the business community. This course may be repeated.

**\*CS 2623 SERVER-SIDE PROGRAMMING**

*Prerequisite: (R) (W) (M), CS 1143 and CS 2413 or Evaluation by Instructor*

3 CREDITS Students will create interactive and dynamic web applications using server-side programming. A combination of current scripting/programming languages and web page authoring software will be used for topics such as maintaining state, processing data from the user, creating cookies, and interacting with databases

**\*CS 2713 PRINCIPLES OF INFORMATION SECURITY**

*Prerequisite: (R) (W) (M)*

3 CREDITS Students will complete a comprehensive overview of network security, with an introduction to a variety of security problems faced by the computing industry. This course is mapped to the CompTIA Security+ Certification Exam. The course covers topics in general security concepts, communication security, infrastructure security, cryptography basics, and operational/organizational security.

**\*CS 2723 SECURE ELECTRONIC COMMERCE**

*Prerequisite: (R) (W) (M)*

3 CREDITS Students will learn the fundamentals of secure electronic commerce technology, models and issues. This course includes principles and case studies of secure electronic commerce as well as an introduction to security architectures for secure electronic commerce. These include digital signatures, certificates, and public key infrastructure (PKI). Legal and national policy secure electronic commerce issues are included.

**\*CS 2743 ENTERPRISE SECURITY MANAGEMENT**

*Prerequisite: (R) (W) (M)*

3 CREDIT Students will learn the managerial aspects of computer security and risk management for enterprises. Topics include accreditation, procurement, extension and operation principles for secure enterprise information systems. Additional topics are security policy and plan development, contingency, continuity and disaster recovery planning, and incident handling and response.

**\*CS 2753 INFORMATION SYSTEM ASSURANCE**

*Prerequisite: (R) (W) (M), CS 2713 and (CS 2723 or CS 2743) or Evaluation by Instructor*

3 CREDITS Students will learn design and analysis methods for high assurance information systems. Topics covered will consist of safety, reliability, security, and specification of mission-critical system properties. Software and hardware validation, as well as verification and certification are also included.

**\*CS 2763 NETWORK SECURITY**

*Prerequisite: (R) (W) (M), CS 2713 and CS 2303 or CS 2503*

3 CREDITS Students will participate in a comprehensive study of current and developing communications systems and networks. These include host-based and network-based intrusion detection, anomaly and misuse detection, and network security appliances including firewalls and access control devices. Topics are covered with all networks in mind, including the Internet, PSTN, ATM, Frame Relay Networks, etc.

**CS 2773 SECURE SYSTEM ADMINISTRATION AND CERTIFICATION**

*Prerequisite: (R) (W) (M), CS 2713 and (CS 2723 or CS 2743) or Evaluation by Instructor*

3 CREDITS Students will learn provisioning, procurement and installation of network, hardware and software systems for mission critical enterprises. System configuration and maintenance, incident handling and response, system certification, testing and validation are also covered.

**\*CS 2783 CYBER FORENSICS**

*Prerequisite: (R) (W) (M), CS 2713 AND (CS 2723 or CS 2743 or CS 2763)*

3 CREDITS Student will learn the procedures for the identification, preservation and extraction of electronic evidence. Topics include auditing and investigation of network and host intrusions, and forensic tools and resources for systems administrators and information system security officers.

\*Course satisfies the computer proficiency requirement.

# DATABASE MANAGEMENT

## **DBM 1000 SPECIAL TOPICS**

*Prerequisite: (R) (W) (M), Evaluation by Instructor*

**VARIABLE 1-4 CREDITS** The student will demonstrate specified competencies in subjects not included in other Database Management courses but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

## **DBM 1103 Database Theory**

*Prerequisite: (R) (W) (M), Students must have a third party certification in one of the following: CompTIA's A+, CompTIA's NET+, CompTIA's iNET+, Microsoft MCP, Oracle OCP or have completed 18 credit hours of faculty approved computer science course work before beginning the Database Management program of study.*

**3 CREDITS** The student will develop an understanding of the concepts of the relational database model. In addition, the student will gain knowledge of database management systems through an introduction to Query-by-Example, Structured Query Language (SQL), database design, services of database management systems, and database administration tasks.

## **DBM 1313 Introduction to SQL**

*Prerequisite: (R) (W) (M), DBM 1103 Database Theory*

**3 CREDITS** The student will demonstrate specific competencies in creating database structures and storing, retrieving, and manipulating data in a relational database using SQL. The student will create blocks of SQL application code. The student will demonstrate through hands-on activities an understanding of the SQL composite and scalar data types and error processing.

## **DBM 1333 Database Administration**

*Prerequisite: (R) (W) (M) DBM 1313 Database Administration*

**3 CREDITS** The student will demonstrate specific competencies in managing an instance, creating a database, managing database objects, managing users, controlling access privileges, exporting/importing data, and auditing database activities. The student will demonstrate an understanding of instance architecture, database structure, and multinational language support.

## **DBM 2000 SPECIAL TOPICS**

*Prerequisite: (R) (W) (M), Evaluation by Instructor*

**VARIABLE 1-4 CREDITS** The student will demonstrate specified competencies in subjects not included in other Database Management courses but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

## **DBM 2213 PL/SQL Programming**

*Prerequisite: (R) (W) (M), DBM 1103 Database Theory and DBM 1313 Introduction to SQL*

**3 CREDITS** The student will learn Procedural Language/Structured Query Language (PL/SQL). This is Oracle Corporation's procedural extension to SQL, the standard data access language for relational databases. PL/SQL offers modern software engineering features such as data encapsulation, exception handling, information hiding, object orientation. It allows the data manipulation and query statements of SQL to be included in block-structured and procedural units of code, making PL/SQL a powerful transaction processing language. The students will learn about PL/SQL basics such as PL/SQL language structure, flow of execution and interface with SQL.

## **DBM 2313 DATABASE BACK UP AND RECOVERY**

*Prerequisite: (R) (W) (M), DBM 1334 Database Administration*

**3 CREDITS** The student will demonstrate specific competencies in performing backup and recovery operations as well as exporting and importing data. The student will demonstrate an understanding of backup and recovery considerations, database structures, and backup/recovery processes.

## **DBM 2323 Database Networking**

*Prerequisite: (R) (W) (M) DBM 2313 Database Back Up and Recovery*

**3 CREDITS** The student will demonstrate specific competencies in configuring the network connection between the client system and the database server using a variety of strategies. The student will demonstrate an understanding of networking architecture, networking products and tools, and application deployment strategies.

## **DBM 2333 Database Performance Tuning**

*Prerequisite: (R) (W) (M) DBM 2333 Database Networking*

**3 CREDITS** The student will demonstrate specific competencies in SQL statement tuning, tuning memory and storage structures, and analyzing performance. The student will demonstrate an understanding of business requirements related to tuning and tuning considerations for different applications.

## **DBM 2353 Database Administration with SQL Server**

*Prerequisite: (R) (W) (M) DBM 2333 Database Performance Tuning*

**3 CREDITS** The student will demonstrate specific competencies in installing Microsoft SQL Server, creating an operation database, performing backup/recovery operations, managing users, managing access privileges, managing resources, database tuning, and importing and exporting data.

## **DBM 2363 UNIX for Database Administrators**

*Prerequisite: (R) (W) (M) DBM 1333 Database Administration*

**3 CREDITS** The student will demonstrate specific competencies in using basic UNIX operating system commands to: navigate file systems, manage files and directories, edit files using the VI text editor, and manage users and groups. The student will demonstrate an understanding of the different command shells (Bourne, Korn, C, and Bash) and the organization of typical UNIX file systems.

## **DBM 2373 Database Application Design Using CASE**

*Prerequisite: (R) (W) (M) DBM 1333 Database Administration*

**3 CREDITS** The student will demonstrate specific competencies in creating application and database structures using CASE (Computer Aided Software Engineering) tools. The student will demonstrate an understanding of modeling business requirements, modeling data requirements, transforming models into designs, and using data presentation standards.

# DIAGNOSTIC MEDICAL SONOGRAPHY

## **DMS 1112 PATIENT CARE**

*Prerequisite: (R) (W)*

**2 CREDITS** The student will learn the physical and psychological concepts of patient care. The student will demonstrate routine patient care procedures, professional scopes of practice, and record keeping paperwork pertinent to the clinical setting. The student will develop proper patient care skills and an understanding of the fundamental elements of how an ultrasound department functions. The student will also acquire basic Spanish healthcare phrases.

**DMS 1122 MEDICAL ETHICS**

*Prerequisite: (R) (W)*

2 CREDITS The student will learn the standard ethical theories and apply them to various issues that arise in the health care context, such as euthanasia, abortion, informed consent, confidentiality, genetic testing and intervention, AIDS, distributive justice, and professional gatekeeping. Emphasis will be made on understanding the relationship of current ethical standards in health care delivery.

**DMS 1213 INTRODUCTION TO ULTRASOUND**

*Prerequisite: (R) (W) AHP 1013 Medical Terminology and BIO 1314 Anatomy and Physiology I*

3 CREDITS Students will be introduced to the field of sonography, including the history of medical ultrasound, professional and occupational development, and the current uses of ultrasound. Students will identify normal sonographic anatomy in cross section views of the human body, as well as develop an understanding for mechanics, scanning techniques, and protocols.

**DMS 1233 ULTRASOUND PHYSICS AND INSTRUMENTATION I**

*Prerequisite: Ultrasound Physics and Instrumentation I*

3 CREDITS Students will be familiar with the theoretical aspects of ultrasonic physics and instrumentation and demonstrate the practical application of these principles. Students will focus on the characteristics and properties of ultrasound energy, generation, transmission, and reception as related to ultrasound imaging. Students will investigate physical principles and will be able to understand the production of quality ultrasound images and apply this information to real-time scanning.

**DMS 1254 ABDOMINAL ULTRASOUND**

*Prerequisite: (R) (W) BIO 1314 Anatomy and Physiology I*

4 CREDITS The student will demonstrate an understanding of transabdominal ultrasounds of the abdomen, and will identify the characteristics of normal anatomy, pathology, and exam protocols, related lab values, and imaging processes. The student will identify major organ systems and will recognize the membranes associated with the thoracic and abdominopelvic cavities, as well as explain pathophysiology associated with the abdomen and describe normal and abnormal vascular Doppler patterns of the vascular structures.

**DMS 1274 OB/GYN ULTRASOUND**

*Prerequisite: (R) (W) BIO 1314 Anatomy and Physiology I*

4 CREDITS The student will demonstrate an understanding of transabdominal and transvaginal ultrasounds of the pregnant and non-pregnant female pelvis. Students will identify the appearance and characteristics of normal gynecological anatomy, pathology, pathophysiology, exam protocols, related lab values, and imaging processes. The student will describe the structure of the uterus and identify the normal measurements of the uterus, ovaries, cervix, and endometrium.

**DMS 1292 ULTRASOUND PHYSICS AND INSTRUMENTATION II**

*Prerequisite: (R) (W) DMS 1233 Ultrasound Physics and Instrumentation I*

2 CREDITS Students will identify the areas of ultrasound propagation principles, transducer parameters, interactive properties of ultrasound with human tissue, possible biological effects, types of equipment, and quality control.

**DMS 1356 CLINICAL ULTRASOUND I**

*Prerequisite: (R) (W) Prerequisite: DMS 1213 Introduction to Ultrasound, Corequisite: DMS 1254 Abdominal Ultrasound*

6 CREDITS The student will perform basic scanning techniques in abdominal sonography. This course is a practical application in a clinical setting and the student will be observed in all clinical duties performed in the Ultrasound department. Twenty-four (24) hours a week in an ultrasound department is required.

**DMS 2216 CLINICAL ULTRASOUND II**

*Prerequisite: (R) (W) DMS 1356 Clinical Ultrasound I*

6 CREDITS The student will observe and perform scans in the following specialty areas: abdomen, small parts, and OB/GYN. This course is a continuation of clinical application and the student will spend on average, twenty-four (24) hours per week in an ultrasound department observing and scanning.

**DMS 2221 SMALL PARTS SONOGRAPHY**

*Prerequisite: (R) (W) BIO 1314 Anatomy and Physiology I*

1 CREDIT The student will identify normal anatomy of small parts such as the thyroid, parathyroid, breast, prostate, and scrotum. The student will describe the function and physiology of the small parts, examine pathology, pathophysiology, and recognize tests and values associated with abnormalities and pathologies of these organs. Students will demonstrate a thyroid exam in a laboratory and perform Doppler during thyroid, parathyroid, breast, prostate, and scrotum ultrasound exams.

**DMS 2316 CLINICAL ULTRASOUND III**

*Prerequisite: (R) (W) DMS 2216 Clinical Ultrasound II*

6 CREDITS The student will demonstrate competency in the practical clinical application of ultrasound techniques in abdominal, OB/GYN, small parts, and a special emphasis will be placed in general vascular Sonography. Twenty-four hours per week in a hospital ultrasound department is required.

**DMS 2321 BIOEFFECTS**

*Prerequisite: (R) (W) DMS 1292 Ultrasound Physics and Instrumentation II*

1 CREDIT The student will demonstrate an understanding of the biological effect processes, related to thermal, mechanical, and cavitation bioeffect principles, as well as identify regulations, recommendations, and safety guidelines. The student will be familiar with the methods to reduce patients' risk for bioeffects, using the various techniques of measuring bioeffects.

**DMS 2332 VASCULAR SONOGRAPHY**

*Prerequisite: (R) (W) BIO 1314 Anatomy and Physiology I*

2 CREDITS The student will develop an understanding of non-invasive vascular ultrasound. The student will develop basic skills and knowledge in the following areas: image orientation, patient set up, and sonographic performance of vascular exams. Special emphasis will be placed on carotid exams, as well as venous and arterial exams of the extremities. Normal and disease processes of the vascular system will be discussed.

**DMS 2371 ADVANCED SONOGRAPHY**

*Prerequisite: (R) (W) DMS 1254 Abdominal Ultrasound, DMS 1274 Gynecological/Obstetrical Sonography*

1 CREDIT The student will identify normal and pathologic states of pediatric and vascular anatomy during ultrasonic examination. The student will identify and describe the normal/abnormal sonographic appearance of neonatal brains, neonatal surgical conditions and transcranial Doppler, as well as assess pertinent information from patients' histories and evaluate patients' pathologies.

## ECONOMICS

### ECON 1013 CONSUMER ECONOMICS

*Prerequisite:* (R) (M)

3 CREDITS Upon completion of this course, the student will be able to relate the principles of economics to the everyday problems facing the individual as a consumer. He/she will demonstrate the ability to determine the effect of inflation and government policy on family financial planning.

### ECON 1113 ECONOMIC DEVELOPMENT OF THE UNITED STATES

*Prerequisite:* (R) (W) (M)

3 CREDITS The student will examine and discuss the organization and evolution of the economic system of the United States as affected by agriculture, industry and commerce.

### ECON 2113 PRINCIPLES OF MACROECONOMICS

*Prerequisite:* (R) (W) (M)

3 CREDITS The student will apply macroeconomic theories in analyzing the concepts of supply and demand, national income, production, and the economic role of government.

### ECON 2123 PRINCIPLES OF MICROECONOMICS

*Prerequisite:* (R) (W) (M)

3 CREDITS The student will apply microeconomic theories in analyzing concepts by which business maximizes profit, consumers maximize satisfaction, government allocates goods and services, and international trade affects the domestic economy.

### ECON 2303 MONEY AND BANKING

*Prerequisite:* (R) (M), ECON 2113 or by Evaluation

3 CREDITS The student will discuss problems of economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios.

## ELECTRONICS

### ET 1000 SPECIAL TOPICS

*Prerequisite:* (R) (W) (M), Permission by Evaluation

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subjects not included in other electronics courses, but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

### ET 1014 D.C. / A.C. FUNDAMENTALS

*Prerequisite:* (R) (W) (M)

4 CREDITS The student will demonstrate a knowledge of principles by solving problems relating to both DC and AC in subjects such as resistive circuits, reactance, impedance, AC circuits and resonance. Laboratory applications are an integral part of this course.

### ET 1114 SOLID STATE CIRCUITS

*Prerequisite:* (R) (W) (M), ET 1014

4 CREDITS The student will discuss, demonstrate and solve problems relating to various solid state devices and associated circuits such as diodes, transistors, F.E.T.s, power supplies, filters, regulators, and amplifiers. Laboratory applications are an integral part of this course.

### \*ET 1124 DIGITAL LOGIC FUNDAMENTALS

*Prerequisite:* (R) (W) (M), ET 1014

4 CREDITS The student will demonstrate digital logic fundamentals by applying digital devices in a laboratory setting and by solving problems related to circuit theory, number systems, and Boolean algebra. Specific devices included are basic gates, combination logic, flip-flops and MSI devices.

### ET 1144 INDUSTRIAL ELECTRONICS

*Prerequisite:* (R) (W) (M)

4 CREDITS The student will demonstrate knowledge of basic industrial electronic principles and devices by solving problems and constructing lab experiments in subjects such as resistive circuits, Ohms law and power, series and parallel circuits, DC and AC circuits, solid state circuits and devices, and operational amplifiers. Common electronics test equipment will be used in the laboratory experiments to explore different electronic circuits and devices.

### ET 1223 DIGITAL ELECTRONICS

*Prerequisite:* (R) (W) (M)

3 CREDITS This course is an introductory digital electronics course. The student will analyze, construct, test and interface fundamental digital circuits including logic gates, combinational logic circuits, Flip-flops, counters, encoders and decoders, shift registers arithmetic circuits, digital to analog conversions, and analog to digital conversions. The student will also demonstrate a knowledge of numbering systems and integrated circuit specifications.

### ET 1544 ELECTRONICS SHOP PRACTICES

*Prerequisite:* (R) (W) (M), ET 1014

4 CREDITS The student will use hand tools to construct, solder and desolder electrical circuitry. In addition, the student will use electronic measuring instruments such as oscilloscopes, multimeters, and function generators to measure and record voltages, currents, frequencies, resistances and other circuit values.

### \*ET 1604 INTRODUCTION TO ELECTRONICS

*Prerequisite:* (R) (W) (M)

4 CREDITS The student will demonstrate the application of Ohm's Law, power, and the impedance formula and analyze basic solid state circuits. In addition, the student will construct and test voltage dividers and reactive circuits, as well as diode and transistor circuits, using various electronics test equipment.

### ET 2000 SPECIAL TOPICS

*Prerequisite:* (R) (W) (M), Permission by Evaluation

VARIABLE 1-6 CREDITS The student will demonstrate competencies with subjects not covered in other program courses. Each course will cover a specific topic and may be repeated with a change in content.

**ET 2014 CONTROL DEVICES**

*Prerequisite: (R) (W) (M), ET 1144*

4 CREDITS The student will discuss and demonstrate the characteristics of industrial control devices in the classroom and laboratory. Discussion will include the theory and operation of silicon controlled rectifiers, unijunction transistors, thyristors, operational amplifiers, thermocouples, servomechanisms, and photoelectric devices.

**ET 2024 COMMUNICATIONS SYSTEMS**

*Prerequisite: (R) (W) (M), ET 1144*

4 CREDITS The student will analyze electronic circuits associated with amplitude modulation, frequency modulation, transmission lines, antennas and fiber optics. Practical exercises will be performed in the electronics laboratory.

**ET 2032 INDUSTRIAL ELECTRICITY**

*Prerequisite: (R) (W) (M)*

2 CREDITS The student will learn and apply the fundamentals of industrial electricity such as motor phasing, conductor sizing, three-phase power, conduit bending, and the use of ladder diagrams and test equipment to meet acceptable codes and standards.

**ET 2044 ELECTROMECHANICAL DEVICES**

*Prerequisite: (R) (W) (M), ET 1144*

4 CREDITS The student will demonstrate problem maintenance and troubleshooting procedures on various types of electrical motors and electromechanical systems.

**ET 2124 CONTROL SYSTEMS**

*Prerequisite: (R) (W) (M)*

4 CREDITS The student will discuss and demonstrate the characteristics of an industrial control system consisting of transmitters, controllers, control valves, and transducers. Pneumatics and electronics components are emphasized in this course.

**ET 2214 MICROPROCESSOR INSTRUMENTATION**

*Prerequisite: (R) (W) (M), ET 1144*

4 CREDITS The student will demonstrate knowledge of microprocessor based microcontroller applications including input/output interfacing techniques, digital to analog conversions, analog to digital conversions, and basic sensor signal conditioning as related to the instrumentation industry.

**ET 2244 DATA COMMUNICATIONS**

*Prerequisite: (R) (W) (M), ET 1124*

4 CREDITS The student will describe digital data networks, buses, interfaces, data communications and data terminal equipment. Laboratory applications are an integral part of this course.

**ET 2320 CAREER EXPERIENCE**

*Prerequisite: (R), Twelve (12) credit hours of electronics and Permission by Evaluation*

VARIABLE 1-3 CREDITS The student will demonstrate the ability to work effectively, in a commercial setting, toward satisfying objectives prescribed by the instructor and the participating employer. Work objectives will be consistent with meaningful career learning experiences.

**ET 2334 DIGITAL LOGIC SYSTEMS**

*Prerequisite: (R) (W) (M), ET 1124*

4 CREDITS The student will apply digital fundamentals to the design of logic systems such as counters, arithmetic circuits, memory circuits, analog/digital converters, digital/analog converters, and microprocessors. The student will construct and verify proper operation of actual logic circuits.

**ET 2353 INSTRUMENTATION AND CONTROL I**

*Prerequisite: (R) (W) (M)*

3 CREDITS The student will discuss terminology and demonstrate system operations by proper measurement and control techniques of flow, pressure, temperature and level control within the system.

**ET 2363 INSTRUMENTATION AND CONTROL II**

*Prerequisite: (R) (W) (M), ET 2353*

3 CREDITS The student will discuss and demonstrate pneumatic logic components within a pneumatic system and integrate each component into a control loop.

**ET 2384 OPERATIONAL AMPLIFIERS**

*Prerequisite: (R) (W) (M)*

4 CREDITS The student will apply basic electronic principles to solve problems concerning operational amplifier specifications and applications in inverting and non-inverting amplifiers, summing circuits, differential amplifiers, integrators, differentiators, and other waveshaping circuits. This course also covers various types of power supply regulators and active filters. The student will construct and test circuits in the lab to meet specified operational parameters.

**ET 2632 ELECTRONICS PROJECT**

*Prerequisite: (R)*

2 CREDITS The student will demonstrate the knowledge and skills necessary to plan, construct, test, and document an electronics hardware and/or software project which meets accepted industry standards as set forth in manufacturer's data sheets.

**ET 2663 MICROCONTROLLER SYSTEMS**

*Prerequisite: (R) (W) (M), ET 1144*

3 CREDITS The student will use microcontrollers to interface with devices such as switches, light emitting diodes, motors, analog to digital devices and temperature transducers. In addition, programming will be an integral part of the curriculum. Laboratory exercises will allow the student to build, program and test a microcontroller system.

## EMERGENCY MEDICAL SCIENCES

**EMS 1000 SPECIAL TOPICS**

*Prerequisite: (R) (W)*

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other emergency medical technology courses, but which are beneficial in providing better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

### **EMS 1018 BASIC EMERGENCY MEDICAL TECHNOLOGY**

*Prerequisite: (R) (W)*

8 CREDITS The student will be able to do the following: describe the role of the Emergency Medical Technician in an emergency medical services system, perform patient assessment on patients with traumatic injuries and patients with medical emergencies, manage a multi-casualty incident including triage, correctly manage traumatic injuries to the body and its systems, as well as medical emergencies of varying types and causes, perform lifting and moving techniques and light extrication. Additionally, the student will describe current EMS law as it applies to the EMT. A field and hospital practicum are an integral part of the course, for which liability insurance, a student uniform, and a physical, including certain immunizations, are required.

### **EMS 1035 PARAMEDIC CARE I**

*Prerequisite: (R) (M), EMS 1018 or equivalent; pre- or corequisite: BIO 1314*

5 CREDITS The student will accurately describe the EMS Systems, roles & responsibilities, of the Paramedic within the system; summarize and interpret legal responsibilities according to federal, state and local laws and regulations; wellness, illness/injury prevention, ethics, therapeutic communications, lifespan development, history taking, techniques of physical examination, patient assessment, clinical decision making, communications, & documentation; evaluate their attitudes toward ethics, death and dying, professional interpersonal relationships, and crisis intervention; and complete orientation to advanced training practicum rotations. The student will define medical terms using roots, prefixes, and suffixes. A field and hospital clinical practicum are an integral part of the course. Liability insurance and a student uniform are required prior to clinical rotations.

### **EMS 1059 PARAMEDIC CARE II**

*Prerequisite: (R) (M), EMS 1018 or equivalent, BIO 1314; EMS 1035 or Permission of Instructor; pre- or co-requisite: BIO 1414*

9 CREDITS The student will accurately describe airway management/ventilation, venous access, trauma systems, mechanism of injury, hemorrhage & shock, soft tissue trauma, burns, head & facial trauma, spinal trauma, thoracic trauma, abdominal trauma, musculoskeletal trauma, & environmental conditions. The student will integrate fluid therapy and advanced airway care into correct management of the patient with respiratory disorders; and/or trauma to soft tissues, the central nervous system, and the musculoskeletal system. A field and hospital clinical practicum are an integral part of the course. Liability insurance and a student uniform are required prior to clinical rotations.

### **EMS 1113 ECG INTERPRETATION AND PROCEDURES**

*Prerequisite: BIO 1314*

3 CREDITS This course introduces the student to the basics of dysrhythmia interpretation, performance and interpretation of twelve lead ECG to allow the Paramedic to treat the patient with acute myocardial infarction, as well as reviews the anatomy and physiology of the cardiovascular system. This course includes both lecture and laboratory time in which the student may receive hands-on rhythm interpretation practice via use of oscilloscope and paper rhythm strips. The course is designed for paramedic students, graduate nurses, CCU monitor techs, or other healthcare providers with an interest or a need in improving or developing rhythm interpretation skills.

### **EMS 1123 PHARMACOLOGY**

*Prerequisite: (M), APPM 1313 or MATH 1513; pre- or corequisite BIO 1314*

3 CREDITS The student will summarize and correctly interpret the legal standards of drug therapy; identify and correctly interpret actions of emergency drugs; accurately calculate doses, dosage rates, and admixtures; choose correct drugs, doses and routes of administration for emergency patients based on indications, contraindications, standing orders, verbal orders and accepted prehospital care protocols; and demonstrate correct aseptic techniques in preparation and administration of drugs. Rec: BIO 1314

### **EMS 2013 EMS OPERATIONS**

*Prerequisite: (W), EMS 1018 or equivalent*

3 CREDITS The student will summarize and interpret legal responsibilities of safe ambulance operations in Oklahoma; evaluate psychological and physical factors affecting safe emergency vehicle operations. The student will discuss medical incident command, hazardous materials incidents, crime scene awareness, rescue awareness & operations. The student will demonstrate techniques for gaining access to the patient, disentanglement, patient movement, and preparation for transport; and recognize situations posing threats to patients, EMT's or bystanders and describe correct management of these situations.

### **EMS 2169 PARAMEDIC CARE III**

*Prerequisite: (W) (M), APPM 1313 OR 1513, EMS 1113, EMS 1123, BIO 1414, EMS 1059 or Permission of Instructor*

9 CREDITS The student will summarize and correctly interpret federal and state communications regulations; correctly interpret electrocardiograms; and integrate fluid therapy, advanced airway care and drug therapy in prehospital management of adult and geriatric patients experiencing pulmonary, cardiovascular, endocrinology, allergies & anaphylaxis, environmental, genitourinary, acute abdominal, hemorrhagic, substance abuse, and poisoning emergencies. A field and hospital clinical practicum are an integral part of the course. Liability insurance and a student uniform are required prior to clinical rotations.

### **EMS 2179 PARAMEDIC CARE IV**

*Prerequisite: (W) (M), EMS 1059, APPM 1313 OR 1513, EMS 1113, EMS 1123 BIO 1414; EMS 2169 or Permission by Instructor.*

9 CREDITS The student will analyze basic and advanced emergency management of adult and geriatric, abuse & assault, special challenges, acute intervention for chronic care patients, infectious & communicable diseases, toxicology, hematology, trauma and medical patients, and apply emergency management principles for neonatology, pediatric, obstetrical and gynecological patients, and patients experiencing behavioral & psychiatric disorders. The student will also present selected emergency patient case histories from clinical rotations, analyze systematic medical care, evaluate the medical care using accepted prehospital protocols, and conduct a research project. A field and hospital clinical practicum, as well as an internship, are integral parts of the course. Liability insurance and a student uniform are required prior to clinical rotations.

## **ENGINEERING**

### **ENGR 1213 ENGINEERING GRAPHICS & DESIGN**

*Prerequisite: (R) (W)*

3 CREDITS The student will use computational techniques and computer-aided drawing to create, analyze and graphically represent solutions to architectural and engineering problems, reflecting national, international and professional norms and standards. The student will be able to describe and demonstrate familiarity with the functions and responsibilities of research, manufacturing, construction and quality assurance involved in the solutions of a variety of engineering and architectural problems.

### **ENGR 2003 ENGINEERING PRACTICE I**

*Prerequisite: English 1213, English Composition II*

3 CREDITS Students are introduced to basic principles of a successful engineering enterprise including planning, design, production, risk management and evaluation. Students utilize business and project management principles to complete multi-disciplinary design experiences.



**\* ENGR 2103 INTERACTIVE ENGINEERING DESIGN GRAPHICS**

*Prerequisite: Corequisite: ENGR 1113, MATH 2103, MATH 2203 or Permission of Instructor*

3 CREDITS The student will demonstrate familiarity with visualization and modeling techniques used in product design and development for a variety of engineering problems. The student will utilize (1) the engineering language including terminology, graphics and standards (2) observation, visual perception and spatial visualization (3) computer-aided design systems including solid modeling.

**ENGR 2133 RIGID BODY MECHANICS**

*Prerequisite: (R) (W), PHYS 2014*

3 CREDITS The student will solve problems related to static equilibrium of rigid and deformable bodies and the motion of particles and rigid bodies. Kinetics and kinematics will be studied with the application of algebra, trigonometry, scalar and vector calculus.

**ENGR 2143 STRENGTH OF MATERIALS**

*Prerequisite: (R) (W), ENGR 2133*

3 CREDITS The student will solve problems related to determinate and elementary indeterminate structural analysis, stress and strain in elastic and elasto-plastic materials. Quantitative analysis will incorporate methods of scalar and vector calculus and vector algebra where appropriate.

**ENGR 2243 STATICS**

*Prerequisite: (R), (M) PHYS 2014*

3 CREDITS Students solve problems related to static equilibrium of particles and rigid bodies under the action of forces. Physical concepts of equilibrium and engineering applications are integrated with mathematical subjects of vector calculus, vector algebra and simultaneous algebraic equations.

**ENGR 2313 STRUCTURE AND PROPERTIES OF MATERIALS**

*Prerequisite: (R) (W), CHEM 1115 and concurrent enrollment in PHYS 2114*

3 CREDITS The student will solve problems related to the behavior of materials under serious conditions and environments in relation to atomic and molecular structure and bonding.

**ENGR 2333 THERMODYNAMICS**

*Prerequisite: (R) (W), PHYS 2014, CHEM 1115*

3 CREDITS The student will solve problems related to an understanding of the first and second laws of thermodynamics; ideal gases; mixtures of ideal gases; and power and refrigeration cycles. Quantitative analysis will incorporate methods of algebra and calculus where appropriate.

**ENGR 2343 FLUID MECHANICS**

*Prerequisite: Pre or Corequisite: (R) (W), ENGR 2133*

3 CREDITS The student will solve problems related to the statics and dynamics of fluid flow and apply Stokes, Eulers and Bernoulli equations to analyze the characteristics of fluid flow in open and closed pipes. Quantitative analysis will incorporate methods of algebra, trigonometry and calculus where appropriate.

