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GENERAL INFORMATION

HISTORY OF THE COLLEGE
Oklahoma City Community College: Built for Student Success

More than 40 years ago, our founders had a dream to have thousands of students walk through our doors each year. Today, that dream has become reality, making OCCC one of the largest higher education institutions in Oklahoma.

Oklahoma City Community College: Student-Centered and Student-Driven

At Oklahoma City Community College, every day, in every department, our students come first. It's not just our vision; it's our mission.

OCCC Academic Advisors are available to aid in the application and admissions process as well as to lead students to enroll in the classes that will help them achieve their career goals. Likewise, the OCCC Financial Aid department walks students through the student loan, grant, and scholarship opportunities that can ease the stress of paying for a college education.

We realize that our student body is made up of all ages, races, and income levels. That diversity reflects our view that we are here to serve all students.

Some students come to pursue one of our associate degree programs that will prepare them to transfer and continue work toward their bachelor’s degrees. As they approach graduation, OCCC routinely hosts representatives from Oklahoma’s four-year colleges and universities to ease the transition process.

Other OCCC students share the simple hope of learning new skills to help them advance in their career fields. They can do this through our certificate of mastery programs – quick, turn-around programs that get them in the classroom and back to the workforce immediately.

We are proud of the OCCC student-faculty ratio of 23 to 1. That gives our faculty members the opportunity to show each student personal attention, leading to the very best academic outcomes. But it doesn’t stop there.

Oklahoma City Community College faculty members also guide students in building professional networks in their career fields; this can only happen when professors maintain real-world experience in their subject matter and stay connected with businesses and industry in our community. We are proud to say that our professors work diligently not only to teach our students, but to mentor them as well.

In addition, OCCC offers a wide range of community and continuing education courses, workshops, conferences and seminars. We work hard to be a hub of knowledge for Oklahoma City and the surrounding areas.

Aspiration Statement
Student Success and Community Enrichment.

Our Big Goals
What is a “Big Goal?” It’s a goal that can’t be achieved with the status quo. A “Big Goal” can only be accomplished by innovating, collaborating with groups within and outside the institution, stopping certain practices while beginning others, and a willingness to take risks.

1. Triple annual giving and grants to support student scholarships, community events, the endowment, and other College purposes.
2. Close the academic achievement gap with low-income, first-generation, and racial and ethnic groups.
3. Receive designation as a Hispanic-serving institution from the U.S. Department of Education.

Oklahoma City Community College Mission Statement
OCCC provides broad access to learning that empowers students to complete a certificate or degree and that enriches the lives of everyone in our community.

Our Mission Statement describes why we exist and what we do. Traditionally, community colleges have been about providing access. But it's not enough that students pass through our doors -- earning a certificate or degree is what changes lives.

The Oklahoma City Community College ENDs statements describe what success looks like if we were in an ideal world.

Our ENDs statements describe what success looks like if we were in an ideal world. As such, they are central to our commitment to accountability. The faculty, staff, and the Board of Regents regularly review measures that evaluate the College’s progress in achieving our ENDs. These core indicators are our annual plans that are reported at least once a year.

1. Access: Our community continues to have broad access to valuable certificate and degree programs, and non-credit educational opportunities and events.
2. Student Success: Our students successfully complete their academic courses, persist in college, and earn certificates or degrees at OCCC or another institution.
3. Workforce Development: Our graduates earn higher-level degrees or are successful in technical and professional careers.
4. Community Development: Our community’s quality of life is enriched through our educational, artistic, and recreational programs and events.

Oklahoma City Community College Values
• Students: Fundamental to all that we do
• Safety: Safe and secure environment for everyone
• Accountability: Use of evidence to measure performance and to make decisions
• Stewardship: Wise and efficient use of resources
• Integrity: Honest, ethical, and respectful to all
• Innovation: Creative and forward-thinking
• Diversity: Embrace and appreciate the value of differences

LOCATION AND FACILITIES
Oklahoma City Community College: A Central Location and So Much More

Oklahoma City Community College sits on 143 acres just south of Interstate 240 at 7777 South May Avenue in southwest Oklahoma.
City, making student access to the campus easy from a number of traffic routes.

Since our humble beginnings in 1969, OCCC has expanded rapidly in order to serve a continuously growing student population.

Here’s a quick look at what our facilities have to offer our students:

**Arts and Humanities Center**
This building is joined to the Main Building and contains a 300-seat theater as well as the office for the campus newspaper, The Pioneer. It also features three floors of classrooms primarily used for English, Speech, and other language courses.

**Capitol Hill Center**
Located in the heart of Oklahoma City’s main Hispanic neighborhood, OCCC’s Capitol Hill Center is a leader in serving the adult education and job readiness needs of the community’s diverse members.

**Health Professions Center**
The Health Professions Center makes OCCC a leader in health technologies and pre-health professional programs.

**John Massey Center**
One of the newest buildings on campus, it features OCCC’s Finance and Human Resources departments. These departments are the heart of the college, hiring our faculty and staff and keeping us all on track with the funds entrusted to us through student tuition.

**Keith Leftwich Memorial Library**
The library provides the newest digital and print resources for students, in addition to offering a Collaboration Room, Huddle Station, group study rooms, and a Meditation Room, as well as computers, printers, and scanners.

**Main Building**
This is often the first building students walk into and become familiar with. It has the Admissions, Financial Aid, and Academic Advisement departments and so much more. It also contains the College Union, where students can gather and study, and a multitude of classrooms on three floors.

**Professional Development Institute**
The new Professional Development Institute (PDI) facility is located at 7124 S. I-35 Service Road near Plaza Mayor (Crossroads Mall). PDI houses the Alternative Fuels, Commercial Food Equipment Technician and GED programs as well as an upcoming Job/Employment Center. The facility is comprised of twelve (12) instructional rooms, four (4) computer labs, four (4) automotive bays, and three (3) technical training areas. The facility is used to deliver workforce development training for the community.

**Robert P. Todd Science, Engineering and Math Center**
This structure connects to the Main Building and features state-of-the-art labs dedicated to providing our students hands-on experience.

**Transportation Technology Center**
This building is home to our renowned automotive technology lab. OCCC has automotive technology degree and certificate programs that certify our students in those programs to work in the best automotive facilities and dealerships in the nation.

**Visual and Performing Arts Center**
The building is to the west of the Arts and Humanities Center. It houses classrooms, labs and studios for art instruction, music, photography and visual arts in addition to a world-class Digital Cinema Production program.

**Visual and Performing Arts Center Theater**
The newest building on our grounds is a cornerstone of the campus and attracts renowned musicians and actors as well as encourages students to follow their artistic and creative dreams.

**Wellness Center**
The Wellness Center contains a gymnasium, cardiovascular center, weight room and aerobics rooms.

**OCCC COMPLIANCE**

**Accreditation**
Oklahoma City Community College is accredited by the Higher Learning Commission which is located at 230 South La Salle Street, Suite 7-500, Chicago, Illinois 60604-1413, Telephone (800) 621-7440, [https://www.hlcommission.org/](https://www.hlcommission.org/)

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

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

**Accreditation Chart**

**Anesthesia Technology, Health Professions**
Approved by Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Clearwater, FL
727-210-2350
[https://www.caahep.org/](https://www.caahep.org/)

**Automotive Technology, Business and Information Technology**
Automotive Service Excellence (ASE)

Leesburg, VA
703-669-6600, 703-669-6650
[https://www.ase.com/](https://www.ase.com/)

Start Date: 2005; Renewal: 2024

**Child Development, Social Sciences**
National Association for the Education of Young Children (NAEYC)
Business, Business and Information Technology
Accreditation Council for Business Schools and Programs (ACBSP)
Overland Park, KS
913-339-9356
https://www.acbsp.org/
Start Date: 2005; Renewal: 2025

Emergency Medical Sciences, Health Professions
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Clearwater, FL
727-210-2350
https://www.caahep.org/
Start Date: 1999; Renewal: 2020

Medical Assistant, Prior Learning Assessment Certifications
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Clearwater, FL
727-210-2350
https://www.caahep.org/
Start Date: 2000; Renewal: 2024

Nursing, Health Professions
Oklahoma Board of Nursing (OBN)
Oklahoma City, OK
405-962-1800
https://nursing.ok.gov/
Start Date: 1998; Renewal: 2022

Accreditation Commission for Education in Nursing (ACEN)
Atlanta, GA

Occupational Therapy Assistant, Health Professions
American Occupational Therapy Association (AOTA)
Bethesda, MD
301-652-6611
https://www.aota.org/
Start Date: 2002; Renewal: 2022

Physical Therapist Assistant, Health Professions
Commission on Accreditation in Physical Therapy Education (CAPTE)
Alexandria, VA
800-999-2782
http://www.capteonline.org/
Start Date: 1997; Renewal: 2028

Respiratory Care Therapist, Health Professions
Commission on Accreditation for Respiratory Care (CoARC)
Bedford, TX
817-283-2835
https://www.coarc.com/
Start Date: 2000; Renewal: 2019

Surgical Technology, Prior Learning Assessment Certifications
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Clearwater, FL
727-210-2350
https://www.caahep.org/
Start Date: 2000; Renewal: 2021

Annual Security Report
The Campus Security Act of 1990 and the Student Right-To-Know Act (PL 101-542) were signed into law by President Bush on November 8, 1990. This federal legislation requires colleges and universities to collect campus crime statistics on specific crimes occurring on college and university campuses. The due date of the first report was...
College Graduation and Transfer-Out Rates

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

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

DISCLOSURE OF INFORMATION

Information about student financial assistance programs available at Oklahoma City Community College is available from the Financial Aid Office (405) 682-7525 and the Recruitment and Admissions Office (405) 682-6222. Both offices are located on the first floor of the Main Building. Information about student financial assistance programs is also available in the College Catalog and College Student Handbook. The Financial Aid Office provides information sheets addressing specific topics to help you understand all financial aid application processes, costs of attendance, definitions, and student rights and responsibilities as a recipient of financial assistance. Funding Your Education is available online: studentaid.ed.gov

Veterans who are seeking to use their Veterans Educational Benefits should visit the Veterans Services Office co-located with the Financial Aid Office (405) 682-7694. You may visit the Financial Aid and Veterans Services offices online at occc.edu/financialaid

All students are strongly encouraged to complete the FAFSA, Free Application for Federal Student Aid on an annual basis to determine your eligibility for federal and state grants.
ADMISSIONS

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

ADMISSION

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.

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

Oklahoma Residents:

Resident Tuition:
$100.84 per credit hour

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

Student Activity Fee:
$7.15 per credit hour

Student Activity Fees are assessed to students in order to support the mission of Oklahoma City Community College in planned activities designed to provide the student with extracurricular educational, cultural and recreational opportunities. The fee may be used to support campus service facilities such as student unions, health care facilities, recreational facilities and for any lawful purpose to enhance quality of student life including, but not limited to, student scholarships, athletics, intramural sports, travel, entertainment, guest speakers, and student organizations.

Facility Use Fee:
$14.30 per credit hour

The funds generated by this fee pay the required debt service on capital projects, capital improvement projects and capital renovations. The fee also supports the maintenance and upkeep of the college service facilities and costs of operating such facilities. College service facilities include but are not limited to student unions, health care facilities, recreational facilities, administrative facilities, security facilities, grounds, and parking lots. The fee may be used for any lawful purpose to enhance quality of student life or for any academic purpose or service as designated by Oklahoma City Community College.

Student Technology Fee:
$5.00 per credit hour

The purpose of this fee is to ensure a source of dedicated revenue to provide all students access to computers, information processing, and telecommunications technology to enhance their potential for academic success and professional success. Revenue from this fee is expended to establish and maintain campus facilities for student use to include student computers, laboratory hardware and software, supplies, internal and external networks, replacement and updating technology capability.

Assessment Fee:
$1.00 per credit hour

The fee supports the requirement by the Oklahoma State Regents for Higher Education to perform entry level and midlevel satisfaction and outcomes assessments for students and the costs of placement tests for entering students. The fee may be used to support service facilities that will enhance the administration of midlevel satisfaction and outcomes assessments for students and other testing and assessment as deemed appropriate by Oklahoma City Community College.

Library Fee:
$2.00 per credit hour
This fee is to be used in the library and/or in support of the library to provide for the technology and other resources needed to educate students.

Security Fee:  
$5.00 per credit hour

The security fee will be used to hire police officers as well as maintain the current security on the OCCC main campus. The fee may also be used for any lawful purpose to enhance quality of student life including, but not limited to, security service facilities and costs of operating such facilities, purchasing security equipment, maintaining or acquiring technology for security purposes, or for any security purpose or service as designated by Oklahoma City Community College.

Total: $135.29 per credit hour

Oklahoma Non-Residents:

Resident Tuition:  
$100.84 per credit hour
Non-Resident Tuition:  
$191.70 per credit hour
Student Activity Fee:  
$7.15 per credit hour
Facility Use Fee:  
$14.30 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
Security Fee:  
$5.00 per credit hour

Total: $326.99 per credit hour

Some classes and programs require special fees. These include the following:

New Student Application/ Records Processing Fee:  
$30.00
Science Lab Fee:  
$20.00 per course
Child Development Lab Fee:  
$5.00 per credit hour
Digital Cinema Production program Lab Fee:  
$20.00 per credit hour
On-Campus Exam/Advanced Standing Testing Fee:  
$5.00 per credit hour
Applied Music Lessons Fee:  
$150.00 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:  
$263.00 per credit hour

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

International Student Status Maintenance Fee:

Fall/Spring:  
$20.00 per semester
Summer:  
$15.00 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 assessed to online classes 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. For more information about Cooperative Alliance Credit, please call 405-682-7822.

Selective Admissions Application Fee: $20.00 per program applicant

• Nursing
• Physical Therapist Assistant
• Occupational Therapy Assistant,
• Speech-Language Pathology Assistant programs

Student Liability Insurance Fee: $30.00 per academic year

• Health Professions
• Automotive Program
• Child Development Program

Health Professions Additional Program Fees

NUR 1415

• Lab Fee:  
$155.00 per course
• Medical Equipment Fee CLP:  
$5.00 per credit hour
• ATI Testing – CLP:  
$211.00 per course
• Drug Screening – CLP:  
$40.00 at admission

NUR 1519

• Lab Fee:  
$175.00 per course
• Medical Equipment Fee - Traditional:  
$5.00 per credit hour
• ATI Testing – Traditional:  
$172.00 per course
• Drug Screening – Traditional:  
$40.00 at admission
• Medical Equipment Fee - BADNAP:  
$5.00 per credit hour
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Lab Fee</th>
<th>Medical Equipment Fee</th>
<th>ATI Testing</th>
<th>Medical Equipment Fee - CLP</th>
<th>Medical Equipment Fee - BADNAP</th>
<th>Clinical Scheduler/Skills Tracker Fee</th>
<th>Drug Screening</th>
<th>FISDAP Exam Fee</th>
<th>EMS Leadership Lab Fee</th>
<th>Paramedic Care V Lab Fee</th>
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<td>ATI Testing – Traditional</td>
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</tbody>
</table>
OTA Drug Screening:
$40.00 at admission

OTA 1213 Lab Fee:
$15.00 per course

OTA 1233
Medical Equipment Fee:
$5.00 per credit hour

OTA 1263
Medical Equipment Fee:
$5.00 per credit hour

OTA 2164 Lab Fee:
$15.00 per course

PTA 1013
- Drug screening:
  $40.00 at admission
- Lab Fee:
  $125.00 per course

PTA 2014
Medical Equipment Fee:
$5.00 per credit hour

PTA 2134 Scorebuilder's Online Advantage Testing:
$35.00 per course

SLPA 1013
- Clinical Tracking Package:
  $72.50 per course
- Drug Screening:
  $40.00 at admission

SLPA 1053 Master's Clinician Fee:
$35.00 per course

ANES 1134
Medical Equipment Fee:
$25.00 per credit hour

ANES 1124
- Medical Equipment Fee:
  $25.00 per credit hour
- Clinical Tracking Package:
  $72.50 at admission
- ATT Drug Screening:
  $43.00 at admission
- Lab Supply Fee:
  $50.00 per course

ANES 1134 Lab Supply Fee:
$100.00 per course

ANES 1155
- Medical Equipment Fee:
  $25.00 per credit hour
- Lab Supply Fee:
  $50.00 per course

ANES 2114
- Medical Equipment Fee:
  $25.00 per credit hour
- Lab Supply Fee:
  $100.00 per course

ANES 2125
- Medical Equipment Fee:
  $25.00 per credit hour
- Lab Supply Fee:
  $125.00 per course

AHP 1222
American Heart Association: $19.20

Supplemental Fees

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

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

Fees Are Subject to Change

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

Fees for Auditing a Course

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

Payment of tuition and fees

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 located on the Academic calendar and the Bursar webpage. Students who pay their tuition and fees in full on the date of enrollment or by the initial fee due date for the semester or term for which they are enrolled, 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 determine the minimum payment due.

Students will not be cancelled from current classes due to non-payment of current tuition and fee by the due date. Instead, students will be put on a payment plan (4 months for spring/fall, 2 months for summer) and automatically billed on a monthly basis for all tuition and fees due (see below*). Students will only receive a refund for or not be charged for classes from which they withdraw from prior to or during the official refund period. See the academic calendar for exact semester/term withdrawal dates. Students who never attend courses for which they are enrolled, will be responsible for the full amount of tuition and fees assessed for these course(s). In compliance with the College’s fee payment policy, students WILL be canceled from any future enrollments if they have not paid in full by the final payment due date for the semester. A Bursar hold will be placed on their account preventing the release of their official records and preventing enrollment activity.
PAYMENT OPTION 1: Pay Fees by Due Date

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

PAYMENT OPTION 2: Make Monthly Payments*

Students may choose to pay their fees on a monthly basis. The monthly payment plan 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 scheduled payment plan due date, generally the 5th of each month. Payment in full of all tuition and fees is 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 plan schedule in order to enroll, or remain enrolled, in any future semesters.

Oklahoma City Community College uses the services of a collection agency for collection of all past due accounts that remain unpaid after the end of the semester. Overdue account balances will be assessed additional collection charges associated with the collection of the debt; to include reasonable attorney’s fees, court costs and all other charges allowed by law. This may result in endangering your credit rating on a local and/or national level by being reported to all three credit bureaus (Equifax, TransUnion, Experian).

Oklahoma City Community College also participates in the State of Oklahoma’s Warrant Intercept Program, authorized by House Bill No. 1314 of the State of Oklahoma in 1983. The Intercept System allows a state agency to take a debtor’s tax refund and apply it to their indebtedness, which may result in collection of debt many years in the future.

ENROLLMENT

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

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

Auditing a Course

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

A student should indicate during their initial enrollment that they intend to “audit” a course, or a student may change their enrollment to an audit up until the withdrawal deadline for the course.

Standard credit hour fees will be assessed for audited courses. Financial aid cannot be applied to courses being audited. A grade of “AU” will be posted on the official college transcript for each course audited (see Grading System).

Course Withdrawal/Schedule Adjustment

Students may adjust their schedules prior to the first day of the term without penalty. Students who want to adjust their schedule can contact the Office of Student Success Advising or use Self Service in the Student Portal to access online enrollment services.

Students adjusting their schedules or completely withdrawing from all classes during the first two weeks of a sixteen-week class or the first week of a four, five-, six-, or eight-week class will be charged 100% fees for any classes added and will receive a 100% refund of tuition and fees for any dropped courses. Finance and late charges accrued will be reduced. To withdraw from a class, a student must complete and submit an add/drop form in Student Success Advising or use Self Service in the Student Portal to withdraw.

NO REFUNDS WILL BE MADE AFTER THIS PERIOD EXCEPT AS STIPULATED FOR ENROLLMENT OF TITLE IV RECIPIENTS.

See academic calendar for exact withdraw dates.

All refunds for credit students, including financial aid, will be processed in accordance with preferences selected using your OCCC debit card at www.occdcdebitcard.com

Payments made by credit card will be refunded to the credit card.

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

NO REFUNDS WILL BE AWARDED FOR WITHDRAWALS AFTER THE ADD/DROP PERIOD.

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 a Late Withdrawal the student must submit a written appeal (forms available in the Office of Records) along with support documentation to the Office of Records. 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.

Student Withdrawal for Military Reasons

Students unable to complete courses due to military leave or deployment must provide documentation of their leave obligation. Students will then be released from their classes in the manner that most effectively accommodates their situation. Options may include total withdrawal or cancellation of semester, a reduction of course load, or change in class schedule. Students who do not make arrangements prior to their leave may request accommodations upon their return. These requests will be reviewed as long as they are made within a reasonable period of time after the students’ return.

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 Student Success 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.

**Never Attended – Non-Attendance**

Students who do not attend the courses(s) for which they are enrolled will be reported by the individual faculty member as never attended and be subsequently administratively withdrawn from the courses(s).

Students who enroll, but do not attend will be responsible for the full amount of the tuition and fees owed.

Faculty members will be asked to submit a report of students who have never attended their class one week after the add and drop period for that term.

Students, regardless of whether or not they have made any payment or been approved for financial aid, will be administratively withdrawn from their courses(s) but no reduction in charges will occur.

Those approved for financial aid will not be awarded that aid if marked as never attended.

Never attended in online classes will be defined as having not engaged in course assignments or discussion and in face-to-face classes as having not had a physical presence in the classroom.

Students will have 90 days from the end of the term to appeal for a late administrative withdraw and/or a reduction/elimination of charges. The appeal process will be administered on one form and managed by the Director of the Bursar Office and the Registrar or their designees.

Additionally, if a student does not begin attending any of their courses during the add/drop period, their pending financial aid disbursements will be cancelled. Funds disbursed prior to the start of the semester will be returned in full to financial aid programs and the student is responsible for reimbursing Oklahoma City Community College.

**In-State Tuition 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 a Petition for In-State Tuition Classification along with all appropriate support documentation to Records and Graduation Services. The petition is available via the Registrar Appeals on the Records website.

**RECRUITMENT AND ADMISSIONS**

Future students can access information about the college and its programs through the Office of Recruitment and Admissions. Services provided by this office include campus tours, community and high school outreach, information sessions, international services, scholarship programs, and corporate recruiting. To request information contact admissions@occc.edu

or to arrange a campus tour, please call (405) 682-7580. Please feel free to visit our website for further information: www.occc.edu/admissions/index.html

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, HiSET, or TASC tests (the 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 other college placement, and (c) meet high school curricular requirements, are eligible for admission to Oklahoma City Community College.

**High school curricular requirements:**

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

**15 Total Required Units**

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

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

**4 Total Recommended Units**

Recent high school graduates (or GED, HiSET or TASC recipients) who are admitted into an Associate of Arts (AA) or Associate of Science (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. In addition, 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 Student Success 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 above.

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 may or may not 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 in section I.

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 as specified in section I. Information on remediating deficiencies is available in the Office of Student Success 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. Any transfer probation student with curricular deficiencies must remove the deficiencies within the first 12 hours of enrollment. Official transcripts from all colleges attended must be submitted prior to admission.

Students transferring from an unaccredited college may also be admitted. Such transfer credit may be accepted when appropriate to the student’s degree program and when the appropriate personnel has had an opportunity to validate the courses or programs.

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 Graduation, Employment, and Transfer 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.

Graduate level transcripts will not be evaluated automatically. If undergraduate coursework was taken in a graduate program, students can request that their graduate transcript be evaluated for undergraduate coursework.

In some cases, OCCC will evaluate transcripts from unaccredited colleges. Students must contact the Office of Graduation, Employment, and Transfer Services to determine whether an unaccredited college transcript can be evaluated.

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 are in the United States on a student VISA for the purpose of education 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 in enough time to allow for embassy/travel procedures or for proper processing of transfer paperwork. Designated School Officials (DSO) in the Office of Recruitment and Admissions will work with students regarding these timelines. For detailed eligibility and admission information, email international@occc.edu.

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 either the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) examination. 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 5.5 on the IELTS is required for admission.

Students whose TOEFL scores are below the minimum required for admission but within a range of 460 to 499 on the Institutional paper-based TOEFL, 140 to 172 on the International computer-based TOEFL, 48 to 60 on the International TOEFL IBT or 5.0 to 5.4 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.

Intensive English Program (IEP)

Students whose TOEFL or IELTS scores are within the range for provisional admission listed in the Standardized Testing section above, may be admitted if after achieving the score and immediately prior to admission, they successfully complete a minimum of 12 weeks of study at an IEP approved by the State Regents. At least two-thirds of the 12 weeks must be instruction at an advanced level.

High School Performance

Students who have successfully completed the high school core requirements in 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 with a passing grade 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. Enrollment requirements for concurrent students differ from enrollment criteria for graduated students and is not based on the standardized composite test scores required for admission. Please contact the Office of Recruitment and Admissions for the current requirements.

Students from Accredited High Schools:

Juniors and Seniors:

ACT/PACT composite score 19

SAT/PSAT composite score 980 or 900 Prior to March 5, 2016

(If a student scores below 19, their Unweighted GPA should be 3.0 or higher for admission. However, admission does not guarantee enrollment/course placement eligibility.)

Home Schooled Students or Students Attending an Unaccredited High School

Juniors and Seniors:

Must have completed enough high school coursework to be equivalent to an individual who is classified as a junior or senior at an accredited high school

AND

ACT/PACT composite score 19

SAT/PSAT composite score 980 or 900 Prior to March 5, 2016

(If a student scores below 19, their Unweighted GPA should be 3.0 or higher for admission. However, admission does not guarantee enrollment/course placement eligibility.)

CONCURRENT ENROLLMENT REQUIREMENTS/COURSE PLACEMENT

ENGL 1113 English Composition I
ACT/PACT = English 19 or Reading 19
OR
SAT/PSAT = Reading-Writing 480
OR
Accuplacer = Reading 71
OR
Writing 81

PSY 1113 General Psychology and SOC 1113 Introduction to Sociology
ACT/PACT = Reading 19
OR
SAT/PSAT = Reading-Writing 480
OR
Accuplacer = Reading 71

POLSC 1113 American Federal Government
ACT/PACT = Reading 19
OR
SAT/PSAT = Reading-Writing 480
OR
Accuplacer = Reading 71

HUM 1113 Music Appreciation and ART 1053 Art Appreciation

ACT/PACT = Reading 19
OR
SAT/PSAT = Reading-Writing 480
OR
Accuplacer = Reading 71

BIO 1113/1114 General Biology
ACT/PACT = Science 19
OR
SAT/PSAT = Reading-Writing 480
AND
MATH 530
OR
Accuplacer = Reading 71
AND
MATH 70 on Part D

CS 1103 Introduction to Computers and Applications

ACT/PACT = Reading 19
OR
SAT/PSAT = Reading-Writing 480
OR
Accuplacer = Reading 71

MATH 1513 College Algebra, MATH 1503 Contemporary Math, MATH 2013 Introduction to Statistics, and MATH 1533 Pre-Calculus

ACT/PACT = Math 19 for all Math listed
OR
SAT/PSAT = MATH 530 for all Math listed
OR
Accuplacer = Math 70 on part D for all Math listed

Seniors

In accordance with state policy, senior students will have their college tuition waived for up to a total of 18 credit hours of concurrent enrollment. (A student is considered to be a senior during the summer after their junior year.)

Additional requirements for all concurrent students

A concurrently enrolled student may enroll in a combined number of high school and college courses not to exceed a full-time college workload of 19 semester credit-hours per semester. A student may enroll in a maximum of nine semester-credit-hours during a summer semester. Non-academic high school units are excluded from the workload calculation.

Concurrently enrolled high school students enrolled in college courses may continue enrollment in subsequent semesters if they achieve a college grade point average of 2.0 or above on a 4.0 scale.

All concurrently enrolled high school students must submit a High School Concurrent Enrollment Approval Form for each semester of enrollment. The form must contain original signatures from the high school principal or high school counselor, parent or legal guardian, and the student.

Concurrent enrollment students shall be subject to OCCC's academic calendar.
VII. Non-Degree Seeking Students

Students who wish to enroll in courses without intending to pursue a degree may be admitted provisionally, providing they are in good academic standing, and enroll in up to nine credit hours without submitting all official academic credentials at the time of admission. 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. The student will be required to submit all official credentials within the first semester of enrollment.

VIII. Opportunity Admissions

Applicants who have not yet graduated from high school and whose ACT composite score is at the 99th percentile (Oklahoma norms), or whose combined critical reading and mathematical score on the SAT places them at the 99th percentile using national norms, may be eligible for admission. Admissibility is determined by the Director of Recruitment and Admissions, or designee, and is not based solely on test scores.

IX. 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, may submit unofficial transcripts at the time of admission, but will be required to submit all official and complete transcripts within the first semester of enrollment. 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.

X. 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.

XI. Non-Credit Classes

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

Special Admission Procedures: Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Speech-Language Pathology Assistant, Paramedic, Anesthesia Technology, and Respiratory Care Programs

Certain programs are restricted to a limited number of students and have special admission and enrollment procedures. These programs currently include: Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Speech-Language Pathology Assistant, Paramedic, Anesthesia Technology, and Respiratory Care. Each program has a special application which lists program requirements, selection criteria, and specific application deadlines. Special applications are available for these programs and must be completed and submitted by the deadlines listed on the individual application form. Only completed applications will be accepted. Applications are accepted for fall and spring program entries into the Traditional Nursing Program, for Fall entry into The Nursing Career Ladder Pathway (LPN to RN), and for Summer entry into the Baccalaureate to RN Program. Occupational Therapy Assistant and Paramedic program applications are accepted for fall and spring semesters. The Physical Therapist Assistant program accepts applications for the fall semester only. Respiratory Care applications will be available at francistuttle.edu

Background Checks: Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history.

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. Application forms are available at www.occc.edu/admissions/health.html

REFUNDS FOR CREDIT COURSES

Students will not be dropped from current classes for non-payment of current tuition/fees.

Students who withdraw from classes during the official refund period will be refunded for tuition/fees they may have paid. All refunds for credit students, including financial aid, will be processed in accordance with preferences selected using your BankMobile Refund Selection Kit at BankMobileVibe.com

Payments made by credit card will be refunded to the credit card.

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 10-days of a 16-week class, OR the first 5-days of a four, six or eight-week class, you will not be charged for your changes and will receive a refund of tuition/fees. See the academic calendar for exact withdrawal dates. No refunds will be made after this period.

All refunds for credit students, including financial aid, will be processed in accordance with preferences selected using your BankMobile Refund Preference at BankMobileVibe.com

Payments made by credit card will be refunded to the credit card.

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, fees and any school bookstore charges 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 the student account, finance and late charges will be reduced as appropriate and any remaining balance due will be paid by the financial aid funds credited to the student’s account. Any excess financial aid funds will be refunded to the student.

Credit balance refunds will be processed in accordance with preferences selected using your BankMobile Refund Selection Kit at BankMobileVibe.com. Payments made by credit card will be refunded to the credit card. Balances due after financial assistance is applied are the responsibility of the student.

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

**Non-Credit Professional Development Institute Classes**

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

**Non-Credit Recreation and Fitness Classes**

Full refunds will be granted to non-credit Recreation and Fitness students who officially withdraw prior to the first class meeting. No refunds will be provided once the class has begun, unless the class is canceled. To officially withdraw, a non-credit student must contact the Office of Recreation and Fitness at (405) 682-7860, or they will be billed for the class.

**STUDENT SUCCESS ADVISING**

Academic Advisors are ready to assist degree- and certificate-seeking students in the Oklahoma City Community College Office of Student Success Advising.

The student’s previous educational training, experience, college entrance exams, and other relevant test results will be used to help in the placement and selection of courses. Entry-level abilities in reading, writing, and mathematics are required to enroll in credit courses.

Students who need additional help to meet required entry-level skills, certain course prerequisites, or high school curricular requirements will be recommended to enroll in courses to develop these skills before enrolling in higher-level courses.

Academic Advisors assist all students in the process of deciding on a major, career exploration and guidance, General Education and Transfer process advisement, academic planning, enrollment in appropriate course work, preparing for application-based programs, and assists those who would benefit from individualized assistance in creating an academic plan.

Returning students who are familiar with their degree requirements and those not seeking a degree or certificate do not need to consult with an Academic Advisor. Students are responsible for following their selected degree program requirements.

Students are also encouraged to work 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 efficiently. If you have questions on course selection, entry-level skills required, or general academic information contact Office of Student Success Advising at www.occc.edu/acs or call (405) 682-7535.

**TESTING AND ASSESSMENT**

**Test Center**

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

**Testing and Assessment Services**

The Office of Testing and Assessment Services administers tests including, but not limited to, the following: PEARSON VUE Certification Exams, National and Residual ACT Exam, Test of English as a Foreign Language (TOEFL), Test of Essential Academic Skills (TEAS). Testing and Assessment also provides High School Equivalency testing in both GED and HiSET.

**ACT Testing**

Oklahoma City Community College is an ACT Assessment Test Center and administers both the National and Residual ACT on a regularly scheduled basis. Residual testing is available to students planning to enroll at Oklahoma City Community College. Residual ACT results are available the same day. Students considering other colleges must test on a national test date or residually at the school they plan to attend. Residual test scores cannot be transferred from one college to another. National testing information is available at actstudent.org.

Information about residual test schedules is available in the Testing and Assessment Services office. For more information call Testing and Assessment Services (405) 682-7531 or go to occc.edu/testing.

**High School Equivalency Classes and Testing**

Oklahoma City Community College offers Adult Basic Education (ABE)/High School Equivalency Exams (HSE). Individuals interested in taking classes to prepare for an HSE test should contact the Office of Community Outreach and Education at 682-7873 for enrollment information. Individuals who are ready to take an HSE test should go to occc.edu/testing for information on testing dates and to complete registration and payment. A government issued photo ID is required to test.

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

The Test of English as a Foreign Language (TOEFL) is an examination designed to assess how well students for whom English is a second language read, write, and understand English. This test is used by many colleges and universities to assess an applicant’s ability to use English in an academic setting.
test may be used to determine admission status to a college. The TOEFL is available under two separate programs: the International Testing Program and the Institutional Testing Program. Oklahoma City Community College offers only the Institutional Test, which is designed for students seeking admission to this College. The scores cannot be transferred to another college. If students are unsure about their college plans or would like scores sent to another college, they should take the International Testing Program. Registration information for the International tests is available at ets.org/toefl.

For registration and fee information for the Institutional TOEFL and a list of current test dates, contact Testing and Assessment Services at (405) 682-7531 or go to occc.edu/testing/toefl.

**FINANCIAL AID AND VETERANS**

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

**Mission**

The mission of Student Financial Support Services (Financial Aid and Veterans Services) is to provide financial assistance for students enabling access to educational opportunity and supporting persistence toward successful completion of their educational goals. Financial aid information and advisement is provided to assist students in identifying resources to effectively meet college expenses. All Students should apply for financial assistance by filing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov.

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

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

**Basic Eligibility**

Eligibility for Federal Student Aid is determined by the household size, income, assets and other information reported in the FAFSA (Free Application for Federal Student Aid). The FAFSA process calculates the Expected Family Contribution (EFC), which is a measure of a student’s ability to pay for college. Other eligibility criteria include U.S. citizenship or eligible noncitizen, completion of a high school diploma, or GED, or state authorized high school equivalent certificate, admitted to OCCC to pursue an eligible program of study, enrollment status, and academic progress.

Eligible programs at Oklahoma City Community College include associate degrees and one-year certificate programs (30 credit hours). Certificate programs of at least 16 credit hours may also be eligible if all courses apply to the same OCCC associate degree program.

An official College Study Abroad Program is eligible for Federal Student Aid, if the courses are also part of the OCCC degree plan for which the student is pursuing. Students seeking financial aid for a Study Abroad semester should contact a Financial Aid Advisor in advance to determine eligibility.

Students applying for and receiving financial aid must be making satisfactory academic progress based on federal student aid regulations. All academic history at Oklahoma City Community College and other post-secondary programs will be evaluated in determining satisfactory academic progress. Students must submit to OCCC Records Office official academic transcripts from all schools attended.

Students are expected to read and understand the basic rules for the application and receipt of financial aid including, Verification of information reported on the FAFSA, Satisfactory Academic Progress, Attendance, Return of Federal Student Aid Funds, payment procedures, and rights and responsibilities for students borrowing and repaying Federal Direct Loans.

Financial Aid Advisors are available to assist all students with applying for and understanding financial aid.

**Cost of Attendance**

Cost of attendance is used to calculate financial aid awards, and includes Direct Costs and Indirect Costs. Yearly costs, listed in the tables below, cover 24 credit hours based on 2018-19 tuition rates.

Direct Costs include Tuition and fees that are billed by the College. Books are estimated direct costs. Students can reduce book costs by purchasing used books. Many OCCC students receive enough financial aid grant funds to cover all Direct Costs for tuition, fees and books.

Indirect Costs are not billed by the College and can be reduced by living with family and budgeting spending.

<table>
<thead>
<tr>
<th>Amount</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,600</td>
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<td>$2,740</td>
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<tr>
<td>$2,400</td>
<td></td>
</tr>
<tr>
<td>$1,300</td>
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</tbody>
</table>
Students Who Withdraw from all Courses in a Semester

Federal regulations require the OCCC Financial Aid Office to perform a calculation to determine the dollar amount of earned and unearned Federal Student Aid funds for students who officially or unofficially withdraw from a semester.

Students must attend 60% of the semester to earn all funds. Any unearned funds must be returned to the appropriate Federal Student Aid program within 45 days of the determination that the student withdrew.

How to Withdraw from a Course at OCCC

Students may officially drop most courses online or totally withdraw from OCCC in person at Student Success Advising in the Main Building-first floor. Students needing further assistance may call 682-7535. Audit courses are not eligible for Federal Student Aid. Students changing a course from credit to audit will be required to repay any funds paid for the course.

Total Withdrawal Before Completing 60% of the semester

If a student completely withdraws from all courses before completing 60% of the semester, a calculation is performed. For a 16-week semester, 60% is approximately 10 weeks. For an 8-week term, 60% is approximately five (5) weeks.

Calculation of earned funds is based on the number of calendar days the student attends, according to the official OCCC record, and the number of calendar days in the semester. The percentage of time in attendance determines the amount of earned. The remaining percentage is unearned.

If the calculation determines that OCCC must return Federal Student Aid funds for institutional charges, including tuition, fees, and any books or supplies charges to Federal Student Aid, OCCC will invoice the student for the returned funds.

If the calculation determines that the student must also return Federal Student Aid funds, OCCC will return the unearned portion owed by the student, and will bill the student for the returned funds.

The student will be notified through their OCCC email and/or direct USPS mail of the amount of funds returned.

Students should check with the Financial Aid Office for the exact date of the 60% point each semester.

Calculation Example

1. Student withdraws on day 54 in a 113-day semester
2. 54 days/113 days = 47.8% earned and the remaining amount 52.2% is unearned
3. Student tuition and fees for the semester totals $547.00
4. Federal tuition is disbursed to the student for the semester
   • Subsidized Direct Loan $1,312.00 Pell Grant $1,562.00
   • Total Disbursed $2,874.00 x 47.8% = $1,374.00 unearned funds
   • $2,874.00 disbursed - $1,374.00 earned = $1,500.00 unearned
5. OCCC must return the unearned percentage of charges $547.00 x 52.2% = $286.00 to the Direct Loan program
6. The student must repay the unearned loan funds $1,312.00 - $286.00 = $1,026
7. The remaining unearned portion $1,214.00 - $1,026 = $188.00 is Pell funds which are considered protected by Federal Student Aid Pell Grant rules. Students are not required to return unearned Pell funds less than 50% of the Pell disbursement.

The school and the student are required to return any unearned funds in the following order:

1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan
3. Federal Direct Plus Loan
4. Federal Pell Grant
5. Federal SEOG

Students taking 8-week or 5-week courses semester (modules)

Students who are only taking 8-week or 5-week or a combination of such courses including Intersessions are considered a withdrawal if they do not complete all days scheduled to complete within the module. Calculations vary from students who are in module courses. Please review the Information Sheet: Calculating Return of Funds for Students in Module Courses.

Students who fail to earn a passing grade in any course for the semester

When a student earns all ‘F’ or ‘U’ grades in a semester, OCCC is required to perform a Return of Federal Student Aid calculation based on the official OCCC record date of attendance when the student has all ‘F’ or ‘U’ grades. Students receiving a combination of failing grades (F, W, U, I) the latest official OCCC record date will be used as the last date the student was enrolled for the semester and will be used in the calculation to determine the percentage of earned funds.

<table>
<thead>
<tr>
<th>Department</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Tuition/Fees - Direct Cost</td>
<td>$7,848</td>
</tr>
<tr>
<td>Books/Supplies - Direct Cost</td>
<td>$1,600</td>
</tr>
<tr>
<td>Room/Board - Indirect Cost</td>
<td>$2,740</td>
</tr>
<tr>
<td>Transportation - Indirect Cost</td>
<td>$2,470</td>
</tr>
<tr>
<td>Personal/Miscellaneous - Indirect Cost</td>
<td>$1,300</td>
</tr>
<tr>
<td>Total Withdraw Before Completing 60% of the semester</td>
<td>$2,874.00 - $1,374.00 = $1,500.00 unearned</td>
</tr>
<tr>
<td>Total Disbursed</td>
<td>$2,874.00</td>
</tr>
<tr>
<td>Unsubsidized Federal Direct Stafford Loan</td>
<td>$1,312.00</td>
</tr>
<tr>
<td>Subsidized Federal Direct Stafford Loan</td>
<td>$1,562.00</td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Subsidized Federal Direct Stafford Loan</td>
<td>$1,374.00</td>
</tr>
<tr>
<td>Federal Direct Plus Loan</td>
<td>$1,026.00</td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>$1,880.00</td>
</tr>
<tr>
<td>Federal SEOG</td>
<td>$286.00</td>
</tr>
</tbody>
</table>

The student will be notified through their OCCC email and/or direct USPS mail of the amount of funds returned.
**Students who Fail to Begin Attendance**

If a student fails to begin attendance and the academic department has no record of beginning attendance, OCCC is required to complete a Return of Funds calculation.

Beginning attendance for on-campus is defined as attending the first day.

Beginning attendance for online courses is defined as participating in discussions, asking or answering a question from the professor or otherwise be involved in an academic activity. Logging into the class is not sufficient to determine attendance.

For students receiving Federal Direct Stafford Loan funds and never beginning attendance in any course, OCCC is required to return all loan funds credited to the student's account and any payment made by the student or on behalf of the student for the semester, not to exceed the amount of the loan.

If a student begins attendance in some courses, but not all, the OCCC Financial Aid Office may be required to return Pell and Federal Direct Stafford Loan funds depending on the student's enrollment level.

If the student falls below half-time enrollment status prior to the close of the add/drop period,

- no additional loan funds will be disbursed
- the Pell Grant amount will be adjusted, based on the new enrollment status.

**Post-Withdrawal Disbursement**

If a student whom OCCC has determined is eligible to receive Federal Student Aid funds withdraws from OCCC after beginning attendance, the Financial Aid Office must determine the amount of Federal Student Aid grant or loan assistance earned by the student.

If the amount disbursed to the student is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement.

OCCC Financial Aid Office will apply the post-withdrawal disbursement to the student's account to pay institutional charges and other authorized charges, not to exceed $200 for prior year charges. Any remaining funds will be disbursed to the student.

The student will receive a written notification of the availability of the post-withdrawal funds. For Federal Direct Stafford Loans the student or the parent for PLUS loans must respond within 14 calendar days to accept the loan funds.

**INTRODUCTION**

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

**Mission**

Our mission is to provide financial assistance for students, enabling access to educational opportunity, and supporting persistence toward completion of their educational goals.

To apply for most types of financial aid, students must complete a FAFSA, Free Application for Federal Student Aid at FAFSA.gov

To ensure that you financial aid file is complete before classes begin submit your FAFSA by:

- **May 31st** for fall semester
- **October 15th** for spring semester
- **March 30th** for summer semester

Please check your OCCC student email regularly for important notifications. OCCC student email is our primary form of communication with students.

Login to MyOCCC Portal under the Self-Service tab to review your financial aid status.

The Financial Aid Office is located in the Main Building across from the Testing Center. If you have any questions about your financial aid, please contact us by email:

financialaidoffice@occc.edu

Financial Aid Advisors are available to assist students with understanding and applying for financial aid.

**SOURCES OF FINANCIAL AID**

Oklahoma City Community College participates in the following Student Financial Aid Programs:

**Federal Pell Grant**

Federal Pell Grant eligibility is based on financial need. The amount a student can receive is based on the Cost of Attendance, enrollment status and the student's Expected Family Contribution (EFC). Eligible students’ initial Pell Grant award will be based on full time status. The final Pell grant award each semester will be based on classes attended and enrolled credit hours at the close of the drop period for the semester:

- 12 or more credit hours = 100% of semester award
- 9-11 hours = 75% of semester award
- 6-8 hours = 50% of semester award
- 5 or less hours = 25% of semester award
Credit hours will not include courses that the student Never Attended prior to the semester drop date.

Final payment amount each semester/session is based on actual enrollment credit hours a student has at the close of the drop date or at the time the College receives the Student Aid Report (SAR) after the semester is underway. Students are paid each semester/session. Summer Pell is available for students who have available funds.

Students who have earned a Bachelor’s degree are not eligible for a Federal Pell Grant. Students must be pursuing an eligible certificate or degree program, maintain satisfactory academic progress, not owe a federal grant repayment, or be in default on any student loan. All Pell Grant recipients are now limited to 12 full-time equivalent semesters of Pell Grant funds. Students may review their Pell Lifetime Eligibility Units at www.nslds.ed.gov

Login using your FAFSA User ID

Students enrolled in module 8-week or fast track courses that begin later in the semester will receive Pell grant funds for these courses along with their 16-week courses. Dropping module courses may result in a Pell overpayment. The student will be responsible for repaying any overpayment. Please contact the Financial Aid Office before dropping!

Federal Supplemental Educational Opportunity Grant (SEOG)

Federal SEOG eligibility is limited to students who have exceptional financial need, and 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 SEOG funds, and the amount of other assistance the student is receiving. The usual offer to Oklahoma City Community College students is $400 for the academic year. Due to limited funding, not all 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). Students must be pursuing a certificate or degree in an eligible program, maintain satisfactory academic progress, not owe a federal grant repayment, or be in default on any student loan.

Federal Work-Study (FWS) Student Employment

Federal Work Study is funded by the federal government and provides funding for employment for students who are eligible for need-based financial aid. The amount of the offer depends on the availability of FWS funds, the student’s need and the amount of assistance the student receives from other programs. Students are paid bi-weekly, and may work 10-25 hours per week. Students must be pursuing a certificate or degree in an eligible program, maintain satisfactory academic progress, not owe a federal grant repayment, or be in default on any student loan. Apply online at: www.occcjobs.com

Oklahoma’s Promise - Oklahoma Higher Learning Access Program (OHLAP)

Oklahoma’s Promise is a tuition scholarship program offered by the State of Oklahoma that pays tuition costs for eligible students. Students may apply for 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 eligible student begins attending college, scholarship funds will be paid directly to the College for each semester, based on the enrolled credit hours.

Students must complete a FAFSA every year and Verification, if selected, maintain their eligibility by meeting Regent’s grade point average requirements and Federal Student Aid academic progress standards. Oklahoma’s Promise will not pay for non-credit remedial courses. Students who receive additional types of student financial aid for tuition can receive a cash disbursement once OK Promise funds are paid to the College. OK Promise funds from the state are disbursed to the student’s account each semester. Any credit balance on the account after all charges are paid will be available to the student as a refund.

Oklahoma Tuition Aid Grant (OTAG)

OTAG is a need-based grant program for Oklahoma residents who attend eligible colleges, universities and career technology centers in Oklahoma. Awards are approved for full-time or half-time (6-credit hours) undergraduates. A student must be an Oklahoma resident, meet financial need criteria and be making financial aid satisfactory academic progress, not be in default or owe a grant repayment and pursuing an eligible program. Eligibility is determined by the OTAG program, based on the information reported in the FAFSA. The OTAG deadline is February 1st. The Financial Aid Office must review and verify all eligibility criteria before finalizing awards. Students must be enrolled in a minimum of six credit hours each semester. Awards are a maximum of $500 a semester. Students are paid once each semester. Students who are not Oklahoma residents should check with their home state education agency to determine if they are eligible for a grant from their home state.

Tuition Waivers and Scholarships

Oklahoma City Community College offers numerous scholarships for current and prospective students. Some scholarships awarded by OCCC are tuition waivers which pay some of your tuition. Apply online at http://www.occc.edu/scholarships/index.html

OCCC Foundation also offers scholarships. Apply online at http://www.occc.edu/foundation/scholarships.html

Federal Direct Stafford Student Loan -Subsidized

The Federal Direct Subsidized Stafford Student Loan is a low-interest, need-based loan made to the student and guaranteed by the U.S. Department of Education. The annual interest rate is determined by Congress. The student-borrower must begin repayment within six months after leaving school or after falling below 6 credit hours of enrollment status. A minimum enrollment of and attendance in 6 credit hours throughout the loan period is required. All borrowers must complete entrance counseling. When a student leaves the College or falls below six credit hours of enrollment status, the student must complete exit counseling. Subsidized Loans now have usage eligibility limits. Students may review their usage eligibility at https://nslds.ed.gov

Login using your FSA ID.
Federal Direct Stafford Student Loan - Unsubsidized

The Federal Unsubsidized Direct Stafford Student Loan is a low interest, non-need based loan and guaranteed by the U.S. Department of Education. The federal government does not pay the interest on the loan while the student is in school or during other deferment periods. The student must begin repayment of interest within 60 days of final disbursement of funds for the loan period unless the Direct Loan Program agrees to allow interest to accrue.

The student-borrower must begin repayment within six months after leaving school or after failing below six credit hours of enrollment status. A minimum enrollment of and attendance in six credit hours throughout the loan period is required. All borrowers must complete entrance counseling. When a student leaves the College or falls below six credit hours of enrollment status, the student must complete exit counseling.

Federal Direct Parent Loan for Undergraduate Students (PLUS)

Federal Direct PLUS are for parent borrowers of dependent students. The Loan provides additional funds for educational expenses like Direct Stafford Loans. The annual interest rate is determined by Congress. Repayment of Federal Direct PLUS begins 60 days after receiving the last disbursement of the loan period or as agreed upon by the borrower and Direct Loan Program. A minimum enrollment of six credit hours is required of the student throughout each loan period. Parent eligibility for a Direct PLUS is based on the student’s eligibility for Federal Student Aid and the parent meeting eligibility criteria. 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. PLUS loan counseling is required for borrowers who are determined to have adverse credit histories, but who qualify for a PLUS loan due to extenuating circumstances or by obtaining an endorser. The same rules for disbursement, release of funds, and cancellation which apply to Direct Stafford Loans apply to Direct PLUS.

All Federal Student Loan Programs

Eligible students must have been awarded and completed all required paperwork to have their loans processed. All loans are paid in at least two disbursements, with the second disbursement after the midpoint of the loan payment period. If the first disbursement occurs after the midpoint of the loan period, the total amount may be sent in one disbursement. Loan refunds are scheduled to begin the week before each term.

Students must be enrolled in a minimum of 6 credit hours to receive loan funds. Once a semester is underway, loan refunds are usually available to students within 3 days after the Direct Loan Program transfers the funds to the College. Students may cancel their loan with a written request at any time during the loan process, up to 14 days after loan funds are applied to the student’s account. Students are notified by email when loan funds are applied to their account or when a loan or a portion of a loan is returned to the lender. Students must be pursuing a certificate or degree in an eligible program and meet the same eligibility criteria required for all other Federal Student Aid.

Student Loan interest rates and other important information is available online at: www.StudentLoans.Gov

Bureau of Indian Affairs (BIA) Tribal Grants

BIA tribal grants are administered by the individual tribes and the amounts are determined by each tribe. In most cases, a student must complete the Free Application for Federal Student Aid (FAFSA) and the education application 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. Funds are sent to OCCC Bursar Office each semester and applied to the student’s account. Any credit balance is available to the student as a refund.

National Guard Tuition Waiver

The Oklahoma National Guard Tuition Waiver Program authorizes the waiver of tuition charges up to 18 credit hours each semester for students who are members of an Oklahoma National Guard Unit. National Guard members must complete the tuition waiver application form available 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 bachelor’s degree. Benefits continue for six years from the date of the first application for the tuition waiver. The student must maintain a 2.00 Cumulative GPA each semester.

Veterans Education Benefits

Veterans Education Benefits are funded by the U.S. Department of Veterans Affairs. Applications are available online at: www.gibill.va.gov

Assistance in completing the application and enrollment certification is available in the Veterans Services Office, located in the main building.

Veterans may also be eligible for Federal and State grants, and should also complete a Free Application for Federal Student Aid (FAFSA) at: www.fafsa.gov

Students who served on Active Duty, may be eligible for education benefits offered by The Department of Veterans Affairs. For example, the Post-9/11 GI Bill® provides financial support for educational and housing expenses to individuals with at least 90 days of aggregate service after Sep 10, 2001, or individuals discharged with a service-connected disability after 30 days. Students must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill

Veterans Education Benefits are paid directly to the student on a monthly basis. Post-9/11 GI Bill® (Chapter 33) benefits of tuition and fees are paid directly to the College and applied to the student’s account. Chapter 33 students may also receive a book voucher. Students must be actively pursuing an eligible degree or certificate program and begin attendance in the courses for each semester.

Students who are the spouse or child of a service member, you may be eligible for transfer of the service member's Post-9/11 GI Bill® benefits to you.
The Iraq and Afghanistan Service Grant is available to students whose parents or guardian died as a result of military service in Iraq or Afghanistan after 9/11/2001. Students must be under the age of 24 years old or enrolled in college at the time of death of the parent or guardian's to be eligible. The award amount will be equal to the maximum Pell Grant for that academic year.

Service Members Tuition Assistance

If you are currently serving in the military, you may be eligible for funding offered through the Department of Defense Tuition Assistance program. Check your eligibility status and the amount for which you qualify with your Service installation education office before enrolling.

If you are the spouse or child of a service member who is serving on active duty Title 10 orders in the pay grades of E1-E5, o1-O2, or W1-W2, you may be eligible for financial assistance from the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career.

Tuition Assistance is paid directly to OCCC Bursar Office and applied to the student's account.

OCCC Veterans Services Office is the primary point of contact to assist veterans, service members and their family members with enrollment certification and referral to other available services.

HOW FINANCIAL AID IS AWARDED

Financial Aid is awarded based on Federal and State eligibility regulations and available award funds.

The College and the OCCC Foundation also awards Scholarships and Scholarship Tuition Waivers, based on financial need and or merit.

Most award programs require students to file the FAFSA (Free Application for Federal Student Aid) annually to establish an Expected Family Contribution (EFC).

Initial award packaging for student financial aid is based on full-time enrollment costs and is adjusted when final enrollment status is determined for each semester at the close of the add/drop period.

FSEOG and need-based tuition waivers are awarded to applicants who have the lowest EFC.

Federal Work Study funds are awarded based on unmet need. Students are encouraged to fund part of their education through work earnings to avoid excessive loan debt.

Federal Work Study funds are awarded based on unmet need. Students are encouraged to fund part of their education through work earnings to avoid excessive loan debt.

Subsidized loans are awarded up to the eligible annual, aggregate loan limits, based on Cost of Attendance, EFC, and dependency status.

Unsubsidized loans are awarded based on unmet costs within the annual, aggregate limits.

The Financial Aid Office monitors students' cumulative student loan debt. Excessive loan debt may result in reduced or no loans. Cumulative loan debt includes debt incurred at all schools. Decisions are made on a case-by-case basis.

The amount a student borrows along with any other estimated or actual financial awards may not exceed Cost of Attendance.

Students may request to review their financial aid package.

Award packages are adjusted throughout the year to prevent over awards of federal funds.

Award notifications are emailed to students.

HOW TO APPLY FOR FINANCIAL AID

Apply online at:
https://studentaid.ed.gov/sa/fafsa

The FAFSA is available Oct 1st each year.

You will need your social security number or your alien registration number if you are an eligible non-U.S. citizen, prior-prior year federal income tax information, and any records of untaxed income.

If you are a dependent student, your parent(s) will need to provide this same information.

You should apply before February 1st to be considered for state grants.

If possible, import your tax data directly into your FAFSA.

Report accurate income and household size information to prevent delays in processing your financial aid.

After your FAFSA is processed FAFSA will send you an email with information on how to view your Student Aid Report (SAR).

The Financial Aid Office at OCCC will also send you an email, so be sure to check your OCCC email regularly. You may be required to submit documents to the financial aid office to complete your file review.

Login to your MyOCCC Portal Self-Service to view your financial aid status at:
OCCC Login

Verification

Federal Student Aid selects a percentage of FAFSAs for Verification. The Financial Aid Office notifies all selected students by email, requesting the required documents. Students should submit missing documents as soon as possible to avoid delays in processing their financial aid.

Documents that may be required:

• 2017 Federal Tax Return Transcript or signed Federal Tax Return
• Non-Tax Filers - IRS Verification of Non-Filing Letter
• Non-Tax Filers 2017 IRS Wage & Income Transcript
• Verification Forms (Dependent or Independent)
• Proof of High school completion or the equivalent
Your Responsibilities

If you receive Federal Student Aid, you also have certain rights and responsibilities. If you receive Federal Student Aid, you also have certain rights and responsibilities.

**STUDENT RIGHTS AND RESPONSIBILITIES FOR FINANCIAL AID**

**Rights and Responsibilities**

Students who are completing a FAFSA (Free Application for Federal Student Aid) have certain rights and responsibilities. If you receive Federal Student Aid, you also have certain rights and responsibilities.

**Your Responsibilities**

- Submit an accurate FAFSA every year.
- Login to your MyOCCC Portal to review your financial aid status.
- Regularly check your student email for important notifications.
- Submit all requested documents to the Financial Aid Office.
- Report any financial aid you receive from other sources.
- Enroll in courses required for your degree plan.
- Attend all of your classes.
- Officially withdraw from courses rather than stop attending.
- Maintain Financial Aid Satisfactory Academic Progress.
- Repay any federal funds received in excess of your eligibility.
- Do not default on a Federal Student loan.
- Pursue an eligible OCCC degree or certificate program.
- Abide by College policies of drug and alcohol use.
- Abide by College policies of unauthorized distribution of copyrighted material and peer-to-peer file sharing.

**Right to Know**

- Requirements to complete the Verification process if your FAFSA is selected for verification.
- Cost of Attending OCCC.
- About the awards you have been offered and how to access your award offer letter.
- How the Financial Aid Office disburses funds by specific program requirements.
- The schedule of disbursement for Federal Student Aid.
- How to cancel your student loan and return your loan funds returned to the Direct Loan Program.
- Information about eligibility for Federal Student Aid to participate in a Study Abroad Program.
- How to accept and apply for Federal Work Study student employment.
- How and when you will be paid Federal Work Study.
- Satisfactory Academic Progress criteria and your right to appeal for a review of your circumstances if you do not meet criteria.
- How to officially withdraw from your courses.
- Requirements of the financial aid office to calculate a return of Federal Student Aid funds if you fail to begin attendance in a course or courses, totally withdraw from all your courses, or fail to successfully complete your courses in a semester.
- You may request the Financial Aid Office to review changes in your family circumstances impacting your ability to pay for college.
- You may request the Financial Aid Office review your dependency status.
- General information about the College, academic programs, your privacy rights, graduation rates, etc.
- A Consortium Agreement allows you to take courses that apply to your OCCC degree at another college and receive financial aid for the approved courses.

**SATISFACTORY ACADEMIC PROGRESS STANDARDS (SAP)**

Each student receiving Federal Student Aid must maintain Satisfactory Academic Progress (SAP). The Financial Aid Office is required to review all college level credit hours that apply to any OCCC degree or certificate program when evaluating progress. SAP standards evaluated are cumulative and measure qualitative, quantitative and maximum attempted hours. SAP is evaluated at the close of each semester. Notifications are sent to all evaluated students.

**QUALITATIVE EVALUATION: GPA:**

Qualitative Satisfactory Academic Progress (SAP) is assessed by the Registrar's Office, based on criteria established by the Oklahoma State Regents for Higher Education (OSRHE). GPA requirements:

1-29 credit hours, cumulative GPA 1.7
30 or more credit hours, cumulative GPA 2.0.

**QUANTITATIVE EVALUATION: Completion Pace:**
Cumulative Completion Pace requires a minimum of 67% and is measured by the credit hours successfully completed divided by the credit hours attempted. Example: 9 completed hours/12 attempted hours = 75% Completion Pace.

Transfer credit hours that apply to any OCCC degree or certificate will be included in the evaluation. Grades counted for successful completion are; A,B,C,D,P,S and CIP. Unsuccessful grades of; F,AW,W,I,NP and U are included in the hours attempted. Grades of I, once completed will be re-evaluated.

**QUANTITATIVE EVALUATION: Maximum Credit Hours:**
The maximum number of credit hours allowable for a student receiving Federal Student Aid to complete a degree or certificate is 150 percent of the credit hours normally required to complete a degree or certificate program. Example: 60 hours * 1.5% = 90 hours max.

Remedial or developmental course credits are not counted toward the maximum credit hours attempted. Transfer credits which apply to any OCCC degree are counted.

All students who have completed degree requirements, or graduated with an associate degree, are considered to have reached maximum attempted hours and must appeal to be considered for continued eligibility.

**WARNING:**
Students who fail to meet SAP are placed on Warning status for their next semester of enrollment. Students on Warning status are eligible to receive Federal Student Aid for one semester of Warning status.

**SUSPENSION:**
After one semester of Warning status students who fail to meet SAP standards for Completion Pace and/or GPA will be placed on Suspension status. Students on suspension status are not eligible to receive financial aid.

**REGAINING ELIGIBILITY:**
Students placed on financial aid suspension may regain eligibility by taking at least six (6) credit hours per semester without Federal Student Aid until they meet all SAP standards. They may then submit an online Financial Aid Suspension Appeal explaining they have now met all SAP standards.

Students who have appealable circumstances may submit an online Financial Aid Suspension Appeal explaining the circumstance and the changes that have occurred that will allow successful completion of future coursework.

All students who have completed degree requirements, or who graduate with an associate degree, must submit a Continuing Eligibility (CE) appeal to establish their academic plan and credit hours requirements for any additional degree.

Students appealing must be accepted into the program for which they are appealing to be considered for continued eligibility.

**APPEALABLE CIRCUMSTANCES:**
Circumstances that could impact a student’s opportunity to meet SAP standards include, but are not limited to: Death of an immediate family member, student illness or an accident in which the student was involved and unable to attend classes, divorce, natural disaster directly impacting student, medical circumstances of an immediate family member requiring the student’s care for an extended period. Students may be required to provide supporting documentation.

**PROBATION:**
Students with approved appeals are placed on Probation for the next semester of enrollment. Students on Probation must meet all SAP standards each semester to remain on schedule to complete their degree plan. At the close of the Probation semester students who fail to meet SAP standards are again placed on financial aid suspension. Students on Probation status are eligible to receive financial aid.

**FINANCIAL AID SUCCESS PLANS:**
Financial Aid Success Plans are required for students on probation who require more than one semester to meet SAP standards. Plans are designed to help move a student toward SAP in a specified time frame and may include referral to support services, a reduced course load, adjustments to financial assistance. Students who fail to meet SAP standards or to complete the Financial Aid Success Plan are again placed on financial aid suspension. Students on probation with success plans are eligible to receive financial aid.

**REPEATED CREDIT HOURS:**
Students may repeat a course as needed to replace a failing grade if the course is needed to complete degree requirements at OCCC. A passed course may be repeated once and counted for enrollment if a higher grade is required for degree completion. For Federal Student Aid purposes a grade “D” or higher is considered passing.

**AUDITED COURSES:**
Audited courses are not eligible for Federal Student Aid. If a course is changed from Credit to Audit, a student will have to repay any Financial Aid that included the Audit course credit hours.

**CONSORTIUM AGREEMENTS:**
Students taking courses under a Consortium Agreement, must submit their grades at the end of each semester for use in evaluating SAP. Any future financial aid awards will be canceled for failure to submit grades.

**TRANSFER STUDENTS:**
Students who have attended other colleges and universities are required to submit official academic transcripts to the OCCC Records Office. The Financial Aid Office must consider all college level credit hours that apply to any OCCC degree or certificate program when evaluating progress. Students who have earned an associates, bachelors, masters or doctorate degree must complete a Continued Eligibility appeal to establish their academic plan and the credit hours required for degree completion.

**DEVELOPMENTAL COURSEWORK:**
Students may attempt up to 30 credit hours of developmental coursework and receive Federal Student Aid toward enrollment that is based on assessment testing and academic advisement. Students who are in an eligible degree program and taking exclusively developmental coursework must earn a passing grade in each course to be considered to have met qualitative SAP criteria. Students taking a combination of regular coursework and developmental must meet SAP requirements and earn passing grades in all developmental courses to meet qualitative criteria.
ENGLISH AS A SECOND LANGUAGE (ESL) COURSEWORK:

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

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

SCHOLARSHIPS

Oklahoma City Community College’s Scholarship Programs are funded through private donors, state agencies, endowments, foundations, etc. Students may qualify by demonstrating scholastic ability, leadership, academic promise and/or economic need. For more information, visit: www.occc.edu/scholarships/index.html

Freshmen Scholarships

Academic Scholars Program, Freshmen Tuition Waiver and OKCGO Scholarship Tuition Waiver are available for recent high school graduates. Eligibility requirements for each scholarships can be viewed at http://www.occc.edu/scholarships/index.html. For more information contact our Coordinator of Scholarships and Waivers at 405-682-7709.

Current OCCC Student Scholarships

OCCC Foundation offers many scholarships for current OCCC students. Complete the general application to determine the scholarships available for you at: http://www.occc.edu/foundation/scholarships.html. Additional scholarships can be found at: http://www.occc.edu/scholarships/index.html. For more information contact our Coordinator of Scholarships and Waivers at 405-682-7709 or financialaidoffice@occc.edu.

External Scholarships

For scholarships offered from organizations and tribal agencies outside of OCCC, visit the External Scholarship Opportunities at http://www.occc.edu/scholarships/index.html. Contact the external organization or agency with any questions. OCCC Bursar Office’s Coordinator of Scholarships manages the receipt and disbursement of external scholarship funds. For questions about your external scholarship funds contact bursar@occc.edu.

Concurrent Enrollment Scholarships

High school seniors who meet institutional requirements for concurrent enrollment are eligible for up to 18 credit hours tuition waiver scholarship their senior year. Tuition will be waived at the time of enrollment. For more information contact the Office of Recruitment and Admissions, (405) 682-6222.

VETERANS SERVICES

Oklahoma City Community College Veterans Services Office is the primary point of contact to assist veterans, service members and their family members with enrollment certification and referral to other available services.

Veterans Education Benefits

Veterans Education Applications are available online at: GIbill.va.gov/

Veterans Education Benefits are funded by the U.S. Department of Veterans Affairs. Assistance in completing the application and enrollment certification is available in the OCCC Veterans Services Office.

Veterans should also complete a FAFSA, Free Application for Federal Student Aid at: FAFSA.gov to determine if they may be eligible for federal or state financial aid to assist with educational costs.

If you served on Active Duty, you may be eligible for education benefits offered by The Department of Veterans Affairs.

Veterans Education Benefits are paid directly to the student on a monthly basis. Post 9/11 GI Bill® (Chapter 33) benefits of tuition and fees are paid directly to the College and applied to the student’s account. Chapter 33 students may also receive a book voucher. Students must be actively pursuing an eligible degree or certificate program, enroll in courses that are part of the degree plan and begin attendance in the courses for each semester.

If you are the spouse or child of a service member, you may be eligible for transfer of the service member’s Post-9/11 GI Bill® Benefits to you.

Reporting to OCCC Veterans Services Office

If you are claiming Veterans Education Benefits for the first time, OCCC Veterans Services will need a copy of your Certificate of Eligibility letter or Member 4 copy of your DD form 214 (Certificate of Release or Discharge from Active Duty) to assist you with determining eligibility.

If you are in the National Guard or the Reserves, OCCC Veterans Services will need a copy of your Certificate of Eligibility letter or Member 4 copy of your DD form 214 (Certificate of Release or Discharge from Active Duty) to assist you with determining eligibility.

If you are claiming Veterans Education Benefits for the first time, OCCC Veterans Services will need a copy of your Certificate of Eligibility letter or Member 4 copy of your DD form 214 (Certificate of Release or Discharge from Active Duty) to assist you with determining eligibility.

If you are claiming benefits through the Veterans Vocational Rehabilitation program, OCCC Veterans Services will need a copy of your VA form 22-1905 from your counseling psychologist.

If you are claiming benefits as a dependent, OCCC Veterans Services will need a copy of your letter of eligibility from the Department of Veterans Affairs, or the eligible veteran's claim number or social security number.

Your Academic Advisor must approve all of your classes on the OCCC Veteran Enrollment Information Sheet each semester that you enroll and the OCCC Veterans Services will need a copy. Each semester that you are enrolled, OCCC Veterans Services will need copies of your class schedule and your transcript.

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

**Tuition Assistance Program for Service Members**

If you are currently serving in the military, you may be eligible for the Department of Defense Tuition Assistance program. Before enrolling in classes, check your eligibility status and the amount for which you qualify with your Service installation education office.

If you are the spouse or child of a service member who is serving on active duty Title 10 orders in the pay grades of E1-E5, O1-O2, or W1-W2, you may be eligible for financial assistance from the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career.

Tuition Assistance is paid directly to the College and applied to the student's account.

**National Guard Tuition Waiver**

The Oklahoma National Guard Tuition Waiver Program authorizes the waiver of tuition charges for up to 18 credit hours each semester for students who are members of an Oklahoma National Guard Unit. National Guard members must complete the tuition waiver application form available from their unit. The National Guard member must be attending a state-supported college or university and have not yet earned a Bachelor's degree. Benefits continue for six years from the date of the first application for the tuition waiver. The student must maintain a 2.00 Cumulative GPA each semester. The Oklahoma National Guard submits a roster of eligible students to OCCC each semester.

For additional Veterans information visit:

**OCCC Veterans Services**

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**SERVICES FOR STUDENTS**

**BOOKSTORE**

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

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

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

**CAREER TRANSITIONS**

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

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

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

**CIVIC HONORS**

The Office of Student Life also provides opportunities for service learning. Civic Honors programs are designed to be a co-curricular option for students who wish to participate in service learning. Objectives for these programs include helping students to:

- Gain insight and experience about societal needs through civic involvement
- Develop leadership skills and an understanding of leadership theory that can be used by future leaders in our community
- Gain understanding of the complex issues facing our society
- Gain an expanded awareness of self and others

OCCC recognizes students who demonstrate an outstanding commitment to both civic involvement and personal life skill development. For more information about these service learning programs, please contact the Office of Student Life at (405) 682-7523.

**COLLEGE UNION**

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

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

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

Adult Personal Enrichment
Some of our classes are designed to improve basic skills, while others are just for fun. No pressure and no exams. Our adult and senior citizen personal enrichment classes are non-credit classes offered free or at a low cost in various locations throughout the year. All adults are welcome ages 18 and up.

Children’s Programs
- College for Kids
  - summer camp is an early college awareness program for children in 1st-8th grades. Classes include music, drama, science, math, engineering, language, arts, reading, writing and more!
- Badge classes for Scouts
  - we offer a variety of Merit Badge and Webelo classes on select Saturdays for Scouts throughout the school year.
- Science for Kids
  - classes are offered on select Saturdays throughout the school year, and provides children an opportunity to participate in hands-on, science based activities. Topics include Automotive Maintenance, Engineering, CSI, STEAM, Chemistry, and more!
- Fossil Collecting
  - we offer two fossil collecting field trips each year. Participants will dig for their own fossils and keep everything they find on these adventures. We’ll teach you about the geology of the area, and help you identify your discoveries! We select sites that are excellent for children, and those with limited experience collecting fossils.
- ACT Prep
  - Gain confidence in all four components of the test by participating in our ACT Prep course. Our workshop will review terminology, concepts and test-taking tips. Students will also become familiar with the test structure through practice tests.

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

Cultural Programs
www.occc.edu/cp/  •  (405) 682-7576

Cultural Programs is a Division within the OCCC Office of Community Development which aims to enrich the lives of students, staff, and the south Oklahoma City community by fostering a thriving arts environment through events and arts education activities. Engagement in the performing and visual arts, community development, and arts education are key elements found at the core of its current programs. Cultural Programs’ primary functions include booking and promotion of touring attractions (i.e., OCCC Performing Arts Series); the administration and rentals of OCCC’s theaters and Inasmuch Foundation Gallery spaces; and booking, mounting and promotion of touring gallery exhibits.

Touring Attractions (Performing Arts Series)
- OCCC offers educational and entertaining concerts by professional touring performing artists each academic year (September – April). Performances are ticketed events, open to the public. A limited number of complimentary student tickets to all attractions booked and promoted by Cultural Programs are available upon request, through the OCCC Box Office located inside the Visual and Performing Arts Center. Most events allow two complimentary tickets per student I.D. Visit www.occc.edu/pas for a schedule of upcoming eligible events, or to purchase tickets. Follow us on Twitter @occcultural or Facebook www.facebook.com/VPACOCCC

Inasmuch Foundation Gallery
- The Inasmuch Foundation Gallery features temporary exhibitions that change approximately five times each year. Two of the seven exhibitions feature the work of OCCC students. The remaining exhibits are presented by the Office of Cultural Programs, and include exhibitions produced by community arts organizations, shows featuring the work of local artists, and touring exhibits. Admission is free. The Inasmuch Foundation Gallery is located inside the Visual and Performing Arts Center. Visit www.occc.edu/cp/currentgallery.html

Theater Rentals
- OCCC Cultural Programs administers and operates two theatrical venues. The Bruce Owen Theater, housed inside the College’s main building, is a small, intimate proscenium theater that seats 285. The Visual and Performing Arts Center Theater is a large state-of-the-art proscenium theater that seats 1,049, split between an orchestra and balcony level. Both venues are available for rent when not in use by the College. For theater rental inquiries, please contact Richard
Charnay, Assistant Director of Cultural Programs, at (405) 682-7576, or at richard.j.charnay@occc.edu

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

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

Non-credit certifications include:
- AutoCAD
- Lean Six Sigma
- OSHA
- Paralegal
- Payroll Professional
- Pharmacy Technician
- SafeLand USA

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

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

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

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

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

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

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

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

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

DEGREE CHECK/AUDIT
Program evaluations (degree checks), ability to review progress if a major change is made, course selection and registration are available to students through the student portal.

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 www.occc.edu/support/drugtreatment.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 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
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) 682-7513 or email admissions@occc.edu

Pathways Middle College
Santa Fe South Pathways Middle College 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 Santa Fe South Charter Schools. This program, the only one of its kind in Oklahoma, is designed to provide students the opportunity to receive a high school diploma and an
EDUCATIONAL AND CAREER PLANNING

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

Career Development and Planning consists of guided use of a career interest inventory and follow-up individualized meetings with an Academic Advisor, reviewing and discussing interest results. Discussion may include related majors to careers, steps to continue exploration, and/or referral to other OCCC departments for additional information and services.

GRADUATION AND TRANSFER INFORMATION THROUGH RECORDS AND GRADUATION SERVICES

The Office of Records and Graduation Services provides assistance to students in degree completion and future planning. Students can find more information at www.occc.edu/get/ or calling (405) 682-7519.

Graduation Services

Students may visit Records and Graduation Services to apply for graduation, request a degree check, and receive information about graduation events such as commencement or Graduation Fairs.

Transfer Services

Students planning to transfer to a four-year institution may visit Records and Graduation Services to receive information about the transfer process and requirements. This office also offers transfer-related events such as Transfer Fairs, tours to local universities, educational transfer sessions, and university recruiter visits.

HEALTH SERVICES

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

KEITH LEFTWICH MEMORIAL LIBRARY

Located on the first two floors within the clock tower building, the Library is accessible to Oklahoma City Community College students, staff, faculty and members of the community. The Library provides

LACTATION ROOMS

In compliance with Title IX, OCCC has 2 lactation rooms reserved for lactating mothers. In College Union room CU5 and Health Professions Building HPC148(A) are locked doors that indicate usage, paper towels, and hand sanitizer for use. Below are the guidelines for using these rooms:

1. This room is provided so that nursing mothers may have a comfortable and private place to express breast milk. Please do not use this room for any other purpose. Failure to comply with this rule can lead to a revocation of your access to this space.
2. This space is not scheduled, but is offered on a first-come, first-served basis. The door can only be locked from the inside.

Do not knock on or unlock the door when the sign reads Occupied.
If occupied, a second location can be found at HPC 148(A).
3. Please clean up after yourself and leave this room as clean as you found it. Violators may lose their access to this space.
4. Do not leave any items in this room. The college is not responsible for materials you leave behind intentionally or by accident.
5. Other individuals and acquaintances are not permitted to be in the room with you.
6. If you notice that any of the supplies are running low, please send an e-mail to sss@occc.edu so that replacements can be secured before items run out.

LEARNING LABS AND CENTERS

Several learning labs and centers are available for use. Students must present their current student I.D. card to use the labs and centers. Some of the labs/centers require students to be enrolled in certain courses for use.

Accounting Lab - (405) 682-1611, ext. 7286, Room 322 in Library

The Accounting Lab provides students enrolled in Accounting courses at the college with free services intended to assist them in their study of basic Accounting. www.occc.edu/bit/accountinglab.html
Art Labs - 106 and 107 in Visual and Performing Arts Center

VPAC 106 is a well-furnished lab for all Drawing and Painting courses. Foundations I: 2D Design and Color, and Foundations II: 3D Design are taught in VPAC 107.

www.occc.edu/aeh/labs.html

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

The Biological Sciences 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.

www.occc.edu/sem/biologylab.html

Broadcasting Lab - 1F1 in Arts and Humanities Center

The Broadcast News Lab is the central hub of the Journalism, Broadcast and Public Relations programs. The lab provides all equipment and software needed for the programs’ video and audio production courses as well as the programs’ public relations and news writing and photojournalism courses.

http://www.occc.edu/socialscience/workroom.html

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

The Business Lab, located in Room 322 of the Library, provides students enrolled in Business courses at the college with free services intended to assist them in their study of a variety of our Business classes. Lab attendants are available during these hours. Tutoring will be available through your course faculty.

www.occc.edu/bit/business-lab.html

Ceramics/Mosaics Lab - 101 in Visual and Performing Arts Center

The Ceramics/ Mosaics lab offers students enrolled in either Ceramics or Mosaics to use the lab outside of regularly scheduled classes to complete their projects. There will be a lab tech available to answer questions and problem solve with the students. The lab tech will also oversee access to lockers.

www.occc.edu/aeh/labs.html

Child Development Workroom - 1H3 in Social Sciences Center

The Child Development Workroom is located in SSC 1H3, and may be accessed via SSC Entry 1 or Entry 2. The Child Development Workroom is for Child Development Academic Programs.

This workroom offers Child Development students the equipment to complete projects including Ellison die cuts, paper cutters, computers and a printer and supplies too numerous to enumerate. Some equipment may be checked-out for observation/laboratory/fieldwork use only from Social Sciences Division office staff. To access the workroom, visit with Social Sciences Division office staff located across the hall in SSC 1H4, 7:30-5:45 Monday-Thursday and 7:30-5:00 Fridays. Monday –Thursday evening access may be obtained by prior arrangement via the professor.

http://www.occc.edu/socialscience/workroom.html

Digital Media Lab - 1C1 and 1C2 in Arts and Humanities Center

The DMD computer labs provide the students access to Macintosh computers and software for students enrolled in the DMD program to complete their projects and assignments.

www.occc.edu/aeh/labs.html

Editing Lab - 108 in Visual and Performing Arts Center

The Editing lab provides DCP students access to computers with Avid Media Composer and Protools to complete required class projects. Lab assistance is given during posted hours.

www.occc.edu/aeh/labs.html

Engineering Lab - 1T1 in Science, Engineering and Math Center

The Engineering Lab is an interdisciplinary area designed to accommodate the independent study needs of students in the engineering classes. Within the Engineering Lab we have a Group Lab, Materials Lab, outdoor instructional area, Classroom 1R1, and a common study area. The study area provides computer access, whiteboards, free tutoring, and a convenient setting for students to work on projects or in groups.

www.occc.edu/sem/engineeringlab.html

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

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

www.occc.edu/sem/mathlab.html

Music Lab and Music Library - 147 and 160 in Visual and Performing Arts Center

The music lab offers OCCC music students an opportunity to hone their skills in music technology. Each of the twelve iMac stations features a recording interface, piano keyboard, and a suite of music software. Practice rooms, in the music hallway, are also available for use on a first-come, first-served basis.

www.occc.edu/aeh/labs.html

Newswriting Lab, Pioneer - 1F2 in Arts and Humanities Center

The Pioneer is a student publication of Oklahoma City Community College through the Division of Arts, English, and Humanities. It is published bi-weekly during the 16-week fall and spring semesters and the 8-week summer session.

http://pioneer.occc.edu/

Nursing Campus Clinical Laboratories - Health Professions

The Simulation and Nursing Campus Laboratories at Oklahoma City Community College provide a rich hands-on learning environment for the Nursing Program students.

www.occc.edu/ncc/

Photography Lab - 113 in Visual and Performing Arts Center

The DMD Photo Lab provides students access to MacIntosh computers, software, and lighting equipment for students enrolled in the DMD Photography program to complete projects and assignments.

www.occc.edu/aeh/labs.html
The World Languages and Cultures Center employs an array of resources and technologies in order to support students who are learning foreign languages and exploring cultures. Our state of the art resource center is equipped with Rosetta Stone in eleven languages, satellite television in eight languages, and over 150 foreign films. Students may choose to learn another language individually, in a group, or with help from tutors. In addition, lab visitors can practice language skills and enrich their global awareness by participating in language and culture events sponsored by the lab.

www.occc.edu/world/index.html

Writing Center - (405) 682-1611, ext. 7379

The Writing Center is available for students needing help with basic reading and writing skills and essay construction.
http://www.occc.edu/writingcenter/

LEARNING SUPPORT

Student Success Advisors work with students seeking more individualized assistance to identify resources and strategies to improve course-specific or general academic success skills. The types of skills that might be addressed include time management, study habits, self-care for academic success, navigating OCCC technologies, identifying appropriate internal and external academic resources, and establishing a balance between school and work.

The Student Success Advisors also respond to flags in the Starfish Early Alert System. This system allows faculty to express concerns about student performance in their classes. If a professor expresses a concern, a student will receive an automated email explaining why the alert was raised and steps that can be taken to address the concern. In addition, a Student Success Advisor will reach out to the student through a phone call and/or email to offer assistance. This program is in place to give faculty and Student Success Advisors an opportunity to help students identify potential barriers to success, and to explore strategies and resources to overcome them.

For more information, contact Student Success Advising at (405) 682-7535 or by visiting www.occc.edu/advising

STUDENTS CONNECTING WITH MENTORS FOR SUCCESS (SCMS)

OCCC Students Connecting with Mentors for Success (SCMS) is a program designed to provide African-American and Hispanic students with mentors and intra-campus resources to facilitate successful academic achievement, higher retention rates, and graduation completion. The SCMS program focuses on connecting students with professionals in their area of interest who offer support, guidance, and engagement according to each student's needs.

The SCMS program is for any interested African-American or Hispanic student who is in an academic program that results in a two-year degree or certificate of mastery. Students can be full-time or part-time, and must be able to invest the time required. Additionally, students must be willing to adhere to SCMS guidelines and be held accountable by mentors and program staff.

Students who participate in the program are expected to improve their academic performance, persist through college, complete their academic program, and graduate. Students' interaction with mentors will provide insight into their areas of professional interest and strengthen the launch of their post-graduation plans. Lastly, we expect students to transfer to a four-year university or enter the workforce fully aware of their abilities and capabilities, able to chart their own path to productivity and prosperity.
PROGRAM/MAJOR SELECTION AND ACADEMIC ADVISEMENT

Regardless of choice of major, all students are encouraged to make use of the combined resources in the Office of Student Success Advising and with their assigned Faculty Advisor.

Academic Advisors assist all students in the process of deciding on a major, career exploration and guidance, General Education and transfer process advisement, academic planning, enrollment in appropriate coursework, preparing for application-based programs, and assists those who would benefit from individualized assistance in creating an academic plan.

Faculty Advisors provide major-specific information, field-related contacts, and coordination of major course sequencing. Faculty Advisors direct students who are prepared for college-level coursework, have decided on a major, and are pursuing a degree or certificate from Oklahoma City Community College, and/or are considering transferring to a four-year institution.

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

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

RECREATION AND FITNESS

The goal of Recreation and Fitness is to provide access to recreation and fitness programs that will aid in the development of healthy lifestyles.

www.occc.edu/rf/  •  (405) 682-7860

OCCC encourages healthy living through the college’s Recreation and Fitness department. Recreation and Fitness provides non-credit wellness and fitness programs to students, staff, faculty and the community. Enjoy variety, flexibility, and fun in the Group Exercise classes with over 15 classes to choose from including Tai Chi, Belly Dance, Yoga, TRX and Cardio Kick Boxing classes, to name a few! The classes are designed to provide a balanced workout regime by providing a mixture of cardio, strength and flex workouts. The cardio and weight rooms are currently equipped with treadmills, ellipticals, stepper and stationary bikes. The fitness center also includes a Smith Machine and Power-Lift free weight stations, strength-circuit machines and a full set of dumbbells and a functional training unit that is handicap accessible which includes ten attachments with 18 different exercise options. An air-conditioned two-court gymnasium is available for OCCC students, faculty, staff and the community to use during designated times.

Open recreational times are available for students with current I.D. at no additional charge including use of the gymnasium and weight room. Community members including families of students may access facilities with the purchase of a day pass or membership. Contact the Recreation office at (405) 682-7860.

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:

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

Contact the Office of Student Support Services for information on documentation needs and services available. Students are advised to make their request well in advance of the beginning of classes (especially advisable if the accommodation requires a textbook in an alternative format). Inquiries about reasonable accommodations for persons with disabilities can be directed to the Office of Student Support Services at (405) 682-7520 or visiting www.occc.edu/support/disability

Students with disabilities wishing to appeal decisions regarding accommodations planned or provided may request an ADA grievance form from the office of the ADA coordinator. Call (405) 682-7850 to request the form or go to www.occc.edu/hr/harassment-discrimination.html/

STUDENT ACTIVITIES AND ORGANIZATIONS

Various services are available to students through the Office of Student Life. The 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. Some of the annual events offered include Student Organization Fair, Student Leadership Workshop, lecture series, and service learning opportunities. An activities calendar, giving specific information about student activities and other campus events, is available in the Office of Student Life, sent to student email regularly, or on the Student Life homepage.

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

The Student Handbook is an important tool, which can be located on our website. 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, student
grievance and appeals procedures, and various other information
pertaining to life on campus.

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

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 student’s first semester at OCCC.

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

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

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

VIRTUAL LEARNING CENTER
The Virtual Learning Center (VLC) is an OCCC resource that provides
support to students as they learn. This resource has many online
components but we also have some on-campus resources as well.

Why do I need the Virtual Learning Center?
The VLC has a variety of tips and study hacks to help you as you work
to learn in your college courses.

The VLC has a variety of tips and study hacks to help you as you work
need to allow you to be successful.

What is a Personal Strategy Session?
This is a meeting with a member of the Virtual Learning Center team
that focuses on the areas on which you would like to focus. You guide
the conversation and the VLC staff will work to find the resources you
need to allow you to be successful.

How Can I Access the VLC Resources?
•Online: www.occc.edu/vlc
•On-Campus: SEM 2G3
•Schedule a Personal Strategy Session
•Phone: 682-7838
•Email: vlc@occc.edu

STUDENT INFORMATION

RELEASE OF ACADEMIC INFORMATION
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. Appropriate
documentation will be required for any name change. Address
changes may also be made through the student portal. 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.

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

Official transcripts may be obtained in person 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.

Family Educational Rights and Privacy ACT (FERPA)
The Family Education Rights and Privacy Act of 1974 (FERPA) is
a federal law that permits students certain rights with respect to
their education records. A student’s rights under FERPA include the
following:
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 appropriate 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.

Students may authorize disclosure of educational records to a designated person, such as a spouse or family member, by submitting an Authorization to Release Form to the office of the Records and Registrar.

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.

Complaints must be submitted by written letter within 180 days of the date in which an alleged violation of educational privacy rights occurred, or within 180 days in which the complainant knew or reasonably knew of the violation. Complaints should be sent to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

Definition of Educational Record

An “educational record” is defined as a record related to a student and that is maintained by an educational institution or a party acting for or on behalf of the institution. Educational records include but are not limited to grades, transcripts, class lists, scholarship application information, student course schedules, student financial information, and student discipline files.

Educational records do not include sole possession documents (such as personal notes created by individual faculty/staff as a memory aid); law enforcement records; employment records that exclusively relate to an individual’s employment capacity and not their student status; medical records; and records including information created after an individual is no longer a student at that institution (such as alumni records).

Disclosure of Educational Records Without Prior Consent

Subject to specific requirements of FERPA, OCCC may disclose student educational records without prior consent:

• To “School Officials” who have a “legitimate educational interest.” A school official is defined as a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, information technology contractor, consultant, or collection agent); a person serving on the Oklahoma State Board of Regents or the Oklahoma City Community College Board of Regents; or a designated volunteer, student, or non-employee designated to serve as a school official with a legitimate educational interest, such as in service to disciplinary or grievance committees, or in assisting other school officials in performing their tasks. School Officials are generally considered to be a “legitimate educational interest” if they need to review an education record in order to fulfill their professional responsibilities for the College.

• To transfer schools in which a student seeks or intends to enroll.
• To specified officials for audit or evaluation purposes
• To appropriate parties in connection with financial aid to a student.
• To organizations conducting certain studies for or on behalf of the school.
• To accrediting organizations to carry out their accrediting functions.
• To comply with a judicial order or lawfully issued subpoena.
• To appropriate officials in cases of health and safety emergencies.
• To other individuals and entities when specifically permitted by FERPA.

Directory Information

Oklahoma City Community College may provide “directory information” in accordance with the provisions of 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:

• Name
• Address (defined as City and State or Country of Residence)
• Phone number
• College email address
• Photograph
• Major field of study and degree program
• Dates of attendance (defined as first and last date of term),
• Grade level, enrollment status (full-time or part-time),
• Participation in officially recognized activities or sports, degrees, honors and awards received,
• Educational institution most recently attended before admission to OCC.

Requests to Block Release of Directory Information

Students may block the public disclosure of directory information by notifying the Office of Records and Registrar in writing at any time. A non-disclosure block will require Oklahoma City Community College to refrain from releasing any or all directory information both while the student is active at OCCC and once the student has left the college until lifted. While a non-disclosure block is in effect, OCCC will consequently refuse requests for directory information.

Oklahoma City Community College accepts no responsibility to contact students regarding directory information requests and assumes no liability as a result of honoring a student’s instructions that directory information be withheld. The non-disclosure block will only be lifted when the student has submitted a written request to remove it from his or her record.
STUDENT CONDUCT

Student Conduct and Discipline

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

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 College Policy 5035

The first step of the process involves speaking with the faculty or staff person involved in an attempt to informally 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 the Vice President for Enrollment Services. Efforts to resolve the concern should be done quickly because of deadlines specified in the procedure.

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

STUDENT SAFETY

Bloodborne Pathogens

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

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

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

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

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

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

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

Campus Police Department

The Campus Police Department is located on the first floor of the Main Building, Room 1K8, and is staffed continuously during all building operating hours. The Campus Police Department has the responsibility to provide a college environment that is both safe and secure. The Campus Police Department is the immediate point of contact to report criminal behavior or for any other emergency on campus. The department officers are Basic Life Support qualified and manage the College’s traffic and parking operations, which includes ensuring compliance with state laws and college rules for parking and traffic flow. Routine services provided by the Campus Police Department include motorist assistance and parking lot escorts when requested.

Emergencies on Campus

Any emergency should be handled by dialing College extension 7747 or by pressing the emergency button on any college phone, or using the emergency call boxes located at most building exits and in the parking lots for assistance. Dialing 911 connects callers with Oklahoma City Emergency Services. This may delay the arrival of assistance for several minutes as OCCC Campus Police Officers are unaware of your need for assistance.

Emergency Procedures for Persons with Disabilities

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

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

Health Emergencies

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

Fire

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

• Activate the manual alarm system. Manual alarm stations are at most exits.
ACADEMIC INFORMATION

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

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

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

Credit Hours Attempted Cumulative GPA Requirement
- Zero through 30 semester credit hours: 1.7
- Greater than 30 semester credit hours: 2.0
 Students not maintaining satisfactory progress toward objectives as indicated above will be placed on probation for at least one semester. At the end of that semester, the student must have achieved a semester GPA of 2.0 in regularly graded coursework, not to include activity or performance courses, or meet the minimum institutional retention standards in order to continue as a student.

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 Suspension
Students on academic probation, not meeting the requirements of that probation, will be placed on First Suspension, and they 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. Petitions will be reviewed by an institutional committee, and the committee decision will be final.

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.

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

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

Students on First Suspension have the option of appealing their suspension due to "extraordinary circumstances." Students interested in pursuing this option must submit a Suspension Appeal Form, a letter of petition, and support documentation to the Office of Records and Graduation Services. Petitions will be reviewed by an institutional committee, and the committee decision will be final.
7. Although the Academic Renewal provision may be an option for coursework completed prior to the conferral of a degree, a preexisting graduation GPA will not be adjusted.

**Academic Reprieve**

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

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

**ACADEMIC WORKLOAD**

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

Enrolling in 16 credits or more during a 16-week instructional session or enrolling in 8 credits or more during an 8-week instructional session translates into approximately 60 hours of time commitment each week. When a student’s academic workload may exceed a full-time job, it is strongly recommended that a student access the resources available to support academic success. If a student should have questions or would like to speak with an academic advisor to discuss their academic workload, please call 682-7535 or email academicadvisor@occc.edu.

In order to avoid delaying your registration processes using the OCCC Portal, be sure to complete and confirm drop course transactions prior to adding course transactions.

Enrollment cannot exceed 24 credit hours during a 16-week instructional session or 12 credit hours in an 8-week instructional session.

Following are resources to support your success in any of your OCCC courses.

- Make sure you know the add and drop dates for the term(s) you are registered for courses: www.occc.edu/registration/add-drop-dates.html and “Calendar Events” on the Main OCCC Website also has important academic dates identified.
- Student Success Advising offers walk-in advising during regular business hours Monday – Wednesday 8 – 6pm, Thursday 11:30 – 6pm, and Friday 8 – 5pm or call 682-7535 to request an appointment.
- Access free academic support services for the courses you are enrolled - www.occc.edu/academics/labs-and-centers.html
- For any writing and literacy skills assistance, visit the Writing Center: www.occc.edu/writingcenter/
- Make an appointment with a Learning Support Specialist or Licensed Counselor in Student Support Services at 405-682-7520.
- Access support for Online courses: www.occc.edu/onlineresources/
- Don't be afraid to ask your professor for help.

**ADVANCED STANDING CREDIT THROUGH PRIOR LEARNING ASSESSMENT**

Oklahoma City Community College supports the concept of lifelong learning and knows that learning takes place in many environments and in many different ways. Prior Learning Assessment (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. All PLA credit is awarded with a grade of “S.”

**Exam-based PLA Credit (CLEP, AP, DSST)**

OCCC will award credit for learning demonstrated by passing scores on formal exams including, but not limited to, CLEP, AP, and DSST. Minimum passing scores are determined by OCCC Academic Affairs.

To receive credit, students must submit an official score report to the Office of Records and Graduation Services. Credit will only be granted for equivalent courses offered at OCCC. Credit will be posted after the student has successfully completed twelve college-level credit hours at OCCC.

**Military-based PLA**

OCCC will award credit for learning demonstrated by military training and experience. Credit will be granted for military activity that 1)
has a credit recommendation outlined by the American Council on Education and 2) has an equivalence to a course offered at OCCC. To receive credit, students must submit an official transcript from their military branch to the Office of Records and Graduation Services. Credit will be posted after the student has successfully completed twelve college-level credit hours at OCCC.

Other Forms of PLA
In some cases, students may be able to receive college credit for life and work experience. Students may be asked to complete institutional exams or develop a portfolio to illustrate their competencies. Students interested in learning more about this option should contact the Office of Records and Graduation Services for a referral to the appropriate process.

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

Policy # 4023 On Campus Student Attendance
1.0 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.

2.0 Attendance Requirements
2.1 Oklahoma City Community College encourages 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.

3.0 Absences Due to Participation in Approved College Related Activities
3.1 Any faculty or staff member planning an activity that will require students to be absent from other classes should (three weeks in advance of the activity) submit a request to the appropriate Division Dean. The Division Dean has final approval authority as well as the responsibility of certifying the list of students who intend to participate in the activity. If approval is granted, within one week of receiving the request the Division Dean will circulate the certified list to instructors whose classes will be affected by the scheduled absence. These instructors may then express to the originator any concerns they may have concerning a student’s absence.

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

COURSE LENGTHS
Oklahoma City Community College offers courses of varying lengths. Students should take into consideration the number of weeks a course meets when planning their academic workloads.

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, 3-credit course meets 3 class hours each week. An 8-week, 3-credit course meets 6 class hours each week. Additionally, the length of the add/drop period aligns with the number of weeks in a course. Students should consult the academic calendar for the add/drop period dates in a semester.

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

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

COURSE SECTIONS
Reading Course Codes:

Subject Category (Example: HIST)
Course Number (Example: 1493)
Section Number (Example: TR01S)

Subject Category:
The subject category is a 2-5 letter abbreviation for the subject.

Course Number:
The course number is a 4 number code that distinguishes the courses from each other. The last number in the course number represents the number of credit hours in the course.

Section Number:
The course section number is a 5 digit code that distinguishes each course from the other courses being offered that semester.

How to read a Section Number:
The first spot is a letter. This letter represents the entry point for the course:
E= Early 8 week or Early 4 week (for summer)
M= Mid/Late 8 week or 4 week (for summer)
F= A course held on 5 consecutive Saturdays, 3 fast track sessions are held each Fall and Spring term.
T= Traditional 8 week summer term or 16 week Fall or Spring term
I= Intersession, Classes that meet between regularly scheduled semesters

The second spot will contain a letter. This letter represents what type of course it will be:
C= A face to face course in which computers will be used at least 50% during the course meeting time
R= Face to face courses meeting in a traditional classroom setting
T= Courses taught at a technology center
H= Concurrent course taught at a High School
W= A class is 100% online, including testing
X= Online course, with proctored exams
Y= Hybrid course offered partially online and partially face to face
B= Courses grouped together in convenient blocks of time, requiring enrollment in all courses within a specific block
P= Courses paired together in convenient blocks of time, requiring enrollment in all courses within a specific pair

The third and fourth spots will be numbers. These numbers are used to delineate course sections with similar entry points, types, and terms.

The last spot will be a letter. This letter represents the term of the course:
F= Fall
S= Spring

EDUCATIONAL APPROACH AND GRADING
Oklahoma City Community College subscribes to an outcomes-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.

Outcomes-based instruction is characterized by predetermined outcomes 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 outcome levels rather than on a comparison to other students’ performance. Each student is presented a course syllabus containing learning objectives and the procedure for determining final grades in the course.

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

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

Policy # 4030 Student Appeal of a Grade
1.0 A student who believes a final grade in a course was incorrectly administered may appeal that grade.

2.0 DEFINITION: Working Day means any day, excluding Saturday and Sunday, on which the College is open for business, even if classes are not in session.

3.0 PROCEDURE FOR STUDENT APPEAL OF A FINAL GRADE:
3.1 The student must meet with the instructor who assigned the final grade and attempt to resolve the matter. The initial meeting with the instructor should occur as soon as possible and must occur within 90 calendar days after the final grade in question was placed on the student’s permanent record. The student may obtain help in establishing an appointment with the instructor from the appropriate academic division office. If the instructor is no longer available, the student must meet with the appropriate Department Director, Department Chair, or Program Director, who will act on behalf of the instructor.

3.2 APPEAL TO DIVISION DEAN: Within ten (10) Working Days following the meeting with the instructor, if the student continues to believe the final grade is incorrect, the student may submit a fully completed “Student Appeal of a Grade” form to the appropriate academic Division office. The appeal must contain the student’s name, student identification number, current address, and telephone number; the instructor’s name; the course number, section number, and semester involved; the specific issue in question; the student’s position on the issue; and pertinent documentation relating to the issue. The Division Dean will request relevant information from the instructor and arrange a meeting with the student. The instructor may be present during the meeting. After meeting with the student and reviewing the appeal and any other available information, the Division Dean will make a recommendation to the instructor. Within ten (10)

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Committee’s reaching its determination. The Associate Vice President must determine in writing (not electronically) to the Associate Vice President the assigned final grade will stand. The Committee will provide its determination in writing (not electronically) to the Associate Vice President for Academic Affairs within five (5) Working Days of the student’s receipt of written notification from the Division Dean. If the student fails to submit the written request for an appeal hearing within this five (5) Working Days time period, the student loses all rights to appeal the committee’s decision.

3.3 APPEAL TO GRADE APPEAL COMMITTEE: If the student continues to believe the final grade is incorrect, the student may appeal the instructor’s decision by requesting an appeal hearing before a Grade Appeal Committee. The student’s appeal must be in writing and directed to the Associate Vice President for Academic Affairs and must be received by the Associate Vice President for Academic Affairs within five (5) Working Days of the student’s receipt of written notification from the Division Dean. If the student fails to submit the written request for an appeal hearing within this five (5) Working Days time period, the student loses all rights to appeal the instructor’s decision.

3.3.1 Within ten (10) Working Days of Associate Vice President for Academic Affairs’ receipt of the student’s request for an appeal hearing, the Grade Appeal Committee shall be activated. The Grade Appeal Committee will be composed of faculty from each of the academic divisions, who have been elected by the faculty in the respective divisions, not to include the instructor involved in the case. The Grade Appeal Committee will also include three (3) students selected by the Vice President for Student Affairs.

3.3.2 The hearing to consider the appeal of the student will be scheduled for a date not more than 15 Working Days from the date the Associate Vice President for Academic Affairs receives the student’s request for an appeal hearing. If, during the Summer Session, the Vice President for Academic Affairs determines that there are insufficient faculty for an appeal hearing, this time frame may be extended to September 1. All Grade Appeal Committee Hearings will be closed meetings.

3.3.3 At the hearing, the Committee shall evaluate the request and allow the student and the instructor to present their positions and any supporting information. The student and the instructor shall have no more than one hour each to present their positions and any supporting information or evidence. The student shall present first, followed by the instructor. The student shall then have 15 minutes to rebut the instructor’s evidence. The burden of proving that the assigned final grade is incorrect rests at all times with the student. Neither the student nor the instructor shall be represented by an attorney at the hearing.

3.3.4 The Grade Appeal Committee shall consider all information and documents presented by the student and the instructor, and the recommendation of the relevant Division Dean. The Grade Appeal Committee may also consider other documents the Committee deems relevant to the proceedings, and the instructor and the relevant Division Dean shall provide the Committee access to such documents.

3.3.5 Extenuating circumstances involving sequential and prerequisite courses offered in less than 16-week formats will follow an accelerated procedure permitting student to provisionally enroll in next course until appeal process concludes. Certified mail and official College email will be used for official communication with the student.

3.4 COMMITTEE DETERMINATION: At the end of the Grade Appeal hearing, the Committee will meet privately to discuss the case and make a determination. If the Committee determines by unanimous vote that it is highly probable that the assigned final grade is incorrect, then the final grade will be changed. If the vote is not unanimous, the assigned final grade will stand. The Committee will provide its determination in writing (not electronically) to the Associate Vice President for Academic Affairs within three (3) working days of the Committee’s reaching its determination. The Associate Vice President for Academic Affairs will notify the instructor and student by certified mail of the Committee’s determination within five (5) Working Days of the Associate Vice President’s receipt of that determination.

4.0 ADMINISTRATIVE ACTION: The Associate Vice President for Academic Affairs shall be responsible for the administrative action required to make any necessary final grade changes on the student’s record resulting from the Committee’s determination.

5.0 RECORD RETENTION: A record of the committee’s results and supporting documents submitted by all involved parties will be archived in the Vice President for Academic Affairs’ office indefinitely.

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, 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 Student Affairs. 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 coursework attempted with the exception of developmental (zero-level) coursework.

**Graduation GPA**

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

**Retention GPA**

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

**Grade Reporting**

Grades are posted to the official transcript within five working days of the last day of the semester or term of enrollment. They may be accessed through the OCCC Portal.

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

**Grading Systems**

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

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

**Entry-Level Assessment**

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

**Mathematics**

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

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

**Reading and Writing**

The ability to read and comprehend at the college entry level; to write developed compositions that demonstrate the principles of unity, coherence, and organization and which contain specific details and effective use of language; to communicate using academic language and conventions of Standard American English; and to understand and interpret information to solve problems and think critically.

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

*The college prep courses may be found under English (ENGL) and Mathematics (MATH). Tutorial services are also available in the Writing Center, Math Lab, Biological Sciences Center, Physical Science Center, Computer Science Lab, Accounting Tutorial Center, and on an individual basis.

**EDUCATIONAL PARTNERSHIPS**

**Oklahoma Baptist University**

Oklahoma City Community College and Oklahoma Baptist University have participated in articulated transfer agreements for the success and degree completion of students.

For transfer agreements with Oklahoma Baptist University, please visit the following link: [www.occc.edu/ca/articulation.html](http://www.occc.edu/ca/articulation.html)

**Oklahoma Christian University**

Oklahoma City Community College and Oklahoma Christian University have participated in articulated transfer agreements for the success and degree completion of students.

For transfer agreements with Oklahoma Christian University, please visit the following link: [www.occc.edu/ca/articulation.html](http://www.occc.edu/ca/articulation.html)

**Oklahoma City University Teaching Scholars Program**

The goal of this program is to serve the Oklahoma City community by preparing excellent teachers for our public schools who have been educated at both Oklahoma City Community College and Oklahoma City University. For more information, see the program information at the following link: [www.occc.edu/ca/articulation.html](http://www.occc.edu/ca/articulation.html)

**Oklahoma City University Transfer Scholarship Opportunities**

For information about Oklahoma City University’s scholarship opportunities for transfer students, see the program information at the following link:
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 advising and confers the degree. For more information, call Redlands Community College at (405) 262-2552 or Oklahoma City Community College at (405) 682-7535.

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

Southeastern Oklahoma State University Partnership
Oklahoma City Community College and Southeastern Oklahoma State University have entered into a partnership to offer an Associate in Science leading to the Bachelor of Science Degree in Aviation Management with options in Maintenance and Business and Master in Science Degree in Aerospace Administration on the Oklahoma City Community College campus. For additional information, contact Aviation Sciences Institute at Southeastern Oklahoma State University (800) 435-1327 ext. 3252, (580) 745-3252, (405) 682-1611 x7452 or cmarshall@se.edu or the Division of Business and Information Technology at Oklahoma City Community College, (405) 682-7550.

Technology Center Partnerships
Oklahoma City Community College is partnering with Francis Tuttle to provide students with the nationally certified Associate in Applied Science in Respiratory Care. In addition, the college works with Francis Tuttle, Metro Tech, Mid America, and Moore Norman Technology Centers to provide additional opportunities for students. Students successfully completing nationally recognized certificates at Francis Tuttle, Metro Tech, Mid America, or Moore Norman Technology Centers may receive college credit toward an associate degree through prior learning assessment (PLA). All college credit is awarded by Oklahoma City Community College. For more information on the Respiratory Care program or the specific programs available through PLA, call (405) 682-7822.

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

For transfer agreements with the University of Central Oklahoma, please visit the following link: www.occc.edu/ca/articulation.html

University of Oklahoma's College of Professional and Continuing Studies
Oklahoma City Community College and the University of Oklahoma's College of Professional and Continuing Studies 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 the Office of Student Success 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 the Office of Student Success Advising at (405) 682-7535.

University of Science and Arts of Oklahoma
Oklahoma City Community College and the University of Science and Arts of Oklahoma have participated in articulated transfer agreements for the success and degree completion of students.
For transfer agreements with the University of Science and Arts of Oklahoma, please visit the following link: www.occc.edu/ca/articulation.html

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.

HONORS PROGRAM

The Honors Program at Oklahoma City Community College invites eligible students to develop a deeper understanding of academic material through individually designed Honors Projects. Honors Projects present students and instructors with a unique opportunity to work collaboratively on a variety of creative and in-depth intellectual endeavors.

Eligibility

• 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 3.25.
• Continuing Oklahoma City Community College students, including transfer students, must have the following: 12 or more completed college-level credit hours and a cumulative or retention college GPA of at least 3.25.

Application Process

The application process includes an application form, personal essay and an interview with the Honors Program Coordinator. Visit www.occc.edu/honors online for a link to the online application.

To Graduate With Honors, Students Must:

• Have a minimum cumulative or retention grade point average of 3.25.
• Complete four honors projects related to courses being taken or were taken within the last year, earning a B or better in the course in which the honors credit is applied. Exceptions to one year may be made by review of the Honors Program Coordinator and the Registrar.

Program Benefits

• One-on-one mentoring interaction with Oklahoma City Community College faculty members.
• Unique academic work that will prepare students for the next levels of academic pursuit.
• Enhanced scholarship opportunities.
• Academic distinction noted on official transcript.

HYBRID COURSES

OCCC Hybrid:

• 50% instruction face-to-face and 50% instruction online.
• Flipped classroom teaching methodology used.
• Face-to-face meetings must be regularly scheduled on a weekly basis for the duration of the term and are at a minimum once per week on regularly scheduled dates and times as listed in the course schedule and section enrollment information. For example, class will meet on-campus either Tuesday or Thursday for 1 hour 20 mins for a 3 hour T/TH course offering.
• Online instruction consists of course requirements to be assigned and discussed during class meetings and completed outside of class (flipped model) using OCCC LMS (Moodle).
• Online assignments are due on regularly scheduled dates and outlined in the course schedule/syllabus and in the learning management system (Moodle).
• Face-to-face course time consists of learning activities, applications of material, critical thinking, peer interaction, etc.
• All class resources and lecture materials are identified in the LMS (Moodle).

ONLINE COURSES

Oklahoma City Community College offers online courses via our LMS: Moodle. You can access your online courses at online.occc.edu

OCCC online courses have:

• Regular class schedule with due dates
• Expectations for student interaction and completion of work
• Flexible times of the day for students to work
• Course content is available to students 48 hours prior to the beginning of the scheduled beginning of the class
• You can learn to navigate Moodle before your class begins! After you have
  logged into Moodle
  in your My Courses area, you will find the Moodle Orientation.
  This course will help you learn how the Moodle system works.
• The Moodle orientation may be required by some instructors as well as an on-campus orientation with the instructor.
• Online courses differ from on campus courses in that the content is delivered to the student primarily in written form and most of the work is done via computer and the Internet.
• Some instructors require on-campus or proctored exams. Please check the course schedule for the section in which you are enrolling or contact the appropriate division office.

Moodle Tech Support is available at online@occc.edu or 682.7574.

For further information about online courses, please call the Center for Learning and Teaching at 405.682.7838.

SPECIAL ACADEMIC PROGRAMS

Oklahoma City Community College is a comprehensive educational institution.

The College offers an extensive variety of educational programs and services to meet diverse individual needs. As a result, wide-ranging educational opportunities are available for students interested in
maximizing their chances for success in the job market, for students planning to transfer to a university or four-year college, or for students who want to resume studies which were previously interrupted. In addition, services are provided to help students succeed at the College. For example, specific courses and labs are available to help students improve learning skills in areas such as reading, writing, and math.

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

**English as a Second Language**

The English as a Second Language Program (ESL) at OCCC teaches everyday life skills to immigrants living in the Oklahoma City Metro community. We give students the skills they need to help their children with school, get a job or keep their job, study for a high school equivalency diploma, become a citizen, or enter college. Courses are offered all over the metro in two sixteen-week sessions.

Classes are conveniently located throughout the Oklahoma City Metro from Moore to Edmond, Bethany to Midwest City. We do our best to place you in a class as close to your home or work as possible.

To make our classes as accessible to as many as possible, we offer them on a Monday/Wednesday or Tuesday/Thursday schedule, both of which are available in the morning (9:00 a.m. - 11:30 a.m.) or evening (6:00 p.m. - 8:30 p.m.).

Students take a brief assessment when enrolling to help us target their greatest areas of need. This allows us to place students in an appropriate class according to their literacy level.

**Courses**

**ESL: Literacy**

Students in this level cannot speak or understand English. They may not be able to write more than a few words in English at this level.

**ESL: Beginning**

At this level, students can understand greetings and very common conversation if spoken slowly. They may be able to speak about everyday activities and read simple texts or write simple sentences.

**ESL: Intermediate**

In the intermediate level, students are able to have more complex conversations and speak about familiar topics. They will try to use more vocabulary, can read more complex texts, and begin to define words from context. Students can write simple paragraphs to express their thoughts on something.

**ESL: Advanced**

Students in the Advanced class can have conversations on a wide variety of topics and are able to clarify their meaning by rewording their statement. Students are able to read and make inferences, predictions, and summaries. They can also write multiple paragraphs on a central topic.

**TOEFL**

In the TOEFL (Test of English as a Foreign Language) class, students learn specific skills and strategies to successfully prepare for and pass the TOEFL. This test is a requirement for college admission for English as a Second Language student.

**Citizenship:**

The Citizenship class allows students to practice the knowledge and skills necessary to apply for and pass the Naturalization Interview Process such as the Civics Test, Reading Test, Writing Test, and Form N400.

**Enrollment**

Due to the popularity of our outstanding ESL program, enrollment sessions are very limited. Please reserve your spot by calling 405.682.7873.

Community Outreach and Education (405) 682-7873
Family and Community Education Center
6500 S. Land Avenue
Oklahoma City, OK 73159

**STUDENT OUTCOMES ASSESSMENT**

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

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

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

**U.S. MILITARY CONCURRENT ENROLLMENT Programs (SOC, ConAP and SOCNavy)**

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 SOCNavy programs. Enlisted U.S. military personnel who have selected Oklahoma City Community College may contact the Office of Recruitment and Admissions for advisement regarding enrollment.

**GRADUATION REQUIREMENTS**

**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.

Spring and Summer graduation applicants must submit their
application no later than the Friday of Spring Break to ensure their
name is included in the Commencement Program. No exceptions can
be made to this deadline.

Commencement participants are required to wear a cap and gown,
which may be purchased through the bookstore.

COMPUTER PROFICIENCY REQUIREMENT

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

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

A student may satisfy the computer proficiency
requirement by:

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

c. successful completion of a computer proficiency assessment.

In the course schedule, a section number of

C =

A face to face course in which computers will be used at least 50%
during the course meeting time. A section number of

W =

A class is 100% online, including testing. A section number of

X =

Online course, with proctored exams. A section number of

Y =

Hybrid course with 50% instruction face-to-face and 50% instruction
online.

Courses which satisfy the computer proficiency
requirement:

Any online course, hybrid course, web enhanced course

ACCT 2213 Accounting in Quickbooks
ANES 1112 Intro to Anesthesia Technology
APPM 1313 Mathematics for Health Careers
ART 1183 Computer Drawing: Illustrator
ART 1363 Multimedia
ART 2533 3D Rendering and Design Visualization
ART 2573 Digital Painting
ART 2633 3D Animation and Special Effects
ASTR 1504 General Astronomy
CS 1343 Spreadsheet Application  
CS 1353 Computer Operating Systems  
CS 1363 Digital Media Development  
CS 1413 Computer Hardware  
CS 2113 Computer-Based Information Systems  
CS 2123 Assembly  
CS 2143 Digital Video Editing  
CS 2153 Supporting Windows Operating Systems  
CS 2163 Java  
CS 2173 Oracle  
CS 2183 Linux  
CS 2193 Supporting Desktop Applications  
CS 2223 Systems Analysis and Design  
CS 2283 Introduction to Virtualization  
CS 2303 Networking Technologies  
CS 2363 C++  
CS 2373 IPhone/IPad Software Development  
CS 2403 Computer Support Services  
CS 2413 Web Site Development  
CS 2433 Digital Media Scripting  
CS 2443 SQL Server  
CS 2453 Visual Basic  
CS 2463 Advanced Java  
CS 2503 Network Administration  
CS 2513 Client-Side Programming  
CS 2553 Advanced Visual Basic  
CS 2563 C#  
CS 2573 Oracle Database Administration  
CS 2610 Internship  
CS 2623 Server-Side Programming  
CS 2703 Introduction to Cyber/Information Security  
CS 2713 Principles of Information Security  
CS 2723 Secure Electronic Commerce  
CS 2743 Enterprise Security Management  
CS 2753 Information System Assurance  
CS 2763 Network Security  
CS 2773 Secure System Administration and Certification  
CS 2783 Cyber Forensics  
DMD 1013 CREATIVITY AND DESIGN  
DMD 1033 PRINCIPLES OF ANIMATION  
DMD 1043 3D I  
DMD 1053 Electronic Publishing: InDesign I  
DMD 1063 Evolution of Video Game Design Technology  
DMD 1133 Introduction to Macintosh  
DMD 1153 Digital Photography  
DMD 1183 Computer Drawing: Illustrator  
DMD 1223 3D II  
DMD 1233 2D Computer Animation  
DMD 2053 Electronic Publishing: InDesign II  
DMD 2143 Digital Video Editing  
DMD 2223 3D III  
DMD 2323 Publication Design  
DMD 2353 Applied Graphic Design  
DMD 2633 3D Animation and Special Effects  
DMD 2733 3D Character Design and Animation  
DMD 2773 Image Editing: Photoshop I  
DMD 2783 Image Editing: Photoshop II  
DCP 2323 Film Editing and Digital Effects I  
DCP 2423 Film Editing and Digital Effects II  
ENGL 0106 College Preparation English I (when listed in the Class Schedule as a “Computer-Assisted Writing” offering)  
ENGL 0203 College Preparation English II (when listed in the Class Schedule as a “Computer-Assisted Writing” offering)  
ENGL 1113 English Composition I (when listed in the class schedule as a “Computer-Assisted Writing” offering)  
ENGL 1213 English Composition II (when listed in the class schedule as a “Computer-Assisted Writing” offering)  
ENGR 1113 Introduction to Engineering  
ENGR 1213 Engineering Graphics & Design  
ENGR 2103 Interactive Engineering Design Graphics  
ENGR 2214 Introduction to Digital Design  
ENGR 2623 Circuits and Sensors  
ENGR 2713 Digital Signals and Filtering  
HIST 2303 Historical Research, Methods, and Writing  
HIST 2353 World History: Latin America  
JB 1133 News Writing  
MATH 1503 Contemporary Mathematics  
MATH 2104 Calculus and Analytic Geometry I  
MATH 2214 Calculus and Analytic Geometry II  
MATH 2314 Calculus and Analytic Geometry III  
NUR 1519 Nursing Process I  
NUR 1524 Nursing Process-Nursing Care of the Childbearing Family  
NUR 1525- Nursing Process II-Medical Surgical Nursing II  
NUR 2534 Nursing Process III- Mental Health Nursing  
NUR 2535 Nursing Process III- Medical Surgical Nursing III  
NUR 2549 Nursing Process IV  
OTO 2143 Professional Development and Support  
PHYS 1504 General Astronomy  
PHYS 1514 General Astronomy with Lab  
PTA 1213 Pain Management and Massage  
PTA 2113 PTA Systems/Problems  
SLPA 1013 Foundations of Speech-Language  
SLPA 1023 Phonetics  
SLPA 1033 Professional Issues for Speech Language Pathology Assistants  
SLPA 1053 Language Disorders in the Exceptional Child  
SLPA 1063 Anatomy and Physiology of the Speech and Hearing Mechanism  
SLPA 1073 School Issues for the Speech Language Pathology Assistant  
SLPA 1083 Instructional Procedures in Communication Disorder  
SLPA 2013 Medical Issues for the Speech Language Pathology Assistant  
SLPA 2023 Autism  
SLPA 2043 Adult Neurogenic Communication Disorders and Treatment  
SLPA 2053 Augmentative Communication

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 Degree Advisement Worksheet 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 Registrar.

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

DISCLOSURE OF GRADUATION RATES
Oklahoma City Community College, in compliance with the Student Right-to-Know Act, makes available to any enrolled or prospective student its completion or graduation rate. This information is available upon request in the Office of Institutional Effectiveness.

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

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

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

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

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

Spring and Summer graduation applicants must submit their application no later than the Friday of Spring Break to ensure their name is included in the Commencement Program.

GRADUATION REQUIREMENTS
Students wishing to graduate must complete all degree requirements and apply for graduation by completing an application in the Office of Records and Graduation Services, or by filling out the application online at the Records and Graduation Services webpage: www.occc.edu/GD
Application deadlines are published on the Records and Graduation Services Website and on the Academic Calendar. Graduation occurs at the end of the three major semesters: Fall, Spring, and Summer.

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

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

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

RESIDENCY REQUIREMENTS FOR A DEGREE OR CERTIFICATE
Certain residency hours are required for a student to earn a degree or certificate from Oklahoma City Community College. Students applying for an Associate of Science or Associate of Arts degree must earn a minimum of 15 credit hours, which are clearly applicable to the degree at this college. Students applying for an Associate of Applied Science degree must earn a minimum of 15 credit hours at the college that are clearly applicable to the degree at this college or have been approved by an advisor. Students wishing to earn a certificate are required to earn at least 4 hours of a 15-hour (or less) program, 9 hours of a 16- to 36-hour program or 12 hours of a 37- to 49-hour program at Oklahoma City Community College.

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

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

**SELECTION OF CATALOG**

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

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

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

**DEGREES AND CERTIFICATES**

**PROGRAMS OF STUDY**

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

**Associate in Applied Science Graduate**

- Educational Guarantee
- Technical Education Guarantee

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

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

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

**Certificates of Mastery**

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

**Certificate Curriculum Patterns:**

Automotive Technology
Business
- Bilingual Banking and Finance
- Vehicle Service Advisor
Child Development
Clinical Research Coordinator
Computer Science
- Computer Networking Support
- Computer Systems Support
- Cyber/Information Security
- Web Design
- Web Development
Computer-Aided Technology
- Computer-Aided Design
- Unmanned Aerial Systems
Digital Cinema Production
Digital Media Design
- Graphic Design
- Photography/Digital Imaging
Emergency Medical Sciences
- Advanced Emergency Technician
- Emergency Medical Technician (Basic EMT)
- Paramedic
Modern Languages
- Spanish Emphasis
Writing and Workplace Communications

**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.

Certificate Curriculum Patterns:
Technical/Occupational Curriculum Patterns

Anesthesia Technology
Automotive Technology
-Automotive Technology Internship Program
-GM Automotive Service Educational Program+
Business
-Accounting/Finance Support Specialist
-Business Management
-General Business
-Vehicle Service Management
Child Development
-Administrator Option
Clinical Research Coordinator
Computer Science
-Computer Programming
-Computer Systems Support
-Cyber/Information Security
-Web Design and Development
Computer-Aided Technology
-Computer Aided Design
-Geographic Information System
-Unmanned Vehicle System
Digital Cinema Production
Digital Media Design
-Graphic Design
-Photography/Digital Imaging
Emergency Medical Sciences + Engineering Technology*
Medical Assistant*+
Nursing+
Occupational Therapy Assistant+
Physical Therapist Assistant+
Respiratory Care Therapist*+
Speech-Language Pathology Assistant+
Surgical Technology*+
+ Special Admissions Procedures Required.
* Programs with Prior Learning Assessment.

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 www.okhighered.org/transfer-students/

This site will assist a student in determining which course or courses will transfer to another Oklahoma college or university.

Transfer guides showing course-by-course articulation between Oklahoma City Community College and a number of state universities are available in the Office of Student Success 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.

Articulated transfer agreements between Oklahoma City Community College and four-year institutions are available at the following link: http://www.occc.edu/ca/articulation.html

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, (A.S.)*
Art, Visual Arts, (A.A.)
Biology, (A.S.)
-Biology, (A.S.)
-Pre-Baccalaureate Nursing, (A.S.)
-Pre-Allied Health, (A.S.)
Business, (A.S.)
-General, (A.S.)
Chemistry, (A.S.)
-Chemistry, (A.S.)
-Pre-Dentistry, (A.S.)
-Pre-Medicine, (A.S.)
-Pre-Pharmacy, (A.S.)
Child Development, (A.A.)
Community/Public Health (A.S)
Computer Science, (A.S.)
-Management Information Systems, (A.S.)
-Software Development, (A.S.)
-Computer Science, (A.S.)
Digital Cinema Production, (A.A.)
Diversified Studies, (A.A.)
Diversified Studies, (A.S.)
Pre-Education, (A.S.)
Engineering, (A.S.)
Enterprise Development, (A.A.) or (A.S.)
History, (A.A.)
Humanities, (A.A.)
Journalism & Broadcasting, (A.A.)
-Broadcasting, (A.A.)
-Journalism, (A.A.)
-Public Relations, (A.A.)
Liberal Studies, (A.A.)
Mathematics, (A.A.)
Music, (A.A.)
Modern Languages (A.A.)
- French, (A.A.)
- Spanish, (A.A.)
Physics, (A.S.)
Political Science/Pre-Law, (A.A.)
Psychology, (A.A.)
Sociology, (A.A.)
Speech and Theatre, (A.A.)
- Speech option, (A.A.)
- Theatre option, (A.A.)

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

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

GENERAL DEGREE REQUIREMENTS

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

ASSOCIATE IN APPLIED SCIENCE DEGREES

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

General Requirements

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

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** (to total a minimum of 60 hours)

*The Roman numeral designates which general education area is being achieved.

**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, 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 at least 37 semester credit hours which shall include the following.

General Education Requirements (for the AA and AS degrees)

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 (AA or AS) must complete at least one course from each of the following areas, indicating a general understanding of that area.

OCCC’s General Education core adheres to the guidelines of the Oklahoma State Regents for Higher Education regarding General Education (3.15.6 General Education Framework).

I. Human Heritage, Culture, Values and Beliefs

Students will demonstrate an understanding of the ideas, values, and beliefs that have shaped global communities. Specifically, students should be able to demonstrate understanding of basic world geography; demonstrate familiarity with major cultural issues of selected global communities; and demonstrate an understanding of ethical concerns of selected global communities.
II. Communication and Symbols
A. Students will demonstrate effective writing and public speaking skills.
   For writing, students should be able to generate a clear, specific, and arguable thesis or dominant idea; formulate evidence and examples to support the topic idea; construct a logical pattern of paragraph development; and demonstrate consistent use of correct and appropriate spelling, grammar, and word choice.
   For public speaking skills, students should be able to demonstrate the effective use of an introduction, body, and conclusion of a formal speech; demonstrate an audience-centered purpose that adapts to the audience, occasion, and time limit of the speech; deliver the speech with effective eye contact relative to the use of presentational aids (when applicable) and the audience; vary the tone of voice appropriate to the content of the speech and context of the audience; and demonstrate appropriate attire, gestures, good posture, and meaningful body movement.
B. Students will demonstrate analytical reasoning and logic skills by using mathematical methods and tools. Specifically, students should be able to identify mathematical properties that apply to a situation; apply those mathematical properties appropriately to the situation in order to reach a conclusion; and evaluate that conclusion for correctness and/or effectiveness and develop alternative solutions if needed.