**ENGR 2523 DYNAMICS**

*Prerequisite: (R)(W), ENGR 2243*

3 CREDITS Students solve problems related to accelerated motion of bodies. Kinetics and kinematics along with conservation of energy, momentum, and angular momentum are utilized to analyze the motion of both particles and rigid bodies with the application of algebra, trigonometry, and scalar and vector calculus.

**ENGR 2613 ELECTRICAL SCIENCE**

*Prerequisite: (R)(W), PHYS 2114*

3 CREDITS The student will analyze DC and AC circuits including three-phase circuits. Analysis techniques will include Kirchhoff's laws, Thevenin's Theorem and Norton's Theorem. Quantitative analysis will incorporate methods of algebra, trigonometry and calculus where appropriate.

## ENGLISH

**ENGL 1000 SPECIAL TOPICS**

*Prerequisite: (R) (W)*

VARIABLE 1-3 CREDITS The student will demonstrate competencies in subjects not covered in other specific courses in English (ENGL). Each course will cover a specific topic and may be repeated with a change in content.

**ENGL 1103 MULTICULTURAL ENGLISH COMPOSITION I**

*Prerequisite: (R) (W) Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.*

3 CREDITS Multicultural English Composition I for multicultural and international students who speak a second language. This course has the same requirements as ENGL 1113-English Composition I but is designed for multicultural and international students.

**\*ENGL 1113 ENGLISH COMPOSITION I**

*Prerequisite: (R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.*

3 CREDITS The student will write well-developed compositions which demonstrate the principles of unity, coherence and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions. GenEd Requirement

**ENGL 1203 BUSINESS ENGLISH**

*Prerequisite: (R) (W)*

3 CREDITS The student will be able to correctly apply rules of grammar, punctuation, sentence structure and paragraph development used in business communications and be able to differentiate between these rules and those for literary compositions.

**ENGL 1213 ENGLISH COMPOSITION II**

*Prerequisite: (R) (W), ENGL 1113 English Composition I taken within the last year, with strong encouragement for immediate continuation.*

3 CREDITS In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style. GenEd Requirement

**\*ENGL 1233 REPORT WRITING**

*Prerequisite: (R) (W), ENGL 1113 English Composition I*

3 CREDITS The student will improve composition skills by developing and constructing various types of reports based on a particular situation in his or her career field.

**ENGL 2000 CREATIVE WRITING**

*Prerequisite: (R) (W)*

VARIABLE 1-4 CREDITS Given basic instruction in skills associated with writing poetry, fiction, drama and non-fiction, the student will produce examples of the type of writing on which the instruction is focused. Credit is variable; with different content it may be repeated.

**ENGL 2103 HUMANITIES COMPOSITION**

*Prerequisite: (R) (W), ENGL 1213 English Composition II*

3 CREDITS The student will improve basic composition skills by constructing essays based on assignments in humanistic readings about the following: drama, art, music, literature, history and philosophy.

**ENGL 2110 READINGS**

*Prerequisite: (R) (W), ENGL 1113 English Composition I*

VARIABLE 1-3 CREDITS The student enrolled in this course will read various popular literary forms. The purpose of these readings will be to enhance the student's reading abilities as well as to enable him or her to develop lifetime reading habits.

**ENGL 2123 INTRODUCTION TO LITERATURE**

*Prerequisite: (R) (W), ENGL 1213 English Composition II*

3 CREDITS This course is a study of literary forms and genres, including short story, poetry, drama, and novels. Students will be introduced to literary terminology, critical theories, and a diversity of authors and literary styles. Through various assignments, written and/or oral, students will demonstrate their ability to analyze, evaluate and interpret literary forms. This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

**ENGL 2133 INTRODUCTION TO POETRY**

*Prerequisite: (R) (W), ENGL 1113 English Composition I*

3 CREDITS This course is a study of poetry as literary art with emphasis on understanding, recognizing, and appreciating poetic forms and techniques. Students will interpret, analyze, and evaluate poems from a variety of literary periods and cultures.

**ENGL 2323 THE SHAKESPEARE PLAYS**

*Prerequisite: (R), ENGL 1113 English Composition I*

3 CREDITS After reading, discussing, attending lectures and viewing commercially produced films of selected plays, the student will describe the role of these plays within the literary, historical and cultural context of the Renaissance.

**ENGL 2333 INTRODUCTION TO THE NOVEL**

*Prerequisite: (R), ENGL 1113 English Composition I*

3 CREDITS Students will read several novels from a variety of historical periods. After additional study of the different types and techniques of novels, the student will describe the common characteristics and the special features of this literary form.

**ENGL 2343 THE SHORT STORY**

*Prerequisite: (R), ENGL 1113 English Composition I*

3 CREDITS After reading and discussing a wide selection of story masterpieces and commentaries on those short stories, the student will be able to describe the historical and literary development of this literary form.

**ENGL 2353 NATIVE AMERICAN LITERATURE**

*Prerequisite: (R), ENGL 1113 English Composition I*

3 CREDITS Students will study the literary, historical, and traditional backgrounds of Native American cultures. After studying selected tribes and reading poems, short stories and novels by Native American authors, students will be able to describe the characteristics of Native American literature. Students, furthermore, will be able to explain the importance of Native American literature within the canon of non-Western world literature.

**ENGL 2363 AFRICAN-AMERICAN LITERATURE**

*Prerequisite: (R), ENGL 1113 English Composition I*

3 CREDITS Students will read literature from the African-American culture and demonstrate understanding of the culture and its literature through discussions and written work. The student will be able to construct appropriate written and/or oral statements concerning literary, historical, cultural, and philosophical movements of the African-American culture from pre-slavery to the present time.

**ENGL 2413 WOMEN IN LITERATURE**

*Prerequisite: ENGL 1213 English Composition II*

3 CREDITS After reviewing literature written by and about women of various times and places, students will examine and interpret values and attitudes from a variety of perspectives suggested by the readings. Lectures, discussions, and papers will emphasize relationships between social, political, and personal issues while making global connections, both historical and contemporary, and exploring the universality and variety of women's issues. This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

**ENGL 2423 WORLD LITERATURE TO 1700**

*Prerequisite: (R), ENGL 1113 English Composition I*

3 CREDITS Successful completion of the objectives of this course will enable the student to complete appropriate oral and/or written statements concerning literary, historical, cultural, and philosophical movements in western civilization from the time of the ancient world to the Renaissance.

**ENGL 2433 WORLD LITERATURE SINCE 1700**

*Prerequisite: (R), ENGL 1113 English Composition I*

3 CREDITS Successful completion of the objectives of this course will enable the student to complete appropriate oral and/or written statements concerning literary, historical, cultural, and philosophical movements in western civilization from the Neoclassical period to the late 20th century.

**ENGL 2543 ENGLISH LITERATURE TO 1798**

*Prerequisite: (R), ENGL 1113 English Composition I*

3 CREDITS Successful completion of this course will enable the student to construct appropriate oral and/or written statements concerning literary, historical, cultural, and philosophical movements from the Anglo-Saxon era up to approximately 1798.

**ENGL 2653 ENGLISH LITERATURE SINCE 1798**

*Prerequisite: (R), ENGL 1113 English Composition I*

3 CREDITS Successful completion of the tasks in this survey will enable the student to construct appropriate oral and/or written responses concerning literary, historical, cultural, and philosophical movements from the Romantic Age to the present time.

### **ENGL 2773 AMERICAN LITERATURE TO 1865**

*Prerequisite: Prerequisites: ENGL 1213 English Composition II*

3 CREDITS This course is a survey of American literature from the pre-Colonial Period to the Civil War. Students will study representative works that shaped the American literary tradition, placing them in their literary, historical, philosophical, and cultural contexts. In addition, students will examine common issues, conflicts, preoccupations, and themes found in the literary selections. This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

### **ENGL 2883 AMERICAN LITERATURE SINCE 1865**

*Prerequisite: Prerequisites: ENGL 1213 English Composition II*

3 CREDITS This course is a survey of American literature from the Civil War to the present time. Students will study representative works that shaped the American literary tradition, placing them in their literary, historical, philosophical, and cultural contexts. In addition, students will examine common issues, conflicts, preoccupations, and themes found in the literary selections. This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

## **ENGLISH AS A SECOND LANGUAGE**

### **ESL 0123 BEGINNING GRAMMAR**

*Prerequisite: None*

This course is designed for the beginning-level student with little or no previous knowledge of English. Through a gradual progression of reading, writing, speaking, and listening exercises and activities, the student will develop and refine English communication skills. Classroom activities will include role-play of situations students will be likely to encounter outside the classroom. Students will be encouraged to take an active role in the learning process and to apply newly acquired language skills creatively. Students will be encouraged to use the software and audiocassette support materials available for this course in the Communications Lab.

### **ESL 0213 INTERMEDIATE GRAMMAR**

*Prerequisite: Appropriate Score on a Skills Assessment Test*

This course is designed for the student who already has a working knowledge of English. The course allows the student to gradually shift from basic structures and conversational topics to more complex structures and academic topics. Through participation in a variety of activities including role-play and problem-solving, the student will demonstrate mastery of the vocabulary, structures, and functions covered. Practice activities are included in each of the four skill areas: listening, speaking, reading, and writing. Students will be encouraged to use the software and audiocassette support materials available for this course in the Communications Lab.

### **ESL 0343 TOEFL PREPARATION: READING**

*Prerequisite: None*

This course is designed for the intermediate to advanced-level student who desires to improve his or her score on the Test of English as a Foreign Language (TOEFL). The course will focus on increasing the student's comprehension of the complex passages found in the Reading Comprehension Section of the TOEFL. The student will practice finding information in dense texts, identifying main ideas, drawing logical inferences, and determining the meaning of vocabulary words in context. Although designed with the TOEFL examinee in mind, the drills and exercises in this class can be equally useful to the student who has other goals. Students will be encouraged to use the software available for this course in the Communications Lab.

### **ESL 0353 TOEFL PREPARATION: LISTENING AND STRUCTURE**

*Prerequisite: None*

3 CREDITS This course is designed for the intermediate to advanced level student who desires to improve his or her score on the Test of English as a Foreign Language (TOEFL). The student will increase his or her comprehension of the conversational patterns and idioms of spoken English tested in the Listening Comprehension Section of the TOEFL. The student will also improve his or her understanding of the grammatical patterns and structures of formal written English tested in the Structure and Written Expression Section of the TOEFL. Although designed with the TOEFL examinee in mind, the drills and exercises in this class can be equally useful to the student who has other goals. Students will be encouraged to use the software and audiocassette support materials available for this course in the language lab.

### **ESL 0413 ADVANCED LISTENING**

*Prerequisite: Appropriate Score on a Skills Assessment Test*

3 CREDITS This course is designed to develop the student's ability to comprehend and interpret aural information. The student will practice active listening skills and will develop comprehension abilities in a variety of discourse situations including natural conversations, media broadcasts, and classroom lectures. This course is organized around topics in American culture. Students will learn about and discuss the cultural values and traditions which have shaped and continue to shape American society. Students will be encouraged to converse with native speakers. Upon completion of the course, the student will demonstrate increased comprehension of aural information.

### **ESL 0423 ADVANCED READING**

*Prerequisite: Appropriate Score on a Skills Assessment Test*

3 CREDITS This course is designed for the student who wants to improve his/her ability to read English for academic purposes. Through a wide variety of practice activities and exercises, the student will develop and apply new reading skills and strategies. Emphasis will be placed upon developing the types of reading skills and vocabulary needed in an academic environment. Upon completion of the course, the student will demonstrate improvement in reading speed and comprehension.

### **ESL 0443 ADVANCED WRITING**

*Prerequisite: Appropriate Score on a Skills Assessment Test*

3 CREDITS This course is designed to prepare students to write in English for academic purposes. Through a wide variety of writing practice activities, students will develop the skills necessary for effective paragraph and essay writing. Students will learn how to generate and focus ideas, to support a thesis, and to revise and refine their work. Writing strategies and techniques covered will include brainstorming, free writing, drafting, and editing. Students will be expected to read, discuss, and respond to each other's ideas. The course will introduce rhetorical patterns used in essay writing such as compare/contrast and persuasion.

### **ESL 0463 ADVANCED SPEAKING**

*Prerequisite: Appropriate Score on a Skills Assessment Test*

This course is designed to increase the student's ability and confidence as an effective communicator in English. Students will practice the advanced communications skills necessary for success in academic and professional situations. Challenging speaking tasks assigned will include discussion, debate, recitation, public speaking, and the creation of dialogues and skits for in-class performance. Aspects of pronunciation will be covered as needed to improve the student's overall comprehensibility. Upon completion of the course, the student will demonstrate increased oral fluency and accuracy.

### **ESL 0473 PRONUNCIATION**

*Prerequisite: Appropriate Score on a Skills Assessment Test*

3 CREDITS Through a variety of systematic and sequential practice activities, the student will learn to integrate English sounds, stress, rhythm, and intonation into clear, fluent speech. Students will practice and develop skills for a wide variety of speech acts including natural conversation and oral presentation. Upon completion of the course, the student will demonstrate improvement in intelligibility, fluency, and accuracy in articulating English.

### **ESL 0640 SPECIAL TOPICS IN ENGLISH AS A SECOND LANGUAGE**

*Prerequisite: None*

VARIABLE 1-3 CREDITS The student will demonstrate competencies in specific areas of English as a Second Language study which are not covered in other English as a Second Language courses. The course can be repeated either with a change in course content or by recommendation of the instructor

## **ENTERPRISE COMMUNICATION SYSTEMS**

### **ECS 1000 SPECIAL TOPICS**

*Prerequisite: (R) (W) (M)*

1-4 CREDITS Students demonstrate specific competencies in subjects not included in Enterprise Communication Systems courses but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

### **ECS 1022 INTRODUCTION TO ENTERPRISE COMMUNICATION SYSTEMS**

*Prerequisite: (R), (W), (M)*

2 CREDITS Students demonstrate basic competencies in network services, modems, and access devices, the Internet, convergence and wireless services. Students demonstrate knowledge of the history of telecommunications, the public network and the Local Competition and the Telecommunications Act as it relates to the workforce requirements of network technicians and administrators.

### **ECS 1054 BASIC WEB DESIGN ELEMENTS**

*Prerequisite: (R), (W), (M)*

4 CREDITS Students develop competencies in web design, basic web page design principles; file formats for creating web pages, accessibility, usability, and site management skills. Student demonstrate the ability to create basic HTML code, vector and bitmap graphics, SWF and GIF animations, animations with DHTML and images for web pages that include interactive elements and Cascading Style Sheets. In addition, students use web development tools to build a course project website.

### **ECS 1214 PC HARDWARE AND SOFTWARE**

*Prerequisite: (R), (W), (M)*

4 CREDITS Students develop an understanding of emerging information technology and data communications. Students demonstrate, in a laboratory setting, knowledge of the necessary skills of building a computer, installing the operating systems, adding peripherals, and connecting the computer to a local-area network as well as the Internet.

### **ECS 1233 OPERATING SYSTEMS**

*Prerequisite: (R), (W), (M)*

3 CREDITS Students will develop an understanding of various operating systems and demonstrate competencies in installing and operating various computer systems, the Internet and telephone applications-programming interface.

### **ECS 1253 BEGINNING SOLARIS**

*Prerequisite: (R), (W), (M)*

3 CREDITS Students develop competencies in various operating command systems that include UNIX operating system commands, Solaris operating environment commands and Common Desktop Environments. Students demonstrate an understanding of fundamental command-line features of the operating environment including file system navigation, file permission, the VI text editor, and command shells.

### **ECS 1273 BASIC JAVA ELEMENTS**

*Prerequisite: (R), (W), (M)*

3 CREDITS Students develop competencies in JAVA concerning basic programming with the conceptual understanding of object-oriented programming. Students identify JAVA language's object-oriented techniques to solve business problems and to create classes, object, and applications.

### **ECS 1314 NETWORKING FUNDAMENTALS**

*Prerequisite: (R), (W), (M)*

4 CREDITS Students demonstrate specified competencies in various routers, switches, cable analyzers, smart remotes, and cable meters. Students demonstrate knowledge of the OSI reference model, the basics of network layout and function, and the elements of TCP/IP. Students will also set up and configure a local area network.

### **ECS 1334 ROUTING TECHNOLOGIES**

*Prerequisite: ECS 1314 Networking Fundamentals*

4 CREDITS Students demonstrate specified competencies with router switching technologies, beginning router and switching configurations and network management. Basic router configurations will be emphasized using the routing information protocol. Students configure addresses, host names, telnet procedures, IP rases, Ethernet MAC addresses, serial port addresses, router commands, router troubleshooting, password recovery, and make physical connections at various ports.

### **ECS 2000 SPECIAL TOPICS**

*Prerequisite: (R), (W), (M)*

1-4 CREDITS Students demonstrate specified advanced competencies in subjects not included in other Enterprise Communication Systems courses but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

### **ECS 2224 NETWORK OPERATING SYSTEMS**

*Prerequisite: ECS 1214 PC Hardware and Software*

4 CREDITS Students identify multi-user, multi-tasking network operating systems. LINUX, Windows 2000, NT, and XP networking operating systems will be covered. Students explore a variety of topics including installation procedures, security issues, back-up procedures, remote access and administration of Microsoft and Unix-based network operating systems.

### **ECS 2272 ADVANCED JAVA ELEMENTS**

*Prerequisite: ECS 1273 Basic Java Elements*

2 CREDITS Students develop competencies and demonstrate an understanding in classes and inheritance, Arrays, packages, creating GUI applications using AWT, creating applets and graphics, exceptions, streams and stream output, utility classes and threads.

### **ECS 2334 ADVANCED ROUTING AND SWITCHING**

*Prerequisite:* ECS 1334 Routing Technologies

4 CREDITS Students demonstrate specified competencies in advanced routing and switching technologies and network management. Students demonstrate an understanding of virtual LANS, data-link layer network addressing, simple network management protocols, interior gateway routing protocol, enhanced interior gateway protocol, classless IP and wide area networking.

### **ECS 2354 ADVANCED SOLARIS**

*Prerequisite:* ECS 1253 Beginning Solaris

4 CREDITS Students develop advanced competencies in Solaris through implementing internetworking connectivity, systems, services, and security using the tools and features specific to Solaris. Students will demonstrate the ability to identify a variety of characteristics, commands and features specific to Solaris.

### **ECS 2364 ADVANCED NETWORK & DESIGN MANAGERMENTS**

*Prerequisite:* ECS 2334 Advanced Routing & Switching

4 CREDITS Students demonstrate specified competencies in project-based experimental activity and network design. Students demonstrate knowledge in trends and developments in the field of networking. The student will work with a Professional Network/WAN design tool to complete a 12,000 Ethernet host design project.

### **ECS 2414 BUILDING SCALABLE NETWORKS**

*Prerequisite:* ECS 2364 Advanced Network & Design Management or CCNA certification

R CREDITS Students demonstrate the implementation of OSPF, EIGRP, BGP, Route Redistribution, NAT, Easy IP, Route Optimization, and Security utilizing Lock-and-Key, Reflexive, and Context-Based Access Control access lists.

### **ECS 2434 BUILDING REMOTE ACCESS NETWORKING**

*Prerequisite:* ECS 2414 Building Scalable Networks

4 CREDITS Students build remote access networks. Students implement remote technologies in asynchronous modem dial-up, ISDN, X.25, frame relay, T1 and address security concerns utilizing PAP, CHAP, and Secure AAA.

### **ECS 2454 BUILDING MULTILAYER SWITCHED NETWORKS**

*Prerequisite:* ECS 2434 Building Remote Access Networks

4 CREDITS Students develop competencies to design and implement a multi-layer switched network utilizing routers. Through hands on lab activities, students demonstrate the ability to optimize routing, ensure network availability, and provide for multi-cast applications.

### **ECS 2474 INTERNETWORK TROUBLESHOOTING**

*Prerequisite:* ECS 2454 Building Multi-layer Switched Networks

4 CREDITS Students learn to troubleshoot an environment that uses routers and switches for multi-protocol client hosts and servers. Students develop competencies to use configuration examples to demonstrate management and troubleshooting techniques for numerous LAN and WAN designs. Students also demonstrate the ability to identify tools used to trouble shoot the most common networking environments in use today.

### **ECS 2514 FUNDAMENTALS OF NETWORK ROUTER SECURITY**

*Prerequisite:* ECS 2364 Advanced Network & Design Management or CCNA certification

4 CREDITS Students learn the overall security processes of basic networks and demonstrate these skills in the following areas through hands-on projects: Security policy design and management, Security technologies, products and solutions, Firewall and secure router design, installation, configuration, maintenance and management, AAA implementation using routers, Intrusion detection (IDS) implementation using routers, and VPN implementation using routers.

### **ECS 2534 FUNDAMENTALS OF NETWORK SECURITY FOR PIX FW**

*Prerequisite:* ECS 2364 Advanced Network & Design Management or CCNA certification

4 CREDITS Students learn basic security processes dealing with network firewalls. Students demonstrate skills in Security policy design and management of firewalls, Security technologies, products and solutions associated with firewalls, Firewall and secure router design, installation, configuration, maintenance and management of firewalls. Additional areas are: AAA implementation using routers and firewalls, Intrusion detection (IDS) implementation using routers and firewalls, VPN implementation using routers and firewalls.

### **ECS 2554 FUNDAMENTALS OF WIRELESS LANS**

*Prerequisite:* ECS 2364 Advanced Network & Design Management or CCNA certification

4 CREDITS Students design, plan, implement, operate and troubleshoot wireless LANs. Students demonstrate comprehension of wireless LANs through a variety of hands-on projects and laboratory simulations. Special projects will cover: setting up and troubleshooting various wireless LANs technologies and products, providing solutions, completing site surveys and resilient WLAN designs, installation and configuration of various wireless networks, performing WLAN security diagnostics and developing vendor interoperability strategies.

## **FILM AND VIDEO PRODUCTION**

### **FVP 1000 SPECIAL TOPICS IN FILM TECHNOLOGY**

*Prerequisite:* None

Variable 1-3 CREDITS The student will demonstrate specified competencies in subjects not included in other film and video production courses but which will benefit students wanting additional training. Each course will cover a specific topic and may be repeated with a change in content.

### **FVP 1133 PRODUCTION DESIGN**

*Prerequisite:* (R)

3 CREDITS The student will demonstrate an understanding of location design, exterior and interior art direction and construction, stage sets, props, signage, costume and set decoration, makeup, and hair dressing.

### **FVP 1214 CINEMATOGRAPHY I**

*Prerequisite:* (R)

4 CREDITS Students will be introduced to the equipment and technical aspects used for films and television. They will demonstrate an understanding of terms and procedures in selecting equipment for specific scenes. They will demonstrate a basic understanding of how to use lights, sound and camera devices. They will demonstrate a technical understanding of the workflow utilized in preproduction, production and post production process of motion pictures. Laboratory experience is a required component of this course.

**FVP 1713 SCREENWRITING**

*Prerequisite: (R), (W), or by Evaluation*

3 CREDITS Students will be given basic instruction in the skills of writing and analyzing screenplays. Students will produce examples of the type of writing on which the instruction is focused. This course will include the analytical breakdown of screenplay elements through script analysis of feature-length screenplays and short-form screenplays. Students will synthesize their knowledge and skills learned in class, and problem-solve by writing "coverage" of student class projects--and by writing multiple short-form screenplays, culminating in a screenplay for a Capstone Project. They will also create a step-outline for a feature-length motion picture.

**FVP 2000 SPECIAL TOPICS IN FILM TECHNOLOGY**

*Prerequisite: 6 hours of Film and Video Production courses or by Evaluation*

Variable 1-3 CREDITS The student will demonstrate specified competencies in subjects not included in other film and video production courses but which will benefit students wanting advanced training. Each course will cover a specific topic and may be repeated with a change in content.

**FVP 2123 FILM PRODUCTION AND BUSINESS**

*Prerequisite: (R), (W), (M)*

3 CREDITS Students will study the film-making process from concept to completion with special emphasis on the relationship between key staff members such as the producers, editors, directors, and cinematographers. They will demonstrate a basic understanding of film production technology and terminology. They will also analyze publicity, marketing techniques and materials, distribution plans, contracts, labor relations, business plans, copyright, chain of title, and negotiating with management and representation. As part of this course students will develop an entire plan for the production of a film which may become their Capstone project. The plan will include the selection of a script, a detailed schedule, budget, and possible contracts for staff and talent.

**FVP 2153 SCREENPLAY INTERPRETATION**

*Prerequisite: (R), FVP 1214, FVP 2323 or by Evaluation*

3 CREDITS Students will learn the form and function of the basic motion picture screenplay through the analytical breakdown of film elements from the perspective of selected labor craft categories. Students will demonstrate their ability to apply learned craft skills to interpret the suggested imagery of the screenwriter by applying useful, creative and technical contributions in the production of screenplay into filmmaking projects.

**FVP 2214 CINEMATOGRAPHY II**

*Prerequisite: FVP 1214 or by Evaluation*

4 CREDITS Students will be introduced to the composition of film and television. They will demonstrate an understanding of picture and sound techniques to produce a meaningful and cohesive visual and aural story. They will demonstrate a basic understanding of utilizing lights, sound and camera locations and movements relative to the visual and aural story. Laboratory experience is a required component of this course.

**FVP 2253 FILM SOUND**

*Prerequisite: (R)*

3 CREDITS Students will demonstrate the use of microphones, microphone placement, sound enhancements, volume, and the recording techniques used on location and in a studio. They will produce a full sound mix, including dialogue, score, source music, sound effects, and a variety of digital technologies.

**FVP 2263 AMERICAN CINEMA**

*Prerequisite: ENGL 1113 or by evaluation*

3 CREDITS The focus in this course will be on these film topics: history and development, the studio system, economic structure, technical and critical vocabulary, style, the star, genres, themes, and audience. Instructional films and readings will enable the student to understand each of these topics; furthermore, the student will view several classic and contemporary American films to exemplify and clarify cinematic techniques and concepts. The student will become able to think and write critically about film and its role in American culture.

**FVP 2273 DOCUMENTARY FILMMAKING**

*Prerequisite: FVP 1214 and FVP 2323, or by Evaluation*

3 CREDITS Students will analyze the techniques and resources for the successful development and completion of filmed documentary productions. They will examine the duties of the documentary filmmaker from the perspective of the various craft categories. Students will synthesize their knowledge and skills learned in class, and problem-solve by producing examples of the type of filmmaking on which the instruction is focused.

**FVP 2314 CINEMATOGRAPHY III**

*Prerequisite: FVP 2214 or by Evaluation*

4 CREDITS Students will be introduced to the special effects technology of match movement. They will demonstrate an understanding of the knowledge and skills to track a camera's movement in three-dimensional space so a virtual camera can be reproduced by computer software. They will demonstrate an understanding of three-dimensional match moving tools to extrapolate three-dimensional information from two-dimensional photography. Laboratory experience is a required component of this course.

**FVP 2323 FILM EDITING AND DIGITAL EFFECTS I**

*Prerequisite: (R), by Evaluation*

3 CREDITS Students will learn the digital environment of the non-linear AVID editing system, mastering the basics of multiple video and audio tracks, scenes assembly, time line structure and maintenance. Basic transitions such as dissolves, fades, wipes, and others will be introduced. Students will learn the process of commercial digital film editing and become familiar with story line and plot development through basic post-production techniques of picture and sound juxtaposition. Students will also be introduced to the mechanics and methods of digital effects. They will demonstrate a proficiency in the manipulation of single images, resulting in digitally enhanced composite shots and scenes.

**FVP 2423 FILM EDITING AND DIGITAL EFFECTS II**

*Prerequisite: FVP 2323 or by Evaluation*

3 CREDITS Students will master the visual and aural forces that make the film an expressive means of communication utilizing the digital medium of the intermediate level AVID non-linear editing system. Students will demonstrate proficiency in construction of film sequences, interrelationships of the various film elements, editorial theory and practices that affect the overall aesthetics of recorded storytelling. They will additionally study the arena of digital effects and various non-linear after-market effects palettes.

**FVP 2453 FILM SOUND EDITING**

*Prerequisite: (R), FVP 2253*

3 CREDITS Students will master the aural forces that make film an expressive means of communication utilizing the digital medium of the intermediate ProTools non-linear sound editing system. Students will demonstrate proficiency in construction of sound sequences, interrelationships of the various sound track elements, sound design, foley and editorial theory that affect the overall aural aesthetics of recorded music and effects in film storytelling.

### **FVP 2613 FILM OR VIDEO INTERNSHIP**

*Prerequisite: 6 hours of Film and Video Production courses or by Evaluation*

Variable 1-3 CREDITS Students will work on the production of student films, or they will be placed in a professional setting that will require them to use their workplace skills through a supervised practical experience in support of film or video projects. The course may be repeated to a maximum of 6 credit hours with the consent of the instructor.

### **FVP 2623 DIRECTING**

*Prerequisite: (R), FVP 1214, or by Evaluation*

3 CREDITS Students will analyze the techniques and resources used in modern film directing. They will learn the director's responsibilities in script development, pre-production, production, and post-production. They will learn how a director assesses and integrates the individual contributions of the various film crafts into a production. They will learn how to work with actors in casting sessions and on the set. They will be given practical, hands-on experience in directing by the completion of directing assignments and projects. Students will be divided into teams to work on directing assignments outside of class for later presentation in class, as well as presentations of edited assignments. Each team will be responsible for "casting" the acting talent required for those assignments. Some additional time outside of class will be required for the editing of projects.

### **FVP 2713 CAPSTONE PROJECT**

*Prerequisite: All required Major FVP courses, computer proficiency, and by Evaluation*

3 CREDITS In groups, students will produce a short 10 to 20 minute, completely edited, finished film, demonstrating their mastery of the various film craft categories and the entire film making process. In some cases, students may work on a professional production in a capacity which demonstrates the skills they have learned.

## **FINANCE**

### **FIN 1000 SPECIAL TOPICS**

*Prerequisite: (R) (W) (M)*

1-4 CREDITS This is a study of variety of topics in which the student will be exposed to such topics as preparing for a career in the financial services industry, assessing the job market, etc. The course may be repeated with a change of topic.

### **FIN 1013 PERSONAL FINANCE**

*Prerequisite: (R) (W) (M)*

3 CREDITS The student will solve problems involved in personal finance, including budgeting, borrowing, charge accounts, installment buying, insurance, savings, social security, home ownership, banking services, taxes, wills and estates. He or she will demonstrate mastery of these problems by applying the techniques involved to simulated personal finance problems.

### **FIN 2023 INTRODUCTION TO BUSINESS FINANCE**

*Prerequisite: (R) (W) (M), ACCT 2113*

3 CREDITS The student will study the basic concepts essential to the management of business finances and apply these concepts to problems involving financial planning, capital investments, budgeting, time value of money and financial decision making.

### **FIN 2033 FUNDAMENTALS OF INVESTMENTS**

*Prerequisite: (R) (W) (M)*

3 CREDITS The student will examine the basic concepts of investing, methods for evaluating risk, and types of investments. The fundamental concepts will be applied to establishment of investment goals, portfolio creation and management, and determining the effects of government regulation.

### **FIN 2123 SECURITIES AND INSURANCE LICENSING**

*Prerequisite: (R) (W) (M), INS 1123*

3 CREDITS The student will demonstrate understanding of the legal, ethical, and theoretical environment of the securities and insurance industry. The student will demonstrate competencies in mutual fund and variable insurance products. This includes an overview of laws set forth in the Uniform Securities Act, covering state licensing and registration requirements.

### **FIN 2500 FINANCIAL SERVICES INTERNSHIP**

*Prerequisite: (R) (W) (M), FIN 1013*

1-6 CREDITS The course will assist students in earning academic credit in a planned process that integrates academic preparation with supervised work experience. Students will work in an approved financial services environment with cooperating employers for a specified period of time, and will attend arranged lectures relating to a variety of financial services topics. This course may be repeated to a maximum of nine credit hours with the permission of the instructor.

## **FRENCH**

### **FREN 1000 SPECIAL TOPICS IN FRENCH**

*Prerequisite: (R) (W)*

1-6 CREDITS The student will demonstrate competencies not covered in other French language courses. Each course will concentrate on a particular aspect of language and culture. Credit is variable, and with different content, may be repeated for up to 6 credits.

### **FREN 1010 CONVERSATIONAL FRENCH I**

*Prerequisite: (R) (W)*

1-4 CREDITS The beginning student will develop oral communication skills through intensive practice in French with a focus on listening and speaking activities. The student will be able to function in French on topics of everyday life. Credit is variable and, with different content, may be repeated for up to 4 credits.

### **FREN 1115 ELEMENTARY FRENCH I**

*Prerequisite: (R) (W)*

5 CREDITS The beginning student will acquire fundamental proficiency in understanding, speaking, reading, and writing French. The student will also explore important aspects of French and Francophone culture. Laboratory experience is an integral part of the course.

### **FREN 1120 CONVERSATIONAL FRENCH II**

*Prerequisite: (R) (W), FREN 1010 or FREN 1115 or by Evaluation*

1-4 CREDITS The student will further develop oral communication skills through intensive practice in French with a focus on listening and speaking activities. The student will be able to function in French in a variety of situations. Credit is variable and, with different content, may be repeated for up to 4 credits.

### **FREN 1225 ELEMENTARY FRENCH II**

*Prerequisite: (R) (W), FREN 1115 or by Evaluation*

5 CREDITS A continuation of FREN 1115. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing French. The student will continue to explore significant aspects of French and Francophone culture. Laboratory experience is an integral part of the course. Satisfactory completion of this course confirms that a student has demonstrated competency in a foreign language at the novice-high level on the ACTFL scale.

### **FREN 2113 INTERMEDIATE FRENCH I**

*Prerequisite: (R) (W), FREN 1225 or by Evaluation*

3 CREDITS The student will demonstrate proficiency in understanding, speaking, reading, and writing French at the intermediate level. The student will read a variety of French texts, using them as a basis for conversation and composition in French and will begin a systematic review of French grammar. The class is taught in French.

### **FREN 2223 INTERMEDIATE FRENCH II**

*Prerequisite: (R) (W), FREN 2113 or by Evaluation*

3 CREDITS A continuation of FREN 2113. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing French at the intermediate level. The student will read short literary texts and use them as a basis for discussions and compositions in French and will complete a systematic review of French grammar. The class is taught in French.

## **GEOGRAPHY**

### **GEOG 2603 WORLD REGIONAL GEOGRAPHY**

*Prerequisite: (R)*

3 CREDITS The student will examine the world's major cultural regions and determine the relationship between the physical environment and economic, social and political conditions.

## **GEOLOGY**

### **GEOL 1063 EARTH SCIENCE**

*Prerequisite: (R) (W) (M)*

3 CREDITS Students will demonstrate their understanding of an overview of the earth sciences. The student will study the areas of astronomy, meteorology, climatology and oceanography, with the major concentration on the study of geologic principles. GenEd Requirement

### **†GEOL 1064 EARTH SCIENCE**

*Prerequisite: (R) (W) (M)*

4 CREDITS Students will demonstrate their understanding of an overview of the earth sciences. The student will study the areas of astronomy, meteorology, climatology and oceanography, with the major concentration on the study of geologic principles. Laboratory work is an integral part of the course. GenEd Requirement

### **†GEOL 1114 GENERAL GEOLOGY**

*Prerequisite: (R) (W) (M)*

4 CREDITS Students will describe theories of the earth's formation, its composition and structure and the processes which change the earth's surface. Laboratory work and field trips are an integral part of the course. GenEd Requirement

## **GERMAN**

### **GRMN 1000 SPECIAL TOPICS**

*Prerequisite: (R) (W)*

VARIABLE 1-3 CREDITS The student will demonstrate competencies not covered in other German language courses. Each course will concentrate on a specific language skill such as Conversational or Traveller's German. The course may be repeated with a change in subject matter.

### **GRMN 1010 CONVERSATIONAL GERMAN I**

*Prerequisite: (R) (W)*

1-4 CREDITS The beginning student will develop oral communication skills through intensive practice in German with a focus on listening and speaking activities. The student will be able to function in German on topics of everyday life. Credit is variable and, with different content, may be repeated for up to 4 credits.

### **GRMN 1115 ELEMENTARY GERMAN I**

*Prerequisite: (R) (W)*

5 CREDITS The beginning student will acquire fundamental proficiency in the pronunciation, grammar, reading, speaking, and writing of German. The student will also explore certain aspects of German culture. Laboratory experience is an integral part of the course.

### **GRMN 1120 CONVERSATIONAL GERMAN II**

*Prerequisite: (R) (W), GRMN 1010 or GRMN 1115*

1-4 CREDITS The student will further develop oral communication skills through intensive practice in German with a focus on listening and speaking activities. The student will be able to function in German in a variety of situations. Credit is variable and, with different content, may be repeated for up to 4 credits.

### **GRMN 1225 ELEMENTARY GERMAN II**

*Prerequisite: (R) (W), GRMN 1115*

5 CREDITS A continuation of GRMN 1115. The student will demonstrate increased proficiency in the fundamentals of German grammar, oral communication, as well as in reading and writing skills. The student will continue to explore selected aspects of German culture. Laboratory experience is an integral part of the course.

### **GRMN 2113 INTERMEDIATE GERMAN I**

*Prerequisite: (R) (W), GRMN 1225*

3 CREDITS The student will read a variety of German texts, using them as a basis for conversation and short compositions in German. The readings will be accompanied by a review and enrichment of the student's knowledge of German grammar.



## **GRMN 2223 INTERMEDIATE GERMAN II**

*Prerequisite:* (R) (W), GRMN 2113

3 CREDITS A continuation of GRMN 2113. The student will read more advanced German texts, using them as a basis for discussions and literary compositions in German. Grammar review and enrichment are an ongoing part of the course.

## **GRAPHIC COMMUNICATIONS**

### **\* GCOM 1000 SPECIAL TOPICS IN GRAPHIC COMMUNICATIONS**

*Prerequisite:* (R)

VARIABLE 1-6 CREDITS Students will develop skills and demonstrate competencies in topics not covered in other Graphic Communication courses. A specific topic is designated for each offering. This course may be repeated with a change in subject matter.

### **GCOM 1023 INTRODUCTION TO GRAPHIC DESIGN**

*Prerequisite:* (R)

3 CREDITS This course is an introduction to the principles of design, terminology, typography, and the design process. Students will indicate an understanding of the design and print process, the use of emphasis, contrast, balance, alignment, repetition, flow, color and typography through the successful completion of assigned projects.

### **\*GCOM 1053 ELECTRONIC PUBLISHING: INDESIGN I**

*Prerequisite:* (R)

3 CREDITS Students will demonstrate proficiency in using the Macintosh computer in the production of various types of printed material. In addition, they will demonstrate skills in specifying typography, importing photos and artwork into documents, the application of design principles, and preparing documents for the commercial printing process.

### **\*GCOM 1133 INTRODUCTION TO MACINTOSH**

*Prerequisite:* (R)

3 CREDITS The student will demonstrate a working knowledge of creating documents and folders and filing them in the current operating system, networking, accessing the internet, and producing basic documents using several graphic arts software programs.

### **\*† GCOM 1143 BLACK AND WHITE PHOTOGRAPHY I**

*Prerequisite:* (R)

3 CREDITS The student will demonstrate basic 35mm camera operations as well as black and white film processing and printing. The student will demonstrate knowledge of basic principles of photography, use of various lenses, filters and exposure manipulation in photo development and printing.

### **GCOM 1153 DIGITAL PHOTOGRAPHY**

*Prerequisite:* (R)

The student will demonstrate proficiency in using digital cameras and will produce color and black and white images which demonstrate a knowledge of basic principals of composition. Students will also demonstrate the ability to use the software program Adobe Photoshop to enhance, retouch, resize, format and store their digital images for use in printing and on the web.

### **\* GCOM 1173 COMPUTER DRAWING: FREEHAND**

*Prerequisite:* (R)

3 CREDITS Students will demonstrate knowledge of vector illustration techniques using Macromedia Freehand software. Students will also create and edit graphic objects and type, select various menu commands, and use keyboard shortcuts.

### **\*GCOM 1183 COMPUTER DRAWING: ILLUSTRATOR**

*Prerequisite:* (R)

3 CREDITS The student will demonstrate knowledge of vector illustration techniques using Adobe Illustrator software. The student will also create and edit graphic objects and type, select various menu commands, and use keyboard shortcuts.

### **\*GCOM 1223 ADVERTISING LAYOUT**

*Prerequisite:* (R), GCOM 1053

3 CREDITS Students will demonstrate, by tests and performance, the ability to make effective advertising layouts which meet industry standards. Students will demonstrate effective use of color, dominant and subordinate elements, typography, and production skills in their designs.

### **GCOM 2000 INTERNSHIP**

*Prerequisite:* (R), by Evaluation

VARIABLE 1-6 CREDITS The student will work in a real graphic arts environment. The student will be instructed by a qualified graphic artist in a work situation and will produce printable assignments using current technology. This course may be repeated to a maximum of nine credit hours with the permission of the instructor.

### **\*GCOM 2053 ELECTRONIC PUBLISHING: INDESIGN II**

*Prerequisite:* (R), GCOM 1053 or by Evaluation

3 CREDITS The student will demonstrate proficiency using advanced functions and commands of electronic desktop publishing. This will include libraries, master pages, color separation, prepress document preparation, working with graphic files, and templates.

### **GCOM 2100 ADVANCED SPECIAL TOPICS**

*Prerequisite:* (R), Any 1000-level GCOM course or by Evaluation

VARIABLE 1-3 CREDITS Students will demonstrate competencies in advanced topics not covered in other Graphic Communication courses. A specific topic is designated for each offering. This course may be repeated with a change of subject matter.

### **GCOM 2143 PHOTO LIGHTING**

*Prerequisite:* (R), GCOM 1143 or by Evaluation

3 CREDITS The student will demonstrate proficiency in photographic lighting through projects which demonstrate basic lighting techniques on people and objects using studio lighting and electronic flash.

### **GCOM 2153 DIGITAL PHOTOGRAPHY II**

*Prerequisite:* (R), GCOM 1153 or by Evaluation

3 CREDITS The student will demonstrate knowledge of DSLR camera operations, exposure, exposure controls, lenses, depth of field, shutter speeds, existing lighting, and basic lighting techniques using studio lighting and electronic flash. Student proficiency will be indicated by successful completion of projects and the development of a one-person exhibit or portfolio.

**GCOM 2163 PHOTOJOURNALISM**

*Prerequisite: (R), GCOM 1153, GCOM 2153 or by Evaluation*

3 CREDITS The student will demonstrate the skills used in publication photography. These skills include knowledge of equipment, special lighting, compositional techniques, and publication requirements used in photographing news events and photo essays. Student proficiency will be indicated by successful completion of projects and the development of a one-person exhibit or portfolio

**† GCOM 2243 BLACK AND WHITE PHOTOGRAPHY II**

*Prerequisite: (R), GCOM 1143 or by Evaluation*

3 CREDITS The student will demonstrate advanced composition techniques for portrait, architectural, still life, scenic, night and small object photography subjects. Proficiency will be demonstrated by development of a one-person exhibit or portfolio.

**GCOM 2253 ADVERTISING PHOTOGRAPHY**

*Prerequisite: (R), GCOM 1153, GCOM 2153 or by Evaluation*

3 CREDITS The student will demonstrate the skills used in catalog and advertising photography. These skills include knowledge of equipment, special lighting, and compositional techniques used in the studio and on location. Student proficiency will be indicated by successful completion of projects and the development of a one-person exhibit or portfolio.

**\* GCOM 2323 PUBLICATION DESIGN**

*Prerequisite: (R), GCOM 1053 or by Evaluation*

3 CREDITS Upon completion of the course the student will demonstrate knowledge of the elements of newsletter and magazine design. The student will produce a four-page newsletter. The student will also produce a magazine cover, table of contents page(s), masthead, and departmental page designs. The work will be performed on a Macintosh computer using a desktop publishing program.

**\*GCOM 2353 APPLIED GRAPHIC ART**

*Prerequisite: (R), GCOM 1053 and GCOM 1223*

3 CREDITS The student will apply skills learned in previous classes to produce real projects for the College or community. Students will design and produce a variety of production pieces.

**GCOM 2363 PORTRAIT PHOTOGRAPHY**

*Prerequisite: (R), GCOM 1153, GCOM 2153 or by Evaluation*

3 CREDITS The student will demonstrate the skills required to photograph people in the studio and on location. These skills include knowledge of equipment, special lighting, and posing techniques. Student proficiency will be indicated by successful completion of projects and the development of a one-person exhibit or portfolio.

**GCOM 2373 GRAPHIC ARTS ILLUSTRATION**

*Prerequisite: (R), ART 1123 or by Evaluation*

3 CREDITS The student will learn about and produce illustrations using a variety of techniques and media. Types of illustrations produced include pencil, ink, markers, scratchboard, colored pencil and mixed media. Work will be accomplished to conform to professional standards in the graphic arts industry.

**\*GCOM 2773 IMAGE EDITING: PHOTOSHOP I**

*Prerequisite: (R)*

3 CREDITS The student will demonstrate knowledge of the tools and functions of Photoshop software program. The student will complete projects which indicate an understanding of image retouching and manipulation, color correction, image sharpening, RGB color, CMYK color, separations, channels, paths, and filters.

**\* GCOM 2783 IMAGE EDITING: PHOTOSHOP II**

*Prerequisite: (R), GCOM 2773 or by Evaluation*

3 CREDITS The student will demonstrate knowledge of more advanced functions of the Photoshop software program. Student proficiency will be demonstrated by successfully completing projects which require skills in advanced techniques in selection, layering, color correction, and image manipulation.

**\*GCOM 2793 WEB PAGE DESIGN I**

*Prerequisite: (R)*

3 CREDITS The student will demonstrate knowledge of basic screen design principles for Web pages and human interface design principles. The student will also demonstrate skill in the preparation of graphics and media for Web-based delivery, be able to use browsers, HTML, a Web page authoring program, cross-platform authoring, color space, index color palettes, imagemaps, links, patterned backgrounds, import graphics in various file formats, and produce on-screen illustrations and designs.

**GCOM 2803 PORTFOLIO PREPARATION AND PRESENTATION**

*Prerequisite: (R), GCOM 1223, GCOM 1053 and GCOM 2323 or by Evaluation*

3 CREDITS The student will prepare a portfolio for professional presentation and evaluation. The portfolio will consist of matted pieces, resume, and notebook which contains samples of projects representing skills using various graphic arts software programs.

**GCOM 2813 WEB PAGE ANIMATION I**

*Prerequisite: (R)*

3 CREDITS The student will be able to produce vector-based animated and interactive Web sites with frames and keyframes, layers, scenes, morphing, animations that follow a path, animations within a mask, static and animated buttons, sound for buttons and movies, and be able to publish work for web delivery on an HTML page.

**GCOM 2833 WEB PAGE DESIGN II**

*Prerequisite: (R), GCOM 2793, or by Evaluation*

3 CREDITS Students will create Web sites, format text, insert images, create tables, links, framesets. They will also be able to use cascading style sheets (CSS) for consistent formatting, use layers to design pages, convert layers to tables, convert tables to layers, create rollovers, and use a timeline to animate objects and text.

**GCOM 2843 WEB PAGE ANIMATION II**

*Prerequisite: (R), GCOM 2813 or by Evaluation*

3 CREDITS The student will demonstrate the ability to create interactive multimedia and web projects using the Flash! software authoring environment. He/She will also demonstrate knowledge of ActionScript, the Flash! programming language, and use it to create and enhance online (web sites) and offline (CD-ROM) projects. In addition, the student will demonstrate a working knowledge of variables, scripted motion, text fields, advanced movie clip options, arrays, and functions.

**GCOM 2853 MULTIMEDIA PORTFOLIO PRODUCTION**

*Prerequisite: (R), GCOM 2813 and GCOM 2583 or by Evaluation*

3 CREDITS The student will demonstrate the ability to design and produce an interactive QuickTime movie presentation using an authoring software. The production will include animation, graphics, text, digital photography, sound and video. The project will become part of the student's portfolio.

\*Course satisfies the computer proficiency requirement.

# HISTORY

## HIST 1000 SPECIAL TOPICS IN HISTORY

*Prerequisite: (R), Permission of Instructor*

VARIABLE 1-3 CREDITS The student will demonstrate competencies in subjects not covered in other history courses. Each course will relate to a specific issue and may be repeated with a change in topic.

## HIST 1123 SURVEY OF AMERICAN SPORTS HISTORY

*Prerequisite: None*

3 CREDITS Students will participate in discussions of American Sports History—which may include the study of baseball, football, basketball, and/or other sport histories and heroes, as well as their memories and myths from the age of folk games to the age of televised sports, with special emphasis on the nineteenth and twentieth centuries. Information sources for class discussions may include appropriate video, print, and/or Internet learning materials.

## HIST 1483 U.S. HISTORY TO THE CIVIL WAR

*Prerequisite: (R) (W)*

3 CREDITS After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past. GenEd Requirement

## HIST 1493 U.S. HISTORY SINCE THE CIVIL WAR

*Prerequisite: (R) (W)*

3 CREDITS After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past. GenEd Requirement

## HIST 1613 EARLY WESTERN CIVILIZATION

*Prerequisite: (W)*

3 CREDITS After surveying the beginnings of civilization, students will study the origins of Western Civilization through Greek and Roman culture, medieval Europe and the Renaissance. From the survey, students will be able to identify contributions of early Western Civilization to the emergence of the West, including Modern Europe and the United States.

## HIST 1623 MODERN WESTERN CIVILIZATION

*Prerequisite: (R) (W)*

3 CREDITS After surveying the history of Western man since 1500, the student will be able to identify main themes in the development of Western civilization and describe their effects on the civilization of modern Western man.

## HIST 1713 SURVEY OF WORLD CIVILIZATIONS TO 1600 C.E.

*Prerequisite: (R) (W)*

3 CREDITS After a general introduction to the roots of human civilization, students will survey the development of the major civilizations of Mesoamerica, Africa, Asia, and Europe to 1600 C.E. After studying these major civilizations in a comparative framework, students will be able to identify and explain both common aspects of human development and dissimilarities among the particular civilizations of the pre-modern world.

## HIST 1723 SURVEY OF WORLD CIVILIZATIONS SINCE 1600 C.E.

*Prerequisite: (R) (W)*

3 CREDITS Students will survey the history of the major civilizations of Mesoamerica, Africa, Asia, and Europe from 1600 C.E. to the present. After studying these civilizations in a comparative framework, students will be able to identify major patterns of political, economic, social, and cultural change and conflict over a period in which contact between civilizations became more frequent and sustained and the West rose to world prominence.

## HIST 2000 SPECIAL TOPICS IN HISTORY

*Prerequisite: Pre or Corequisite: Any 1000 level History course or permission of the instructor.*

VARIABLE: 1-4 CREDITS In this course, the student will build on his or her background in U.S. History or Western Civilization survey courses. The student will develop a basic bibliography for a special topic in history. The bibliography will include primary and secondary sources. The student will learn writing skills that extend beyond the requirements of the survey course. The course will foster communication skills that will prepare the student to create an oral or written presentation on the historical topic. The student will be given an opportunity to develop computer software skills using the latest presentation software available. This course may be repeated with a change in content.

## HIST 2103 OKLAHOMA-LAND OF THE RED MAN

*Prerequisite: (R) (W)*

3 CREDITS After analyzing events in Oklahoma history from the earliest times to the present in such areas as Indian acculturation, development of natural resources and political reform, the student will be able to relate his or her occupation to the needs of the state, describe his or her cultural inheritances in Oklahoma, and describe state governmental operations based on the student's analysis of Oklahoma's past.

## HIST 2013 HISTORY OF RUSSIA

*Prerequisite: (R) (W)*

3 CREDITS After studying the history of Russia from its beginning to the present, students will be able to identify and explain the political, economic, social, and cultural changes that occurred through the various stages of Russian development.

## HIST 2123 AFRICAN-AMERICAN HISTORY

*Prerequisite: (R) (W)*

3 CREDITS After analyzing African-American History from 1600 to the present, and surveying topics such as psychological identity, political reform, leadership, living patterns, and protest, the student will be able to identify prejudice in his or her own society, describe the current meaning of African American protest, and identify present day needs of the African American community.

## HIST 2133 SURVEY OF WOMEN'S HISTORY

*Prerequisite: None*

3 CREDITS Students will study the history of women, in the course that may take an American, European, or international perspective. The public and private spheres of women's lives will be examined through reading and brief writing assignments, worksheets, participation, in class discussions, and book reviews. Students will submit assignments online using Webct. Students will submit assignments using MS Word or MS PowerPoint.

**HIST 2153 SURVEY OF AMERICAN FAMILIES AND COMMUNITIES**

*Prerequisite: HIST 1483 or 1493, or permission of instructor required.*

3 CREDITS Students will survey the history of the American family and community life in the nineteenth and twentieth centuries. Students will focus on slavery, industrialization, the growth of working classes, westward expansion, and changing roles of women in society. This is not a genealogy course, but a social history that relies on a wide range of historical resources.

**HIST 2203 THE AMERICAN INDIAN**

*Prerequisite: (R) (W)*

3 CREDITS After analyzing events in Native American history including artifacts, social organization, recreation, art, religion, ceremonialism, history, prehistory and acculturation, the student will describe Indian cultural differences, identify trends in white-Indian relationships, explain how native cultures have influenced contemporary American culture and assess the major issues of the American Indians, past, present and future.

**HIST 2213 GREAT AMERICAN BIOGRAPHIES**

*Prerequisite: (R) (W)*

3 CREDITS The student will study various great Americans and will describe the contribution of each of these men and women to American society by written and/or oral discussion of their lives.

**\*HIST 2303 HISTORICAL RESEARCH, METHODS, AND WRITING**

*Prerequisite: ENGL 1113*

3 CREDITS The course is designed for History majors. It will prepare students to research and write research papers. Papers will present results of investigations on historical topics. Students will learn how to use library as a research tool for primary and secondary sources. The course will emphasize the importance of gathering, interpreting, and documenting evidence, organizing ideas and drawing conclusions.

**HIST 2333 WORLD HISTORY: ASIA**

*Prerequisite: None*

3 CREDITS Students will study the 5000-year history and cultural developments of Asia. They will learn about China and the intersection between the history and culture of China with its neighbors, Japan, Korea, Vietnam, India, Myanmar, and Thailand. History, literature, and art will provide the mediums through which these countries and cultures are explored. Students will submit assignments using Webct. Students will submit assignments using MS Word or MS PowerPoint.

**HIST 2343 WORLD HISTORY: MIDDLE EAST**

*Prerequisite: None*

3 CREDITS This course introduces students to the history, peoples, and cultures of the Middle East from 3000 B.C.E. to 2000 C.E. It will focus on the ties between the past and present, continuities and discontinuities. Specifically, the course will locate the roots of three world religions, Judaism, Christianity, and Islam in the Middle East. The domination of Egypt, Romans, and the Ottomans will help to shape the historical overview. This course requires students to use Webct, present with use of PowerPoint software, and to submit all assignments in typed format.

**HIST 2353 WORLD HISTORY: LATIN AMERICA**

*Prerequisite: Pre or Corequisite: ENGL 1113 or Evaluation by Instructor*

Students will survey the history of Latin America, focusing on indigenous inhabitants, their interaction with Europeans, especially the Spanish and Portuguese, the colonization process, independence movements and current economic, political and cultural issues. Course materials include textbooks and novels that relate the histories of the area as well as journal articles, websites and other sources. Student assignments will be submitted electronically.

**HIST 2363 WORLD HISTORY: SUB-SAHARAN AFRICA**

*Prerequisite: Pre or Corequisite: ENGL 1113 or Evaluation by Instructor*

Students will survey the history of Sub-Saharan Africa, focusing on early African empires, the advance of colonial empires, colonization, and de-colonization. Course materials include textbooks, novels, and films that related to the histories of the African peoples. This course will emphasize writing, discussion, and presentation skills. Student assignments will be submitted electronically.

## HUMANITIES

**HUM 1113 MUSIC APPRECIATION**

*Prerequisite: (R) (W)*

3 CREDITS After listening to and studying a variety of pieces representative of traditional forms of music, the student will identify and describe each of these forms. Emphasis will be on listening and the development of informed, critical listening habits. Attendance at musical concerts is required. This course is designed for non-music majors.

**HUM 2000 HUMANISTIC STUDIES**

*Prerequisite: ENGL 1113 English Composition I*

VARIABLE 1-6 CREDITS With the assistance of a mentor, the student will develop and use a method to make humanistic inquiries into a topic which both agree adds to the understanding of human experience. Credit is variable; with different content it may be repeated for up to 6 credits.

**HUM 2103 MUSIC MASTERPIECES**

*Prerequisite: (R) (W)*

3 CREDITS The student will listen to selected musical compositions from Bach to the 20th century composers and make accurate oral and written comments which describe the expressive features and cultural importance of these selections. The course may be repeated with a change in content.

**HUM 2120 MUSEUM STUDIES**

*Prerequisite: ENGL 1113 English Composition I*

VARIABLE 3-5 CREDITS After visiting selected museums and attending lectures, discussions, and presentations on related topics, the student will research and make accurate oral and/or written statements about how the collections in various types of museums reflect human values and cultural traditions.

**HUM 2133 COMPARATIVE RELIGIONS**

*Prerequisite: ENGL 1113 English Composition I*

3 CREDITS This course is a study of the major world religions both ancient and modern. The student will examine and compare historical developments, major historical figures, philosophical tenets and /or belief systems, and sacred texts from various religions. Also, students will evaluate the impact of these elements within a contemporary, global framework. This course satisfies three credit hours of the General Education Humanities requirements for all Associate in Arts, Science, and Diversified Studies degrees.

**HUM 2143 MYTHOLOGY**

*Prerequisite: ENGL 1113 English Composition I*

3 CREDITS In this review of myth throughout history, students will examine common motifs shared by myths from various cultures. In discussions and written responses, students will analyze the connections between myths and describe the function of myth in society and its importance to the individual. This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

**HUM 2153 INTRODUCTION TO EASTERN THOUGHT**

*Prerequisite: ENGL 1113 English Composition I*

3 CREDITS This survey course is designed to introduce the student to the major religious and philosophic systems of the Asian world. After completing the course, the student will be able to accurately describe and discuss the historical development and major concepts of Hinduism, Buddhism (including Zen), Confucianism and Taoism.

**HUM 2163 LEADERSHIP DEVELOPMENT**

*Prerequisite: ENGL 1113 English Composition I*

3 CREDITS Given examples of leadership qualities and skills which are evident in selected readings from classical literature, portrayed in selected films and discussed in contemporary leadership theory, the student will develop a fundamental understanding of leadership and the skills manifest in effective leaders. Participation in course discussions and activities will enable the student to develop personal leadership abilities.

**HUM 2173 BELIEFS AND BELIEVERS**

*Prerequisite: ENGL 1113 English Composition I*

3 CREDITS Beliefs and Believers is an exploration into the nature and function of belief structures or "worldviews." These worldviews exist in formal organized entities such as traditional religions or as political and personal ideologies, such as feminism or environmentalism. Representatives from a wide variety of religious and secular perspectives discuss what they believe and why they believe it. The student is exposed to the religious systems of major world religions as well as systems of belief that are outside the scope of what are deemed mainstream religious institutions.

**HUM 2213 HUMANITIES-CLASSICAL AND MEDIEVAL**

*Prerequisite: ENGL 1113 English Composition I*

3 CREDITS This course is a study of the humanities from pre-history through the early Renaissance. The student will recognize, interpret, and evaluate the interrelationship of art, architecture, literature, philosophy, and music and their legacies and impact on contemporary culture. This course satisfies three credit hours of the General Education Humanities requirement for all Associates in Art, Science, and Diversified Studies degrees.

**HUM 2223 HUMANITIES-MODERN**

*Prerequisite: ENGL 1113 English Composition I*

3 CREDITS This course is a study of the humanities from the early Renaissance to the present. The student will recognize, interpret, and evaluate the interrelationship of art, architecture, literature, philosophy, and music and their legacies and impact on contemporary culture. This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science and Diversified Studies degrees.

**HUM 2233 EUROPEAN FILM**

*Prerequisite: ENGL 1113 English Composition I*

3 CREDITS After viewing classic and contemporary European films, the student will identify and describe those technical and artistic qualities which characterize fine films. The student will accurately describe the role of European cinema within the cultural framework of western civilizations.

**HUM 2243 FILM STUDIES**

*Prerequisite: ENGL 1113 English Composition I*

3 CREDITS The focus in this course will be on these film topics: composition, cinematography, editing, and sound techniques; in addition, the student will study narrative structure, thematic elements, and viewer response. Instructional films and readings will enable the student to understand each of these topics; furthermore, the student will view several classic and modern American and international films to exemplify and clarify cinematic techniques and concepts. The student will write and speak critically about film and its role in human culture.

**HUM 2253 DOCUMENTARY FILMS**

*Prerequisite: ENGL 1113 English Composition I*

3 CREDITS Given historical information about documentary films, screenings of selected documentaries and discussions of the films' purposes and effects, a student will discuss orally or in writing how documentary films display, influence, and examine human values.

**HUM 2263 AMERICAN CINEMA**

*Prerequisite: ENGL 1113 English Composition I*

3 CREDITS The focus in this course will be on these film topics: history and development, the studio system, economic structure, technical and critical vocabulary, style, the star, genres, themes, and audience. Instructional films and readings will enable the student to understand each of these topics; furthermore, the student will view several classic and contemporary American films to exemplify and clarify cinematic techniques and concepts. The student will think and write critically about film and its role in American culture.

**HUM 2273 INTERNATIONAL CINEMA**

*Prerequisite: (W) ENGL 1113, English Composition I*

3 CREDITS In International Cinema, students will examine the themes and techniques of world films. Movies from various lands and cultures will be viewed, and students will write or speak critically about cinematic qualities, the cultural values, and the human conditions observed in the films.

**HUM 2283 FILM GENRE**

*Prerequisite: (W) ENGL 1113*

3 CREDIT In Film Genre, students will examine the themes and techniques of films in one of the primary genre. Students will view and study movies from a specific genre: comedy, science fiction, horror, independent, western, film noir, combat, animation, musical or crime/gangster. Students will write and speak critically about recurring patterns, conventions, and film techniques that predominate in a genre. Furthermore, students will be able to express their ideas concerning the cultural values represented or challenged by the particular genre.

**HUM 2293 FOLKLORE**

*Prerequisite: (R), (W), ENGL 1113: English Composition I*

3 CREDIT HOURS By reviewing literary and other artistic examples of folklore from around the world, students will study the evolution of the folktale and the development of lore. Through discussion and written responses, students will describe the functions of folklore and analyze its importance to the individual and to various cultures throughout history. This course satisfies three credit hours of the General Education Humanities requirement for all Associate in Arts, Science, and Diversified Studies degrees.

## **HUM 2353 HISTORY OF SCIENCE**

*Prerequisite: ENGL 1113 English Composition I*

3 CREDITS This course satisfies three credit hours of the General Education Humanities for all Associate in Arts, Science, and Diversified Studies degrees. Course units will examine selected episodes or periods in the history of science from ancient times until the present day. The course will treat the interaction of science and scientists with the social context as well as the internal structure and evolution of scientific ideas. Explanations of scientific theories and principles are not technical, and no special competence in science or mathematics is required.

## **HUM 2373 INTRODUCTION TO WORLD MUSIC**

*Prerequisite: ENGL 1113 English Composition I*

3 CREDITS After a brief introduction to the aesthetic and functional dimensions of non-western music, students will learn to listen critically to indigenous music of several geographical areas and to analyze and make oral and written statements about its components. They will also examine the unique cultural, political, and religious factors which give rise to certain types of music. Students are encouraged to attend live performances whenever possible, and guest musicians are scheduled to visit the class. No previous musical training is assumed.