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

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

GENERAL EDUCATION REQUIREMENTS (FOR THE AA AND AS DEGREES)
The number following the course designates which general education area is being achieved with that course:

I. Human Heritage, Culture, Values and Beliefs
II. Communication and Symbols
III. Social, Political, and Economic Institutions
IV. Relationships in Nature and Science

English Composition (6 hours)
ENGL 1113 English Composition I (II)
ENGL 1213 English Composition II (II)

American History (3 hours)
HIST 1483 U.S. History to 1877 or (I)
HIST 1493 U.S. History 1877 to Present (I)

US Government (3 hours)
POLSC 1113 American Federal Government (III)

Science (7 hours - One course must be a laboratory science)
Biological 3-4 hours and Physical Science 3-4 hours
(Chosen from the following)
ASTR 1504 General Astronomy (IV)
ASTR 1514 General Astronomy w/Lab (IV)
BIO 1023 Introductory Nutrition (IV)
BIO 1113 General Biology (IV)
BIO 1114 General Biology (IV)
BIO 1124 General Biology I (Majors) (IV)
BIO 1134 General Biology II (Majors) (IV)
BIO 1204 History of Life on Earth (IV)
BIO 2114 General Botany (IV)
BIO 2125 Microbiology (IV)
BIO 2215 General Zoology (IV)
BIO 2343 Genetics and Man (IV)
BIO 2403 Ecology and Environmental Issues (IV)
BIO 2404 Ecology and Environmental Issues (IV)
CHEM 1103 Chemistry Around Us (IV)
CHEM 1114 General Geology (IV)
CHEM 1123 Survey of General, Organic, and Biochemistry (IV)
CHEM 1131 Laboratory for Survey of General, Organic, and Biochemistry (IV)
CHEM 1215 General Chemistry II (IV)
CHEM 1063 Earth Science (IV)
CHEM 1064 Earth Science (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: Prehistoric to Early Renaissance (I)
- ART 1023 Art History: Early Renaissance to Contemporary (I)
- ART 1053 Art Appreciation (I)
- ENGL 2110 Readings (II)
- ENGL 2123 Introduction to Literature (II)
- ENGL 2133 Introduction to Poetry (II)
- ENGL 2343 The Short Story (II)
- ENGL 2353 Native American Literature (II)
- ENGL 2363 African American Literature (II)
- ENGL 2413 Women in Literature (II)
- ENGL 2423 Survey of World Literature I (II)
- ENGL 2433 Survey of World Literature II (II)
- ENGL 2543 Survey of English Literature I (II)
- ENGL 2653 Survey of English Literature II (II)
- ENGL 2773 Survey of American Literature I (II)
- ENGL 2883 Survey of American Literature II (II)
- GEOG 2603 World Regional Geography (I)
- HIST 1000 Special Topics in History (I)
- HIST 1613 Early Western Civilization (I)
- HIST 1623 Modern Western Civilization (I)
- HIST 1713 Survey of World Civilizations to 1600 (I)
- HIST 1723 Survey of World Civilizations Since 1600 (I)
- HIST 2000 Special Topics in History (I)
- HIST 2013 History of Russia (I)
- HIST 2103 Oklahoma History (I)
- HIST 2203 The American Indian (I)
- HUM 1113 Music Appreciation (I)
- HUM 2000 Humanistic Studies (I)
- HUM 2103 Music Masterpieces (I)
- HUM 2120 Museum Studies (I)
- HUM 2133 Comparative Religions (I)
- HUM 2143 Mythology (I)
- HUM 2153 Introduction to Eastern Thought (I)
- HUM 2163 Leadership Development (I)
- HUM 2213 Humanities-Classical and Medieval (I)
- HUM 2223 Humanities-Modern (I)
- HUM 2243 Film Studies (I)
- HUM 2253 Documentary Films (I)
- HUM 2263 American Cinema (I)
- HUM 2293 Folklore (I)
- HUM 2353 History of Science (I)
- HUM 2373 Introduction to World Music (I)
- HUM 2423 Advocates of Peace (I)
- MU 2123 Music Literature I (I)
- MU 2223 Music Literature II (I)
- PHIL 1013 Introduction to Philosophy (I)
- PHIL 1123 Critical Thinking (II)
- PHIL 1213 Introduction to Ethics (I)
- PHIL 1603 Introduction to Logic (II)
- PHIL 2133 Comparative Religions (I)
- PHIL 2153 Introduction to Eastern Thought (I)
- PHIL 2223 Philosophy of Religion (I)
- TA 1103 Introduction to Theatre (I)

**Mathematics (3 hours)**

- MATH 1483 Functions and Modeling (II)
- MATH 1503 Contemporary Math (II)
- MATH 1533 Pre-Calculus and Analytic Geometry (II)
- MATH 2013 Introduction to Statistics (II)
- PSY 2123 Behavioral Statistics (II)
- OR any course with a MATH prefix having MATH 1483 or MATH 1533 as a prerequisite

**Additional Requirements (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:

- AHP 1013 Medical Terminology (II)
- BUS 2033 Business Communication (II)
- BUS 2043 Business Ethics (I)
- CD 2113 Introduction to Child Development (IV)
- CD 2213 Child and Family in Society (III)
- COM 1123 Interpersonal Communications (II)
- COM 2213 Intro to Public Speaking (II)
- CS 1103 Introduction to Computers and Applications (II)
- ECON 1013 Introduction to Economics (III)
- ECON 2023 Statistics for Business and Economics (II)
- ECON 2123 Principles of Microeconomics (III)
- ECON 2143 Principles of Macroeconomics (III)
- ENGL 1133 Critical and Effective Reading (II)
- ENGL 1233 Technical Writing for the Workplace (II)
- ENGL 2213 Creative Writing-Fiction (II)
- ENGL 2223 Creative Writing-Poetry (II)
- FIN 1013 Personal Finance (II)
- FREN 1115 Elementary French I (II)
- FREN 1225 Elementary French II (II)
- FREN 2113 Intermediate French I (II)
- FREN 2223 Intermediate French II (II)
- GEOG 1103 Cultural Geography (I)
- GRMN 1115 Elementary German I (II)
- GRMN 1225 Elementary German II (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)
- PSY 1113 General Psychology (I)
- PSY 2113 Introduction to Child Development (IV)
- PSY 2123 Behavioral Statistics (II)
- PSY 2193 Personality Theories (I)
- PSY 2213 Child and Family in Society (III)
- PSY 2233 Ethics in Health and Human Services (III)
- PSY 2403 Developmental Psychology (I)
- PSY 2743 Social Psychology (I)
- SOC 1113 Introduction to Sociology (III)
- SOC 1203 Introduction to the Criminal Process (III)
- SOC 2013 Sociology of the Family (III)
- SOC 2023 Social Problems (III)
- SOC 2063 Crime and Delinquency (III)
- SOC 2143 Race and Ethnicity in the U.S. (II)
- SOC 2213 Cultural Anthropology (III)
- SOC 2913 Social Inequality (III)
- SPAN 1013 Conversational Spanish I (II)
- SPAN 1115 Elementary Spanish I (II)
- SPAN 1123 Conversational Spanish II (II)
- SPAN 1225 Elementary Spanish II (II)
- SPAN 2113 Intermediate Spanish I (II)
- SPAN 2223 Intermediate Spanish II (II)

**INSTITUTIONAL ASSESSMENT OF GENERAL EDUCATION OUTCOMES**

OCCC adheres to the General Education guidelines outlined by the Oklahoma State Regents for Higher Education: “All institutions in the State System will require a general education component in each undergraduate degree program. Faculty should provide the oversight for general education and each institution should regularly assess the effectiveness of its general education program. Institutions should clearly and publicly articulate the purposes, content, and intended learning outcomes of the general education provided to students” (OSRHE Policy for Academic Affairs, 3.15.6 A. General Education Framework).

The four areas that constitute the General Education Core at OCCC are assessed by dividing them into five measurable outcomes:

- Human Heritage, Culture, and Institutions (from Human Heritage, Culture, Values, and Beliefs and Social, Political, and Economic Institutions)
The assessment is accomplished by collecting artifacts from existing course assignments/tests and evaluating them from the point of view of the particular General Education competency (as opposed to specific course content). The evaluation is performed by faculty-based committees, and the process does not impinge on student grades or privacy. The results are reported to the Board of Regents each fall, as well as being posted on the college website and reported across the institution.

**LIFE SKILLS REQUIREMENT**

*Success in College and Life Course SCL-1001*

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

Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community.

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

- BIO 1023 Introductory Nutrition
- CD 1211 Parenting
- FIN 1013 Personal Finance
- LEIS 1602 Total Wellness
- LIS 1111 Research Skills
- PSY 1103 Human Relations
- PSY 1123 Stress Management

Any transfer course substitutions not listed above, but that may qualify as a life skills course, must be approved by the Director of Student Success Advising or their designee or the Professor of Student Success.

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

A variety of educational opportunities for certifications, an Associate in Science (A.S.) or an Associate in Applied Science (A.A.S.) degree are available for students interested in the business or information technology fields. Students may study programs in accounting and finance, administrative office technology, automotive management, business, computer-aided technology, computer science, general office support, legal office procedures, management, and medical office technology.

Various programs are accredited by the Accreditation Council for 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 - (Associate in Applied Science)
- Automotive Technology Internship Program (ATIP)**
- Automotive Technology - (Associate in Applied Science) GM Automotive Service Education Program (ASEP)**
- Automotive Technology - (Certificate of Mastery) Automotive Technology
- Business - (Associate in Applied Science) Accounting/Finance Support Specialist Option
- Business - (Associate in Applied Science) Business Management Option*
- Business - (Associate in Applied Science) General Business Option
- Business - (Associate in Applied Science) Vehicle Service Management Option**
- Business - (Associate in Science)*
- Business - (Associate in Science) Option Transferring to OU*
- Business - (Associate in Science) Option Transferring to OCU*
- Business - (Certificate of Mastery) Bilingual Banking and Finance
- Business - (Certificate of Mastery) Vehicle Service Advisor
- Computer Science - Computer Networking Support (Certificate of Mastery)
- Computer Science - Computer Programming (Associate in Applied Science)
- Computer Science - Computer Science Software Development Transferring to OU (Associate in Science)
- Computer Science - Computer Science Option Transferring to UCO and colleges with Similar Patterns (Associate in Science)
- Computer Science - Computer Systems Support (Associate in Applied Science)
- Computer Science - Computer Systems Support (Certificate of Mastery)
- Computer Science - Cyber/Information Security (Associate in Applied Science)
- Computer Science - Cyber/Information Security (Certificate of Mastery)
- Computer Science - Management Information Systems (Associate in Science)
- Computer Science - Web Design and Development (Associate in Applied Science)
- Computer Science - Web Design (Certificate of Mastery)
- Computer Science - Web Development (Certificate of Mastery)
- Computer-Aided Technology - Computer-Aided Design (Associate in Applied Science)
- Computer-Aided Technology - Computer-Aided Design (Certificate of Mastery)
- Computer-Aided Technology - Geographic Information System (Associate in Applied Science)
- Computer-Aided Technology – Unmanned Vehicle System (Associate in Applied Science)

Faculty and Lab Supervisors

- Mary Ahonsi, Professor of Accounting
- Gyanendra Baral, Professor of Business/Economics
- Haining Chen, Professor of Computer Science
- Gary Dominguez, Student Computer Center Supervisor
- John Goulden, Professor of Computer Science
- John Helton, Department Chair and Professor of Computer-Aided Technology
- Haifeng Ji, Professor of Computer Science
- Melissa Leon Guerrero, Professor of Business
- Sara Mathew, Professor of Computer Science
- Jon McHenry, Professor of Cyber Security
- Russell McLaughlin, Professor of Automotive Technology
- Charles Wayne Myrick, Professor of Business/Economics
- Germain Pichop, Department Chair/Professor of Business and Economics
- Kamille Soutee, Professor of Accounting
- Ramachandran Vijayan, Department Chair/Professor of Business
- Brad Walker, Department Chair/Professor of Automotive Technology
- Matthew Wickham, Professor of Automotive Technology
- Tamala Zolicoffer, Coordinator/Professor of Accounting
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, English, 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.

The Division of Arts, English, and Humanities supports the student in creative, artistic, and academic endeavors while providing opportunities for academic and personal development in reading and writing skills, civic responsibility, and critical thinking.

Humanities courses have defined and influenced past and contemporary culture through storytelling, writing, art, architecture, music, film, philosophy and other expressive genres. Every career includes a deeper insight into the well-being of the individual and culture and participates in issues related to civic responsibilities, health and quality-of-life-issues, economic development, and social institutions.

**Curriculum Programs**

- Art - Visual Arts (Associate in Arts)
- Broadcasting - Journalism and Broadcasting/Broadcasting Emphasis (Associate in Arts)
- Digital Cinema Production Technician (Associate in Arts)
- Digital Cinema Production Technician (Associate in Applied Science)
- Digital Cinema Production Technician (Certificate of Mastery)
- Digital Media Design - Graphic Design Option (Associate in Applied Science)
- Digital Media Design - Photography/Digital Imaging Option (Associate in Applied Science)
- Digital Media Design - Graphic Design (Certificate of Mastery)
- Digital Media Design - Photography/Digital Imaging (Certificate of Mastery)
- Diversified Studies (Associate in Arts)
- Diversified Studies (Associate in Science)
- French - Modern Languages (Associate in Arts)
- Humanities (Associate of Arts)
- Journalism - Journalism and Broadcasting/Journalism Emphasis (Associate in Arts)
- Liberal Studies (Associate in Arts)
- Music (Associate in Arts)
- Pre-Education (Associate in Science)
- Public Relations - Journalism and Broadcasting/Public Relations Emphasis (Associate in Arts)
- Spanish - Modern Languages (Associate in Arts)
- Spanish - Modern Languages (Certificate of Mastery-Conversational)
- Spanish - Modern Languages (Certificate of Mastery-Traditional)
- Speech - Speech and Theatre (Associate in Arts)
- Theatre - Speech and Theatre (Associate in Arts)
- Workplace Writing and Communications (Certificate of Mastery)

**Faculty and Lab Supervisors**

- Randy Anderson, Professor of Digital Media Design
- Carlotta Anglin, Professor of English
- Michael Boyle, Professor of Music
- M. Scott Carter, Professor of Journalism and English
- Dr. Chaya Chandrasekhar, Professor of Student Success
- Julie Corff, Professor of Speech Communications
- Dr. Angela Cotner, Professor of English
- Lori Farr, Professor of English
- Abra Figueroa, Professor of Modern Languages
- Jeremy Fineman, Professor of Visual Art
- Michael Franco, Professor of English
- Gray Frederickson, Artist-in-Residence/Studio Coordinator
- Jon Inglett, Professor of English
- Dr. Liz Largent, Professor of Leadership and Critical Thinking
- Marybeth McCauley, Professor of English
- Greg Mellott, Professor of Digital Cinema Production
- Stephen Morrow, Professor of English
- Dana Passek, Professor of English
- Dean Reusser, Professor of English
- Linda Robinett, Professor of English
- Dr. Ginnett Rollins, Professor of Modern Languages
- Pamela Stout, Professor of English
- Chiaki Troutman, WLCC Lab Coordinator
- Hilde Votaw, Professor of Modern Languages
- Stacie Warner, Professor of English
- Nicholas Webb, Writing Center Supervisor
- Mark A. Zindelo, Professor of Mass Media Communications
Division of Health Professions

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

Courses identified by “C” within a program curriculum pattern must be completed with a grade of “C” or better by students majoring in that program.

Curriculum Programs

- Anesthesia Technology (Associate in Applied Science)
- Emergency Medical Sciences (Associate in Applied Science)
- Emergency Medical Sciences - Emergency Medical Technician (Certificate of Mastery)
- Emergency Medical Sciences - Advanced Emergency Medical Technician (Certificate of Mastery)
- Emergency Medical Sciences - Paramedic Certificate (Certificate of Mastery)
- Nursing - Baccalaureate to Associate Degree Nurse Accelerated Pathway (Associate in Applied Science)
- Nursing - Career Ladder Pathway (Associate in Applied Science)
- Nursing - Traditional Pathway (Associate in Applied Science)
- Occupational Therapy Assistant - Flex Track (Associate in Applied Science)
- Occupational Therapy Assistant - Traditional Track (Associate in Applied Science)
- Physical Therapist Assistant (Associate in Applied Science)
- Respiratory Care Therapist (Associate in Applied Science)
- Speech-Language Pathology Assistant (Associate in Applied Science)

Faculty and Lab Supervisors

- Sarah Baker, Professor of Speech-Language Pathology Assistant/Program Director
- Jennifer M. Ball, Program Director/Professor of Physical Therapy Assistant
- Traci Boren, Professor of Nursing
- Deanne Branch, Professor of Nursing
- Cheryl Bristol, Professor of Nursing
- Sarah Brown, Professor of Nursing
- Jennifer Brumley, Professor of Nursing
- Shara Cannon, Professor of Nursing
- Donna Chambers, Nursing Program Associate Director
- Michaela Cole, Professor of Nursing
- Kelia Crabbe, Professor of Nursing
- Merette Dean, Professor of Nursing
- Ron Feller, Program Director, Emergency Medical Sciences
- Jacqueline Frock, Professor of Nursing
- Bryan Fulton, Anesthesia Technology Assistant Program Director
- Joyce Geb, Professor of Nursing
- Tiffany Jackson, Professor of Nursing
- Teresa Luper, Professor of Nursing
- Robin McMurry, Professor of Nursing
- Katherine Milam, HP Simulation/Lab Director
- Shelley Miller, Nursing Program Director
- Clyde Moss, Professor of Respiratory Care/Program Director
- Peggy Newman, Professor of Physical Therapist Assistant
- Harvey Parker, Health Professions Lab Assistant
- Jennifer Peters, Professor of Nursing
- Crystal Reynolds, Professor of Emergency Medical Sciences
- Beverly Schaeffer, Professor of Nursing
- Fonda Scott, Professor of Occupational Therapy Assistant
- Nancy Sweet-Fitzgibbon, Anesthesia Technology Program Director
- Shelly Troxel-Tevis, Clinical Affiliation Compliance Administrator
- Stephanie Wallace, Professor of Nursing
- Kay Wetmore, Professor of Nursing
- Mary White, Professor of Occupational Therapy Assistant
- Reeca Young, Program Director/Professor of Occupational Therapy Assistant

Background Checks:

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

Drug Testing:

Drug testing is required for all students in the Division of Health Professions. Each student must have a pre-placement drug test prior to the first clinical assignment. The fee will be paid with the tuition and other fees for the semester in the program where actual clinical assignments begin. Additional pre-placement drug tests may be performed as necessary. Any break in continuous enrollment will require an additional pre-placement test. AUAs and LPNs with a positive drug screen result must be reported to the Oklahoma Board of Nursing.
Division of Science, Engineering, and Mathematics

Our society is growing ever more dependent on science, engineering and mathematics to solve its problems. Knowledge of mathematics, science and engineering is power to affect the future. The Division of Science, Engineering and Mathematics offers high quality courses in the fields of biology, chemistry, clinical research coordination, astronomy, geology, physics, physical science, engineering and mathematics. We emphasize an understanding of modern scientific and engineering methodologies and strive to provide access to up-to-date equipment and techniques. 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 comprehensive general education courses 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.

Science, Engineering and Mathematics

Curriculum Programs

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

Faculty and Lab Supervisors

- Sherri Arthur, Professor of Biology
- Zach Austin, Developmental Mathematics Lab Instructor
- Bruce Bailey, III, Professor of Chemistry
- Kristy Bailey, Professor of Chemistry
- Daniel Bakewell, Professor of Mathematics
- Daniel Benton, Professor of Mathematics
- Lisa Buckelew, Professor of Mathematics
- Paul Buckelew, Professor of Mathematics
- Michelle Cole, Professor of Biology
- Betty Coleman, Professor of Mathematics
- Dale Duke, Professor of Mathematics
- Ernest Gobert, Professor of Mathematics
- Ken Harrelson, Professor of Mathematics
- Betty J. Higgins, Chemistry/Physical Science Lab Supervisor
- Julian Hilliard, Professor of Biology
- Gregory Holland, Professor of Engineering
- Melody Johnson, Developmental Mathematics Lab Instructor
- Steve Kash, Professor of Biology
- Kimberly Kyker, Professor of Biology/Chemistry
- William Layden, Biological Sciences Lab Supervisor
- Michael Low, Professor of Physics
- Gail Malmstrom, Professor of Mathematics
- Jay A. Malmstrom, Professor of Mathematics
- Alexander Malveev, Professor of Biology
- John McMurray, Professor of Biology
- Janet Mitchell, Professor of Mathematics
- Charles Nunley, Professor of Mathematics
- Christopher Oehrlein, Professor of Mathematics
- Ivana Pavic, Professor of Physics
- Christine Peck, Mathematics Lab Supervisor
- Raul Ramirez, Professor of Biology
- Sherry Ray, Professor of Mathematics
- George Risinger, Professor of Biology
- Robyn Senter, Professor of Biology
- Steven Shore, Professor of Chemistry
- Tad Thurston, Professor of Physics
- Brandon Tomson, Professor of Mathematics
- Courtney Vahlberg, Professor of Chemistry
- Changjiang Zhu, Professor of Chemistry
The Division of Social Sciences offers a variety of degree programs that prepare students to transfer to four-year institutions and universities as well as a wide array of general education courses that serve students in programs outside of the division. Listed below are all of the programs offered within this division. Child Development (Associate in Arts) and Child Development (Associate in Applied Science) programs have been accredited by the National Association for the Education of Young Children (NAEYC). Please refer to the Course Descriptions and the Course Patterns for more detailed information about particular programs that you are interested in. In addition, please feel free to contact the division office or specific program faculty; we are here to serve you.

**Curriculum Programs**

- Child Development (Associate in Arts)
- Child Development (Associate in Applied Science)
- Child Development AAS Administrative Option (Associate in Applied Science)
- Child Development (Certificate of Mastery)
- Community/Public Health (Associate in Science)
- History (Associate in Arts)
- Political Science/Pre-Law (Associate in Arts)
- Psychology (Associate in Arts)
- Sociology (Associate in Arts)

Child Development (Associate in Arts) and Child development (Associate in Applied Science) programs have been accredited by the National Association for the Education of Young Children (NAEYC).

**Faculty and Lab Supervisors**

- Jennifer Allen, Professor of Psychology
- Jeff Anderson, Professor of Psychology/Psychology Department Chair
- Jeff Carlisle, Professor of History
- Bruce Cook, Professor of Psychology
- John Ehrhardt, Professor of History
- Dana Glencross, Professor of Political Science
- Stephanie Hayes, Professor of Psychology
- Leslie Jones, Professor of History
- Yuthika Kim, Professor of Psychology
- Dawn Ladiski, Professor of Child Development/Child Development Department Chair
- Jerry W. Ludlow, Professor of Sociology
- Ray McCullar, Professor of History/History and Geography Department Chair
- Shanna Padgham, Professor of Political Science
- Gregory Parks, Professor of Psychology
- LiErin Probasco, Professor of Sociology/Sociology Department Chair
- Julie Rice-Rollins, Professor of Geography
- Markus Smith, Professor of Political Science
- Comesha Woods, Scholars for Excellence in Child Care Coordinator
Cooperative Alliance Programs

The following Associate of Applied Science programs at Oklahoma City Community College use Prior Learning Assessment (PLA) credit to complete the major courses for the degree. PLA credit offers students an opportunity to complete a degree giving the student an educational advantage that employers are looking for in today's competitive world.

For more information, please contact the Office of Records and Graduation Services at 682-7512.

**Curriculum Programs**

- Engineering Technology
- Medical Assistant
- Surgical Technology
Allied Health - Science with Biology Concentration, Pre-Baccalaureate
Allied Health Emphasis

Associate in Science
Minimum of 61-62 credit hours

Today, there are millions of workers employed as allied health professionals in the United States. And, the number of workers needed is only expected to rise, making this an excellent career field to enter. If you're interested in a career in sonography, radiography, radiation therapy, nuclear medicine, nutritional science, communication science, physical therapy or occupational therapy, consider enrolling in the associate in science degree program in allied health at Oklahoma City Community College.

Course Sequence

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
<th>Type</th>
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<td><strong>Suggested Freshman 1st Semester</strong></td>
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<tr>
<td>SCL 1001</td>
<td>Success in College and Life</td>
<td>1</td>
<td>Life Skills</td>
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Course Grouping

Major Courses: (13 credit hours) Biology Core: BIO 1124; BIO 2234; CHEM 1115
General Education Courses: (38 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Humanities: Six credit hours*; Social Science: PSY 1113; SOC 1113* or PSY 2403*; Mathematics: MATH 1483; Computer Science: CS 1103; 8 hours of general education science chosen from the following: BIO 2125, BIO 1134, BIO 2215, CHEM 1215, PHYS 1114.
Life Skills Courses: (1 credit hour) Life Skills: SCL 1001
Support Courses: (9 credit hours): 9 credit hours of support electives from the following*: AHP 1013, ACCT 2113, BIO 1023, BIO 2114, BIO 2203, BIO 2215, BIO 2255, BIO 2404, CHEM 2114, CHEM 2111, COM 2213, MATH 1613, MATH 1743, MATH 2013, PHYS 1114, PHYS 1214, or any 5 credit hour GRMN, FREN, or SPAN course.

*Course choice depends on the specific program for which the student is applying. See prerequisite course list of the receiving institution. A minimum grade of "C" required for all prerequisites and general education courses at OUHSC; at UCO all BIO and CHEM courses require a minimum grade of "C."

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See the front general section for information and requirements about University Parallel/Transfer Programs.
BIOL 1124 - General Biology I (Majors)
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0313 or adequate math placement.
4 Credits

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

CSCI 1103 - Introduction to Computers and Applications
Prerequisites: MATH 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits

This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochemistry. Laboratory experience is an integral part of the course.

CS 1103 - Introduction to Computers and Applications
Prerequisites: MATH 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. Advanced Standing is available. This course satisfies the computer proficiency requirement.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits

In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

GEN ED SCI ELEC - General Education Science Electives
8 Credits

8 hours of general education science chosen from the following: BIOL 1215 Microbiology; BIOL 1134 General Biology II (Majors); BIO 2215 General Zoology; CHEM 1215 General Chemistry II; PHYS 1114 College Physics I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures

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 2403 - Developmental Psychology
Prerequisites: 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.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

SOC 1113 - Introduction to Sociology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, social stratification and social change.
Anesthesia Technology Program++

Associate in Applied Science

Minimum of 64-66 credit hours

Oklahoma City Community College offers the first and only anesthesia technology program in Oklahoma. As an integral member of the anesthesia care team, certified anesthesia technologists focus on fundamental and advanced clinical procedures that assist licensed anesthesia providers in the safe and efficient care of patients receiving anesthesia. Anesthesia technologists are trained to anticipate the needs of the patient and the provider, as determined by the surgical requirements, procedure or circumstance. Upon successful completion of the associate degree in anesthesia technology, the graduate will be eligible to sit for the American Society of Anesthesia Technologists and Technicians (ASATT) national certification examination. Certified anesthesia technologists may work in a variety of clinical settings including hospital operating rooms, interventional and diagnostic radiology, labor and delivery suites, intensive care units, emergency rooms, outpatient procedure suites, and ambulatory surgery centers.

Courses identified by “C” within a program curriculum pattern must be completed with a grade of “C” or better by students majoring in this program.

Course Sequence

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Suggested Freshman 2nd Semester

| ENGL 1213 | English Composition II                           | 3       | Gen Ed     | C      |
| CHEM 1123 | Survey of General, Organic, and Biochemistry     | AND     | Gen Ed     | C      |
| CHEM 1131 | Laboratory for Survey of General, Organic, and Biochemistry | OR | Gen Ed | C |
| CHEM 1115 | General Chemistry I                              | 4-5     | Gen Ed     | C      |
| BIO 1414 | Human Anatomy and Physiology II                  | OR      | Support    | C      |
| BIO 2234 | Human Physiology                                 | 4       | Support    | C      |
| COM 2213 | Intro to Public Speaking                         | OR      | Gen Ed     | C      |
| PHIL 1123 | Critical Thinking                                | OR      | Gen Ed     | C      |
| ENGL 1233 | Technical Writing for the Workplace              | OR      | Gen Ed     | C      |
| PSY 1113  | General Psychology                               | 3       | Gen Ed     | C      |

Suggested Freshman Summer Semester

| ANES 1112 | Introduction to Anesthesia Technology            | 2       | Major      | C      |
| ANES 1124 | Fundamentals I                                   | 4       | Major      | C      |

Suggested Sophomore 1st Semester

| ANES 1134 | Instrumentation I                                | 4       | Major      | C      |
| ANES 1143 | Pharmacology                                     | 3       | Major      | C      |
| ANES 1155 | Fundamentals II                                  | 5       | Major      | C      |
| POLSC 1113 | American Federal Government                      | 3       | Gen Ed     | C      |

Suggested Sophomore 2nd Semester

| ANES 2114 | Instrumentation II                               | 4       | Major      | C      |
| ANES 2125 | Fundamentals III                                 | 5       | Major      | C      |
| ANES 2133 | Professional Aspects of Anesthesia Technology    | 3       | Major      | C      |
| HIST 1483 | U.S. History to 1877                             | OR      | Gen Ed     | C      |
| HIST 1493 | U.S. History 1877 to Present                     | 3       | Gen Ed     | C      |

Course Grouping

Major Courses: (30 credit hours) Anesthesia Technology: (C)ANES 1112; (C)ANES 1124; (C)ANES 1134; (C)ANES 1143; (C)ANES 1155; (C)ANES 2114; (C)ANES 2125; (C)ANES 2133 (All Anesthesia major courses have pre and co-requisite courses which are listed with the course descriptions in this catalog. These courses also have clinical components that require pre-placement drug testing, purchase of liability insurance, immunizations and health records, a clinical uniform, extensive background checks and transportation to clinical sites). General Education Courses: (25-26 credit hours) Allied Health: (C)AHP 1013; Chemistry: (C)CHEM 1123, and (C)CHEM 1131, or (C)CHEM 1115; English: (C)ENGL 1113; (C)ENGL 1213; History: HIST 1483 or HIST 1493; Interpersonal Communications: (C)COM 2213 or (C)PHIL 1123 or (C)ENGL 1233 or (C)PSY 1113; Math: (C)MATH 1483 or (C)MATH 1503; Political Science: POLSC 1113

Support Courses: (8-9 credit hours): Biological Science: (C)BIO 1314 or (C)BIO 2255; (C)BIO 1414 or (C)BIO 2234

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

A grade of “C” must be achieved in all courses required for this degree with the exception of POLSC 1113 and HIST 1483 or HIST 1493 (a grade of “D” is minimum for these courses).

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

+++Special Admissions Procedures:
All Health Professions students are required to submit a nationwide background check and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program.
Degree Program Course Descriptions

AHP 1013 - Medical Terminology  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.

ANES 1112 - Introduction to Anesthesia Technology  
Prerequisites: Co-requisite: ANES 1124  
2 Credits  This course is an introduction to the role of the Anesthesia Technologist and their relationship to other Healthcare Professionals. In addition, the student will be introduced to the theory and concepts of functioning in a surgical environment including a fundamental understanding of a variety of anesthesia equipment/supplies and basic case set-up.

ANES 1124 - Fundamentals I  
Prerequisites: Co-requisite: ANES 1112  
4 Credits  This course introduces the student to management of patients undergoing general, regional, or sedation anesthesia. The dependence of medical diagnostics and the analogous relationship of the human body to the sciences are emphasized. Didactic and laboratory instruction as well as clinical preceptorships are provided to prepare the student with cognitive, psychomotor, and affective learning related to anesthesia technology fundamentals.

ANES 1134 - Instrumentation I  
Prerequisites: ANES 1112 and ANES 1124; Co-requisites: ANES 1143; ANES 1155; and POLSC 1113  
4 Credits  This course focuses on the equipment and instrumentation utilized in providing anesthesia. Topics to be covered include the anesthesia machine, airway equipment and basic set-up. In addition, ancillary equipment including but not limited to gas cylinders, hospital gas supply lines, ventilators, absorbers, and pulse oximetry will be covered. Set-up, calibration, operation, basic troubleshooting, maintenance, and safety checks will be examined. Didactic and laboratory instruction are provided to prepare the student with cognitive, psychomotor, and affective learning related to anesthesia technology basic instrumentation.

ANES 1143 - Pharmacology  
Prerequisites: ANES 1112 and ANES 1124; Co-requisites: ANES 1134; ANES 1155; and POLSC 1113.  
3 Credits  This course focuses on the pharmacokinetics and pharmacodynamics of drugs used in the administration of anesthesia and analgesia. Topics covered include dosage calculation, routes of administration, drug interactions, and the various classes of anesthetic agents. Proper use and safe practice of delivery and storage and assisting anesthesia care providers in the preparation of medications will be introduced. Additionally, a review of the nervous system will be presented.

ANES 1155 - Fundamentals II  
Prerequisites: ANES 1112 and ANES 1124; Co-requisites: ANES 1134; ANES 1143 and POLSC 1113  
5 Credits  This course introduces the student to anesthesia emergencies to include difficult airway algorithms, malignant hyperthermia, fire in the operating room, cardiac arrest, anaphylaxis, and local anesthesia toxicity. Clinical settings will include adult hospital operating rooms, interventional and diagnostic radiology, outpatient procedure suites, and ambulatory surgery centers. All clinical experiences will be under direct supervision with a clinical preceptor. Students will progress to independently set-up, and/or assess efficacy of equipment, medications, and treatments as well as assist in the care of the patient.

ANES 2114 - Instrumentation II  
Prerequisites: Prerequisites: ANES 1112, ANES 1124, ANES 1134, ANES 1143, ANES 1155; Co-requisites: ANES 2125, ANES 2133; HIST 1483 or 1493  
4 Credits  This course provides instruction and lab application to the theories and concepts of advanced anesthesia equipment used in complex anesthesia situations. Topics include Point of Care Technology, Invasive monitoring and transducers, thromboelastograph, cell saver, rapid volume infuser, IABP’s transport monitoring, NMB assessment, VADs, defibrillators, pacemakers and implantable defibrillators.

ANES 2125 - Fundamentals III  
Prerequisites: ANES 1112, ANES 1124, ANES 1134; ANES 1143 and ANES 1155; Co-5 Credits  This course provides didactic, laboratory and clinical instruction to prepare the student with the cognitive, psychomotor, and affective learning skills related to anesthesia technology advanced fundamentals. Topics include ACLS certification, IV therapy, pediatric, obstetric and emergency anesthesia.

ANES 2133 - Professional Aspects of Anesthesia Technology  
Prerequisites: ANES 1112; ANES 1124; ANES 1134; ANES 1143 and ANES 1155; Co-3 Credits  This course serves as a capstone course for the anesthesia technology program. Topics include supply chain fundamentals, including budget limitations and cost effectiveness; ethics and law related to anesthesia technology; policies and standards for quality assurance, process improvement, regulatory associations, and credentialing. Students will prepare for the national technologist credentialing exam, review career opportunities and discuss present and future technologies.

BIO 1314 - Human Anatomy and Physiology I  
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement. 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 functional physiological processes that occur in health and disease for the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

BIO 1414 - Human Anatomy and Physiology II  
Prerequisites: BIO 1314 with a grade of "C" or higher  
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 requires dissection is an integral and required part of the course.

BIO 2234 - Human Physiology  
Prerequisites: BIO 1124 and one college-level chemistry course.  
4 Credits  Students discuss major systems of the human body, contrast functional and regulatory activities of each and identify factors influencing homeostasis. Through the use of models, the student will recognize the relative influences and interrelationships between circulation, digestion, metabolism, respiration, kidney function, muscle action, endocrine and nervous control, and reproduction of other systems and the organism as a whole. Laboratory work which requires dissection is an integral and required part of the course.
BIO 2255 - Human Anatomy
Prerequisites: BIO 1124
5 Credits Students study the development and gross morphology of the human body and its systems. This course may not be applied for Biology major credit. Open only to majors in physical education, science education, physical therapy, nursing, occupational therapy, physician’s associate, dental hygiene, pharmacy, and selected fields. Laboratory dissection of human cadavers is required.

CHEM 1115 - General Chemistry I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.
5 Credits This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structures, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochemistry. Laboratory experience is an integral part of the course.

CHEM 1123 - Survey of General, Organic, and Biochemistry
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement.
3 Credits This course is designed for nursing and allied health programs which do not require General Chemistry I for science majors. This course is also appropriate for individuals interested in a general overview of chemistry. The course covers selected topics in general chemistry including unit conversions, atomic structure, chemical bonding, acids, bases, pH, chemical equilibrium, electrolytes, and properties of solutions. The course also introduces topics from organic and biochemistry. The relationship between chemical principles and human health is emphasized throughout the course.

CHEM 1131 - Laboratory for Survey of General, Organic, and Biochemistry
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement. Prerequisite or Corequisite: CHEM 1123
1 Credit Students apply chemical principles discussed in CHEM 1123 in a laboratory setting.

COM 2213 - Intro to Public Speaking
Prerequisites: ENGL 0106 or adequate placement score
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.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 1233 - Technical Writing for the Workplace
Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score
3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1483 - Functions and Modeling*
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1503 - Contemporary Mathematics
Prerequisites: MATH 0313 or adequate math placement Pre or Co-requisite ENGL 1113 or ENGL 1103
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. This course satisfies the computer proficiency requirement.

PHIL 1123 - Critical Thinking
Prerequisites: ENGL 1113
3 Credits Critical Thinking provides opportunities for students to practice skills in both intellectual and personal development.
Throughout the course, students will examine cognitive development, sound inductive argument development, biases and fallacies in decision formation, and problem solving skills. Students will apply these aspects of thought formation and critical thinking skills to writing development, goal setting, social analysis, and problem solving. This course satisfies three credit hours of the General Education humanities requirement for all Associates in Arts, Science, and Diversified Studies degrees.

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - General Psychology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
Art - Visual Arts

Associate in Arts

Minimum of 61 credit hours

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. Digital Media Design students who wish to transfer to a four-year institution should enroll in the Visual Arts program for an Associate in Arts degree.

Course Sequence

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Course Grouping

Major Courses: (16 credit Hours) Visual Arts: ART 1123; ART 1213; ART 1203 or 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 of general education 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 1483 or MATH 1503 or MATH 2013; Six hours of General Education Electives.
Life Skills Courses: (1 credit hour) Life Skills: SCL 1001
Support Courses: (7 Credit Hours) Guided Support Courses: Any course with ART (not previously used for major requirements) or DMD prefix.

Program Notes

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

ART 1013 - Art History: Prehistoric to Early Renaissance
Prerequisites: ENGL 1113
3 Credits  Art History: Prehistoric to Early Renaissance 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 will also analyze the social and art issues which led to the development and evolution of art styles throughout history.

ART 1023 - Art History: Early Renaissance to Contemporary
Prerequisites: ENGL 1113
3 Credits  Art History: Early Renaissance to Contemporary 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 will also analyze the social and art issues which led to the development and evolution of art styles throughout history.

ART 1123 - Drawing I
Prerequisites: ENGL 0106 or adequate placement score
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 1203 - Figure Drawing
Prerequisites: 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
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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
Prerequisites: 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
Prerequisites: 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 2013 - Painting I
Prerequisites: ENGL 0106 or adequate placement score
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 2821 - Portfolio Development and Presentation
Prerequisites: 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.

BIO - Biological Science
3 Credits  Biological Science

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits  In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

GEN ED - Gen Ed Elective
3 Credits  General Education elective

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective
3 Credits  Humanities elective

MATH 1483 - Functions and Modeling*
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
The student will demonstrate:
an understanding of the general concepts
of relation and function and specifically
of polynomial, rational, exponential and
logarithmic functions; the ability to solve
systems of equations by utilizing matrices
and determinants; and, the ability to solve
practical problems using algebraic and digital
techniques. *Pending OSRHE approval

**MATH 1503 - Contemporary Mathematics**
Prerequisites: MATH 0313 or adequate math
placement. Pre or Co-requisite ENGL 1113 or
ENGL 1103

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. This
course satisfies the computer proficiency
requirement.

**MATH 2013 - Introduction to Statistics**
Prerequisites: MATH 0313 or adequate math
placement; ENGL 0203, adequate placement
score, or by meeting determined placement
measures

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.

**PHYS - Any Physical Science**
3 Credits  Any Physical Science

**POLSC 1113 - American Federal Government**
Prerequisites: ENGL 0203, adequate
placement score, or by meeting determined
placement measures

3 Credits  A study of the principles, structure,
processes and functions of the United States
federal government.

**SCL 1001 - Success in College and Life**
Prerequisites: ENGL 0106 or adequate
reading/writing assessment scores

1 Credit  Students will learn best practices
for academic, career, and personal success.
Students will discover their individual
strengths, interests, and values to create
a personalized plan; select and utilize
resources that are applicable to their growth
and success; and engage as active and
responsible members of the academic
community. 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 to
satisfy the Life Skills requirement.

**SUPP - Guided Support Elective**
Automotive Technology

Certificate of Mastery

Minimum of 21 credit hours

This certificate will give you the skills you need to become an entry-level technician. You will take courses in brakes, steering and suspension, electrical electronics and engine performance. You will learn to diagnose and complete brake service and perform vehicle steering and suspension alignment. You will also take classes in electrical theory and electrical/electronic diagnostics and learn engine performance diagnostics and techniques for repair using a variety of diagnostic equipment. This career major includes course work on how to evacuate and recharge air-conditioning systems and basic diagnostics of the heat and A/C system.

The classes you take in this major are ASE preparatory and NATEF certified.

Course Sequence

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<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
<th>Type</th>
<th>Min Gd</th>
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<td>Major</td>
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<td>AT 1244</td>
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<tr>
<td>AT 1153</td>
<td>Basic Automotive Fundamentals</td>
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<td>Major</td>
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</table>

Suggested Freshman 1st Semester

Suggested Freshman 2nd Semester

Career Experience

A.S.E. Electrical Systems

A.S.E. Heating and Air Conditioning Systems

Course Grouping

Major Courses: (19 credit hours) AT 1224; AT 1244; AT 2224; AT 2234; AT 1153
General Education Courses: NONE
Life Skills Courses: NONE
Support Courses: (2 credit hours) Automotive Technology: AT 2001

Program Notes

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.
AT 1153 - Basic Automotive Fundamentals
3 Credits  This course is an application of specific competencies in the operation and service repair of vehicles in the areas of: maintenance and minor vehicle service. Usage of service manuals, manufacturers procedures, tools, and safety are stressed. The student will discuss nomenclature and operating principles of basic automotive fundamentals. Also, the student will discuss and perform diagnostic and service procedures used to maintain these specific systems. The student will show competency in the areas of changing fluids, flush equipment, tire repair, tire balance, vehicle vibration diagnosis, and scan tool usage. This course satisfies the computer proficiency requirement.

AT 1224 - A.S.E. Suspension and Steering
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate math placement test score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.

AT 1244 - A.S.E. Brakes
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.

AT 2001 - Career Experience
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.

AT 2244 - A.S.E. Electrical Systems
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.

AT 2234 - A.S.E. Heating and Air Conditioning Systems
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.
Automotive Technology - Automotive Technology Internship Program

Associate in Applied Science - Automotive Technology - Automotive Technology Internship Program – Honda PACT, Nissan Technician Training Academy and Subaru University

Minimum of 66 credit hours

In OCCC’s Automotive Technology Degree Programs, you’ll learn: •A.S.E. engine performance, engine repair, suspension and steering and brakes and new products. •Electrical theory and automotive heat and air conditioning theory •Brake system repair and diagnosis, anti-lock brake system diagnosis, alignment procedures and theory and suspension diagnosis The automotive technology degree programs offer traditional classes as well as individual-paced (IP) courses to fit with your needs and lifestyle.

This degree program is certified by the National Automotive Technicians Education Foundation (NATEF) and is ASE preparatory.

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<td>AT 2204</td>
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Course Grouping

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

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

Life Skills Courses: (3 credit hours) AT 1013

Support Courses: (3 credit hours) Among possible courses, students might choose to select: MGMT 2053 or AT 1153

Program Notes

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

AT 1013 - Automotive Student Success Initiative
Prerequisites: 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. This course satisfies the computer proficiency requirement.

AT 1204 - A.S.E. Engine Performance
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.

AT 1214 - A.S.E. Engine Repair
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.

AT 1224 - A.S.E. Suspension and Steering
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.

AT 1244 - A.S.E. Brakes
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.

AT 2001 - Career Experience
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
1 Credit The student will discuss and 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. This course satisfies the computer proficiency requirement.

AT 2101 - A.S.E. Certification
Prerequisites: ENGL 0203 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.

AT 2204 - A.S.E. Manual Drive Trains
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.

AT 2214 - A.S.E. Automatic Transmissions/transaxes
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.

AT 2224 - A.S.E. Electrical Systems
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.

AT 2234 - A.S.E. Heating and Air Conditioning Systems
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.

BUS 2033 - Business Communication
Prerequisites: ENGL 1113 or by evaluation.
Criteria for evaluation is in division office.
3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course
content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media: delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. This course satisfies the computer proficiency requirement.

**COM 1123 - Interpersonal Communications**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 2213 - Intro to Public Speaking**
Prerequisites: ENGL 0106 or adequate placement score
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.

**ENGL 1113 - English Composition I**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

**ENGL 1233 - Technical Writing for the Workplace**
Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score
3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

**FA AT - Faculty Approved Automotive Elective**
Prerequisites: None
Credit Faculty approved Automotive elective

**FA SUPPORT - Faculty Approved Support Electives**
3 Credits Faculty approved support electives

**HIST 1483 - U.S. History to 1877**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**HIST 1493 - U.S. History 1877 to Present**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**MATH 1503 - Contemporary Mathematics**
Prerequisites: MATH 0313 or adequate math placement. Pre or Co-requisite ENGL 1113 or ENGL 1103
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. This course satisfies the computer proficiency requirement.

**MATH 2013 - Introduction to Statistics**
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

**POLSC 1113 - American Federal Government**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits A study of the principles, structure, processes and functions of the United States federal government.
Automotive Technology - GM Automotive Service Educational Program

Associate in Applied Science

Minimum of 66 credit hours

If you're interested in automotive technology, you can choose the Automotive Service Educational Program (ASEP) emphasis. ASEP students are sponsored by a General Motors dealership. You will develop expertise in the latest technological advances in GM automotive engineering and service procedures and are guaranteed employment with your sponsor after graduating with your degree.

This degree program is certified by the National Automotive Technicians Education Foundation (NATEF) and is ASE preparatory.

Course Sequence

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<th>Credits</th>
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Course Grouping

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

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

Life Skills Courses: (3 credit hours) AT 1013

Support Courses: (3 credit hours) Principles of Management: MGMT 2053 or AT 1153

Program Notes

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

AT 1013 - Automotive Student Success Initiative
Prerequisites: 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. This course satisfies the computer proficiency requirement.

AT 1304 - GM Engine Repair
Prerequisites: MATH 0103 or adequate math placement, ENGL 0203 or adequate placement score, or by meeting determined placement measures. 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. This course satisfies the computer proficiency requirement.

AT 1314 - GM Electrical Systems
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. 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. This course satisfies the computer proficiency requirement.

AT 1324 - GM Engine Performance
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. 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. This course satisfies the computer proficiency requirement.

AT 1334 - GM Brakes
Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. 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. This course satisfies the computer proficiency requirement.

AT 1422 - GM New Products I
Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures.§ Criteria for evaluation is in division office. 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. This course satisfies the computer proficiency requirement.

AT 2001 - Career Experience
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.

AT 2101 - A.S.E. Certification
Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.

AT 2304 - GM Suspension and Steering
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. 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. This course satisfies the computer proficiency requirement.

AT 2314 - GM Manual Drive Trains
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. 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. This course satisfies the computer proficiency requirement.

AT 2324 - GM Automatic Transmissions and Transaxles
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. 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. This course satisfies the computer proficiency requirement.

**AT 2334 - GM Heating and Air Conditioning Systems**
**Prerequisites:** MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. 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. This course satisfies the computer proficiency requirement.

**AT 2422 - GM New Products II**
**Prerequisites:** MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. 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. This course satisfies the computer proficiency requirement.

**BUS 2033 - Business Communication**
**Prerequisites:** ENGL 1113 or by evaluation. Criteria for evaluation is in division office.
3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. This course satisfies the computer proficiency requirement.

**COM 1123 - Interpersonal Communications**
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures
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 2213 - Intro to Public Speaking**
**Prerequisites:** ENGL 0106 or adequate placement score
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**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

**ENGL 1233 - Technical Writing for the Workplace**
**Prerequisites:** ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score
3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

**FG ELEC - Faculty Guided Elective**
3 Credits Faculty guided elective

**HIST 1483 - U.S. History to 1877**
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**HIST 1493 - U.S. History 1877 to Present**
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**MATH 1483 - Functions and Modeling***
**Prerequisites:** MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

**MATH 1503 - Contemporary Mathematics**
**Prerequisites:** MATH 0313 or adequate math placement; Pre or Co-requisite ENGL 1113 or ENGL 1103
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. This course satisfies the computer proficiency requirement.

**MATH 2013 - Introduction to Statistics**
**Prerequisites:** MATH 0313 or adequate math placement; ENGL 0203, adequate placement
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.

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits A study of the principles, structure, processes and functions of the United States federal government.
Biology

Associate in Science

Minimum of 61-68 credit hours

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 bachelors degree, career opportunities become available in areas such as ecology, education, pollution control, medical technology, medicine, research, forestry, wildlife management, dentistry and pharmacology.

Course Sequence

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<td>Biology Support Electives</td>
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Course Grouping

Major Courses: (13 credit hours); Biology Core: BIO 1124; CHEM 1115; *4-5 credits chosen from the following major electives: BIO 2114, BIO 2125, BIO 2234, BIO 2404, and CHEM 2114

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Biology: BIO 1134; Chemistry: CHEM 1215; Physics: PHYS 1114, Humanities: Six credit hours; Social Science: PSY 1113 or SOC 1113; Mathematics: MATH 1483

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

*Support Courses: (10 credit hours) AHP 1013, ACCT 2113, BIO 1023, BIO 2203, BIO 2215, BIO 2404, CHEM 2114, CHEM 2111, COM 2213, CS 1103, MATH 1613, MATH 1743, MATH 2013, PHYS 1214, PSY 2403, or any 5 credit hour GRMN, FREN, or SPAN course.

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

Program Notes

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

This program is designed for students planning to continue their education at a four-year college or university.
Degree Program Course Descriptions

**BIO 1124 - General Biology I ( Majors)**
**Prerequisites:** ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0313 or adequate math placement.
4 Credits  An introductory course required for all biological science majors and pre-health profession students. The fundamental principles of biology are described using a cellular approach. Students gain knowledge regarding the chemical basis of life, structural characteristics of cells to include a discussion of energetics, metabolism and genetics. Evolution and ecology are also discussed in order to provide an understanding of both the diversity of living organisms and the living world. Students recognize, discuss and correctly apply fundamental biological principles influencing their personal relationship with other life forms. A discussion of the scientific method, logical (deductive) reasoning, hypothesis testing and some common fallacies and misconceptions that cloud scientific explanations of the natural world are included. Laboratory work, an integral and required part of the course, will enhance the student’s understanding of fundamental biological concepts as well as scientific procedures, laboratory technical skills, dissection and statistical analysis.

**BIO 1134 - General Biology II ( Majors)**
**Prerequisites:** BIO 1124
4 Credits This second course in the General Biology series for majors in the biological sciences and related fields, takes organismal approach to studying bacterial, plant and animal diversity, and relates how various morphological features function. A discussion of the scientific method, logical (deductive) reasoning, hypothesis testing and some common fallacies and misconceptions that cloud scientific explanations of the natural world are included. Students discuss Darwinian natural selection as a mechanism for evolutionary change with emphasis on systematics in order to understand evolutionary relationships between the major classes of plants and animals. Laboratory work, an integral and required part of the course, includes a variety of dissections and hypothesis testing exercises.

**BIO SUPP ELEC - Biology Support Electives**
10 Credits 10 credit hours of support electives from the following: AHP 1013, ACCT 2113, BIO 1023, BIO 2203, BIO 2215, BIO 2404, CHEM 2114, CHEM 2111, COM 2213, CS 1103, MATH 1613, MATH 1743, MATH 2013, PHYS 1214, PSY 2403, or any 5 credit hour GRMN, FREN, or SPAN course.

**CHEM 1115 - General Chemistry I**
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.
5 Credits This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochemistry. Laboratory experience is an integral part of the course.

**CHEM 1215 - General Chemistry II**
**Prerequisites:** CHEM 1115 with a grade of "C" or better; MATH 1483 or MATH 1533 with a grade of "C" or better.
5 Credits This course is a continuation of CHEM 1115 with emphasis on thermochemistry, intermolecular forces, properties of solutions, acid/base properties, kinetics, equilibrium, thermodynamics, electrochemistry, and organic chemistry. Laboratory is an integral part of the course.

**ENGL 1113 - English Composition I**
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

**ENGL 1213 - English Composition II**
**Prerequisites:** ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

**FA BIO - Faculty Approved Biological Science Elective**
3 Credits Faculty approved Biological Science elective

**HIST 1483 - U.S. History to 1877**
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**HIST 1493 - U.S. History 1877 to Present**
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**HUM - Humanities Elective**
3 Credits Humanities elective

**MATH 1483 - Functions and Modeling**
**Prerequisites:** MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

**PHYS 1114 - College Physics I**
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 1483 or higher or APPM 1223, within the last two years or by evaluation. § Criteria for evaluation is in division office.
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
Numerical computations will utilize algebra and basic trigonometry where appropriate.

**POLSC 1113 - American Federal Government**
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

**PSY 1113 - General Psychology**
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*
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.

**SCL 1001 - Success in College and Life**
*Prerequisites: ENGL 0106 or adequate reading/writing assessment scores*
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**SOC 1113 - Introduction to Sociology**
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*
3 Credits  The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, social stratification and social change.
Broadcasting - Journalism and Broadcasting/Broadcasting Emphasis

Associate in Arts

Minimum of 61 credit hours

If you're self-confident, assertive, creative, enthusiastic and inquisitive – this is the career for you. At Oklahoma City Community College, you can get practical experience in the behind-the-scenes operations of America’s electronic media – essential to gaining employment since broadcasters don’t traditionally want to train new workers. You want to be ready to jump in from day one. In our broadcasting program, you’ll learn the rigorous ins and outs of the news business, invaluable communication skills, and all the current trends especially in web communications. With this knowledge, you’re sure to edge out the competition with an associate degree in broadcasting designed for you.

Course Sequence

<table>
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<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
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<td>OR</td>
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<td>ECON 2143</td>
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<td>OR*</td>
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<td>TA 1133</td>
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<td>Support</td>
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<td>TA 2233</td>
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<td>COM 2213</td>
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Course Grouping

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

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; Communications: COM 1123 or COM 2213; Economics: ECON 2123 or ECON 2143* or ECON 1013; History: HIST 1483 or HIST 1493; Mathematics: MATH 1483 or MATH 1503 or MATH 2013; Political Science: POLSC 1113; Social Sciences: PSY 1113 or SOC 1113; Humanities: Six credit hours Humanities Electives; **Science: 3-4 credit hours of general education Biological Science; 3-4 credit hours of general education Physical Science; **One of the science courses must have a lab component.

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

Support Courses: (11 Credit Hours) TA 1133 or TA 2233; 3 credit hours of any DMD course; 5 credit hours of any course or courses of the student’s choosing - a modern language is recommended.

*Requires a prerequisite: ECON 2123

Program Notes

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

COM 1123 - Interpersonal Communications  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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 2213 - Intro to Public Speaking  
Prerequisites: ENGL 0106 or adequate placement score  
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.

DMD - Digital Media Design  
3 Credits: Select any DMD course

ECON 1013 - Introduction to Economics  
Prerequisites: MATH 0203 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures  
3 Credits: This course is an introduction to the fundamental framework of economic principles. Students will explore the principles of economic decision-making in the workplace, business, and government. Upon completion of this course, students will be able to relate the principles of economics to solve everyday problems. Topics covered include scarcity, choice and opportunity cost; demand, supply, market efficiency and structure; consumer utility theory, inflation, unemployment and the effects of government policy and intervention.

ECON 2123 - Principles of Microeconomics  
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.  
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 2143 - Principles of Macroeconomics  
Prerequisites: ECON 2123 or by evaluation  
3 Credits: This course is a continuation of the Principles of Economics involving the production, consumption and distribution of wealth in a market economy, with major emphasis on microeconomics theory, particularly the general price level, output and income, and interrelations among sectors of the economy, determinants of aggregate demand and aggregate supply, as well as monetary and fiscal policy tools that can be used to achieve particular policy objectives. The basics of international finance will be reviewed.

ENGL 1113 - English Composition I  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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 materials and incorporate researched materials into compositions.

ENGL 1213 - English Composition II  
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.  
3 Credits: In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1493 - U.S. History 1877 to Present  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits: After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective  
3 Credits  Humanities elective

JB 1103 - Audio Production  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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. This course satisfies the computer proficiency requirement.

JB 2643 - Video Production  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits: The student will use video production techniques to produce, edit and direct program materials of broadcast quality. Extensive laboratory work is required.

JB BRDC ELEC - J&B Broadcasting Major Elective
**JB BRDC SUPP ELEC - J&B**

Broadcasting Support Elective  
5 Credits  
Support Electives: any course or courses of the student's choosing - a modern language is recommended.

**MATH 1483 - Functions and Modeling**  
Prerequisites: MATH 0313 or adequate math placement score, or by meeting determined placement measures  
3 Credits  
The student will demonstrate:  
an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

**MATH 1503 - Contemporary Mathematics**  
Prerequisites: MATH 0313 or adequate math placement. Pre or Co-requisite ENGL 1113 or ENGL 1103  
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. This course satisfies the computer proficiency requirement.

**MATH 2013 - Introduction to Statistics**  
Prerequisites: MATH 0313 or adequate math placement score, or by meeting determined placement measures  
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.

**PHYS - Any Physical Science**  
3 Credits  
Any Physical Science

**POLS 1113 - American Federal Government**  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  
A study of the principles, structure, processes and functions of the United States federal government.

**PSY 1113 - General Psychology**  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.

**SCL 1001 - Success in College and Life**  
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores  
1 Credit  
Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**SOC 1113 - Introduction to Sociology**  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  
The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, social stratification and social change.

**TA 1133 - Voice and Speech Improvement**  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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 2233 - Acting for The Camera**  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.
Business - AS

Associate in Science

Minimum of 62 credit hours

Choosing to become a member of the business community means learning a variety of skills. If you decide to pursue this career option, you will study courses like economics, accounting, statistics and computer science in addition to taking general education classes. You can pick from many associate degrees in business from Oklahoma City Community College as well as several business certificate programs. Your educational options include this two-year general business program that transfers easily to the college or university of your choice.

This program is approved by the Accreditation Council for Business Schools and Programs (ACBSP).

Course Sequence

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
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<td>MATH 1483</td>
<td>Functions and Modeling*</td>
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Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. (See also AS Business options transferring to OCU, OU, and UCO.)

Completion of ACCT 2113 with a grade of "C" or better.

Please refer to the General Degree Requirement section of the catalog for the general requirements for completion of the Associate in Science Degrees.
Degree Program Course Descriptions

ACCT 2113 - Accounting I/Financial
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement measures.
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
Prerequisites: Completion of ACCT 2113 with a grade of “C” or better.
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.

BIO - Biological Science
3 Credits Biological Science

BUS 2033 - Business Communication
Prerequisites: ENGL 1113 or by evaluation. Criteria for evaluation is in division office.
3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. This course satisfies the computer proficiency requirement.

COM 2213 - Intro to Public Speaking
Prerequisites: ENGL 0106 or adequate placement score
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.

ECON 2123 - Principles of Microeconomics
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement measures.
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 2143 - Principles of Macroeconomics
Prerequisites: ECON 2123 or by evaluation
3 Credits This course is a continuation of the Principles of Economics involving the production, consumption and distribution of wealth in a market economy, with major emphasis macroeconomics theory, particularly the general price level, output and income, and interrelations among sectors of the economy, determinants of aggregate demand and aggregate supply, as well as monetary and fiscal policy tools that can be used to achieve particular policy objectives. The basics of international finance will be reviewed.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
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 student will locate library material and incorporate researched materials into compositions.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well- reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

FA GEN - Faculty Approved General Education Elective
3 Credits Faculty approved General Education elective

FA SUPPORT - Faculty Approved Support Electives
3 Credits Faculty approved support electives

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective
3 Credits Humanities elective

MATH 1483 - Functions and Modeling*
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve
practical problems using algebraic and digital
techniques. *Pending OSRHE approval

**MATH 1743 - Calculus I for Business,**
**Life Sciences, and Social Sciences**
*Prerequisites: MATH 1483 or adequate math placement*
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.

**PHYS - Any Physical Science**
3 Credits  Any Physical Science

**POLSC 1113 - American Federal Government**
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

**SCL 1001 - Success in College and Life**
*Prerequisites: ENGL 0106 or adequate reading/writing assessment scores*
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
Business - AS Option Transferring to OCU and colleges with Similar Patterns

Associate in Science
Minimum of 62 credit hours
Choosing to become a member of the business community means learning a variety of skills. If you decide to pursue this career option, you'll study courses like economics, accounting, statistics and computer science in addition to general education classes.
You can pick from many associate degrees in business from Oklahoma City Community College as well as several business certificate programs.
Your educational options include this two-year general business program that transfers easily to Oklahoma City University to the Meinders School of Business or a number of other schools with similar patterns to continue your educational path toward a bachelor's degree in business in a variety of fields such as Accounting, Economics, Finance, Marketing, Software Engineering, and Business Administration.
This program is approved by the Accreditation Council for Business Schools and Programs (ACBSP).

Course Sequence

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<th>Course ID</th>
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| Suggested Freshman 2nd Semester | Calculus I for Business, Life Sciences, and Social Sciences | 3 | Gen Ed |
| ENGL 1213 | English Composition II | 3 | Gen Ed |
| ECON 2123 | Principles of Microeconomics | 3 | Major |
| ACCT 2113 | Accounting I/Financial | 3 | Major |
| HUM | Humanities Elective | 3 | Gen Ed |

| Suggested Sophomore 1st Semester | Ocu Support Elective | 3 | Support |
| BUS 2033 | Business Communication | 3 | Major |
| ACCT 2123 | Accounting II/Managerial | 3 | Major |
| ECON 2023 | Statistics for Business and Economics | 3 | Major |
| ECON 2143 | Principles of Macroeconomics | 3 | Major |

| Suggested Sophomore 2nd Semester | Ocu Support Elective | 3 | Support |
| POLSC 1113 | American Federal Government | 3 | Gen Ed |
| OCU GEN ED | Ocu General Education Elective | 3 | Gen Ed |
| COM 2213 | Intro to Public Speaking | 3 | Gen Ed |
| PHYS | Any Physical Science | 3-4 | Gen Ed |

Course Grouping
Major Courses: (18 credit hours) Business: BUS 2033; Accounting: ACCT 2113; ACCT 2123; Economics: ECON 2023; ECON 2123; ECON 2143
General Education Courses: (37-38 credit hours) English: ENGL 1113; ENGL 1213; Communications: COM 2213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Science: Three to four credit hours of general education Biological Science; three to four credit hours of general education Physical Science; One of the science courses must include a lab component; Humanities: Six credit hours of Humanities; Mathematics: MATH 1483; MATH 1743;
*Three credit hours of General Education Elective *(Recommended to be chosen from BUS 2043, ENGL 2423, PSY 1113, SOC 1113, or foreign language; however, any general education course will apply. See catalog for general education information.)
Life Skills Courses: (1 credit hour) Life Skills: SCL 1001
Support Course Elective: six credit hours - choose from BUS 2043, BUS 2073, CS 1153, or foreign language.
OCU will accept 68 credit hours in transfer; many scholarships are available for transfer students meeting certain criteria.

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

ACCT 2113 - Accounting I/Financial
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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
Prerequisites: Completion of ACCT 2113 with a grade of "C" or better.
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.

BIO - Biological Science
3 Credits Biological Science

BUS 2033 - Business Communication
Prerequisites: ENGL 1113 or by evaluation. Criteria for evaluation is in division office.
3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. This course satisfies the computer proficiency requirement.

COM 2213 - Intro to Public Speaking
Prerequisites: ENGL 0106 or adequate placement score
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.

ECON 2023 - Statistics for Business
Prerequisites: MATH 1743 and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
3 Credits Basic statistics course for undergraduate business majors. Introductory statistical methods are presented employing statistical computer software and applications to typical business and economic problems. Topics include descriptive statistics, probability concepts, probability distribution, estimation, hypothesis testing, and introduction to econometric/regression analysis, and correlation.

ECON 2123 - Principles of Microeconomics
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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 2143 - Principles of Macroeconomics
Prerequisites: ECON 2123 or by evaluation
3 Credits This course is a continuation of the Principles of Economics involving the production, consumption and distribution of wealth in a market economy, with major emphasis macroeconomics theory, particularly the general price level, output and income, and interrelations among sectors of the economy, determinants of aggregate demand and aggregate supply, as well as monetary and fiscal policy tools that can be used to achieve particular policy objectives. The basics of international finance will be reviewed.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 student will locate library material and incorporate researched materials into compositions.

ENGL 1123 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective
3 Credits Humanities elective

MATH 1483 - Functions and Modeling*
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

MATH 1743 - Calculus I for Business, Life Sciences, and Social Sciences
Prerequisites: MATH 1483 or adequate math placement
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.

**OCU GEN ED - Ocu General Education Elective**  
*Prerequisites: None*  
3 Credits  
Choose from any general education course or: BUS 2043; ENGL 2423; PSY 1113; SOC 1113; or ANY FOREIGN LANGUAGE

**OCU SUPP - Ocu Support Elective**  
*Prerequisites: None*  
3 Credits  
Choose from any of these courses if not used for general education elective: BUS 2043; BUS 2073; CS 1153; or ANY FOREIGN LANGUAGE

**PHYS - Any Physical Science**  
3 Credits  
Any Physical Science

**POLSC 1113 - American Federal Government**  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*  
3 Credits  
A study of the principles, structure, processes and functions of the United States federal government.

**SCL 1001 - Success in College and Life**  
*Prerequisites: ENGL 0106 or adequate reading/writing assessment scores*  
1 Credit  
Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
# Business - AS Option Transferring to OU and colleges with Similar Patterns

## Associate in Science

*Minimum of 62 credit hours*

Choosing to become a member of the business community means learning a variety of skills. If you decide to pursue this career option, you'll study courses like economics, accounting, statistics and computer science in addition to general education classes.

You can pick from many associate degrees in business from Oklahoma City Community College as well as several business certificate programs.

Your educational options include this two-year general business program that transfers easily to the University of Oklahoma Price College of Business or a number of other schools with similar patterns, to continue your educational path toward a bachelor's degree in business in a variety of fields such as Accounting, Economics, Energy Management, Entrepreneurship, Finance, Management, International Business, Management Information Systems, and Marketing.