## **HUM 2423 ADVOCATES OF PEACE**

*Prerequisite: ENGL 1113 English Composition I*

3 CREDITS Advocates of Peace deals with a section of East-West culture and politics often overlooked today: the positive and successful influence one individual can have over the masses. In this course, the student will recognize the interdependency of people from totally different geographical and cultural backgrounds using the same ideas of non-violence and non-aggression to combat suppression of and discrimination against any group of people. Two dynamic leaders, Mahatma Gandhi and Dr. Martin Luther King, Jr., have been chosen to exemplify this process. They are as radically different in most respects as one can imagine, and yet, as philosopher politicians, they used the same concepts of non-aggressiveness and non-violence to bring freedom to their peoples.

# **INSURANCE**

## **INS 1103 PRINCIPLES OF INSURANCE**

*Prerequisite: (R) (W) (M)*

3 CREDITS The student will demonstrate understanding of the principles of property and liability insurance to include insurance basics, marketing, underwriting, claims adjusting, insurance company performance, risk management, property exposures, liability exposures, and insurance policy contracts and provisions. The student will apply basic insurance principles using the case study method.

## **INS 1113 PRINCIPLES OF PERSONAL INSURANCE**

*Prerequisite: (R) (W) (M)*

3 CREDITS The student will analyze situations and determine the appropriate coverage for homeowners, dwelling and contents, personal liability, inland marine and other personal insurance policies.

## **INS 1123 INTRODUCTION TO LIFE AND HEALTH INSURANCE**

*Prerequisite: (R) (W)*

3 CREDITS The student will evaluate and compare insurance products ranging from health insurance, life insurance, and variable investment annuities. The student will demonstrate understanding of the basics of health care benefit designs, such as health maintenance organizations (HMO's), preferred provider programs (PPO's), and traditional plans, and will identify market factors that influence health care costs and benefit designs.

## **INS 1133 INTRODUCTION TO PROPERTY AND CASUALTY INSURANCE**

*Prerequisite: (R) (W)*

3 CREDITS The student will demonstrate understanding of the basic terminology for property and casualty insurance including policies, contracts, and regulation. The student will evaluate and compare insurance products used in various fields of insurance such as property, fire, marine, motor vehicle physical damage, casualty, crime and fidelity bonds, and hail crop. The student will interpret appropriate coverages in claims settlement situations.

## **INS 1203 PRINCIPLES OF COMMERCIAL INSURANCE**

*Prerequisite: (R) (W) (M)*

3 CREDITS The student will determine the appropriate insurance coverage for property, loss of business income, inland and ocean marine, crime, general liability, workers compensation and other commercial insurance policies.

## **INS 1213 ETHICS AND ADJUSTING PRACTICES**

*Prerequisite: (R) (W)*

3 CREDITS The student will apply ethical practices to the processing of property and liability insurance claims.

## **INS 1243 WORKERS COMPENSATION**

*Prerequisite: (R) (W) (M)*

3 CREDITS The student will study the history and development of the workers compensation system as it relates to employers' liability insurance. Utilizing injury schedules in given situations, the student will calculate benefits demonstrating an understanding of medical terminology, anatomy, trauma, disability, rehabilitation, and medical treatment. The student will also identify cost control factors such as benefit levels and utilization, rising health care costs, and cost shifting.

## **INS 1253 PROPERTY INSURANCE ADJUSTING**

*Prerequisite: (R) (W) (M)*

3 CREDITS The student will solve special problems involving the adjustment of building, merchandise and stock, business interruption, and reporting form losses.

## **INS 1263 LIABILITY INSURANCE ADJUSTING**

*Prerequisite: (R) (W) (M)*

3 CREDITS Having reviewed the legal duties and client damages, the student will solve special problems involving legal, medical and workers compensation claims.

## **INS 2000 SPECIAL TOPICS**

*Prerequisite: (R) (W) (M)*

VARIABLE 1-3 CREDITS The student will demonstrate competencies in subjects not covered in other insurance courses, but which are beneficial to students wanting a greater understanding of insurance functions. A specific topic is announced for each offering. May be repeated with a change of topic.

## INTERNATIONAL BUSINESS

### INTL 2123 FUNDAMENTALS OF INTERNATIONAL BUSINESS

*Prerequisite:* (W) (M)

3 CREDITS The study of international business has become a necessary discipline for all business students irrespective of their area of major. The realization that "Globalization" is equally important to a domestic business as it is to a multinational corporation has forced the study of international business into the core curriculum of business school. This course stresses fundamental concepts and tools that international business managers should know. It addresses how differences in countries' economic, political, cultural and legal environment affect functional business decisions.

### INTL 2223 FUNDAMENTALS OF INTERNATIONAL MARKETING

*Prerequisite:* (W) (M)

3 CREDITS This course addresses marketing activities based on differing economic, social, geographic, and cultural environments. Emphasis is placed on problems and practices of managing international marketing activities. Topics include alternative ways of marketing internationally, approaches for conducting international marketing research, product adaptations, distribution channels between and with foreign markets, and international promotions.

### INTL 2323 FUNDAMENTALS OF INTERNATIONAL FINANCE

*Prerequisite:* (W) (M)

3 CREDITS The course begins with a brief but comprehensive review of balance of payments and international monetary arrangements. Foreign exchange markets, the risk of foreign exchange fluctuation, and different strategies for managing foreign exchange risk will be discussed. We will then concentrate on analysis of operational and strategic financial decisions of MNCs, including fund raising, working capital management, capital budgeting, financial structure, cost of capital and international project evaluation.

### INTL 2423 FUNDAMENTALS OF INTERNATIONAL LOGISTICS MANAGEMENT

*Prerequisite:* (W) (M)

3 CREDITS This course addresses the art and science of managing and controlling the flow of goods, energy, information and other resources like products, services, and people, from the source of production to the marketplace.

### INTL 2523 INTERNATIONAL CAPSTONE COURSE

*Prerequisite:* (W) (M)

3 CREDITS This course is designed to provide students an opportunity to synthesize previous experiences and apply theoretical knowledge to the real world situations. To ensure students possess sufficient knowledge and understanding of global issues, enrollment is restricted to individuals in the final semester. A faculty advisor will work with the students to determine the course format which may include one of the following: case studies, internship, study abroad or research paper.

## INTERNATIONAL STUDIES

### ISTU 1013 INTRODUCTION TO INTERNATIONAL STUDIES

*Prerequisite:* (R) (W) (M)

3 CREDITS In this course, students will begin to develop a global perspective and an appreciation for cultural diversity. Students will compare and contrast various regional areas with regard to: geography and ecology, history and religion, government and politics, business and economics, as well as culture and language.

### ISTU 2033 INTERNATIONAL STUDIES CAPSTONE

*Prerequisite:* (R) (W) (M), by Evaluation (Enrollment is restricted to students in their final semester). Students must have completed the Introduction to International Studies and all major courses before taking the capstone course.

3 CREDITS This course is designed to provide students majoring in International Studies an opportunity to synthesize previous experiences and apply theoretical knowledge to the real world situations. To ensure students possess sufficient knowledge and understanding of global issues, enrollment is restricted to individuals in the final semester. A Faculty Advisor will work with the students to determine the course format which may include case studies or a portfolio.

## JOURNALISM AND BROADCASTING

### JB 1000 SPECIAL TOPICS

*Prerequisite:* (R)

VARIABLE 1-4 CREDITS The student will demonstrate competencies in subjects not covered in other mass media courses. Each course will cover a specific topic in Mass Media Communications and may be repeated with a change of subject matter.

### JB 1013 INTRODUCTION TO MASS COMMUNICATION

*Prerequisite:* (R) (W)

3 CREDITS The student will describe the development, scope, functions and information resources of mass media, emphasizing the role of the consumer and the professional in mass communication and in solving contemporary problems in the mass media.

### JB 1103 AUDIO PRODUCTION

*Prerequisite:* (R) (W)

3 CREDITS The student will use audio production techniques and equipment to produce program material of professional quality. Extensive laboratory work is required.

### \*JB 1133 NEWS WRITING

*Prerequisite:* (R) (W)

3 CREDITS The student will become familiar with and proficient in the use of various news gathering and news writing techniques common to both the print media and the broadcast media. The student will demonstrate mastery by writing acceptable news stories, features, human interest stories and interpretive reports. Typing skills are required.

### JB 2000 INTERNSHIP

*Prerequisite:* (R) (W), by Evaluation

VARIABLE 1-3 CREDITS The student will work in a professional setting with practitioners in either radio, television, advertising, audio production, video production, photo, public relations, or print journalism. The course may be repeated to a maximum of 6 credit hours with the consent of the instructor.

### JB 2103 INDEPENDENT PROJECTS

*Prerequisite:* (R) (W)

3 CREDITS The student may choose a project in the area of radio, television, photography, journalism, cinematography, or advertising with the advice and consent of the instructor. The student will produce materials of a professional quality ready for publication or broadcast. This course may be repeated.

## **JB 2113 ADVERTISING**

*Prerequisite: (R)*

3 CREDITS The student will describe various aspects of the preparation of advertising through both the print and electronic media. He or she will effectively use typography, graphics, photography, layout, music, and sound effects in the preparation of an advertising campaign that uses both print and electronic media.

## **JB 2303 MAGAZINE FEATURE WRITING**

*Prerequisite: (R) (W)*

3 CREDITS This course is designed for the writer who is beginning to write short to medium-length non-fiction articles. Students will review the markets, develop ideas, study interview techniques, and develop writing style by writing feature articles.

## **JB 2413 PRINCIPLES OF PUBLIC RELATIONS**

*Prerequisite: (R) (W)*

3 CREDITS The student will describe the history, scope, ethics and functions of public relations. He or she will effectively use a multimedia approach in the preparation of a public relations campaign with particular attention to ways of gaining public support for an activity, cause, movement or institution.

## **JB 2643 VIDEO PRODUCTION**

*Prerequisite: (R) (W)*

3 CREDITS The student will use video production techniques to produce, edit and direct program materials of broadcast quality. Extensive laboratory work is required.

# **LEARNING SKILLS**

## **\*LS 0023 COLLEGE WRITING I**

*Prerequisite: Assessment required prior to enrollment*

3 CREDITS The student will increase skills in one or more of the basic skills of written communications focusing on good sentence and paragraph structure. Materials and writing situations will be individually prescribed and will vary according to individual need.

## **\*LS 0033 COLLEGE WRITING II**

*Prerequisite: Adequate writing assessment score or College Writing I (LS 0023), either taken within the last year, with strong encouragement for immediate continuation.*

3 CREDITS The student will increase skills in one or more of the basic skills of written communications with an emphasis on good paragraph and essay structure. Materials and writing situations will be individually prescribed and will vary according to individual need.

## **LS 0133 STUDY SKILLS**

*Prerequisite: None*

3 CREDITS The student will increase skills related to learning in the following areas: time management, personal learning styles, textbook reading, study techniques, listening, note-taking, memory techniques, and test-taking. Creative and critical thinking are emphasized throughout the course. This course is based on the premise that learning is an active process rather than a passive assimilation of information.

## **LS 0203 COLLEGE READING I**

*Prerequisite: Assessment required prior to enrollment*

3 CREDITS After instruction in reading skills such as finding the main idea, mapping, and using the context, the student will demonstrate reading skill improvement by reading and reporting on articles and books of his or her own selection. Emphasis is placed on the use of materials related to the student's specific needs and on the student progressing at a rate which is consistent with his or her abilities. Upon the recommendation of the instructor, this course may be repeated to further develop skills.

## **LS 0213 COLLEGE READING II**

*Prerequisite: Adequate reading assessment score or College Reading I (LS 0203), either taken within the last year, with strong encouragement for immediate continuation.*

3 CREDITS Through group-paced drills, skill-building exercises, individually prescribed activities, and frequent practice, students will improve reading comprehension, speed and vocabulary. The student will improve his or her reading comprehension by one to three grade levels. Upon the recommendation of the instructor, this course may be repeated to further develop skills.

## **LS 0233 SPELLING/VOCABULARY DEVELOPMENT**

*Prerequisite: None*

3 CREDITS After appropriate instruction in common spelling rules, mnemonic techniques, the use of a dictionary and a thesaurus, and the study of common (Greek and Latin) word parts, the student will become more proficient in standardized spelling and will increase his or her written and spoken vocabulary.

\*Course satisfies the computer proficiency requirement.

# **LEISURE**

## **LEIS 1000 SPECIAL TOPICS**

*Prerequisite:*

VARIABLE 1-4 CREDITS The student will demonstrate special competencies in subject areas not covered in other Leisure courses, but which are beneficial in providing a better understanding of topics or activities in the field of Leisure Studies. A specific subject will be announced for each offering. Enrollment may be repeated with a change in topic. (Pending Approval)

## **LEIS 1602 TOTAL WELLNESS**

*Prerequisite:*

2 CREDITS Students will learn the different aspects of health including physical, mental, and emotional aspects. They will develop an understanding of health and be able to identify a healthy lifestyle. Students will also learn the different levels of physical fitness appropriate for different levels of development: childhood, adolescence, adulthood and older adulthood. (Pending Approval)

## **LEIS 2000 SPECIAL TOPICS**

*Prerequisite:*

VARIABLE 1-4 CREDITS The student will demonstrate special competencies in subject areas not covered in other Leisure courses, but which are beneficial in providing a better understanding of topics or activities in the field of Leisure Studies. A specific subject will be announced for each offering. Enrollment may be repeated with a change in topic. (Pending Approval)



## **LEIS 2132 CARE AND PREVENTION OF ATHLETIC INJURIES**

*Prerequisite:*

2 CREDITS This course is designed to provide the student with the basic knowledge to assist with the prevention, recognition, and care of athletic injuries. It is a basic introduction to the field of sports medicine. The student will learn basic skills in taping and bracing. He/she will also be able to implement a prevention program for athletic injuries which will include education in exercise, flexibility and nutrition. (Pending Approval)

## **MANAGEMENT**

### **MGMT 2000 SPECIAL TOPICS**

*Prerequisite: None*

VARIABLE 1-3 CREDITS The student will demonstrate competencies in subjects not covered in other management courses but which are beneficial to students wanting a greater understanding of the functions of management. A specific topic is announced for each offering. May be repeated with a change of topic.

### **MGMT 2013 SMALL BUSINESS MANAGEMENT**

*Prerequisite: (R) (W)*

3 CREDITS The student will study general concepts relating to small business ownership, financing, organization, and management. After exploring these concepts, the student will develop a detailed plan for establishing and operating a small business.

### **MGMT 2053 PRINCIPLES OF MANAGEMENT**

*Prerequisite: (R)*

3 CREDITS Having developed an understanding of the evolution of management, the role of the manager in business and the development of sound management systems, the student will outline and graphically illustrate some of the major management theories and their development. The student will also outline and explain the results of designated research in management.

### **MGMT 2223 EFFECTIVE PLANNING**

*Prerequisite: (R) (W) (M), MGMT 2053 or Permission by Evaluation*

3 CREDITS This course is designed to provide students with an in-depth study of the five planning phases. The student will demonstrate the knowledge and skills to develop, implement and evaluate strategic, tactical, standing, and single use plans. Specific emphasis will be placed on techniques useful in offsetting future uncertainties by the risk associated with decision making.

### **MGMT 2323 TOTAL QUALITY MANAGEMENT**

*Prerequisite: (R) (W) (M), MGMT 2053 or Permission by Evaluation*

3 CREDITS This course is designed to introduce the principles of total quality management and to provide the student with a systematic way of applying quality techniques to any type of organization. Emphasis is given to customer focus, process improvement and total involvement. Students will demonstrate their knowledge through the simulation and case study methods.

### **MGMT 2423 LEADERSHIP**

*Prerequisite: (R) (W), MGMT 2053 or Permission by Evaluation*

3 CREDITS This course is designed to introduce students to the process of effective leadership. The student will study various leadership styles and theories and demonstrate acquired knowledge and skills through the use of various techniques, such as role playing, and the analysis of case studies.

### **MGMT 2453 MID-MANAGEMENT SEMINAR**

*Prerequisite: (R), by Evaluation*

3 CREDITS Projects and discussion are designed to correlate classroom training and work experience.

### **MGMT 2523 EVALUATION AND CONTROL TECHNIQUES**

*Prerequisite: (R) (W), MGMT 2053 or Permission by Evaluation*

3 CREDITS This course is designed to introduce the student to the process of assuring the effective and efficient accomplishment of desired objectives and goals. The student will study qualitative and quantitative control techniques, and apply these techniques to the evaluation of processes involving human, material, and financial resources. Students will demonstrate acquired knowledge and skills through the use of the simulation and case study methods.

### **MGMT 2553 DIRECTED OCCUPATIONAL EXPERIENCE**

*Prerequisite: (R), Must be a second semester student in Business and have Permission by Evaluation*

3 CREDITS The student will function in a wide variety of positions in a business compatible with his/her occupational choice, which will enable him/her to carry out a series of objectives developed by the student, instructor and supervisor.

### **MGMT 2623 STATISTICAL PROCESS CONTROL**

*Prerequisite: (R) (W), BUS 2023 and MGMT 2053 or Permission by Evaluation*

3 CREDITS This course is designed to introduce the student to the theories of statistical process control. The student will demonstrate acquired knowledge of control techniques to the analysis of various processes, qualitative and quantitative, to achieve quality improvement.

### **MGMT 2663 HUMAN RESOURCE MANAGEMENT**

*Prerequisite: MGMT 2053 or Permission by Evaluation*

3 CREDITS The student will apply the principles of management to procurement, development, compensation, integration, and maintenance of personnel.

### **MGMT 2913 MANAGEMENT APPLICATIONS**

*Prerequisite: (R), 12 credit hours of MGMT Coursework or by Evaluation*

3 CREDITS Using the case study method, the student will develop a systematic approach to decision making and apply this approach to the identification, evaluation and resolution of selected management problems.

### **MGMT 2953 SUPERVISORY TRAINING**

*Prerequisite: (R)*

3 CREDITS The student will use role playing and videotaping exercises to demonstrate the ability to deal effectively with simulated situations in communication, listening, behavior analysis, human sensitivity and group behavior as they are encountered in the supervisory position.

# MANUFACTURING TECHNOLOGY

## **MET 1000 SPECIAL TOPICS**

*Prerequisite: None*

VARIABLE 1-3 CREDITS The student will demonstrate specified competencies in subjects not included in other metal courses, but which benefit students wanting additional training in the field or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

## **MET 1013 MACHINE TOOL THEORY**

*Prerequisite: None*

3 CREDITS Students will systematically study, recognize and discuss machine tool structures and capabilities, safety systems, metal cutting theory, shop calculations, tool geometry, cutting tool materials and standards, cutting fluids and non-traditional processes, and relate the application of these principles to machine shop operations.

## **MET 1021 ORIENTATION TO MACHINING**

*Prerequisite: None*

1 CREDIT The student will be provided with and utilize proper safety procedures in labs, the classroom and the workplace. The student will learn and demonstrate machine safety in the areas of hand tools, saws, presses, lathes, grinders and milling. The student will also be provided basic knowledge in mathematics for shop practice implementation. This knowledge will be directly applied to simulated business and industry projects.

## **MET 1033 SPECIAL TOPICS**

*Prerequisite: Corequisite: MET 1013*

3 CREDITS Having reviewed advanced operational methods with engine lathes, milling machines, surface grinders, as well as investigating additional electrical discharge machining concepts, the student will apply these methods in the construction of machined parts. Operations will include threading and tapers on the lathe; digital readout systems, dividing head and rotary table work on the milling machine; angles and contours on the surface grinder.

## **MET 1112 PRECISION MEASUREMENT**

*Prerequisite: None*

2 CREDITS Through the systematic study of precision measuring tools, such as vernier-calipers, micrometers, dial indicators, optical comparators, electronic and air gauges, the student will recognize, discuss and apply the principles of precision measurement. Laboratory work is an integral part of this course.

## **\*MET 1143 COMPUTER NUMERICAL CONTROL OPERATION**

*Prerequisite: Satisfactory Score on Computer Numerical Control Operation Placement Test*

3 CREDITS The student will develop basic set up and programming skills on computer numerical control (CNC) lathes, mills and machining centers. Topics covered include cutting tool set up, fixturing alignment and set up, uploading and downloading of programs, minor program editing, identification and application of various cutting tools and cutting tool configurations.

## **\*MET 1153 COMPUTER NUMERICAL CONTROL SETUP**

*Prerequisite: MET 1143*

3 CREDITS The student will develop basic set up and programming skills on computer numerical control (CNC) lathes, mills machining centers. Topics covered include cutting tool set up, fixturing alignment and set up, uploading of programs, minor program editing, identification and application of various cutting tools and cutting tool configurations.

## **MET 1232 PRINT READING**

*Prerequisite: (R) (W) (M) MET 1021*

2 CREDITS The student will develop and demonstrate the skills required for visualizing and interpreting industrial prints. The student will apply these skills to machine shop operation. The student will demonstrate knowledge of drawings and prints, visualizing shapes, line usage, title blocks, working drawings contours, sectional views, geometric dimensioning and tolerancing and other appropriate concepts that are required by business and industry.

## **MET 1423 INTRODUCTION TO MILLING OPERATIONS**

*Prerequisite: Prerequisites: (R) (W) and MET 1013*

3 credit hours Students will become familiar with tools and techniques of milling machine operations as well as the theory of milling operations in the manufacturing process. Students will learn and understand industry specific safety standards and guidelines of milling operations in a manufacturing process, tool and shop safety, and print reading specific to milling operations. In applied laboratory assignments, students will demonstrate an understanding of print reading, mathematic calculations relating to setting up a milling operation, milling operations in a manufacturing process, and industry specific safety standards and guidelines.

## **MET 1424 MILLING OPERATIONS**

*Prerequisite: Corequisite: MET 1112*

4 CREDITS Through the investigation of the theories, tools and techniques involved with milling machine operations, the student will recognize, discuss and apply the principles of precision milling machine work. Laboratory work is an integral part of the course. Topics covered are setup, squaring, boring, drilling, dividing head and rotary table work.

## **MET 1433 INTRODUCTION TO ENGINE LATHE OPERATIONS**

*Prerequisite: (R) (W) and MET 1013*

3 CREDIT HOURS Students will become familiar with the theory and operations of engine lathes. Students will learn and understand industry specific safety standards and guidelines associated with the operation of engine lathes in the manufacturing process, equipment and shop safety, and print reading specific to engine lathe operations. Laboratory assignments are an integral component of this course.

## **MET 1434 ENGINE LATHE OPERATIONS**

*Prerequisite: Corequisite: MET 1112*

4 CREDITS While analyzing the theory and operation of the engine lathe, the student will describe and apply the principles of turning, as well as the tools and equipment involved. Laboratory activity is an integral part of this course. Topics covered will include setup, nomenclature, turning, facing, boring, screwthreads, tapers, and tool geometry.

## **MET 1443 INTRODUCTION TO PRECISION SURFACE GRINDING**

*Prerequisite: (R) (W) and MET 1013*

3 CREDIT HOURS Students will identify, evaluate and apply the principles of surface grinding operations including wheel structure and uses and accessories. Students will learn industry specific safety standards and guidelines associated with precision surface grinding process in manufacturing, equipment and shop safety, and mathematics required in the production process and print reading specific to precision surface grinding. Laboratory assignments are an integral component of this course.

## **MET 1444 PRECISION SURFACE GRINDING**

*Prerequisite: Corequisite: MET 1112*

4 CREDITS Through the systematic examination of precision surface grinding techniques, the student will identify, evaluate, and apply the principles of surface grinder operations. Laboratory work is an integral part of this course. Topics covered are wheel structure and uses, setup, surface finish, accessories and contours.

**MET 2103 METALLURGY**

*Prerequisite: None*

3 CREDITS The student will describe the sources, preparation and properties of various ferrous and non-ferrous metals. He or she will solve problems relating to heat treatment and mechanical deformation of metals and apply the solution in laboratory experiments.

**MET 2203 MACHINE TOOLS: PRODUCTION APPLICATIONS**

*Prerequisite: MET 1033*

3 CREDITS Having developed an understanding of theories and procedures of fixturing and tooling for production applications, the student will apply this knowledge by completing selected projects within established tolerances. The student will use standard, as well as self-designed, fixturing and tooling for production application of the lathe, milling machine and surface grinder.

**MET 2213 ELECTRICAL DISCHARGE MACHINING**

*Prerequisite: None*

3 CREDITS The student will review and apply electrical and electro-chemical machining methods. Laboratory activities, simulations, and problem-solving activities are integral parts of the course.

**MET 2223 COMPUTER NUMERICAL CONTROL I**

*Prerequisite: MET 1424*

3 CREDITS The student will relate numerical control theory and computer numerical control techniques and practices to various machine tools, including milling, turning, and drilling machines. Simulations, problem-solving activities and laboratory activities are integral parts of the course.

**MET 2233 COMPUTER NUMERICAL CONTROL II**

*Prerequisite: MET 2223*

3 CREDITS Through the analysis and study of advanced computer numerical control techniques and logic, the student will program and operate the computer numerical control milling machine. Topics covered are multiquadrant circular interpolation, cutter compensation, polar coordinate, repetitive programming and canned cycles.

**MET 2243 TOOLMAKING BASICS**

*Prerequisite: MET 1033*

3 CREDITS Through the investigation of toolmaking techniques, special tools, and processes, the student will recognize, discuss and apply the basic principles of precision tool construction and assembly. Laboratory work is an integral part of this course.

**MET 2253 JIG AND FIXTURE THEORY**

*Prerequisite: MET 2243*

3 CREDITS The student, through systematic study of jig and fixture design, application and construction, will identify and describe various types of jigs and fixtures, as well as evaluate their designs.

**MET 2273 ADVANCED TOOLMAKING**

*Prerequisite: MET 1033*

3 CREDITS The student will demonstrate, in supervised laboratory experiences, the ability to construct a punch and die, jig or fixture. The student will be assigned a laboratory project dependent on completed Prerequisite. Evaluation will be based upon completion of the project, with special emphasis on accuracy and the ability of the tool to function properly.

**MET 2413 TOOLING THEORY**

*Prerequisite: MET 1013*

3 CREDITS Through the systematic study of jig, fixture and die design, application and construction, the student will identify and describe various types of jigs, fixtures and dies, as well as evaluate their designs for economic and construction feasibility.

**\*MET 2423 COMPUTER NUMERICAL CONTROL PROGRAMMING**

*Prerequisite: MET 1153*

3 CREDITS The student will recognize and discuss computer numerical control programming principles and apply those principles by writing simple to complex computer numerical control (CNC) programs. Subjects covered include absolute and incremental programming, application of G and M codes, linear and circular interpolation, polar coordinate programming, canned cycles and repetitive programming. The student will apply these principles using program preparation systems including geometry, code processor and simulator software packages.

**MET 2433 JIGS AND FIXTURING**

*Prerequisite: (R) (W) (M)*

3 CREDITS The student will review and apply jig and fixture methods. Laboratory activities, simulations and problem-solving activities are integral parts of the course.

**MET 2443 TOOL AND DIE REPAIR**

*Prerequisite: (R) (W) (M), MET 2243*

3 CREDITS The student will demonstrate the ability to analyze production parts identifying tooling problems in pressworking tools, bending, forming, drawing, and forging dies. Additional training in tool and die blueprints, repairing and replacement of die components, assembly and testing, and documentation by the student are all instructional components of this course.

**MET 2502 TOOLMAKING PRACTICUM**

*Prerequisite: (R) (W) (M), MET 2273*

2 CREDITS The student will demonstrate the ability to design, dimension, build and test a single function tool using advanced toolmaking theory and practices.

**PRDT 1000 SPECIAL TOPICS**

*Prerequisite: (R) (W) (M)*

VARIABLE 1-3 CREDITS The student will demonstrate specified competencies in subjects not included in other metal courses, but which benefit students wanting additional training in the field or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

**PRDT 1213 INDUSTRIAL COMMUNICATIONS**

*Prerequisite: (R) (W) (M)*

3 CREDITS The student will describe typical methods used by industry for internal communications in such areas as quality control reporting and communications between production and engineering. A broad spectrum of methods from blueprints to CAD systems will be investigated.

**\*PRDT 1223 INTRODUCTION TO COMPUTER INTEGRATED MANUFACTURING**

*Prerequisite: (R) (W) (M)*

3 CREDITS The student will discuss the systems, sub-systems and the computer integration of systems in modern manufacturing. Topics include production control systems, artificial intelligence applications, robotics, applications, computer-aided engineering, and manufacturing systems. The student will relate these systems to current events in modern manufacturing enterprises and describe their impact on management method and profit.

**PRDT 1233 MECHANICAL SYSTEMS**

*Prerequisite: (R) (W) (M)*

3 CREDITS The student will demonstrate competencies by installing, adjusting, aligning, and troubleshooting mechanical systems that include bearings, belt drives, roller chain drives, gear drives, couplings, clutches and brakes, and conveyors. Laboratory experience with equipment similar to that used in industry is an integral part of this course.

**PRDT 1243 MANUFACTURING FABRICATIONS**

*Prerequisite: (R) (W) (M), PRDT 1223*

3 CREDIT HOURS Students will learn to identify and apply solutions to routine maintenance issues associated with mechanical and electrical manufacturing equipment in manufacturing facilities. Students will learn and demonstrate basic metal fabrication techniques used in modern manufacturing facilities to perform preventive and proactive equipment repair. Students will fabricate common manufacturing equipment items such as chain guards, shields and covers for mechanical or electrical manufacturing equipment.

**PRDT 1313 MANUFACTURING MAINTENANCE**

*Prerequisite: (R) (W) (M), PRDT 1223*

3 CREDIT HOURS Students will learn to safely configure setup and operate shielded metal arc welders and oxy-acetylene cutting equipment to perform maintenance tasks associated with manufacturing processing systems. Students will be able to demonstrate an understating of industry related safety standards and guidelines of tool safety, welding specific print reading, metal preparation, electrode selection and calculate specific ratios for the safe operation of an oxy-acetylene cutting torch and a shielded metal arc welder. Laboratory work is an integral part of this course.

**PRDT 1413 FLUID POWER**

*Prerequisite: (R) (W) (M)*

3 CREDITS This course is an introduction to using pressurized hydraulic components in power delivery and positioning systems. Students will use hydraulic pumps and motors and make hydraulic connections, measurements, and calculations.

**\*PRDT 1534 PROGRAMMABLE CONTROLLER PROGRAMMING**

*Prerequisite: (R) (W) (M)*

4 CREDITS Following a study of the theory and operational characteristics of programmable control systems used in industry, the student will demonstrate the operation of a programmable controller by writing a program to control on-delay and off-delay timers, test the program for correct operation and apply troubleshooting techniques as necessary. Laboratory experience with equipment similar to that used in industry is an integral part of the course.

**\*PRDT 1542 PROGRAMMABLE CONTROLLER INTERFACING**

*Prerequisite: (R) (W) (M) PRDT 1534*

2 CREDITS The student will write a program for a programmable controller, implementing a multiple input/output system to control the operation of an external electromechanical device. The student will interface photosensitive devices as detectors in the system and will run the program to verify proper operation.

**PRDT 2013 GEOMETRIC TOLERANCING TECHNIQUES**

*Prerequisite: (R) (W) (M)*

3 CREDITS The student will be introduced to the concepts of geometric tolerancing. Geometric tolerancing terms and symbols will be recognized and understood. The student will interpret and apply these to special projects that will reflect various work-based opportunities.

**PRDT 2023 MACHINING FOR MANUFACTURING**

*Prerequisite: (R) (W) (M), PRDT 1223*

3 CREDIT HOURS Students will learn processes and techniques to safely perform general maintenance machining techniques to address a variety of maintenance issues associated with medium-to-large production equipment. Students will demonstrate these techniques by completing task lab assignments as required by industrial manufacturing technicians. Typical tasks include turning shafts, boring sprockets, and removing broken bolts.

**PRDT 2112 INTRODUCTION TO QUALITY CONTROL**

*Prerequisite: (R) (W) (M), MET 1112 or any 1000 level Math class*

2 CREDITS The student will prepare and apply control procedures and devices, including coordinate measuring machines, which are typically used in manufacturing. The student will develop sampling and acceptance plans, control charts and various other statistical process control functions.