This program is approved by the Accreditation Council for Business Schools and Programs (ACBSP).

## Course Sequence

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### Program Notes

This program is designed for students planning to continue their education at a four-year college or university. See the front general section for information and requirements about University Parallel/Transfer Programs.
ACCT 2113 - Accounting I/Financial
Prerequisites: MATH 0313 or adequate math placement and ENGL 2003 or adequate placement score, or by meeting determined placement measures.
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
Prerequisites: Completion of ACCT 2113 with a grade of "C" or better.
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.

BIO - Biological Science
3 Credits Biological Science

BUS 2033 - Business Communication
Prerequisites: ENGL 1113 or by evaluation.
Criteria for evaluation is in division office.
3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. This course satisfies the computer proficiency requirement.

COM 2213 - Intro to Public Speaking
Prerequisites: ENGL 0106 or adequate placement score
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.

CS 2113 - Computer Based Information Systems
Prerequisites: ENGL 2003, adequate placement score, or by meeting determined placement measures; MATH 2003 or adequate math placement.
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. This course satisfies the computer proficiency requirement.

ECON 2023 - Statistics for Business and Economics
Prerequisites: MATH 1743 and ENGL 2003 or adequate placement score, or by meeting determined placement measures.
3 Credits Basic statistics course for undergraduate business majors. Introductory statistical methods are presented employing statistical computer software and applications to typical business and economic problems. Topics include descriptive statistics, probability concepts, probability distribution, estimation, hypothesis testing, and introduction to econometric/regression analysis and correlation.

ECON 2123 - Principles of Microeconomics
Prerequisites: MATH 0313 or adequate math placement and ENGL 2003 or adequate placement score, or by meeting determined placement measures.
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 2143 - Principles of Macroeconomics
Prerequisites: ECON 2123 or by evaluation
3 Credits This course is a continuation of the Principles of Economics involving the production, consumption and distribution of wealth in a market economy, with major emphasis macroeconomics theory, particularly the general price level, output and income, and interrelations among sectors of the economy, determinants of aggregate demand and aggregate supply, as well as monetary and fiscal policy tools that can be used to achieve particular policy objectives. The basics of international finance will be reviewed.

ENGL 1113 - English Composition I
Prerequisites: ENGL 2003, adequate placement score, or by meeting determined placement measures
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.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 2003, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 2003, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective
3 Credits Humanities elective

MATH 1483 - Functions and Modeling*
Prerequisites: MATH 0313 or adequate math placement; ENGL 2003, adequate placement
score, or by meeting determined placement measures
3 Credits  The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

**MATH 1743 - Calculus I for Business, Life Sciences, and Social Sciences**
**Prerequisites:** MATH 1483 or adequate math placement
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 2123 - Calculus II for Business, Life Sciences, and Social Sciences**
**Prerequisites:** 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.

**PHYS - Any Physical Science**
3 Credits  Any Physical Science

**POLSC 1113 - American Federal Government**
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

**PSY 1113 - General Psychology**
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

**SCL 1001 - Success in College and Life**
**Prerequisites:** ENGL 0106 or adequate reading/writing assessment scores
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**SOC 1113 - Introduction to Sociology**
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, social stratification and social change.
Business - AS Option Transferring to UCO and colleges with Similar Patterns

Associate in Science

Minimum of 62 credit hours

Choosing to become a member of the business community means learning a variety of skills. If you decide to pursue this career option, you'll study courses like economics, accounting, statistics and computer science in addition to general education classes.

You can pick from many associate degrees in business from Oklahoma City Community College as well as several business certificate programs.

Your educational options include this two-year general business program that transfers easily to the University of Central Oklahoma or a number of other schools with similar patterns to continue your educational path toward a bachelor's degree in business in a variety of fields such as Accounting, Finance, Marketing, Management, Information Systems and Operations Management, and Economics. This program is approved by the Accreditation Council for Business Schools and Programs (ACBSP).

Course Sequence

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<th>Course Name</th>
<th>Credits</th>
<th>Type</th>
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<td>Life Skills</td>
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<td>ENGL 1113</td>
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<td>MATH 1483</td>
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**Suggested Freshman 2nd Semester**

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<td>ENGL 1213</td>
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<td>ECON 2123</td>
<td>Principles of Microeconomics</td>
<td>3</td>
<td>Major</td>
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<td>ACCT 2113</td>
<td>Accounting I/Financial</td>
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**Suggested Sophomore 1st Semester**

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<td>BUS 2033</td>
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<td>ACCT 2123</td>
<td>Accounting II/Managerial</td>
<td>3</td>
<td>Major</td>
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<tr>
<td>ECON 2023</td>
<td>Statistics for Business and Economics</td>
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<tr>
<td>ECON 2143</td>
<td>Principles of Macroeconomics</td>
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**Suggested Sophomore 2nd Semester**

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<td>Gen Ed</td>
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<td>COM 2213</td>
<td>Intro to Public Speaking</td>
<td>3</td>
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</tr>
<tr>
<td>PHYS</td>
<td>Any Physical Science</td>
<td>3-4</td>
<td>Gen Ed</td>
</tr>
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</table>

Course Grouping

**Major Courses: (18 credit hours) Business: BUS 2033; Accounting: ACCT 2113; ACCT 2123; Economics: ECON 2023; ECON 2123; ECON 2143 General Education Courses: (37-38 credit hours) English: ENGL 1113; ENGL 1213; Communications: COM 2213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Science: Three to four credit hours of general education Biological Science; three to four credit hours of general education Physical Science; One of the science courses must include a lab component; Humanities: Six credit hours of Humanities; Mathematics: MATH 1483; MATH 1743; Approved General Education Elective: Three credit hours (Choose from FIN 1013, BUS 2043; however, any general education course will apply. See catalog for general education information.) Life Skills Courses: (1 credit hour) Life Skills: SCL 1001 Support Courses: Six credit hours - choose from BUS 1013, BUS 2043, FIN 1013, MKT 2043, CS 1103, PSY 1113, or SOC 1113, if not used for general education elective, or foreign language.**

**Business major courses must be completed with a "C" or higher for transfer to UCO.**

Program Notes

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

ACCT 2113 - Accounting I/Financial
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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
Prerequisites: Completion of ACCT 2113 with a grade of “C” or better.
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.

BIO - Biological Science
3 Credits Biological Science

BUS 2033 - Business Communication
Prerequisites: ENGL 1113 or by evaluation. Criteria for evaluation is in division office.
3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. This course satisfies the computer proficiency requirement.

COM 2213 - Intro to Public Speaking
Prerequisites: ENGL 0106 or adequate placement score
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.

ECON 2123 - Principles of Microeconomics
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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 2143 - Principles of Macroeconomics
Prerequisites: ECON 2123 or by evaluation
3 Credits This course is a continuation of the Principles of Economics involving the production, consumption and distribution of wealth in a market economy, with major emphasis macroeconomics theory, particularly the general price level, output and income, and interrelations among sectors of the economy, determinants of aggregate demand and aggregate supply, as well as monetary and fiscal policy tools that can be used to achieve particular policy objectives. The basics of international finance will be reviewed.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 student will locate library material and incorporate researched materials into compositions.

ENGL 1123 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective
3 Credits Humanities elective

MATH 1483 - Functions and Modeling*
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

MATH 1743 - Calculus I for Business, Life Sciences, and Social Sciences
Prerequisites: MATH 1483 or adequate math placement
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.

**PHYS - Any Physical Science**  
3 Credits  Any Physical Science

**POLSC 1113 - American Federal Government**  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

**SCL 1001 - Success in College and Life**  
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores  
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**UCO GEN ED - Uco General Education Elective**  
Prerequisites: None  
3 Credits  Choose from any general education course or BUS 2043 or FIN 1013

**UCO SUPP - Uco Support Elective**  
Prerequisites: None  
3 Credits  Choose from any of these courses if not used for general education elective:  
BUS 1013; BUS 2043; FIN 1013; MKT 2043; CS1103; PSY 1113; SOC 1113; or ANY FOREIGN LANGUAGE
Business - Accounting/Finance Support Specialist Option

Associate in Applied Science

Minimum of 61 credit hours

If you enjoy working with numbers and solving financial problems, consider a career in accounting and finance. The two-year associate degree program in accounting/finance support specialist at Oklahoma City Community College is designed specifically for someone looking to enter the job market immediately after graduation. If you are planning to transfer and complete a bachelor’s degree in accounting or finance, you should consider an associate in science degree in business instead.

Course Sequence

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<tr>
<td>SCL 1001</td>
<td>Success in College and Life</td>
<td>1</td>
<td>Life Skills</td>
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<tr>
<td>BUS 1013</td>
<td>Introduction to Business</td>
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<td>ENGL 1113</td>
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<td>BUS 1323</td>
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<td>FIN 1013</td>
<td>Personal Finance</td>
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<td>POLSC 1113</td>
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<td>ACCT 2113</td>
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<td>ENGL 1213</td>
<td>English Composition II</td>
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<td>Gen Ed</td>
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<td>ENGL 1223</td>
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<td>COM 1123</td>
<td>Interpersonal Communications</td>
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<td>Gen Ed</td>
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<td>COM 2213</td>
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<td>HIST 1493</td>
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<td>BUS 1713</td>
<td>Beginning Word Processing</td>
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<td>BUS 2033</td>
<td>Business Communication</td>
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<td>BUS 2473</td>
<td>Business Spreadsheet Applications</td>
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<td>ACCT 2123</td>
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<td>BUS 2493</td>
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<td>BUS 2123</td>
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Course Grouping

Major Courses: (24 credit hours) (C)ACCT 2113; (C)ACCT 2123; (C)ACCT 2213; Business: (C)BUS 1013; (C)BUS 2033; (C)BUS 2473; Economics: (C)ECON 2123; Finance: (C)FIN 1013

General Education Courses: (18 credit hours) Business: BUS 2043; English: ENGL 1113; ENGL 1213 or ENGL 1233 or COM 1123 or COM 2213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Approved General Education Elective; Three credit hours

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

Support Courses: (18 credit hours) Business: (C)BUS 1323; (C)BUS 1713; (C)BUS 2123 or (C)CS 2113; (C)BUS 2493; Finance: (C)FIN 2023; Faculty Approved Elective

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

Program Notes

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

ACCT 2113 - Accounting I/Financial
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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
Prerequisites: Completion of ACCT 2113 with a grade of “C” or better.
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 - Accounting in Quickbooks
Prerequisites: ACCT 2113
3 Credits This course is designed for students who are seeking an Associate in Applied Science - Business Degree. It generally will not transfer to four-year public colleges or universities. Students will demonstrate the use of the computer to complete accounting problems utilizing QuickBooks. This course satisfies the computer proficiency requirement.

BUS 1013 - Introduction to Business
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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.

BUS 1713 - Beginning Word Processing
Prerequisites: ENGL 0106 or adequate placement score.
3 Credits Students will use 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 and graphics. This course is an introduction and overview with the emphasis being on learning and applying the mechanics of the software. This course satisfies the computer proficiency requirement.

BUS 2033 - Business Communication
Prerequisites: ENGL 1113 or by evaluation. Criteria for evaluation is in division office.
3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. This course satisfies the computer proficiency requirement.

BUS 2043 - Business Ethics
Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.
3 Credits The 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 2123 - Administrative Office Systems
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
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.

BUS 2473 - Business Spreadsheet Applications
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement.
3 Credits 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. This course satisfies the computer proficiency requirement.

BUS 2493 - Advanced Excel
Prerequisites: (R) (W), BUS 2473
3 Credits This course builds on the previous BUS 2473, Business Spreadsheet Applications. Students will learn advanced Excel features for application in the business world today. This course satisfies the computer proficiency requirement.

COM 1123 - Interpersonal Communications
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 2213 - Intro to Public Speaking
Prerequisites: ENGL 0106 or adequate placement score
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.

CS 2113 - Computer Based Information Systems
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement.
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. This course satisfies the computer proficiency requirement.
ECON 2123 - Principles of Microeconomics
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits  In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 1233 - Technical Writing for the Workplace
Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score
3 Credits  This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

FA GEN - Faculty Approved General Education Elective
3 Credits  Faculty approved General Education elective

FA SUPPORT - Faculty Approved Support Electives
3 Credits  Faculty approved support electives

FIN 1013 - Personal Finance
Prerequisites: MATH 0203 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined measures.
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
Prerequisites: MATH 0313 or adequate math placement, 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.

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
Business - Bilingual Banking and Finance

Certificate of Mastery

Minimum of 30 credit hours

Financial institutions are looking for bilingual employees. This program can lead to entry level job placement with financial institutions.

Course Sequence

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>SCL 1001</td>
<td>Success in College and Life</td>
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<td>Life Skills</td>
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<tr>
<td>ENGL 1103</td>
<td>Multicultural English Composition I</td>
<td>OR</td>
<td>Gen Ed</td>
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<td>ENGL 1113</td>
<td>English Composition I</td>
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<td>Gen Ed</td>
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<tr>
<td>BF 1303</td>
<td>Introduction to Financial Institutions</td>
<td>3</td>
<td>Support</td>
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<tr>
<td>SPAN 1115</td>
<td>Elementary Spanish I</td>
<td>5</td>
<td>Gen Ed</td>
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<tr>
<td>CS 1103</td>
<td>Introduction to Computers and Applications</td>
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Suggested Freshman 1st Semester

Suggested Freshman 2nd Semester

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<th>Course Name</th>
<th>Credits</th>
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<th>Min Gd</th>
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<tr>
<td>BUS 1083</td>
<td>Employment Transitions</td>
<td>3</td>
<td>Support</td>
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<tr>
<td>BUS 1323</td>
<td>Mathematics for Business Careers</td>
<td>3</td>
<td>Major</td>
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<td>BUS 2033</td>
<td>Business Communication</td>
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<td>SPAN 1010</td>
<td>Conversational Spanish I</td>
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<tr>
<td>FIN 2500</td>
<td>Financial Services Internship</td>
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<td>Major</td>
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</table>

Course Grouping

Major Courses: (6 credit hours) Banking and Finance: (C)BF 1303; Finance: (C)FIN 2503

General Education Courses: (11 credit hours) English: ENGL 1103 or ENGL 1113; Spanish: SPAN 1013; SPAN 1115

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

Support Courses: (12 credit hours) Business: BUS 1083; (C)BUS 1323; (C)BUS 2033; Computer Science: CS 1103

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

Program Notes

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.
BF 1303 - Introduction to Financial Institutions
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
3 Credits The student will trace the history, the organization and the operations of the commercial financial industry and explain the impact of these fundamental financial concepts on today's economy. (This course is generally offered in the fall semester only.)

BUS 1083 - Employment Transitions
Prerequisites: None
3 Credits This class will provide students an opportunity to gain the proper skills for successful entry or reentry into their field of interest for employment. Students will be required to complete a personal inventory assessing their interests, abilities, and experiences for strategic career planning. Job readiness skills, including keyboarding, resume preparation, interviewing techniques, interpersonal (“soft skills”) and professional demeanor, will be addressed. Particular focus will regard the qualities that today’s employers are seeking in job candidates, such as integrity, accountability, competence, and critical thinking.

BUS 1323 - Mathematics for Business Careers
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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.

BUS 2033 - Business Communication
Prerequisites: ENGL 1113 or by evaluation. Criteria for evaluation is in division office.
3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. This course satisfies the computer proficiency requirement.

CS 1103 - Introduction to Computers and Applications
Prerequisites: MATH 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. Advanced Standing is available. This course satisfies the computer proficiency requirement.

ENGL 1103 - Multicultural English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits Multicultural English Composition I for multicultural and international students who speak a second language.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

FIN 2500 - Financial Services Internship
Prerequisites: MATH 0203 or adequate math placement, FIN 1013 or BF 1303, and by evaluation. Criteria for evaluation is in division office.
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.

SPAN 1010 - Conversational Spanish I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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. (Conversational language classes are primarily designed for skill development and personal enrichment. For students planning to transfer, please see elementary and intermediate course offerings. Check with an advisor for more information.)

SPAN 1115 - Elementary Spanish I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.
Business - Business Management Option

Associate in Applied Science

Minimum of 61 credit hours

With the business world changing more and more every day, new practices and standards are being created around the globe. If you have a desire
to contribute to this creative environment, have new ideas to share and live for responsibility and the ability to make critical decisions, consider a
career in business management. Oklahoma City Community College offers an associate degree in applied science in business management. This
program will give you the knowledge you need to become a business manager in virtually any industry. You'll get a well-rounded education by taking
courses in business communication, accounting, marketing, law and finance in addition to your basic core classes.

This program is approved by the Accreditation Council for Business Schools and Programs (ACBSP).

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<table>
<thead>
<tr>
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<td>POLSC 1113</td>
<td>American Federal Government</td>
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<td>BUS 1013</td>
<td>Introduction to Business</td>
<td>3</td>
<td>Major C</td>
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<td>MGMT 2053</td>
<td>Principles of Management</td>
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<td>MKT 2043</td>
<td>Principles of Marketing</td>
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<td>MKT 2343</td>
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<td>HIST 1483</td>
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<td>HIST 1493</td>
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<td>ENGL 1213</td>
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<td>COM 1123</td>
<td>Interpersonal Communications</td>
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<td>COM 2213</td>
<td>Intro to Public Speaking</td>
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<td>Accounting I/Financial</td>
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<td>ECON 2123</td>
<td>Principles of Microeconomics</td>
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<td>Major C</td>
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<tr>
<td>MGMT 2013</td>
<td>Small Business Management</td>
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Suggested Sophomore 2nd Semester

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<tr>
<td>BUS 2043</td>
<td>Business Ethics</td>
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<td>FIN 2023</td>
<td>Introduction to Business Finance</td>
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<td>MGMT 2453</td>
<td>Management Capstone</td>
<td>3</td>
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<tr>
<td>MGMT 2953</td>
<td>Supervisory Training</td>
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<tr>
<td>MATH 2013</td>
<td>Introduction to Statistics</td>
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<td>ECON 2023</td>
<td>Statistics for Business and Economics</td>
<td>3</td>
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Course Grouping

Major Courses: (24 credit hours) Accounting: (C)ACCT 2113; Business: (C)BUS 1013; (C)BUS 2033; (C)BUS 2473; Economics: (C)ECON 2123;
Management: (C)MGMT 2013; (C)MGMT 2053; (C)MGMT 2453

General Education Courses: (18 credit hours) Business: BUS 2043; English: ENGL 1113 and one of the following: ENGL 1213; ENGL 1233; COM
1123; COM 2213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Economics: ECON 2123; General Education Electives: 3 credit
hours FIN 1013 or ECON 1013 or ECON 2143

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

Support Courses: (18 credit hours) Accounting: (C)ACCT 2123; Business: (C)MATH 2013 or ECON 2023; Finance: (C)FIN 2023; Management:
(C)MGMT 2023; (C)MGMT 2953; Marketing: (C)MKT 2043

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

Program Notes

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

ACCT 2113 - Accounting I/Financial
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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
Prerequisites: Completion of ACCT 2113 with a grade of "C" or better.
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.

BUS 1013 - Introduction to Business
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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 2033 - Business Communication
Prerequisites: ENGL 1113 or by evaluation.
Criteria for evaluation in division office.
3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. This course satisfies the computer proficiency requirement.

BUS 2043 - Business Ethics
Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.
3 Credits Students 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 2473 - Business Spreadsheet Applications
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203, or adequate math placement.
3 Credits 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. This course satisfies the computer proficiency requirement.

COM 1123 - Interpersonal Communications
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
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 2213 - Intro to Public Speaking
Prerequisites: ENGL 0106 or adequate placement score.
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.

ECON 2123 - Principles of Microeconomics
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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 2143 - Principles of Macroeconomics
Prerequisites: ECON 2123 or by evaluation.
3 Credits This course is a continuation of the Principles of Economics involving the production, consumption and distribution of wealth in a market economy, with major emphasis macroeconomics theory, particularly the general price level, output and income, and interrelations among sectors of the economy, determinants of aggregate demand and aggregate supply, as well as monetary and fiscal policy tools that can be used to achieve particular policy objectives. The basics of international finance will be reviewed.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
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.

**ENGL 1213 - English Composition II**  
**Prerequisites:** ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.  
**Credits**  
3 Credits  
In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

**ENGL 1233 - Technical Writing for the Workplace**  
**Prerequisites:** ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score  
**Credits**  
3 Credits  
This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

**FIN 1013 - Personal Finance**  
**Prerequisites:** MATH 0203 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.  
**Credits**  
3 Credits  
The student will study the basic concepts essential to the management of 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**  
**Prerequisites:** MATH 0313 or adequate math placement, ACCT 2113  
**Credits**  
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.

**HIST 1483 - U.S. History to 1877**  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures.  
**Credits**  
3 Credits  
After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

**HIST 1493 - U.S. History 1877 to Present**  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures.  
**Credits**  
3 Credits  
After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

**MATH 2013 - Introduction to Statistics**  
**Prerequisites:** MATH 0313 or adequate math placement; ENGL 0106 or adequate math placement.  
**Credits**  
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.

**MATH 2053 - Principles of Management**  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures.  
**Credits**  
3 Credits  
This course introduces the fundamental principles of management including the management functions of planning, organizing, leading and controlling. The course includes an overview of theory and history of management as well as an introduction to the various roles of management within an organization.

**MGMT 2453 - Management Capstone**  
**Prerequisites:** By evaluation  
**Credits**  
3 Credits  
The purpose of this course is to provide an application component to the holistic knowledge acquired in the AAS management degree program. The course curriculum is designed to correlate classroom training and work experience. The course requirements can be met by one or a combination of the following activities: case studies, internship, study abroad, research paper or project. This course should be taken during the student's last semester, preferably after all the management courses required by the degree program have been completed.

**MGMT 2953 - Supervisory Training**  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures.  
**Credits**  
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.

**MKT 2043 - Principles of Marketing**  
**Prerequisites:** MATH 0203 or adequate math placement and ENGL 0203, adequate placement score, or by meeting determined placement measures.  
**Credits**  
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 2343 - Advertising**
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.*
3 Credits  The student will prepare advertising copy, illustrations and layout and will demonstrate a proficiency in media and research techniques necessary for advertising.

**POLSC 1113 - American Federal Government**
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.*
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

**SCL 1001 - Success in College and Life**
*Prerequisites: ENGL 0106 or adequate reading/writing assessment scores.*
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
# Business - General Business Option

## Associate in Applied Science

Minimum of 61 credit hours

This degree option gives you the opportunity to customize a degree plan for a specific job opportunity. A faculty advisor in the Business Division can help you create a plan to meet your needs.

## Course Sequence

<table>
<thead>
<tr>
<th>Course Grouping</th>
<th>Credits</th>
<th>Type</th>
<th>Min Gd</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Suggested Freshman 1st Semester</strong></td>
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<tr>
<td>SCL 1001 Success in College and Life</td>
<td>1</td>
<td>Life Skills</td>
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<tr>
<td>ENGL 1113 English Composition I</td>
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<td>POLSC 1113 American Federal Government</td>
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<tr>
<td>BUS 1013 Introduction to Business</td>
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<tr>
<td>BUS SUPP ELEC Business (general option) Support Electives</td>
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<td>Support</td>
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<tr>
<td>BUS MAJ ELEC Business (general option) Major Electives</td>
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<td>OR</td>
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<td>COM 1123 Interpersonal Communications</td>
<td>OR</td>
<td>Gen Ed</td>
<td></td>
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<tr>
<td>COM 2213 Intro to Public Speaking</td>
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<td>ACCT 2113 Accounting I/Financial</td>
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<tr>
<td>ECON 2123 Principles of Microeconomics</td>
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<td>Major</td>
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<td>BUS SUPP ELEC Business (general option) Support Electives</td>
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<td>BUS 2033 Business Communication</td>
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<td>BUS 2473 Business Spreadsheet Applications</td>
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<tr>
<td>BUS 2043 Business Ethics</td>
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<td>BUS MAJ ELEC Business (general option) Major Electives</td>
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<td>BUS SUPP ELEC Business (general option) Support Electives</td>
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</tbody>
</table>

**Course Grouping**

Major Courses: (24 credit hours) Accounting: (C)ACCT 2113; Business: (C)BUS 1013; (C)BUS 2033; (C)BUS 2473; Economics: (C)ECON 2123; Electives: (C) 9 credit hours of Faculty Approved Major Electives: ACCT 2003, ACCT 2123, ACCT 2403, BUS 1113, BUS 1713, BUS 2313, BF 1303, BUS 1323, BUS 2003, BUS 2073, ECON 2023, FIN 1013, FIN 2023, FIN 2503, MGMT 1533, MGMT 2003, MGMT 2013, MGMT 2023, MGMT 2053, MATH 2013, MKT 2043, BUS 2493 or any other ACCT, BUS, ECON, FIN, MGMT, MKT course.

General Education Courses: (18 credit hours) Business: BUS 2043; English: ENGL 1113 and one of the following: ENGL 1213; ENGL 1233; COM 1123; COM 2213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Electives: 3 credit hours Faculty Approved General Education Electives

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

Support Courses: (18 credit hours) Electives: (C) 18 credit hours of Faculty Pre-Approved Electives: ACCT 2003, ACCT 2123, ACCT 2403, BUS 1113, BUS 1713, BUS 2313, BF 1303, BUS 1323, BUS 1083, BUS 2003, BUS 2073, CS 1103, ECON 2023, FIN 1013, FIN 2023, FIN 2503, MGMT 1533, MGMT 2003, MGMT 2013, MGMT 2023, MGMT 2053, MATH 2013, MKT 2043, BUS 2493, SPAN 1115, SPAN 1013, or any other ACCT, BUS, ECON, FIN, MGMT, MKT course.

(C) - A grade of “C” or higher must be achieved.

**Program Notes**

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.
ACCT 2113 - Accounting I/Financial
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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.

BUS 1013 - Introduction to Business
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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 2033 - Business Communication
Prerequisites: ENGL 1113 or by evaluation. Criteria for evaluation is in division office.
3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. This course satisfies the computer proficiency requirement.

BUS 2043 - Business Ethics
Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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 2473 - Business Spreadsheet Applications
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203, or adequate math placement.
3 Credits 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. This course satisfies the computer proficiency requirement.

BUS MAJ ELEC - Business (general option) Major Electives
9 Credits 9 credit hours of Faculty Pre-Approved Major Electives: ACCT 2003, ACCT 2123, ACCT 2403, BUS 1113, BUS 1713, BUS 2313, BF 1303, BUS 1323, BUS 2003, BUS 2073, ECON 2023, FIN 1013, FIN 2023, FIN 2503, MGMT 1533, MGMT 2003, MGMT 2013, MGMT 2023, MGMT 2053, MATH 2013, MGT 2043, BUS 2493 or any other ACCT, BUS, ECON, FIN, MGMT, MKT course.

BUS SUPP ELEC - Business (general option) Support Electives
18 Credits 18 credit hours of Faculty Pre-Approved Electives: ACCT 2003, ACCT 2123, ACCT 2403, BUS 1113, BUS 1713, BUS 2313, BF 1303, BUS 1323, BUS 1083, BUS 2003, BUS 2073, CS 1103, ECON 2023, FIN 1013, FIN 2023, FIN 2503, MGMT 1533, MGMT 2003, MGMT 2013, MGMT 2023, MGMT 2053, MATH 2013, MGT 2043, BUS 2493, SPAN 1115, SPAN 1013, or any other ACCT, BUS, ECON, FIN, MGMT, MKT course.

COM 1123 - Interpersonal Communications
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 2213 - Intro to Public Speaking
Prerequisites: ENGL 0106 or adequate placement score
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.

ECON 2123 - Principles of Microeconomics
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 student will locate library material and incorporate researched materials into compositions.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 1233 - Technical Writing for the Workplace
Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score
3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological
platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

**GEN ED - Gen Ed Elective**
3 Credits  General Education elective

**HIST 1483 - U.S. History to 1877**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**HIST 1493 - U.S. History 1877 to Present**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**POLSC 1113 - American Federal Government**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

**SCL 1001 - Success in College and Life**
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
Business - Vehicle Service Advisor

Certificate of Mastery

Minimum of 18 credit hours

This certificate will give you the skills to become an entry-level vehicle service advisor at automotive dealership service centers as well as automotive repair shops. You will learn the basic skills to communicate between the customer and the mechanics in an automotive repair industry.

Course Sequence

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
<th>Type</th>
<th>Min Gd</th>
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<tbody>
<tr>
<td>AT 1153</td>
<td>Basic Automotive Fundamentals</td>
<td>3</td>
<td>Major</td>
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<td>ENGL 1113</td>
<td>English Composition I</td>
<td>3</td>
<td>Gen Ed</td>
<td></td>
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<tr>
<td>BUS 1013</td>
<td>Introduction to Business</td>
<td>3</td>
<td>Major</td>
<td>C</td>
</tr>
<tr>
<td>BUS 2033</td>
<td>Business Communication</td>
<td>3</td>
<td>Major</td>
<td>C</td>
</tr>
<tr>
<td>BUS 2043</td>
<td>Business Ethics</td>
<td>3</td>
<td>Gen Ed</td>
<td></td>
</tr>
<tr>
<td>MGMT 2013</td>
<td>Small Business Management</td>
<td>OR</td>
<td>Major</td>
<td>C</td>
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<tr>
<td>MGMT 2053</td>
<td>Principles of Management</td>
<td>3</td>
<td>Major</td>
<td>C</td>
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</tbody>
</table>

Course Grouping

Major Courses: (12 credit hours) Automotive Technology: (C)AT 1153; Business: (C) BUS 1013; (C)BUS 2033; Management: (C)MGMT 2013 or (C)MGMT 2053

General Education Courses: (6 credit hours) English: ENGL 1113; Business: BUS 2043

Support Courses: NONE

Life Skills Courses: NONE

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

Program Notes

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.
Degree Program Course Descriptions

AT 1153 - Basic Automotive Fundamentals
3 Credits  This course is an application of specific competencies in the operation and service repair of vehicles in the areas of: maintenance and minor vehicle service. Usage of service manuals, manufacturers procedures, tools, and safety are stressed. The student will discuss nomenclature and operating principles of basic automotive fundamentals. Also, the student will discuss and perform diagnostic and service procedures used to maintain these specific systems. The student will show competency in the areas of changing fluids, flush equipment, tire repair, tire balance, vehicle vibration diagnosis, and scan tool usage. This course satisfies the computer proficiency requirement.

BUS 1013 - Introduction to Business
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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 2033 - Business Communication
Prerequisites: ENGL 1113 or by evaluation.
Criteria for evaluation is in division office.
3 Credits  Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. This course satisfies the computer proficiency requirement.

BUS 2043 - Business Ethics
Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

MGMT 2013 - Small Business Management
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
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
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits  This course introduces the fundamental principles of management including the management functions of planning, organizing, leading and controlling. The course includes an overview of theory and history of management as well as an introduction to the various roles of management within an organization.
Business - Vehicle Service Management Option

Associate in Applied Science

Minimum of 61 credit hours

In this academic degree program, you can focus on learning the communication skills needed for a management position while still getting hands-on training in vehicle service. With that educational foundation, you'll be able to hit the road immediately and join the workforce or you could choose to transfer your credits to a four-year college or university.

Course Sequence

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<tr>
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<td>Success in College and Life</td>
<td>1</td>
<td>Life Skills</td>
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<td>English Composition I</td>
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<td>Gen Ed</td>
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<td>Suggested Freshman 2nd Semester</td>
<td>Principles of Microeconomics</td>
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<td>Business (Vehicle Service) Support Electives</td>
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<td>Business Communication</td>
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<td>Legal Environment of The Workplace</td>
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<td>Accounting II/Managerial</td>
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<td>Suggested Sophomore 1st Semester</td>
<td>Business (Vehicle Service) Support Electives</td>
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<td>Suggested Sophomore 1st Semester</td>
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<td>Small Business Management</td>
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<td>Supervisory Training</td>
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<td>Suggested Sophomore 2nd Semester</td>
<td>Management Capstone</td>
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</table>

Course Grouping

Major Courses: (24 credit hours) Accounting: ACCT 2113 (C); Business: BUS 1013 (C); BUS 2033 (C); BUS 2073 (C); Economics: ECON 2123 (C); Management: MGMT 1533* (C); MGMT 2013* (C); MGMT 2053* (C)

*MGMT 1533, MGMT 2013 and MGMT 2053 are faculty-approved major electives and must be pre-approved by a faculty advisor prior to enrollment.

General Education Courses: (18 credit hours) Business: BUS 2043; English: ENGL 1113; ENGL 1213, or ENGL 1233, or COM 1123, or COM 2213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Faculty Approved General Education Elective: FIN 1013 or ECON 1013 or ECON 2143

Life Skills Courses: (1 credit hour) SCL 1001

Support Courses: (18 credit hours) Accounting: ACCT 2123 (C); Choose 3 of the following Automotive Technology courses: AT 1153 (C) or AT 1733 (C) or AT 1753 (C) or AT 1773 (C); Management: MGMT 2953 (C), MGMT 2453 (C)

Program Notes

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

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

**ACCT 2113 - Accounting I/Financial**  
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.  
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**  
Prerequisites: Completion of ACCT 2113 with a grade of "C" or better.  
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.

**BUS 1013 - Introduction to Business**  
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.  
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 2033 - Business Communication**  
Prerequisites: ENGL 1113 or by evaluation.  
Criteria for evaluation is in division office.  
3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. This course satisfies the computer proficiency requirement.

**BUS 2043 - Business Ethics**  
Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.  
3 Credits Students 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**  
Prerequisites: 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.

**BUS VSM GE - Business (Vehicle Service) Gen Ed Elective**  
Prerequisites: None  
3 Credits Students should select one course from this list: ECON 1013 or ECON 2143 or FIN 1013.

**BUS VSM SUPP - Business (Vehicle Service) Support Electives**  
Prerequisites: None  
9 Credits Select 9 hours from the following faculty approved support electives: (C) AT 1153, (C) AT 1733, (C) AT 1753, or (C) AT 1773.

**COM 1123 - Interpersonal Communications**  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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 2213 - Intro to Public Speaking**  
Prerequisites: ENGL 0106 or adequate placement score  
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.

**ECON 2123 - Principles of Microeconomics**  
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.  
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.

**ENGL 1113 - English Composition I**  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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 student will locate library material and incorporate researched materials into compositions.

**ENGL 1213 - English Composition II**  
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.  
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

**ENGL 1233 - Technical Writing for the Workplace**  
Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score  
3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genre; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and
composing instructions. This course satisfies the computer proficiency requirement.

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

MGMT 1533 - Introduction to Service Management
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will demonstrate knowledge of the service management field. Areas of discussion will be service trends, safety, employee relations, industry outlooks and business development.

MGMT 1533 - Small Business Management
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits This course introduces the fundamental principles of management including the management functions of planning, organizing, leading and controlling. The course includes an overview of theory and history of management as well as an introduction to the various roles of management within an organization.

MGMT 2453 - Management Capstone
Prerequisites: By evaluation
3 Credits The purpose of this course is to provide an application component to the holistic knowledge acquired in the AAS management degree program. The course curriculum is designed to correlate classroom training and work experience. The course requirements can be met by one or a combination of the following activities: case studies, internship, study abroad, research paper or project. This course should be taken during the student’s last semester, preferably after all the management courses required by the degree program have been completed.

MGMT 2953 - Supervisory Training
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
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.

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores.
1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
Chemistry

Associate in Science

Minimum of 61-66 credit hours

Do you want to research cures for cancer? Find alternative fuel and energy sources? Transform everyday materials into useful, unique products? Careers in chemistry can offer you worlds of discovery every day. At Oklahoma City Community College, you can earn an associate degree in chemistry. In this program, you’ll learn how to identify substances and how to alter their structures through chemical changes. Course topics include atomic structure, structure and bonding, electrochemistry, thermodynamics, radioactivity and synthesis. With this solid foundation, you can continue studying at a four-year college or university and then pursue opportunities in education, pharmacology, petroleum analysis, research, patent development, substance analysis, geology, medicine, nutrition and more.

Course Sequence

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<tr>
<th>Suggested Freshman 1st Semester</th>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
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<td>Support</td>
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Course Grouping

Major Courses: (15 credit hours) CHEM 1215 (C); CHEM 2114 (C); CHEM 2111* (C); CHEM 2124 (C); CHEM 2121* (C)

General Education Courses: (40-42 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Chemistry: CHEM 1115 (C); Physics: PHYS 1114 or PHYS 2114; Biological Science: BIO 1124; Humanities: Six credit hours; PSY 1113 or SOC 1113; Mathematics: Six to eight credit hours chosen from MATH 1483 (C); MATH 1533 (C); MATH 1613; MATH 1743**; MATH 2013; MATH 2104; or MATH 2214

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

Support Courses: (5-8 credit hours) Five to eight credit hours chosen from the following approved support courses: BIO 1134, BIO 2125, BIO 2215, BIO 2203, BIO 2234, BIO 2255, CHEM 2990, COM 2213, CS 1143, CS 2163, CS 2363, ECON 2123, ECON 2143, ENGL 1233, ENGL 2143, any ENGR, MATH 2013, MATH 2123, MATH 2314, MATH 2413, PHYS 1114, PHYS 1214**, PHYS 2014***, or PHYS 2114.

*Pending OSRHE approval

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

Program Notes

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

(C) Indicates a grade of “C” or higher must be achieved.

** Math 1743 is appropriate for pre-dentistry, pre-medicine, and pre-pharmacy students only.

*** Either PHYS 1214 or PHYS 2114 is strongly recommended for students pursuing careers in chemistry, medicine, dentistry, or forensic science.
BIO 1124 - General Biology I (Majors)
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0313 or adequate math placement.
4 Credits An introductory course required for all biological science majors and pre-health profession students. The fundamental principles of biology are described using a cellular approach. Students gain knowledge regarding the chemical basis of life, structural characteristics of cells to include a discussion of energetics, metabolism and genetics. Evolution and ecology are also discussed in order to provide an understanding of both the diversity of living organisms and the living world. Students recognize, discuss and correctly apply fundamental biological principles influencing their personal relationship with other life forms. A discussion of the scientific method, logical (deductive) reasoning, hypothesis testing and some common fallacies and misconceptions that cloud scientific explanations of the natural world are included. Laboratory work, an integral and required part of the course, will enhance the student’s understanding of fundamental biological concepts as well as scientific procedures, laboratory technical skills, dissection and statistical analysis.

CH SUPP ELEC - Chemistry Support Electives
5-8 Credits Five to eight credit hours chosen from the following approved support courses:
BIO 1134, BIO 2125, BIO 2215, BIO 2203, BIO 2234, BIO 2255, CHEM 2990, COM 2213, CS 1143, CS 2163, CS 2363, ECON 2123, ECON 2143, ENGL 1233, ENGL 2143, any ENGR, MATH 2013, MATH 2123, MATH 2143, MATH 2154, MATH 2253, MATH 2413, MATH 2414, MATH 2415, MATH 2416, PHYS 1114, PHYS 1214, PHYS 2114.

CHEM 1115 - General Chemistry I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.
5 Credits This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochemistry. Laboratory experience is an integral part of the course.

CHEM 1215 - General Chemistry II
Prerequisites: CHEM 1115 with a grade of "C" or better; MATH 1483 or MATH 1533 with a grade of "C" or better.
5 Credits This course is a continuation of CHEM 1115 with emphasis on thermochemistry, intermolecular forces, properties of solutions, acid/base properties, kinetics, equilibrium, thermodynamics, electrochemistry, and organic chemistry. Laboratory is an integral part of the course.

CHEM 2111 - Organic Chemistry I Laboratory
Prerequisites: Concurrent enrollment in CHEM 2114 or completion of CHEM 2114 with a "C" or better
1 Credit Designed to accompany Organic Chemistry I lecture, this lab course emphasizes techniques used for purifying and characterizing organic compounds, including infrared spectroscopy. Writing lab reports is an integral part of the course.

CHEM 2114 - Organic Chemistry II
Prerequisites: CHEM 1215 with a grade of "C" or better.
4 Credits This course is the first of a two-semester sequence of organic chemistry for science and chemical engineering majors as well as students seeking to enter the fields of medicine, dentistry, pharmacy, and veterinary medicine. Students will master the fundamental concepts of structure, functional groups, and reactions of aliphatic compounds along with selected reaction mechanisms.

CHEM 2121 - Organic Chemistry II Laboratory
Prerequisites: CHEM 2111 with a "C" or better and either concurrent enrollment in CHEM 2124 or completion of CHEM 2124 with a "C" or better
1 Credit Designed to accompany Organic Chemistry II lecture, this lab course emphasizes organic synthesis and structure analysis methods such as proton NMR. Writing lab reports is an integral part of the course.

CHEM 2124 - Organic Chemistry II
Prerequisites: CHEM 2114 with a grade of "C" or better.
4 Credits This course is the second of a two-semester sequence of organic chemistry for science and chemical engineering majors as well as students seeking to enter the fields of medicine, dentistry, pharmacy, and veterinary medicine. Students will master the concepts of structural theory, reactions, and reaction mechanisms of the principal functional groups of organic compounds which were not included in the first course.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective
3 Credits Humanities elective

MATH 1483 - Functions and Modeling*
MATH 1533 - Pre Calculus and Analytic Geometry
Prerequisites: Adequate math placement OR co-enrollment in MATH 0531 and ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

MATH 1613 - Trigonometry
Prerequisites: Pre or Corequisite: MATH 1483 or MATH 1533 or adequate math placement and ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will evaluate trigonometric functions and their inverses using both degree and radian measure; graph trigonometric functions and their transformations; identify properties of trigonometric functions; verify and apply trigonometric identities; solve trigonometric equations; solve problems involving right and oblique triangles, vectors, and indirect measurement; and identify and graph polar curves.

MATH 1743 - Calculus I for Business, Life Sciences, and Social Sciences
Prerequisites: MATH 1483 or adequate math placement
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 2013 - Introduction to Statistics
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

MATH 2104 - Calculus and Analytic Geometry I
Prerequisites: MATH 1533 and MATH 1613 or adequate math placement.
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. This course satisfies the computer proficiency requirement.

MATH 2214 - Calculus and Analytic Geometry II
Prerequisites: MATH 2104 within the last year.
4 Credits The student will use integration techniques to find antiderivatives, use integrals to solve problems from geometry and physics, use vectors to solve problems in higher dimensions, test infinite series for convergence, approximate functions by using series, solve elementary first-order differential equations, and analyze functions of three variables and their contour plots. This course satisfies the computer proficiency requirement.

PHYS 1114 - College Physics I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 1483 or higher or APPM 1223, within the last two years or by evaluation. § Criteria for evaluation is in division office.
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.

PHYS 2014 - Engineering Physics I
Prerequisites: MATH 2104 (or at least 4 hours of calculus) within the last year or by evaluation. Prerequisite or Corequisite: MATH 2214
4 Credits This is a physics course designed primarily for pre-engineering, chemistry and physics majors. Students will demonstrate their understanding of concepts in mechanics, heat and sound by (1) developing qualitative and quantitative descriptions of physical phenomena, and (2) predicting the results of physical occurrences based on physics theory and laboratory experiments. Quantitative descriptions and predictions will incorporate methods of calculus where appropriate.

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - General Psychology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

SOC 1113 - Introduction to Sociology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, social stratification and social change.
Child Development (AA)

Associate in Arts

Minimum of 62-63 credit hours*

Knowing you play a role in supporting children and their families is priceless. That's why Oklahoma City Community College offers four programs for students who are interested in pursuing careers in child development. You can earn an associate degree in arts in child development, an associate degree in applied science in child development, a certificate of mastery in child development, or a child development associate (CDA). Consult a faculty advisor to find out which program is best for you. The associate degree in arts in child development will specifically prepare you to transfer to a four-year college or university to continue your learning in early childhood education, family relations and human environmental sciences.

Courses identified by "C" (or "B") within a program curriculum pattern must be completed with a grade of "C" (or "B" or better) by students majoring in that program.

*NOTE: More information about the AA in Child Development and pending OSRHE proposals for this program can be obtained by contacting the Division of Social Sciences at 405-682-1611, ext. 7573.

**Course Sequence**

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| CD 2153 | Introduction to Early Childhood Education | 3# | Major | C
| ENGL 1113 | English Composition I | 3 | Gen Ed | |
| HIST 1483 | U.S. History to 1877 | OR | Gen Ed | |
| HIST 1493 | U.S. History 1877 to Present | 3 | Gen Ed | |
| **Suggested Freshman 2nd Semester** | | | | |
| CD 2333 | Curriculum and Play | 3 | Major | C
| CD 2393 | Child Health, Safety and Nutrition | 3 | Major | C
| CD 2213 | Child and Family in Society | 3 | Major | |
| ENGL 1213 | English Composition II | 3 | Gen Ed | |
| BIO | Biological Science | 3-4 | Gen Ed | |
| **Suggested Sophomore 1st Semester** | | | | |
| CD 2363 | Guidance of Young Children | 3 | Major | C
| CD 2503 | Integrated Curriculum Development II | 3# | Major | C
| COM 2213 | Intro to Public Speaking | 3^ | Gen Ed | |
| HUM | Humanities Elective | 3 | Gen Ed | |
| MATH 1483 | Functions and Modeling* | OR | Gen Ed | |
| MATH 1503 | Contemporary Mathematics | OR | Gen Ed | |
| MATH 2013 | Introduction to Statistics | 3 | Gen Ed | |
| CD 2631 | Curriculum Development and Application - Infant and Toddler | 1* | Major | |
| **Suggested Sophomore 2nd Semester** | | | | |
| FA GEN | Faculty Approved General Education Elective | 6^ | Gen Ed | |
| CD 2641 | Curriculum Development and Application - Preschool | 1^ | Gen Ed | |
| PHYS | Any Physical Science | 3-4 | Gen Ed | |
| HUM | Humanities Elective | 3 | Gen Ed | |
| POLSC 1113 | American Federal Government | 3 | Gen Ed | |

**Course Grouping**

#Major Courses: (24 credit hours) Child Development: CD 1121, CD 2113 (C), CD 2153 (C), CD 2213, CD 2333 (C), CD 2353 (C), CD 2363 (C), CD 2533 (C), *CD 2631, *CD 2641

^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 (Suggested General Education Humanities Electives; PHIL 1123, PHIL 1013, HUM 2213, HUM 2223); Mathematics: MATH 1483 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

*Pending OSRHE approval

Program Notes

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Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/Transfer Programs in the general information section of the catalog. CD 2153, CD 2333, CD 2353, CD 2363, CD 2631, and CD 2641 have a clinical component that requires purchase of liability insurance and a student name tag. Child Development Lab fees are associated with these courses in the amount of $5.00 per credit hour.
BIO - Biological Science
3 Credits  Biological Science

CD 1121 - The Child Development Professional
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 2113 - Introduction to Child Development
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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. The course contains a laboratory component which must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2213 - Child and Family in Society
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  This course emphasizes promoting optimum development and support of families and children within various settings and the larger community.

CD 2333 - Curriculum and Play
Prerequisites: Earned at least a "C" in CD 2113
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 laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2353 - Child Health, Safety and Nutrition
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  This course explores 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. The laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2363 - Guidance of Young Children
Prerequisites: Earned at least a "C" in CD 2113
3 Credits  This course presents the theoretical basis for the use of positive, constructive child guidance and discipline techniques in programs serving children. The laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2533 - Integrated Curriculum Development II
Prerequisites: ENGL 1113: Earned at least a "C" in CD 2113, CD 2153, CD 2333, and CD 2353
3 Credits  Students will demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. Students will also demonstrate skill in guiding infants and/or toddlers and providing for their health and safety in a group setting. A minimum of twenty-eight contact hours is required, which must be completed in approved off-campus early care and education facilities at discretion of instructor. Students must meet pre-laboratory requirements.

CD 2631 - Curriculum Development and Application - Infant and Toddler
Prerequisites: ENGL 1113; Earned at least a "C" in CD 2333 and CD 2353
1 Credit  Students will demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. Students will also demonstrate skill in guiding infants and/or toddlers and providing for their health and safety in a group setting. A minimum of twenty-eight contact hours is required, which must be completed in approved off-campus early care and education facilities at discretion of instructor. Students must meet pre-laboratory requirements. AAS majors must document a minimum of fifty clock observation and contact hours with children in a variety of settings, including the workplace.

CD 2641 - Curriculum Development and Application - Preschool
Prerequisites: ENGL 1113; Earned at least a "C" in CD 2333 and CD 2353
1 Credit  Students will demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. Students will also demonstrate skill in guiding preschoolers and providing for their health and safety in a group setting. A minimum of twenty-eight contact hours is required, which must be completed in approved off-campus early care and education facilities at discretion of instructor. Students must meet pre-laboratory requirements. AAS majors must document a minimum of fifty clock observation and contact hours with children in a variety of settings, including the workplace.

COM 2213 - Intro to Public Speaking
Prerequisites: ENGL 0106 or adequate placement score
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.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 student will locate library material and incorporate researched materials into compositions.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1113 or ENGL 1103 taken within the last year, with strong encouragement for immediate continuation.
3 Credits  In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.
FA GEN - Faculty Approved General Education Elective
3 Credits  Faculty approved General Education elective

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective
3 Credits  Humanities elective

MATH 1483 - Functions and Modeling*
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

MATH 1503 - Contemporary Mathematics
Prerequisites: MATH 0313 or adequate math placement. Pre or Co-requisite ENGL 1113 or ENGL 1103
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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

PHYS - Any Physical Science
3 Credits  Any Physical Science

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
Child Development (AAS)
Associate in Applied Science

Knowing you play a role in shaping a child’s imagination and education is priceless. That’s why Oklahoma City Community College offers four programs for students who are interested in pursuing careers in child development. You can earn an associate degree in arts in child development, an associate degree in applied science in child development, a certificate of mastery in child development, or a child development associate (CDA). Consult a faculty advisor to find out which program is best for you. This degree option is best if you’re looking to quickly enter the job market upon graduation.

Courses identified by “C” (or “B”) within a program curriculum pattern must be completed with a grade of “C” (or “B” or better) by students majoring in that program.

Minimum of 61 credit hours*

*NOTE: More information about the AAS in Child Development and pending OSRHE proposals for this program can be obtained by contacting the Division of Social Sciences at 405-682-1611, ext. 7573.

Course Sequence

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Suggested Freshman 2nd Semester

| CD 2333   | Curriculum and Play                             | 3       | Major | C      |
| CD 2353   | Child Health, Safety and Nutrition              | 3       | Major | C      |
| CD 2213   | Child and Family in Society                     | 3       | Major |        |
| POLSC 1113| American Federal Government                     | 3       | Gen Ed |        |
| ENGL 1213 | English Composition II                          | 3       | Gen Ed |        |

Suggested Sophomore 1st Semester

| CD 2363   | Guidance of Young Children                      | 3       | Major | C      |
| CD 2533   | Integrated Curriculum Development II             | 3#      | Major | C      |
| CD 2443   | Language Literacy for Young Children             | 3#      | Major |        |
| PSY 1113  | General Psychology                               | OR      | Gen Ed |        |
| SOC 1113  | Introduction to Sociology                        | 3       | Gen Ed |        |
| CD 2631   | Curriculum Development and Application - Infant and Toddler | 1* | Major |        |
| CD 2623   | Supervised Laboratory                            | OR      | Support |       |
| FA SUPPORT| Faculty Approved Support Electives               | 3       | Support |        |

Suggested Sophomore 2nd Semester

| HUM       | Humanities Elective                              | 3       | Gen Ed |        |
| CD 2641   | Curriculum Development and Application - Preschool| 1*      | Major |        |
| CD 2713   | Infant/toddler Development and Educational Program | 3       | Major |        |
| BUS 1323  | Mathematics for Business Careers                | 3^      | Support |       |
| CS 1103   | Introduction to Computers and Applications       | 3^      | Gen Ed |        |
| ART 1213  | Foundations I: Design and Color                  | 3^      | Support |        |

Course Grouping

#Major Courses: (30 credit hours) Child Development: CD 1121, CD 2113 (C), CD 2153 (C), CD 2333 (C), CD 2353 (C), CD 2213, CD 2363 (C), CD 2443, CD 2533 (C), *CD 2631, *CD 2641, CD 2713.  
^General Education Courses: (21 credit hours) English: ENGL 1113, ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Psychology or Sociology: PSY 1113 or SOC 1113; Computer Skills: CS 1103; Humanities: Three credit hours.

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

^Support Courses: (9 credit hours) Art: ART 1213; Business: BUS 1323; CD 2623 Supervised Laboratory OR 3 hours Faculty Approved Support Elective, upon Advisor evaluation.

(C) Grade of “C” or better required before admittance to subsequent courses.

*Pending OSRHE approval

More information about the major courses and pending OSRHE proposals for the AAS in Child Development [CD 2113 (C), CD 2443 (C) OR CD 2153 (C), CD 2333 (C), CD 2353 (C), CD 2213, CD 2363 (C), CD 2461, CD 2713, CD 2223, CD 2503] may be obtained by contacting the Division of Social Sciences at 405-682-1611, ext. 7573.

Program Notes
Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog. CD 2153, CD 2333, CD 2353, CD 2363, CD 2631, and CD 2641 have a clinical component that requires purchase of liability insurance and a student name tag. Child Development Lab fees are associated with these courses in the amount of $5.00 per credit hour.
ART 1213 - Foundations I: Design and Color
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits This course emphasizes promoting optimum development and support of families and children within various settings and the larger community.

CD 2333 - Curriculum and Play
Prerequisites: Earned at least a "C" in CD 2113
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 laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2353 - Child Health, Safety and Nutrition
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2363 - Guidance of Young Children
Prerequisites: Earned at least a "C" in CD 2113
3 Credits This course presents the theoretical basis for the use of positive, constructive child guidance and discipline techniques in programs serving children. The laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2443 - Language Literacy for Young Children
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits 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
Prerequisites: ENGL 1113; Earned at least a "C" in CD 2113, CD 2153, CD 2333, and CD 2353
3 Credits 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. The laboratory component of the course must be completed at off-campus approved sites at discretion of instructor. Students must meet pre-laboratory requirements.

CD 2623 - Supervised Laboratory
Prerequisites: ENGL 1113; Earned at least a "C" in CD 2353, CD 2533
3 Credits Students will work a minimum of 96 clock hours at a laboratory location to be approved by the instructor. Students will provide for children’s health and safety, guide their behavior, plan and execute activities in all curriculum areas, communicate with children’s families, and interact with staff on a professional level. Students must meet pre-laboratory requirements.

CD 2631 - Curriculum Development and Application - Infant and Toddler
Prerequisites: ENGL 1113; Earned at least a "C" in CD 2333 and CD 2353
1 Credit Students will demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. Students will also demonstrate skill in guiding infants and/or toddlers and providing for their health and safety in a group setting. A minimum of twenty-eight contact hours is required, which must be completed in approved off-campus early care and education facilities at discretion of instructor. Students must meet pre-laboratory requirements. AAS majors must document a minimum of fifty clock observation and contact hours with children in a variety of settings, including the workplace.

CD 2641 - Curriculum Development and Application - Preschool
Prerequisites: ENGL 1113; Earned at least a "C" in CD 2333 and CD 2353
1 Credit Students will demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. Students will also demonstrate skill in guiding preschoolers and providing for their health and safety in a group setting. A minimum of twenty-eight contact hours is required, which must be completed in approved off-campus early care and education facilities at discretion of instructor. Students must meet pre-laboratory requirements.
pre-laboratory requirements. AAS majors must document a minimum of fifty clock observation and contact hours with children in a variety of settings, including the workplace.

**CD 2713 - Infant/toddler Development and Educational Program**
*Prerequisites: ENGL 1113*
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 laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

**CS 1103 - Introduction to Computers and Applications**
*Prerequisites: MATH 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures*
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. Advanced Standing is available. This course satisfies the computer proficiency requirement.

**ENGL 1113 - English Composition I**
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*
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.

**ENGL 1213 - English Composition II**
*Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation. 3 Credits* In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

**FA SUPPORT - Faculty Approved Support Electives**
3 Credits Faculty approved support electives

**HIST 1483 - U.S. History to 1877**
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

**HIST 1493 - U.S. History 1877 to Present**
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

**HUM - Humanities Elective**
3 Credits Humanities elective

**PSY 1113 - General Psychology**
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*
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.

**SCL 1001 - Success in College and Life**
*Prerequisites: ENGL 0106 or adequate reading/writing assessment scores*
1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is required course in degree plans to satisfy the Life Skills requirement.

**SOC 1113 - Introduction to Sociology**
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*
3 Credits The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, social stratification and social change.
Child Development (AAS) Administrator Option

Associate in Applied Science

Minimum of 61 credit hours*

Knowing you play a role in shaping a child’s imagination and education is priceless. That’s why Oklahoma City Community College offers four programs for students who are interested in pursuing careers in child development. You can earn an associate degree in arts in child development, an associate degree in applied science in child development, a certificate of mastery in child development, or a child development associate (CDA). Consult a faculty advisor to find out which program is best for you. The Child Development Administrator option is best for you if you are interested in becoming a program director or administrator. If you’re already working in this career field, this degree program will provide you with an opportunity to maintain, upgrade and hone your education and training.

Courses identified by "C" (or "B") within a program curriculum pattern must be completed with a grade of "C" or better (or "B" or better) by students majoring in that program.

*NOTE:
More information about the AAS in Child Development-Administrator and pending OSRHE proposals for this program can be obtained by contacting the Division of Social Sciences at 405-682-1611, ext. 7573.

Course Sequence

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<tr>
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<td>1# Major</td>
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<td>1* Major</td>
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<td>CD 2713</td>
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<tr>
<td>BUS 1323</td>
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<td>CS 1103</td>
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<tr>
<td>PSY 1113</td>
<td>General Psychology</td>
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<tr>
<td>SOC 1113</td>
<td>Introduction to Sociology</td>
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<tr>
<td>CD 2833</td>
<td>Early Childhood Center Financial Planning and Management</td>
<td>3 Major C</td>
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Course Grouping

#Major Courses: (33 credit hours) Child Development: CD 1121, CD 2113 (C), CD 2153 (C), CD 2333 (C), CD 2353 (C), CD 2363 (C), CD 2443, CD 2533 (C), *CD 2631, *CD 2641, CD 2713, CD 2813, CD 2833 (C).
^General Education Courses: (21 credit hours) English: ENGL 1113, ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Psychology or Sociology: PSY 1113 or SOC 1113; Computer Skills: CS 1103; Humanities: Three credit hours.
Life Skills Courses: (1 credit hour) Life Skills: SCL 1001
^Support Courses: (6 credit hours) Business: BUS 1323; CD 2623 or CD 2213.
*Pending OSRHE approval

Program Notes
Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog. CD 2153, CD 2333, CD 2353, CD 2363, CD 2631, and CD 2641 have a clinical component that requires purchase of liability insurance and a student name tag. Child Development Lab fees are associated with these courses in the amount of $5.00 per credit hour.
Degree Program Course Descriptions

BUS 1323 - Mathematics for Business Careers
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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.

CD 1121 - The Child Development Professional
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 2113 - Introduction to Child Development
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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. The course contains a laboratory component which must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2213 - Child and Family in Society
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits This course emphasizes promoting optimum development and support of families and children within various settings and the larger community.

CD 2333 - Curriculum and Play
Prerequisites: Earned at least a "C" in CD 2113
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 laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2353 - Child Health, Safety and Nutrition
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
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 laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2363 - Guidance of Young Children
Prerequisites: Earned at least a "C" in CD 2113
3 Credits This course presents the theoretical basis for the use of positive, constructive child guidance and discipline techniques in programs serving children. The laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2443 - Language Literacy for Young Children
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits 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
Prerequisites: ENGL 1113; Earned at least a "C" in CD 2113, 2153, 2333, and CD 2533
3 Credits 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. The laboratory component of the course must be completed at off-campus approved sites at discretion of instructor. Students must meet pre-laboratory requirements.

CD 2623 - Supervised Laboratory
Prerequisites: ENGL 1113; Earned at least a "C" in CD 2333, CD 2533
3 Credits Students will work a minimum of 96 clock hours at a laboratory location to be approved by the instructor. Students will provide for children's health and safety, guide their behavior, plan and execute activities in all curriculum areas, communicate with children’s families, and interact with staff on a professional level. Students must meet pre-laboratory requirements.

CD 2631 - Curriculum Development and Application - Infant and Toddler
Prerequisites: ENGL 1113; Earned at least a "C" in CD 2333 and CD 2533
1 Credit Students will demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. Students will also demonstrate skill in guiding infants and/or toddlers and providing for their health and safety in a group setting. A minimum of twenty-eight clock contact hours is required, which must be completed in approved off-campus early care and education facilities at discretion of instructor. Students must meet pre-laboratory requirements. AAS majors must document a minimum of fifty clock observation and contact hours with children in a variety of settings, including the workplace.

CD 2641 - Curriculum Development and Application - Preschool
Prerequisites: ENGL 1113; Earned at least a "C" in CD 2333 and CD 2533
1 Credit Students will demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. Students will also demonstrate skill in guiding preschoolers and providing for their health and safety in a group setting. A minimum of twenty-eight clock contact hours is required, which must be completed in approved off-campus early care and education facilities at discretion of instructor. Students must meet pre-laboratory requirements. AAS majors must document a minimum of fifty clock observation and contact hours with children in a variety of settings, including the workplace.

CD 2713 - Infant/toddler Development and Educational Program
Prerequisites: ENGL 1113
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.
toddler students in early care and education settings. The laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

**CD 2813 - Early Childhood Center Personnel Development Management**
Prerequisites: ENGL 1113; Earned at least a "C" in CD 2113
3 Credits  This course is for individuals wishing to improve their management skills with personnel working in early care and education programs. Students will examine the principles, procedures and organizational techniques used in the development and management of personnel including employment practices, employee assessment and evaluation, orientation, training, related federal and state legislation and regulations, diversity, employee/employer relations, compensation, advocacy, ethics, and leadership.

**CD 2833 - Early Childhood Center Financial Planning and Management**
Prerequisites: ENGL 1113; Earned at least a "C" in CD 2113
3 Credits  This course is for individuals wishing to improve their skills in designing and managing budgets and financial plans for early care and education programs. Students will have practical experience utilizing guidelines and tools for creating budgets as well as other financial issues pertinent to the field. Other content will include governmental regulations as they pertain to budgets, insurance, customer service, collection issues, financial policies and procedures, fund raising, and government programs and their relationships to financial management of early care and education programs.

**CS 1103 - Introduction to Computers and Applications**
Prerequisites: MATH 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. Advanced Standing is available. This course satisfies the computer proficiency requirement.

**ENGL 1113 - English Composition I**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

**ENGL 1213 - English Composition II**
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits  In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

**HIST 1483 - U.S. History to 1877**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**HIST 1493 - U.S. History 1877 to Present**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**HUM - Humanities Elective**
3 Credits  Humanities elective

**POLSC 1113 - American Federal Government**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

**PSY 1113 - General Psychology**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

**SCL 1001 - Success in College and Life**
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**SOC 1113 - Introduction to Sociology**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, social stratification and social change.
Child Development (Certificate)

Certificate of Mastery

Minimum of 19 credit hours*

Knowing you play a role in shaping a child’s imagination and education is priceless. That’s why Oklahoma City Community College offers four programs for students who are interested in pursuing careers in child development. You can earn an associate degree in arts in child development, an associate degree in applied science in child development, a certificate of mastery in child development, or a child development associate (CDA). Consult a faculty advisor to find out which program is best for you. The certificate program allows you to study courses in the field of child development without taking the general education classes that are required for an associate degree. In this program, you can learn the skills you need quickly so you can enter the job market. Another good thing about this option is that the college credits you earn will apply toward the associate in applied science or associate in arts degrees, so you can always come back to OCCC and further your education.

Courses identified by "C" (or "B") within a program curriculum pattern must be completed with a grade of "C" (or "B" or better) by students majoring in that program.

*NOTE: More information about the Certificate in Child Development and pending OSRHE proposals for this program can be obtained by contacting the Division of Social Sciences at 405-682-1611, ext. 7573.

Course Sequence

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<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
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<th>Min Gd</th>
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<td>Major</td>
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<td>Introduction to Child Development</td>
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<td>ENGL 1113</td>
<td>English Composition I</td>
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Suggested Freshman 1st Semester

Suggested Freshman 2nd Semester

| CD 2333   | Curriculum and Play                              | 3       | Major| C      |
| CD 2353   | Child Health, Safety and Nutrition               | 3       | Major| C      |
| CD 2363   | Guidance of Young Children                       | 3       | Major| C      |

Course Grouping

#Major Courses: (16 credit hours) Child Development: CD 1121 (C); CD 2113 (C); CD 2153 (C); CD 2333 (C); CD 2353 (C); CD 2363 (C)

General Education Courses: (3 credit hours) English: ENGL 1113

Life Skills Courses: None

Support Courses: None

More information about the major courses and pending OSRHE proposals for the Certificate in Child Development [CD 2113 (C), CD 2443 (C) OR CD 2153 (C), CD 2333 (C), CD 2353 (C), CD 2363 (C)] may be obtained by contacting the Division of Social Sciences at 405-682-1611, ext. 7573.

Program Notes

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.

CD 2153, CD 2333, CD 2353, CD 2363, CD 2631, and CD 2641 have a clinical component that requires purchase of liability insurance and a student name tag. Child Development Lab fees are associated with these courses in the amount of $5.00 per credit hour.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our website at www.occc.edu/certificates/
CD 1121 - The Child Development Professional
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 2113 - Introduction to Child Development
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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. The course contains a laboratory component which must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2333 - Curriculum and Play
Prerequisites: Earned at least a “C” in CD 2113
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 laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2353 - Child Health, Safety and Nutrition
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
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 laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2363 - Guidance of Young Children
Prerequisites: Earned at least a “C” in CD 2113
3 Credits This course presents the theoretical basis for the use of positive, constructive child guidance and discipline techniques in programs serving children. The laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.
Clinical Research Coordinator Program++

Associate in Applied Science

Minimum of 65 credit hours*

If you’re interested in working with doctors, research nurses and clinical research coordinators to perform studies involving research participants, then the clinical research program at Oklahoma City Community College is for you. At OCCC, you can earn an associate degree in applied science or a certificate of mastery in clinical research. The work you do in clinical research varies from employer to employer but will likely include tasks such as recruiting participants, obtaining informed consent, collecting participant data, entering that data and managing clinical research projects. The clinical research projects themselves are also varied and can range from clinical trials for new chemotherapy drugs, lupus medications, rheumatoid arthritis treatments and diabetes treatments to testing medical devices such as ventricular heart valves and new materials for wound healing. You must apply for admission to the clinical research program after being accepted for admission to OCCC. All program applications are reviewed by a selection committee. *This program operates on a cohort-based model. The General Education, Support, and Life Skills courses may be taken at any time, but the cohort will complete the Clinical Research Coordinator courses at the same time. Contact the Division of Science, Engineering and Mathematics for more information: 405-682-7508.

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<td>CRC 1103</td>
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<td>CHEM 1123</td>
<td>Survey of General, Organic, and Biochemistry</td>
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<td>Support</td>
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<td>CRC 1112</td>
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<td>CRC 2003</td>
<td>Clinical Research Design</td>
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<td>CRC 2203</td>
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<td>CRC 2113</td>
<td>Clinical Research Site Management</td>
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Course Grouping

Major Courses: (32 credits hours) Clinical Research Coordinator: CRC 1103, CRC 1112, CRC 1203, CRC 1303, CRC 1503, CRC 2003, CRC 2103, CRC 2113, CRC 2203, CRC 2213, CRC 2313

General Education Courses: (18 credit hours) English: ENGL 1113, ENGL 1233; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Communications: COM 1123; Mathematics: MATH 2013

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

Support Courses: (14 credit hours) Allied Health: AHP 1013; Biological Sciences: BIO 1314 and BIO 1414; Chemistry: CHEM 1123

Program Notes

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

++Special Admission Procedures

You must apply for admission to the clinical research program after being accepted for admission to OCCC. All program applications are reviewed by a selection committee.

*This program operates on a cohort-based model. The General Education, Support, and Life Skills courses may be taken at any time, but the cohort will complete the Clinical Research Coordinator courses at the same time. Clinical Research Coordinator courses will be offered when at least twelve students are identified from individuals in the industry or those interested in working in the industry. Individuals wishing to enroll in the program will be on a waiting list until the time when the cohort number is met. Once the number is met, these students will move through the program together, completing the core program courses at the same time. Contact the Division of Science, Engineering and Mathematics for more information: 405-682-7508.
AHP 1013 - Medical Terminology  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.

BIO 1314 - Human Anatomy and Physiology I  
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement. 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 requires dissection is an integral and required part of the course.

BIO 1414 - Human Anatomy and Physiology II  
Prerequisites: BIO 1314 with a grade of "C" or higher.  
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 requires dissection is an integral and required part of the course.

CHEM 1123 - Survey of General, Organic, and Biochemistry  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement.  
3 Credits  This course is designed for nursing and allied health programs which do not require General Chemistry I for science majors. This course is also appropriate for individuals interested in a general overview of chemistry. The course covers selected topics in general chemistry including unit conversions, atomic structure, chemical bonding, acids, bases, pH, chemical equilibrium, electrolytes, and properties of solutions. The course also introduces topics from organic and biochemistry. The relationship between chemical principles and human health is emphasized throughout the course.

COM 1123 - Interpersonal Communications  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.

CRC 1103 - Introduction to Clinical Research  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; Admission to the CRC Program  
3 Credits  The student will demonstrate knowledge of the history of human subject research, evolution of rules protecting human subjects, roles of the clinical research teams, clinical trial phases, and responsibilities of clinical research organizations.

CRC 1112 - Vital Signs and Venipuncture  
Prerequisites: BIO 1414; Admission to the CRC Program  
2 Credits  The student will 1) successfully measure blood pressure, pulse rate, and temperature, 2) draw intravenous blood, 3) perform human tissue and fluid storage procedures, and 4) utilize universal precautions for handling biological materials.

CRC 1203 - Medical Ethics and Client Care  
Prerequisites: CRC 1103; Admission to the CRC Program  
3 Credits  The student will be able to describe the fundamentals of ethical principles involving human research subjects, understand informed consent and the role of the Internal Review Board, and identify vulnerable populations.

CRC 1303 - Clinical Trials and Research Regulations  
Prerequisites: CRC 1103; Admission to the CRC Program  
3 Credits  The student will receive an overview of federal and international guidelines governing clinical research and drug trials, including Good Clinical Practices and International Council on Harmonization guidelines. An emphasis will be placed on understanding of research organization compliance, responsibilities of the Internal Review Board and the Health Insurance Portability and Accountability Act (HIPAA). The student will identify and complete required regulatory forms, define human subject protection guidelines, compare federal versus international guidelines for clinical research and discuss conflict of interest issues.

CRC 1503 - Clinical Trials and Research Internship I  
Prerequisites: CRC 1203; CRC 1303; Admission to the CRC Program  
3 Credits  Students will shadow clinical research teams for four weeks at a private or university clinical research facility. Topics learned in the classroom will be demonstrated in an actual clinical research setting, giving the student exposure to a real-world setting while learning practical applications.

CRC 2003 - Clinical Database Applications  
Prerequisites: CRC 1103; Admission to the CRC Program  
3 Credits  The student will demonstrate mastery of the concepts of clinical research data management systems, quality assurance, data confidentiality and security, accurate preparation of case reports.

CRC 2103 - Clinical Research Design  
Prerequisites: CRC 1203; CRC 1303; Admission to the CRC Program  
3 Credits  The student will acquire a basic knowledge of research design methodologies, data organization and presentation, participant eligibility, adverse event documentation, site visit and audit preparation, and budget design.

CRC 2113 - Clinical Research Site Management  
Prerequisites: CRC 2103; Admission to the CRC Program  
3 Credits  The student will acquire a basic knowledge of research site organization, operation and management. The student will learn the process involved in grant applications, study initiation, documentation requirements, and site evaluations. Emphasis will be placed on defining process flow and interactions with Institutional Review Boards, sponsors, regulators, investigators, and the community.

CRC 2203 - Pathophysiology  
Prerequisites: CHEM 1123; BIO 1414; AHP 1013; Admission to the CRC Program
3 Credits The student will utilize critical thinking models to understand the dynamic aspects of human health and disease processes. The student will develop a foundational knowledge of the pathogenesis and clinical manifestation of disease in order to work effectively with subject data and communicate with other clinical research professionals.

CRC 2213 - Pharmacology for Clinical Research
Prerequisites: CHEM 1123; BIO 1414; Admission to the CRC Program
3 Credits The student will correctly spell names of major drugs, place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names. The student will identify and discuss the purpose of nutritional products, blood modifiers, hormones, diuretics, diabetes medications, cardiovascular agents, respiratory drugs, and gastrointestinal agents.

CRC 2313 - Clinical Protocol Design
Prerequisites: CRC 2103; CRC 2113; Admission to the CRC Program
3 Credits Through study, discussion, and classroom activities the student will identify different research designs, master the rules for writing protocols, understand ethical issues involved in research protocol design, and develop the skills to design data collection forms.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 student will locate library material and incorporate researched materials into compositions.

ENGL 1233 - Technical Writing for the Workplace
Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score
3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

MATH 2013 - Introduction to Statistics
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - Success in College and Life
Clinical Research Program++

Certificate of Mastery

Minimum of 21 credit hours*

If you're interested in working with doctors, research nurses and clinical research coordinators to perform studies involving research participants, then the clinical research program at Oklahoma City Community College is for you. At OCCC, you can earn an associate degree in applied science or a certificate of mastery in clinical research; the certificate of mastery is a quick turn-around program that gets you trained, out-the-door and into the job market. The work you do in clinical research varies from employer to employer but will likely include tasks such as recruiting participants, obtaining informed consent, collecting participant data, entering that data and managing clinical research projects. The clinical research projects themselves are also varied and can range from clinical trials for new chemotherapy drugs, lupus medications, rheumatoid arthritis treatments and diabetes treatments to testing medical devices such as ventricular heart valves and new materials for wound healing. You must apply for admission to the clinical research program after being accepted for admission to OCCC. All program applications are reviewed by a selection committee. *This program operates on a cohort-based model. Contact the Division of Science, Engineering and Mathematics for more information: 405-682-7508.

Course Sequence

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<tr>
<th>Course ID</th>
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<th>Type</th>
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<tbody>
<tr>
<td>CRC 1103</td>
<td>Introduction to Clinical Research</td>
<td>3</td>
<td>Major</td>
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<tr>
<td>CRC 1203</td>
<td>Medical Ethics and Client Care</td>
<td>3</td>
<td>Major</td>
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<tr>
<td>CRC 1303</td>
<td>Clinical Trials and Research Regulations</td>
<td>3</td>
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<tr>
<td>CRC 2003</td>
<td>Clinical Database Applications</td>
<td>3</td>
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<td>CRC 2103</td>
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<tr>
<td>CRC 2313</td>
<td>Clinical Protocol Design</td>
<td>3</td>
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</table>

Course Grouping

Major Courses: (21 credit hours) Clinical Research Coordinator: CRC 1103, CRC 1203, CRC 1303, CRC 2103, CRC 2003, CRC 2113, CRC 2313;
General Education Courses: None
Life Skills Courses: None
Support Courses: None

Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.
++Special Admission Procedures
You must apply for admission to the clinical research program after being accepted for admission to OCCC. All program applications are reviewed by a selection committee.
*This program operates on a cohort-based model. Clinical Research Coordinator courses will be offered when at least twelve students are identified from individuals in the industry or those interested in working in the industry. Individuals wishing to enroll in the program will be on a waiting list until the time when the cohort number is met. Once the number is met, these students will move through the program together, completing the core program courses at the same time. Contact the Division of Science, Engineering and Mathematics for more information: 405-682-7508.
CRC 1103 - Introduction to Clinical Research  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; Admission to the CRC Program  
3 Credits  The student will demonstrate knowledge of the history of human subject research, evolution of rules protecting human subjects, roles of the clinical research teams, clinical trial phases, and responsibilities of clinical research organizations.

CRC 1203 - Medical Ethics and Client Care  
Prerequisites: CRC 1103; Admission to the CRC Program  
3 Credits  The student will be able to describe the fundamentals of ethical principles involving human research subjects, understand informed consent and the role of the Internal Review Board, and identify vulnerable populations.

CRC 1303 - Clinical Trials and Research Regulations  
Prerequisites: CRC 1103; Admission to the CRC Program  
3 Credits  The student will receive an overview of federal and international guidelines governing clinical research and drug trials, including Good Clinical Practices and International Council on Harmonization guidelines. An emphasis will be placed on understanding of research organization compliance, responsibilities of the Internal Review Board and the Health Insurance Portability and Accountability Act (HIPAA). The student will identify and complete required regulatory forms, define human subject protection guidelines, compare federal versus international guidelines for clinical research and discuss conflict of interest issues.

CRC 2003 - Clinical Database Applications  
Prerequisites: CRC 1103; Admission to the CRC Program  
3 Credits  The student will demonstrate mastery of the concepts of clinical research data management systems, quality assurance, data confidentiality and security, accurate preparation of case reports.

CRC 2103 - Clinical Research Design  
Prerequisites: CRC 1203; CRC 1303; Admission to the CRC Program  
3 Credits  Students will acquire a basic knowledge of research design methodologies, data organization and presentation, participant eligibility, adverse event documentation, site visit and audit preparation, and budget design.

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Prerequisites: CRC 2103; Admission to the CRC Program  
3 Credits  The student will acquire a basic knowledge of research site organization, operation and management. The student will learn the process involved in grant applications, study initiation, documentation requirements, and site evaluations. Emphasis will be placed on defining process flow and interactions with Institutional Review Boards, sponsors, regulators, investigators, and the community.

CRC 2313 - Clinical Protocol Design  
Prerequisites: CRC 2103; CRC 2113; Admission to the CRC Program  
3 Credits  Through study, discussion, and classroom activities the student will identify different research designs, master the rules for writing protocols, understand ethical issues involved in research protocol design, and develop the skills to design data collection forms.
Community/Public Health

Associate in Science

Minimum of 61 credit hours

Public Health is a broad, multi-disciplinary field, and most professionals specialize at the graduate level. Other specialties within public health include maternal and child health, nutrition, health disparities, and veterinary public health. Additionally, some professionals choose interdisciplinary career paths that involve public health, such as MPH/RN, MPH/JD, MPH,MD, etc. A bachelor's degree opens the door for entry level opportunities in areas such as health education and promotion and environmental health. A master's degree is typically required for management, administration, research, policy development, biostatistics, and epidemiology.

Course Sequence

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<tr>
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<th>Min Gd</th>
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<td>Life Skills</td>
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<tr>
<td>AHP 1222</td>
<td>First Aid and CPR</td>
<td>2</td>
<td>Major</td>
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<tr>
<td>ENGL 1113</td>
<td>English Composition I</td>
<td>3</td>
<td>Gen Ed</td>
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<tr>
<td>CHEM 1103</td>
<td>Chemistry Around Us</td>
<td>3</td>
<td>Gen Ed</td>
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<td>PSY 1113</td>
<td>General Psychology</td>
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<td>POLSC 1113</td>
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Suggested Freshman 2nd Semester

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<td>ENGL 1213</td>
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<td>SOC 1113</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td>Major</td>
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<td>MATH 2013</td>
<td>Introduction to Statistics</td>
<td>3</td>
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<tr>
<td>PHIL 1123</td>
<td>Critical Thinking</td>
<td>3</td>
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<tr>
<td>HIST 1483</td>
<td>U.S. History to 1877</td>
<td>OR</td>
<td>Gen Ed</td>
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<tr>
<td>HIST 1493</td>
<td>U.S. History 1877 to Present</td>
<td>3</td>
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Suggested Sophomore 1st Semester

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<td>LEIS 1602</td>
<td>Total Wellness</td>
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<td>PSY 2403</td>
<td>Developmental Psychology</td>
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<td>BIO 1114</td>
<td>General Biology (Non Majors)</td>
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<td>GEOG 2603</td>
<td>World Regional Geography</td>
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<td>AHP 1013</td>
<td>Medical Terminology</td>
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Suggested Sophomore 2nd Semester

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<td>SOC 2143</td>
<td>Race and Ethnicity in the U.S.</td>
<td>3</td>
<td>Major</td>
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<td>COM 2213</td>
<td>Intro to Public Speaking</td>
<td>3</td>
<td>Gen Ed</td>
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<td>HUM 2223</td>
<td>Humanities Modern</td>
<td>3</td>
<td>Gen Ed</td>
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<tr>
<td>BIO 1314</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
<td>Major</td>
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<tr>
<td>SOC 2023</td>
<td>Social Problems</td>
<td>3</td>
<td>Gen Ed</td>
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</table>

Course Grouping

Major Courses: (23 Credit Hours): AHP 1222; SOC 1113; LEIS 1602; BIO 2134; SOC 2143; PSY 2403; MATH 2013; AHP 1013
General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; POLSC 1113; History: HIST 1483 or HIST 1493; PHIL 1123; HUM 2223; SOC 2023; PSY 1113; GEOG 2603; COM 2213; CHEM 1103; BIO 1114
Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See University Parallel/ Transfer Programs in the general information section of the catalog.
AHP 1013 - Medical Terminology  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures  
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 1222 - First Aid and CPR  
2 Credits This course provides knowledge and practical experience in the emergency care of injuries and sudden illness, including cardiopulmonary resuscitation. This course includes content of the American Heart Association (AHA), Basic Life Support (BLS), and First Aid which meets the National Emergency Cardiovascular (ECC) standards. Students will receive AHA, BLS, and First Aid certifications upon satisfactorily completing this course.

BIO 1114 - General Biology (Non Majors)  
**Prerequisites:** ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement.  
4 Credits An introductory lab-based course that is designed to provide non-biological science major with the necessary background needed to effectively understand scientific information. Students investigate the properties of life to include: organization, energy use, evolution, maintenance of homeostasis, reproduction, growth, and development. Ecological concepts are discussed which enables students to have a better understanding regarding the impact that humans have on the natural world. Laboratory work is an integral and required part of this course.

BIO 1314 - Human Anatomy and Physiology I  
**Prerequisites:** ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement. 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 requires dissection is an integral and required part of the course.

CHEM 1103 - Chemistry Around Us  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement.  
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.

COM 2213 - Intro to Public Speaking  
**Prerequisites:** ENGL 0106 or adequate placement score  
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.

ENGL 1113 - English Composition I  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.

ENGL 1213 - English Composition II  
**Prerequisites:** ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.  
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

GEOG 2603 - World Regional Geography  
**Prerequisites:** NONE  
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.

HIST 1483 - U.S. History to 1877  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HUM 2223 - Humanities Modern  
**Prerequisites:** ENGL 1113  
3 Credits This course is a study of the humanities from the early Renaissance to the present. The student will recognize, interpret, and evaluate the interrelationship of art, architecture, literature, philosophy, and music and their legacies and impact on contemporary culture.

LEIS 1602 - Total Wellness  
**Prerequisites:** None  
3 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.

MATH 2033 - Introduction to Statistics  
**Prerequisites:** MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

**PHIL 1123 - Critical Thinking**  
*Prerequisites: ENGL 1113*  
3 Credits  
Critical Thinking provides opportunities for students to practice skills in both intellectual and personal development. Throughout the course, students will examine cognitive development, sound inductive argument development, biases and fallacies in decision formation, and problem solving skills. Students will apply these aspects of thought formation and critical thinking skills to writing development, goal setting, social analysis, and problem solving. This course satisfies three credit hours of the General Education humanities requirement for all Associates in Arts, Science, and Diversified Studies degrees.

**POLSC 1113 - American Federal Government**  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*  
3 Credits  
A study of the principles, structure, processes and functions of the United States federal government.

**PSY 1113 - General Psychology**  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*  
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 2403 - Developmental Psychology**  
*Prerequisites: 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.

**SCL 1001 - Success in College and Life**  
*Prerequisites: ENGL 0106 or adequate reading/writing assessment scores*  
1 Credit  
Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**SOC 1113 - Introduction to Sociology**  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*  
3 Credits  
The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, social stratification and social change.

**SOC 2023 - Social Problems**  
*Prerequisites: 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 2143 - Race and Ethnicity in the U.S.**  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*  
3 Credits  
This course examines sociological theories of contact between minority and majority groups in a multicultural society, including topics such as prejudice, discrimination, acculturation, and pluralism.
Computer Science - Computer Networking Support (Certificate)

Certificate of Mastery

Minimum of 27 credit hours

Network technicians are in high demand – and you could be, too, with a certificate of mastery in computer networking support from Oklahoma City Community College. From Los Angeles to New York to Tokyo, businesses continually update their computer network systems, and they’re in need of highly trained technicians who can install and maintain these computer network systems every day. Today, there’s a critical shortage of employees in computer networking support. If you think this field might be right for you, now is the perfect time to try it out. OCCC provides a strong foundation in computer science and is a National Center of Academic Excellence in Information Assurance.

Course Sequence

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<tr>
<td>CS 1103</td>
<td>Introduction to Computers and Applications</td>
<td>3</td>
<td>Major</td>
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<tr>
<td>CS 1153</td>
<td>Introduction to Computing Technologies</td>
<td>3</td>
<td>Major</td>
<td>C</td>
</tr>
<tr>
<td>CS 1353</td>
<td>Computer Operating Systems</td>
<td>3</td>
<td>Major</td>
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<tr>
<td>CS 1413</td>
<td>Computer Hardware</td>
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<td>CS 2153</td>
<td>Supporting Windows Operating Systems</td>
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<td>Major</td>
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<td>CS 2713</td>
<td>Principles of Information Security</td>
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<td>CS 2303</td>
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<td>CS 2503</td>
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<td>CS 2763</td>
<td>Network Security</td>
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Course Grouping

Major Courses: (27 credit hours) Computer Science: CS 1103 (C), CS 1153 (C), CS 1353 (C), CS 1413 (C), CS 2153 (C), CS 2303 (C), CS 2503 (C), CS 2713 (C), CS 2763 (C)
General Education Courses: None
Life Skills Courses: None
Support Courses: None

Program Notes

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.
Must have a grade of “C” or higher in all Computer Science courses.
Degree Program Course Descriptions

CS 1103 - Introduction to Computers and Applications
Prerequisites: MATH 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. Advanced Standing is available. This course satisfies the computer proficiency requirement.

CS 1153 - Introduction to Computing Technologies
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0103 or adequate math placement.
3 Credits Students will learn fundamental concepts of computing technologies. Topics will include computer hardware, operating systems, application software, networking, information security and privacy, information systems, program development, database management systems, social aspect of computing technologies, and cloud computing. This course satisfies the computer proficiency requirement.

CS 1353 - Computer Operating Systems
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; prerequisite or co-requisite CS 1103
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. Network + Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 2153 - Computer Hardware
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; prerequisite or co-requisite CS 1103
3 Credits Students will learn the following through class lectures and hands-on projects: identification, configuration, maintenance, troubleshooting, and repair of PC hardware including mainboards, BIOS, processors, memory, storage devices, peripherals, and printers. Other IT-related issues such as networks, safety and environmental concerns, customer relations, and professionalism are also presented. A+ Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 2153 - Supporting Windows Operating Systems
Prerequisites: MATH 0203 or adequate math placement; CS 1353 or by evaluation. § Criteria for evaluation is in division office.
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. Preparatory course for certification through Microsoft. This course satisfies the computer proficiency requirement.

CS 2203 - Programming Technologies
Prerequisites: MATH 0203 or adequate math placement; CS 1353 or by evaluation.
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. Network + Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 2303 - Networking Technologies
Prerequisites: MATH 0203 or adequate math placement, co-requisite CS 1103 or by evaluation.
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. Network + Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 2503 - Network Administration
Prerequisites: CS 1353
3 Credits The students will use a network operating system to create and manage a local area network. The topics to be covered include creating and administering user and group accounts, managing network resources and administering permissions for files and folders, setting up and administering the printing environment, using the auditing functions, backing up and restoring files and folders. Preparatory course for certification through Microsoft. This course satisfies the computer proficiency requirement.

CS 2713 - Principles of Information Security
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; CS 1353
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. This course satisfies the computer proficiency requirement.

CS 2763 - Network Security
Prerequisites: MATH 0203 or adequate math placement, CS 1353 and Co-requisite: CS 2303 or CS 2503
3 Credits Students will learn topics related to network vulnerabilities and defense. Topics include network and computer attacks, ethical hacking, penetrating testing, desktop and server vulnerabilities, securing embedded systems, web server security, wireless security, cryptography, and network protection systems. This course satisfies the computer proficiency requirement.
# Computer Science - Computer Programming (AAS)

**Associate in Applied Science**

*Minimum of 61 credit hours*

Computers, today, literally run the world. Or, at least their programmers do. If you're interested in computer science and the behind-the-scenes roles of programmers, you can work toward an associate degree in applied science with a computer programming option at Oklahoma City Community College. OCCC provides a strong foundation in computer science and is a National Center of Academic Excellence in Information Assurance.

## Course Sequence

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
<th>Type</th>
<th>Min Gd</th>
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## Course Grouping

Major Courses (36 credit hours) Computer Science: CS 1143 (C), CS 2113 (C), CS 2163 (C), CS 2173 (C) or CS 2443 (C), CS 2363 (C), CS 2413 (C), CS 2453 (C), CS 2463 (C), CS 2513 (C), CS 2563 (C), CS 2623 (C), CS 2183 (C)

General Education Courses: (18 credit hours) Communications: ENGL 1213 or ENGL 1233 or COM 1123 or COM 2213

Computer Science: CS 1103 (C)

English: ENGL 1113

History: HIST 1483 or HIST 1493

Mathematics: MATH 1483

Political Science: POLSC 1113

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

Support Courses: (6 credit hours) Computer Science electives (C)

## Program Notes

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

Must have a grade of "C" or higher in all Computer Science courses.
Degree Program Course Descriptions

COM 1123 - Interpersonal Communications
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 2213 - Intro to Public Speaking
Prerequisites: ENGL 0106 or adequate placement score
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.

CS - Computer Science Elective
3 Credits Computer Science elective

CS 1103 - Introduction to Computers and Applications
Prerequisites: MATH 0103 or adequate math placement, ENGL 0203, adequate placement score, or by meeting determined placement measures
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. Advanced Standing is available. This course satisfies the computer proficiency requirement.

CS 1143 - Beginning Programming
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

CS 2113 - Computer Based Information Systems
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement.
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. This course satisfies the computer proficiency requirement.

CS 2163 - Java
Prerequisites: MATH 0313 or adequate math placement, CS 1143 or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

CS 2173 - Oracle
Prerequisites: MATH 0313 or adequate math placement, CS 1143
3 Credits Using Oracle as a platform, students will learn relational database concepts, sound database design and development techniques, and SQL commands. Topics include how to create and modify database tables; retrieve data from database tables; use subqueries to retrieve data; use table constraints, sequences, indexes, synonyms, views and functions; create users and assign privileges to users; create printable reports through SQL*Plus commands; practice SQL statement tuning. This course satisfies the computer proficiency requirement.

CS 2183 - Linux
Prerequisites: MATH 0203 or adequate math placement, CS 1103 or by evaluation. § Criteria for evaluation is in division office.
3 Credits This course is an introduction to the Linux operating system for users. It is designed for those with a DOS/Windows operating system background with little or no knowledge of Linux. Topics include the development of Linux; basic Linux operating system concepts; a comparison of Linux to MS Windows; frequently used Linux programs and utilities, shells, editors, and tools; X window GUI and applications; Linux and the internet; setting up Apache web server software; basic HTML and CGI programming for Linux; use of virtual machine software to create virtual machines of guest operating system on top of host operating system. Linux+ Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 2363 - C++
Prerequisites: CS 2163
3 Credits This course is a continuation of the study of object-oriented programming covered in CS 2163 Java. Students will use C++ to write programs that demonstrate comprehension of the advanced object-oriented features of the C++ language and of common data structures. Topics include pointer manipulation, overloaded operators, exceptions, function pointer manipulation, overloaded operators, templates, dynamic memory allocation, objects and classes, inheritance, polymorphism, exception handling, templates, exception handling, function handling, and recursive procedures. This course satisfies the computer proficiency requirement.

CS 2413 - Web Site Development
Prerequisites: MATH 0203 or adequate math placement, ENGL 0203, adequate placement score, or by meeting determined placement measures.
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. HTML CSS along with a combination of other current technologies will be utilized for topics such as: building, formatting, enhancing, and publishing pages; maintaining a web site; manipulating graphics; creating printer and mobile versions; and incorporating JavaScript at an introductory level. This course satisfies the computer proficiency requirement.

CS 2443 - SQL Server
Prerequisites: MATH 0313 or adequate math placement, CS 1143 or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

**CS 2453 - Visual Basic**  
**Prerequisites:** MATH 0313 or adequate math placement, CS 1143 or by evaluation. § Criteria for evaluation is in division office.  
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. This course satisfies the computer proficiency requirement.

**CS 2463 - Advanced Java**  
**Prerequisites:** CS 2163  
3 Credits  
Students will develop Java applications and applets, which demonstrate comprehension of advanced programming structures and practices, object-oriented programming, fundamental data structures (arrays, liked lists, stacks and queues), SWING, Java Beans, database programming (JDBC), and distributed computing (Sockets/RMI). This course satisfies the computer proficiency requirement.

**CS 2513 - Client-Side Programming**  
**Prerequisites:** MATH 0313 or adequate math placement, CS 2413 and CS 1143 or by evaluation. § Criteria for evaluation is in division office.  
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. This course satisfies the computer proficiency requirement.

**CS 2563 - C#**  
**Prerequisites:** CS 2163  
3 Credits  
Students will develop C# programs using the .NET framework that demonstrate comprehension of language syntax, fundamental program structures, object-oriented programming, windows applications, web applications, and database applications. Students will use ADO.NET, XML, ASP.NET, SOAP, and REST to create their applications. This course satisfies the computer proficiency requirement.

**CS 2623 - Server-Side Programming**  
**Prerequisites:** MATH 0313 or adequate math placement, CS 1143 and CS 2413 or by evaluation. § Criteria for evaluation is in division office.  
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. This course satisfies the computer proficiency requirement.

**ENGL 1113 - English Composition I**  
**Prerequisites:** ENGL 2023, adequate placement score, or by meeting determined placement measures  
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.

**ENGL 1213 - English Composition II**  
**Prerequisites:** ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.  
3 Credits  
In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

**ENGL 1233 - Technical Writing for the Workplace**  
**Prerequisites:** ENGL 1103 or ENGL 1113; MATH 2023 College Prep Math II or adequate Math Placement Test Score  
3 Credits  
This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

**HIST 1483 - U.S. History to 1877**  
**Prerequisites:** MATH 0203 College Prep Math II or adequate math placement; ENGL 1103, adequate placement score, or by meeting determined placement measures  
This course will expose students to historical events and the development of the United States. Students will learn about the principles, structures, processes, and functions of the federal government. This course satisfies the computer proficiency requirement.

**HIST 1493 - U.S. History 1877 to Present**  
**Prerequisites:** ENGL 2023, adequate placement score, or by meeting determined placement measures  
3 Credits  
After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**MATH 1483 - Functions and Modeling**  
**Prerequisites:** MATH 0313 or adequate math placement; ENGL 2023, adequate placement score, or by meeting determined placement measures  
3 Credits  
The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

**POLSC 1113 - American Federal Government**  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  
A study of the principles, structure, processes and functions of the United States federal government.

**SCL 1001 - Success in College and Life**  
**Prerequisites:** ENGL 0106 or adequate reading/writing assessment scores  
1 Credit  
Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth.
and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
Computer Science - Computer Science Option Transferring to UCO and colleges with Similar Patterns (AS)

Associate in Science

Minimum of 62 credit hours

If you want to learn the fundamentals of computer science, Oklahoma City Community College offers an associate degree in science in computer science. You can select a program which will easily transfer to the University of Central Oklahoma or a number of other schools with similar patterns to continue your educational path toward a bachelor's degree in computer science. In this degree program, you'll take classes in software engineering including application development, web development, game development, robotics, data communications, computer security, telecommunications, computer networks and database management. OCCC provides a strong foundation in computer science and is a National Center of Academic Excellence in Information Assurance.

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Suggested Freshman 1st Semester

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Course Grouping

Major Courses: (15 credit hours)
Computer Science: CS 1143 (C), CS 2163 (C), CS 2363 (C), CS 2453 (C), CS 2463 (C) or CS 2553 (C) or CS 2563 (C)
General Education Courses: (45 credit hours)
Communications: COM 2213
English: ENGL 1113, ENGL 1213
History: HIST 1483 or HIST 1493
Humanities: 6 credit hours of Humanities electives
Mathematics: MATH 1533, MATH 1613, MATH 2104, MATH 2214
Political Science: POLSC 1113
Social Sciences: PSY 1113
Biological Science: *Any general education BIO except BIO 1023; Any general education Physical Science course chosen from ASTR, PHYS, CHEM, or GEOL prefixes *at least one science course must include a laboratory component
Life Skills Courses: (1 credit hour) Life Skills: SCL 1001
Support Courses: (1 credit hour) Elective

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See the general section for information and requirements about University Parallel/Transfer Programs.
Must have a grade of “C” or higher in all Computer Science courses.
BIO - Biological Science
3 Credits  Biological Science

COM 2213 - Intro to Public Speaking
Prerequisites: ENGL 0106 or adequate placement score
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.

CS 1143 - Beginning Programming
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

CS 2163 - Java
Prerequisites: MATH 0313 or adequate math placement, CS 1143 or by evaluation. § Criteria for evaluation is in division office.
3 Credits  Students 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. This course satisfies the computer proficiency requirement.

CS 2363 - C++
Prerequisites: CS 2163
3 Credits  This course is a continuation of the study of object-oriented programming covered in CS 2163 Java. Students will use C++ to write programs that demonstrate comprehension of the advanced object-oriented features of the C++ language and of common data structures. Topics include pointer manipulation, overloaded operators, friends, exception handling, templates, linked lists, stacks, queues, trees, and time complexity associated with sorts and searches. This course satisfies the computer proficiency requirement.

CS 2453 - Visual Basic
Prerequisites: MATH 0313 or adequate math placement, CS 1143 or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

CS 2463 - Advanced Java
Prerequisites: CS 2163
3 Credits  Students will develop Java applications and applets, which demonstrate comprehension of advanced programming structures and practices, object-oriented programming, fundamental data structures (arrays, liked lists, stacks and queues), SWING, Java Beans, database programming (JDBC), and distributed computing (Sockets/ RMI). This course satisfies the computer proficiency requirement.

CS 2553 - Advanced Visual Basic
Prerequisites: CS 2453
3 Credits  Students will expand their knowledge of Visual Basic as used in business applications both for Windows and for the Web. Included will be topics such as advanced controls, MDI programming, collections, object-oriented programming, multi-tier applications, data access, ADO.Net, ASP.Net, and report writing. This course satisfies the computer proficiency requirement.

CS 2563 - C#
Prerequisites: CS 2163
3 Credits  Students will develop C# programs using the .NET framework that demonstrate comprehension of language syntax, fundamental program structures, object-oriented programming, windows applications, web applications, and database applications. Students will use ADO.NET, XML, ASP.NET, SOAP, and REST to create their applications. This course satisfies the computer proficiency requirement.

ELEC - Elective
3 Credits  Elective

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits  This advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well- reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective
3 Credits  Humanities elective

MATH 1533 - Pre Calculus and Analytic Geometry
Prerequisites: Adequate math placement or co-enrollment in MATH 0531 and ENGL 0203,
adequate placement score, or by meeting
determined placement measures
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.

MATH 1613 - Trigonometry
Prerequisites: Pre or Corequisite: MATH 1483
or MATH 1533 or adequate math placement
and ENGL 0203, adequate placement
score, or by meeting determined placement
measures
3 Credits The student will evaluate
trigonometric functions and their inverses
using both degree and radian measure;
graph trigonometric functions and their
transformations; identify properties of
trigonometric functions; verify and apply
trigonometric identities; solve trigonometric
equations; solve problems involving right
and oblique triangles, vectors, and indirect
measurement; and identify and graph polar
curves.

MATH 2104 - Calculus and Analytic
Geometry I
Prerequisites: MATH 1533 and MATH 1613 or
adequate math placement.
4 Credits The student will compute, interpret,
and apply the basic concepts of limits,
derdifferentiation, 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. This course satisfies the computer
proficiency requirement.

MATH 2214 - Calculus and Analytic
Geometry II
Prerequisites: MATH 2104 within the last year.
4 Credits The student will use integration
techniques to find antiderivatives, use
integrals to solve problems from geometry
and physics, use vectors to solve problems
in higher dimensions, test infinite series for
convergence, approximate functions by using
series, solve elementary first-order differential
equations, and analyze functions of three
variables and their contour plots. This course
satisfies the computer proficiency requirement.

PHYS - Any Physical Science
3 Credits Any Physical Science

POLSC 1113 - American Federal
Government
Prerequisites: ENGL 0203, adequate
placement score, or by meeting determined
placement measures
3 Credits A study of the principles, structure,
processes and functions of the United States
federal government.

PSY 1113 - General Psychology
Prerequisites: ENGL 0203, adequate
placement score, or by meeting determined
placement measures
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.

SCL 1001 - Success in College and
Life
Prerequisites: ENGL 0106 or adequate
reading/writing assessment scores
1 Credit Students will learn best practices
for academic, career, and personal success.
Students will discover their individual
strengths, interests, and values to create
a personalized plan; select and utilize
resources that are applicable to their growth
and success; and engage as active and
responsible members of the academic
community. 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 to
satisfy the Life Skills requirement.
Computer Science - Computer Systems Support (AAS)

Associate in Applied Science

Minimum of 61 credit hours

Do you have a natural curiosity about how computers and their programs work? Do you like to put your knowledge to good use helping others? Are you a good communicator, or would you like to become one? Then, a career as a computer systems support specialist would be a good choice for you! At Oklahoma City Community College, you can earn an associate degree in applied science or a certificate of mastery in computer science with a computer systems support option. Either program option will get you out of school quickly and into the job market. Just talk with a faculty advisor about which would be the best choice for your lifestyle and career goals. OCCC provides a strong foundation in computer science and is a National Center of Academic Excellence in Information Assurance.

Course Sequence

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<tr>
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<th>Min Gd</th>
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<td>Success in College and Life</td>
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<td>Life Skills</td>
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<tr>
<td>CS 1103</td>
<td>Introduction to Computers and Applications</td>
<td>3</td>
<td>Gen Ed</td>
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<td>CS 1153</td>
<td>Introduction to Computing Technologies</td>
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<td>Major</td>
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<td>CS 2183</td>
<td>Linux</td>
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<td>C</td>
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<td>CS 2713</td>
<td>Principles of Information Security</td>
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<td>COM 1123</td>
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<td>Gen Ed</td>
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<td>CS 2283</td>
<td>Introduction to Virtualization</td>
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<td>CS 2303</td>
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<td>Supporting Windows Operating Systems</td>
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<td>C</td>
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<td>CS 2403</td>
<td>Computer Support Services</td>
<td>3</td>
<td>Major</td>
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<td>CS 2503</td>
<td>Network Administration</td>
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Course Grouping

Major Courses: (36 credit hours):
- Computer Science: CS 1153 (C), CS 1333 (C), CS 1353 (C), CS 1413 (C), CS 2153 (C), CS 2183 (C), CS 2283 (C), CS 2303 (C), CS 2403 (C), CS 2503 (C), CS 2713 (C), CS 2763 (C)
- General Education Courses: (18 credit hours)
  - Communications: ENGL 1213 or ENGL 1233 or COM 1123 or COM 2213
  - Computer Science: CS 1103 (C)
  - English: ENGL 1113
  - Mathematics: MATH 1503
  - History: HIST 1483 or HIST 1493
  - Political Science: POLSC 1113
- Life Skills Courses: (1 credit hour) Life Skills: SCL 1001
- Support Courses: (6 credit hours) Computer Science electives (C)

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.
Must have a grade of “C” or higher in all Computer Science courses.
Degree Program Course Descriptions

COM 1123 - Interpersonal Communications
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 2213 - Intro to Public Speaking
Prerequisites: ENGL 0106 or adequate placement score
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.

CS - Computer Science elective
3 Credits Computer Science elective

CS 1103 - Introduction to Computers and Applications
Prerequisites: MATH 0103 or adequate math placement, ENGL 0203, adequate placement score, or by meeting determined placement measures
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. Advanced Standing is available. This course satisfies the computer proficiency requirement.

CS 1153 - Introduction to Computing Technologies
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0103 or adequate math placement
3 Credits Students will learn fundamental concepts of computing technologies. Topics will include computer hardware, operating systems, application software, networking, information security and privacy, information systems, program development, database management systems, social aspect of computing technologies, and cloud computing. This course satisfies the computer proficiency requirement.

CS 1333 - Database Management Applications
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement
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. This course satisfies the computer proficiency requirement.

CS 1353 - Computer Operating Systems
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; prerequisite or co-requisite CS 1103
3 Credits Students will learn the following important areas through a combination of lectures and hands-on projects: installing, maintaining and optimizing Windows operating systems, troubleshooting Windows and applications, connecting to and setting up a network, Windows resources on a network, computer security strategies, mobile devices, and client-side virtualization. A+ Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 1413 - Computer Hardware
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; prerequisite or co-requisite CS 1103
3 Credits Students will learn the following through class lectures and hands-on projects: identification, configuration, maintenance, troubleshooting, and repair of PC hardware including mainboards, BIOS, processors, memory, storage devices, peripherals, and printers. Other IT-related issues such as networks, safety and environmental concerns, customer relations, and professionalism are also presented. A+ Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 2153 - Supporting Windows Operating Systems
Prerequisites: MATH 0203 or adequate math placement, CS 1353 or by evaluation
3 Credits Students will learn the procedures for installing, configuring and maintaining a Windows Operating System in a business environment. Real-world examples and interactive activities are used to reinforce key concepts such as: managing files and folders, printers, storage devices and display devices; desktop user environments; user profiles and networking. Preparatory course for certification through Microsoft. This course satisfies the computer proficiency requirement.

CS 2183 - Linux
Prerequisites: MATH 0203 or adequate math placement, CS 1103 or by evaluation
§ Criteria for evaluation is in division office.
3 Credits This course is an introduction to the Linux operating system for users. It is designed for those with a DOS/Windows operating system background with little or no knowledge of Linux. Topics include the development of Linux: basic Linux operating system concepts; a comparison of Linux to MS Windows; frequently used Linux programs and utilities, shells, editors, and tools; X window GUI and applications; Linux and the internet; setting up Apache web server software; basic HTML and CGI programming for Linux; use of virtual machine software to create virtual machines of guest operating system on top of host operating system. Linux+ Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 2283 - Introduction to Virtualization
Prerequisites: CS 1353 or by evaluation
§ Criteria for evaluation is in division office.
3 Credits This course covers fundamental concepts and practical knowledge of virtualization technology. Students will learn to install and configure virtualization software, manage virtual networking and storage, deploy, manage, and migrate virtual machines, manage user access to the virtual machine infrastructure, monitor resource usage, increase scalability, apply patches, and manage higher availability and data protection. Students will gain hands-on experience through using virtualization software platforms. This course satisfies the computer proficiency requirement.

CS 2303 - Networking Technologies
Prerequisites: MATH 0203 or adequate math placement, co-requisite CS 1103 or by evaluation
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. Network + Certification Preparation Course. This course satisfies the computer proficiency requirement.

**CS 2403 - Computer Support Services**
*Prerequisites: ENGL 1113; MATH 0203 or adequate math placement and 9 credit hours of Computer Science courses.*

3 Credits Students will demonstrate their understanding of planning, implementing, and maintaining a support center for both internal and external users of computer hardware and software. The main topics will include: the Help Desk, design of hardware and software specifications, performing a needs assessment, design of evaluation instruments, creation of both technical and non-technical documentation, working with customers in a support role, and ethical standards for the computing professional. This course satisfies the computer proficiency requirement.

**CS 2503 - Network Administration**
*Prerequisites: CS 1353*

3 Credits The students will use a network operating system to create and manage a local area network. The topics to be covered include creating and administering user and group accounts, managing network resources and administering permissions for files and folders, setting up and administering the printing environment, using the auditing functions, backing up and restoring files and folders. Preparatory course for certification through Microsoft. This course satisfies the computer proficiency requirement.

**CS 2713 - Principles of Information Security**
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; CS 1353*

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. This course satisfies the computer proficiency requirement.

**CS 2763 - Network Security**
*Prerequisites: MATH 0203 or adequate math placement, CS 1353 and Co-requisite: CS 2303 or CS 2503*

3 Credits Students will learn topics related to network vulnerabilities and defense. Topics include network and computer attacks, ethical hacking, penetrating testing, desktop and server vulnerabilities, securing embedded systems, web server security, wireless security, cryptography, and network protection systems. This course satisfies the computer proficiency requirement.

**ENGL 1113 - English Composition I**
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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.

**ENGL 1213 - English Composition II**
*Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.*

3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

**ENGL 1233 - Technical Writing for the Workplace**
*Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score*

3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

**MATH 1503 - Contemporary Mathematics**
*Prerequisites: MATH 0313 or adequate math placement, Pre or Co-requisite ENGL 1113 or ENGL 1103*

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. This course satisfies the computer proficiency requirement.

**POLSC 1113 - American Federal Government**
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits A study of the principles, structure, processes and functions of the United States federal government.

**SCL 1001 - Success in College and Life**
*Prerequisites: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
Computer Science - Computer Systems Support (Certificate)

Certificate of Mastery

Minimum of 18 credit hours

Do you have a natural curiosity about how computers and their programs work? Do you like to put your knowledge to good use helping others? Are you a good communicator, or would you like to become one? Then, a career as a Computer Systems Support Specialist would be a good choice for you! At Oklahoma City Community College, you can earn an associate degree in applied science or a certificate of mastery in computer science with a computer systems support option. Either program option will get you out of school quickly and into the job market. Just talk with a faculty advisor about which would be the best choice for your lifestyle and career goals. OCCC provides a strong foundation in computer science and is a National Center of Academic Excellence in Information Assurance.

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Course Grouping

Major Courses: (18 credit hours) Computer Science: CS 1103 (C); CS 1153 (C); CS 1353 (C); CS 1413 (C); CS 2153 (C); CS 2713 (C)
General Education Courses: None
Life Skills Courses: None
Support Courses: None

Program Notes

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.
Must have a grade of “C” or higher in all Computer Science courses.
Degree Program Course Descriptions

CS 1103 - Introduction to Computers and Applications
Prerequisites: MATH 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. Advanced Standing is available. This course satisfies the computer proficiency requirement.

CS 1153 - Introduction to Computing Technologies
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0103 or adequate math placement.
3 Credits Students will learn fundamental concepts of computing technologies. Topics will include computer hardware, operating systems, application software, networking, information security and privacy, information systems, program development, database management systems, social aspect of computing technologies, and cloud computing. This course satisfies the computer proficiency requirement.

CS 1353 - Computer Operating Systems
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; prerequisite or co-requisite CS 1103
3 Credits Students will learn the following important areas through a combination of lectures and hands-on projects: installing, maintaining and optimizing Windows operating systems, troubleshooting Windows and applications, connecting to and setting up a network, Windows resources on a network, computer security strategies, mobile devices, and client-side virtualization. A+ Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 1413 - Computer Hardware
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; prerequisite or co-requisite CS 1103
3 Credits Students will learn the following through class lectures and hands-on projects: identification, configuration, maintenance, troubleshooting, and repair of PC hardware including mainboards, BIOS, processors, memory, storage devices, peripherals, and printers. Other IT-related issues such as networks, safety and environmental concerns, customer relations, and professionalism are also presented. A+ Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 2153 - Supporting Windows Operating Systems
Prerequisites: MATH 0203 or adequate math placement, CS 1353 or by evaluation. § Criteria for evaluation is in division office.
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. Preparatory course for certification through Microsoft. This course satisfies the computer proficiency requirement.

CS 2713 - Principles of Information Security
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; prerequisite or co-requisite CS 1103
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. This course satisfies the computer proficiency requirement.
Computer Science - Cyber/Information Security (AAS)

Associate in Applied Science

Minimum of 61 credit hours

Keeping national secrets safe as well as protecting individuals and companies from criminals who seek to steal identities and destroy documents is becoming more important every day. You could enter the in-demand profession of cyber security specialist with an associate degree in Cyber Information Security from Oklahoma City Community College. This program requires that you complete CompTIA A+ certification preparation training. Because of the increasing threats to computerized data and information, the need for cyber information security specialists is at an all-time high. These cyber information security specialists protect computer users from hackers and electronic fraud, viruses and worms and more. Oklahoma City Community College has been recognized as a National Center of Academic Excellence in Information Assurance (CAE2Y) by the Department of Homeland Security and the National Security Agency.

Course Sequence

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<td>COM 2213</td>
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Course Grouping

Major Courses: (42 credit hours) Computer Science: CS 1143 (C), CS 1153 (C), CS 1353 (C), CS 1413 (C), CS 2153 (C), CS 2183 (C), CS 2303 (C), CS 1333 (C) or CS 2173 (C) or CS 2443 (C), CS 2503 (C), CS 2713 (C), CS 2723 (C), CS 2743 (C), CS 2763 (C), CS 2783 (C)

General Education Courses: (18 credit hours)

Communications: ENGL 1213 or COM 1123 or COM 2213

Computer Science: CS 1103 (C)

English: ENGL 1113

Mathematics: MATH 1483

History: HIST 1483 or HIST 1493

Political Science: POLSC 1113

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

Support Courses: None

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog. Must have a grade of “C” or higher in all Computer Science courses.
Degree Program Course Descriptions

**COM 1123 - Interpersonal Communications**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 2213 - Intro to Public Speaking**
Prerequisites: ENGL 0106 or adequate placement score
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.

**CS 1103 - Introduction to Computers and Applications**
Prerequisites: MATH 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. Advanced Standing is available. This course satisfies the computer proficiency requirement.

**CS 1143 - Beginning Programming**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

**CS 1153 - Introduction to Computing Technologies**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0103 or adequate math placement.
3 Credits Students will learn fundamental concepts of computing technologies. Topics will include computer hardware, operating systems, application software, networking, information security and privacy, information systems, program development, database management systems, social aspect of computing technologies, and cloud computing. This course satisfies the computer proficiency requirement.

**CS 1333 - Database Management Applications**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement.
3 Credits The student will learn relational database 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. This course satisfies the computer proficiency requirement.

**CS 2153 - Supporting Windows Operating Systems**
Prerequisites: MATH 0203 or adequate math placement, CS 1353 or by evaluation. § Criteria for evaluation is in division office.
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. Preparatory course for certification through Microsoft. This course satisfies the computer proficiency requirement.

**CS 2173 - Oracle**
Prerequisites: MATH 0313 or adequate math placement, CS 1143.
3 Credits Using Oracle as a platform, students will learn relational database concepts, sound database design and development techniques, and SQL commands. Topics include how to create and modify database tables; retrieve data from database tables; use subqueries to retrieve data; use table constraints, sequences, indexes, synonyms, views and functions; create users and assign privileges to users; create printable reports through SQL*Plus commands; practice SQL statement tuning. This course satisfies the computer proficiency requirement.

**CS 2183 - Linux**
Prerequisites: MATH 0203 or adequate math placement, CS 1103 or by evaluation. § Criteria for evaluation is in division office.
3 Credits This course is an introduction to the Linux operating system for users. It is designed for those with a DOS/Windows operating system background with little or no knowledge of Linux. Topics include the development of Linux; basic Linux operating system concepts; a comparison of Linux to MS Windows; frequently used Linux programs and utilities, shells, editors, and tools; X window GUI and applications; Linux and the internet; setting up Apache web server software; basic HTML and CGI programming for Linux; use of virtual machine software to create virtual machines of guest operating system on top of host operating system. Linux+ Certification
CS 2303 - Networking Technologies  
Prerequisites: MATH 0203 or adequate math placement, co-requisite CS 1103 or by evaluation.  
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. Network + Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 2443 - SQL Server  
Prerequisites: MATH 0313 or adequate math placement, CS 1143 or by evaluation.  
Criteria for evaluation is in division office.  
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. This course satisfies the computer proficiency requirement.

CS 2503 - Network Administration  
Prerequisites: CS 1353  
3 Credits  The students will use a network operating system to create and manage a local area network. The topics to be covered include creating and administering user and group accounts, managing network resources and administering permissions for files and folders, setting up and administering the printing environment, using the auditing functions, backing up and restoring files and folders. Preparatory course for certification through Microsoft. This course satisfies the computer proficiency requirement.

CS 2713 - Principles of Information Security  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; CS 1353  
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. This course satisfies the computer proficiency requirement.

CS 2723 - Secure Electronic Commerce  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement.  
3 Credits  Students will learn the fundamentals of secure electronic commerce technology, models and issues. This course includes principles and hands-on labs for secure electronic commerce. These include securing web sites and web applications, maintaining PCI DSS Compliance for E-commerce websites, performing web site vulnerability and security assessments, securing mobile communications, and securing personal and business communications. Legal and national policy issues related to secure electronic commerce are included. This course satisfies the computer proficiency requirement.

CS 2743 - Enterprise Security Management  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement.  
3 Credits  Students will learn the managerial aspects of computer security and risk management for enterprises. Topics include accreditation, procurement, extension and operation principles for secure enterprise information systems. Additional topics are security policy and plan development, contingency, continuity and disaster recovery planning, and incident handling and response. This course satisfies the computer proficiency requirement.

CS 2763 - Network Security  
Prerequisites: MATH 0203 or adequate math placement, CS 1353 and Co-requisite: CS 2303 or CS 2503  
3 Credits  Students will learn topics related to network vulnerabilities and defense. Topics include network and computer attacks, ethical hacking, penetrating testing, desktop and server vulnerabilities, securing embedded systems, web server security, wireless security, cryptography, and network protection systems. This course satisfies the computer proficiency requirement.

CS 2783 - Cyber Forensics  
Prerequisites: MATH 0203 or adequate math placement, CS 1353 and (CS 2713 or CS 2723 or CS 2743 or CS 2763)  
3 Credits  Students 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. This course satisfies the computer proficiency requirement.

ENGL 1113 - English Composition I  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.  
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.

ENGL 1213 - English Composition II  
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.  
3 Credits  In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. History to 1877  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.  
3 Credits  After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.  
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.
MATH 1483 - Functions and Modeling*
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will demonstrate:
an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
Computer Science - Cyber/Information Security (Certificate)

Certificate of Mastery

Minimum of 45 credit hours

Keeping national secrets safe as well as protecting individuals and companies from criminals who seek to steal identities and destroy documents is becoming more important every day. You could enter the in-demand profession of cyber security specialist with a certificate of mastery in Cyber Information Security from Oklahoma City Community College. This certificate program is designed to provide you with training in general security concepts, communications security, infrastructure security, cryptography and operational and organizational security. Because of the increasing threats to computerized data and information, the need for cyber information security specialists is at an all-time high. These cyber information security specialists protect computer users from hackers and electronic fraud, viruses and worms and more. Oklahoma City Community College has been recognized as a National Center of Academic Excellence in Information Assurance (CAE2Y) by the Department of Homeland Security and the National Security Agency.

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Course Grouping

Major Courses: (45 credit hours) Computer Science: CS 1103 (C), CS 1143 (C), CS 1153 (C), CS 1353 (C), CS 1413 (C), CS 2153 (C), CS 2183 (C), CS 2303 (C), CS 2443 (C), CS 2503 (C), CS 2713 (C), CS 2723 (C), CS 2743 (C), CS 2763 (C), CS 2783 (C)

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Program Notes

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.

Must have a grade of “C” or higher in all Computer Science courses.
Degree Program Course Descriptions

CS 1103 - Introduction to Computers and Applications  
Prerequisites: MATH 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures  
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. Advanced Standing is available. This course satisfies the computer proficiency requirement.

CS 1143 - Beginning Programming  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement or by evaluation. §  
Criteria for evaluation is in division office.  
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. This course satisfies the computer proficiency requirement.

CS 1153 - Introduction to Computing Technologies  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0103 or adequate math placement.  
3 Credits  
Students will learn fundamental concepts of computing technologies. Topics will include computer hardware, operating systems, application software, networking, information security and privacy, information systems, program development, database management systems, social aspect of computing technologies, and cloud computing. This course satisfies the computer proficiency requirement.

CS 1353 - Computer Operating Systems  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; prerequisite or co-requisite CS 1103  
3 Credits  
Students will learn the following important areas through a combination of lectures and hands-on projects: installing, maintaining and optimizing Windows operating systems, troubleshooting Windows and applications, connecting to and setting up a network, Windows resources on a network, computer security strategies, mobile devices, and client-side virtualization. A+ Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 1413 - Computer Hardware  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; prerequisite or co-requisite CS 1103  
3 Credits  
Students will learn the following through class lectures and hands-on projects: identification, configuration, maintenance, troubleshooting, and repair of PC hardware including mainboards, BIOS, processors, memory, storage devices, peripherals, and printers. Other IT-related issues such as networks, safety and environmental concerns, customer relations, and professionalism are also presented. A+ Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 2153 - Supporting Windows Operating Systems  
Prerequisites: MATH 0203 or adequate math placement; CS 1353 or by evaluation. §  
Criteria for evaluation is in division office.  
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. Preparatory course for certification through Microsoft. This course satisfies the computer proficiency requirement.

CS 2183 - Linux  
Prerequisites: MATH 0203 or adequate math placement, CS 1103 or by evaluation. §  
Criteria for evaluation is in division office.  
3 Credits  
This course is an introduction to the Linux operating system for users. It is designed for those with a DOS/Windows operating system background with little or no knowledge of Linux. Topics include the development of Linux; basic Linux operating system concepts; a comparison of Linux to MS Windows; frequently used Linux programs and utilities, shells, editors, and tools; X window GUI and applications; Linux and the internet; setting up Apache web server software; basic HTML and CGI programming for Linux; use of virtual machine software to create virtual machines of guest operating system on top of host operating system. Linux+x Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 2303 - Networking Technologies  
Prerequisites: MATH 0203 or adequate math placement, co-requisite CS 1103 or by evaluation.  
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. Network + Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 2443 - SQL Server  
Prerequisites: MATH 0313 or adequate math placement, CS 1143 or by evaluation. §  
Criteria for evaluation is in division office.  
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. This course satisfies the computer proficiency requirement.

CS 2503 - Network Administration  
Prerequisites: CS 1353  
3 Credits  
The students will use a network operating system to create and manage a local area network. The topics to be covered include creating and administering user and group accounts, managing network resources and administering permissions for files and folders, setting up and administering the printing environment, using the auditing functions, backing up and restoring files and folders. Preparatory course for certification through Microsoft. This course satisfies the computer proficiency requirement.

CS 2713 - Principles of Information Security  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; CS 1353  
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. This course satisfies the computer proficiency requirement.

**CS 2723 - Secure Electronic Commerce**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement.
3 Credits Students will learn the fundamentals of secure electronic commerce technology, models and issues. This course includes principles and hands-on labs for secure electronic commerce. These include securing web sites and web applications, maintaining PCI DSS Compliance for E-commerce websites, performing web site vulnerability and security assessments, securing mobile communications, and securing personal and business communications. Legal and national policy issues related to secure electronic commerce are included. This course satisfies the computer proficiency requirement.

**CS 2743 - Enterprise Security Management**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement.
3 Credits Students will learn the managerial aspects of computer security and risk management for enterprises. Topics include accreditation, procurement, extension and operation principles for secure enterprise information systems. Additional topics are security policy and plan development, contingency, continuity and disaster recovery planning, and incident handling and response. This course satisfies the computer proficiency requirement.

**CS 2763 - Network Security**
Prerequisites: MATH 0203 or adequate math placement, CS 1353 and Co-requisite: CS 2303 or CS 2503
3 Credits Students will learn topics related to network vulnerabilities and defense. Topics include network and computer attacks, ethical hacking, penetrating testing, desktop and server vulnerabilities, securing embedded systems, web server security, wireless security, cryptography, and network protection systems. This course satisfies the computer proficiency requirement.

**CS 2783 - Cyber Forensics**
Prerequisites: MATH 0203 or adequate math placement, CS 1353 and (CS 2713 or CS 2723 or CS 2743 or CS 2763)
3 Credits Students 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. This course satisfies the computer proficiency requirement.
Oklahoma City Community College

Computer Science - Management Information Systems (AS)

Associate in Science

Minimum of 62 credit hours

If you are organized and analytical and interested in playing a role in company management, a career in Management Information Systems (MIS) could be right for you. MIS is a planned system of collecting, processing, storing and giving out data in the form of information needed to carry out the functions of a company’s management team. It involves analyzing computer-stored data relating to employees, business documents, technologies and procedures and using that data to aid in business decision-making processes. This career field is made up of a unique blend of computer system and business knowledge. According to the U.S. Department of Labor, employment of computer and information systems managers is expected to grow faster than average through the year 2016. OCCC provides a strong foundation in management information systems with excellent transfer to the University of Oklahoma and other four-year colleges and universities.

Course Sequence

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Suggested Freshman 1st Semester

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Suggested Freshman 2nd Semester

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<td>SOC 1113</td>
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Suggested Sophomore 1st Semester

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<td>ECON 2143</td>
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Suggested Sophomore 2nd Semester

Course Grouping

Major Courses: (9 credit hours)
Computer Science: CS 2113 (C), CS 1143 (C), *CS 2163 (C) or *CS 2453 (C)
*Transfer to University of Oklahoma requires either CS 2163 or CS 2453
*Transfer to Oklahoma State University requires CS 2163
*Transfer to University of Central Oklahoma requires CS 2453
General Education Courses: (37 credit hours)
Biological Science: **Any general education biological science except BIO 1023
**The University of Central Oklahoma requires a four credit hour Biological Science with a lab
Computer Science: CS 1103 (C)
English: ENGL 1113, ENGL 1213
History: HIST 1483 or HIST 1493
Humanities: 6 credit hours of Humanities electives
Mathematics: ***MATH 1483, MATH 1743
***Recommended to check with an advisor at university to which students plans to transfer regarding Math.
Political Science: POLSC 1113
Social Sciences: PSY 1113 or SOC 1113
Any general education Physical Science chosen from ASTR; PHYS; CHEM; or GEOL prefixes; one of the science courses must include a lab component,
Life Skills Courses: (1 credit hour) Life Skills: SCL 1001
Support Courses: (15 credit hours)
Accounting: ACCT 2113; ACCT 2123
Economics: ECON 2123; ECON 2143
Mathematics: ****MATH 2123 or BUS 2023
**** The University of Oklahoma requires MATH 2123

Program Notes
Notes: This program is designed for students planning to continue their education at a four-year college or university. See the front general section for information and requirements about University Parallel/Transfer Programs.
Must have a grade of “C” or higher in all Computer Science courses.
Degree Program Course Descriptions

ACCT 2113 - Accounting I/Financial
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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
Prerequisites: Completion of ACCT 2113 with a grade of "C" or better.
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 managing processes of a product, performing cost-volume-profit analysis, preparing operating and capital budgets, analyzing the decision-making process, and making business decisions.

BIO - Biological Science
3 Credits Biological Science

CS 1103 - Introduction to Computers and Applications
Prerequisites: MATH 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures.
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. Advanced Standing is available. This course satisfies the computer proficiency requirement.

CS 1143 - Beginning Programming
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement or by evaluation.
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. This course satisfies the computer proficiency requirement.

CS 2113 - Computer Based Information Systems
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement.
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. This course satisfies the computer proficiency requirement.

CS 2163 - Java
Prerequisites: MATH 0313 or adequate math placement, CS 1143 or by evaluation. § Criteria for evaluation is in division office.
3 Credits Students 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. This course satisfies the computer proficiency requirement.

CS 2453 - Visual Basic
Prerequisites: MATH 0313 or adequate math placement, CS 1143 or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

ECON 2023 - Statistics for Business and Economics
Prerequisites: MATH 1743 and ENGL 0203 or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.

ECON 2123 - Principles of Microeconomics
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
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 2143 - Principles of Macroeconomics
Prerequisites: ECON 2123 or by evaluation.
3 Credits This course is a continuation of the Principles of Economics involving the production, consumption and distribution of wealth in a market economy, with major emphasis in macroeconomics theory, particularly the general price level, output and income, and interrelations among sectors of the economy, determinants of aggregate demand and aggregate supply, as well as monetary and fiscal policy tools that can be used to achieve particular policy objectives. The basics of international finance will be reviewed.

ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns...
of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**HIST 1493 - U.S. History 1877 to Present**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**HUM - Humanities Elective**
3 Credits Humanities elective

**MATH 1483 - Functions and Modeling**
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

**MATH 1743 - Calculus I for Business, Life Sciences, and Social Sciences**
Prerequisites: MATH 1483 or adequate math placement
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 2123 - Calculus II for Business, Life Sciences and Social Sciences**
Prerequisites: 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.

**PHYS - Any Physical Science**
3 Credits Any Physical Science

**POLSC 1113 - American Federal Government**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits A study of the principles, structure, processes and functions of the United States federal government.

**PSY 1113 - General Psychology**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

**SCL 1001 - Success in College and Life**
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**SOC 1113 - Introduction to Sociology**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, social stratification and social change.
Computer Science - Software Development Transferring to OU (AS)

**Associate in Science**

*Minimum of 62 credit hours*

If you want to learn the fundamentals of computer science, Oklahoma City Community College offers an associate degree in science in computer science. You can select a program which will easily transfer to the University of Oklahoma or a number of other schools with similar patterns to continue your educational path toward a bachelor’s degree in computer science. In this degree program, you’ll take classes in software engineering including application development, web development, game development, robotics, data communications, computer security, telecommunications, computer networks and database management. OCCC provides a strong foundation in computer science and is a National Center of Academic Excellence in Information Assurance.