**PRDT 2122 ADVANCED PROGRAMMABLE LOGIC CONTROLLERS**

*Prerequisite: (R) (W) (M), PRDT 1544*

2 CREDITS The student will perform on-line programming, editing and troubleshooting techniques for factory-level programmable controllers. Networks and data highways will be utilized in the course.

**PRDT 2213 ADVANCED QUALITY CONTROL**

*Prerequisite: (R) (W) (M), PRDT 2112*

3 CREDITS The student will prepare and apply control procedures and devices, including coordinate measuring machines and profile projects, which are typically used in manufacturing complex shapes.

**\*PRDT 2222 STATISTICAL PROCESS CONTROL**

*Prerequisite: (R) (W) (M), PRDT 2112*

2 CREDITS The student will develop sampling and acceptance plans, control charts and various other statistical process control functions using manual and computer assist calculations.

**PRDT 2333 POWER RF AND VACUUM INTERFACING**

*Prerequisite: (R) (W) (M), ET 1604, ET 2044*

3 CREDITS The student will study RF energy and its applications in manufacturing, vacuum technology, and vacuum systems. Topics include plasma physics, gas laws and properties; RF applications, safety, generators, transmission and interference; as well as operation and application of vacuum pumps, gauges, valves and system leak detection. Includes lab. This course may be designed to be industry specific.

**PRDT 2523 MOTION CONTROL**

*Prerequisite: (R) (W) (M), PRDT 1413*

3 CREDITS The student will differentiate between conventional hydraulic and servo hydraulic systems used to control and monitor motion in automated manufacturing systems. The student will select proper servo and feedback components to perform specified tasks, set-up and adjust servo systems to manufacturer's specifications and test servo systems to ensure compliance with operational parameters.

## **PRDT 2532 ROBOTICS**

*Prerequisite: (R) (W) (M), PRDT 1544*

2 CREDITS The student will develop programs to control servo and non-servo robots as well as continuous path servo robots, to interface robots into an automated system, and to maintain the operation of multi-task robotic systems within operating parameters.

## **\*PRDT 2544 COMPUTER INTEGRATED MANUFACTURING**

*Prerequisite: (R) (W) (M) PRDT 1223*

4 CREDITS This is the concluding course in the Computer Integrated Manufacturing option. The student will set up a batch processing line which converts raw material into a finished product, utilizing the concepts learned in earlier courses and provide programming, interfacing and troubleshooting of an automated system.

## **PRDT 2553 COMPUTER-AIDED MACHINING**

*Prerequisite: (R) (W) (M), MET 2423*

3 CREDITS The student will review principles of computer-aided machining (CAM) and apply these principles in the development of computer numerical control (CNC) programs for machine tools, using an integrated software system. Topics include development of job plans, using computer-aided drafting (CAD) databases, application and modification of post processors, and simulation of programmed operations.

## **PRDT 2563 MANUFACTURING PROCESSES**

*Prerequisite: PRDT 1223*

3 CREDITS Student will learn concepts associated with different manufacturing processes involved in the various productions of common products such as glass, rubber, steel and food products. Emphasis will be placed upon the role of the maintenance technician in keeping equipment functioning efficiently with preventive, predictive, and proactive maintenance procedures. In addition to the basic manufacturing processes, students will understand the philosophy and methods associated with the industry "LEAN Manufacturing" processes as they apply to advanced manufacturing settings.

## **PRDT 2603 SENSORS AND POSITION DEVICES**

*Prerequisite: (R) (W) (M), ET 2044*

3 CREDITS The student will demonstrate knowledge of the uses and applications of sensors and positioning devices used in automation and control systems. The student will use sensors and positioning devices to perform specified tasks. Upon completing this course, the student will be able to select and install appropriate sensors and troubleshoot sensors and positioners.

## **PRDT 2623 TROUBLESHOOTING CNC/IMC SYSTEMS**

*Prerequisite: (R) (W) (M), PRDT 2613*

3 CREDITS The student will demonstrate knowledge of installing, setting up and maintaining various types of intelligent motion controllers. Motion control theory will be demonstrated by troubleshooting these systems. Additionally, special industrial applications and a project will be completed by the student.

## **PRDT 2633 APPLICATIONS OF ASRS/CIM SYSTEMS**

*Prerequisite: (R) (W) (M), PRDT 2122*

3 CREDITS This course is designed to teach the student how to set up a batch process line which converts raw material into a finished product. Utilizing CIM concepts, the student will demonstrate program interfacing and troubleshooting of ASRS/CIM systems.

## **PRDT 2663 INDUSTRIAL SAFETY**

*Prerequisite: (R) (W) (M)*

3 CREDITS The student will recognize an industrial environment that could be injurious to personnel, systems and processes. Areas to be included are industrial accidents, accident investigations, safety inspection, hazardous materials, preventive measures and associated costs. The student will also demonstrate familiarity with federal, state and local health and safety regulations by discussing their impact on industry.

## **PRDT 2702 AUTOMATED SYSTEMS INTEGRATION PRACTICUM**

*Prerequisite: (R) (W) (M), PRDT 2633*

2 CREDITS The student will write a project plan for implementing an advanced manufacturing subsystem and analyzing input requirements. After approval of the plan, the project will be assembled and tested.

## **PRDT 2713 MANUFACTURING PRACTICUM**

*Prerequisite: PRDT 1223*

3 CREDITS Students will work with a mentor from the manufacturing industry to develop and produce a career-preparation portfolio documenting activities that help prepare the student for the realities of the workplace. Activities include but are not limited to program lab assignments, mentorship, job shadowing, resume writing workshops, industry visits, and related job interviews which provide the student with practical industry experience.

\*Course satisfies the computer proficiency requirement.

## **MARKETING**

### **MKT 2043 PRINCIPLES OF MARKETING**

*Prerequisite: (R)*

3 CREDITS The student will discuss the major aspects of each of the portions of the marketing mix (product, price, promotion and distribution), how they function, their interrelationships and the management of each. The student will use accepted techniques and tools in analyzing, evaluating and making decisions in marketing-related cases.

### **MKT 2163 EFFECTIVE SELLING**

*Prerequisite: (R)*

3 CREDITS The students will use role playing to demonstrate his/her ability to apply the techniques of effective salesmanship to simulated situations in communications, sales consulting, and the seven steps of effective selling as encountered in a professional salesperson position.

### **MKT 2253 CONSUMER BEHAVIOR**

*Prerequisite: (R) (W)*

3 CREDITS After studying the motivational factors that influence the consumer, the student will analyze selected marketing practices. The analytical process will focus on specific techniques to collect market-related data, assess past consumer behavior, identify marketing strategies, and design and evaluate potential marketing activities.

**MKT 2343 ADVERTISING**

Prerequisite: (R)

3 CREDITS The student will prepare advertising copy, illustrations and layout and will demonstrate a proficiency in media and research techniques necessary for advertising.

**MKT 2453 INTERNATIONAL MARKETING**

Prerequisite: (R)

3 CREDITS The student will study the effects of cultural, technological, political and legal differences upon marketing in an international environment and apply certain principles and concepts to marketing activities conducted on a global basis.

**MKT 2553 MARKETING APPLICATIONS**

Prerequisite: (R), 12 credit hours of MKT coursework or by Evaluation

3 CREDITS Using the case study method, the student will develop a systematic approach to decision making and apply this approach to the identification, evaluation, and resolution of selected marketing problems.

**MATHEMATICS****MATH 0033 BASIC MATHEMATICS**

Prerequisite: None

3 CREDITS The student will perform computational skills in addition, subtraction, multiplication, and division with whole numbers, fractions, decimals and percent and use those skills to solve applied problems. The student will also solve measurement problems in both the English and metric systems and introductory algebra problems using signed numbers and variables.

**MATH 0113 ELEMENTARY ALGEBRA**

Prerequisite: MATH 0033 or adequate Math Placement Test Score, either within the last year

3 CREDITS The student will perform basic operations with signed numbers, polynomials, and exponential expressions; factor polynomials; solve linear equations and systems of linear equations; graph linear equations and inequalities; and solve applied problems.

**MATH 0123 INTERMEDIATE ALGEBRA**

Prerequisite: MATH 0113 or adequate Math Placement Test Score, either within the last year

3 CREDITS The student will perform fundamental algebraic operations with rational expressions, radicals, complex numbers, and functions; solve quadratic and rational equations; graph functions; and solve applied problems.

**MATH 1000 SPECIAL TOPICS**

Prerequisite: None

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subjects not covered in other courses, but which are beneficial in providing a better understanding of the related program. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

**\*MATH 1503 CONTEMPORARY MATHEMATICS**

Prerequisite: (R) (W), MATH 0123 or adequate Math Placement Test Score, either within the last year.

3 CREDITS A study of the mathematics needed for critical evaluation of quantitative information and arguments (including logic, critical appraisal of graphs and tables); use of simple mathematical models, and an introduction to elementary statistics. GenEd Requirement

**MATH 1513 COLLEGE ALGEBRA**

Prerequisite: (R), MATH 0123 or adequate Math Placement Test Score, either within the last year.

3 CREDITS The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, exponential, and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebra. GenEd Requirement

**MATH 1533 PRE-CALCULUS AND ANALYTIC GEOMETRY**

Prerequisite: (R) (W), MATH 0123, or adequate Math Placement Test Score, either within the last year.

3 CREDITS This course is intended to serve students for whom Calculus and Analytic Geometry I is a requirement. Topics will include conic sections, systems of equations (both linear and nonlinear), and a general discussion of functions with emphasis on polynomial, rational, exponential, and logarithmic functions. GenEd Requirement.

**MATH 1613 TRIGONOMETRY**

(R). Prerequisite: Pre or Corequisite: MATH 1513 or MATH 1533 or adequate Math Placement Test Score

3 CREDITS The student will evaluate trigonometric functions and their inverses, graph trigonometric functions, prove trigonometric identities, solve trigonometric equations, solve problems involving triangles and indirect measurement, use trigonometric forms of complex numbers, and identify and graph polar curves.

**MATH 1743 CALCULUS I FOR BUSINESS, LIFE SCIENCES, AND SOCIAL SCIENCES**

Prerequisite: (R), MATH 1513 or adequate Math Placement Test Score

3 CREDITS This is the first of a two-semester sequence in elementary calculus in which students use the concepts of differential and integral calculus to solve theoretical and applied problems in business, life sciences, and social sciences.

**MATH 2000 SPECIAL TOPICS**

Prerequisite: None

Variable 1-4 The student will demonstrate specified competencies in subjects not covered in other courses, but which are beneficial in providing a better understanding of the related program. A specified subject is announced for each offering. Enrollment may be repeated with a change in topic.

**MATH 2013 INTRODUCTION TO STATISTICS**

Prerequisite: (R), MATH 0123 or equivalent or adequate Math Placement Test Score, either within the last year.

3 CREDITS The student will solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance. GenEd Requirement

**MATH 2023 FOUNDATIONS OF GEOMETRY AND MEASUREMENTS**

Prerequisite: (R), MATH 0123 or adequate Math Placement Test Score, either within the last year.

3 CREDITS The student will demonstrate an understanding of the basic concepts of geometric shapes, measurement, triangle congruence and similarity, coordinates, and transformations; the ability to think conceptually of mathematics and to apply the concepts learned in real life problem solving situations.

### **\*MATH 2104 CALCULUS AND ANALYTIC GEOMETRY I**

*Prerequisite:* (R) (W), MATH 1533 and MATH 1613 or adequate Math Placement Test Score

4 CREDITS The student will compute, interpret and apply the basic concepts of limits, differentiation and integration to algebraic and transcendental functions and will solve applied problems that include rates of change, optimization, area and total change in a function.

### **MATH 2123 CALCULUS II FOR BUSINESS, LIFE SCIENCES AND SOCIAL SCIENCES**

*Prerequisite:* (R), MATH 1743

3 CREDITS MATH 2123 is the second of a two-semester sequence in elementary calculus in which students use the concepts of differential and integral calculus to solve theoretical and applied problems in business, life sciences, and social sciences.

### **MATH 2213 MATHEMATICAL SYSTEMS**

*Prerequisite:* (R) (W), MATH 0123 or adequate Math Placement Test Score

3 CREDITS The student will demonstrate an understanding of arithmetic; give a systematic analysis of arithmetical operations as well as intuitive algebra. Topics include the structure of number systems, operations, properties, ordering and number theory beginning with natural numbers and extending through the set of all real numbers.

### **\*MATH 2214 CALCULUS AND ANALYTIC GEOMETRY II**

*Prerequisite:* (R) (W), MATH 2104 or equivalent within the last year

4 CREDITS The student will use integration techniques to find antiderivatives, compute definite integrals, and solve application problems that include volume, work and pressure; investigate the convergence of improper integrals and infinite series; use Taylor polynomials and Taylor Series to estimate, represent, and analyze functions; perform basic operations on vectors and analyze functions of three variables and their contour plots.

### **\*MATH 2314 CALCULUS AND ANALYTIC GEOMETRY III**

*Prerequisite:* (R) (W), MATH 2214 or equivalent within the last year

4 CREDITS The student will compute partial derivatives, gradients, differentials, double and triple integrals in rectangular, cylindrical and spherical coordinate systems, curl and divergence of a vector field, and path and surface integrals of vector fields directly and by applying Green's Theorem, Stokes' Theorem and the Divergence Theorem; write parameterizations for lines, curves and surfaces; and solve application problems that include optimization, work and flows of vector fields.

### **MATH 2413 INTRODUCTION TO ORDINARY DIFFERENTIAL EQUATIONS**

*Prerequisite:* (R) (W), Math 2214 or a minimum of 8 semester hours of calculus

3 CREDITS This course will cover methods of solution of ordinary differential equations with applications. Topics will include first order equations, linear equations of higher order, series solutions, Laplace transforms, applications and numerical methods.

## **MEDICAL ASSISTANT**

### **MA 1000 SPECIAL TOPICS**

*Prerequisite:* (R) (W) (M), Permission of Instructor

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other medical assistant courses, but that are beneficial in providing a better understanding of the field. A specific topic would be covered for each offering. Enrollment may be repeated with a change of topic.

### **MA 1021 MEDICAL LAW AND ETHICS**

*Prerequisite:* (R) (W)

1 CREDIT This course covers information necessary to understand the legal and ethical standards of the medical assistant practice. Students will demonstrate a knowledge of ethical issues, contracts, health care worker liability, medical litigation, drug regulations, discrimination issues, OSHA rules, bioethical issues, medical records, acceptable fees, and laws that may affect the health care professional. Emphasis is placed upon the settings that employ medical assistants.

### **MA 1033 MEDICAL INSURANCE**

*Prerequisite:* (R) (W)

3 CREDITS This course covers information necessary to understand medical insurance form preparation as it is used in a medical clinical office. Students will demonstrate an understanding of the legal issues of insurance claims, procedural & diagnostic coding, delinquent claims, problem solving, managed care systems, proper form preparation and several major types of medical forms.

### **MA 1113 PSYCHOLOGY FOR THE HEALTH PROFESSIONAL**

*Prerequisite:* (R) (W)

3 CREDITS This course is an introduction to the major areas of psychology as it relates to the health care professional. The student will demonstrate an understanding of the basic principles of psychology such as interpersonal behavior, patient behavior, learning, emotional stability, personality, perception, memory, coping styles, abnormal patterns of behavior, and treatment. Emphasis is placed on the behavioral patterns of an effective health care provider.

### **MA 1133 CLINICAL PROCEDURES I**

*Prerequisite:* (R) (M)(W); *Corequisite:* AHP 1013 and BIO 1224

3 CREDITS The student will receive an overview of the medical assistant career. An emphasis will be placed on professionalism, history of the profession, human relations, OSHA guidelines, medical asepsis, vital signs, emergency procedures, law, ethics, communications and documentation.

### **MA 1233 CLINICAL PROCEDURES II**

*Prerequisite:* (R) (W) (M); *Corequisite:* MA 1133

3 CREDITS The student will demonstrate an understanding of such skills as maintaining the examination area, performing clinical lab tests, venipuncture, microhematocrit, twelve lead electrocardiograph (ECG), drug calculation and medication administration. An emphasis is placed on the patient's physical examination and treatment procedures that are performed in a medical office setting.

### **MA 2212 PHARMACOLOGY FOR MEDICAL ASSISTANTS**

*Prerequisite:* (R) (W) (M)

2 CREDITS The student will identify sources, schedules and classes of drugs. The student will identify and interpret actions of drugs commonly used in a physician's office, accurately calculate drug dosages, and identify appropriate administration routes. The student will learn to follow the written, verbal or standing physician's orders and properly prepare and administer medications using aseptic techniques as required.

## **MA 2234 ADMINISTRATION AND MEDICAL OFFICE PROCEDURES**

*Prerequisite:* (R) (W) (M) AOT 1713

3 CREDITS This course is designed to study the ethics, attitudes and responsibilities for the administrative tasks that occur in a medical office setting. Emphasis is placed on developing the skills and aptitudes for a professional medical assistant career in the administrative area.

## **MA 2243 MEDICAL INFORMATICS**

*Prerequisite:* (R) (W) (M)

3 CREDITS The student will gain an understanding of the automated medical office by using a computerized medical office package. Included in this software package is billing, charge slips, scheduling, insurance form preparation and patient data storage. The student will demonstrate familiarity with methods and techniques used in literary research for medical professionals. The student will further be exposed to the basic concepts of e-mail, search engines, web page creation and internet research.

## **MA 2251 MEDICAL ASSISTANT SIMULATION**

*Prerequisite:* (R) (W) (M); *Corequisite:* MA 1133; MA 1233

1 CREDIT This course is designed to build upon previous knowledge from medical assistant courses. The student will apply critical thinking skills for medical assistants to include the processes of planning, managing and delivering care to patients. During this course, the student will schedule, prepare and assist in the care of a group of virtual patients' health care needs. An emphasis will be placed on communication skills in relation to patients and their families. Further, the student will manage a simulated clinic including the patient charts, inventories, billing, scheduling, insurance form preparation, coding, and other administrative and clinical duties. A variety of teaching methods, learning activities, computer research, and practical simulations are utilized.

## **MA 2516 MEDICAL ASSISTANT EXTERNSHIP**

*Prerequisite:* (R) (W) (M), *Completion of 33 credit hours in the major*

6 CREDITS This course is designed to apply the knowledge and skills acquired in previous medical assistant courses to the clinical site. Externship assignments are scheduled to provide students with adjunct faculty and supervised experience in performing the skills and competencies of a medical assistant in a physician's office. Students will accept accountability and responsibility for their own behavior while in the learning environment, and will practice within the ethical and legal framework of the profession of a medical assistant.

# **MICRO-ELECTRO-MECHANICAL SYSTEMS**

## **MEMS 2233 MICRO-ELECTRO-MECHANICAL SYSTEMS**

*Prerequisite:* (R) (W) (M), *PHYS 1214*

3 CREDITS Students will learn computer simulation and modeling techniques for micro-electromechanical systems. Students will learn to design, analyze, and evaluate the performance of a variety of MEMS devices.

# **MUSIC**

## **MU 1000 SPECIAL TOPICS**

*Prerequisite:* (R) (W)

VARIABLE 1-3 CREDITS The student will demonstrate competencies in subjects not covered in other music courses. Each course will relate to a specific musical skill or area of knowledge and may be repeated with a change in subject matter.

## **\*MU 1124 MUSIC THEORY I**

*Prerequisite:* (R) (W) (M)

4 CREDITS This course will develop notational skills in music theory through the study of triad function, beginning harmonic analysis, basic principles of voice leading, connection of SATB triads in root position and inversion, phrase structure, and cadences. The foregoing skills will be demonstrated through the partwriting of bass lines and reinforced through correlated aural and keyboard application exercises.

## **MU 1131 CONCERT CHOIR**

*Prerequisite:* NONE

1 CREDIT The student will participate in vocal rehearsals and performances for the college choir. A wide variety of choral literature will be studied and performed including works for a cappella chorus. No audition is required. The course may be repeated.

## **MU 1141 INDIVIDUAL INSTRUCTION**

*Prerequisite:* (R) (W)

1 CREDIT The student will receive individual instruction in beginning techniques for a musical instrument. Performance in at least one studio recital will be expected. The course may be repeated. Maximum credit at this level for a Music major toward the associate degree is two credit hours.

## **MU 1151 GROUP INSTRUCTION**

*Prerequisite:* (R) (W)

1 CREDIT The student will receive group instruction in beginning techniques for a musical instrument. The course may be repeated until the student's skills are proficient enough to enter MU 1241. Maximum credit at this level toward the associate degree for a Music major is two credit hours.

## **MU 1224 MUSIC THEORY II**

*Prerequisite:* (R) (W) (M), *MU 1124*

4 CREDITS This course is a continuation of MU 1124 Music Theory I. The student will develop additional skills in music theory through the study of the principles of harmonic progression, harmonization of bass and soprano lines, and the use of non-harmonic tones. Compositional analysis and original composition also will be emphasized. Correlated aural and keyboard application exercises will be an integral part of the course.

## **MU 1241 INDIVIDUAL INSTRUCTION**

*Prerequisite:* (R) (W)

1 CREDIT This course is a continuation of MU 1141. Technical skills will be reinforced and built upon. The student will receive individual instruction for a musical instrument. Performance in at least one studio recital will be expected. This course may be repeated. Maximum credit at this level toward the associate degree for a Music major is two credit hours.

## **MU 1251 GROUP INSTRUCTION**

*Prerequisite:* (R) (W) *MU 1151 Group Instruction-Piano*

1 CREDIT This course is continuation of MU 1151. The skills begun in that course will be reinforced and refined through the increased performance of solo and ensemble repertoire. This course may be repeated. Maximum credit at this level toward the associate degree for a Music major is two credit hours.



### **MU 1331 CHAMBER SINGERS**

*Prerequisite: (R) (W), by Evaluation*

1 CREDIT Chamber Singers is a musical ensemble of approximately twenty to thirty vocal performers. Membership is by audition only. Students selected for membership participate in all rehearsals and performances of the group and represent Oklahoma City Community College in numerous performances both on and off campus. The course may be repeated.

### **MU 1341 SYMPHONIC COMMUNITY CHOIR**

*Prerequisite: None*

1 CREDIT This class will be a performing music ensemble. Students will participate in all rehearsals and performances. A wide variety of choral literature will be studied and performed including works for a cappella chorus. No audition is required. The course may be repeated.

### **MU 2000 SPECIAL TOPICS**

*Prerequisite: (R) (W) (M), HUM 1113 or MU 1124*

1-3 CREDITS The student will demonstrate competencies not covered in other music courses. Each course will relate to a specific musical skill or area of knowledge and may be repeated with a change in subject matter.

### **MU 2123 MUSIC LITERATURE I**

*Prerequisite: (R) (W) (M), MU 1224*

3 CREDITS This course explores selected musical works representative of the monophonic through the Baroque eras. The primary focus will be the identification and analysis of stylistic features within a historical perspective. Music listening will be a substantial component of the course.

### **MU 2141 INDIVIDUAL INSTRUCTION**

*Prerequisite: (R) (W)*

1 CREDIT This course is a continuation of MU 1241. Objectives will be geared toward the study of challenging repertoire which demonstrates the skills and techniques studied. Performance in at least one studio recital will be expected. This course may be repeated. Maximum credit at this level toward the associate degree for a Music major is two credit hours.

### **MU 2223 MUSIC LITERATURE II**

*Prerequisite: (R) (W) (M), MU 2123*

3 CREDITS This course is a continuation of MU 2123 Music Literature I. The student will explore selected musical works representative of the Classic through the contemporary eras. The primary focus will be the identification and analysis of stylistic features within a historical perspective. Music listening will be a substantial component of the course.

### **MU 2241 INDIVIDUAL INSTRUCTION**

*Prerequisite: (R) (W)*

1 CREDIT This course is a continuation of MU 2141. Objectives will be geared toward the study of challenging repertoire which demonstrates the skills and techniques studied. Performance in at least one studio recital will be expected. This course may be repeated. Maximum credit at this level toward the associate degree for a Music major is two credit hours.

### **MU 2242 INDIVIDUAL INSTRUCTION**

*Prerequisite: (R) (W)*

2 CREDITS The student will receive individual instruction in more advanced technique and performance. This course is intended for the more advanced students who may or may not be preparing for a degree recital. This course may be repeated. Maximum credit at this level toward the associate degree for a Music major is four credit hours.

### **MU 2314 MUSIC THEORY III**

*Prerequisite: (R) (W) (M), MU 1224*

4 CREDITS This course is a continuation of MU 1224 Music Theory II. The student will study the usage of dominant and non-dominant seventh chords, secondary dominant chords, borrowed chords, and modulation. Harmonization of bass and soprano lines, compositional analysis, and original composition will be emphasized. Correlated aural and keyboard application exercises will be an integral part of the course.

### **MU 2341 CLASSICAL GUITAR ENSEMBLE**

*Prerequisite: (R)*

1 CREDIT Classical Guitar Ensemble is a performing group for students of classical guitar. Study and performance of repertoire specially written and arranged for guitar ensemble will be the primary activity. Students will participate in multiple rehearsals and performances. This course may be repeated.

### **MU 2414 MUSIC THEORY IV**

*Prerequisite: (R) (W) (M), MU 2314*

4 CREDITS This course is a continuation of MU 2314 Music Theory III. The student will study augmented sixth chords, Neapolitan and altered dominant chords, and modulation with the diminished seventh and major-minor seventh chords. Harmonization of bass and soprano lines, compositional analysis, and original composition will be emphasized. Correlated aural and keyboard application exercises will be an integral part of the course.

• Course satisfies the computer proficiency requirement.

## **NANOTECHNOLOGY**

### **NANO 1112 SURVEY OF NANOTECHNOLOGY**

*Prerequisite: (R) (W) (M)*

2 CREDITS Students are introduced to the field of nanotechnology. They will explore the field of nanotechnology in a comprehensive overview, which includes ethics, as well as current trends in nanotechnology research and applications.

### **NANO 2125 NANOTECHNOLOGY LAB 1**

*Prerequisite: (R) (W) (M), Corequisite: NANO 2133, CS 1333 or CS 1343 or Permission of Instructor*

5 CREDITS Students will learn to synthesize and characterize nanomaterials and nanostructures using basic nanotechnology tools and techniques. Characterization techniques will include analysis of mechanical, electron transport, magnetic, and/or thermal properties. Synthesis techniques will include basic precipitation, devitrification, condensation, electrodeposition, and/or mechanical methods. Students will also learn proper methods for data collection, archiving, and reporting.

### **NANO 2133 NANOMATERIALS AND NANOSTRUCTURES**

*Prerequisite: (R) (W) (M), NANO 1112, PHYS 1214, CHEM 1215 or Permission of Instructor*

3 CREDITS Students are introduced to materials science with an emphasis on the characterization and synthesis of nanoparticles and materials with nanoscale features. They will learn to use material property databases, and appropriate software simulation tools to align and compare nanoscale structures. Students focus on the theoretical basis behind scientific tools and methods used to characterize, synthesize, and simulate nanomaterials.

## **NANO 2225 NANOTECHNOLOGY LAB II**

*Prerequisite: (R) (W) (M), NANO 2125*

5 CREDITS : This is a continuation of NANO 2125 that develops more advanced understanding in methods of synthesis and characterization of nanomaterials and nanostructures. Characterization techniques will include advanced analysis of mechanical, electron transport, magnetic, and/or thermal properties. Synthesis techniques will include advanced precipitation, devitrification, condensation, electrodeposition, and/or mechanical methods. Students will continue to develop techniques in data collection, archiving, and reporting skills developed in NANO 2125.

## **NANO 2333 NANOTECHNOLOGY PRACTICUM**

*Prerequisite: (R) (W) (M), NANO 2225, NANO 2133*

3 CREDITS Students gain practical experience in the field of nanotechnology through an internship at an affiliated business or university research center or a capstone experience at OCCC. Students will use all techniques learned in NANO 2125 and 2225 in a work setting.

# **NETWORK TECHNOLOGY**

## **NT 1000 SPECIAL TOPICS**

*Prerequisite: (R) (W) (M), Permission of Instructor*

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subjects not included in other Network Technology courses but which benefit students wanting additional training in or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

## **NT 1113 OPERATING SYSTEMS**

*Prerequisite: (R) (W) (M)*

3 CREDITS Students will learn basic computer concepts and terms associated with a variety of computer operating systems, and progresses into the Microsoft Windows 9X and Windows 2000 Professional graphical operating systems. Through hands-on application the student will install, configure and troubleshoot common network operating systems. At completion of the course the student will be prepared to take the CompTIA A+ certification exam.

## **NT 1114 MICROCOMPUTER INSTALLATION AND SERVICE**

*Prerequisite: (R) (W) (M), NT 1113 Operating Systems*

4 CREDITS The student will use effective diagnostic, analytical and mechanical skills to demonstrate installation and service of microcomputer systems troubleshooting; system diagnostics; advanced peripheral installation and testing; software installation; and survey of state-of-the art processors and operating systems.

## **NT 1124 COMPUTER NETWORK CONNECTIONS: COPPER**

*Prerequisite: (R) (W) (M)*

4 CREDITS Students will learn the concepts and skills necessary to become entry-level cable technicians. Students will complete activities that demonstrate learning theory and types of copper cable, terminating UTP, STP, F-Type, BNC, UDC and wall jacks and identifying and troubleshooting cable standards and cable connection faults.

## **NT 1144 INTRODUCTION TO NETWORKING**

*Prerequisite: (R) (W) (M), NT 1114 Microcomputer Installation and Service*

4 CREDITS Students will gain an understanding of networking technology for local area networks (LAN's) and the characteristics of networking practices. The students will also learn a wide range of networking technologies including the knowledge needed to configure and install various clients, such as Microsoft, Novell and Unix/Linux.

## **NT 1154 INTERNETWORK THEORY & DESIGN**

*Prerequisite: (R) (W) (M), NT 1144 Introduction to Networking*

4 CREDITS Students will study basic network topologies and protocols. They will study the use of LANs and WANs, Open Systems Interconnection (OSI) model, Ethernet, and Internet Protocol (IP) addressing. Students will demonstrate competencies through designing and documentation of basic networks, structured cabling and network-to-network communications.

## **NT 1164 MS WINDOWS PROFESSIONAL INSTALLATION AND SUPPORT**

*Prerequisite: (R) (W) (M), NT 1144 Introduction to Networking*

4 CREDITS Students will install and configure a Windows operating system, create and manage users and groups; configure file systems and security; configure local network printing; share resources with other network users; troubleshoot and tune their Windows workstation's performance.

## **NT 1184 LINUX INSTALLATION AND ADMINISTRATION**

*Prerequisite: (R) (W) (M), NT 1144 Introduction to Networking*

4 CREDITS The student will demonstrate specific competencies through "hands-on" activities using the Linux operating system. Students will examine hardware and software requirements; install a Linux based operating system and software package; configure system settings, network services, and access rights. In addition, the student will manage users, file systems, services, and devices; monitor and maintain processes, network interfaces, system logs, security, and troubleshoot generic and specific hardware.

## **NT 1194 NOVELL NETWARE INSTALLATION AND ADMINISTRATION**

*Prerequisite: (R) (W) (M), NT 1144; Introduction to Networking*

4 CREDITS The student will demonstrate specific competencies through "hands-on" activities which prepares students to administer a fileserver, install and configure client software; implement and manage network access security and file system security; create manager user groups; create login scripts, manage network printing services, use fileserver commands, create alias and application objects.

## **NT 1224 MS OFFICE INSTALLATION AND SUPPORT**

*Prerequisite: (R) (W) (M)*

4 CREDITS The student will learn the concepts in the basic and intermediate features of a standard office suite of software, including word processing, spreadsheet, database, and presentation applications. The student will also get experience in the installation of components related to an office software suite.

## **NT 1233 NETWORK ROUTING SYSTEMS**

*Prerequisite: (R) (W) (M), NT 1154 Internetwork Theory and Design*

3 CREDITS Students will demonstrate competencies through activities that include the router command line, basic router configurations, interior routing protocols such as RIP and IGRP, routed versus routing protocols, and various software used to configure a router such as Telnet, Terminal Emulation, and TFTP.