**Course Sequence**

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<td>Life Skills</td>
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**Course Grouping**

**Major Courses:** (12 credit hours) Computer Science: CS 1143 (C), CS 2163 (C), CS 2463 (C), CS 2563 (C)

**General Education Courses:** (47 credit hours)

- Biology: BIO 1114 or BIO 1204
- Chemistry: CHEM 1115 or GEOL 1114 or ASTR 1514
- Communications: BUS 2033 or COM 2213
- English: ENGL 1113, ENGL 1213
- History: HIST 1483 or HIST 1493
- Humanities: 6 credit hours of Humanities electives
- Mathematics: MATH 1533, MATH 1613, MATH 2104, MATH 2214
- Physics: PHYS 2014
- Political Science: POLSC 1113

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

**Support Courses:** (2 credit hours)

**Program Notes**

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

Must have a grade of “C” or higher in all Computer Science courses.
ASTR 1514 - General Astronomy with Lab
Prerequisites: Math 0203 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. This course satisfies the computer proficiency requirement.

BIO 1114 - General Biology (Non Majors)
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement.
4 Credits An introductory lab-based course that is designed to provide non-biological science major with the necessary background needed to effectively understand scientific information. Students investigate the properties of life to include: organization, energy use, evolution, maintenance of homeostasis, reproduction, growth, and development. Ecological concepts are discussed which enables students to have a better understanding regarding the impact that humans have on the natural world. Laboratory work is an integral and required part of this course.

BIO 1204 - History of Life On Earth
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement.
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.

BUS 2033 - Business Communication
Prerequisites: ENGL 1113 or by evaluation. Criteria for evaluation is in division office.
3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. This course satisfies the computer proficiency requirement.

CHEM 1115 - General Chemistry I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.
5 Credits This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochemistry. Laboratory experience is an integral part of the course.

COM 2213 - Intro to Public Speaking
Prerequisites: ENGL 0106 or adequate placement score
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.

CS 2163 - Java
Prerequisites: MATH 0313 or adequate math placement, CS 1143 or adequate math placement, or by evaluation. § Criteria for evaluation is in division office.
3 Credits This course satisfies the computer proficiency requirement.

CS 2563 - C#
Prerequisites: CS 2163
3 Credits Students will develop C# programs using the .NET framework that demonstrate comprehension of language syntax, fundamental program structures, object-oriented programming, windows applications, web applications, and database applications. Students will use ADO.NET, XML, ASP.NET, SOAP, and REST to create their applications. This course satisfies the computer proficiency requirement.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits This course satisfies the computer proficiency requirement.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

GEOL 1114 - General Geology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined
placement measures and MATH 0203 or adequate math placement.
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.

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective
3 Credits  Humanities elective

MATH 1533 - Pre Calculus and Analytic Geometry
Prerequisites: Adequate math placement OR co-enrollment in MATH 0531 and ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

MATH 1613 - Trigonometry
Prerequisites: Pre or Corequisite: MATH 1483 or MATH 1533 or adequate math placement and ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will evaluate trigonometric functions and their inverses using both degree and radian measure; graph trigonometric functions and their transformations; identify properties of trigonometric functions; verify and apply trigonometric identities; solve trigonometric equations; solve problems involving right and oblique triangles, vectors, and indirect measurement; and identify and graph polar curves.

MATH 2104 - Calculus and Analytic Geometry I
Prerequisites: MATH 1533 and MATH 1613 or adequate math placement.
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. This course satisfies the computer proficiency requirement.

MATH 2214 - Calculus and Analytic Geometry II
Prerequisites: MATH 2104 within the last year.
4 Credits  The student will use integration techniques to find antiderivatives, use integrals to solve problems from geometry and physics, use vectors to solve problems in higher dimensions, test infinite series for convergence, approximate functions by using series, solve elementary first-order differential equations, and analyze functions of three variables and their contour plots. This course satisfies the computer proficiency requirement.

PHYS 2014 - Engineering Physics I
Prerequisites: MATH 2104 (or at least 4 hours of calculus) within the last year or by evaluation. Prerequisite or Corequisite: MATH 2214
4 Credits  This is a physics course designed primarily for pre-engineering, chemistry and physics majors. Students will demonstrate their understanding of concepts in mechanics, heat and sound by (1) developing qualitative and quantitative descriptions of physical phenomena, and (2) predicting the results of physical occurrences based on physics theory and laboratory experiments. Quantitative descriptions and predictions will incorporate methods of calculus where appropriate.

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.
# Computer Science - Web Design (Certificate)

**Certificate of Mastery**

*Minimum of 24 credit hours*

Creating and maintaining websites has become big business – which means big opportunity for you in this growing career field. A web presence is used by businesses to get their message across to prospective clients and customers, to reach the largest audience, to advertise products and services, to provide support and to network socially. Most companies and organizations now have a presence on the World Wide Web and are in need of highly skilled, trained web designers and developers who can continually keep the content and design of those sites fresh, interesting and accessible. OCCC provides a strong foundation in computer science and web-related topics that are essential to those pursuing a career in this area. The Certificate of Mastery in Web Design is a course of study designed to teach you the artistic elements of web site creation. The program focuses on topics such as multimedia, digital imaging, animation, formatting, and user interfaces. It can be a stepping stone if you’re interested in later pursuing a Web Development Certificate or an associate in applied science degree in Web Design and Development.

## Course Sequence

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
<th>Type</th>
<th>Min Gd</th>
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<td><strong>Suggested Freshman 1st Semester</strong></td>
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<tr>
<td>CS 1103</td>
<td>Introduction to Computers and Applications</td>
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<td>Major</td>
<td>C</td>
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<td>CS 2413</td>
<td>Web Site Development</td>
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<td>Major</td>
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<td>CAT 1513</td>
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<td>CS 2513</td>
<td>Client-Side Programming</td>
<td>3</td>
<td>Major</td>
<td>C</td>
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</tbody>
</table>

## Course Grouping

Major Courses: (24 credit hours) Computer Science: CS 1103 (C), CS 1143 (C), CS 1363 (C), CS 2413 (C), CS 2433 (C), CS 2513 (C), CS 2723 (C); Computer-Aided Technology: CAT 1513 (C)

General Education Courses: None
Life Skills Courses: None
Support Courses: None

## Program Notes

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.
Must have a grade of “C” or higher in all Computer Science courses.
CAT 1513 - Digital Imaging
Prerequisites: CS 1103 or CAT 1413 or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

CS 1103 - Introduction to Computers and Applications
Prerequisites: MATH 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures.
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. Advanced Standing is available. This course satisfies the computer proficiency requirement.

CS 1143 - Beginning Programming
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

CS 1363 - Digital Media Development
Prerequisites: MATH 0203 or adequate math placement; Prerequisite or Corequisite: CS 1103 or by evaluation. § Criteria for evaluation is in division office.
3 Credits This hands-on course affords students a basic understanding of industry standard design applications. Upon completion of this course, the student will be able to demonstrate the ability to create computer illustrations, graphics, page layouts, animations, video and audio, at an introductory level. This course satisfies the computer proficiency requirement.

CS 2413 - Web Site Development
Prerequisites: MATH 0203 or adequate math placement. ENGL 0203, adequate placement score, or by meeting determined placement measures.
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. HTML, CSS along with a combination of other current technologies will be utilized for topics such as: building, formatting, enhancing, and publishing pages; maintaining a web site; manipulating graphics; creating printer and mobile versions; and incorporating JavaScript at an introductory level. This course satisfies the computer proficiency requirement.

CS 2433 - Digital Media Scripting
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement.
3 Credits Students will develop both technical skills and creative techniques in a project-based learning environment. The student will learn to script in icon-based and command-based authoring languages to create interactive digital media and online applications. This course satisfies the computer proficiency requirement.

CS 2453 - Client-Side Programming
Prerequisites: MATH 0313 or adequate math placement, CS 2413 and CS 1143 or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

CS 2723 - Secure Electronic Commerce
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement.
3 Credits Students will learn the fundamentals of secure electronic commerce technology, models and issues. This course includes principles and hands-on labs for secure electronic commerce. These include securing web sites and web applications, maintaining PCI DSS.
# Computer Science - Web Design and Development (AAS)

**Associate in Applied Science**

*Minimum of 61 credit hours*

Creating and maintaining websites has become big business – which means big opportunity for you in this growing career field. A web presence is used by businesses to get their message across to prospective clients and customers, to reach the largest audience, to advertise products and services, to provide support and to network socially. Most companies and organizations now have a presence on the World Wide Web and are in need of highly skilled, trained web designers and developers who can continually keep the content and design of those sites fresh, interesting and accessible. OCCC provides a strong foundation in computer science and web-related topics that are essential to those pursuing a career in this area. This specific degree program is a good fit for you if you consider yourself to be organized, logical, creative and a good problem-solver and communicator.

## Course Sequence

<table>
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<td>CS 1333</td>
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<td>CS 2173</td>
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<td>CS 2443</td>
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<td>CS 2163</td>
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<td>CS 2453</td>
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<td>COM 1123</td>
<td>Interpersonal Communications</td>
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<td>COM 2213</td>
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</table>

## Course Grouping

**Major Courses:** (42 Credit Hours)

- Computer Science: CS 1143 (C), CS 1333 (C) or CS 2173 (C) or CS 2443 (C), CS 1363 (C), CS 2163 (C) or CS 2453 (C), CS 2183 (C), CS 2413 (C), CS 2433 (C), CS 2513 (C), CS 2623 (C), CS 2723 (C)

**Computer-Aided Technology:** CAT 1513 (C)

(C) Nine credit hours of Computer Science electives from CS 1333, CS 1353, CS 2113, CS 2143, CS 2163, CS 2173, CS 2443, CS 2453, CS 2463, CS 2503, CS 2553, CS 2563, CS 2713, CS 2763.

**General Education Courses:** (18 Credit Hours)

- Computer Science: CS 1103 (C)
- Communications: ENGL 1213 or ENGL 1233 or COM 1123 or COM 2213
- English: ENGL 1113
- History: HIST 1483 or HIST 1493
- Mathematics: MATH 1483 or MATH 1503
- Political Science: POLSC 1113
- Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

**Program Notes**
Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog. Must have a grade of “C” or higher in all Computer Science courses.
Degree Program Course Descriptions

CAT 1513 - Digital Imaging
Prerequisites: CS 1103 or CAT 1413 or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

COM 1123 - Interpersonal Communications
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 2213 - Intro to Public Speaking
Prerequisites: ENGL 0106 or adequate placement score
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.

CS - Computer Science Elective
3 Credits Computer Science elective

CS 1103 - Introduction to Computers and Applications
Prerequisites: MATH 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. Advanced standing is available. This course satisfies the computer proficiency requirement.

CS 1143 - Beginning Programming
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

CS 1333 - Database Management Applications
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement
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. This course satisfies the computer proficiency requirement.

CS 1363 - Digital Media Development
Prerequisites: MATH 0203 or adequate math placement; Prerequisite or Corequisite: CS 1103 or by evaluation. § Criteria for evaluation is in division office.
3 Credits This hands-on course affords students a basic understanding of industry standard design applications. Upon completion of this course, the student will be able to demonstrate the ability to create computer illustrations, graphics, page layouts, animations, video and audio, at an introductory level. This course satisfies the computer proficiency requirement.

CS 2163 - Java
Prerequisites: MATH 0313 or adequate math placement, CS 1143 or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

CS 2173 - Oracle
Prerequisites: MATH 0313 or adequate math placement, CS 1143.
3 Credits Using Oracle as a platform, students will learn relational database concepts, sound database design and development techniques, and SQL commands. Topics include how to create and modify database tables; retrieve data from database tables; use subqueries to retrieve data; use table constraints, sequences, indexes, synonyms, views and functions; create users and assign privileges to users; create printable reports through SQL*Plus commands; practice SQL statement tuning. This course satisfies the computer proficiency requirement.

CS 2183 - Linux
Prerequisites: MATH 0203 or adequate math placement, CS 1103 or by evaluation. § Criteria for evaluation is in division office.
3 Credits This course is an introduction to the Linux operating system for users. It is designed for those with a DOS/Windows operating system background with little or no knowledge of Linux. Topics include the development of Linux; basic Linux operating system concepts; a comparison of Linux to MS Windows; frequently used Linux programs and utilities, shells, editors, and tools; X window GUI and applications; Linux and the Internet; setting up Apache web server software; basic HTML and CGI programming for Linux; use of virtual machine software to create virtual machines of guest operating system on top of host operating system. Linux+ Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 2413 - Web Site Development
Prerequisites: MATH 0203 or adequate math placement. ENGL 0203, adequate placement score, or by meeting determined placement measures.
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. HTML, CSS along with a combination of other current technologies will be utilized for topics such as: building, formatting, enhancing, and publishing pages; maintaining a web site; manipulating graphics; creating printer and mobile versions; and incorporating JavaScript at an introductory level. This course satisfies the computer proficiency requirement.

CS 2433 - Digital Media Scripting
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement
placement measures; MATH 0203 or adequate math placement.
3 Credits Students will develop both technical skills and creative techniques in a project-based learning environment. The student will learn to script in icon-based and command-based authoring languages to create interactive digital media and online applications. This course satisfies the computer proficiency requirement.

CS 2443 - SQL Server
Prerequisites: MATH 0313 or adequate math placement, CS 1143 or by evaluation. § Criteria for evaluation is in division office.
3 Credits Students will learn the fundamentals of secure electronic commerce technology, models and issues. This course includes principles and hands-on labs for secure electronic commerce. These include securing web sites and web applications, maintaining PCI DSS Compliance for E-commerce websites, performing web site vulnerability and security assessments, securing mobile communications, and securing personal and business communications. Legal and national policy issues related to secure electronic commerce are included. This course satisfies the computer proficiency requirement.

CS 2453 - Client-Side Programming
Prerequisites: MATH 0313 or adequate math placement, CS 2413 and CS 1143 or by evaluation. § Criteria for evaluation is in division office.
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 used for topics such as maintaining state, processing data from the user, creating cookies, and interacting with databases. This course satisfies the computer proficiency requirement.

CS 2723 - Secure Electronic Commerce
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement.
3 Credits Students will learn the basics of web programming, validation and server-based programming. This course satisfies the computer proficiency requirement.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits Students will write well-developed compositions which demonstrate the principles of unity, coherence, and organization which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 1233 - Technical Writing for the Workplace
Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score.
3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits After analyzing events in American history from 1877 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1483 - Functions and Modeling*
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval
MATH 1503 - Contemporary Mathematics
Prerequisites: MATH 0313 or adequate math placement. Pre or Co-requisite ENGL 1113 or ENGL 1103
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. This course satisfies the computer proficiency requirement.

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
Computer Science - Web Development (Certificate)

Certificate of Mastery

Minimum of 27 credit hours

Creating and maintaining websites has become big business -- which means big opportunity for you in this growing career field. A web presence is used by businesses to get their message across to prospective clients and customers, to reach the largest audience, to advertise products and services, to provide support and to network socially. Most companies and organizations now have a presence on the World Wide Web and are in need of highly skilled, trained web designers and developers who can continually keep the content and design of those sites fresh, interesting and accessible. OCCC provides a strong foundation in computer science and web-related topics that are essential to those pursuing a career in this area. The Certificate of Mastery in Web Development is a course of study designed to teach you the technical elements of web site creation including database, security, programming, client-side scripting, and server-side scripting. It's a quick turn-around program that can get you out-the-door and into the job market, or you can return to college and build on what you've learned by applying your credits to an associate degree or additional certificate program.

Course Sequence

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
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<th>Min Gd</th>
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</thead>
<tbody>
<tr>
<td>CS 1103</td>
<td>Introduction to Computers and Applications</td>
<td>3</td>
<td>Major</td>
<td>C</td>
</tr>
<tr>
<td>CS 1143</td>
<td>Beginning Programming</td>
<td>3</td>
<td>Major</td>
<td>C</td>
</tr>
<tr>
<td>CS 2413</td>
<td>Web Site Development</td>
<td>3</td>
<td>Major</td>
<td>C</td>
</tr>
<tr>
<td>CS 1333</td>
<td>Database Management Applications</td>
<td>OR</td>
<td>Major</td>
<td>C</td>
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<tr>
<td>CS 2173</td>
<td>Oracle</td>
<td>OR</td>
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<tr>
<td>CS 2443</td>
<td>SQL Server</td>
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<td>CS 2163</td>
<td>Java</td>
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<tr>
<td>CS 2453</td>
<td>Visual Basic</td>
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<td>CS 2623</td>
<td>Server-Side Programming</td>
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<td>CS 2193</td>
<td>Linux</td>
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<td>CS 2513</td>
<td>Client-Side Programming</td>
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<tr>
<td>CS 2723</td>
<td>Secure Electronic Commerce</td>
<td>3</td>
<td>Major</td>
<td>C</td>
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</tbody>
</table>

Course Grouping

Major Courses: (27 Credit Hours) Computer Science: CS 1103 (C), CS 1143 (C), CS 1333 (C) or CS 2173 (C) or CS 2443 (C), CS 2163 (C) or CS 2453 (C), CS 2183 (C), CS 2413 (C), CS 2513 (C), CS 2623 (C), CS 2723 (C)
General Education Courses: None
Life Skills Courses: None
Support Courses: None

Program Notes
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. Must have a grade of “C” or higher in all Computer Science courses.
Degree Program Course Descriptions

CS 1103 - Introduction to Computers and Applications
Prerequisites: MATH 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. Advanced Standing is available. This course satisfies the computer proficiency requirement.

CS 1143 - Beginning Programming
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

CS 1333 - Database Management Applications
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement.
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. This course satisfies the computer proficiency requirement.

CS 2163 - Java
Prerequisites: MATH 0313 or adequate math placement, CS 1143 or by evaluation. § Criteria for evaluation is in division office.
3 Credits Students 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. This course satisfies the computer proficiency requirement.

CS 2173 - Oracle
Prerequisites: MATH 0313 or adequate math placement, CS 1143 or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

CS 2183 - Linux
Prerequisites: MATH 0203 or adequate math placement, CS 1103 or by evaluation. § Criteria for evaluation is in division office.
3 Credits This course is an introduction to the Linux operating system for users. It is designed for those with a DOS/Windows operating system background with little or no knowledge of Linux. Topics include the development of Linux; basic Linux operating system concepts; a comparison of Linux to MS Windows; frequently used Linux programs and utilities, shells, editors, and tools; X window GUI and applications; Linux and the internet; setting up Apache web server software; basic HTML and CGI programming for Linux; use of virtual machine software to create virtual machines of guest operating system on top of host operating system. Linux+ Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 2413 - Web Site Development
Prerequisites: MATH 0203 or adequate math placement. ENGL 0203, adequate placement score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.

CS 2453 - Visual Basic
Prerequisites: MATH 0313 or adequate math placement, CS 1143 or by evaluation. § Criteria for evaluation is in division office.
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, sub, functions, files, simple data access and various other programming topics as they apply to Visual Basic. This course satisfies the computer proficiency requirement.

CS 2513 - Client-Side Programming
Prerequisites: MATH 0313 or adequate math placement, CS 2413 and CS 1143 or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

CS 2623 - Server-Side Programming
Prerequisites: MATH 0313 or adequate math placement, CS 1143 and CS 2413 or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

CS 2723 - Secure Electronic Commerce
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined
placement measures; MATH 0203 or adequate math placement.

3 Credits  Students will learn the fundamentals of secure electronic commerce technology, models and issues. This course includes principles and hands-on labs for secure electronic commerce. These include securing web sites and web applications, maintaining PCI DSS Compliance for E-commerce websites, performing web site vulnerability and security assessments, securing mobile communications, and securing personal and business communications. Legal and national policy issues related to secure electronic commerce are included. This course satisfies the computer proficiency requirement.
Computer-Aided Technology - Computer-Aided Design (AAS)

Associate in Applied Science

Minimum of 60 credit hours

Computer-aided design (CAD) is the tool designers, engineers, architects and other skilled workers use to create 3D models and 2D construction and manufacturing drawings. CAD technicians are in high demand in a number of different industries. And, you could be, too, with an associate degree in computer-aided design from Oklahoma City Community College. Architectural firms, engineering firms, manufacturers, construction companies, municipalities and government agencies are all relying on skilled CAD technicians to keep up with the constant changes in technology. You could design planes, automobiles or buildings with a computer-aided design degree from OCCC.

Course Sequence

<table>
<thead>
<tr>
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<th>Credits</th>
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<td>Suggested Freshman 1st Semester</td>
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<td>SCL 1001</td>
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<td>Life Skills</td>
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<td>CAT 1043</td>
<td>Engineering Principles</td>
<td>3</td>
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<td>CAT 1214</td>
<td>Computer Aided Design (CAD)</td>
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<td>MATH 1483</td>
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<td>CAT 1053</td>
<td>Manufacturing Materials and Processes</td>
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<td>CAT 1253</td>
<td>CAD 3D Parametric Modeling</td>
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<td>MATH 1613</td>
<td>Trigonometry</td>
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<td>Support</td>
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<td>American Federal Government</td>
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<tr>
<td>CAT 2123</td>
<td>Digital Fabrication</td>
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<td>Major</td>
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<td>CAT 2540</td>
<td>Applications in CAD</td>
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<td>Major</td>
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<td>CAT 2703</td>
<td>Practicum</td>
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<td>HIST 1483</td>
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<td>PHYS 1114</td>
<td>College Physics I</td>
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<td>Gen Ed</td>
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<td>CAT 2163</td>
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<td>CAT 2203</td>
<td>Design Mechanics</td>
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<td>CAT 2924</td>
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<td>2</td>
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</table>

Course Grouping

Major Courses: (35 credit hours) Computer-Aided Technology: CAT 1043, CAT 1053, CAT 1214, CAT 1253, CAT 2023, CAT 2123, CAT 2163, CAT 2540 (6 hrs: Take twice with different project emphasis) or CAT 2540 (3 hrs) & CAT 2703, CAT 2924, CAT 1103

General Education Courses: (19 credit hours)

English: ENGL 1113, *Any course that meets Oklahoma State Regents for Higher Education requirements for a general education Communications; (OSRHE: ENGL 1213, ENGL 1233, COM 1123, COM 2213)

History: HIST 1483 or HIST 1493

Mathematics: MATH 1483

Political Science: POLSC 1113

Physics: PHYS 1114

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

Support Courses: (5 credit hours)

Mathematics: MATH 1613

Electives: (2 Credits) Any CAT, CS or ENGR course, Also courses from DMD list: DMD 1513, DMD 1183, DMD 1053, DMD 2053, DMD 2143, DMD 2153, DMD 2533, DMD 2633, DMD 2733, DMD 2773, DMD 2783 or the following ART courses: ART 1123, ART 1183, ART 1203, ART 1213, ART 1233, or ART 1243. Other courses may be approved by the Program Faculty.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.
CAT 1043 - Engineering Principles
Prerequisites: Math 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will use computational techniques and computer-aided drawing to create, analyze and graphically represent solution 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. This course satisfies the computer proficiency requirement.

CAT 1053 - Manufacturing Materials and Processes
Prerequisites: CAT 1043 or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

CAT 1214 - Computer Aided Design (CAD)
Prerequisites: Math 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. This course satisfies the computer proficiency requirement.

CAT 1253 - CAD 3D Parametric Modeling
Prerequisites: Math 0203 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits This course is an introduction to 3D parametric modeling techniques and concepts. The student will create 3D models and assemblies from 2D sketches using parametric dimensioning and constraints. This course satisfies the computer proficiency requirement.

CAT 2023 - Design Mechanics
Prerequisites: Math 1613, 15 credit hours of CAT, PHYS 1114 or PHYS 1314
3 Credits The student will analyze coplanar force systems and calculate moments of inertia, centroids, tensile stresses. The student will demonstrate an understanding of the relationship between stress and strain, basic properties of materials and shear, bending and moment diagrams. This course is designed as an applied static’s and strength of materials course for technicians utilizing algebra, trigonometry and analytic geometry. This course satisfies the computer proficiency requirement.

CAT 2123 - Digital Fabrication
Prerequisites: MATH 0203 or adequate math placement; CAT 1214 or CAT 1253 or CAT 2543.
3 Credits The course is an in-depth exploration of the world of digital fabrication. Students will create projects by utilizing fabrication equipment such as 3D scanning, 3D Printers, Computer Numerical Control (CNC) machines and metrology tools. This course satisfies the computer proficiency requirement.

CAT 2163 - CAD Automation
Prerequisites: CAT 1214; MATH 0203 or adequate math placement.
3 Credits The student will demonstrate the ability to manage and maintain a Computer-Aided Design System by customization, programming and automation. This course satisfies the computer proficiency requirement.

CAT 2540 - Applications in CAD
Prerequisites: CAT 1043 and CAT 1214 or by evaluation. § Criteria for evaluation is in division office.
Credit VARIABLE 1 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. This course satisfies the computer proficiency requirement.

CAT 2703 - Practicum
Prerequisites: 12 hours of CAT or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

CAT 2924 - Design Project
Prerequisites: 15 hours of CAT credits
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.

CAT GEN COMM - OSRHE Approved
Gen Ed Communications or English Course
3 Credits Students should select one 3 credit course: ENG 1213, ENG 1233, COM 1123, or COM 2213.

CS 1103 - Introduction to Computers and Applications
Prerequisites: MATH 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. Advanced Stand is available. This course satisfies the computer proficiency requirement.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

FA ELEC - Faculty Approved Elective
3 Credits  Faculty approved elective

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1483 - Functions and Modeling*
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will demonstrate:
- an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions;
- the ability to solve systems of equations by utilizing matrices and determinants; and,
- the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

MATH 1613 - Trigonometry
Prerequisites: Pre or Corequisite: MATH 1483 or MATH 1533 or adequate math placement and ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will evaluate trigonometric functions and their inverses using both degree and radian measure; graph trigonometric functions and their transformations; identify properties of trigonometric functions; verify and apply trigonometric identities; solve trigonometric equations; solve problems involving right and oblique triangles, vectors, and indirect measurement; and identify and graph polar curves.

PHYS 1114 - College Physics I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 1483 or higher or APPM 1223, within the last two years or by evaluation. § Criteria for evaluation is in division office.
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.

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
Computer-Aided Technology - Computer-Aided Design (Certificate)

Certificate of Mastery

Minimum of 19 credit hours

Computer-aided design (CAD) is the tool designers, engineers, architects and other skilled workers use to create 3D models and 2D construction and manufacturing drawings. CAD technicians are in high demand in a number of different industries. And, you could be, too, with a certificate of mastery in computer-aided design from Oklahoma City Community College. Architectural firms, engineering firms, manufacturers, construction companies, municipalities and government agencies are all relying on skilled CAD technicians to keep up with the constant changes in technology.

You could design planes, automobiles or buildings with a computer-aided design certificate from OCCC. This is a fast-track program if you're looking to take just the core courses in computer-aided design or if you're a professional who would like to enhance your skills.

Course Sequence

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
<th>Type</th>
<th>Min Gd</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT 1043</td>
<td>Engineering Principles</td>
<td>3</td>
<td>Major</td>
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</tr>
<tr>
<td>CAT 1214</td>
<td>Computer Aided Design (CAD)</td>
<td>4</td>
<td>Major</td>
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<tr>
<td>CAT 1253</td>
<td>CAD 3D Parametric Modeling</td>
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<td>CAD Faculty Approved Support Electives</td>
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<td>CAT 2540</td>
<td>Applications in CAD</td>
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<td>CAT 2540</td>
<td>Applications in CAD</td>
<td>OR</td>
<td>Major</td>
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<tr>
<td>CAT 2703</td>
<td>Practicum</td>
<td>3</td>
<td>Major</td>
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</table>

Course Grouping

Major Courses: (19 credit hours)

Computer-Aided Technology: CAT 1043, CAT 1214, CAT 1253, CAT 2540 (6 hrs: Take twice with different project emphasis) or CAT 2540 (3 hrs) & CAT 2703

Electives: Faculty Approved Electives (3 hrs) must have an ART, CAT, CS, ENGR or DMD prefix

General Education Courses: None

Life Skills Courses: None

Support Courses: None

Program Notes

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.
CAT 1043 - Engineering Principles
Prerequisites: Math 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. This course satisfies the computer proficiency requirement.

CAT 1214 - Computer Aided Design (CAD)
Prerequisites: Math 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. This course satisfies the computer proficiency requirement.

CAT 1253 - CAD 3D Parametric Modeling
Prerequisites: Math 0203 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  This course is an introduction to 3D parametric modeling techniques and concepts. The student will create 3D models and assemblies from 2D sketches using parametric dimensioning and constraints. This course satisfies the computer proficiency requirement.

CAT 2540 - Applications in CAD
Prerequisites: CAT 1043 and CAT 1214 or by evaluation. § Criteria for evaluation is in division office.
Credit VARIABLE 1 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. This course satisfies the computer proficiency requirement.

CAT 2703 - Practicum
Prerequisites: 12 hours of CAT or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

FA CAD CERT SUP ELEC - CAD
Faculty Approved Support Electives
3 Credits  Faculty approved electives: any 3 credits course with an ART, CAT, CS, ENGR or DMD prefix.
Computer-Aided Technology - Geographic Information System (AAS)

Associate in Applied Science

Minimum of 60 credit hours

Geographic information system (GIS) technicians are in high demand. And, you could be, too, with an associate degree from Oklahoma City Community College. Essentially, GIS is a computer system designed to capture, store and manipulate geographically referenced information. It allows us to view, understand, question, interpret, and visualize data in many ways that reveal relationships, patterns and trends in the form of maps, reports, and charts. Banks, media outlets, municipalities, government agencies, oil and gas companies, scientists, researchers and engineering firms use GIS. And, these entities all rely on skilled technicians to keep up with the constant changes in technology. You could be mapping the world, with an associate degree in applied science in geographic information systems from OCCC.

Course Sequence

<table>
<thead>
<tr>
<th>Course Grouping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Courses: (26 credit hours)</td>
</tr>
<tr>
<td>Computer-Aided Technology: CAT 1214, CAT 1313, CAT 1323, CAT 2313, CAT 2924 Computer Science: CS 1103, CS 1143, CS 1333 General Education Courses: (18 credit hours)</td>
</tr>
<tr>
<td>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)</td>
</tr>
<tr>
<td>Geography: GEOG 2603</td>
</tr>
<tr>
<td>History: HIST 1483 or HIST 1493</td>
</tr>
<tr>
<td>Mathematics: MATH 1483</td>
</tr>
<tr>
<td>Political Science: POLSC 1113</td>
</tr>
<tr>
<td>Life Skills Courses: (1 credit hour) Life Skills: SCL 1001</td>
</tr>
<tr>
<td>Support Courses: (15 credit hours)</td>
</tr>
<tr>
<td>Mathematics: MATH 1613; Any CAT, CS or ENGR course, Also the following GEOL courses: GEOL 1063, GEOL 1064, GEOL 1114; Other courses must be approved by the Program Faculty Advisor.</td>
</tr>
</tbody>
</table>

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.
CAT 1214 - Computer Aided Design (CAD)
Prerequisites: Math 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. This course satisfies the computer proficiency requirement.

CAT 1313 - Introduction to Geographic Information System (GIS)
Prerequisites: Math 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. This course satisfies the computer proficiency requirement.

CAT 1232 - Introduction to Spatial Technology
Prerequisites: Math 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The course focuses on technologies being used to locate, inventory and analyze locations, Geographic Information Systems, Global Positioning Systems, telemetry and photogrammetry and a brief introduction to Satellite-Based Remote Sensing.

CAT 2313 - Introduction to Spatial Analysis
Prerequisites: Math 0203 or adequate math placement, CAT 1313 or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

CAT 2924 - Design Project
Prerequisites: 15 hours of CAT credits 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.

CAT GEN COMM - OSRHE Approved Gen Ed Communications or English Course
3 Credits Students should select one 3 credit course: ENG 1213, ENG 1233, COM 1123, or COM 2213.

CS 1103 - Introduction to Computers and Applications
Prerequisites: MATH 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. Advanced Standing is available. This course satisfies the computer proficiency requirement.

CS 1143 - Beginning Programming
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

CS 1333 - Database Management Applications
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement.
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. This course satisfies the computer proficiency requirement.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

FA GIS SUPP ELEC - GIS Faculty Approved Support Electives
12 Credits Faculty approved electives: Any CAT, CS or ENGR Course. Also the following GEOl Courses: GEOl 1063, GEOl 1064, GEOl 1114 and other courses may be approved by the Program Faculty Advisor.

GEOG 2603 - World Regional Geography
Prerequisites: NONE
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.

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**MATH 1483 - Functions and Modeling**
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will demonstrate:
an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

**MATH 1613 - Trigonometry**
Prerequisites: Pre or Corequisite: MATH 1483 or MATH 1533 or adequate math placement and ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will evaluate trigonometric functions and their inverses using both degree and radian measure; graph trigonometric functions and their transformations; identify properties of trigonometric functions; verify and apply trigonometric identities; solve trigonometric equations; solve problems involving right and oblique triangles, vectors, and indirect measurement; and identify and graph polar curves.

**POLSC 1113 - American Federal Government**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

**SCL 1001 - Success in College and Life**
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
Computer-Aided Technology - Unmanned Aerial Systems (Certificate)

Certificate of Mastery

Minimum of 18 credit hours

The Unmanned Aerial Systems (UAS) Certificate will equip students with the skillset required to operate aerial vehicles (drones) along with other types of unmanned vehicles. Students will receive hands-on experience in the classroom and in the field. Students will learn how to fly safely in the National Airspace while abiding by current regulations. The potential commercial uses of unmanned aerial vehicles are endless, to include aerial photography and video, search and rescue, disaster response, digital mapping, photogrammetry, remote sensing and many others.

Course Sequence

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Credits</th>
<th>Type</th>
<th>Min Gd</th>
</tr>
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<tbody>
<tr>
<td></td>
<td><strong>Suggested Freshman 1st Semester</strong></td>
<td></td>
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<tr>
<td>CAT 1113</td>
<td>Unmanned Vehicle Systems</td>
<td>3</td>
<td>Major</td>
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<tr>
<td>CAT 1133</td>
<td>Airspace and Regulations</td>
<td>3</td>
<td>Major</td>
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<tr>
<td>CAT UAS SUPP ELEC</td>
<td>Unmanned Aerial Systems Support Electives</td>
<td>3</td>
<td>Support</td>
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<td></td>
<td><strong>Suggested Freshman 2nd Semester</strong></td>
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<tr>
<td>CAT 1123</td>
<td>UVS Operations</td>
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<td>CAT UAS SUPP ELEC</td>
<td>Unmanned Aerial Systems Support Electives</td>
<td>6</td>
<td>Support</td>
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</table>

Course Grouping

Major Courses: (18 credit hours)
Computer-Aided Technology: CAT 1113, CAT 1123, CAT 1133
Electives: (9 credit hours)
Any CAT, CS, DCP or ENGR course, Any courses from DMD list: DMD 1153, DMD 2143, DMD 2153, DMD 2163, DMD 2253, DMD 2533, DMD 2633, DMD 2733, DMD 2783. Other courses may be approved by the Program Faculty.
General Education Courses: None
Life Skills Courses: None
Support Courses: None

Program Notes

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.
CAT 1113 - Unmanned Vehicle Systems
Prerequisites: Math 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measure
3 Credits  Students will be introduced to the history, missions, capabilities, types, configurations, subsystems, and the disciplines needed for UVS development and operation.

CAT 1123 - UVS Operations
Prerequisites: CAT 1113
3 Credits  Students will demonstrate the proper way to operate Unmanned Vehicle Systems. This includes pre-mission check list, missing planning and logging, safety/liability consideration and emergency procedures. Students will be working in the field and in the classroom conducting simulated and real life missions.

CAT 1133 - Airspace and Regulations
Prerequisites: Math 0203 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The course will examine the components and objectives of the National Airspace System. Emphasis will be placed on regulations pertaining to UAS flight operations.

CAT UAS SUPP ELEC - Unmanned Aerial Systems Support Electives
9 Credits  Nine credit hours chosen from the following approved support courses: Any CAT, CS, DCP, or ENGR Course or choose from any of the following DMD courses: DMD-1153, DMD-2143, DMD-2153, DMD-2163, DMD-2253, DMD-2533, DMD-2633, DMD-2733, DMD-2783, or other courses may be approved by the program faculty advisor.
Computer-Aided Technology - Unmanned Vehicle System (AAS)

Associate in Applied Science

Minimum of 60 credit hours

The Unmanned Vehicle System (UVS) Option will equip students with the skillset required to operate ground, aerial, and marine vehicles. Students will receive hands-on experience in the classroom and in the field. Students will learn how to fly safely in the National Airspace while abiding by current regulations. With the use of 3D fabrication equipment, students will have the opportunity to design attachments and accessories for these systems. The potential commercial uses of unmanned vehicle systems are endless, to include aerial photography and video, search and rescue, disaster response, digital mapping, photogrammetry, remote sensing and many others.

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<tr>
<td>SCL 1001</td>
<td>Success in College and Life</td>
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<td>Life Skills</td>
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<tr>
<td>CS 1103</td>
<td>Introduction to Computers and Applications</td>
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<td>Major</td>
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<td>ENGL 1113</td>
<td>English Composition I</td>
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<td>MATH 1483</td>
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<td>CAT 1123</td>
<td>UVS Operations</td>
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<td>Major</td>
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<td>CAT 1214</td>
<td>Computer Aided Design (CAD)</td>
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<td>Major</td>
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<tr>
<td>CAT 1313</td>
<td>Introduction to Geographic Information System (GIS)</td>
<td>3</td>
<td>Major</td>
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<tr>
<td>MATH 1613</td>
<td>Trigonometry</td>
<td>3</td>
<td>Gen Ed</td>
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<td>CAT GEN COMM</td>
<td>OSRHE Approved Gen Ed Communications or English Course</td>
<td>3</td>
<td>Gen Ed</td>
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<td>Suggested Sophomore 1st Semester</td>
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<tr>
<td>CAT 1233</td>
<td>Introduction to Spatial Technology</td>
<td>3</td>
<td>Major</td>
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<tr>
<td>CAT 2123</td>
<td>Digital Fabrication</td>
<td>3</td>
<td>Major</td>
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<td>HIST 1483</td>
<td>U.S. History to 1877</td>
<td>OR</td>
<td>Gen Ed</td>
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<td>HIST 1493</td>
<td>U.S. History 1877 to Present</td>
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<td>FA UVS SUPP ELEC</td>
<td>UVS Faculty Approved Support Electives</td>
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<td>CAT 2924</td>
<td>Design Project</td>
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<td>CS 1143</td>
<td>Beginning Programming</td>
<td>3</td>
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<td>POLSC 1113</td>
<td>American Federal Government</td>
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<td>FA UVS SUPP ELEC</td>
<td>UVS Faculty Approved Support Electives</td>
<td>3</td>
<td>Support</td>
<td></td>
</tr>
</tbody>
</table>

Course Grouping

Major Courses: (32 credit hours) Computer-Aided Technology: CAT 1113, CAT 1123, CAT 1133, CAT 1214, CAT 1313, CAT 1323, CAT 2123, CAT 2924, CS 1103, CS 1143
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; (OSRHE: ENGL 1213, ENGL 1233, COM 1123, COM 2213)
History: HIST 1483 or HIST 1493
Mathematics: MATH 1483, MATH 1613
Political Science: POLSC 1113
Life Skills Courses: (1 credit hour) Life Skills: SCL 1001
Support Courses: (9 credit hours)
Electives: Any CAT, CS, DCP or ENGR course, Any courses from DMD list: DMD 1153, DMD 2143, DMD 2153, DMD 2163, DMD 2253, DMD 2533, DMD 2633, DMD 2733, DMD 2783. Other courses may be approved by the Program Faculty.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.
CAT 1113 - Unmanned Vehicle Systems
Prerequisites: Math 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits Students will be introduced to the history, missions, capabilities, types, configurations, subsystems, and the disciplines needed for UVS development and operation.

CAT 1123 - UVS Operations
Prerequisites: CAT 1113
3 Credits Students will demonstrate the proper way to operate Unmanned Vehicle Systems. This includes pre-mission check list, missing planning and logging, safety/liability consideration and emergency procedures. Students will be working in the field and in the classroom conducting simulated and real life missions.

CAT 1133 - Airspace and Regulations
Prerequisites: Math 0203 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The course will examine the components and objectives of the National Airspace System. Emphasis will be placed on regulations pertaining to UAS flight operations.

CAT 1214 - Computer Aided Design (CAD)
Prerequisites: Math 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. This course satisfies the computer proficiency requirement.

CAT 1313 - Introduction to Geographic Information System (GIS)
Prerequisites: Math 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. This course satisfies the computer proficiency requirement.

CAT 1323 - Introduction to Spatial Technology
Prerequisites: Math 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The course focuses on technologies being used to locate, inventory and analyze locations, Geographic Information Systems, Global Positioning Systems, telemetry and photogrammetry and a brief introduction to Satellite-Based Remote Sensing.

CAT 2123 - Digital Fabrication
Prerequisites: MATH 0203 or adequate math placement; CAT 1214 or CAT 1253 or CAT 2543.
3 Credits The course is an in-depth exploration of the world of digital fabrication. Students will create projects by utilizing fabrication equipment such as 3D scanning, 3D Printers, Computer Numerical Control (CNC) machines and metrology tools. This course satisfies the computer proficiency requirement.

CAT 2924 - Design Project
Prerequisites: 15 hours of CAT credits
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.

CAT GEN COMM - OSRHE Approved Gen Ed Communications or English Course
3 Credits Students should select one 3 credit course: ENG 1213, ENG 1233, COM 1123, or COM 2213.

CS 1103 - Introduction to Computers and Applications
Prerequisites: MATH 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. Advanced Standing is available. This course satisfies the computer proficiency requirement.

CS 1143 - Beginning Programming
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

FA UVS SUPP ELEC - UVS Faculty Approved Support Electives
9 Credits Faculty approved electives: Any CAT, CS, DCP or ENGR course or any of the following DMD courses: DMD-2253, DMD-2533, DMD-2633, DMD-2733, DMD-2783, and other courses may be approved by the Program Faculty.

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns.
of present day mobility, describe governmental
operations in their society and help resolve
conflict in society based on the student's
search for change, precedents, and conflict
in the American past. A general education
requirement.

**HIST 1493 - U.S. History 1877 to
Present**

Prerequisites: ENGL 0203, adequate
placement score, or by meeting determined
placement measures

3 Credits  After analyzing events in American
history from 1877 to the present in such areas
as geographic and social mobility, political
reform, government precedents and war,
students will be able to identify patterns of
present day mobility, describe governmental
operations in their society and help resolve
conflict in society based on the student's
search for change, precedents, and conflict
in the American past. A general education
requirement.

**MATH 1483 - Functions and Modeling**

Prerequisites: MATH 0313 or adequate math
placement; ENGL 0203, adequate placement
score, or by meeting determined placement
measures

3 Credits  The student will demonstrate:
an understanding of the general concepts
of relation and function and specifically
of polynomial, rational, exponential and
logarithmic functions; the ability to solve
systems of equations by utilizing matrices
and determinants; and, the ability to solve
practical problems using algebraic and digital
techniques. *Pending OSRHE approval

**MATH 1613 - Trigonometry**

Prerequisites: Pre or Corequisite: MATH 1483
or MATH 1533 or adequate math placement
and ENGL 0203, adequate placement
score, or by meeting determined placement
measures

3 Credits  The student will evaluate
trigonometric functions and their inverses
using both degree and radian measure;
graph trigonometric functions and their
transformations; identify properties of
trigonometric functions; verify and apply
trigonometric identities; solve trigonometric
equations; solve problems involving right
and oblique triangles, vectors, and indirect
measurement; and identify and graph polar
curves.

**POLSC 1113 - American Federal
Government**

Prerequisites: ENGL 0203, adequate
placement score, or by meeting determined
placement measures

3 Credits  A study of the principles, structure,
processes and functions of the United States
federal government.

**SCL 1001 - Success in College and
Life**

Prerequisites: ENGL 0106 or adequate
reading/writing assessment scores

1 Credit  Students will learn best practices
for academic, career, and personal success.
Students will discover their individual
strengths, interests, and values to create
a personalized plan; select and utilize
resources that are applicable to their growth
and success; and engage as active and
responsible members of the academic
community. 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 to
satisfy the Life Skills requirement.
Digital Cinema Production Technician (AA)

Associate in Arts

Minimum of 64 credit hours

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 Sequence

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<th>Type</th>
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Course Grouping

Major Courses: (26 credit hours) (C) Digital Cinema Production: DCP 1133; DCP 1214; DCP 2123; DCP 2214; DCP 2253; DCP 2273 or DCP 1713; DCP 2323; DCP 2713

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; Political Science: POLSC 1113; *Any general education Physical Science taken from ASTR, CHEM, GEOL, or PHYS subjects; *Any General Education Biology; History: HIST 1483 or HIST 1493; Mathematics: MATH 1483 or MATH 1503 or MATH 2013; 6 general education credit hours Humanities electives.

*One of these courses must a have a lab component.

**General Education Electives: 9 credit hours chosen from the following courses: PSY 1113; SOC 1113; SOC 2213; ECON 2123; any General Education Foreign Language course

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

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

Support Courses: None

Program Notes

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

BIO - Biological Science
3 Credits Biological Science

DCP 1133 - Production Design
Prerequisites: None
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.

DCP 1214 - Cinematography I
Prerequisites: None
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.

DCP 1713 - Screenwriting
Prerequisites: None
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.

DCP 2123 - Film Production and Business
Prerequisites: None
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.

DCP 2214 - Cinematography II
Prerequisites: DCP 1214 and DCP 2323 or by evaluation. § Criteria for evaluation is in division office.
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.

DCP 2253 - Film Sound
Prerequisites: DCP 1214
3 Credits Students will demonstrate the use of microphones, microphone placement, sound enhancements, volume, and the recording techniques used on location and in a studio. They will produce a full sound mix, including dialogue, score, source music, sound effects, and a variety of digital technologies.

DCP 2273 - Documentary Filmmaking
Prerequisites: DCP 1214 and DCP 2323
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.

DCP 2323 - Film Editing and Digital Effects I
Prerequisites: None
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. This course satisfies the computer proficiency requirement.

DCP 2713 - Capstone Project
Prerequisites: Students are required to complete all required major DCP courses before taking DCP 2713. Prerequisite: DCP 2273 or DCP 1713
3 Credits Individually or 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.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

GEN ED - Gen Ed Elective
3 Credits General Education elective

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective
3 Credits  Humanities elective

MATH 1483 - Functions and Modeling*
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

MATH 1503 - Contemporary Mathematics
Prerequisites: MATH 0313 or adequate math placement. Pre or Co-requisite ENGL 1113 or ENGL 1103
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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

PHYS - Any Physical Science
3 Credits  Any Physical Science

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures

3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
Digital Cinema Production Technician (AAS)

Associate in Applied Science

Minimum of 63-65 credit hours

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 Sequence

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<tr>
<th>Suggested Freshman 1st Semester</th>
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<th>Credits</th>
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<td>COM 2213</td>
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Course Grouping

Major Courses: (35 credit hours) (C) Digital Cinema Production: DCP 1133; DCP 1214; DCP 1713; DCP 2214; DCP 2123; DCP 2253; DCP 2273; DCP 2323; DCP 2453; DCP 2623; DCP 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; 3 credit General Education Humanities Elective

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

Support Courses: (9-10 credit hours) BUS 1323; Students may select 6-7 hours from the following: any DCP course or HUM 2243, HUM 2143, HUM 2233, HUM 2253, HUM 2273, HUM 2283.

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

Program Notes

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

**BUS 1323 - Mathematics for Business Careers**  
*Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.*  
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.

**BUS 2033 - Business Communication**  
*Prerequisites: ENGL 1113 or by evaluation.*  
Criteria for evaluation is in division office.  
3 Credits  
Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. This course satisfies the computer proficiency requirement.

**COM 2213 - Intro to Public Speaking**  
*Prerequisites: ENGL 0106 or adequate placement score*  
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.

**DCP 1133 - Production Design**  
*Prerequisites: None*  
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.

**DCP 1214 - Cinematography I**  
*Prerequisites: None*  
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.

**DCP 1713 - Screenwriting**  
*Prerequisites: None*  
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.

**DCP 2123 - Film Production and Business**  
*Prerequisites: None*  
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.

**DCP 2214 - Cinematography II**  
*Prerequisites: DCP 1214 and DCP 2323 or by evaluation.*  
Criteria for evaluation is in division office.  
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.

**DCP 2253 - Film Sound**  
*Prerequisites: DCP 1214*  
3 Credits  
Students will demonstrate the use of microphones, microphone placement, sound enhancements, volume, and the recording techniques used on location and in a studio. They will produce a full sound mix, including dialogue, score, source music, sound effects, and a variety of digital technologies.

**DCP 2273 - Documentary Filmmaking**  
*Prerequisites: DCP 1214 and DCP 2323*  
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.

**DCP 2323 - Film Editing and Digital Effects I**  
*Prerequisites: None*  
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. This course satisfies the computer proficiency requirement.

**DCP 2453 - Film Sound Editing**  
*Prerequisites: DCP 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.

**DCP 2623 - Directing**  
*Prerequisites: DCP 1214*  
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.

DCP 2713 - Capstone Project
Prerequisites: Students are required to complete all required major DCP courses before taking DCP 2713. Prerequisite: DCP 2273 or DCP 1713
3 Credits Individually or 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.

DCP ELEC - Digital Cinema Production
Approved Electives
6-7 Credits Students may select any DCP course or HUM 2243, HUM 2143, HUM 2233, HUM 2253, HUM 2273, or HUM 2283.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 1233 - Technical Writing for the Workplace
Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score
3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

PHYS 1013 - Physical Science
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 0203 or adequate math placement.
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.
Digital Cinema Production Technician (Certificate)

Certificate of Mastery

Minimum of 32 credit hours

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 Digital Cinema 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 Sequence

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<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
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<td>DCP 1214</td>
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<td>DCP 1133</td>
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<td>DCP 2253</td>
<td>Film Sound</td>
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<td>Major</td>
<td>C</td>
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<td>DCP 2323</td>
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<td>DCP 2123</td>
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<td>DCP 1713</td>
<td>Screenwriting</td>
<td>OR</td>
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<td>DCP 2273</td>
<td>Documentary Filmmaking</td>
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<td>DCP 2613</td>
<td>Film Or Video Internship</td>
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<td><strong>Suggested Sophomore 1st Semester</strong></td>
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<tr>
<td>DCP 2713</td>
<td>Capstone Project</td>
<td>3</td>
<td>Major</td>
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</tbody>
</table>

Course Grouping

Major Courses: (32 credit hours) (C) Digital Cinema Production: DCP 1133; DCP 1214; DCP 2123; DCP 2214; DCP 2253; DCP 2273 or DCP 1713; DCP 2323; DCP 2453; DCP 2813; DCP 2713
Life Skills Courses: None
Support Courses: None
(C) A grade of "C" or higher must be achieved in Major Courses.

Program Notes

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.
Degree Program Course Descriptions

DCP 1133 - Production Design
Prerequisites: None
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.

DCP 1214 - Cinematography I
Prerequisites: None
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.

DCP 1713 - Screenwriting
Prerequisites: None
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.

DCP 2123 - Film Production and Business
Prerequisites: None
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.

DCP 2214 - Cinematography II
Prerequisites: DCP 1214 and DCP 2323 or by evaluation. § Criteria for evaluation is in division office.
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.

DCP 2253 - Film Sound
Prerequisites: DCP 1214
3 Credits Students will demonstrate the use of microphones, microphone placement, sound enhancements, volume, and the recording techniques used on location and in a studio. They will produce a full sound mix, including dialogue, score, source music, sound effects, and a variety of digital technologies.

DCP 2273 - Documentary Filmmaking
Prerequisites: DCP 1214 and DCP 2323
3 Credits Students will examine 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.

DCP 2323 - Film Editing and Digital Effects I
Prerequisites: None
3 Credits Students will master the aural forces that make film an expressive means of communication utilizing the digital medium of the intermediate ProTools nonlinear 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.

DCP 2613 - Film Or Video Internship
Prerequisites: 6 hours of Digital Cinema Production courses
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.

DCP 2713 - Capstone Project
Prerequisites: Students are required to complete all required major DCP courses before taking DCP 2713. Prerequisite: DCP 2273 or DCP 1713
3 Credits Individually or 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.
Digital Media Design - Graphic Design (Certificate)

Certificate of Mastery
Minimum of 33 credit hours
Certificate of Mastery in Graphic Design

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, production artists, or digital photography editors. Graduates work for advertising agencies, individual companies, printing companies, service bureaus, newspapers, magazines, sign companies, screen printers, graphic design businesses, photo labs, or as independent graphic artists. Digital Media Design students who wish to transfer to a four-year institution should contact their faculty advisor for more information.

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<td>Major</td>
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<td>DMD 1053</td>
<td>Electronic Publishing: Indesign I</td>
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<td>Major</td>
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<td>DMD 2773</td>
<td>Image Editing: Photoshop I</td>
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<tr>
<td>DMD 1023</td>
<td>Introduction to Graphic Design</td>
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<td>Computer Drawing: Illustrator</td>
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<td>DMD 2053</td>
<td>Electronic Publishing: Indesign II</td>
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<td>DMD 1513</td>
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<td>Major</td>
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<td>DMD 2783</td>
<td>Image Editing: Photoshop II</td>
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<td>DMD 2323</td>
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<td>DMD 2353</td>
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<tr>
<td>DMD 2803</td>
<td>Portfolio Preparation and Presentation</td>
<td>3</td>
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Course Grouping

Major Courses:
DMD 1013 (C); DMD 1023 (C); DMD 1053 (C); DMD 1183 (C); DMD 1513 (C); DMD 2053 (C); DMD 2323 (C); DMD 2353 (B); DMD 2773 (C); DMD 2783 (C); DMD 2803 (B)

General Education Courses:
None

Life Skills Courses:
None

Support Courses:
None

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

Program Notes

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.
Degree Program Course Descriptions

DMD 1013 - Creativity and Design
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  This course combines theory and problem-solving assignments to introduce students to the main concepts of creativity and design. Throughout this course students will exam the principles of design and critical thinking skills that lead to creative solutions. Within this collaborative learning environment students will complete hands on activities that stimulate innovation and promote life long learning. This course satisfies the computer proficiency requirement.

DMD 1023 - Introduction to Graphic Design
Prerequisites: DMD 1053
3 Credits  The student will be introduced to the principles of design, color, typography, and the design process. Student proficiency will be demonstrated by the successful completion of projects.

DMD 1053 - Electronic Publishing: Indesign I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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. This course satisfies the computer proficiency requirement.

DMD 1183 - Computer Drawing: Illustrator
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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. This course satisfies the computer proficiency requirement.

DMD 1513 - Graphic Design
Prerequisites: DMD 1053; DMD 1023
3 Credits  The student will apply design principles, color, typography, problem solving, and production skills to create effective designs for print and electronic media. Student proficiency will be demonstrated by the successful completion of projects.

DMD 2053 - Electronic Publishing: Indesign II
Prerequisites: DMD 1053
3 Credits  The student will demonstrate the proficiency using advanced functions and commands of electronic desktop publishing. This will include libraries, master pages, color separations, prepress document preparation, working with graphic files, and templates. This course satisfies the computer proficiency requirement.

DMD 2323 - Publication Design
Prerequisites: DMD 1023
3 Credits  The student will design newspaper and magazine elements that meet industry standards for print and electronic media. Student will demonstrate understanding of elements of a publication, publication layout, design principles, color, typography, problem solving, and production skills through the successful completion of projects. This course satisfies the computer proficiency requirement.

DMD 2353 - Applied Graphic Design
Prerequisites: DMD 1053
3 Credits  The student will design newspaper and magazine elements that meet industry standards for print and electronic media. Student will demonstrate understanding of elements of a publication, publication layout, design principles, color, typography, problem solving, and production skills through the successful completion of projects. This course satisfies the computer proficiency requirement.

DMD 2803 - Portfolio Preparation and Presentation
Prerequisites: DMD 1013; DMD 1053; DMD 1183; AND DMD 2783
3 Credits  The student will prepare a professional portfolio for presentation and evaluation. The portfolio will include a resume, matted projects and other pieces that demonstrate the student's ability to apply skills and techniques acquired in the program.
Digital Media Design - Photography-Digital-Imaging (Certificate)

Certificate of Mastery

Minimum of 33 credit hours

Certificate of Mastery in Photography-Digital Imaging

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 Certificate of Mastery in Photography/Digital Imaging 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 digital media design positions in advertising or public relations. Digital Media Design 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.

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<td>Digital Photography</td>
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<td>DMD 2163</td>
<td>Photojournalism</td>
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<td>DMD 2253</td>
<td>Advertising Photography</td>
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Course Grouping

Major Courses:
DMD 1013 (C); DMD 1053 (C); DMD 1153 (C); DMD 1183 (C); DMD 2153 (C); DMD 2163 (C); DMD 2253 (C); DMD 2363 (C); DMD 2773 (C); DMD 2783 (C); DMD 2803 (B)

General Education Courses:
None

Life Skills Courses:
None

Support Courses:
None

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

Program Notes

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.
Degree Program Course Descriptions

DMD 1013 - Creativity and Design
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits This course combines theory and problem-solving assignments to introduce students to the main concepts of creativity and design. Throughout this course students will examine the principles of design and critical thinking skills that lead to creative solutions. Within this collaborative learning environment students will complete hands on activities that stimulate innovation and promote life long learning. This course satisfies the computer proficiency requirement.

DMD 1053 - Electronic Publishing: Indesign I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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. This course satisfies the computer proficiency requirement.

DMD 1153 - Digital Photography
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits This course combines theory and problem-solving assignments to introduce students to the main concepts of digital photography and image manipulation. This course satisfies the computer proficiency requirement.

DMD 1183 - Computer Drawing: Illustrator
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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. This course satisfies the computer proficiency requirement.

DMD 2153 - Digital Photography II
Prerequisites: DMD 1153
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.

DMD 2163 - Photojournalism
Prerequisites: DMD 2153
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.

DMD 2183; AND DMD 2783
Prerequisites: DMD 1013; DMD 1053; DMD 1183;
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. This course satisfies the computer proficiency requirement.

DMD 2253 - Advertising Photography
Prerequisites: DMD 2153
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.

DMD 2363 - Portrait Photography
Prerequisites: DMD 2153
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.

DMD 2773 - Image Editing: Photoshop II
Prerequisites: DMD 2773
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. This course satisfies the computer proficiency requirement.

DMD 2803 - Portfolio Preparation and Presentation
Prerequisites: DMD 1013; DMD 1053; DMD 1183; AND DMD 2783
3 Credits The student will prepare a professional portfolio for presentation and evaluation. The portfolio will include a resume, matted projects and other pieces that demonstrate the student's ability to apply skills and techniques acquired in the program.
Digital Media Design Photography Imaging Option

Associate in Applied Science

Minimum of 61 credit hours

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 Option 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 digital media design positions in advertising or public relations. Digital Media Design 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 Sequence

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<td>Life Skills</td>
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<td>DMD 1153</td>
<td>Digital Photography</td>
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<td>Image Editing: Photoshop I</td>
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</table>

Suggested Freshman 1st Semester

Suggested Freshman 2nd Semester

English Composition II
Mathematics for Technical Careers I
Mathematics for Business Careers
Any 1000 Level Math Course
Digital Photography II
Image Editing: Photoshop II
Guided Support Elective

Suggested Sophomore 1st Semester

American Federal Government
Humanities Elective
Computer Drawing: Illustrator
Photojournalism
Advertising Photography

Suggested Sophomore 2nd Semester

U.S. History to 1877
U.S. History 1877 to Present
Gen Ed Elective
Guided Support Elective
Portait Photography
Portfolio Preparation and Presentation

Course Grouping

Major Courses:
(33 credit hours) DMD 1013 (C); DMD 1053 (C); DMD 1153 (C); DMD 1183 (C); DMD 2153 (C); DMD 2163 (C); DMD 2253 (C); DMD 2363 (C); DMD 2773 (C); DMD 2783 (C); DMD 2803 (B)

General Education Courses:
(18 credit hours)
ENGL 1113; ENGL 1213; POLSC 1113; HIST 1483 or HIST 1493; Humanities Elective (3 credits); General Education (3 credits)

Life Skills Courses:
SCL 1001

Support Courses:
(9 credit hours)
APPM 1223 or BUS 1323 or Any 1000 Level Math Course; 6 credit hours course chosen from ART, DMD, DCP, MU, or JB prefix

(C) A grade of “C” or higher must be achieved.
(B) A grade of “B” or higher must be achieved.

Program Notes

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

APPM 1223 - Mathematics for Technical Careers I
Prerequisites: MATH 0103 or adequate math placement; Co-requisite: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will apply principles of basic algebra, equations, functions and graphs, factoring, and fractions in the solutions of technical problems.

BUS 1323 - Mathematics for Business Careers
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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.

DMD 1013 - Creativity and Design
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits  This course combines theory and problem-solving assignments to introduce students to the main concepts of creativity and design. Throughout this course students will examine the principles of design and critical thinking skills that lead to creative solutions. Within this collaborative learning environment students will complete hands on activities that stimulate innovation and promote life long learning. This course satisfies the computer proficiency requirement.

DMD 1053 - Electronic Publishing: Indesign I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.

DMD 1153 - Digital Photography
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits  The student will demonstrate proficiency in using digital cameras and will produce color and black and white images which demonstrate a knowledge of basic principles 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. This course satisfies the computer proficiency requirement.

DMD 1183 - Computer Drawing: Illustrator
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.

DMD 2153 - Digital Photography II
Prerequisites: DMD 1153
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.

DMD 2163 - Photojournalism
Prerequisites: DMD 2153
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.

DMD 2253 - Advertising Photography
Prerequisites: DMD 2153
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.

DMD 2363 - Portrait Photography
Prerequisites: DMD 2153
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.

DMD 2773 - Image Editing: Photoshop I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.

DMD 2783 - Image Editing: Photoshop II
Prerequisites: DMD 2773
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. This course satisfies the computer proficiency requirement.

DMD 2803 - Portfolio Preparation and Presentation
Prerequisites: DMD 1013; DMD 1053; DMD 1183; AND DMD 2783
3 Credits  The student will prepare a professional portfolio for presentation and evaluation. The portfolio will include a resume, matted projects and other pieces that demonstrate the student's ability to apply skills and techniques acquired in the program.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits  The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

**GEN ED - Gen Ed Elective**
3 Credits  General Education elective

**HIST 1483 - U.S. History to 1877**
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*
3 Credits  After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**HIST 1493 - U.S. History 1877 to Present**
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**HUM - Humanities Elective**
3 Credits  Humanities elective

**MATH - Any 1000 Level Math Course**
*Prerequisites: With appropriate prerequisite.*
3 Credits  Any 1000 level Mathematics course

**POLSC 1113 - American Federal Government**
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

**SCL 1001 - Success in College and Life**
*Prerequisites: ENGL 0106 or adequate reading/writing assessment scores*
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**SUPP - Guided Support Elective**
3 Credits  Guided Support elective
Digital Media Design: Graphic Design Option

Associate in Applied Science

Minimum of 61 credit hours

Digital Media Design: Graphic Design

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, production artists, or digital photography editors. Graduates work for advertising agencies, individual companies, printing companies, service bureaus, newspapers, magazines, sign companies, screen printers, graphic design businesses, photo labs, or as independent graphic artists. Digital Media Design students who wish to transfer to a four-year institution should contact their faculty advisor for more information.

Course Sequence

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Course Grouping

Major Courses: (33 Credit Hours) DMD 1013 (C); DMD 1023 (C); DMD 1053 (C); DMD 1183 (C); DMD 1513 (C); DMD 2053 (C); DMD 2323 (C); DMD 2353 (B); DMD 2773 (C); DMD 2783 (C); DMD 2803 (B)

General Education Courses: (18 Credit Hours) English: ENGL 1113: ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Humanities Elective (3 credit hours); General Education elective (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 level Math course; ** 6 credit hours of Approved Support Electives chosen from any course with the prefix of ART, DMD, JB, DCP, or MU.

Program Notes

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

APPM 1223 - Mathematics for Technical Careers I
Prerequisites: MATH 0103 or adequate math placement; Co-requisite: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will apply principles of basic algebra, equations, functions and graphs, factoring, and fractions in the solutions of technical problems.

BUS 1323 - Mathematics for Business Careers
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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.

DMD 1013 - Creativity and Design
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits  This course combines theory and problem-solving assignments to introduce students to the main concepts of creativity and design. Throughout this course students will examine the principles of design and critical thinking skills that lead to creative solutions. Within this collaborative learning environment students will complete hands on activities that stimulate innovation and promote life long learning. This course satisfies the computer proficiency requirement.