## **NT 2000 SPECIAL TOPICS**

*Prerequisite: (R) (W) (M), or Evaluation by Instructor*

1-4 CREDITS The student will demonstrate specified competencies in subjects not included in other Network Technology courses but which benefit students wanting additional training in or comprehension of the field. Each course will cover a specific topic and may be repeated with a change in content.

#### **NT 2114 MS WINDOWS SERVER INSTALLATION AND SUPPORT**

*Prerequisite: (R) (W) (M), NT 1164 MS Windows Professional Installation and Support*

4 CREDITS Students will install and configure the operating system, create and manage users and groups, configure file systems and security, manage access to files and folders, administer the distributed file system, configure local and network printing, administer terminal services, manage web services and network connections, and troubleshoot and tune their server's performance.

#### **NT 2124 NETWORK SWITCHING SYSTEMS**

*Prerequisite: (R) (W) (M), NT 1233 Network Routing Systems*

4 CREDITS Students will demonstrate competencies through activities that include advanced router configuration, LAN switching theory, VLAN's, advanced LAN and WAN switch design, and the Novell IPX protocol.

#### **NT 2144 NETWORK SERVICES**

*Prerequisite: (R) (W) (M), NT 2114 MS Windows Server Installation and Support*

4 CREDITS The student will develop competencies through "hands-on" experience that provides a foundation to the network services available in a windows network environment. Each student will install, manage, monitor, configure and troubleshoot DNS, DHCP, remote access, network protocols, IP routing, WINS, Network Address Translation, and services in a network environment.

#### **NT 2154 DIRECTORY SERVICES**

*Prerequisite: (R) (W) (M), NT 2114 MS Windows Server Installation and Support*

4 CREDITS The student will demonstrate competencies through "hands-on" activities that provide a foundation to windows based active directory services available in a windows network environment. Each student will install, configure and troubleshoot active directory components, DNS for active directory, active directory security solutions and group policy.

#### **NT 2164 WAN SYSTEMS AND DESIGN**

*Prerequisite: (R) (W) (M), NT 2124 Network Switching Systems*

4 CREDITS Students will demonstrate competencies through activities that include WAN devices, encapsulation formats, PPP components, session establishment, and authentication, ISDN uses, services, and configuration, Frame relay technology and configuration.

#### **NT 2324 NETWORK PLANNING AND DESIGN**

*Prerequisite: (R) (W) (M), NT 2114 MS Windows Server Installation*

4 CREDITS Students will develop an understanding of the knowledge and skills necessary to design windows based directory services infrastructure in an enterprise network. The student will demonstrate competencies in identifying the information technology needs of an organization, and then designing an active directory structure that meets those needs.

#### **NT 2344 PROXY SERVER INSTALLATION AND ADMINISTRATION**

*Prerequisite: (R) (W) (M), NT 2114 MS Windows Server Installation and Support*

4 CREDITS The student will learn extensible firewall protection, response time and efficiency. In addition, students will develop competencies in web caching, fault-tolerance and load balancing and implementing Proxy Server with existing networks, including IPX networks and supporting Internet protocols and services.

#### **NT 2374 COMPUTER NETWORK CONNECTIONS: FIBER**

*Prerequisite: (R) (W) (M), NT 1124 Computer Network Connections: Copper*

4 CREDITS Students will demonstrate competencies through activities that include identifying fiber optic tools and supplies, understanding the characteristics of light waves, cable construction, terminating ST connectors to light guided building cable and multimode fiber optic cable, and testing for quality connections.

#### **NT 2394 NETWORK ADMINISTRATION**

*Prerequisite: (R) (W) (M)*

4 CREDITS The student will be provided with "hands-on" laboratory experience in which they will demonstrate an understanding of a windows networking environment. Students will configure TCP/IP properties, monitor network activity, manage local, Active Directory, and IP security policies, install and configure the DHCP service, create and manage DNS zones, install and configure the RRAS service, create remote access policies, and configure and troubleshoot IP routing.

## **NURSING**

#### **NUR 1000 SPECIAL TOPICS**

*Prerequisite: None*

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other Nursing courses but which are beneficial in providing a better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

#### **NUR 1221 OVERVIEW OF NURSING**

*Prerequisite: None*

1 CREDIT This course is designed for students who are considering nursing as a career choice and presents an introduction to nursing as a profession with emphasis on types of nursing programs, historical influences, professionalism, ethics, the nursing process, and current trends and issues affecting nursing. The course also offers information concerning the student's degree plan, time/stress management, and study skills that would be helpful in progressing through an integrated nursing program.

#### **NUR 1423 PHARMACOLOGY FOR NURSING PRACTICE**

*Prerequisite: (M)*

3 CREDITS The course utilizes a nursing process approach to provide an overview of common pharmacological therapies which are used in client care across the lifespan. It is designed to aid student success in a nursing program as well as to augment theory within the core nursing curriculum courses. Content includes phases of drug action, principles of drug administration, drug classifications and an introduction to dosage calculation. The course will be offered through both online and web enhanced formats. The course also serves as a clinical update for practicing nurses.

#### **NUR 1512 NURSING TRANSITION I**

*Prerequisite: (R) (W) (M), CHEM 1123 and CHEM 1131, BIO 1023, BIO 1314; a. Meet basic requirements for admission to the Nursing Career Ladder Pathway; b. LPN or Oklahoma Licensed Paramedic.*

2 CREDITS The course is designed for students applying to the nursing program's career ladder pathway who are LPNs (graduates of non-NLNAC accredited practical nursing programs) or who are Oklahoma licensed paramedics. Theory concepts included in the course will include nursing process and critical thinking. The course will also provide reviews of nursing care for childbearing families, including neonates, and clients experiencing common medical-surgical health care needs. The course design will incorporate directed studies and computer assisted instruction.

## **NUR 1519 NURSING PROCESS I**

*Prerequisite:* (R) (W) (M). a. Admission to the Nursing Program; b. APPM 1313 or MATH 1513; *Corequisites:* BIO 1023, BIO 1314.

*Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway are:* (R) (W) (M). a. Admission to the Nursing Program; b. APPM 1313 or MATH 1513; BIO 1023, BIO 1314, BIO 1414, BIO 1514, PSY 1113, PSY 2403, ENGL 1113, ENGL 1213, POLS 1113, HIST 1483 or HIST 1493.

9 CREDITS This initial course is designed to introduce the student to the theory and application of the nursing process and critical thinking skills, planning and delivery of nursing care to meet the client's basic health care needs. The student will begin to utilize basic skills in providing and managing care for the client. Identification of the roles of the associate degree nurse as a member of the health care team, as well as recognition of the limitations of practice based on beginning knowledge and skills, will be integral parts of the course. The student will accept accountability and responsibility for his/her own behavior while in the learning environment and will practice within the ethical and legal framework of the profession of nursing.

## **NUR 1529 NURSING PROCESS II**

*Prerequisite:* (R) (W) (M). NUR 1519, APPM 1313 or MATH 1513, BIO 1023, BIO 1314. *Corequisites:* BIO 1414, PSY 1113, ENGL 1113.

*Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway are:* NUR 1519, APPM 1313 or MATH 1513; BIO 1023, BIO 1314, BIO 1414, BIO 1514, PSY 1113, PSY 2403, ENGL 1113, ENGL 1213, POLS 1113, HIST 1483 or HIST 1493

9 CREDITS This course is designed for the student to develop knowledge of nursing theory and apply the nursing process and critical thinking skills to plan and deliver care to childbearing families and clients with common health care needs. The course is divided into two components. One component focuses on the childbearing family. The other component focuses on clients with common medical-surgical needs. In both correlated clinical experiences, the student will work with members of the health care team, utilizing previously learned knowledge and skills in relating to, caring for and meeting learning needs of clients. The student will accept accountability and responsibility for his/her own behavior while in the learning environment, and practice within the ethical and legal framework of the nursing profession.

## **NUR 1532 NURSING TRANSITION II**

*Prerequisite:* CHEM 1123 and CHEM 1131, BIO 1023, BIO 1314, BIO 1414, PSY 1113, ENGL 1113, ENGL 1213, NUR 1512 (unless exempt).

2 CREDITS The course is designed for licensed paramedics and licensed practical nurses who have been admitted to the nursing program's career ladder pathway. The course will introduce students to the philosophy and organizing framework of the OCCC nursing program. Theory concepts will include role transition as well as role expectations and legal considerations for the practice of the registered nurse. Course content will also provide introductions to the Human Patient Simulator and the nursing computer lab with reviews of basic nursing skills, including IV therapy and drug calculations. The course design will incorporate directed studies and computer aided instruction.

## **NUR 2539 NURSING PROCESS III**

*Prerequisite:* (R) (W) (M); NUR 1519, NUR 1529, APPM 1313 or MATH 1513 are prerequisites to NUR 2539 for the CLP starting Fall 09, BIO 1023, BIO 1314, BIO 1414, PSY 1113, ENGL 1113. *Corequisites:* ENGL 1213, PSY 2403, BIO 1514.

*Prerequisites for Career Ladder Pathway are:* NUR 1512 (if required), NUR 1532, CHEM 1123 and CHEM 1131, BIO 1023, BIO 1314, BIO 1414, PSY 1113, ENGL 1113, ENGL 1213. *Corequisites:* PSY 2403, BIO 1514.

*Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway are:* NUR 1519, NUR 1529, APPM 1313 or MATH 1513; BIO 1023, BIO 1314, BIO 1414, BIO 1514, PSY 1113, PSY 2403, ENGL 1113, ENGL 1213, POLS 1113, HIST 1483 or HIST 1493

9 CREDITS This course is designed for the student to utilize previous skills and knowledge in the application of the nursing process and critical thinking skills to plan, manage, and deliver care to clients with complex health care needs across the lifespan. The course is divided into two components. One component focuses on clients with medical-surgical health care needs. The other component focuses on clients with psychiatric/mental health care needs. Correlated clinical experiences include both adult and pediatric rotations. Students will use advanced communication skills when relating to clients, families, and health care team members. The course is designed to assist the student to apply principles of teaching/learning necessary to meet the health information needs of assigned clients. The course is designed to assist the student to develop skills related to the role of Manager of Care, and includes concepts related to prioritization and delegation of nursing care. Students in this course are expected to demonstrate accountability and responsibility for his/her own behavior and are expected to practice within the ethical and legal framework of the nursing profession.

## **NUR 2549 NURSING PROCESS IV**

*Prerequisite:* (R) (W) (M); NUR 1519, NUR 1529, NUR 2539, APPM 1313 or MATH 1513, BIO 1023, BIO 1314, BIO 1414, BIO 1514, PSY 1113, PSY 2403, ENGL 1113, ENGL 1213. *Corequisites:* POLS 1113, HIST 1483 or HIST 1493.

*Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway are:* NUR 1519, NUR 1529, NUR 2539, APPM 1313 or MATH 1513; BIO 1023, BIO 1314, BIO 1414, BIO 1514, PSY 1113, PSY 2403, ENGL 1113, ENGL 1213, POLS 1113, HIST 1483 or HIST 1493.

*Prerequisites for Career Ladder Pathway are:* NUR 1512 (if required), NUR 1532, NUR 2539, APPM 1313 or MATH 1513, BIO 1023, BIO 1314, BIO 1414, BIO 1514, PSY 1113, PSY 2403, ENGL 1113, ENGL 1213. *Corequisites:* POLS 1113, HIST 1483 or HIST 1493.

9 CREDITS This course is designed for the student to build upon the knowledge and skills acquired in the previous three nursing courses. The student will independently use the nursing process and critical thinking skills to provide care and meet the complex needs of a variety of clients at different stages on the health-illness continuum throughout the lifespan. Client care will be provided in a variety of settings including critical care. The student will use a collaborative approach involving the client, family, significant others, and members of the health care team in meeting the client's needs. The student will manage care for a group of clients who have health care needs. The student will demonstrate accountability for nursing actions and self-development. The student will display the ability to function in an independent, self-directed manner within the ethical and legal framework of the nursing profession.

# **OCCUPATIONAL THERAPY ASSISTANT**

## **OTA 1000 SPECIAL TOPICS**

*Prerequisite:* (R)

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other Occupational Therapy courses, but which are beneficial in providing a better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

## **OTA 1112 APPLICATION OF LEISURE OCCUPATION**

*Prerequisite:* (R) (W) (M) Pre or *Corequisite:* OTA 1123

2 CREDITS Through study, discussion, and classroom/laboratory activities, the student will (1) demonstrate basic skills in techniques, procedures, and activity analysis of selected leisure occupations, (2) identify performance components involved in leisure occupations, (3) select appropriate activities and skills for health maintenance and/or remediation based upon various client factors and contexts, and (4) instruct an individual in a selected activity ensuring proper tool, materials, and safety usage. Level I fieldwork is included in the course.

## **OTA 1122 PERFORMANCE IN ACTIVITIES OF DAILY LIVING**

*Prerequisite:* OTA 1112; OTA 1123

2 CREDITS Through study, discussion, and classroom/laboratory activities, the student will demonstrate basic skill in techniques and procedures of activities of daily living and activity analysis. The student will demonstrate knowledge of environmental adaptation for a variety of client factors and contexts in the areas of activities of daily living. Level I fieldwork is included in the course.

**OTA 1123 HISTORICAL AND CONTEMPORARY FOUNDATIONS IN OCCUPATIONAL THERAPY**

*Prerequisite:* (R) (W)

3 CREDITS Through study, discussion, and field observation/participation, the student will (1) investigate a career choice in Occupational Therapy (2) gain an appreciation for The Model of Human Occupation (3) demonstrate a basic understanding of medical terminology (4) develop an understanding of the history and philosophy of Occupational Therapy with major emphases on contemporary roles, practice and functions and (6) investigate the role of the Occupational Therapy Assistant as part of the health care team. Level I fieldwork is included in the course.

**OTA 1213 MOVEMENT AND THERAPEUTIC INTERVENTIONS**

*Prerequisite:* OTA 1112; OTA 1123; OTA 1223; SOC 2143

*Corequisite:* OTA 1233

*Pre or Corequisite:* OTA 1122; BIO 1414

3 CREDITS Through study, discussion, and classroom/laboratory activities, the student will apply assessment and evaluation concepts to human movement. The student will also develop an understanding of the various types of therapeutic interventions utilized in Occupational Therapy. Concepts and considerations in the use of orthotics and modalities are included in the course.

**OTA 1223 HUMAN CONDITIONS IMPACTING OCCUPATION**

*Prerequisite:* OTA 1112; OTA 1123; OTA 1314; SOC 2143

3 CREDITS Through study, discussion, and classroom presentation of human conditions, the student will develop an understanding of how each condition by itself, or with others, impacts an individual's daily occupation, family, and/or community.

**OTA 1233 OCCUPATIONAL PERFORMANCE - BIRTH THROUGH ADOLESCENCE**

*Prerequisite:* OTA 1112; OTA 1123; OTA 1213; OTA 1223; SOC 2143

*Corequisite:* OTA 1213

3 CREDITS Through study, discussion, and classroom/laboratory activities, the student will examine the development of sensory motor, cognitive, and psychosocial skills necessary for an individual's occupational performance from birth through adolescence. The student will also acquire and demonstrate Occupational Therapy skills and techniques used in therapeutic intervention for selected deficits impacting occupational performance. Level I fieldwork is included in the course.

**OTA 1242 OCCUPATIONAL THERAPY SERVICE SKILLS**

*Prerequisite:* OTA 1112; OTA 1122; OTA 1123; OTA 1213; OTA 1223; OTA 1233; BIO 1414; SOC 2143

*Pre or Corequisite:* OTA 1252; ENGL 1233; PSY 2403

2 CREDITS Through study, discussion, and classroom activities, the student will (1) examine and discuss medical and legal aspects of intervention service programs (2) identify various types of medical and institutional records (3) apply skills in data gathering (4) effectively utilize various assessment tools and evaluations for intervention planning (5) demonstrate proper documentation utilizing verbal and written reports.

**OTA 1252 GROUP DYNAMICS**

*Prerequisite:* OTA 1112; OTA 1123; OTA 1223; SOC 2143

*Pre or Corequisite:* OTA 1122; OTA 1213; OTA 1233; PSY 1113

2 CREDITS Through study, discussion, and classroom/laboratory activities, the student will gain an understanding of group dynamics including the role of a group leader or facilitator. The student will demonstrate proficiency in using methods and materials for planning, organizing, and leading activities for groups of various sizes and ages in a variety of social and clinical/therapeutic situations.

**OTA 1263 OCCUPATIONAL PERFORMANCE - ADULT LIFESPAN**

*Prerequisite:* OTA 1112; OTA 1122; OTA 1123; OTA 1213; OTA 1223; OTA 1233; OTA 1252; BIO 1414; SOC 2143

*Pre or Corequisite:* OTA 1242; PSY 2403

3 CREDITS Through study, discussion, and classroom/laboratory activities, the student will examine the occupational performance, personal adaptation, work, leisure, and role changes occurring from early adulthood through the aging process. The student will examine the role of Occupational Therapy in wellness, aging in place, and end of life issues. Level I fieldwork is included in the course.

**OTA 2141 SPECIAL TOPICS AND FIELDWORK**

*Corequisite:* OTA 2164

*Pre or Corequisite:* OTA 2153; MATH 1503

1 CREDIT Through study, discussion, and classroom activities, the student will become familiar with Level II fieldwork expectations, performance evaluations, and the roles of the supervisor/supervisee. The student will also investigate personal topics specific to future Level II fieldwork assignments.

**OTA 2143 PROFESSIONAL DEVELOPMENT AND SUPPORT**

*Prerequisite:* OTA 2141; OTA 2153; OTA 2164; MATH 1503

*Corequisite:* OTA 2253

3 CREDITS Through study, discussion, and classroom activities, the student will develop an understanding and application of concepts in administration, supervision, ethics, licensure, certification, and ongoing professional development in Occupational Therapy. The student will also demonstrate an understanding of the evolution of healthcare in the United States along with the norms and practices of diverse cultures as they relate to the delivery of healthcare services.

**OTA 2153 OCCUPATIONAL THERAPY FOR PSYCHOSOCIAL CONDITIONS**

*Prerequisite:* OTA 1242; ENGL 1233; PSY 2403

*Pre or Corequisite:* OTA 1263

3 CREDITS Through study, discussion, and classroom/laboratory activities, the student will be able to implement Occupational Therapy intervention plans with individuals impacted by specific psychosocial conditions. Level I fieldwork is included in the course.

**OTA 2164 OCCUPATIONAL THERAPY FOR PHYSICAL CONDITIONS**

*Prerequisite:* OTA 1242; OTA 1263

*Corequisite:* OTA 2141

*Pre or Corequisite:* OTA 2153

4 CREDITS Through study, discussion, and classroom/laboratory activities, the student will be able to implement Occupational Therapy intervention plans with individuals impacted by specific physical conditions. Level I fieldwork is included in the course.

**OTA 2253 FIELDWORK II A**

*Prerequisite:* OTA 2141; OTA 2153; OTA 2164; MATH 1503

*Corequisite:* OTA 2143

3 CREDITS The student will successfully complete eight weeks (320 hours) in an approved facility offering supervised Level II fieldwork experiences in the application of learned principles to the delivery of Occupational Therapy services.

**OTA 2263 FIELDWORK II B**

*Prerequisite:* OTA 2141; OTA 2153; OTA 2164; MATH 1503

*Corequisite:* OTA 2253

*Pre or Corequisite:* HIST 1493; POLSC 1113

3 CREDITS The student will successfully complete eight weeks (320 hours) in an approved facility offering supervised Level II fieldwork experiences in the application of learned principles to the delivery of Occupational Therapy services. Fieldwork sites are different from Fieldwork II A and are utilized to broaden the student's Level II experiential background.

## ORTHOTIC/PROSTHETIC TECHNICIAN

**ORPR 1000 SPECIAL TOPICS**

*Prerequisite:* (R) (W) (M), *Evaluation by Instructor*

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other orthotic or prosthetic courses, but which are beneficial in providing a better understanding of the field. A specific subject will be announced for each offering. Enrollment may be repeated with a change of topic.

**ORPR 1112 ORTHOTIC AND PROSTHETIC EQUIPMENT AND MATERIALS**

*Prerequisite:* (R) (W) (M)

2 CREDITS The student will identify equipment, tools and materials used to manufacture various orthotic and prosthetic devices. Safety policies and procedures will be presented, and the student will demonstrate basic skills and techniques in the operation of each machine.

**ORPR 1135 LOWER LIMB ORTHOTICS**

*Prerequisite:* (R) (W) (M), ORPR 1112

5 CREDITS The student will demonstrate competencies in the development and manufacture of foot-orthoses, ankle-foot orthoses, knee-ankle-foot orthoses and orthotic shoe modifications. Various materials and procedures will be used in the design of each project. Additional topics will include strength and properties of various materials to obtain the desired biomechanical effect in each system. The applied mathematics skills needed to produce these devices will be presented.

**ORPR 1154 SPINAL ORTHOTICS**

*Prerequisite:* (R) (W) (M), ORPR 1112, ORPR 1135

4 CREDITS This course is designed to build upon the knowledge and skills acquired in previous orthotics courses. Applications of plastic, metal and leather will be utilized in the design of various spine supports.

**ORPR 1222 UPPER LIMB ORTHOTICS**

*Prerequisite:* (R) (W) (M), ORPR 1112, ORPR 1135

2 CREDITS The student will use principles learned in previous courses to design and fabricate upper limb support systems. Metal and plastics will be used in customizing each orthosis. Additional topics will include troubleshooting and repair.

**ORPR 1245 CLINICAL ORTHOTICS**

*Prerequisite:* (R) (W) (M), ORPR 1112, ORPR 1135, ORPR 1154, ORPR 1222

5 CREDITS The student will participate in a clinical externship in an approved facility offering supervised experiences in the application of learned principles to the fabrication and delivery of orthotic services.

**ORPR 2000 SPECIAL TOPICS**

*Prerequisite:* (R) (W) (M), *Evaluation by Instructor*

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other orthotic or prosthetic courses, but which are beneficial in providing a better understanding of the field. A specific subject will be announced for each offering. Enrollment may be repeated with a change of topic

**ORPR 2115 TRANSTIBIAL PROSTHETICS**

*Prerequisite:* (R) (W) (M), ORPR 1112

5 CREDITS The student will be introduced to fabrication processes involved in transtibial prosthetics. The student will learn about wood, titanium and aluminum components, static and dynamic alignment and the use of instruments to transfer alignment. Classroom learning will be reinforced with laboratory experience. Laminating with epoxy, acrylic and polyester resins along with many different reinforcing materials will be used. Applied mathematical skills needed to mix resins correctly will be taught.

**ORPR 2233 TRANSRADIAL AND TRANSHUMERAL PROSTHETICS**

*Prerequisite:* (R) (W) (M), ORPR 1112

3 CREDITS This course will introduce the student to transradial and transhumeral prosthetics. Upper limb prosthetics fabrication techniques will be learned. This includes suspension harnesses, cable operating systems, attaching prosthetic elbows, hinges, wrist units and terminal devices. The student will also demonstrate socket duplication methods.

**ORPR 2255 TRANSFEMORAL PROSTHETICS**

*Prerequisite:* (R) (W) (M), ORPR 1112, ORPR 2115

5 CREDITS The student will build upon the knowledge and skills acquired in previous prosthetics courses. Socket position, knee components and their relationship to prosthetic feet in static alignment are covered. Socket design and fabrication of the flexible inner socket with various reinforcing materials will be the topics of instruction and application.

**ORPR 2313 ADVANCED TRANSTIBIAL PROSTHETICS**

*Prerequisite:* (R) (W) (M), ORPR 1112, ORPR 2115

3 CREDITS The student will use knowledge and principles learned in previous courses to fabricate a transtibial prosthesis with a roll-on suspension component and distal attachment pin. The student will also attach side joints and a thigh corset to a transtibial socket. The joint and corset exercise utilizes an understanding of material strengths, alignment and careful hinge placement to augment anatomical knee stability and minimize distal residual limb pressure.

### **ORPR 2335 CLINICAL PROSTHETICS**

*Prerequisite:* (R) (W) (M), ORPR 1112, ORPR 2115, ORPR 2233, ORPR 2255, ORPR 2313

5 CREDITS The student will participate in a clinical externship in an approved facility offering supervised clinical experiences in the application of learned principles to the fabrication and delivery of prosthetic services.

## **PHILOSOPHY**

### **PHIL 1000 SPECIAL TOPICS**

*Prerequisite:* ENGL 1113 English Composition I

VARIABLE 1-4 CREDITS The student will demonstrate competencies in subjects not covered in other philosophy courses. Each course will cover a specific topic and may be repeated with a change in content.

### **PHIL 1013 INTRODUCTION TO PHILOSOPHY**

*Prerequisite:* ENGL 1113 English Composition I

3 CREDITS After a review of the methods and sub-fields of philosophy, students will describe the positions selected philosophers have taken on several basic problems. Students will also describe and defend their own perspectives on these problems.

### **PHIL 1213 INTRODUCTION TO ETHICS**

*Prerequisite:* ENGL 1113 English Composition I

3 CREDITS Students will demonstrate their understanding of the relationship between philosophy and ethics; the language, concepts and traditions of ethics; and selected theories of ethics. The students will then use descriptive, normative and metathetical approaches to analyze selected contemporary ethical issues.

### **PHIL 1603 INTRODUCTION TO LOGIC**

*Prerequisite:* ENGL 1113 English Composition I

3 CREDITS Students will recognize genuine arguments in natural language, translate them into appropriate form for logical analysis, and use traditional and modern methods to determine their validity. Students also will recognize and refute various informal fallacies.

### **PHIL 2000 SPECIAL TOPICS IN PHILOSOPHY**

*Prerequisite:* ENGL 1113 English Composition I

VARIABLE 1-3 CREDITS Various sections of this course will treat specific topics not covered in other philosophy courses. Course topics will be chosen to broaden students' understanding of philosophy by addressing philosophical issues that are particularly timely or relevant to societal trends or events. The course may be repeated with a change in content.

### **PHIL 2133 COMPARATIVE RELIGIONS**

*Prerequisite:* ENGL 1113 English Composition I

3 CREDITS This course is a study of the major world religions both ancient and modern. The student will examine and compare historical developments, major historical figures, philosophical tenets and/or belief systems, and sacred texts from various religions. Also, students will evaluate the impact of these elements within a contemporary, global framework. This course satisfies three credit hours of the General Education Humanities requirements for all Associate in Arts, Science, and Diversified Studies degrees.

### **PHIL 2153 INTRODUCTION TO EASTERN THOUGHT**

*Prerequisite:* ENGL 1113 English Composition I

3 CREDITS This survey course is designed to introduce the student to the major religious and philosophic systems of the Asian world. After completing the course, the student will be able to accurately describe and discuss the historical development and major concepts of Hinduism, Buddhism (including Zen), Confucianism, and Taoism.

### **PHIL 2173 BELIEFS AND BELIEVERS**

*Prerequisite:* ENGL 1113 English Composition I

3 CREDITS Beliefs and Believers is an exploration into the nature and function of belief structures or "worldviews." These worldviews exist in formal organized entities such as traditional religions or as political and personal ideologies, such as feminism or environmentalism. Representatives from a wide variety of religious and secular perspectives discuss what they believe and why they believe it. The student is exposed to the religious systems of major world religions as well as systems of belief that are outside the scope of what are deemed mainstream religious institutions.

### **PHIL 2223 PHILOSOPHY OF RELIGION**

*Prerequisite:* ENGL 1113 English Composition I

3 CREDITS This course systematically and critically explores various dimensions of religious experience. Course units may treat questions of defining religion, the existence of deities and the human soul, immortality, determinism and free will, and the classical problem of evil.

### **PHIL 2343 PHILOSOPHY OF SCIENCE**

*Prerequisite:* ENGL 1113 English Composition I

3 CREDITS This course will examine philosophical principles underlying the theories and methods of Western science. Course units may include discussion of how science has informed our view of reality, the nature and requirements of scientific explanations, and ways in which ethical considerations direct and constrain scientific research.

## **PHYSICAL THERAPIST ASSISTANT**

### **PTA 1000 SPECIAL TOPICS**

*Prerequisite:* (R) (W)

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other physical therapy courses, but which are beneficial in providing a better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

### **PTA 1013 INTRODUCTION TO PHYSICAL THERAPY**

*Prerequisite:* BIO 1314; *Corequisite:* PTA 1023, PTA 1112, and BIO 1414

3 CREDITS The student will describe the development and current status of physical therapy and the role of the PTA in the healthcare system. He/she will be introduced to medical ethics, legislation, and the American Physical Therapy Association and its components. Medical communication and documentation will be discussed and practiced. The student will learn and demonstrate basic range of motion exercises, body mechanics and transfers, basic gait training, and infection control methods. The student will explain the concept of "therapeutic helping."

**PTA 1023 DYNAMIC HUMAN MOTION**

*Prerequisite: BIO 1314; Corequisite: PTA 1013, PTA 1112, BIO 1414*

3 CREDITS The student will be introduced to basic concepts concerning human motion, bony landmarks, muscle location and function, and nerve innervations. The student will learn basic manual muscle testing to assess function and complete an in depth learning module on the use of the goniometer to assess joint motion. The class is divided into five units of instruction: terminology, skeletal and articular system, functional anatomy, goniometry, and manual muscle testing.

**PTA 1112 PATHOLOGY FOR PHYSICAL REHABILITATION**

*Prerequisite: BIO 1314; Corequisite: PTA 1013, PTA 1023, BIO 1414*

2 CREDITS The student will identify underlying circumstances and phases of disease and dysfunction, describe primary and secondary disability patterns related to various deficits, gain knowledge of functional activities and techniques to prevent secondary disabilities using special equipment as needed, and identify terms, prefixes, suffixes and abbreviations used in the medical practice.

**PTA 1202 DEVELOPMENT, CONDITIONS AND TREATMENT ACROSS THE LIFESPAN**

*Prerequisite: PTA 1013, PTA 1023, PTA 1112; Corequisites: PTA 1213, PTA 1224, BIO 2102*

2 CREDITS The student will be introduced to basic terminology and the theoretical frameworks that guide the study of the human lifespan. The student will review the physiological function of different body systems, their interrelationships, and how changes occur over the course of a lifetime. The student will correlate these changes with age appropriate motor, cognitive, and social-emotional development across the lifespan, and demonstrate awareness and appropriate therapeutic intervention for specific issues/conditions that impact infants, children, adolescents, adults, and elders.

**PTA 1213 PAIN MANAGEMENT AND MASSAGE**

*Prerequisite: PTA 1013, PTA 1023, PTA 1112; Co-requisite: PTA 1202, PTA 1224, and BIO 2102*

3 CREDITS The student will apply therapeutic modalities and have knowledge of pain mechanisms to improve a patient's functional independence. The student will be able to safely and competently demonstrate the use of thermal modalities, ultrasound, traction, continuous passive motion devices, dynamic splinting, and massage to treat a patient's conditions. The students will recognize that all treatments provided by a physical therapist assistant are within the plan of care established by the physical therapist and are performed under the general supervision of a physical therapist in the state of Oklahoma. The student will also learn and apply documentation skills for the above modalities. The student must demonstrate proficiency/competency of above modalities with testing, and oral/practical demonstrations.

**PTA 1224 THERAPEUTIC EXERCISE I**

*Prerequisite: PTA 1013, PTA 1023, PTA 1112; Corequisite PTA 1202, PTA 1213, BIO 2102*

4 CREDITS The student will apply biomechanical principles of human motion to progress basic exercise programs to complex exercise programs. The student will understand the purposes, indications, and contraindications for exercise. The student will be able to apply the principles of therapeutic exercise to a wide variety of orthopedic conditions, monitor the effectiveness of the exercise, and progress the patient's exercise program within the plan of care established by the physical therapist.

**PTA 1312 INITIAL PRACTICUM**

*Prerequisite: The student must have completed the following courses with a "C" or better to participate in the Initial Practicum: PTA 1013, PTA 1023, PTA 1112, PTA 1213, PTA 1224, PTA 1202; BIO 2102*

2 CREDITS The student will be assigned to a selected physical therapy practice for a minimum of 160 contact hours. Under the direct, on-site supervision of a licensed physical therapist or physical therapist assistant, the student will assume patient care responsibilities in a safe, efficient, ethical and legal manner.