DMD 1023 - Introduction to Graphic Design
Prerequisites: DMD 1053
3 Credits  The student will be introduced to the principles of design, color, typography, and the design process. Student proficiency will be demonstrated by the successful completion of projects.

DMD 1053 - Electronic Publishing: InDesign I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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. This course satisfies the computer proficiency requirement.

DMD 1183 - Computer Drawing: Illustrator
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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. This course satisfies the computer proficiency requirement.

DMD 1513 - Graphic Design
Prerequisites: DMD 1053; DMD 1023
3 Credits  The student will apply design principles, color, typography, problem solving, and production skills to create effective designs for print and electronic media. Student proficiency will be demonstrated by the successful completion of projects.

DMD 2053 - Electronic Publishing: InDesign II
Prerequisites: DMD 1053
3 Credits  The student will demonstrate the proficiency using advanced functions and commands of electronic desktop publishing. This will include libraries, master pages, color separations, prepress document preparation, working with graphic files, and templates. This course satisfies the computer proficiency requirement.

DMD 2323 - Publication Design
Prerequisites: DMD 1023
3 Credits  The student will design newspaper and magazine elements that meet industry standards for print and electronic media. Student will demonstrate understanding of elements of a publication, publication layout, design principles, color, typography, problem solving, and production skills through the successful completion of projects. This course satisfies the computer proficiency requirement.

DMD 2353 - Applied Graphic Design
Prerequisites: DMD 1513
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. This course satisfies the computer proficiency requirement.

DMD 2773 - Image Editing: Photoshop I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will demonstrate knowledge of the tools and functions of Photoshop software program. The student will complete projects which indicate an understanding of image retouching and manipulation, color correction, image sharpening, RGB color, CYMK color, separations, channels, paths, and filters. This course satisfies the computer proficiency requirement.

DMD 2783 - Image Editing: Photoshop II
Prerequisites: DMD 2773
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. This course satisfies the computer proficiency requirement.

DMD 2803 - Portfolio Preparation and Presentation
Prerequisites: DMD 1013; DMD 1053; DMD 1183; AND DMD 2783
3 Credits  The student will prepare a professional portfolio for presentation and evaluation. The portfolio will include a resume, matted projects and other pieces that demonstrate the student's ability to apply skills and techniques acquired in the program.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits  In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

GEN ED - Gen Ed Elective
3 Credits  General Education elective

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 Credits

After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 Credits

After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective

3 Credits

MATH - Any 1000 Level Math Course

Prerequisites: With appropriate prerequisite.

3 Credits

POLSC 1113 - American Federal Government

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 Credits

A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - Success in College and Life

Prerequisites: ENGL 0106 or adequate reading/writing assessment scores.

1 Credit

Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

SUPP - Guided Support Elective

3 Credits

Guided Support elective.
Diversified Studies (AA)

Associate in Arts

Minimum of 61 credit hours

Often used to meet specific academic needs, especially for adult college students or returning college students, Diversified Studies at Oklahoma City Community College gives you the chance to create your own major. Careers could include law enforcement, sales, retail workers, health professions, fashion marketing, industrial safety, administrative and organizational leadership, and many others. Students seeking this degree option are recommended to work with an advisor to plan the most optimal pathway. Prior to graduating with a Diversified Studies degree, a student should consult with the Records and Graduation Office.

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Course Grouping

Major Courses: None

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; Mathematics: MATH 1483 or MATH 1503 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 of general education Physical Science--one of the science courses must include a lab component; Humanities: Six credit hours; Electives: Nine credit hours General Education Electives with at least one three hour course from the following disciplines: Psychology, Sociology, Political Science, Economics, Fine Arts (Art, Music, and Theatre) or Modern Languages.

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

**Support Courses: (23 credit hours) Approved electives: 23 credit hours; must be approved by faculty advisor.

**The subject matter of the elective credit hours will determine whether the degree will be an Associate in Arts or an Associate in Science in Diversified Studies.

Program Notes

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

BIO - Biological Science
3 Credits  Biological Science

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits  In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

FA ELEC - Faculty Approved Elective
3 Credits  Faculty approved elective

GEN ED - Gen Ed Elective
3 Credits  General Education elective

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective
3 Credits  Humanities elective

MATH 1483 - Functions and Modeling*
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

MATH 1503 - Contemporary Mathematics
Prerequisites: MATH 0313 or adequate math placement. Pre or Co-requisite ENGL 1113 or ENGL 1103
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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

PHYS - Any Physical Science
3 Credits  Any Physical Science

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - Success in College and Life
Diversified Studies (AS)

Associate in Science

Minimum of 61 credit hours

Often used to meet specific academic needs, especially for adult college students or returning college students, Diversified Studies at Oklahoma City Community College gives you the chance to create your own major. Careers could include law enforcement, sales, retail workers, health professions, fashion marketing, industrial safety, administrative and organizational leadership, and many others. Students seeking this degree option are recommended to work with an advisor to plan the most optimal pathway. Prior to graduating with a Diversified Studies degree, a student should consult with the Records and Graduation Office.

Course Sequence

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| Suggested Freshman 2nd Semester |                                      |         |         |         |
| ENGL 1213  | English Composition II               | 3       | Gen Ed  |         |
| POLS 1113  | American Federal Government          | 3       | Gen Ed  |         |
| PHYS       | Any Physical Science                 | 3-4     | Gen Ed  |         |
| GEN ED     | Gen Ed Elective                      | 3       | Gen Ed  |         |
| HUM        | Humanities Elective                  | 3       | Gen Ed  |         |

| Suggested Sophomore 1st Semester |                                      |         |         |         |
| HUM                                | Humanities Elective                  | 3       | Gen Ed  |         |
| FA ELEC                             | Faculty Approved Elective            | 12      | Support |         |

| Suggested Sophomore 2nd Semester   |                                      |         |         |         |
| GEN ED                             | Gen Ed Elective                      | 3       | Gen Ed  |         |
| FA ELEC                            | Faculty Approved Elective            | 11      | Support |         |

Course Grouping

Major Courses: None

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; Mathematics: MATH 1483 or MATH 1503 or MATH 2013; History: HIST 1483 or HIST 1493; Political Science: POLS 1113; Natural Sciences: Three to four credit hours of general education Biological Science; Three to four credit hours of general education Physical Science—one of the science courses must include a lab component; Humanities: Six credit hours; Electives: Nine credit hours General Education Electives with at least one three hour course from the following disciplines: Psychology, Sociology, Political Science, Economics, Fine Arts (Art, Music, and Theatre) or Modern Languages.

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

**Support Courses: (23 credit hours) Approved electives: 23 credit hours; must be approved by faculty advisor.

**The subject matter of the elective credit hours will determine whether the degree will be an Associate in Arts or an Associate in Science in Diversified Studies.

Program Notes

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

**BIO - Biological Science**  
3 Credits Biological Science

**ENGL 1113 - English Composition I**  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.

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**FA ELEC - Faculty Approved Elective**  
3 Credits Faculty approved elective

**GEN ED - Gen Ed Elective**  
3 Credits General Education elective

**HIST 1483 - U.S. History 1877 to Present**  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

**HIST 1493 - U.S. History 1877**  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental

**HUM - Humanities Elective**  
3 Credits Humanities elective

**MATH 1483 - Functions and Modeling**  
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

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Prerequisites: MATH 0313 or adequate math placement. Pre or Co-requisite ENGL 1113 or ENGL 1103  
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. This course satisfies the computer proficiency requirement.

**MATH 2013 - Introduction to Statistics**  
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.

**PHYS - Any Physical Science**  
3 Credits Any Physical Science

**POLSC 1113 - American Federal Government**  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits A study of the principles, structure, processes and functions of the United States federal government.

**SCL 1001 - Success in College and Life**

**Prerequisites: ENGL 0106 or adequate reading/writing assessment scores**  
1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
EMS-Advanced Emergency Medical Technician Certification++

Certificate of Mastery

Minimum of 36 credit hours

Making fast, life-saving decisions is probably the most important thing a paramedic can do. If you want to help those who are hurt or in need, have an interest in the health care industry and are a quick, critical thinker, you might consider a career in the emergency medical sciences. Oklahoma City Community College offers a certificate of mastery in paramedic certification. This will give you the same training you need to enter the health care world without taking the general education requirements needed for a degree.

Courses identified by “C” within a program curriculum pattern must be completed with a grade of “C” or better by students majoring in this program.

Course Sequence

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Suggested Freshman 1st Semester

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Suggested Freshman 2nd Semester

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<td>EMS 1113</td>
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Course Grouping

Major Courses: (28 credit hours): **(C)EMS 1019; (C)EMS 1113; (C)EMS 1314; (C)EMS 1324; (C)EMS 1334; **(C)EMS 2044.

General Education Courses: None

Life Skills Courses: None

Support Courses: (8 credit hours) Biological Science: (C)BIO 1314; (C)BIO 1414

All courses require a minimum of a "C" grade to qualify as a course prerequisite and to qualify the student for licensure.

**This course has a clinical component that requires purchase of liability insurance, a clinical uniform, drug testing and a National background check including a sex offender search.

Program Notes

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

Criteria available in division office.

++Special Admissions Procedures:

All Health Professions students are required to submit a nationwide background and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program.

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

Credentialing: The ability to sit for the licensure exam, to meet the eligibility requirements to practice as a Paramedic will be approved or denied by the National Registry of EMT’s based on criminal history. It is the responsibility of the student to contact the National Registry of EMT’s and determine eligibility. It is strongly recommended that this be done prior to enrollment in the program.

Accredited by: The Oklahoma City Community College EMS program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350, www.caahep.org
BIO 1314 - Human Anatomy and Physiology I
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement. 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 requires dissection is an integral and required part of the course.

BIO 1414 - Human Anatomy and Physiology II
Prerequisites: BIO 1314 with a grade of “C” or higher
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 requires dissection is an integral and required part of the course.

EMS 1019 - Emergency Medical Technology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
9 Credits The student will be able to do the following by describing 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. The student will summarize and interpret legal responsibilities of safe ambulance operations; evaluate psychological and physical factors affecting safe emergency vehicle operations, incident command, hazardous materials incidents, crime scene awareness, rescue awareness. The student will demonstrate techniques for gaining access to the patient, disentanglement, patient movement, and recognize and manage situations posing threats to patients, EMT’s or bystanders. This course includes, principles of safely operating a ground ambulance, and current required NIMS and Hazardous Materials training. 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 1113 - ECG Interpretation and Procedures
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits ECG Interpretation introduces the student to the electrical conduction system of the heart and basic ECG interpretation of cardiac rhythms and dysrhythmias and procedures related to the management of these dysrhythmias. The student will be expected to accept accountability for personal learning and performance which reflects a fundamental understanding of basic ECG interpretation, 12 lead interpretation including identification of acute myocardial infarction, application and acquisition of 12 lead ECG, defibrillation, cardioversion and transcatheterous pacing. This course is designed for paramedic students, nursing students, graduate nurses, CCU monitor technicians and other healthcare providers who require ECG interpretation skills.

EMS 1314 - Paramedic Care I, Introduction to Paramedicine
Prerequisites: EMS 1019; or National Registry of EMT certification (EMT, AEMT or EMT-I); Pre or Corequisite: BIO 1314 Human Anatomy and Physiology I.
4 Credits Paramedic Care I introduces the student to basic EMS knowledge, life span development, an advanced level patient assessment, clinical reasoning, and the components of safe quality care. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding of EMS history and a complex understanding of EMS systems, roles, responsibilities, professionalism of EMS personnel, of quality improvement, patient, public and workforce safety, workforce wellness, documentation, communication, patient assessment, and research principles including ethics, legalities, and standards of paramedic practice. Includes Laboratory and Clinical Shifts.

EMS 1324 - Paramedic Care II, Trauma Emergencies
Prerequisites: Pre or Corequisite: EMS 1314 Paramedic Care I
4 Credits Paramedic Care II is a study of all age groups, of advanced assessment, pathophysiology, and management of trauma emergencies. Course to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding of circulatory support, hemorrhage, all etiologies of shock, resuscitation, chest, abdominal, genitourinary, orthopedic, soft tissue, head, neck, face, nervous system, environmental and multi system trauma, and to apply standards of paramedic practice. Includes Laboratory and Clinical Shifts.

EMS 1334 - Paramedic Care III, Medical Emergencies I
Prerequisites: EMS 1324 Paramedic Care II, Trauma Emergencies; Pre or Corequisite: BIO 1414 Human Anatomy and Physiology II, EMS 1113 ECG Interpretation.
4 Credits Paramedic Care III, Medical Emergencies I is a study of adult epidemiology, psychosocial impact, pathophysiology, presentation, prognosis, and management of medical emergencies. Course to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills to neurological emergencies; allergies and anaphylaxis; abdominal and gastrointestinal disorders; immunological, endocrinological, toxicological, hematological, genitourinological, renal, non-traumatic musculoskeletal, behavioral and psychiatric disorders; infectious diseases; and the application of standards of paramedic practice. Includes Laboratory and Clinical Shifts.

EMS 2044 - Paramedic Care IV, Medical Emergencies II
Prerequisites: EMS 1324 Paramedic Care II; Pre or Corequisite: BIO 1414 Human Anatomy and Physiology II, EMS 1113 ECG Interpretation.
4 Credits Paramedic Care IV is a study and practical application of adult epidemiology, psychosocial impact, pathophysiology, and management of respiratory and cardiovascular emergencies. Course to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in scenario based education to respiratory and cardiovascular emergencies and apply standards of paramedic practice. Advanced Cardiac Life Support certification, Laboratory and Clinical Shifts included.
Emergency Medical Sciences - Emergency Medical Technician++

Certificate of Mastery

Minimum of 9 credit hours

Making fast, life-saving decisions is probably the most important thing an emergency medical technician (EMT) can do. If you want to help those who are hurt or in need, have an interest in the health care industry and are a quick, critical thinker, you might consider a career in the emergency medical sciences. Oklahoma City Community College offers a certificate of mastery program in basic emergency medical technology. This will give you the same training you need to enter the health care world without taking the general education requirements needed for a degree. Courses identified by "C" within a program curriculum pattern must be completed with a grade of "C" or better by students majoring in this program.

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Course Grouping

Major Courses: (9 credit hours): Emergency Medical Sciences/Emergency Medical Technology: **(C)EMS 1019

General Education Courses: None

Life Skills Courses: None

Support Courses: None

This course requires a minimum of a "C" grade to qualify as a course prerequisite and to qualify the student for licensure.

**This course has a clinical component that requires purchase of liability insurance, a clinical uniform, drug testing, and an OSBI background investigation including a sex offender search.

Program Notes

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

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

Credentialing: The ability to sit for the licensure exam, to meet the eligibility requirements to practice as a Paramedic will be approved or denied by the National Registry of EMT’s based on criminal history. It is the responsibility of the student to contact the National Registry of EMT’s and determine eligibility. It is strongly recommended that this be done prior to enrollment in the program.

++Special Admissions Procedures:

All Health Professions students are required to submit a nationwide background and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program.
EMS 1019 - Emergency Medical Technology

Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures

9 Credits  The student will be able to do the following by describing 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. The student will summarize and interpret legal responsibilities of safe ambulance operations; evaluate psychological and physical factors affecting safe emergency vehicle operations, incident command, hazardous materials incidents, crime scene awareness, rescue awareness. The student will demonstrate techniques for gaining access to the patient, disentanglement, patient movement, and recognize and manage situations posing threats to patients, EMT's or bystanders. This course includes, principles of safely operating a ground ambulance, and current required NIMS and Hazardous Materials training. 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.
Emergency Medical Sciences - Paramedic Certification++

Certificate of Mastery

Minimum of 52 credit hours

Making fast, life-saving decisions is probably the most important thing a paramedic can do. If you want to help those who are hurt or in need, have an interest in the health care industry and are a quick, critical thinker, you might consider a career in the emergency medical sciences. Oklahoma City Community College offers a certificate of mastery in paramedic certification. This will give you the same training you need to enter the health care world without taking the general education requirements needed for a degree. Entry into this program requires successful completion of EMS 1019 or equivalent or National Registry Certification as an EMT or Advanced EMT.

Courses identified by “C” within a program curriculum pattern must be completed with a grade of “C” or better by students majoring in this program.

Course Sequence

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<th>Suggested Entry Semester</th>
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<th>Credits</th>
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<td>EMS 2284</td>
<td>Paramedic Practicum</td>
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</table>

Course Grouping

Major Courses: (44 credit hours) Emergency Medical Sciences/Paramedic Certificate: **(C)EMS 1019; (C)EMS 1113; (C)EMS 1314; (C)EMS 1324; (C)EMS 1334; **(C)EMS 2044; (C)EMS 2054; **(C)EMS 2064; **(C)EMS 2274; **(C)EMS 2284.

General Education Courses: None

Pre-requisites: EMS 1019 or equivalent or National Registry Certification as an EMT or Advanced EMT and BIO 1314 prior to entering Paramedic core courses.

Life Skills Courses: None

Support Courses: (8 credit hours) Biological Science: (C)BIO 1314; (C)BIO 1414

All courses require a minimum of a "C" grade to qualify as a course prerequisite and to qualify the student for licensure.

**This course has a clinical component that requires purchase of liability insurance, a clinical uniform, drug testing, and a National background check including a sex offender search.

Program Notes

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

++Special Admissions Procedures:

All Health Professions students are required to submit a nationwide background and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at

www.occc.edu/certificates/

Credentialing: The ability to sit for the licensure exam, to meet the eligibility requirements to practice as a Paramedic will be approved or denied by the National Registry of EMT’s based on criminal history. It is the responsibility of the student to contact the National Registry of EMT’s and determine eligibility. It is strongly recommended that this be done prior to enrollment in the program.

Accredited by: The Oklahoma City Community College EMS program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

BIO 1314 - Human Anatomy and Physiology I
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement. 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 requires dissection is an integral and required part of the course.

BIO 1414 - Human Anatomy and Physiology II
Prerequisites: BIO 1314 with a grade of “C” or higher
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 requires dissection is an integral and required part of the course.

EMS 1019 - Emergency Medical Technology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
9 Credits The student will be able to do the following by describing 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 extraction. The student will summarize and interpret legal responsibilities of safe ambulance operations; evaluate psychological and physical factors affecting safe emergency vehicle operations, incident command, hazardous materials incidents, crime scene awareness, rescue awareness. The student will demonstrate techniques for gaining access to the patient, disentanglement, patient movement, and recognize and manage situations posing threats to patients, EMT’s or bystanders. This course includes, principles of safely operating a ground ambulance, and current required NIMS and Hazardous Materials training. 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 1113 - ECG Interpretation and Procedures
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits ECG Interpretation introduces the student to the electrical conduction system of the heart and basic ECG interpretation of cardiac rhythms and dysrhythmias and procedures related to the management of these dysrhythmias. The student will be expected to accept accountability for personal learning and performance which reflects a fundamental understanding of basic ECG interpretation, 12 lead interpretation including identification of acute myocardial infarction, application and acquisition of 12 lead ECG, defibrillation, cardioversion and transcatheter pacing. This course is designed for paramedic students, nursing students, graduate nurses, CCU monitor technicians and other healthcare providers who require ECG interpretation skills.

EMS 1314 - Paramedic Care I, Introduction to Paramedicine
Prerequisites: EMS 1019; or National Registry of EMT certification (EMT, AEMT or EMT-I); Pre or Corequisite: BIO 1314 Human Anatomy and Physiology I.
4 Credits Paramedic Care I introduces the student to basic EMS knowledge, life span development, an advanced level patient assessment, clinical reasoning, and the components of safe quality care. The student will be expected to accept accountability for personal learning and performance which reflects a fundamental understanding of EMT history and a complex understanding of EMS systems, roles, responsibilities, professionalism of EMS personnel, of quality improvement, patient, public and workforce safety, workforce wellness, documentation, communication, patient assessment, and research principles including ethics, legalities, and standards of paramedic practice. Includes Laboratory and Clinical Shifts.

EMS 1324 - Paramedic Care II, Trauma Emergencies
Prerequisites: Pre or Corequisite: EMS 1314 Paramedic Care I
4 Credits Paramedic Care II is a study of all age groups, of advanced assessment, pathophysiology, and management of trauma emergencies. Course to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding of circulatory support, hemorrhage, all etiologies of shock, resuscitation, chest, abdominal, genitourinary, orthopedic, soft tissue, head, neck, face, nervous system, environmental and multi system trauma, and to apply standards of paramedic practice. Includes Laboratory and Clinical Shifts.

EMS 1334 - Paramedic Care III, Medical Emergencies I
Prerequisites: EMS 1324 Paramedic Care II, Trauma Emergencies; Pre or Corequisite: BIO 1414 Human Anatomy and Physiology II, EMS 1113 ECG Interpretation.
4 Credits Paramedic Care III, Medical Emergencies I is a study of adult epidemiology, psychosocial impact, pathophysiology, presentation, prognosis, and management of medical emergencies. Course to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills to neurological emergencies; allergies and anaphylaxis; abdominal and gastrointestinal disorders; immunological, endocrinological, toxicological, hematological, genitourinological, renal, non-traumatic musculoskeletal, behavioral and psychiatric disorders; infectious diseases; and the application of standards of paramedic practice. Includes Laboratory and Clinical Shifts.

EMS 2044 - Paramedic Care IV, Medical Emergencies II
Prerequisites: EMS 1324 Paramedic Care II, Pre or Corequisite: BIO 1414 Human Anatomy and Physiology II, EMS 1113 ECG Interpretation.
4 Credits Paramedic Care IV is a study and practical application of adult epidemiology, psychosocial impact, pathophysiology, and management of respiratory and cardiovascular emergencies. Course to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in scenario based education to respiratory and cardiovascular emergencies and apply standards of paramedic practice. Advanced Cardiac Life Support certification, Laboratory and Clinical Shifts included.
EMS 2054 - Paramedic Care V, OB and Pediatric Emergencies
Prerequisites: EMS 2044 Paramedic Care IV, Medical Emergencies II; Corequisite: EMS 2064
4 Credits  Paramedic Care V is a study of neonatal and pediatric conditions and emergencies including epidemiology, psychosocial impact, anatomy, physiology, pathophysiology, presentation, prognosis, and management. Course to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in common neonatal and pediatric disorders and emergencies including respiratory, cardiovascular, shock and resuscitation, technology dependent, chronic illness emergencies, abuse, neglect, and poverty using the application of standards of paramedic practice. Includes Pediatric Advanced Life Support certification, Laboratory and Clinical Shifts included.

EMS 2064 - Paramedic Care VI, Special Populations
Prerequisites: EMS 2044 Paramedic Care IV
4 Credits  Paramedic Care IV is a study of common disorders and emergencies in the geriatric, bariatric, and patients with special challenges including epidemiology, psychosocial impact, anatomy, physiology, pathophysiology, presentation, prognosis, and management. Course to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in emergencies affecting special populations including polypharmacological impacts, chronic illness, abuse, neglect, poverty, and the terminally ill using the application of standards of paramedic practice. Laboratory and Clinical Shifts included.

EMS 2274 - EMS Leadership
Prerequisites: EMS 2064 Paramedic Care VI, Co-requisite: EMS 2284 Paramedic Practicum
4 Credits  EMS Leadership is the capstone course integrating all didactic knowledge, psychomotor skills, affective behavior and clinical instruction throughout the program to demonstrate entry level paramedic competency and apply clinical decision making. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and the ability to apply knowledge and skills in clinical decision making. The course includes EMS Operations in which the student will demonstrate techniques for gaining access to the patient, disentanglement, patient movement, preparation for transport, recognition of situations posing threats to patients, paramedics or bystanders, and describe correct management of these situations. This course includes crew resource management principles, principles of safely operating a ground ambulance, and current required NIMS and Hazardous Materials Awareness training.

EMS 2284 - Paramedic Practicum
Prerequisites: EMS 2064 Paramedic Care VI, Corequisite: EMS 2274 EMS Leadership
4 Credits  The Paramedic Practicum is an essential part of the Paramedic Program. The student will successfully complete required supervised hours and competencies in approved clinical and prehospital sites as determined by the OSDH, CAAHEP/CoAEMSP and the program. The purpose of the Paramedic Practicum is to allow the application of learned principles in the delivery of patient care and gain a basic understanding of supervisory roles in EMS. An internship and Medical Director evaluation are an integral part of this course.
Emergency Medical Sciences++

Associate in Applied Science

Minimum of 71 credit hours

Making fast, life-saving decisions is probably the most important thing an emergency medical technician (EMT) paramedic can do. If you want to help those who are hurt or in need, have an interest in the health care industry and are a quick, critical thinker, you might consider a career in the emergency medical sciences. Oklahoma City Community College offers an associate degree in applied science in emergency medical sciences, which leads graduates immediately into the job market and prepares them for the National Registry paramedic exam. This degree is offered both traditionally and in an online hybrid format for those who live far from campus or who have work and family obligations. Entry into this program requires successful completion of EMS 1019 or equivalent or National Registry Certification as an EMT or Advanced EMT.

Courses identified by “C” within a program curriculum pattern must be completed with a grade of “C” or better by students majoring in this program.

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<td>4</td>
<td>Support</td>
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<td>Success in College and Life</td>
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<td>Life Skills</td>
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Course Grouping

Major Courses: (44 credit hours) Emergency Medical Sciences: **(C)EMS 1019; (C)EMS 1113; (C)EMS 1314; (C)EMS 1324; (C)EMS 1334; (C)EMS 2044; (C)EMS 2054; (C)EMS 2064; (C)EMS 2274; (C)EMS 2284.

General Education Courses: (18 credit hours); Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; Psychology: PSY 1113; English: ENGL 1113; ENGL 1213; Math: MATH 1483 or MATH 1503.

Pre-requisites: EMS 1019 or equivalent or National Registry Certification as an EMT or Advanced EMT prior to entering Paramedic courses.

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

Support Courses: (8 credit hours) (C)BIO 1314; (C)BIO 1414

All major courses as well as BIO 1314 and BIO 1414 require a minimum of a “C” grade to qualify as a course prerequisite and to qualify the student for licensure.

**This course has a clinical component that requires purchase of medical liability insurance, clinical uniform, drug testing and a National background check including a sex offender search.

Program Notes

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

Criteria available in division office.

++Special Admissions Procedures:

All Health Professions students are required to submit a nationwide background and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program.

Credentialing: The ability to sit for the licensure exam, to meet the eligibility requirements to practice as a Paramedic will be approved or denied by the National Registry of EMT’s based on criminal history. It is the responsibility of the student to contact the National Registry of EMT’s and determine eligibility. It is strongly recommended that this be done prior to enrollment in the program.

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Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement. 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 requires dissection is an integral and required part of the course.

BIO 1414 - Human Anatomy and Physiology II
Prerequisites: BIO 1314 with a grade of "C" or higher
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 requires dissection is an integral and required part of the course.

EMS 1019 - Emergency Medical Technology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
9 Credits The student will be able to do the following by describing 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. The student will summarize and interpret legal placement measures; MATH 0103 or adequate math placement. An adequate biology placement test score or BIO 0123 or a college-level biological science class.

EMS 1113 - ECG Interpretation and Procedures
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits ECG Interpretation introduces the student to the electrical conduction system of the heart and basic ECG interpretation of cardiac rhythms and dysrhythmias and procedures related to the management of these dysrhythmias. The student will be expected to accept accountability for personal learning and performance which reflects a fundamental understanding of basic ECG interpretation, 12 lead interpretation including identification of acute myocardial infarction, application and acquisition of 12 lead ECG, defibrillation, cardioversion and transcutaneous pacing. This course is designed for paramedic students, nursing students, graduate nurses, CCU monitor technicians and other healthcare providers who require ECG interpretation skills.

EMS 1314 - Paramedic Care I, Introduction to Paramedicine
Prerequisites: EMS 1019; or National Registry of EMT certification (EMT, AEMT or EMT-I); Pre or Corequisite: BIO 1314 Human Anatomy and Physiology I.
4 Credits Paramedic Care I introduces the student to basic EMS knowledge, life span development, an advanced level patient assessment, clinical reasoning, and the components of safe quality care. The student will be expected to accept accountability for personal learning and performance which reflects a fundamental understanding of EMS history and a complex understanding of EMS systems, roles, responsibilities, professionalism of EMS personnel, of quality improvement, patient, public and workforce safety, workforce wellness, documentation, communication, patient assessment, and research principles including ethics, legalities, and standards of paramedic practice. Includes Laboratory and Clinical Shifts.

EMS 1324 - Paramedic Care II, Trauma Emergencies
Prerequisites: Pre or Corequisite: EMS 1314 Paramedic Care I
4 Credits Paramedic Care II is a study of all age groups, of advanced assessment, pathophysiology, and management of trauma emergencies. Course to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding of circulatory support, hemorrhage, all etiologies of shock, resuscitation, chest, abdominal, genitourinary, orthopedic, soft tissue, head, neck, face, nervous system, environmental and multi system trauma, and to apply standards of paramedic practice. Includes Laboratory and Clinical Shifts.

EMS 1334 - Paramedic Care III, Medical Emergencies I
Prerequisites: EMS 1324 Paramedic Care II, Trauma Emergencies; Pre or Corequisite: BIO 1414 Human Anatomy and Physiology II, EMS 1113 ECG Interpretation.
4 Credits Paramedic Care III, Medical Emergencies I is a study of adult epidemiology, psychosocial impact, pathophysiology, presentation, prognosis, and management of medical emergencies. Course to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills to neurological emergencies; allergies and anaphylaxis; abdominal and gastrointestinal disorders; immunological, endocrinological, toxicological, hematological, genitourinological, renal, non-traumatic musculoskeletal, behavioral and psychiatric disorders; infectious diseases; and the application of standards of paramedic practice. Includes Laboratory and Clinical Shifts.

EMS 2044 - Paramedic Care IV, Medical Emergencies II
Prerequisites: EMS 1324 Paramedic Care II, Pre or Corequisite: BIO 1414 Human Anatomy and Physiology II, EMS 1113 ECG Interpretation.
4 Credits Paramedic Care IV is a study and practical application of adult epidemiology, psychosocial impact, pathophysiology, and management of respiratory and cardiovascular emergencies. Course to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in scenario based education to respiratory and cardiovascular emergencies and apply standards of paramedic practice. Advanced Cardiac Life Support certification, Laboratory and Clinical Shifts included.
EMS 2054 - Paramedic Care V, OB and Pediatric Emergencies  
Prerequisites: EMS 2044 Paramedic Care IV, Medical Emergencies II; Corequisite: EMS 2064  
4 Credits  Paramedic Care V is a study of neonatal and pediatric conditions and emergencies including epidemiology, psychosocial impact, anatomy, physiology, pathophysiology, presentation, prognosis, and management. Course to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in common neonatal and pediatric disorders and emergencies including respiratory, cardiovascular, shock and resuscitation, technology dependent, chronic illness emergencies, abuse, neglect, and poverty using the application of standards of paramedic practice. Includes Pediatric Advanced Life Support certification, Laboratory and Clinical Shifts included.

EMS 2064 - Paramedic Care VI, Special Populations  
Prerequisites: EMS 2044 Paramedic Care IV  
4 Credits  Paramedic Care IV is a study of common disorders and emergencies in the geriatric, bariatric, and patients with special challenges including epidemiology, psychosocial impact, anatomy, physiology, pathophysiology, presentation, prognosis, and management. Course to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in emergencies affecting special populations including polypharmacological impacts, chronic illness, abuse, neglect, poverty, and the terminally ill using the application of standards of paramedic practice. Laboratory and Clinical Shifts included.

EMS 2274 - EMS Leadership  
Prerequisites: EMS 2284 Paramedic Practicum  
4 Credits  EMS Leadership is the capstone course integrating all didactic knowledge, psychomotor skills, affective behavior and clinical instruction throughout the program to demonstrate entry level paramedic competency and apply clinical decision making. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and the ability to apply knowledge and skills in clinical decision making. The course includes EMS Operations in which the student will demonstrate techniques for gaining access to the patient, disentanglement, patient movement, preparation for transport, recognition of situations posing threats to patients, paramedics or bystanders, and describe correct management of these situations. This course includes crew resource management principles, principles of safely operating a ground ambulance, and current required NIMS and Hazardous Materials Awareness training.

EMS 2284 - Paramedic Practicum  
Prerequisites: EMS 2064 Paramedic Care VI, Corequisite: EMS 2274 EMS Leadership  
4 Credits  The Paramedic Practicum is an essential part of the Paramedic Program. The student will successfully complete required supervised hours and competencies in approved clinical and prehospital sites as determined by the OSDH, CAAHEP/CoAEMSP and the program. The purpose of the Paramedic Practicum is to allow the application of learned principles in the delivery of patient care and gain a basic understanding of supervisory roles in EMS. An internship and Medical Director evaluation are an integral part of this course.

ENGL 1113 - English Composition I  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  The student will write well-organized, 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.

ENGL 1213 - English Composition II  
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.  
3 Credits  In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. History to 1877  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  After analyzing events in American history from 1400 to 1877 in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1483 - Functions and Modeling  
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval.

MATH 1503 - Contemporary Mathematics  
Prerequisites: MATH 0313 or adequate math placement, Pre or Co-requisite ENGL 1113 or ENGL 1103  
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. This course satisfies the computer proficiency requirement.

POLSC 1113 - American Federal Government  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - General Psychology  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
Engineering

Associate in Science

Minimum of 62-64 credit hours

Engineering students learn about fundamental engineering principles and how they are applied to real life problems. At Oklahoma City Community College, the Engineering Program is designed especially for students who want to complete a bachelor’s or advanced degree in any of the various branches of engineering. Courses cover subjects such as Engineering Graphics and Design, Statics, Dynamics, Strength of Materials, Thermodynamics, Electrical Science, Fluid Mechanics and Programming. Students in engineering are often interested in chemistry, physics, mathematics, technology, computers and electronics. Degrees in 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 Sequence

<table>
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<td>ENGR 2133</td>
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<td>ENGR 2243</td>
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<td>SOC 1113</td>
<td>Introduction to Sociology</td>
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<td>PSY 1113</td>
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Course Grouping

Major Courses: (12-credit hours) Engineering: (C)ENGR 1113; (C)ENGR 2133* or (C)ENGR 2243*; and six hours of approved major electives selected from (C) ENGR 1000; (C) ENGR 2103; (C) ENGR 2143; (C) ENGR 2200; (C) ENGR 2214; (C) ENGR 2303; (C) ENGR 2313; (C) ENGR 2333; (C) ENGR 2343; (C) ENGR 2523; (C) ENGR 2613; (C) ENGR 2623; or (C) ENGR 2713

General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Physics: (C) PHYS 2014; (C) PHYS 2114; Mathematics: (C) MATH 2104; (C) MATH 2214; *Humanities: Six credit hours; Social Sciences: *SOC 1113 or *PSY 1113.

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

Support Courses: (12-14 credit hours) Mathematics: (C) MATH 2314; (C) CHEM 1115 OR (C) CHEM 1415; and three to five hours of approved support hours selected from: (C) GEOL 1114; (C) PHYS 2223; (C) MATH 2013; (C) MATH 2413; (C) CAT 1214; (C) CS 1143; (C) CS 2163; (C) CS 2363; (C) CHEM 1215; (C) CHEM 2114; (C) CHEM 2111; (C) CHEM 2124; (C) CHEM 2121; (C) ENGR 2103; (C) ENGR 2143; (C) ENGR 2214; (C) ENGR 2313; (C) ENGR 2333; (C) ENGR 2343; (C) ENGR 2523; (C) ENGR 2613; (C) ENGR 2623; or (C) ENGR 2713

*Should Select Course Appropriate to the Student’s Transfer Institution and Major

Program Notes

Notes: This program is designed for students planning to continue their education at a four-year college or university. See the front general section for information and requirements about University Parallel/Transfer Programs.
CHEM 1115 - General Chemistry I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.
5 Credits This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochimistry. Laboratory experience is an integral part of the course.

CHEM 1415 - Chemistry for Engineers
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH 1533 with a “C” or better or placement in MATH 1613 or above; high school chemistry is strongly recommended. Enrollment is restricted to pre-engineering majors.
5 Credits This course is designed for engineering majors that require only a single semester of chemistry. It covers chemical principles relevant for engineers including the electronic structure of atoms and molecules; reactions and stoichiometry; the properties of solids, liquids, and gases; solutions; acids and bases; thermochemistry; electrochemistry; kinetics; and equilibrium. Laboratory is an integral part of the course. This course cannot be used as a prerequisite for CHEM 1215.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

ENGR 1113 - Introduction to Engineering
Prerequisites: Co-requisite: MATH 1613
3 Credits Students will develop familiarity with basic methods and techniques of engineering by analyzing a variety of engineering systems. Reporting methods will include written, graphical, and oral formats. Students will (1) utilize the engineering language, (2) learn computational techniques based on the calculator and computer, and (3) design engineering projects as part of a team.

ENGR 2133 - Rigid Body Mechanics
Prerequisites: PHYS 2014 with a grade of “C” or better
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 2243 - Statics
Prerequisites: PHYS 2014 with a grade of “C” or better
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. Note: OU Petroleum Engineering students should take ENGR 2133 Rigid Body Mechanics.

ENGR MAJ ELEC - Engineering Major Electives
6 Credits 6 hours of approved major electives select from: (C) ENGR 1000; (C) ENGR 2103; (C) ENGR 2143; (C) ENGR 2200; (C) ENGR 2214; (C) ENGR 2303; (C) ENGR 2313; (C) ENGR 2333; (C) ENGR 2343; (C) ENGR 2523; (C) ENGR 2613; (C) ENGR 2623; or (C) ENGR 2713.

ENGR SUPP ELEC - Engineering Support Electives
3-5 Credits 3-5 hours of approved support electives selected from: (C) GEOL 1114; (C) PHYS 2223; (C) MATH 2113; (C) MATH 2413; (C) CAT 1214; (C) CS 1143; (C) CS 2163; (C) CS 2363; (C) CHEM 1215; (C) CHEM 2114; (C) CHEM 2111; (C) CHEM 2124; (C) CHEM 2121; (C) ENGR 2103; (C) ENGR 2143; (C) ENGR 2214; (C) ENGR 2313; (C) ENGR 2333; (C) ENGR 2343; (C) ENGR 2523; (C) ENGR 2613; (C) ENGR 2623; or (C) ENGR 2713.

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective
3 Credits Humanities elective

MATH 2104 - Calculus and Analytic Geometry I
Prerequisites: MATH 1533 and MATH 1613 or adequate math placement.
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. This course satisfies the computer proficiency requirement.

MATH 2104 - Calculus and Analytic Geometry II
Prerequisites: MATH 2104 within the last year.
4 Credits The student will use integration techniques to find antiderivatives, use integrals to solve problems from geometry and physics, use vectors to solve problems in higher dimensions, test infinite series for convergence, approximate functions by using series, solve elementary first-order differential equations, and analyze functions of three variables and their contour plots. This course satisfies the computer proficiency requirement.
MATH 2314 - Calculus and Analytic Geometry III
Prerequisites: MATH 2214 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. This course satisfies the computer proficiency requirement.

PHYS 2014 - Engineering Physics I
Prerequisites: MATH 2104 (or at least 4 hours of calculus) within the last year or by evaluation. Prerequisite or Corequisite: MATH 2214
4 Credits  This is a physics course designed primarily for pre-engineering, chemistry and physics majors. Students will demonstrate their understanding of concepts in mechanics, heat and sound by (1) developing qualitative and quantitative descriptions of physical phenomena, and (2) predicting the results of physical occurrences based on physics theory and laboratory experiments. Quantitative descriptions and predictions will incorporate methods of calculus where appropriate.

PHYS 2114 - Engineering Physics II
Prerequisites: PHYS 2014 and MATH 2214 (or at least 8 hours of calculus) within the last year or by evaluation. Prerequisite or Corequisite: MATH 2314
4 Credits  This course is a continuation of Engineering Physics I. Students will demonstrate their understanding of concepts in electricity, magnetism, and light by (1) developing qualitative and quantitative descriptions of physical phenomena, and (2) predicting the results of physical occurrences based on physics theory and laboratory experiments. Quantitative descriptions and predictions will incorporate methods of calculus where appropriate.

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - General Psychology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

SOC 1113 - Introduction to Sociology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, social stratification and social change.
Engineering Technology

Associate in Applied Science

Minimum of 63 credit hours

The Engineering Technology program will allow students to use their Federal Aviation Administration Airframe and Powerplant certification to earn a degree that will help them diversify in the workplace. Required major and general education courses are offered at Oklahoma City Community College. Support hours for this program are completed through successful completion of the FAA Airframe and Powerplant licensure Prior Learning Assessment.

Course Sequence

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<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
<th>Type</th>
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<td>SCL 1001</td>
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<td>MATH 1483</td>
<td>Functions and Modeling*</td>
<td>OR</td>
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<td>MATH 1533</td>
<td>Pre Calculus and Analytic Geometry</td>
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<td>CAT 1043</td>
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Course Grouping

Major Courses: 16 credit hours - CAT 1043, CAT 1214; ENGR 1113; MATH 1483 or MATH 1533; MATH 1613
General Education Courses: 18 credit hours- English: ENGL 1113; ENGL 1213 or ENGL 1233; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Computer Science: CS 1103; Three Credits General Education Elective
Life Skills Courses: 1 credit hour- Life Skills: SCL 1001
Support Courses: 28 credit hours- PLA (Prior Learning Assessment credit based on National Certification(s))*

Program Notes

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

*Prior Learning Assessment (PLA) is contingent upon successful completion of the national FAA Airframe and Powerplant certification, and meeting resident credit hour requirements.
CAT 1043 - Engineering Principles
Prerequisites: Math 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. This course satisfies the computer proficiency requirement.

CAT 1214 - Computer Aided Design (CAD)
Prerequisites: Math 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. This course satisfies the computer proficiency requirement.

CS 1103 - Introduction to Computers and Applications
Prerequisites: MATH 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. Advanced Standing is available. This course satisfies the computer proficiency requirement.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113
3 Credits In this advanced writing course, students will write essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 1233 - Technical Writing for the Workplace
Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score
3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

ENGR 1113 - Introduction to Engineering
Prerequisites: Co-requisite: MATH 1613
3 Credits Students will develop familiarity with basic methods and techniques of engineering by analyzing a variety of engineering systems. Reporting methods will include written, graphical, and oral formats. Students will (1) utilize the engineering language, (2) learn computational techniques based on the calculator and computer, and (3) design engineering projects as part of a team.

GEN ED - Gen Ed Elective
3 Credits General Education elective

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1483 - Functions and Modeling*
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

MATH 1533 - Pre Calculus and Analytic Geometry
Prerequisites: Adequate math placement OR co-enrollment in MATH 0531 and ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

**MATH 1613 - Trigonometry**

*Prerequisites: Pre or Corequisite: MATH 1483 or MATH 1533 or adequate math placement and ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits  The student will evaluate trigonometric functions and their inverses using both degree and radian measure; graph trigonometric functions and their transformations; identify properties of trigonometric functions; verify and apply trigonometric identities; solve trigonometric equations; solve problems involving right and oblique triangles, vectors, and indirect measurement; and identify and graph polar curves.

**PLA - Prior Learning Assessment**

*Prerequisites: None*  
VARIABLE Credits

**POLSC 1113 - American Federal Government**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

**SCL 1001 - Success in College and Life**

*Prerequisites: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
French - Modern Languages

Associate in Arts

Minimum of 61 credit hours

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 Sequence

<table>
<thead>
<tr>
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<th>Credits</th>
<th>Type</th>
<th>Min Gd</th>
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<td>Life Skills</td>
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<tr>
<td>SCL 1001</td>
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<td>FREN 1115</td>
<td>English Composition I</td>
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<td>ENGL 1113</td>
<td>Biological Science</td>
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<tr>
<td>BIO</td>
<td>Faculty Approved Support Electives</td>
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| Suggested Freshman 2nd Semester |  
| FREN 1225 | Major | 5       |        |
| ENGL 1213 | English Composition II | 3       | Gen Ed  |        |
| MATH 1483 | Functions and Modeling* | OR     | Gen Ed  |        |
| MATH 1503 | Contemporary Mathematics | OR     | Gen Ed  |        |
| MATH 2013 | Introduction to Statistics | 3       | Gen Ed  |        |
| GEN ED | Gen Ed Elective | 3       | Gen Ed  |        |

| Suggested Sophomore 1st Semester |  
| FREN 2113 | Intermediate French I | 3       | Major   |        |
| POLSC 1113 | American Federal Government | 3       | Gen Ed  |        |
| HUM | Humanities Elective | 3       | Gen Ed  |        |
| HIST 1493 | U.S. History 1877 to Present | OR     | Gen Ed  |        |
| HIST 1483 | U.S. History to 1877 | 3       | Gen Ed  |        |
| ENGL 2123 | Introduction to Literature | 3       | Gen Ed  |        |

| Suggested Sophomore 2nd Semester |  
| FREN 2223 | Intermediate French II | 3       | Major   |        |
| PHYS | Any Physical Science | 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 |        |

Course Grouping

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 of Humanities electives; *Sciences: Three to four credit hours of general education Biological Science; three to four credit hours of general education Physical Science -- one of the science courses must include a lab component; Literature: Any ENGL course 2123 or higher; Mathematics: MATH 1483 or MATH 1503 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.

Program Notes

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

BIO - Biological Science
3 Credits Biological Science

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 2123 - Introduction to Literature
Prerequisites: Prerequisite or Corequisite: ENGL 1213
3 Credits This course is a study of literary forms and genres, including short story, poetry, drama, and novels. Students will be introduced to literary terminology, critical theories, and a diversity of authors and literary styles. Through various assignments written and/or oral, students will demonstrate their ability to analyze, evaluate and interpret literary forms.

FA SUPPORT - Faculty Approved Support Electives
3 Credits Faculty approved support electives

FREN 1115 - Elementary French I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
5 Credits The student will demonstrate increased proficiency in understanding, speaking, and composition in French and will begin a systematic review of French grammar. The class is taught in French.

FREN 1225 - Elementary French II
Prerequisites: FREN 1115 or by evaluation. § Criteria for evaluation is in division office.
5 Credits A continuation of FREN 1115. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing French. The student will continue to explore significant aspects of French and Francophone culture. Satisfactory completion of this course confirms that a student has demonstrated competency in a foreign language at the novice-high level on the ACTFL scale.

FREN 2113 - Intermediate French I
Prerequisites: FREN 1225 or by evaluation. § Criteria for evaluation is in division office.
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
Prerequisites: FREN 2113 or by evaluation. § Criteria for evaluation is in division office.
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.

GEN ED - Gen Ed Elective
3 Credits General Education elective

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective
3 Credits Humanities elective

MATH 1483 - Functions and Modeling*
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

MATH 1503 - Contemporary Mathematics
Prerequisites: MATH 0313 or adequate math placement, Pre or Co-require ENGL 1113 or ENGL 1103
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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

PHYS - Any Physical Science
3 Credits Any Physical Science

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - Success in College and Life

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Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
History

Associate in Arts

Minimum of 61 credit hours

You’ve probably heard it said, “We must remember, so we will never forget.” That’s what the study of history is all about. For generations, people around the world have preserved the history of their families, tribes, towns, villages, countries and significant events through the preservation of records, documents, artifacts and images. At Oklahoma City Community College, you can gain insight into how these civilizations and cultures evolved and how they affect our own traditions today. The OCCC associate degree in arts in history is a good option if you are well-organized and analytical and have an interest in related fields. This program will prepare you to transfer to a four-year college or university.

Course Sequence

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<td>MATH 2013</td>
<td>Introduction to Statistics</td>
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<td>GEOG 2603</td>
<td>World Regional Geography</td>
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<td>HIST 1623</td>
<td>Modern Western Civilization</td>
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<td>ENGL 1213</td>
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<td>POLSC 1113</td>
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<td>HIST 1713</td>
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<td>HIST 1723</td>
<td>Survey of World Civilizations Since 1600 C.E.</td>
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<td>HIST SS ELEC</td>
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<td>HIST 2303</td>
<td>Historical Research, Methods, and Writing</td>
<td>3</td>
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</table>

Course Grouping

Major Courses: (18 Credit Hours): HIST 1613; HIST 1623; HIST 1713 OR HIST 1723; HIST 2303; History electives (6 credit hours).

General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483; HIST 1493; GEOG 2603; Humanities Electives (3 credit hours); MATH 1483 or MATH 1503 or MATH 2013; POLSC 1113; *Sciences: (Three to four credit hours of general education Biological Science, three to four credit hours of general education 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 COM 1123; COM 2213; ECON 2123; ECON 2143; ECON 1013; SOC 1113; SOC 2143; SOC 2213; POLSC 2303; POLSC 2603; CS 1103; PSY 1113; PSY 2403; ART 1013; ART 1023; any history prefix and any foreign language course.

*One science course must have a lab component.


Program Notes

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

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

GEOG 2603 - World Regional Geography
Prerequisites: NONE
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.

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1613 - Early Western Civilization
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After surveying the roots of civilization, students will study the origins of Western Civilization in the Greco-Roman world, medieval Europe, the European Renaissance, the Reformation, and the Age of Discovery. Students will be able to identify contributions of early Western Civilization to the emergence of the modern West, including modern Europe and the United States.

HIST 1623 - Modern Western Civilization
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 1713 - Survey of World Civilizations to 1600 C.E.
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 1723 - Survey of World Civilizations Since 1600 C.E.
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 2303 - Historical Research, Methods, and Writing
Prerequisites: 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 ELEC - History Elective
3 Credits History elective

HIST SS ELEC - History Social Science Electives

HIST SUPP ELEC - History Support Electives
5 Credits 5 Hours of Approved Electives Chosen From: ART-1013, ART-1023, COM-1123, COM-2213, CS-1103, ECON-1013, ECON-2123, ECON-2143, POLSC-2303, POLSC-2603, PSY-1113, PSY-2403, SOC-1113, SOC-2143, SOC-2213, Any History Prefix, or Any Foreign Language.

HUM - Humanities Elective
3 Credits Humanities elective

MATH 1483 - Functions and Modeling*
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve
practical problems using algebraic and digital techniques. *Pending OSRHE approval

MATH 1503 - Contemporary Mathematics
Prerequisites: MATH 0313 or adequate math placement. Pre or Co-requisite ENGL 1113 or ENGL 1103
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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

PHYS - Any Physical Science
3 Credits  Any Physical Science

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
Humanities

Associate in Arts

Minimum of 61 credit hours

An Associate Degree in Arts in Humanities offers flexibility in course selections and degree completion. For students interested in various cultures through the ages and how areas such as English, history, music, or art, have impacted humanity through the ages, an Associate Degree in Arts in Humanities is the perfect degree. By taking a combination of these courses, students can work toward a Humanities degree and still focus their academic studies in Humanities, Literature, or Philosophy. This degree prepares students to transfer to a four-year college or university. Students will learn the cultural history of civilizations and study significant developments from Classical, Medieval and Modern times.

Course Sequence

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<td>PHIL 1123</td>
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<td>SOC 1113</td>
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Suggested Freshman 2nd Semester

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Suggested Sophomore 1st Semester

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Suggested Sophomore 2nd Semester

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Course Grouping

Major Courses: (23 Credit Hours) HUM 2213; HUM 2223; PHIL 1123; Fourteen credit hours chosen from HUM, ENGL (2123 or above), or PHIL prefixes.

General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1483 or MATH 1503 or MATH 2013; *Sciences: Three to four credit hours of general education Biology Science; three to four credit hours of general education Physical Science-one of the science courses must include a lab component; Social Sciences: PSY 1113 or SOC 1113; PHIL 1013; ENGL 2123; Humanities: six hours general education from the humanities course list.

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

Program Notes

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

**BIO - Biological Science**
3 Credits Biological Science

**ENGL 1113 - English Composition I**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

**ENGL 1213 - English Composition II**
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

**ENGL 2123 - Introduction to Literature**
Prerequisites: Prerequisite or Corequisite: ENGL 1213
3 Credits This course is a study of literary forms and genres, including short story, poetry, drama, and novels. Students will be introduced to literary terminology, critical theories, and a diversity of authors and literary styles. Through various assignments, written and/or oral, students will demonstrate their ability to analyze, evaluate and interpret literary forms.

**HIST 1483 - U.S. History to 1877**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**HIST 1493 - U.S. History 1877 to Present**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**HUM - Humanities Elective**
3 Credits Humanities elective

**HUM 2213 - Humanities Classical and Medieval**
Prerequisites: ENGL 1113
3 Credits This course is a study of the humanities from pre-history through the early Renaissance. The student will recognize, interpret, and evaluate the interrelationship of art, architecture, literature, philosophy, and music and their legacies and impact on contemporary culture.

**HUM 2223 - Humanities Modern**
Prerequisites: ENGL 1113
3 Credits This course is a study of the humanities from the early Renaissance to the present. The student will recognize, interpret, and evaluate the interrelationship of art, architecture, literature, philosophy, and music and their legacies and impact on contemporary culture.

**HUM MAJOR - Any Courses Taken From Hum, Engl (2123 Or Above), Or Phil Prefixes**
Credit HUM, ENGL (2123 or above), or PHIL prefixes.

**MATH 1503 - Contemporary Mathematics**
Prerequisites: MATH 0313 or adequate math placement. Pre or Co-requisite ENGL 1113 or ENGL 1103
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. This course satisfies the computer proficiency requirement.

**MATH 2013 - Introduction to Statistics**
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

**PHIL 1103 - Introduction to Philosophy**
Prerequisites: ENGL 1113
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. This course satisfies the computer proficiency requirement.

**PHIL 1123 - Critical Thinking**
Prerequisites: ENGL 1113
3 Credits Critical Thinking provides opportunities for students to practice skills in both intellectual and personal development. Throughout the course, students will examine cognitive development, sound inductive argument development, biases and fallacies in decision formation, and problem solving skills. Students will apply these aspects of thought formation and critical thinking skills to writing development, goal setting, social analysis, and problem solving. This course satisfies three credit hours of the General Education humanities requirement for all Associates in Arts, Science, and Diversified Studies degrees.

**PHYS - Any Physical Science**
3 Credits Any Physical Science

**POLSC 1113 - American Federal Government**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits A study of the principles, structure, processes and functions of the United States federal government.

**PSY 1113 - General Psychology**
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures

**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.

**SCL 1001 - Success in College and Life**

*Prerequisites: ENGL 0106 or adequate reading/writing assessment scores*

**1 Credit** Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**SOC 1113 - Introduction to Sociology**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

**3 Credits** The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, social stratification and social change.
Journalism - Journalism and Broadcasting/Journalism Emphasis

Associate in Arts

Minimum of 61 credit hours

Journalism students focus on the study of writing news for the print media. Students learn how to interview insightfully, write accurately and edit for clarity. Courses cover topics such as photography, journalism, broadcasting and advertising. Associate degrees in Journalism and Broadcasting prepare students to transfer to a four-year college or university. After graduating, career opportunities may be found as a reporter, photographer, author, teacher, news commentator, advertising executive or public relations practitioner. Areas of emphasis are also available in broadcasting, speech and public relations.

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Course Grouping

Major Courses: (12 Credit Hours) Journalism and Broadcasting: JB 1133; JB 2303; JB 2643; One course chosen from the following list: JB 1013 or JB 1103 or JB 2113 or JB 2413.

General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; Communications: COM 1123 or COM 2213; Economics: ECON 2123 or ECON 2143* or ECON 1013; History: HIST 1483 or HIST 1493; Mathematics: MATH 1483 or MATH 1503 or MATH 2013; Political Science: POLSC 1113; Social Sciences: PSY 1113 or SOC 1113; Humanities: Six credit hours Humanities Electives; **Science Courses: Three to four credit hours of general education Biological Science; three to four credit hours of general education Physical Science; **One of the science courses must include a lab component.

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

Support Courses: (11 Credit Hours) 3 credit hours of any DMD course; Support Electives: 8 credit hours of any courses of the student's choosing - a modern language is recommended.

*Requires Prerequisite ECON 2123

Program Notes

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

**BIO - Biological Science**
3 Credits  Biological Science

**COM 1123 - Interpersonal Communications**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 2213 - Intro to Public Speaking**
Prerequisites: ENGL 0106 or adequate placement score
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.

**DMD - Digital Media Design**
3 Credits  Select any DMD course

**ECON 1013 - Introduction to Economics**
Prerequisites: MATH 0203 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
3 Credits  This course is an introduction to the fundamental framework economists use to analyze problems. Students will explore the principles by which decisions are made by consumers, businesses and the government. Upon completion of this course will be able to relate the principles of economics to solve everyday problems. Topics covered include scarcity, choice and opportunity cost; demand, supply, market efficiency and structure; consumer utility theory, inflation, unemployment and the effects of government policy and intervention.

**ECON 2123 - Principles of Microeconomics**
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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 2143 - Principles of Macroeconomics**
Prerequisites: ECON 2123 or by evaluation
3 Credits  This course is a continuation of the Principles of Economics involving the production, consumption and distribution of wealth in a market economy, with major emphasis macroeconomics theory, particularly the general price level, output and income, and interrelations among sectors of the economy, determinants of aggregate demand and aggregate supply, as well as monetary and fiscal policy tools that can be used to achieve particular policy objectives. The basics of international finance will be reviewed.

**ENGL 1113 - English Composition I**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

**ENGL 1213 - English Composition II**
Prerequisites: ENGL 1103 or ENGL 1113
3 Credits  In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

**HUM - Humanities Elective**

**HIST 1493 - U.S. History 1877 to Present**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**JB 1133 - News Writing**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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. This course satisfies the computer proficiency requirement.

**JB 2303 - Magazine Feature Writing**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  In this course, students will review the markets, develop ideas, study interview techniques, and develop writing style by writing feature articles.

**JB 2643 - Video Production**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will use video production techniques to produce, edit and direct program materials of broadcast quality. Extensive laboratory work is required.

**JB ELEC - J&B Journalism Electives**
8 Credits  Electives (any courses of the student's choosing; a modern language is recommended)

**JB MAJ ELEC - J&B Journalism Major Elective**
3 Credits  Major Elective: Choose from JB 1013, JB 1103, JB 2113, or JB 2413

**MATH 1483 - Functions and Modeling**
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will demonstrate:
an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

**MATH 1503 - Contemporary Mathematics**
Prerequisites: MATH 0313 or adequate math placement. Pre or Co-requisite ENGL 1113 or ENGL 1103
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. This course satisfies the computer proficiency requirement.

**MATH 2013 - Introduction to Statistics**
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

**PHYS - Any Physical Science**
3 Credits  Any Physical Science

**POLSC 1113 - American Federal Government**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

**PSY 1113 - General Psychology**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

**SCL 1001 - Success in College and Life**
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**SOC 1113 - Introduction to Sociology**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, social stratification and social change.
Liberal Studies

Associate in Arts

Minimum of 62 credit hours

An Associate Degree in Arts in Liberal Studies offers an accessible and flexible degree path for students who may be unsure of their major or career path. Liberal Studies provides a broad foundation for a variety of interests and helps students develop effective communication, writing, problem-solving and critical thinking skills, as well as a sense of civic responsibility. This program of study prepares students for a wide variety of jobs and four-year degree paths. Skills cultivated through a Liberal Studies degree can be an asset to employers seeking a well-rounded employee with communication and social proficiency. Students with an interest in areas such as sociology, psychology, history, art, communications, English, political sciences, modern languages, biological sciences, humanities, or mathematics will find this degree lays the foundation for a myriad of career options through its Liberal Arts focus. (C) A grade of "C" or higher must be achieved.

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Course Grouping

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; Mathematics: MATH 1483 or MATH 1503 or MATH 2013; 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 of general education Physical Science; *One of the science courses must include a lab component; Humanities: Six credit hours; Three credit hours general education Social Science; General Education Electives: 6 hours.

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

**At least one three-hour course must be taken from a minimum of four different disciplines (total of 12 credit hours) and an additional 12 hours of university parallel courses from the following list: Art, Communications, English courses 2123 or 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.

Program Notes

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

ENGL 1113 - English Composition I  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.

ENGL 1213 - English Composition II  
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.  
3 Credits  In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

FA MAJOR - Faculty Approved Major Elective  
3 Credits  Faculty approved major elective

GEN ED - Gen Ed Elective  
3 Credits  General Education elective

HIST 1483 - U.S. History to 1877  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective  
3 Credits  Humanities elective

MATH 1503 - Contemporary Mathematics  
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures  
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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics  
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.

MATH 1483 - Functions and Modeling*  
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

MATH 1503 - Contemporary Mathematics  
Prerequisites: MATH 0313 or adequate math placement; Pre or Co-requisite ENGL 1113 or ENGL 1103  
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. This course satisfies the computer proficiency requirement.

PHYS - Any Physical Science  
3 Credits  Any Physical Science

POLSC 1113 - American Federal Government  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - Success in College and Life  
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores  
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

SOC SC - Social Science Elective  
3 Credits  Social Science elective
Mathematics - General Emphasis

Associate in Science

Minimum of 61 credit hours

Students who study mathematics have opportunities in many career fields. This is because mathematics plays such a central role in areas such as the physical and social sciences, engineering, computer science and business. At Oklahoma City Community College, mathematics students concentrate on the calculus sequence and appropriate science courses, but have the option to take foundational mathematics classes such as Pre-Calculus and Trigonometry and/or to extend the mathematics classes with options that support their degree and career plans. Mathematicians should have a high degree of reasoning ability and logic and be able to present facts and ideas clearly. When completing the Mathematics Program, students earn associate degrees and become prepared to continue their education at a four-year college or university. Career opportunities may be found in science, education, engineering, research, finance, economics, computers, government and construction.

Course Sequence

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<th>Credits</th>
<th>Type</th>
<th>Min Gd</th>
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Course Grouping

Major Courses: (8 credit hours) Mathematics: (C) MATH 2214; (C) MATH 2314

General Education Courses: (41 credit hours) Mathematics: (C) MATH 2104; English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSCE 1113; Sciences: PHYS 2014, and any 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 2123; ECON 2143; any ENGR; GEOL 1114; PHYS 1504 or PHYS 1514 (but not both); any 2000 level PHYS.

Program Notes

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

BIO - Biological Science
3 Credits Biological Science

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

GEN ED - Gen Ed Elective
3 Credits General Education elective

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict

HUM - Humanities Elective
3 Credits Humanities elective

MATH 2104 - Calculus and Analytic Geometry I
Prerequisites: MATH 1533 and MATH 1613 or adequate math placement.
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. This course satisfies the computer proficiency requirement.

MATH 2214 - Calculus and Analytic Geometry II
Prerequisites: MATH 2104 within the last year.
4 Credits The student will use integration techniques to find antiderivatives, use integrals to solve problems from geometry and physics, use vectors to solve problems in higher dimensions, test infinite series for convergence, approximate functions by using series, solve elementary first-order differential equations, and analyze functions of three variables and their contour plots. This course satisfies the computer proficiency requirement.

MATH 2314 - Calculus and Analytic Geometry III
Prerequisites: MATH 2214 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. This course satisfies the computer proficiency requirement.

PHYS 2014 - Engineering Physics I
Prerequisites: MATH 2104 (or at least 4 hours of calculus) within the last year or by evaluation. Prerequisite or Corequisite: MATH 2214
4 Credits This is a physics course designed primarily for pre-engineering, chemistry and physics majors. Students will demonstrate their understanding of concepts in mechanics, heat and sound by (1) developing qualitative and quantitative descriptions of physical phenomena, and (2) predicting the results of physical occurrences based on physics theory and laboratory experiments. Quantitative descriptions and predictions will incorporate methods of calculus where appropriate.

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

SUPP - Guided Support Elective
3 Credits Guided Support elective

SUPP ELEC - Support Elective
3 Credits Support elective
Medical Assistant++

Associate in Applied Science

*Minimum of 64 credit hours*

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. Major hours for this program are earned through successful completion of the CMA-AAMA, CCMA, NCMA, or RMA Prior Learning Assessment certifications.

Course Sequence

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Course Grouping

Major Courses: (28 credit hours) PLA (Prior Learning Assessment credit based on National Certification(s))*

General Education Courses: (21 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: six credit hours.

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

Support Courses: (14 credit hours) BIO 1314; BIO 1414; AHP 1013; Mathematics: Three credit hours of faculty approved mathematics that meet OCCC's mathematics proficiency requirements.

Program Notes

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

Prior Learning Assessment (PLA) is contingent upon successful completion of the national CMA-AAMA, CCMA, NCMA, or RMA certification, and meeting resident credit hour requirements.

++Special admission procedures required.
Degree Program Course Descriptions

AHP 1013 - Medical Terminology  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.

BIO 1314 - Human Anatomy and Physiology I  
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement. An adequate biology placement test score or BIO 1203 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 requires dissection is an integral and required part of the course.