**PTA 2000 SPECIAL TOPICS**

*Prerequisite: None*

VARIABLE 1-4 credits The student will demonstrate specific competencies in subject areas not covered in other PTA courses that are beneficial in exploring the field more intensely. A specific subject is announced for each offering. Enrollment may be repeated with a change in topic.

**PTA 2014 ELECTROTHERAPY AND MODALITIES**

*Prerequisite: PTA 1312; Corequisite: PTA 2024, PTA 2113*

4 CREDITS The student will learn how to apply therapeutic modalities within a physical therapist's plan of care, and use knowledge of pain perception to help improve a patient's functional independence. The student will gain knowledge of application and usage of the following modalities/treatment techniques: electrical stimulation, wound healing techniques (including dressings, topical agents, debridement techniques, universal precautions), respiratory treatments (including different coughing techniques, breathing exercises, and postural drainage/chest PT), and edema management (including compression therapies). Students will be able to use critical thinking to implement modality usage as per the physical therapist's plan of care, and document patient response and effectiveness of their treatments. The student must demonstrate proficiency/competency in these modalities through testing and oral/practical demonstrations.

**PTA 2024 THERAPEUTIC EXERCISE II**

*Prerequisite: PTA 1312; Corequisite PTA 2014, PTA 2113*

4 CREDITS The student will continue to apply biomechanical principles of human motion to progress functional exercise programs. The student will understand the purposes, indications, and contraindications for exercise. The student will be able to apply the principles of therapeutic exercise to a wide variety of neurological, cardiac, multiple traumas, and various debilitating conditions, and monitor the effectiveness of the exercise. The student will recognize the role of the PTA and will progress the patient's exercise program within the plan of care established by the physical therapist.

**PTA 2034 PRACTICUM I**

*Prerequisite: The student must have completed the following courses with a "C" or better to participate in the Practicum I: PTA 1312, PTA 2014, PTA 2024, PTA 2113.*

4 CREDITS The student will function in the clinic as a health care team member, under the direct supervision of a physical therapist or physical therapist assistant, carrying out select portions of the physical therapist's plan of care. The student will establish helping relationships; practice effective interpersonal communications; apply ethical and legal principles, identify and provide for normal and threatened basic needs of patients; practice effective infection control techniques; administer selected modalities to prevent secondary disabilities and manage pain; correctly apply principles of biomechanics and physiology in administering exercise, transfer, and gait training. The student will clearly report and document significant observations and treatments orally and in writing.

**PTA 2113 PTA SYSTEMS/PROBLEMS**

*Prerequisite: PTA 1312; Corequisite: PTA 2014, PTA 2024*

3 CREDITS This course is designed to provide the student the opportunity to explore and further understand systems and challenges that impact the Physical Therapist Assistant. The course explores the role of the Physical Therapist Assistant and how s(he) functions as a member of the health care team; systems and operational issues that affect the practice of a Physical Therapist Assistant; and challenges that the Physical Therapist Assistant and all health care professionals face in day to day clinical practice.



## PTA 2134 PRACTICUM II

*Prerequisite:* PTA 2034

4 CREDITS The student will continue to function in the clinic as a health care team member, under the direct supervision of a physical therapist or physical therapist assistant, carrying out select portions of the physical therapist's plan of care. The student will demonstrate competence in all areas described in PTA 2034. The student is expected to function at the level of an entry level physical therapist assistant at the completion of this course.

## PHYSICS

### † PHYS 1011 PHYSICAL SCIENCE LABORATORY

*Prerequisite:* Any PHYS, CHEM, GEOL or ASTR non-laboratory course

1 CREDIT This course is designed for students needing laboratory experience to complete their General Education physical sciences requirements. It is not open to science majors or those who have completed a laboratory-based physical science course. Students will measure, record and analyze data; draw relevant conclusions; and make appropriate recommendations about experiments in physics, chemistry, and the earth sciences.

### PHYS 1013 PHYSICAL SCIENCE

*Prerequisite:* (R) (W) (M)

3 CREDITS Students will develop an appreciation for concepts, methods, and applications of the natural sciences in their everyday lives. Students will be able to demonstrate their familiarity with some of the basic principles of chemistry, physics, geology, astronomy, and other physical sciences by (1) indicating how disciplines can work together in the solution of common problems and (2) utilizing physical science methods in their daily lives, describing physical phenomena and predicting the results of common occurrences. GenEd Requirement

### † PHYS 1014 PHYSICAL SCIENCE

*Prerequisite:* (R) (W) (M)

4 CREDITS Students will develop an appreciation for concepts, methods, and applications of the natural sciences in their everyday lives. Students will be able to demonstrate their familiarity with some of the basic principles of chemistry, physics, geology, astronomy, and other physical sciences by (1) indicating how disciplines can work together in the solution of common problems (2) utilizing physical science methods in their daily lives, describing physical phenomena and predicting the results of common occurrences, and (3) demonstrating the ability to utilize scientific methodologies in a laboratory setting. GenEd Requirement

### PHYS 1034 GENERAL GEOLOGY

*Prerequisite:* (R) (W) (M)

4 CREDITS Students will describe theories of the earth's formation, its composition and structure and the processes which change the earth's surface. Laboratory work and field trips are integral parts of the course. GenEd Requirement

### PHYS 1063 EARTH SCIENCE

*Prerequisite:* (R) (W) (M)

3 CREDITS Students will demonstrate their understanding of an overview of the earth sciences. The student will study the areas of astronomy, meteorology, climatology and oceanography, with the major concentration on the study of geologic principles. GenEd Requirement

### † PHYS 1064 EARTH SCIENCE

*Prerequisite:* (R) (W) (M)

4 CREDITS Students will demonstrate their understanding of an overview of the earth sciences. The student will study the areas of astronomy, meteorology, climatology and oceanography, with the major concentration on the study of geologic principles. Laboratory work is an integral part of the course. GenEd Requirement

### † PHYS 1114 COLLEGE PHYSICS I

*Prerequisite:* (R) (W), MATH 1513 or higher or APPM 1223, within the last two years or Evaluation by Instructor.

4 CREDITS Students will demonstrate their understanding of useful concepts of kinematics and dynamics, energy and momentum, waves and sound, fluids and thermodynamics by (1) developing numerical and graphical descriptions of physical phenomena, (2) numerically predicting the results of physical occurrences, and (3) applying laboratory skills to analyze real situations. Numerical computations will utilize algebra and basic trigonometry where appropriate. GenEd Requirement

### † PHYS 1214 COLLEGE PHYSICS II

*Prerequisite:* (R) (W) (M), PHYS 1114

4 CREDITS This course is a continuation of College Physics I. Students will demonstrate their understanding of concepts of electricity and magnetism, optics, relativity, and atomic and nuclear physics by (1) developing numerical and graphical descriptions of physical phenomena, (2) numerically predicting the results of physical occurrences, and (3) applying laboratory skills to analyze real situations. Numerical computations will utilize algebra and basic trigonometry where appropriate. GenEd Requirement

### † PHYS 1314 TECHNICAL PHYSICS

*Prerequisite:* (R) (W), Algebra II in High School or MATH 0123 or MATH 1223 or the appropriate technical math course.

4 CREDITS This is a physics course designed primarily for technical career programs. Students will apply the concepts and techniques of physics to solve technical problems in the area of mechanics, fluids, heat, electricity and magnetism. Laboratory analysis is an integral part of the course.

### PHYS 1504 GENERAL ASTRONOMY

*Prerequisite:* (R) (W) (M)

4 CREDITS This course will fulfill the General Education requirement for Physical Science (without laboratory). The student will be introduced to modern astronomy. Concepts to be studied include the solar system, the sun and stars, galaxies, including the Milky Way Galaxy, and current theories of the origin, evolution, and fate of the universe. GenEd Requirement

### † PHYS 1514 GENERAL ASTRONOMY WITH LAB

*Prerequisite:* (R) (W) (M)

4 CREDITS This course will fulfill the general education requirement for Physical Science (with laboratory). The student will be introduced to modern astronomy. Concepts to be studied include the solar system, the sun and stars, galaxies (including the Milky Way Galaxy), and current theories of the origin, evolution, and fate of the universe. Laboratory exercises will explore basic physical principles related to Astronomy as well as activities with specific astronomical applications. GenEd Requirement

### † PHYS 2014 ENGINEERING PHYSICS I

*Prerequisite:* (R) (W), MATH 2104 (or at least 4 hours of calculus) within the last year or Evaluation by Instructor

*Prerequisite or Corequisite:* MATH 2214

4 CREDITS This is a physics course designed primarily for pre-engineering, chemistry and physics majors. Students will demonstrate their understanding of concepts in mechanics, heat and sound by (1) developing qualitative and quantitative descriptions of physical phenomena, and (2) predicting the results of physical occurrences based on physics theory and laboratory experiments. Quantitative descriptions and predictions will incorporate methods of calculus where appropriate. GenEd Requirement

### † PHYS 2114 ENGINEERING PHYSICS II

*Prerequisite: (R) (W), PHYS 2014 and MATH 2214 (or at least 8 hours of calculus) within the last year or Evaluation by Instructor*

*Prerequisite or Corequisite: MATH 2314*

4 CREDITS This course is a continuation of Engineering Physics I. Students will demonstrate their understanding of concepts in electricity, magnetism, and light by (1) developing qualitative and quantitative descriptions of physical phenomena, and (2) predicting the results of physical occurrences based on physics theory and laboratory experiments. Quantitative descriptions and predictions will incorporate methods of calculus where appropriate. GenEd Requirement

### PHYS 2223 MODERN PHYSICS FOR ENGINEERS

*Prerequisite: PHYS 2114; Prerequisite or Corequisite: MATH 2413*

3 CREDITS Students will demonstrate understanding of essential concepts in 20th century physics. Topics investigated include relativity, quantization, atomic models, quantum mechanics, atomic physics, statistical mechanics, and the current standard model of particle physics. Students solve problems using mathematical methods including ordinary differential equations.

#### NOTE

† As part of the coursework, you may have the potential of being, to some degree, exposed to hazardous material. If you are pregnant, wear contact lenses or have other specific health concerns, you should consult your personal physician for advisement concerning your enrollment in the course.

## POLITICAL SCIENCE

### POLSC 1000 SPECIAL TOPICS IN POLITICAL SCIENCE

*Prerequisite: (R)*

1-3 CREDITS The student will demonstrate competencies in subjects not covered in other Political Science courses. Each course will relate to a specific issue and may be repeated with a change in topic.

### POLSC 1113 AMERICAN FEDERAL GOVERNMENT

*Prerequisite: (R) (W)*

3 CREDITS A study of the principles, structure, processes and functions of the United States federal government. GenEd Requirement

### POLSC 2000 SPECIAL TOPICS IN POLITICAL SCIENCE

*Prerequisite: POLSC 1113*

1-3 CREDITS The student will demonstrate competencies in subjects not covered in other POLSC courses. The course may relate to a specific issue, topic, or area of study within the field of political science. The course may be repeated with a change in content.

### POLSC 2103 INTRODUCTION TO PUBLIC ADMINISTRATION

*Prerequisite: (R) (W) POLSC 1113*

3 CREDITS After surveying the field of public administration, the student will be able to (1) organize a workable administrative hierarchy, (2) construct a hypothetical governmental budget, (3) identify and describe the processes and problems in intergovernmental relations, (4) describe administrative law and procedure, (5) describe personnel policies, and (6) compare various public administrations.

### POLSC 2113 INTRODUCTION TO STATE AND LOCAL GOVERNMENT

*Prerequisite: (R) (W) POLSC 1113*

3 CREDITS After studying the political processes in lower level governmental units, the student will be able to identify and describe processes and problems such as intergovernmental relations, fiscal and administrative systems, special urban problems, and legal systems in these governmental units.

### POLSC 2223 INTRODUCTION TO LAW

*Prerequisite: (R) (W) POLSC 1113*

3 CREDITS The student will be introduced to legal subjects such as Criminal Law and Procedure, Civil Law and Procedure, Torts, Contracts, Sources of American Law, the Judicial System and the Courts, and Judicial Decision Making and Remedies. The student will learn legal research techniques and apply them in a moot court oral exercise, will learn about legal resources available through the Internet, and will make an observation of an actual case in a court of law. This course heavily relies upon graded, class participation by students.

### POLSC 2303 INTRODUCTION TO INTERNATIONAL RELATIONS

*Prerequisite: (R) (W) POLSC 1113*

3 CREDITS An analysis of the structure of international relations and sources of international influence, conflict, and cooperation.

### POLSC 2603 INTRODUCTION TO COMPARATIVE POLITICS

*Prerequisite: (R) (W) POLSC 1113*

3 CREDITS The student will utilize basic theories and methods of comparative analysis in studying selected nation-states. The student will also examine current world-wide political issues and problems. Topics for analysis will include political development, culture, elites, parties and political change.

### POLSC 2613 SCOPE AND METHODS OF POLITICAL SCIENCE

*Prerequisite: (R) (W) POLSC 1113 and MUST HAVE COMPLETED AT LEAST 6 HOURS OF POLITICAL SCIENCE ELECTIVES (e.g. 2003, 2103, 2113, 2223, 2303, 2603).*

3 CREDITS This course examines the broad scope of political science from its earliest philosophic origins to its development as a contemporary social science. Various sub-fields of political science are analyzed including political theory, public administration, political behavior, comparative government, international relations, American government, methodology, and public policy.

## PSYCHOLOGY

### PSY 1000 SPECIAL TOPICS IN PSYCHOLOGY

*Prerequisite: (R) (W)*

VARIABLE 1-3 CREDITS The student will demonstrate competencies in subjects not covered in other psychology courses. Each course will relate to a specific issue and may be repeated with a change in topic.

### PSY 1013 INTRODUCTION TO CHILD DEVELOPMENT

*Prerequisite: (R) (W)*

3 CREDITS The student will identify patterns of the physical, intellectual and emotional/social development of children from birth through adolescence. The student will recognize the major theories of human development as they apply to children through adolescence.

**PSY 1103 HUMAN RELATIONS**

*Prerequisite: (R) (W)*

3 CREDITS After exploring specific behavior skills and communication patterns used in the establishment and maintenance of relationships, the student will be able to describe the process of human relating with emphasis on promoting positive results. Several types of relationships will be considered: friendships, family, marriage and work.

**PSY 1113 INTRODUCTION TO PSYCHOLOGY**

*Prerequisite: (R)*

3 CREDITS A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

**PSY 1123 STRESS MANAGEMENT**

*Prerequisite: (R) (W)*

3 CREDITS The student will apply psychological and physiological information to develop a plan for living with stress. A personal profile of stress will be developed and techniques for preventing tension, relaxing the mind and body, and improving self-esteem will be explored.

**PSY 1143 CHEMICAL DEPENDENCY**

*Prerequisite: (R)*

3 CREDITS Introduction to Chemical Dependency is designed to introduce the dynamics of chemical dependency and the aspects of drug and alcohol dependence and addiction. Family dynamics will be discussed as well as the impact of dysfunctional or imbalanced family systems on individuals and their chemical use. The purpose of this course is to provide basic theoretical concepts and research in the field of chemical dependency.

**PSY 1153 PSYCHOLOGY OF AGING**

*Prerequisite: (R)*

3 CREDITS The student will use a life-span perspective to describe development in late life, including psychological traits, interpersonal relationships, social roles, and psychological crises of late life.

**PSY 1213 INTRODUCTION TO CHILD DEVELOPMENT**

*Prerequisite: (R), (W)*

3 CREDITS The student will identify patterns of the physical, intellectual and emotional/social development of children from birth through adolescence. The student will recognize the major theories of human development as they apply to children from birth through adolescence.

**PSY 1243 CHILD AND FAMILY IN SOCIETY**

*Prerequisite: (R)*

3 CREDITS This course is designed for students preparing for careers with children or families, and for students who want to understand how children develop within the context of the family and society. Students will demonstrate their knowledge of how the family, schools and society can work together for the optimum development of children, with emphasis on American sub-cultures.

**PSY 1503 PSYCHOLOGY OF WOMEN**

*Prerequisite: (R)*

3 CREDITS The student will discuss issues, theories and research related to female development and the factors influencing that development from social science, historical, and biographical perspectives.

**PSY 2000 SPECIAL TOPICS IN PSYCHOLOGY**

*Prerequisite: (R) (W)*

VARIABLE 1-3 CREDITS The student will demonstrate competencies in subjects not covered in other psychology courses. Each course will relate to a specific issue and may be repeated with a change in topic.

**PSY 2123 BEHAVIORAL STATISTICS**

*Prerequisite: PSY 1113 and MATH 0123 or equivalent of adequate Math Placement Test Score*

3 CREDITS Behavioral Statistics provides an introduction to descriptive and inferential, parametric and non-parametric statistical techniques used in behavioral research including measures of central tendency, variability, correlation, regression analysis, hypothesis testing, t-tests, Chi square, and ANOVA. Students finishing this course will be able to use computers for statistical analyses and will be prepared for advanced laboratory classes.

**PSY 2163 DEATH, DYING, AND GRIEF**

*Prerequisite: (R) (W)*

3 CREDITS Students will demonstrate an understanding of death, dying, and grief from three perspectives: The medical and legal perspective in American society; the human perspective, including how people die, caregiving, suicide, and funeral rituals; and the perspective of death related to other losses, including grief and coping strategies.

**PSY 2193 PERSONALITY THEORIES**

*Prerequisite: (R) (W), PSY 1113*

3 CREDITS This course examines personality processes and the various theoretical approaches to the study of personality such as psychodynamic, behavioral, phenomenological, trait, and social learning theories.

**PSY 2233 ETHICS IN HEALTH AND HUMAN SERVICES**

*Prerequisite: (R) (W)*

3 CREDITS Students will contrast ethical systems with religion, law, and justice; define ethical principles, and discuss ethical issues and professional conduct in health and human services. Students will apply ethical principles and decision-making models to analyze case studies.

**PSY 2243 GROUP AND INDIVIDUAL COUNSELING**

*Prerequisite: (R) (W), PSY 1103 or Permission of Instructor*

3 CREDITS After discussing human behavior and some of the techniques of changing attitudes and behaviors, the student will demonstrate individual and group approaches to counseling.

**PSY 2403 DEVELOPMENTAL PSYCHOLOGY**

*Prerequisite: (R) (W), PSY 1113*

3 CREDITS A theoretical and research-based course that covers social, emotional, physical and cognitive aspects of human development throughout the life-span.

**PSY 2743 SOCIAL PSYCHOLOGY**

*Prerequisite: (R) (W), PSY 1113*

3 CREDITS This course will cover topics such as conformity, social influence, social cognition, prosocial behavior, prejudice, group processes, interpersonal attraction and social comparison.

# RESPIRATORY CARE THERAPIST

## RC 1000 RESPIRATORY CARE SPECIAL TOPICS

*Prerequisite:* None

VARIABLE 1-4 CREDITS The student will demonstrate specified competencies in subject areas not covered in other Respiratory Care courses, but which are beneficial in providing a better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

## RC 1021 MEDICAL ETHICS

*Prerequisite:* (R), Admission to Respiratory Therapy Program

1 CREDIT This course covers information necessary to understand the legal and ethical standards of practice of respiratory care. Students will study ethics, professionalism and stress management. Also covered will be information related to professional credentialing and licensure as well as a basic introduction to the principles of managed care.

## RC 1033 RESPIRATORY CARE SCIENCES

*Prerequisite:* (R) (W) (M) *Corequisite:* MATH 1513 or APPM 1223

3 CREDITS This course is intended to teach the principles of physics, chemistry and microbiology necessary for the understanding and application of respiratory care. Topics include temperature scales and conversion; the nature and behavior of gases; the gas laws; diffusion; solubility and flow of gases and liquids; basic principles of fluid dynamics; basic atomic structure; formation of ions; valence calculation; theory of pH and acid-base balance; classification and identification of micro-organisms; microbial growth and transmission; common infectious respiratory diseases.

## RC 1041 INTRODUCTION TO CLINICAL APPLICATION

*Prerequisite:* (R) *Corequisite:* RC 1114, RC 1021

1 CREDIT This course is an introduction to the hospital environment. Students will be oriented to basic hospital operations in a respiratory care department and observe delivery of respiratory care. Students will also perform basic respiratory procedures and learn to read charts.

## RC 1114 RESPIRATORY THERAPY PROCEDURES I AND LAB

*Prerequisite:* (R) (W) (M) *Corequisite:* RC 1033; BIO 1314 or BIO 1224; MATH 1513 or MATH 1223

4 CREDITS This is the beginning theory and application course in the study of respiratory care. It is designed to cover the theory and application of basic to intermediate skills. Included in this course are laboratory demonstrations, student practice, peer evaluation and return student demonstration for evaluation. Students will demonstrate minimal proficiency in the laboratory setting on all required procedural skills. Topics include: safety, infection control, basic and advanced patient assessment, data management, communication skills regulators, flow meters, gas blenders, sustained maximal inspiration, breathing exercises, gas therapy administration, chest physical therapy, humidity and aerosol therapy, oxygen analysis, pulse oximetry, blood sampling, blood gas analysis, equipment cleaning, manual resuscitators and electrocardiographs.

## RC 1124 RESPIRATORY THERAPY PROCEDURES II AND LAB

*Prerequisite:* RC 1041; RC 1114

4 CREDITS This is the second theory and application course of respiratory care equipment and procedures. It is designed to build upon the knowledge and skills acquired in Respiratory Therapy Procedures I. Students are introduced to additional intermediate and advanced respiratory care topics. Included in this course are laboratory demonstrations, student practice, peer evaluation and return student demonstration for evaluation. Students will demonstrate minimal proficiency in the laboratory setting on all required procedural skills. The following topics are covered: Intermittent positive pressure ventilation, bi-level positive pressure ventilation, artificial airways and airway management, bedside ventilatory assessment, suctioning, classification of ventilators, physiologic effects of ventilation and basic ventilator management. The course includes in-depth study of the currently used mechanical ventilators.

## RC 1142 RESPIRATORY PHARMACOLOGY

*Prerequisite:* RC 1312; *Corequisite:* MATH 1513 or APPM 1223

2 CREDITS This course is designed to study medications used in the treatment of respiratory disorders. General drug groups, including their physiologic actions, uses and hazards, are covered. Dosages, contraindications, precautions, duration and mode of action, elimination, indications for use, potential side effects, and adverse effects are also discussed for the most commonly used respiratory therapy and related drugs in each group.

## RC 1223 PEDIATRIC AND NEONATAL RESPIRATORY CARE

*Prerequisite:* (R) (W) (M), RC 1124; RC 1142; RC 1244; RC 1312; RC 1253

3 CREDITS This course is designed to cover the various aspects of respiratory care which are unique to the neonatal and/or pediatric patient. The course covers development of the fetus, evaluation and stabilization of high-risk newborns, pediatric respiratory therapeutics, pediatric and neonatal resuscitation, the study of pediatric diseases with respiratory implications and appropriate therapeutic interventions. Mechanical ventilation of the newborn, nitric oxide administration, high frequency ventilation and transcutaneous monitoring are also covered. Included in this course are laboratory demonstrations, student practice, peer evaluation and return student demonstration for evaluation. Students will demonstrate minimal proficiency in the laboratory setting on all required procedural skills.

## RC 1244 CLINICAL APPLICATION OF BASIC RESPIRATORY THERAPEU

*Prerequisite:* (R), RC 1041, RC 1114

4 CREDITS This course is the actual clinical application of basic respiratory procedures which are taught in the Respiratory Therapy Procedures I course. The student observes and then performs in the clinical affiliate hospitals those skills and procedures which have been satisfactorily performed in the laboratory setting. The student is required to perform a minimal number of specified procedures and prove proficiency in basic skills. The student is also evaluated on initiative, organization, and affective behavior.

## RC 1253 CLINICAL APPLICATION OF ADVANCED RESPIRATORY THERAPEUTICS

*Prerequisite:* (R) (W), RC 1124, RC 1244

3 CREDITS This course is the actual clinical application of advanced respiratory procedures which are taught in the Respiratory Therapy Procedures II course. The student observes and then performs in the clinical affiliate hospitals those skills and procedures which have been satisfactorily performed in the laboratory setting. The student is required to perform a minimal number of specified procedures and prove proficiency in basic skills. The student is also evaluated on initiative, organization, and affective behavior.

## RC 1312 CARDIOPULMONARY ANATOMY, PHYSIOLOGY AND PATHOLOGY

*Prerequisite:* None

2 CREDITS This course is designed as an in-depth study of the anatomy, physiology, and pathology of the cardiopulmonary system. The pathology portion of the course provides study of the etiology, pathophysiology, signs and symptoms, and treatment for specific cardiopulmonary diseases.

### **RC 1320 RESPIRATORY CARE TRANSITION**

*Prerequisite: (R) (W) (M) Must hold CRT credential, current RCP license or be a current second year respiratory care student.*

**VARIABLE 1-4 CREDITS** This is an elective course designed to assist the Certified Respiratory Care Technician who has been out of school for an extended period of time, or practicing in a specialty area in making the transition into the Respiratory Care Therapist program. This course may also be used as a remediation course for Respiratory Care Therapist students with significant areas of weakness identified during assessment testing or clinical practice. This course is designed to utilize comprehensive assessment of an individual's current knowledge and skills to develop an individual plan of study for remediation. The student will be provided with a specific plan of objectives and skills to be mastered during the course and the necessary curriculum units.

### **RC 2124 CRITICAL CARE RESPIRATORY THERAPY**

*Prerequisite: (R) (W) (M) RC 1124, RC 1142, RC 1253, RC 1312*

**4 CREDITS** This course introduces topics related to the delivery of respiratory care and patient management in the critical care setting. The student will master advance patient monitoring modalities as well as the more complex ventilation modes. The primary topic is overall evaluation and management of the critically ill patient with use of patient care plans and respiratory care protocols. Included in this course are laboratory demonstrations, student practice, peer evaluation and return student demonstration for evaluation. Students will demonstrate minimal proficiency in the laboratory setting on all required procedural skills. Topics include: developing care plans, cardiovascular monitoring and management, fluid and electrolyte monitoring, pleural drainage, x-ray assessment, advanced ventilatory modes and respiratory emergencies.

### **RC 2212 PULMONARY FUNCTION TESTING AND BRONCHOSCOPY**

*Prerequisite: (R) (W) (M) RC 1124, RC 1253, RC 1312*

**2 CREDITS** This course is designed for the student to develop knowledge of the advanced diagnostic procedures necessary to perform comprehensive pulmonary function testing in the clinical setting. This includes performance and interpretation of spirometry, lung volumes, diffusion and assisting the physician with performance of bronchoscopy. The student will demonstrate an understanding of these procedures through hands-on lab experiments. The student will also develop a basic understating of the concepts of cardiac and exercise testing as well as a brief overview of polysomnography. The student will be able to relate these testing procedures to the diagnosis of cardiopulmonary disease.

### **RC 2312 CLINICAL EXPERIENCE I**

*Prerequisite: (R) (W) (M) RC 2212*

**2 CREDITS** The course is the direct clinical application of pulmonary function testing and bronchoscopy assistance taught in RC 2212. Students will attend 8-hour clinical rotations in the hospital pulmonary function laboratory observing and performing comprehensive patient testing. This course will also include additional adult intensive care rotations to promote continued practice and mastery of basic ventilator management skills.

### **RC 2412 CLINICAL EXPERIENCE II**

*Prerequisite: (R) (W) (M) RC 2124, RC 1223*

**2 CREDITS** This course provides clinical application in the hospital setting to the topics covered in Critical Care Respiratory Therapy and Pediatric/Neonatal Respiratory Care courses. Students are scheduled for rotations through adult, pediatric and neonatal intensive care units. Students will attend scheduled eight-hour rotations at specific hospital sites in order to complete assigned behavioral and didactic objectives.

### **RC 2512 RESPIRATORY THERAPY SEMINAR**

*Prerequisite: RC 1124, RC 1244, RC 1142, RC 1312, RC 1253*

**2 CREDITS** This course includes topics related to management and specialty areas in the field of respiratory care. Students will develop an understanding of smoking cessation, home care and discharge planning, quality assurance, hospital department management, patient education and pulmonary rehabilitation.

### **RC 2613 ADVANCED RESPIRATORY CARE/PATIENT MANAGEMENT**

*Prerequisite: (R) (W) (M), RC 1223, RC 2124, RC 2213*

**3 CREDITS** This didactic course is designed to advance and refine assessment and critical thinking skills as related to respiratory patient care management. Students will focus on concepts related to total patient management related to specific disease processes. The skills of data collection, evaluation and assessment and clinical interventions will be stressed to emphasize functioning at an analysis cognitive level. Activities will be development of advanced patient care plans and respiratory care procedural protocols, participation in simulated case studies and laboratory simulations. Students will also participate in computer and paper-pencil simulations of the current credentialing examinations.

## **RUSSIAN**

### **RUSS 1000 SPECIAL TOPICS**

*Prerequisite: None*

**VARIABLE 1-4 CREDITS** The student will demonstrate competencies in specialized Russian language courses, such as Conversational or Traveller's Russian. Course may be repeated with a change in subject matter.

## **SCIENCE**

### **SCI 1000 SPECIAL TOPICS**

*Prerequisite: None*

**VARIABLE 1-4 CREDITS** The student will demonstrate specified competencies in subjects not included in other science courses, but which benefit those seeking additional training or enrichment in the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

## **SOCIOLOGY**

### **SOC 1000 SPECIAL TOPICS IN SOCIOLOGY**

*Prerequisite: (R)*

**VARIABLE 1-3 CREDITS** The student will demonstrate competencies in subjects not covered in other sociology courses. Each course will relate to a specific issue and may be repeated with a change in topic.

### **SOC 1113 INTRODUCTION TO SOCIOLOGY**

*Prerequisite: (R)*

**3 CREDITS** The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institution, social stratification and social change.

### **SOC 1203 INTRODUCTION TO THE CRIMINAL PROCESS**

*Prerequisite: (R)*

3 CREDITS This course includes a comprehensive and multidisciplinary view of the operational components in the criminal justice system, focusing on the social and political forces which influence the setting of criminal justice policy. The student will analyze the system at the macro level to show the interdependence in actions of law enforcement, adjudication and correction, and at the micro level to determine how exchange relationships between individuals and groups act as keys to the determination of system outcomes.

### **SOC 2000 SPECIAL TOPICS IN SOCIOLOGY**

*Prerequisite: SOC 1113 or Permission of the Instructor*

1-3 CREDITS The student will demonstrate competencies in subjects not covered in other SOC courses. The course may relate to a specific issue, topic, or area of study within the field of sociology. The course may be repeated with a change in content.

### **SOC 2013 MARRIAGE AND FAMILY RELATIONSHIPS**

*Prerequisite: (R) (W)*

3 CREDITS The student will identify the sociological and psychological approaches to problem-solving techniques in marriage and family relations.

### **SOC 2023 SOCIAL PROBLEMS**

*Prerequisite: (R) (W), SOC 1113*

3 CREDITS The student will use the sociological perspective to analyze and show the interrelationships among biological, psychological and social aspects of human problems.

### **SOC 2063 CRIME AND DELINQUENCY**

*Prerequisite: (R) (W)*

3 CREDITS Using historical and contemporary theory, the student will identify the sociological and psychological dimensions involved in the control and treatment of crime and delinquency.

### **SOC 2123 SOCIOLOGY OF AGING**

*Prerequisite: (R)*

3 CREDITS The student will use information from a survey of social processes, theories of aging, and problems affecting the elderly to assess the status of the aged and analyze the impact of demographic trends.

### **SOC 2143 MINORITIES, ETHNICITY AND CULTURAL DIVERSITY**

*Prerequisite: (R) (W)*

3 CREDITS This course serves as a sociology major elective, a possible support elective for other programs and a source for expanding understanding of social diversity for interested students. Following a historical perspective on cultural diversity, the course will explore the characteristics of minorities and ethnicity, dysfunctions of racism, and features of the U.S. as a multicultural society.

### **SOC 2163 DEATH, DYING, AND GRIEF**

*Prerequisite: (R) (W)*

3 CREDITS Students will demonstrate an understanding of death, dying, and grief from three perspectives: The medical and legal perspective in American society; the human perspective, including how people die, caregiving, suicide, and funeral rituals; and the perspective of death related to other losses, including grief and coping strategies.

### **SOC 2173 SOCIOLOGY OF RELIGION**

*Prerequisite: (R) (W)*

3 CREDITS This course will examine religion from the three sociological perspectives (structural-functionalism, conflict theory, and symbolic interactionism), including the study of practices, social structures, historical backgrounds, development, universal themes, and the roles of religion in society. It will examine the functions religion serves in societies, the distinction between magic and religion, and the relationship between religion and other major social institutions such as the economy and politics.

### **SOC 2213 CULTURAL ANTHROPOLOGY**

*Prerequisite: (R) (W)*

3 CREDITS Using learned principles of anthropology, the student will identify those aspects of human culture which are universal and which act as an integrative element in human social behavior.

### **SOC 2243 ETHICS IN HEALTH AND HUMAN SERVICES**

*Prerequisite: (R) (W)*

3 CREDITS Students will contrast ethical systems with religion, law and justice; define ethical principles, and discuss ethical issues and professional conduct in health and human services. Students will apply ethical principles and decision-making models to analyze case studies.

### **SOC 2313 INTRODUCTION TO SOCIAL WORK**

*Prerequisite: (R) (W), (SOC 1113)*

3 CREDITS This course will introduce students to the profession of social work, including the historical background of the profession, the purposes of social work, the values and ethics of social work and the scope and methods used in social work.

### **SOC 2903 SOCIOLOGY SEMINAR**

*Prerequisite: (W) 12 credit hours of Sociology which must include SOC 1113 and SOC 2023*

3 CREDITS This course is designed for sociology majors who are near completion of their degree. Students will complete projects which are based on the program competencies, which require them to demonstrate a sociological perspective, and to integrate knowledge and skills from prior courses.

## **SPANISH**

### **SPAN 1000 SPECIAL TOPICS IN SPANISH**

*Prerequisite: (R) (W), by Evaluation*

VARIABLE 1-6 CREDITS The student will demonstrate competencies not covered in other Spanish language courses at the 1000-level. Each course will concentrate on a particular aspect of language and culture. The course may be repeated with a change in subject matter.

### **SPAN 1010 CONVERSATIONAL SPANISH I**

*Prerequisite: (R) (W)*

VARIABLE 1-4 CREDITS The beginning student will develop oral communication skills through intensive practice in Spanish with a focus on listening and speaking activities. The student will be able to function in Spanish on topics of everyday life. This class is taught completely in Spanish. Credit is variable and, with different content, may be repeated for up to 4 credits.

**SPAN 1115 ELEMENTARY SPANISH I**

*Prerequisite: (R) (W)*

5 CREDITS The beginning student will acquire fundamental proficiency in understanding, speaking, reading, and writing Spanish. The student will also explore important aspects of Spanish and Latin American culture. Laboratory experience is an integral part of the course.

**SPAN 1120 CONVERSATIONAL SPANISH II**

*Prerequisite: (R), SPAN 1010 or 1115 or by Evaluation*

VARIABLE 1-4 CREDITS A continuation of SPAN 1010. The student will further develop oral communication skills through intensive practice in Spanish with a focus on listening and speaking activities. The student will be able to function in Spanish in a variety of situations. This class is taught completely in Spanish. Satisfactory completion of at least three credit hours of Conversational Spanish II confirms that a student has demonstrated competency in a foreign language at the novice-high level according to the ACTFL scale. Credit is variable and, with different content, may be repeated for up to 4 credits.

**SPAN 1150 SPANISH IMMERSION I**

*Prerequisite: (R), SPAN 1010 or 1115 or by Evaluation*

VARIABLE 1-3 CREDITS The Spanish Immersion course provides an intensive language-learning experience for the student who has some background in Spanish. Following an orientation meeting on campus, students spend a period of time (minimum of two days) at an off-campus location hearing and speaking only Spanish. In addition to attending formal classes focusing on selected topics of vocabulary and grammar, students participate in activities such as dancing, games, aerobics, films, nature walks, and shopping in Spanish, enabling them to experience a total immersion.

**SPAN 1160 INTERNATIONAL STUDY I**

*Prerequisite: (R), SPAN 1010 or 1115 or by Evaluation*

VARIABLE 3-6 CREDITS International Study I provides an intensive language and culture experience for the student who has some background in Spanish. Following orientation meetings on campus, students spend a period of time (minimum 9 days) in a Spanish-speaking country. Students will improve listening and speaking skills while developing cultural competence as they experience firsthand the culture of a part of the Hispanic world.

**SPAN 1225 ELEMENTARY SPANISH II**

*Prerequisite: (R), SPAN 1115 or by Evaluation*

5 CREDITS A continuation of SPAN 1115. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing Spanish. The student will continue to explore significant aspects of Spanish and Latin American culture. Laboratory experience is an integral part of the course. Satisfactory completion of this course confirms that a student has demonstrated competency in a foreign language at the novice-high level according to the ACTFL scale.

**SPAN 2000 SPECIAL TOPICS IN SPANISH**

*Prerequisite: (R), Two semesters of 1000-level SPAN courses or by Evaluation*

VARIABLE 1-6 CREDITS The student will demonstrate competencies not covered in other Spanish language courses at the 2000-level. Each course will concentrate on a particular aspect of language and culture. The course may be repeated with a change in subject matter.

**SPAN 2010 CONVERSATIONAL SPANISH III**

*Prerequisite: (R), SPAN 1120 or 1225 or by Evaluation*

3 CREDITS The student will actively participate in conversations on a variety of topics, including vocabulary specific for fields of study or careers. Listening and speaking will be emphasized, but reading and writing will be incorporated to enable the student to function at the intermediate level of proficiency or above, according to the ACTFL scale. This course is taught completely in Spanish. Credit is variable and, with different content, may be repeated for up to four (4) credits.

**SPAN 2050 SPANISH IMMERSION II**

*Prerequisite: (R), SPAN 1120 or 1225 or by Evaluation*

VARIABLE 1-3 CREDITS The Spanish Immersion Course provides an intensive language-learning experience for the student who has a minimum of two semesters (or equivalent) of Spanish. Following an orientation meeting on campus, students spend a period of time (minimum of two days) at an off-campus location hearing and speaking only Spanish. In addition to attending formal classes focusing on selected topics of vocabulary and grammar, students participate in activities such as dancing, games, aerobics, films, nature walks, and shopping in Spanish, enabling them to experience a total immersion. Students will demonstrate an intermediate level of oral proficiency through interactions with instructors and other students as well as formal presentations.

**SPAN 2060 INTERNATIONAL STUDY II**

*Prerequisite: (R), SPAN 1120 or 1225 or by Evaluation*

VARIABLE 3-6 CREDITS International Study II provides an intensive language and culture experience for the student who has a minimum of two semesters of Spanish (or equivalent). Following orientation meetings on campus, students spend a period of time (minimum 9 days) in a Spanish-speaking country. Students will demonstrate an intermediate level of oral proficiency and cultural competence through interactions with instructors and other students as well as formal presentations, while they experience firsthand the culture of a part of the Hispanic world.

**SPAN 2113 INTERMEDIATE SPANISH I**

*Prerequisite: (R), SPAN 1225 or by Evaluation*

3 CREDITS The student will demonstrate proficiency in understanding, speaking, reading, and writing Spanish at the intermediate level. The student will read a variety of Spanish texts, using them as a basis for conversation and composition in Spanish and will begin a systematic review of Spanish grammar. The class is taught in Spanish.

**SPAN 2223 INTERMEDIATE SPANISH II**

*Prerequisite: (R), SPAN 2113 or by Evaluation*

3 CREDITS A continuation of SPAN 2113. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing Spanish at the intermediate level. The student will read short literary texts and use them as a basis for discussions and compositions in Spanish and will complete a systematic review of Spanish grammar. The class is taught in Spanish.

## SUCCESS IN COLLEGE AND LIFE

**SCL 1001 SUCCESS IN COLLEGE AND LIFE**

*Prerequisite: None*

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

# SURGICAL TECHNOLOGY

## ST 1000 SPECIAL TOPICS IN SURGICAL TECHNOLOGY

*Prerequisite: (R)*

VARIABLE 1-3 CREDITS The student will demonstrate competencies not covered in other surgical technology courses, but which benefit students wanting additional training in the field or comprehension of the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

## ST 1114 SURGICAL TECHNIQUES I

*Prerequisite: (R) Corequisite: ST 1126*

4 CREDITS This course is a clinical introduction to the operating room. The student will demonstrate competencies in the use and preparation of supplies and care of the surgical patient.

## ST 1126 SURGICAL TECHNIQUES PRACTICUM I

*Prerequisite: (R) Corequisite: ST 1114*

6 CREDITS This course is an introduction to the clinical setting. The student will demonstrate competencies on the application of the fundamentals of surgical techniques and procedures, including aseptic techniques, sterilization and disinfection, instrumentation, sutures and needles, and surgical supplies and equipment.

## ST 2214 SURGICAL TECHNIQUES II

*Prerequisite: (R) (W), ST 1114 and ST 1126; Corequisite: ST 2226*

4 CREDITS The student will demonstrate an understanding of the basic concepts of pathophysiology, regional anatomy, and surgical procedures related to general; geneologic; ophthalmic; ear, nose, and throat; gastrointestinal; and pediatric surgery.

## ST 2226 SURGICAL TECHNIQUES PRACTICUM II

*Prerequisite: (R) (W), ST 1126 and ST 1114; Corequisite: ST 2226*

6 CREDITS This course is designed to introduce the students to the hospital in general and the surgical area in particular through practical experience. The student will be able to demonstrate application of basic skills and surgical technology.

## ST 2314 SURGICAL TECHNIQUES III

*Prerequisite: (R) (W), ST 2226 and ST 2214; Corequisite: ST 2336*

4 CREDITS The student will demonstrate an understanding of the concepts of pathophysiology, regional anatomy and surgical procedures related to genitourinary, thoracic, vascular, cardiac, neurosurgery, orthopedic, reconstructive, and plastic surgery.

## ST 2336 SURGICAL TECHNIQUES PRACTICUM III

*Prerequisite: (R) (W), ST 2226 and ST 2214; Corequisite: ST 2314*

6 CREDITS The student will demonstrate application of lecture and laboratory material in the clinical setting.

# TECHNOLOGY

## TECH 1000 ADVANCED SPECIAL TOPICS

*Prerequisite: Evaluation by Instructor*

1-4 CREDITS This course includes advanced technical topics to which students may be exposed. The course may be repeated with a change in content.

## TECH 1010 INTRODUCTION TO TECHNOLOGY

*Prerequisite: None*

1-3 CREDITS Students will demonstrate an understanding of the foundations of a specific technical area. These foundations will include an overview of the industry and its history. Each course will cover a specific topic and may be repeated with a change in content.

## TECH 1113 BEGINNING TECHNOLOGY APPLICATIONS

*Prerequisite: TECH 1010*

3 CREDITS Students will demonstrate proficiency in the knowledge, use and application of basic operations required in a specific technical field.

## TECH 2000 SPECIAL TOPICS

*Prerequisite: TECH 1113, ENGL 1113*

1-4 CREDITS This course includes a variety of technical topics to which a student may be exposed. The course may be repeated with a change of topics.

## TECH 2013 INTERMEDIATE TECHNOLOGY APPLICATIONS

*Prerequisite: Pre or Corequisite: TECH 1113, ENGL 1113*

3 CREDITS Students will demonstrate proficiency in the knowledge, use and application of intermediate operations required in a specific technical area.

## TECH 2023 ADVANCED TECHNOLOGY APPLICATIONS

*Prerequisite: TECH 2013*

3 CREDITS Students will demonstrate proficiency in the knowledge, use and application of advanced operations and applications in a specific technical area.

## TECH 2773 TECHNOLOGY FIELD INTERNSHIP I

*Prerequisite: Corequisite: TECH 1013*

3 CREDITS Students will apply knowledge obtained in previous coursework to produce products or services in a business or industrial setting. Students will be guided through directed observation in an area directly related to the employee's technical specialty. Specific requirements must be approved by the employer and academic advisor prior to starting the internship.

## TECH 2783 TECHNOLOGY FIELD INTERNSHIP II

*Prerequisite: TECH 2773 Corequisite: TECH 1113*

3 CREDITS Students will apply advanced knowledge obtained in previous coursework to produce products or services in a business or industrial setting. Students will be guided through directed observation in an area directly related to the employee's technical specialty. Specific requirements must be approved by the employer and academic advisor prior to starting the internship.



## THEATRE ARTS

### TA 1000 SPECIAL TOPICS

*Prerequisite: (R) (W)*

VARIABLE 1-3 CREDITS The student will demonstrate competencies in subjects not covered in other theatre arts courses. Each course will cover a specific topic and may be repeated with a change in content.

### TA 1103 INTRODUCTION TO THEATRE

*Prerequisite: (R) (W)*

3 CREDITS After an introduction to the basics of theatre-theatre history and literature, acting, directing, design, stagecraft, and the chain of responsibility from the playwright to the staff of the final production-the student will demonstrate understanding of the elements of theatre and their relevance to human experience.

### TA 1121 PRODUCTION WORKSHOP

*Prerequisite: (R)*

1 CREDIT The student will prepare for, rehearse for, and perform in situations related to theatre arts, especially in productions of the scheduled season and other selected activities of a theatrical nature. The importance of effective completion of assigned responsibilities and working within a unit with all members of the production will be stressed. Course may be repeated.

### TA 1133 VOICE AND SPEECH IMPROVEMENT

*Prerequisite: (R)*

3 CREDITS The student will state in writing and/or orally his or her understanding of the physiological elements of the voice. The student will use the International Phonetic Alphabet by transcribing the oral word phonetically. After participating in exercises to improve vocal control, the student will demonstrate improved enunciation and pronunciation.

### TA 1223 MAKE-UP FOR THE STAGE

*Prerequisite: (R)*

3 CREDITS The student will apply the principles, theory and psychology of theatrical make-up, including proper skin care; identification of types of make-up available; application of straight, corrective and old age make-up; and the construction and use of prosthetics and hair pieces.

### TA 1513 ACTING I

*Prerequisite: (R) (W)*

3 CREDITS Through writing and performance activities, the student will demonstrate knowledge relating to the training of the voice, mind and body for stage acting.

### TA 2000 SPECIAL TOPICS IN THEATRE ARTS

*Prerequisite: (R) (W)*

3 CREDITS Through writing and performance activities, the student will demonstrate knowledge relating to the training of the voice, mind and body for stage acting.

### TA 2113 INTRODUCTION TO TECHNICAL THEATRE

*Prerequisite: (R), TA 1103*

3 CREDITS The student will demonstrate an understanding of fundamental techniques and practices in scene construction, painting and the management of scenery and properties for theatrical stage productions.

### TA 2123 PRACTICUM IN THEATRE ARTS

*Prerequisite: (R), by Evaluation*

3 CREDITS The student will gain practical experience in a specific aspect of the theatre by working with a professional or semi-professional company either as an actor or as part of the production team. Performance will be judged by the professional with whom he or she works. Practicum may include work in the College's theatrical productions as well as off-campus work.

### TA 2203 ACTING II

*Prerequisite: (R) (W), TA 1513*

3 CREDITS Through intensive study, analysis, and performance of scenes from selected plays, the student will develop skills emphasizing the development of character and actor interaction.

### TA 2233 ACTING FOR THE CAMERA

*Prerequisite: (R) (W)*

3 CREDITS The student will develop and demonstrate, through listening, interpretation, and response exercises, a personal technique and methodology of acting in the media of film and video.

## WORLD LANGUAGES

### WL 1000 SPECIAL TOPICS IN WORLD LANGUAGES

*Prerequisite: (R) (W)*

1-6 CREDITS The beginning student will develop listening, speaking, reading, and writing skills in a foreign language (other than French, German, Russian, or Spanish). Credit is variable, and with different content, may be repeated for up to 6 credits.

### WL 2000 SPECIAL TOPICS IN WORLD LANGUAGES

*Prerequisite: (R) (W), WL 1000 or by Evaluation*

1-6 CREDITS The student will develop listening, speaking, reading, and writing skills in a foreign language (other than French, German, Russian, or Spanish). Credit is variable, and with different content, may be repeated for up to 6 credits.

# FACULTY AND STAFF

## PRESIDENT'S OFFICE

### Paul W. Sechrist, President

*Ph.D., University of Oklahoma*  
*M.A., Southern Nazarene University*  
*B.A., Southern Nazarene University*

### Denise Gomez, Secretary

*A.A., Oklahoma City Community College*

### Janice Phillips, Executive Administrative Assistant to the President

*A.A.S., Oklahoma City Community College*

### Paige Landreth, Senior Executive Secretary

*A.A.S., Oklahoma State University, Oklahoma City*

## ACADEMIC AFFAIRS

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*M.A., Boston University*  
*B.A., Queens College, City University of New York*

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*B.S., Auburn University*

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*M.A., Xavier University of Louisiana*  
*B.F.A., Atlanta College of Art*

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### Anita Rhea, Administrative Assistant to the Vice President for Academic Affairs

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**Rachel Butler, Reference Librarian**

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B.A., University of California, Berkeley*

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**Holly Jones, Library Circulation Assistant-Weekend**

*A.S., OSU-Okmulgee  
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**ACCOUNTS PAYABLE**

**Donna Angus, Travel Records Assistant**

**Toni Rose, Accounts Payable Bookkeeper**

**Anna Webb, Accounts Payable Coordinator**

**PAYROLL**

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## **PURCHASING**

**Lori Walker, Purchasing Supervisor**  
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*B.A., St. Francis College*

**Cynthia Gary, Purchasing/Finance Analyst**  
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**Beverly Glass, Buyer I**

**Sheri Kingsbury, Buyer I**

## **FACILITIES MANAGEMENT**

**J.B. Messer, Director of Facilities Management**  
*M.S.M., Southern Nazarene University*  
*B.S., Southern Nazarene University*  
*Naval Nuclear Power School (Electrical Engineering)*

**Ron Austin, Maintenance Mechanic**  
*Canadian Valley Technology Center: HVAC*

**Larry Barnes, Project Manager**

**Gary Belcher, Building Maintenance & Operations Supervisor**

**Martha Constant, Project Design Specialist**  
*B.S., University of Oklahoma*  
*A.A.S., Oklahoma City Community College*

**Rick Cowan, Building Services Assistant**

**Steve Duncan, Material Control Supervisor**  
*A.A.S., Oklahoma City Community College*

**Richard Earnhardt, Maintenance Mechanic**

**Brad Finlason, Maintenance Mechanic**  
*San Jose City College: Electric for Air Conditioning & Refrigeration Program*  
*West Valley College: Saratoga, California, Algebra Certificate*

**Anne Hayes, Mail Services Clerk**  
*A.A., Oklahoma City Community College*

**Dan Gurka, HVAC/Maintenance Mechanic**  
*Metro Tech: Advanced Heating & Air Program-diploma*  
*Canadian Valley Vo-Tech: Auto Mechanics Program*  
*Canadian Valley Vo-Tech: Auto Body Program*

**Jane Harding, Physical Plant Assistant**  
*B.A., University of Central Oklahoma*

**Jason Howard, Electrician**  
*Canadian Valley Vo-Tech: Diesel Technician Program*  
*Platt College: Electrical Program*

**Dwight Immohotichey, Building Services Assistant**

**Terry Kilpatrick, HVAC/Maintenance Mechanic**  
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**Ray Lewelling, Maintenance Mechanic**  
*FosterEstes Vo-Tech Center: Machine Shop I Program*  
*Francis Tuttle Vo-Tech Center: Machine Tool Operator Program*  
*Gordon Cooper Technology Center: Heating, Air Conditioning & Refrigeration Program*

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**Lori Lowe, Shipping and Receiving Clerk**  
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**John Mullins, Building and Campus Services Crew Leader**  
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**Charlie Neatherlin, Building & Campus Services Assistant**

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**Randy Wythe, Fleet Management Clerk**

## **SAFETY AND SECURITY**

**Ike Sloas, Director, Department of Campus Safety and Security**  
*M.S., Albany State University*  
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*Nationally Registered Medical 1st Responder*

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*C.L.E.E.T. Certified Reserve Law Enforcement Officer*  
*State Certified Medical 1st Responder*  
*OCCC Certification of Mastery; EMT*

**Jeremy Bohannon, Armed Security Officer**  
*B.S. University of Oklahoma*

**William Busby, Armed Security Officer**  
*State Certified Medical 1st Responder*

**James Cobble, John Massey Center Armed Security Officer**  
*M.E., Southwestern Oklahoma State University*  
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*State Certified Medical 1st Responder*

**Eddie Connally, Armed Security Officer**  
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*State Certified Medical 1st Responder*

**Tim Densmore, Armed Security Officer**  
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**John Hughes, Jr., Armed Security Officer**  
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**Larry Lundy, Armed Security Officer**  
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**David Shriver, Armed Security Officer**  
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**Keith Thompson, Armed Security Officer**  
*C.L.E.E.T. Certified Law Enforcement Officer*  
*State Certified Medical 1st Responder*

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*C.L.E.E.T. Certified Law Enforcement Officer*  
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*N.L.E.T.C. Certified Instructor*  
*Nationally Registered Medical 1st Responder*

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*C.L.E.E.T. Certified Law Enforcement Officer*  
*State Certified Medical 1st Responder*

**Raquel Franco, Switchboard Operator**  
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*A.S., Oklahoma City Community College*

**Jan Hein, Switchboard Operator**

**Patricia Keasling, Switchboard Operator**

## GOVERNMENT RELATIONS AND COMMUNITY DEVELOPMENT

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*B.S., East Central Oklahoma State University*

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## COMMUNITY OUTREACH AND EDUCATION

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**Martin Ramirez, Secretary**

## OKLAHOMA CITY COMMUNITY COLLEGE CAPITOL HILL CENTER

**Alejandro Rendon Sanchez, Director of Oklahoma City Community College Capitol Hill Center**

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**Yeol Kim, Computer Specialist, Microsoft Certified Systems Administrator**

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**Marco T. Ojeda, Computer Lab Assistant**

*B.A., Accounting Universidad Central del Ecuador*

## CAREER TRANSITIONS PROGRAM

**Nora Pugh-Seemster, Director of Career Transitions Program**

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*Licensed Marital and Family Therapist (LMFT)*

**Nancy Abbas, Employment and Training Assistant**

*General Office Support Certificate, Oklahoma City Community College*

**Vacant, Training Coordinator**

**Craig Hitchcock, Employment Specialist**

*M.R.C.P., University of Oklahoma*  
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## CULTURAL PROGRAMS

**Dan Yates, Director of Cultural Programs**

*M.P.A., University of Oklahoma*  
*B.M., Oklahoma City University*

**Scott Tigert, Cultural Programs Assistant**

*M.A., University of Oklahoma*  
*B.F.A., University of Oklahoma*  
*C.M.T., Praxis College of Health Arts and Sciences*

**Margaret (Margy) Davis, Receptionist and Secretary**

## OKLAHOMA MANUFACTURING ALLIANCE

**Robert T. Carter, Manufacturing Extension Agent**

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**Roxanna Butler, Acting Director of Recreation and Fitness**

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*B.A., University of Central Oklahoma*

**Roxanna Butler, Coordinator of Recreation and Fitness**

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*B.A., University of Central Oklahoma*

**Youngae Fonner, Aquatic/Wellness Center Custodian**

**Rita Manning, Recreation and Fitness Assistant**

**James Hensley, Aquatics and Safety Training Specialist**

**Eric Watson, Recreation and Fitness Specialist**

## GENERAL COUNSEL

**Nancy Gerrity, General Counsel**

*J.D., Chicago-Kent College of Law*  
*M.B.A., University of Chicago*  
*B.A., College of the Holy Cross*

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*M.A.L.S., University of Oklahoma*  
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**Angela Jordan, Administrative Assistant**

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*A.A., Community College of the Air Force*  
*A.A., University of Maryland University College*

## HUMAN RESOURCES & SUPPORT SERVICES

**Gary A. Lombard, Vice President for Human Resources and Support Services**

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*B.A., Oklahoma Baptist University*

**Larry Robertson, Senior Human Resources Specialist**

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*B.S., Oklahoma State University*

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**Karen Schmidt, Human Resources Specialist**

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**Alicia Silva, Human Resources Representative**

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**Elaine Svec, Human Resources Representative**

**Millie J. Tibbits, EEO/AA Compliance Officer**  
*B.A., Oklahoma Baptist University*

## BOOKSTORE

**Brenda Reinke, Bookstore Director**  
*M.A., Webster University*  
*B.B.A., Cameron University*  
*A.S., Western Oklahoma State College*

**Chris Thornton, Shipping/Receiving Clerk**

**Deborah Kahmar, Accounting Clerk**  
*A.A.S., Oklahoma City Community College*

**Erin Newcomer, Cashier**

**Jason Keeble, Cashier**

**Jennifer Maracara, Clerk/Cashier**

**Denise Smith, Bookstore Office Assistant**  
*A.A., Oklahoma City Community College*

**Pam Simonds, Clerk**

**Jon Robertson, Cashier**

**Sara Hill, Cashier**  
*A.A. Oklahoma City Community College*

**Joan Swanson, Cashier**  
*B.S., University of Central Oklahoma*

**Kim White, Assistant Bookstore Director**  
*B.S., University of Central Oklahoma*

## BURSAR

**Brandi Henson, Bursar**  
*A.S., Oklahoma City Community College*

**Pamela Baker, Coordinator of Student Sponsorships/Scholarships**  
*A.S., Oklahoma City Community College*

**Ralph deCardenas, Coordinator of Student Accounts**  
*B.S., University of Central Oklahoma*  
*A.S., Oklahoma City Community College*

**Debbie Dutton, Senior Student Account Representative**

**Barbara Hunt, Senior Student Sponsorship/Scholarship Representative**

**Nancy Spradling, Student Account Representative**

**Heather Wall, Bursar Assistant**

**Kay Woods, Student Account Representative**  
*A.S., Oklahoma City Community College*  
*A.A.S., Oklahoma City Community College*

## PROFESSIONAL DEVELOPMENT

**Johnny Allen, Coordinator of Technology Training**  
*M.B.A., Cameron University*  
*B.B.A., Cameron University*  
*School of Management, University of Texas at Dallas*

## INSTITUTIONAL ADVANCEMENT

**Pat Berryhill, Executive Director of Institutional Advancement**  
*B.S., University of Nebraska, Lincoln*

**Barbara Fulton, Administrative Assistant to the Executive Director of Institutional Advancement**  
*A.A.S., Oklahoma City Community College*

**Jennifer Harrison, Director of Development**  
*B.S., Southern Nazarene University*

## MARKETING AND PUBLIC RELATIONS

**Paula Gower, Director of Marketing and Public Relations**  
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**Paula Belcher, Marketing and Public Relations Assistant**  
*A.A.S., Oklahoma City Community College*

**Michael Cline, Graphic Design Technician**  
*A.A.S., Oklahoma City Community College*

**April Jackson, Publications Coordinator**  
*A.A.S., Oklahoma City Community College*

**Cordell Jordan, Media Relations Coordinator**  
*B.A., University of Kansas*  
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**Kathy Nix, Web Administrator**

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*Certified Computer Examiner (CCE)*

## INSTITUTIONAL PLANNING

**Stuart Harvey, Executive Director of Planning and Research**  
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## INSTITUTIONAL EFFECTIVENESS

**Janet Perry, Director of Institutional Effectiveness**  
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*M.A., University of Wisconsin - Oshkosh*  
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## INFORMATION AND INSTRUCTIONAL TECHNOLOGY SERVICES

### TECHNOLOGY

**James Riha, Chief Technology Officer**  
*Ph.D., Claremont Graduate School*  
*M.A., Claremont Graduate School*  
*B.S., California State University, Fullerton*  
*A.A., Orange Coast Community College*

**Becky Graves, Coordinator of Software and Training Services**  
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### DESKTOP SUPPORT SERVICES

**Lisa Davis, Director of Desktop Support and User Services**  
*NOVELL C.N.A., Cisco Specialist PLX Firewall Advanced*  
*Microsoft Certified Professional (MCP)*  
*Microsoft Certified Systems Administrator (MCSA)*  
*Microsoft Certified Systems Engineer (MCSE)*  
*Microsoft Certified Systems Administrator: Security (MCSA: Security)*  
*Microsoft Certified Systems Engineer: Security (MCSE: Security)*  
*Microsoft Certified Systems Administrator: Messaging (MCSA: Messaging)*  
*Microsoft Certified Systems Engineer: Messaging (MCSE: Messaging)*  
*Microsoft Certified Database Administrator (MCDBA)*  
*CompTIA Security+ Certified Professional*

**Ray Dockrey, PC/AV Support Technician**  
*A+ Certification; Network+ Certification*

**Michael McKaughan, PC/AV Support**  
*A+ Certification, Network+ Technician*

**Mike Schilling, PC/AV Support Technician**  
*A+ Certification*

## INFORMATION SYSTEMS AND SERVICES

### Gabriele (Gaby) Brooks, Programmer Analyst

*B.S., Mid-America Bible College  
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### Dorene Campbell, Lead Computer Operator

### Connie Drummond, Programmer Analyst

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### Ted Lemser, Database Administrator

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### Denny Myers, TCP/IP Applications Specialist

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## NETWORK ADMINISTRATION

### Lisa Davis, Director of Network Administration & Desktop Support Services

*NOVELL C.N.A., Cisco Specialist PIX Firewall Advanced  
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Microsoft Certified Systems Administrator (MCSA)  
Microsoft Certified Systems Engineer (MCSE)  
Microsoft Certified Systems Administrator: Security (MCSA: Security)  
Microsoft Certified Systems Engineer: Security (MCSE: Security)  
Microsoft Certified Systems Administrator: Messaging (MCSA: Messaging)  
Microsoft Certified Systems Engineer: Messaging (MCSE: Messaging)  
Microsoft Certified Database Administrator (MCDBA)  
CompTIA Security+ Certified Professional*

### Joey Ware, LAN Specialist

*Network+ Certification  
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MCP, MCSE, MCSA, MCSE: Security, MCSA: Security, Security+*

## ONLINE LEARNING AND INSTRUCTIONAL SERVICES

### Kathy Wullstein, Director of Online Learning & Instructional Services

*M.A., Arizona State University  
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### Bill Hill, Instructional Technology Support Specialist

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### Shelly Ingle, Instructional Technology Support Specialist

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## STUDENT ENROLLENT SERVICES

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## STUDENT DEVELOPMENT

### Liz Largent, Dean of Student Development

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## ADVISING AND CAREER SERVICES

### James Siegel, Director of Academic Advising

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B.S., University of Oklahoma Health Sciences Center*

**Amanda Davis, Teacher**

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**Cathy Klasek, Teacher**

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**Michael Stafford, Teacher**

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**Barbara Gowdy, Director of Graduation Services**

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**Rebekah Bays, Records and Graduation Services Clerk****Leandra Bessinger, Registration Services Assistant****Eileen Clark, Registration Assistant****Natalie Dietz-Bales, Records and Graduation Services Clerk**

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## RECRUITMENT AND ADMISSIONS

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**Sunshine Garner, International Student Admissions Counselor**

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*A.A., Rose State College*

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**Michele Heaton, International Student Services Assistant**

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**Daisy Sanchez, Admissions Counselor**

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*A.A., Northern Oklahoma College*

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*LPC Candidate Supervisor*

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**Jenna Howard, Advisor**

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**Amy Mercer, Disability Accommodation Assistant**

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## STUDENT FINANCIAL SUPPORT SERVICES

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## STUDENT LIFE

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**Madison Chadwick, Student Program Leader**

**Jon Horinek, First Year Experience & Student Life Program Coordinator**  
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## TESTING & ASSESSMENT

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