BIO 1414 - Human Anatomy and Physiology II  
Prerequisites: BIO 1314 with a grade of "C" or higher  
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 requires dissection is an integral and required part of the course.

ENGL 1113 - English Composition I  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.

FA MATH1 - Faculty Approved Mathematics That Meet OCCC's Mathematics Proficiency Requirements  
3 Credits  Faculty approved Mathematics that meets OCCC's Mathematics proficiency requirement.

GEN ED - Gen Ed Elective  
3 Credits  General Education elective.

HIST 1483 - U.S. History to 1877  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

OSRHE - Osrhe Approved General Education Communications Course  
3 Credits  OSRHE approved General Education Communications course.

PLA - Prior Learning Assessment  
Prerequisites: None  
VARIABLE  Credits.

POLSC 1113 - American Federal Government  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - General Psychology  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.

SCL 1001 - Success in College and Life  
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores  
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
Music

Associate in Arts

Minimum of 62 credit hours

This comprehensive two-year program prepares the student for transfer to a Baccalaureate degree-granting institution. The music program offers a broad range of courses and activities for students interested in developing skills in music theory and performance. Vocal, keyboard, or instrumental skills may be emphasized. In courses such as music theory, applied music and music literature, students study performance techniques, harmony and analysis, and the evolution of musical history and form. Music students should be creative, self-confident, and have a strong interest in the performing arts. An associate degree in Music provides the student with the background necessary for transfer to a four-year college or university and completion of a baccalaureate degree. Upon completion of their education, students may find career opportunities in such areas as performing, composing, arranging, teaching, music ministry, or music therapy.

Course Sequence

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Course Grouping

Major Courses: (24 Credit Hours) Music: MU 1124; MU 1224; MU 2314; MU 2414; MU 1141; MU 1241; MU 2141; MU 2241; MU 1151 (Minimum four credit hours)

General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; Political Science: POLSC 1113; History: HIST 1483 or HIST 1493; *Science: Three to four credit hours of general education Physical Science; three to four credit hours of general education Biological Science; one of the science courses must include a lab component; Mathematics: MATH 1483 or MATH 1503 or MATH 2013; Humanities: HUM 1113; three credit hours Humanities Gen Ed Electives; Music: MU 2123; MU 2223; Electives: Three credit hours General Education Electives

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

Support Courses: None

Program Notes

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

**ENGL 1113 - English Composition I**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

**ENGL 1213 - English Composition II**
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

**GEN ED - Gen Ed Elective**
3 Credits General Education elective

**HIST 1483 - U.S. History to 1877**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

**HUM - Humanities Elective**
3 Credits Humanities elective

**HUM 1113 - Music Appreciation**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

**MATH 1483 - Functions and Modeling**
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

**MATH 1503 - Contemporary Mathematics**
Prerequisites: MATH 0313 or adequate math placement. Pre or Co-requisite ENGL 1113 or ENGL 1103
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. This course satisfies the computer proficiency requirement.

**MATH 2013 - Introduction to Statistics**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

**MU 1114 - Individual Instruction**
Prerequisites: ENGL 0106 or adequate placement score
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 toward the associate degree is two credit hours.

**MU 1151 - Group Instruction**
Prerequisites: ENGL 0106 or adequate placement score
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**
Prerequisites: 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**
Prerequisites: MU 1141
1 Credit This course is 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 2123 - Music Literature I**
Prerequisites: ENGL 1113
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  
Prerequisites: MU 1241  
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  
Prerequisites: ENGL 1113  
3 Credits  The student will explore selected musical works representative of the Classic through the contemporary eras. The primary focus will be the identification and analysis of stylistic features within a historical perspective. Music listening will be a substantial component of the course.

MU 2241 - Individual Instruction  
Prerequisites: MU 2141  
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 2314 - Music Theory III  
Prerequisites: 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 2414 - Music Theory IV  
Prerequisites: 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.
Nursing - Traditional Nursing Pathway++

Associate in Applied Science

Minimum of 71-72 credit hours

This nursing degree program provides the educational background you need for entry into nursing practice as a Registered Nurse. Credits earned in this program may apply toward a bachelor’s degree at a four-year college or university. Program graduates are eligible to apply for the National Council Licensure Examination for Registered Nurses. The Program is approved by the Oklahoma Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326, 404-975-5000, www.acenursing.org.

Courses identified by “C” within a program curriculum pattern must be completed with a grade of “C” or better by students majoring in this program.

Course Sequence

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<tr>
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<tr>
<td>CHEM 1123</td>
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<td>Laboratory for Survey of General, Organic, and Biochemistry</td>
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<td>BIO 1023</td>
<td>Introductory Nutrition</td>
<td>3</td>
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Suggested Entry Semester

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<td>BIO 1414</td>
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<td>NUR 2535</td>
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<td>HIST 1483</td>
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<td>HIST 1483</td>
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Course Grouping

Major Courses: (36 credit hours) Nursing: NUR 1519; NUR 1524; NUR 1525; NUR 2534; NUR 2535; NUR 2549 (All Nursing major courses have pre and co-requisite courses which are listed with the course descriptions in this catalog. These courses also have clinical components that require purchase of liability insurance, immunizations and health records, registration and payment for myClinicalExchange, a clinical uniform, extensive background checks and transportation to clinical sites.)

General Education Courses: (19-20 credit hours) Psychology: PSY 1113; English: ENGL 1113; ENGL 1213; History: HIST 1483 or 1493; Political Science: POLSC 1113; CHEM 1115 or CHEM 1123 and CHEM 1131

Life Skills Courses: (3 credit hour) Biology: BIO 1023

Support Courses: (13 credit hours) Chemistry: Biological Science: BIO 1314; BIO 1414; BIO 2125

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 for these courses.)

Program Notes

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

++Special Admissions Procedures:

All Health Professions students are required to submit a nationwide background and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program. AUAs and LPNs with positive drug screen results must be reported to the Oklahoma Board of Nursing. Graduates of the nursing program must also meet the requirements of the Oklahoma Board of Nursing for licensure, which include but are not limited to criminal history search and passing the licensure exam.
Degree Program Course Descriptions

BIO 1023 - Introductory Nutrition
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0203 or adequate math placement.
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.

BIO 1314 - Human Anatomy and Physiology I
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement. 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 requires dissection is an integral and required part of the course.

BIO 1414 - Human Anatomy and Physiology II
Prerequisites: BIO 1314 with a grade of "C" or higher
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 requires dissection is an integral and required part of the course.

BIO 2125 - Microbiology
Prerequisites: MATH 0203 or adequate math placement. Any four credit hour college-level biology course and a college-level chemistry course.
5 Credits Students are introduced to the biological requirements and activities of microorganisms which influence their roles as integral components of the ecosystem. Students demonstrate knowledge of basic principles of pathology, epidemiology and immunology in addition to performing basic laboratory techniques for isolating, characterizing and identifying common microorganisms.

CHEM 1115 - General Chemistry I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.
5 Credits This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochemistry. Laboratory experience is an integral part of the course.

CHEM 1123 - Survey of General, Organic, and Biochemistry
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement.
3 Credits This course is designed for nursing and allied health programs which do not require General Chemistry I for science majors. This course is also appropriate for individuals interested in a general overview of chemistry. The course covers selected topics in general chemistry including unit conversions, atomic structure, chemical bonding, acids, bases, pH, chemical equilibrium, electrolytes, and properties of solutions. The course also introduces topics from organic and biochemistry. The relationship between chemical principles and human health is emphasized throughout the course.

CHEM 1131 - Laboratory for Survey of General, Organic, and Biochemistry
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement. Prerequisite or Corequisite: CHEM 1123
1 Credit Students apply chemical principles discussed in CHEM 1123 in a laboratory setting.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluent, and engaging prose style.

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

NUR 1519 - Nursing Process I
Prerequisites: Traditional Pathway: Admission to the Nursing Program; CHEM 1123 AND CHEM 1131 OR CHEM 1115, BIO 1023, BIO 1314, PSY 1113, ENGL 1113. Co-requisites BIO 1414, ENGL 1213. Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): Admission to the Nursing Program; CHEM 1123 AND CHEM 1131 OR CHEM 1115; BIO 1023, BIO 1314; ENGL 1113, 1213, HIST 1483 or HIST 1493
8 Credits Nursing Process I introduces the learner to nursing knowledge, including the nursing process, clinical reasoning skills, and the components of safe, quality nursing
care. The learner will begin to apply nursing knowledge to meet clients' basic needs and to promote clients' optimal health within complex healthcare systems. Each learner will be expected to accept accountability for personal learning and performance of nursing care which reflects basic understanding and commitment to professional nursing role expectations, including the values, ethics, legalities, and standards for nursing practice.

NUR 1524 - Nursing Care of the Childbearing Family
Prerequisites: NUR 1519, BIO 1414, ENG 1213. Co-requisites: BIO 2125. Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 1519
4 Credits
NUR 1524 is designed to promote learner development of additional nursing knowledge and skills, including clinical reasoning, while meeting the multi-dimensional needs of clients across the lifespan within complex healthcare systems. NUR 1524 focuses on safe, quality nursing care of the childbearing family. Learners will be expected to use communication competencies, including technological competencies, while participating with the healthcare team to provide client-centered care. Each learner will also be expected to act in accordance with the values, ethics, legalities, and standards for nursing practice.

NUR 1525 - Medical Surgical Nursing II
Prerequisites: NUR 1519, NUR 1524, BIO 1414, ENG 1213. Co-requisites: BIO 2125. Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 1519
5 Credits
NUR 1525 is designed to promote learner development of additional nursing knowledge and skills, including clinical reasoning, while meeting the multi-dimensional needs of clients across the lifespan within complex healthcare systems. NUR 1525 focuses on safe, quality nursing care of clients with more complex medical-surgical health alterations. Learners will be expected to use communication competencies, including technological and informatics competencies, while functioning with increasing effectiveness as a healthcare team member to provide client-centered care. The course is also designed to assist the learner to apply principles of teaching/learning necessary to meet the multi-dimensional needs of assigned clients. Each learner will be expected to act in accordance with the values, ethics, legalities, and standards for nursing practice. NUR 1525 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 2534 - Mental Health Nursing
Prerequisites: NUR 1519, NUR 1524, NUR 1525, BIO 2125. Co-requisites: POLSC 1113. Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 1519, NUR 1524, NUR 1525.
4 Credits
NUR 2535, Prerequisites for Career Ladder Pathway (CLP) are NUR 1415, BIO 2125, ENGL 1213. Co-requisite: POLSC 1113
4 Credits
NUR 2534 is designed for the learner to build upon nursing knowledge, skills, and clinical reasoning abilities acquired in previous nursing courses while meeting the multi-dimensional needs of clients across the lifespan within complex healthcare systems. NUR 2534 focuses on safe, quality nursing care of clients with psychiatric/mental health alterations. Learners will be expected to use communication competencies, including technological and informatics competencies, while functioning with increasing effectiveness as a healthcare team member to provide client-centered care. The course is also designed to assist the learner to apply principles of teaching/learning necessary to meet the multi-dimensional needs of assigned clients. Each learner will be expected to act with an increasing level of personal accountability for compliance with professional role expectations to include the values, ethics, legalities, and standards for nursing practice. NUR 2534 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 2549 - Nursing Process IV
9 Credits
Nursing Process IV is designed for the learner to build upon nursing knowledge and skills acquired in previous nursing courses, including higher levels of clinical reasoning abilities. Each learner will independently use the nursing process and clinical reasoning to meet the multi-dimensional needs of a variety of clients, whether individual, family, group, or community. Client-centered care will be provided in settings within complex healthcare systems, including critical care. The learner will use a collaborative approach involving the client, family, significant others, and members of the healthcare team to manage responsibilities for groups of clients. Each learner will be expected to act in accordance with professional role expectations, including the values, ethics, legalities, and standards for entry-level nursing practice.

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits
A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - General Psychology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.
Nursing Program - Baccalaureate to Associate Degree Nurse Accelerated Pathway++

Associate in Applied Science

Minimum of 71-72 credit hours

This nursing degree program is for students who have earned a bachelor’s degree or higher degree in another area of study from a regionally accredited college or university. It takes into account the credit hours accumulated and provides an accelerated opportunity for completing nursing major courses. Credits earned in this program may apply toward a bachelor’s degree at a four-year college or university. Program graduates are eligible to apply for the National Council Licensure Examination for Registered Nurses. The Program is approved by the Oklahoma Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326, 404-975-5000, www.acenursing.org.

Courses identified by “C” within a program curriculum pattern must be completed with a grade of “C” or better by students majoring in this program.

Course Sequence

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Course Grouping

Major Courses: (36 credit hours) Nursing: NUR 1519, NUR 1524, NUR 1525, NUR 2534, NUR 2535, NUR 2549 (These nursing courses have pre and co-requisite courses which are listed with the course descriptions in this catalog. These courses also have clinical components that require purchase of liability insurance, immunizations and health records, registration and payment for myClinicalExchange, a clinical Uniform, extensive background checks and transportation to clinical sites.)

General Education Courses: (19-20 credit hours) English: ENGL 1113; English: ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Psychology: PSY 1113; Chemistry: CHEM 1115 OR CHEM 1123 AND CHEM 1131

Life Skills Courses: (3 credit hours) Biology: BIO 1023

Support Courses: (13 credit hours) Biological Science: Biological Science: BIO 1314; BIO 1414; BIO 2125

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 for these courses).

Program Notes

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

Special Admissions Procedures:

All Health Professions students are required to submit a nationwide background and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program.

AUAAs and LPNs with positive drug screen results must be reported to the Oklahoma Board of Nursing.

Graduates of the nursing program must also meet the requirements of the Oklahoma Board of Nursing for licensure, which include but are not limited to criminal history search and passing the licensure exam.
Degree Program Course Descriptions

BIO 1023 - Introductory Nutrition  
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0203 or adequate math placement.  
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.

BIO 1314 - Human Anatomy and Physiology I  
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement.  
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 requires dissection is an integral and required part of the course.

BIO 1414 - Human Anatomy and Physiology II  
Prerequisites: BIO 1314 with a grade of "C" or higher  
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 requires dissection is an integral and required part of the course.

BIO 2125 - Microbiology  
Prerequisites: MATH 0203 or adequate math placement, Any four credit hour college-level biology course and a college-level chemistry course.  
5 Credits  Students are introduced to the biological requirements and activities of microorganisms which influence their roles as integral components of the ecosystem. Students demonstrate knowledge of basic principles of pathology, epidemiology and immunology in addition to performing basic laboratory techniques for isolating, characterizing and identifying common microorganisms.

CHEM 1115 - General Chemistry I  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.  
5 Credits  This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochromy. Laboratory experience is an integral part of the course.

CHEM 1123 - Survey of General, Organic, and Biochemistry  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement.  
3 Credits  This course is designed for nursing and allied health programs which do not require General Chemistry I for science majors. This course is also appropriate for individuals interested in a general overview of chemistry. The course covers selected topics in general chemistry including unit conversions, atomic structure, chemical bonding, acids, bases, pH, chemical equilibrium, electrolytes, and properties of solutions. The course also introduces topics from organic and biochemistry. The relationship between chemical principles and human health is emphasized throughout the course.

CHEM 1131 - Laboratory for Survey of General, Organic, and Biochemistry  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement. Prerequisite or Corequisite: CHEM 1123  
1 Credit  Students apply chemical principles discussed in CHEM 1123 in a laboratory setting.

ENGL 1113 - English Composition I  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.

HIST 1483 - U.S. History to 1877  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

NUR 1519 - Nursing Process I  
Prerequisites: Traditional Pathway: Admission to the Nursing Program; CHEM 1123 AND CHEM 1131 OR CHEM 1115, BIO 1023, BIO 1314, PSY 1113, ENGL 1113. Co-requisites BIO 1414, ENGL 1213. Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): Admission to the Nursing Program; CHEM 1123 AND CHEM 1131 OR CHEM 1115; BIO 1023, BIO 1314, BIO 2125, PSY 1113, ENGL 1113, ENGL 1213, HIST 1483 or HIST 1493  
3 Credits  Nursing Process I introduces the learner to nursing knowledge, including the nursing process, clinical reasoning skills, and the components of safe, quality nursing...
NUR 1524 - Nursing Care of the Childbearing Family
Prerequisites: NUR 1519, BIO 1414, ENG 1213. Co-requisites: BIO 2125. Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 1519, Co-requisite: NUR 1524.

4 Credits
NUR 1524 is designed to promote learner development of additional nursing knowledge and skills, including clinical reasoning, while meeting the multi-dimensional needs of clients across the lifespan within complex healthcare systems. NUR 1524 focuses on safe, quality nursing care of the childbearing family. Learners will be expected to use communication competencies, including technological competencies, while participating with the healthcare team to provide client-centered care. Each learner will also be expected to act in accordance with an increasing understanding of personal accountability for compliance with professional role expectations, consistent with the values, ethics, legalities, and standards for nursing practice. NUR 1524 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 1525 - Medical Surgical Nursing II
Prerequisites: NUR 1519, NUR 1524, BIO 1414, ENG 1213. Co-requisites: BIO 2125. Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 1519, Co-requisite: NUR 1524.

5 Credits
NUR 1525 is designed to promote learner development of additional nursing knowledge and skills, including clinical reasoning, while meeting the multi-dimensional needs of clients across the lifespan within complex healthcare systems. NUR 1525 focuses on safe, quality nursing care of clients with common medical-surgical health alterations. Learners will be expected to use communication competencies, including technological competencies, while participating with the healthcare team to provide client-centered care. Each learner will also be expected to act in accordance with an increasing understanding of personal accountability for compliance with professional role expectations, consistent with the values, ethics, legalities, and standards for nursing practice. NUR 1525 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 2534 - Mental Health Nursing
Prerequisites: NUR 1519, NUR 1524, NUR 1525, BIO 2125, Co-requisites: POLSC 1113, Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 1519, NUR 1524, NUR 1525, Co-requisite: NUR 2535, Prerequisites for Career Ladder Pathway (CLP) are NUR 1415, BIO 2125, ENGL 1213, Co-requisite: POLSC 1113.

4 Credits
NUR 2534 is designed for the learner to build upon nursing knowledge, skills, and clinical reasoning abilities acquired in previous nursing courses while meeting the multi-dimensional needs of clients across the lifespan within complex healthcare systems. NUR 2534 focuses on safe, quality nursing care of clients with psychiatric/mental health alterations. Learners will be expected to use communication competencies, including technological and informatics competencies, while functioning with increasing effectiveness as a healthcare team member to provide client-centered care. The course is also designed to assist the learner to apply principles of teaching/learning necessary to meet the more complex needs of assigned clients. Each learner will be expected to act with an increasing level of personal accountability for compliance with professional role expectations to include the values, ethics, legalities, and standards for nursing practice. NUR 2534 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 2535 - Medical-Surgical Nursing III
Prerequisites: NUR 1524, NUR 1525, BIO 2125, Co-requisites: POLSC 1113, Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 1524, NUR 1525, Co-requisite: NUR 2534, Prerequisites for Career Ladder Pathway (CLP) are NUR 1415, BIO 2125, ENGL 1213. Co-requisites: POLSC 1113.

5 Credits
NUR 2535 is designed for the learner to build upon nursing knowledge, skills, and clinical reasoning abilities acquired in previous nursing courses while meeting the multi-dimensional needs of clients across the lifespan within complex healthcare systems. NUR 2535 focuses on safe, quality nursing care of clients with more complex medical-surgical health alterations. Learners will be expected to use communication competencies, including technological and informatics competencies, while functioning with increasing effectiveness as a healthcare team member to provide client-centered care. The course is also designed to assist the learner to apply principles of teaching/learning necessary to meet the more complex needs of assigned clients. Each learner will be expected to act with an increasing level of personal accountability for compliance with professional role expectations to include the values, ethics, legalities, and standards for nursing practice. NUR 2535 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 2549 - Nursing Process IV
Prerequisites: NUR 2534, NUR 2535, POLS 1113. Co-requisites: HIST 1483 or HIST 1493, Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 2534, NUR 2535, Co-requisite: POLSC 1113, Prerequisites for Career Ladder Pathway (CLP) are NUR 2534, NUR 2535, POLS 1113. Co-requisites: HIST 1483 or HIST 1493.

9 Credits
NUR 2549 is designed for the learner to build upon nursing knowledge and skills acquired in previous nursing courses, including higher levels of clinical reasoning abilities. Each learner will independently use the nursing process and clinical reasoning to meet the multi-dimensional needs of a variety of clients, whether individual, family, group, or community. Client-centered care will be provided in settings within complex healthcare systems, including critical care. The learner will use a collaborative approach involving the client, family, significant others, and members of the healthcare team to manage responsibilities for groups of clients. Each learner will be expected to act in accordance with professional role expectations, including the values, ethics, legalities, and standards for entry-level nursing practice.

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

3 Credits
A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - General Psychology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.

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.
Oklahoma City Community College

Nursing Program - Nursing Career Ladder Pathway++

Associate in Applied Science

Minimum of 71-72 credit hours

This nursing degree program is designed to meet the needs of a student who is currently a licensed LPN or Oklahoma-licensed paramedic who would like to earn registered nurse status. The Career Ladder Pathway recognizes the previous educational experiences of licensed practical nurses and Oklahoma licensed paramedics by providing Advanced Standing Credit opportunities. Credits earned in this program may apply toward a bachelor's degree at a four-year college or university. Program graduates are eligible to apply for the National Council Licensure Examination for Registered Nurses. The Program is approved by the Oklahoma Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326, 404-975-5000, www.acenursing.org.

Courses identified by “C” within a program curriculum pattern must be completed with a grade of “C” or better by students majoring in this program.

Course Sequence

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Course Grouping

Major Courses: (36 credit hours) Nursing: NUR 1415; NUR 2534; NUR 2535; NUR 2549; Advanced Standing: NUR 1519 and NUR 1524 and NUR 1526; Prior learning credits. All Nursing major courses have pre and co-requisite courses which are listed with the course descriptions in this catalog. These courses also have clinical components that require purchase of liability insurance, immunizations and health records, registration and payment for myClinicalExchange, a clinical uniform, extensive background checks and transportation to clinical sites.

General Education Courses: (19-20 credit hours) English: ENGL 1113, ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Psychology: PSY 1113; Chemistry: CHEM 1115 OR CHEM 1123 AND CHEM 1131

Life Skills Courses: (3 credit hours) Biology: BIO 1023

Support Courses: (13 credit hours) Biological Science: BIO 1314, BIO 1414, BIO 2125

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 for these courses).

Program Notes

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

++Special Admissions Procedures:

All Health Professions students are required to submit a nationwide background and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program.

AUAs and LPNs with positive drug screen results must be reported to the Oklahoma Board of Nursing.

Graduates of the nursing program must also meet the requirements of the Oklahoma Board of Nursing for licensure, which include but are not limited to criminal history search and passing the licensure exam.
BIO 1023 - Introductory Nutrition
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0203 or adequate math placement.
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.

BIO 1314 - Human Anatomy and Physiology I
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement. 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 requires dissection is an integral and required part of the course.

BIO 1414 - Human Anatomy and Physiology II
Prerequisites: BIO 1314 with a grade of “C” or higher.
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 requires dissection is an integral and required part of the course.

BIO 2125 - Microbiology
Prerequisites: MATH 0203 or adequate math placement. Any four credit hour college-level biology course and a college-level chemistry course.
5 Credits Students are introduced to the biological requirements and activities of microorganisms which influence their roles as integral components of the ecosystem. Students demonstrate knowledge of basic principles of pathology, epidemiology and immunology in addition to performing basic laboratory techniques for isolating, characterizing and identifying common microorganisms.

CHEM 1115 - General Chemistry I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.
5 Credits This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochemistry. Laboratory experience is an integral part of the course.

CHEM 1123 - Survey of General, Organic, and Biochemistry
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement.
3 Credits This course is designed for nursing and allied health programs which do not require General Chemistry I for science majors. This course is also appropriate for individuals interested in a general overview of chemistry. The course covers selected topics in general chemistry including unit conversions, atomic structure, chemical bonding, acids, bases, pH, chemical equilibrium, electrolytes, and properties of solutions. The course also introduces topics from organic and biochemistry. The relationship between chemical principles and human health is emphasized throughout the course.

CHEM 1131 - Laboratory for Survey of General, Organic, and Biochemistry
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement. Prerequisite or Corequisite: CHEM 1123
1 Credit Students apply chemical principles discussed in CHEM 1123 in a laboratory setting.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
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.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

NUR 1415 - Nursing Role Transition
Prerequisites: CHEM 1123 and CHEM 1131 or CHEM 1115, BIO 1023, BIO 1314, BIO 1414, PSY 1113, ENGL 1113. Co-requisites: BIO 2125, ENGL 1213
5 Credits This course is designed to provide an entry point into the Associate Degree in Nursing Program for Oklahoma licensed paramedics and Oklahoma licensed practical nurses who have applied to the nursing program's career ladder pathway. An introduction to the mission, philosophy, and organizing framework of the OCCC Associate Degree Nursing program is included. Emphasis is on assessment, nursing skills and concepts, and selected
theory covered the courses NUR 1519 and NUR 1524 and NUR 1525 in the traditional pathway. Course content will be delivered in a blended on campus and online format and will include campus laboratory experiences for the purpose of reviewing and expanding skills in the areas of parenteral therapy, IV therapy, dosage calculation and complex nursing procedures. Active learning, including simulations, will be used to promote clinical reasoning in the campus laboratory and classroom settings.

NUR 2534 - Mental Health Nursing
Prerequisites: NUR 1519, NUR 1524, NUR 1525, BIO 2125, Co-requisites: POLSC 1113. Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 1519, NUR 1524, NUR 1525, Co-requisite: NUR 2535. Prerequisites for Career Ladder Pathway (CLP) are NUR 1415, BIO 2125, ENGL 1213, Co-requisite: POLSC 1113
4 Credits NUR 2534 is designed for the learner to build upon nursing knowledge, skills, and clinical reasoning abilities acquired in previous nursing courses while meeting the multi-dimensional needs of clients across the lifespan within complex healthcare systems. NUR 2534 focuses on safe, quality nursing care of clients with psychiatric/mental health alterations. Learners will be expected to use communication competencies, including technological and informatics competencies, while functioning with increasing effectiveness as a healthcare team member to provide client-centered care. The course is also designed to assist the learner to apply principles of teaching/learning necessary to meet the more complex needs of assigned clients. Each learner will be expected to act with an increasing level of personal accountability for compliance with professional role expectations to include the values, ethics, legalities, and standards for nursing practice. NUR 2534 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 2535 - Medical-Surgical Nursing III
Prerequisites: NUR 1524, NUR 1525, BIO 2125, Co-requisites: POLSC 1113. Prerequisite for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 1524, NUR 1525, Co-requisite: NUR 2534. Prerequisites for Career Ladder Pathway (CLP) are NUR 1415, NUR 2534, BIO 2125, ENGL 1213. Co-requisites: POLSC 1113
5 Credits NUR 2535 is designed for the learner to build upon nursing knowledge, skills, and clinical reasoning abilities acquired in previous nursing courses while meeting the multi-dimensional needs of clients across the lifespan within complex healthcare systems. NUR 2535 focuses on safe, quality nursing care of clients with more complex medical-surgical health alterations. Learners will be expected to use communication competencies, including technological and informatics competencies, while functioning with increasing effectiveness as a healthcare team member to provide client-centered care. The course is also designed to assist the learner to apply principles of teaching/learning necessary to meet the more complex needs of assigned clients. Each learner will be expected to act with an increasing level of personal accountability for compliance with professional role expectations to include the values, ethics, legalities, and standards for nursing practice. NUR 2535 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

NUR 2549 - Nursing Process IV
9 Credits Nursing Process IV is designed for the learner to build upon nursing knowledge and skills acquired in previous nursing courses, including higher levels of clinical reasoning abilities. Each learner will independently use the nursing process and clinical reasoning to meet the multi-dimensional needs of a variety of clients, whether individual, family, group, or community. Client-centered care will be provided in settings within complex healthcare systems, including critical care. The learner will use a collaborative approach involving the client, family, significant others, and members of the healthcare team to manage responsibilities for groups of clients. Each learner will be expected to act in accordance with professional role expectations, including the values, ethics, legalities, and standards for entry-level nursing practice.

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - General Psychology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures

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.
Occupational Therapy Assistant - Flex Track ++

Associate in Applied Science

Minimum of 72-73 credit hours

In this career you will assist individuals, who experience physical, cognitive, social, developmental and/or emotional challenges, to functionally engage in performance of daily occupations in self care, productivity, and leisure. Additionally you will guide individuals in adapting to and with their environment by providing the necessary skills for daily living. Your prerequisite beliefs and values should include patience, appreciation of diversity, creativity, flexibility, and the willingness to adapt to change. At Oklahoma City Community College, you can earn an associate degree in applied science in the occupational therapy assistant program. You’ll also get hands-on experience in a variety of clinical settings.

The OTA Program incorporates through the first semesters (including Summers) Level I Fieldwork experiences in a variety of clinical settings which reinforce in-class instruction. During the last semesters of the OTA Program, students participate in two (2) separate Level II Fieldwork placements which are eight (8) weeks each.

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). Graduates of the program will be eligible to sit for the National Certification Examination for the Occupational Therapy Assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

A felony conviction may affect a 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.

ACOTE at AOTA
4720 Montgomery Lane, Suite 200
Bethesda, MD, 20814-3449
(301) 652-AOTA
http://www.acoteonline.org

NBCOT
12 South Summit Avenue, Suite 100
Gaithersburg, MD, 20877-4150
(301) 990-7979
Fax (301) 869-8492
http://www.nbcot.org

Oklahoma State Board of Medical Licensure and Supervision
P.O. Box 18256
Oklahoma City, OK 73154-0256
(405) 962-1400
http://www.okmedicalboard.org/

Courses identified by “C” within a program curriculum pattern must be completed with a grade of “C” or better by students majoring in this program.

### Course Sequence

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
<th>Type</th>
<th>Min Gd</th>
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<td></td>
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<tr>
<td>BIO 1314</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
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<tr>
<td>OTA 1123</td>
<td>Historical and Contemporary Foundations in Occupational Therapy</td>
<td>3</td>
<td>Major</td>
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<td>OTA 1223</td>
<td>Human Conditions Impacting Occupation</td>
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<td>Major</td>
<td>C</td>
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<td>ENGL 1113</td>
<td>English Composition I</td>
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<td>Gen Ed</td>
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<td>SCL 1001</td>
<td>Success in College and Life</td>
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<td>Life Skills</td>
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<td>OTA 1122</td>
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<td>PSY 1113</td>
<td>General Psychology</td>
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<td>SOC 2143</td>
<td>Race and Ethnicity in the U.S.</td>
<td>OR</td>
<td>Gen Ed</td>
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<td>SOC 1113</td>
<td>Introduction to Sociology</td>
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<td>OTA 1233</td>
<td>Occupational Performance Birth Through Adolescence</td>
<td>3</td>
<td>Major</td>
<td>C</td>
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<td>OTA 2133</td>
<td>Movement and Therapeutic Interventions</td>
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<td>PSY 2403</td>
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<td>OTA 1252</td>
<td>Group Dynamics</td>
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<td>ENGL 1233</td>
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<td>OTA 1263</td>
<td>Occupational Performance Adult Lifespan</td>
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<td>OTA 2153</td>
<td>Occupational Therapy for Psychosocial Conditions</td>
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<td>MATH 1503</td>
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<td>OTA 2141</td>
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<tr>
<td>OTA 2164</td>
<td>Occupational Therapy for Physical Conditions</td>
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<tr>
<td>POLSC 1113</td>
<td>American Federal Government</td>
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**Suggested Third Year Summer (8th) Semester**

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**Suggested Third Year Fall (9th) Semester**

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<td>Fieldwork II B</td>
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<td>OTA 2143</td>
<td>Professional Development and Support</td>
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<tr>
<td>HIST 1493</td>
<td>U.S. History 1877 to Present</td>
<td>3</td>
<td>Gen Ed</td>
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</table>

**Course Grouping**

Major Courses: (40 credit hours) Occupational Therapy Assistant Program: OTA 1112; OTA 1122; OTA 1123; OTA 1213; OTA 1223; OTA 1233; OTA 1242; OTA 1252; OTA 1263; OTA 2141; OTA 2143; OTA 2153; OTA 2164; OTA 2253; OTA 2263

General Education Courses: (18 credit hours) English: ENGL 1113; ENGL 1233; Psychology: PSY 1113; History: HIST 1493; Sociology: SOC 2143 or SOC 1113; Political Science: POLSC 1113

Life Skills Courses: Life Skills: SCL 1001

*Support Courses: (14 credit hours) Biology: BIO 1314; BIO 1414; Psychology: PSY 2403; Mathematics: MATH 1503

All major courses require a minimum of a "C" grade with the exception of OTA 2253 and OTA 2263. OTA 2253 and OTA 2263 require a grade of "S." *Pending OSRHE approval: Support courses require a minimum of a "C" grade.

**Program Notes**

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

For application procedures please see our web page at: www.occc.edu/academics/programs/occupational-therapy-assistant.html

++Special Admissions Procedures: All Health Professions students are required to submit a nationwide background and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program.

All major courses have a clinical component that requires purchase of medical liability insurance, a clinical uniform and a completed health packet. It is required that all OTA students complete Level II fieldwork within 18 months following completion of the academic preparation.
BIO 1314 - Human Anatomy and Physiology I
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement. 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 requires dissection is an integral and required part of the course.

BIO 1414 - Human Anatomy and Physiology II
Prerequisites: BIO 1314 with a grade of “C” or higher
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 requires dissection is an integral and required part of the course.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

ENGL 1233 - Technical Writing for the Workplace
Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score
3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1503 - Contemporary Mathematics
Prerequisites: MATH 0313 or adequate math placement. Pre or Co-requisite ENGL 1113 or ENGL 1103
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. This course satisfies the computer proficiency requirement.

OTA 1112 - Application of Leisure Occupation
Prerequisites: Satisfied through the health profession application process
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) develop an understanding of the history and philosophy of Occupational Therapy with major emphases on contemporary roles, practice and functions and (4) investigate the role of the Occupational Therapy Assistant as part of the health care team. Level I fieldwork is included in the course.

OTA 1123 - Historical and Contemporary Foundations in Occupational Therapy
Prerequisites: Satisfied through the health profession application process
3 Credits Through study, discussion, and field observation/participation, the student will (1) develop an understanding of the requirements for the entry level Occupational Therapy Assistant as part of the health care team (2) examine the development of the history of Occupational Therapy (3) gain an appreciation for The Model of Human Occupation (4) develop an understanding of 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
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
Prerequisites: Pre or Corequisite: OTA 1112; OTA 1123; BIO 1314; SOC 2143
3 Credits Through study, discussion, and classroom presentation of human conditions, the student will develop an understanding of how each condition by itself, or with others, impacts an individual’s daily occupation, family, and community. The student will also develop a basic understanding of medical terminology.

OTA 1233 - Occupational Performance Birth Through Adolescence
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.
OTA 1242 - Occupational Therapy Service Skills
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
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
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
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
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. This course satisfies the computer proficiency requirement.

OTA 2153 - Occupational Therapy for Psychosocial Conditions
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
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
3 Credits The student will successfully complete eight weeks in an approved facility offering supervised Level II fieldwork experiences in the application of learned principles to the delivery of Occupational Therapy services.

OTA 2263 - Fieldwork II B
3 Credits The student will successfully complete eight weeks in an approved facility offering supervised Level II fieldwork experiences in the application of learned principles to the delivery of Occupational Therapy services. Fieldwork sites are different from Fieldwork II A and are utilized to broaden the student’s Level II experiential background.

POLSC 1113 - Introduction to Sociology
3 Credits This course examines sociological theories of contact between minority and majority groups in a multicultural society, including topics such as prejudice, discrimination, acculturation, and pluralism.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

SOC 1113 - Introduction to Sociology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, social stratification and social change.

SOC 2143 - Race and Ethnicity in the U.S.
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits This course examines sociological theories of contact between minority and majority groups in a multicultural society, including topics such as prejudice, discrimination, acculturation, and pluralism.
Occupational Therapy Assistant - Traditional Track++

Associate in Applied Science

Minimum of 72-73 credit hours

In this career you will assist individuals, who experience physical, cognitive, social, developmental and/or emotional challenges, to functionally engage in performance of daily occupations in self care, productivity, and leisure. Additionally you will guide individuals in adapting to and with their environment by providing the necessary skills for daily living. Your prerequisite beliefs and values should include patience, appreciation of diversity, creativity, flexibility, and the willingness to adapt to change. At Oklahoma City Community College, you can earn an associate degree in applied science in the occupational therapy assistant program. You’ll also get hands-on experience in a variety of clinical settings.

The OTA Program incorporates through the first three semesters (including Summer) Level I Fieldwork experiences in a variety of clinical settings which reinforce in-class instruction. During the last semester of the OTA Program, students participate in two (2) separate Level II Fieldwork placements which are eight (8) weeks each.

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). Graduates of the program will be eligible to sit for the National Certification Examination for the Occupational Therapy Assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

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http://www.acoteonline.org

NBCOT
12 South Summit Avenue, Suite 100
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Oklahoma State Board of Medical Licensure and Supervision
P.O. Box 18256
Oklahoma City, OK 73154-0256
(405) 962-1400
http://www.okmedicalboard.org/

Courses identified by "C" within a program curriculum pattern must be completed with a grade of "C" or better by students majoring in this program.

Course Sequence

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Course ID | Course Name                           | Credits | Type   | Min Gd
---|--------------------------------------|---------|--------|--------
OTA 2143 | Professional Development and Support | 3       | Major  | C      
OTA 2253 | Fieldwork II A                       | 3       | Major  |        
OTA 2263 | Fieldwork II B                       | 3       | Major  |        
POLSC 1113 | American Federal Government       | 3       | Gen Ed |        

**Course Grouping**

Major Courses: (40 credit hours) Occupational Therapy Assistant Program: OTA 1112; OTA 1122; OTA 1123; OTA 1213; OTA 1223; OTA 1233; OTA 1242; OTA 1252; OTA 1263; OTA 2141; OTA 2143; OTA 2153; OTA 2164; OTA 2253; OTA 2263

General Education Courses: (18 credit hours) English: ENGL 1113; ENGL 1233; Psychology: PSY 1113; History: HIST 1493; Sociology: SOC 2143 OR SOC 1113; Political Science: POLSC 1113

Life Skills Courses: SCL 1001

*Support Courses: (14 credit hours) Biology: BIO 1314; BIO 1414; Psychology: PSY 2403; Mathematics: MATH 1503

All major courses require a minimum of a "C" grade with the exception of OTA 2253 and OTA 2263. OTA 2253 and OTA 2263 require a grade of "S."

*Pending OSRHE approval: Support courses require a minimum of a "C" grade.

**Program Notes**

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog. For application procedures please see our web page at: www.occc.edu/academics/programs/occupational-therapy-assistant.html

++Special Admissions Procedures: All Health Professions students are required to submit a nationwide background and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program. All major courses have a clinical component that requires purchase of medical liability insurance, a clinical uniform and a completed health packet. It is required that all OTA students complete Level II fieldwork within 18 months following completion of the academic preparation.
BIO 1314 - Human Anatomy and Physiology I  
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement. 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 requires dissection is an integral and required part of the course.

BIO 1414 - Human Anatomy and Physiology II  
Prerequisites: BIO 1314 with a grade of “C” or higher  
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 requires dissection is an integral and required part of the course.

ENGL 1113 - English Composition I  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.

ENGL 1233 - Technical Writing for the Workplace  
Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score  
3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

HIST 1493 - U.S. History 1877 to Present  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1503 - Contemporary Mathematics  
Prerequisites: MATH 0313 or adequate math placement. Pre or Co-requisite ENGL 1113 or ENGL 1103  
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. This course satisfies the computer proficiency requirement.

OTA 1112 - Application of Leisure Occupation  
Prerequisites: Satisfied through the health profession application process  
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  
Prerequisites: Satisfied through the health profession application process  
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) develop an understanding of the history and philosophy of Occupational Therapy with major emphases on contemporary roles, practice and functions and (4) 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  
Prerequisites: Pre or Corequisite: OTA 1112; OTA 1123; BIO 1314; SOC 2143  
3 Credits Through study, discussion, and classroom presentation of human conditions, the student will develop an understanding of 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  
Prerequisites: Pre or Corequisite: OTA 1112; OTA 1123; BIO 1314; SOC 2143  
3 Credits Through study, discussion, and classroom presentation of human conditions, the student will develop an understanding of how each condition by itself, or with others, impacts an individual’s daily occupation, family, and/or community. The student will also develop a basic understanding of medical terminology.

OTA 1233 - Occupational Performance Birth Through Adolescence  
Prerequisites: Pre or Corequisite: OTA 1112; OTA 1123; BIO 1314; SOC 2143  
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.
OTA 1242 - Occupational Therapy Service Skills
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
2 Credits  Through study, discussion, and classroom/labatory 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
3 Credits  Through study, discussion, and classroom/labatory 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
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
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. This course satisfies the computer proficiency requirement.

OTA 2153 - Occupational Therapy for Psychosocial Conditions
3 Credits  Through study, discussion, and classroom/labatory 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
4 Credits  Through study, discussion, and classroom/labatory 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
3 Credits  The student will successfully complete eight weeks in an approved facility offering supervised Level II fieldwork experiences in the application of learned principles to the delivery of Occupational Therapy services.

OTA 2263 - Fieldwork II B
3 Credits  The student will successfully complete eight weeks in an approved facility offering supervised Level II fieldwork experiences in the application of learned principles to the delivery of Occupational Therapy services. Fieldwork sites are different from Fieldwork II A and are utilized to broaden the student’s Level II experiential background.

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - General Psychology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 2403 - Developmental Psychology
Prerequisites: 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.
Physical Therapist Assistant++

Associate in Applied Science

Minimum of 72 credit hours

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, and regularly report to the physical therapist on the patient's responses and progress. Clinical experiences are in physical therapy departments and clinics. Completion of the Associate degree in PTA is required to sit for the licensure exam; our graduates are eligible to meet the requirements of the Oklahoma Board of Medical Licensure and Supervision. The program is accredited by the Commission in Accreditation of Physical Therapy Education which can be found at http://www.capteonline.org.

Courses identified by "C" within a program curriculum pattern must be completed with a grade of "C" or better by students majoring in this program. Additionally, PTA students must maintain a program GPA of 2.5 to remain in good standing.

Course Sequence

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| BIO 1314 | Human Anatomy and Physiology I          | 4       | Support | C      |
| Suggested Freshman 1st Semester
| SCL 1001 | Success in College and Life             | 1       | Life Skills | C      |
| PTA 1013 | Introduction to Physical Therapy        | 3       | Major   | C      |
| PTA 1023 | Dynamic Human Motion                    | 3       | Major   | C      |
| PTA 1213 | PT Procedures I                         | 3       | Major   | C      |
| BIO 1414 | Human Anatomy and Physiology II         | 4       | Support | C      |
| ENGL 1113 | English Composition I                  | 3       | Gen Ed  |        |
| Suggested Freshman 2nd Semester
| PTA 1000 | Special Topics                          | VARIABLE 1-4 | Major   | C      |
| PTA 1112 | Pathology for Physical Rehabilitation  | 2       | Major   | C      |
| PTA 1224 | Therapeutic Exercise I                  | 4       | Major   | C      |
| PTA 2014 | PT Procedures II                        | 4       | Major   | C      |
| PTA 1151 | Clinical Prep I                         | 1       | Major   | C      |
| BIO 2102 | Clinical Anatomy                        | 2       | Support | C      |
| COM 1123 | Interpersonal Communications            | OR      | Support |        |
| COM 2213 | Intro to Public Speaking                | OR      | Support |        |
| SOC 2143 | Race and Ethnicity in the U.S.          | 3       | Support |        |
| Suggested Freshman Summer Semester
| PTA 1312 | Initial Practicum                      | 2       | Major   | C      |
| Suggested Sophomore 1st Semester
| PTA 1202 | Development, Conditions and Treatment Across The Lifespan | 2 | Major | C |
| PTA 2000 | Special Topics                          | VARIABLE 1-4 | Major | C |
| PTA 2024 | Therapeutic Exercise II                 | 4       | Major   | C      |
| PTA 2113 | PTA Systems/Problems                    | 3       | Major   | C      |
| PTA 2021 | Clinical Prep II                        | 1       | Major   | C      |
| PSY 1113 | General Psychology                      | 3       | Gen Ed  |        |
| ENGL 1233 | Technical Writing for the Workplace     | OR      | Gen Ed  |        |
| ENGL 1213 | English Composition II                  | 3       | Gen Ed  |        |
| Suggested Sophomore 2nd Semester
| PTA 2034 | Practicum I                            | 4       | Major   | C      |
| PTA 2134 | Practicum II                           | 4       | Major   | C      |
| PSY 2403 | Developmental Psychology                | 3       | Gen Ed  |        |
| POLSC 1113 | American Federal Government            | 3       | Gen Ed  |        |
| HIST 1483 | U.S. History to 1877                   | OR      | Gen Ed  |        |
| HIST 1483 | U.S. History 1877 to Present           | 3       | Gen Ed  |        |

Course Grouping

Major Courses: (40 credit hours) Physical Therapist Assistant: PTA 1013; PTA 1023; PTA 1112; PTA 1151; PTA 1202; PTA 1213; PTA 1224; PTA 1312; PTA 2014; PTA 2021; PTA 2024; PTA 2134

General Education Courses: (18 credit hours) English: ENGL 1113; ENGL 1213 or 1233; History: HIST 1483 or HIST 1493; Psychology: PSY 1113; PSY 2403; Political Science: POLSC 1113

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

Support Courses: (13 credit hours) Biological Science: BIO 1314; BIO 1414; BIO 2102; Communication: COM 1123 or COM 2213 or Sociology: SOC 2143

All PTA and BIO courses require a minimum of a "C" grade. Additionally, PTA students must maintain a program GPA of 2.5 to remain in good standing.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.
Special Admissions Procedures: All Health Professions students are required to submit a nationwide background and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program. The application link is located in lower right corner on our web page www.occc.edu/health/pta.html

Students must achieve 70 percent or greater on College Math Placement IV, score of 77 in reading on the Accuplacer or score of 250 on Next. Gen Accuplacer and a 2.5 College GPA, in order to apply to the PTA program. Exam scores are accepted for 2 years after exam date. (Classic Accuplacer scores are no longer accepted after 2020 application.)

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. All major, general education and support courses must be completed prior to or concurrently with the final practicum.
BIO 1314 - Human Anatomy and Physiology I  
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement. 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 requires dissection is an integral and required part of the course.

BIO 1414 - Human Anatomy and Physiology II  
Prerequisites: BIO 1314 with a grade of “C” or higher  
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 requires dissection is an integral and required part of the course.

BIO 2102 - Clinical Anatomy  
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement, 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 dissected cadavers will be utilized to enrich the student’s understanding of these systems.

COM 1123 - Interpersonal Communications  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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 2213 - Intro to Public Speaking  
Prerequisites: ENGL 0106 or adequate placement score  
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.

ENGL 1113 - English Composition I  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.

ENGL 1213 - English Composition II  
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.  
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 1233 - Technical Writing for the Workplace  
Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score  
3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

HIST 1483 - U.S. History to 1877  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

POLSC 1113 - American Federal Government  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - General Psychology  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.
Prerequisites: 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.

PTA 1000 - Special Topics
Prerequisites: Satisfied through completion of the health profession application process
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
Prerequisites: BIO 1314; Corequisite: PTA 1023, PTA 1213, and BIO 1414
3 Credits  The student will describe the development and current status of physical therapy and the role of the PTA in the healthcare system. He/she will be introduced to medical ethics, legislation, and the American Physical Therapy Association and its components. Medical communication and documentation will be discussed and practiced. The student will learn and demonstrate basic 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
Prerequisites: BIO 1314; Corequisite: PTA 1013, PTA 1213, BIO 1414
3 Credits  The student will be introduced to basic concepts concerning human motion, bony landmarks, muscle location and function, and nerve innervations. The student will learn basic manual muscle testing to assess function and complete an in depth learning module on the use of the goniometer to assess joint motion. The class is divided into five units of instruction: terminology, skeletal and articular system, functional anatomy, goniometry, and manual muscle testing.

PTA 1112 - Pathology for Physical Rehabilitation
Prerequisites: PTA 1013, PTA 1023, PTA 1213; Corequisite: PTA 1224, PTA 2014, BIO 2102, PTA 1151
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 1151 - Clinical Prep I
Prerequisites: PTA 1013, PTA 1022, PTA 1213, BIO 1314, BIO 1414; Corequisites: PTA 1112, PTA 1224, PTA 2014, BIO 2102
1 Credit  The student will explore the characteristics of current physical therapy clinical practice. The student will accurately illustrate the role and responsibilities of the PTA in specific clinical settings represented by facilities appropriate for placement in PTA 1312 Initial Practicum. The student will describe/discuss pertinent regulatory and legislative policies which pertain to said facilities and will convey effective communication and teaching strategies with various patient populations/cultures by means of simulated cases. The student will participate in applying clinical and ethical decision making with a variety of patient scenarios. The student will practice progressing patient interventions based on the physical therapist's established goals and plan of care in simulated scenarios. This comprehensive course will require the student to demonstrate competency and provide adequate rationale for each psychomotor component of all prerequisite coursework including: tests and measures, interventions, and documentation, as well as, application (via demonstration, verbal and/or writing) of safe and effective communication, and clinical decision-making as evidenced by successful completion of a comprehensive skills evaluation prior to entering PTA 1312, Initial Practicum.

PTA 1202 - Development, Conditions and Treatment Across The Lifespan
Prerequisites: PTA 1312; Corequisites: PTA 2024, PTA 2113, PTA 2021
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 - PT Procedures I
Prerequisites: BIO 1314; Corequisite: PTA 1013, PTA 1023, BIO 1414
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. This course satisfies the computer proficiency requirement.

PTA 1224 - Therapeutic Exercise I
Prerequisites: PTA 1013, PTA 1023, PTA 1213; Corequisite PTA 2014, PTA 1112, BIO 2102, PTA 1151
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
Prerequisites: The student must have completed the following courses with a “C” or better and maintain a Program GPA of 2.5 to participate in the Initial Practicum: PTA 1013, PTA 1023, PTA 1112, PTA 1213, PTA 1224, PTA 2014; BIO 1314, BIO 1414, BIO 2102, PTA 1151 and successfully pass the comprehensive practical exam.
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
Prerequisites: None
Credit  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 - PT Procedures II
Prerequisites: PTA 1013, PTA 1023, PTA 1213, Corequisites: PTA 1112, PTA 1224; BIO 2102, PTA 1151
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 2021 - Clinical Prep II
Prerequisites: PTA 1312; Corequisites: PTA 1202, PTA 2024, PTA 2113
1 Credit The student will continue to explore and appreciate the complexities associated with contemporary physical therapy practice, as well as, the health care system. The student will accurately illustrate the role and responsibilities of the PTA in all physical therapy settings. The student will describe/discuss pertinent regulatory and legislative policies affecting access to and the delivery of physical therapy across all settings. During simulated opportunities, the student will portray effective communication, teaching, and documentation strategies with various patient populations/cultures and health care team members in any physical therapy setting. The student will investigate ethical, socioeconomic and resource challenges common to current physical therapy practice using a variety of patient scenarios. The student will practice participating in identifying and securing appropriate equipment requirements and advocating for patient/client needs to vendor/payors. This comprehensive course will require the student to demonstrate competency and provide adequate rationale for each psychomotor component of all prerequisite coursework including: tests and measures, interventions, and documentation, as well as, application (via demonstration, verbal and/or writing) of safe and effective communication and clinical decision-making for any patient/client as directed by the physical therapist of record and evidenced by successful completion of a comprehensive skill evaluation prior to entering PTA 2034, Practicum I.

PTA 2024 - Therapeutic Exercise II
Prerequisites: PTA 1312; Corequisite PTA 1202, PTA 2113, PTA 2021
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 & various debilitating conditions including ones resulting from trauma and/or amputation; to monitor the effectiveness of the exercise/functional activity and to identify the need to contact the therapist of record due to a change in the patient/client's status. 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
Prerequisites: The student must have completed the following courses with a “C” or better and a Program GPA of 2.5 to participate in the Practicum I: PTA 1312, PTA 1202, PTA 2024, PTA 2113, PTA 2021 and successfully pass the comprehensive practical exam.
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
Prerequisites: PTA 1312; Corequisite: PTA 1202, PTA 2024, PTA 2021
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 within the context of the physical therapy profession and health care delivery system. 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. This course satisfies the computer proficiency requirement.

PTA 2134 - Practicum II
Prerequisites: 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.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

SOC 2143 - Race and Ethnicity in the U.S.
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits This course examines sociological theories of contact between minority and majority groups in a multicultural society, including topics such as prejudice, discrimination, acculturation, and pluralism.
Physics

Associate in Science

Minimum of 61-62 credit hours

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 Sequence

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<th>Course Name</th>
<th>Credits</th>
<th>Type</th>
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<td>Life Skills</td>
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<td>SCL 1001</td>
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<td>Gen Ed</td>
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<td>CHEM 1115</td>
<td>English Composition I</td>
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<td>ENGL 1113</td>
<td>Humanities Elective</td>
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| Suggested Freshman 2nd Semester | Calculus and Analytic Geometry II   | 4       | Gen Ed |        |
| Suggested Sophomore 1st Semester | General Chemistry II               | 5       | Support |        |
| ENGL 1213                          | English Composition II            | 3       | Gen Ed |        |

| Suggested Sophomore 2nd Semester | Calculus and Analytic Geometry III  | 4       | Major  | B      |
| POLSC 1113                        | American Federal Government        | 3       | Gen Ed |        |
| BIO                                | Biological Science                 | 3-4     | Gen Ed |        |

| HIST 1483                          | U.S. History to 1877              | OR      | Gen Ed |        |
| HIST 1493                          | OR                                | 3       | Gen Ed |        |
| CS 1143                            | Beginning Programming             | OR      | Support|        |
| FA SUPPORT                        | Faculty Approved Support Electives | 3       | Support|        |
| SOC SC                            | Social Science Elective           | 3       | Gen Ed |        |
| HUM                               | Humanities Elective               | 3       | Gen Ed |        |
| GEN ED                            | Gen Ed Elective                   | 3       | Gen Ed |        |

Course Grouping

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 Biological Science; Humanities: Six credit hours; Social Science: Three credit hours; Mathematics: MATH 2104; MATH 2214; General Education Elective: 2-3
Life Skills Courses: (1 credit hour) Life Skills: SCL 1001
Support Courses: (8 credit hours) Chemistry: CHEM 1215; Computer Programming: CS 1143 or Faculty Approved Support Elective

Program Notes

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

BIO - Biological Science
3 Credits  Biological Science

CHEM 1115 - General Chemistry I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.
5 Credits  This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochemistry. Laboratory experience is an integral part of the course.

CHEM 1215 - General Chemistry II
Prerequisites: CHEM 1115 with a grade of "C" or better; MATH 1483 or MATH 1533 with a grade of "C" or better.
5 Credits  This course is a continuation of CHEM 1115 with emphasis on thermochemistry, intermolecular forces, properties of solutions, acid/base properties, kinetics, equilibrium, thermodynamics, electrometry, and organic chemistry. Laboratory is an integral part of the course.

CS 1143 - Beginning Programming
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits  In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

FA SUPPORT - Faculty Approved Support Electives
3 Credits  Faculty approved support electives

GEN ED - Gen Ed Elective
3 Credits  General Education elective

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective
3 Credits  Humanities elective

MATH 2104 - Calculus and Analytic Geometry I
Prerequisites: MATH 1533 and MATH 1613 or both MATH 0313 and High School Geometry III.
4 Credits  The student will use integration techniques to find antiderivatives, use integrals to solve problems from geometry and physics, use vectors to solve problems in higher dimensions, test infinite series for convergence, approximate functions by using series, solve elementary first-order differential equations, and analyze functions of three variables and their contour plots. This course satisfies the computer proficiency requirement.

MATH 2141 - Calculus and Analytic Geometry II
Prerequisites: MATH 2104 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. This course satisfies the computer proficiency requirement.

MATH 2214 - Calculus and Analytic Geometry III
Prerequisites: MATH 2104 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. This course satisfies the computer proficiency requirement.

PHYS 2014 - Engineering Physics I
Prerequisites: MATH 2104 (or at least 4 hours of calculus) within the last year or by evaluation. Prerequisite or Corequisite: MATH 2214
4 Credits  This is a physics course designed primarily for pre-engineering, chemistry and physics majors. Students will demonstrate their understanding of concepts in mechanics, heat and sound by (1) developing qualitative and quantitative descriptions of physical phenomena, and (2) predicting the results of physical occurrences based on physics theory and laboratory experiments. Quantitative descriptions and predictions will incorporate methods of calculus where appropriate.

PHYS 2114 - Engineering Physics II
Prerequisites: PHYS 2014 and MATH 2214 (or at least 8 hours of calculus) within the last year or by evaluation. Prerequisite or Corequisite: MATH 2214
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.

**POLSC 1113 - American Federal Government**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits   A study of the principles, structure, processes and functions of the United States federal government.

**SCL 1001 - Success in College and Life**

*Prerequisites: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit   Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**SOC SC - Social Science Elective**

3 Credits   Social Science elective
Political Science/Pre-Law

Associate in Arts

Minimum of 61 credit hours
The political science/pre-law degree at Oklahoma City Community College gives you the opportunity to explore the science of politics and law. The program represents a broad spectrum of teaching interests, approaches, and courses. We pride ourselves in our strengths in teaching, not only in the sub-fields of political science – American politics, public policy, law, public administration, comparative politics, and political theory. When you study political science/pre-law at Oklahoma City Community College, you will have the opportunity to enhance your writing, research, and critical analysis skills. You will also find your strengths in conveying information, while learning how to critically challenge values, beliefs, and opinions, and viewing the world through various perspectives. Our program is successful in preparing our majors for the rigors of studies and student life at the university level.

Course Sequence

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<td>Gen Ed</td>
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<td>HIST 1493</td>
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<td>COM 2213</td>
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<td>3</td>
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<td>MATH 2013</td>
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Course Grouping
Major Courses: (12 Credit Hours) Political Science: Twelve credit hours Political Science Electives
General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or 1493; COM 2213; Political Science: POLSC 1113; Science: Three to four credit hours of general education Biological Science; three to four credit hours general education Physical Science. One of the science courses must include a lab component.; Humanities: Six credit hours Humanities; Mathematics: MATH 1483 or MATH 1503 or MATH 2013; Geography: GEOG 2603; Economics: ECON 1013.
Life Skills Courses: (1 credit hour) Life Skills: SCL 1001
Support Courses: (11 Credit Hours) Elective: 11 credit hours Approved Electives (Approved electives are any courses in the following areas: Accounting, Banking and Finance, Business, Computer Science, Journalism and Broadcasting, Economics, History, Psychology, and Sociology.)

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

**COM 2213 - Intro to Public Speaking**
Prerequisites: ENGL 0106 or adequate placement score
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.

**ECON 1013 - Introduction to Economics**
Prerequisites: MATH 0203 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
3 Credits  This course is an introduction to the fundamental framework economists use to analyze problems. Students will explore the principles by which decisions are made by consumers, businesses and the government. Upon completion of this course will be able to relate the principles of economics to solve everyday problems. Topics covered include scarcity, choice and opportunity cost; demand, supply, market efficiency and structure; consumer utility theory, inflation, unemployment and the effects of government policy and intervention.

**ENGL 1113 - English Composition I**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
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.

**ENGL 1213 - English Composition II**
Prerequisites: ENGL 1113 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits  In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

**FA ELEC - Faculty Approved Elective**
3 Credits  Faculty approved elective

**GEOG 2603 - World Regional Geography**
Prerequisites: NONE
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.

**HIST 1483 - U.S. History to 1877**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits  After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**HIST 1493 - U.S. History 1877 to Present**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**HUM - Humanities Elective**
3 Credits  Humanities elective

**MATH 1503 - Contemporary Mathematics**
Prerequisites: MATH 0313 or adequate math placement. Pre or Co-requisite ENGL 1113 or ENGL 1103
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. This course satisfies the computer proficiency requirement.

**MATH 2013 - Introduction to Statistics**
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures.
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.

**PHYS - Any Physical Science**
3 Credits  Any Physical Science

**POL SCI - Political Science Elective**
3 Credits  Political Science elective

**POLSC 1113 - American Federal Government**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

**SCL 1001 - Success in College and Life**
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
Pre-Baccalaureate Nursing - Science with Biology Concentration Program

Associate in Science

Minimum of 61 credit hours

If you know you want to pursue a bachelor's degree in the field of science, you might consider enrolling in the pre-baccalaureate nursing – science with biology concentration program at Oklahoma City Community College. This curriculum will prepare you to transfer to a four-year college or university and pursue your education in nursing. A degree in nursing prepares you to work in clinical settings as well as education, private industry and public health settings.

Course Sequence

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<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
<th>Type</th>
<th>Min Gd</th>
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<td>PSY 2403</td>
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<td>SOC 1113</td>
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Course Grouping

Major Courses: (13 credit hours) Biology: BIO 1124; BIO 2234; Chemistry: CHEM 1115

General Education Courses: (38 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Biology: BIO 1023; BIO 2125; Humanities: Six credit hours*; Social Science: PSY 1113; PSY 2403 or SOC 1113*; Mathematics: MATH 1483 or MATH 2013; Computer Science: CS 1103

*Support Courses: (9 credit hours); 9 credit hours of support electives from the following: AHP 1013, ACCT 2113, BIO 1134, BIO 2114, BIO 2203, BIO 2215, BIO 2255, BIO 2404, CHEM 1215, CHEM 2114, CHEM 2111, COM 2213, CS 1103, MATH 1613, MATH 1743, PHYS 1114, PHYS 1214, PSY 2403, or any 5 credit hour GRMN, FREN, or SPAN course.

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

A minimum grade of "C" required for all prerequisites and general education courses at OUHSC; at UCO all BIO and CHEM courses require a minimum grade of "C".

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

Program Notes

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

**BIO 1023 - Introductory Nutrition**  
**Prerequisites:** ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0203 or adequate math placement.  
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.

**BIO 1124 - General Biology I (Majors)**  
**Prerequisites:** ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0313 or adequate math placement.  
4 Credits An introductory course required for all biological science majors and pre-health profession students. The fundamental principles of biology are described using a cellular approach. Students gain knowledge regarding the chemical basis of life, structural characteristics of cells to include a discussion of energetics, metabolism and genetics. Evolution and ecology are also discussed in order to provide an understanding of both the diversity of living organisms and the living world. Students recognize, discuss and correctly apply fundamental biological principles influencing their personal relationship with other life forms. A discussion of the scientific method, logical (deductive) reasoning, hypothesis testing and some common fallacies and misconceptions that cloud scientific explanations of the natural world are included. Laboratory work, an integral and required part of the course, will enhance the student’s understanding of fundamental biological concepts as well as scientific procedures, laboratory technical skills, dissection and statistical analysis.

**BIO 2125 - Microbiology**  
**Prerequisites:** MATH 0203 or adequate math placement. Any four credit hour college-level biology course and a college-level chemistry course.  
5 Credits Students are introduced to the biological requirements and activities of microorganisms which influence their roles as integral components of the ecosystem. Students demonstrate knowledge of basic principles of pathology, epidemiology and immunology in addition to performing basic laboratory techniques for isolating, characterizing and identifying common microorganisms.

**BIO 2234 - Human Physiology**  
**Prerequisites:** BIO 1124 and one college-level chemistry course.  
4 Credits Students discuss major systems of the human body, contrast functional and regulatory activities of each and identify factors influencing homeostasis. Through the use of models, the student will recognize the relative influences and interrelationships between circulation, digestion, metabolism, respiration, kidney function, muscle action, endocrine and nervous control, and reproduction of other systems and the organism as a whole. Laboratory work which requires dissection is an integral and required part of the course.

**BIO PB SUPP ELEC - Pre-Bacc (Biology) Support Electives**  
9 Credits 9 credit hours of support electives from the following: AHP 1013, ACCT 2113, BIO 1134, BIO 2114, BIO 2203, BIO 2215, BIO 2255, BIO 2404, CHEM 2114, CHEM 2111, CHEM 1215, COM 2213, CS 1103, MATH 1613, MATH 1743, PHYS 1114, PHYS 1214, PSY 2403, or any 5 credit hour GRMN, FREN, or SPAN course.

**CHEM 1115 - General Chemistry I**  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement.  
5 Credits This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochemistry. Laboratory experience is an integral part of the course.

**CS 1103 - Introduction to Computers and Applications**  
**Prerequisites:** MATH 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures  
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. Advanced Standing is available. This course satisfies the computer proficiency requirement.

**ENGL 1113 - English Composition I**  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.

**ENGL 1213 - English Composition II**  
**Prerequisites:** ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.  
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

**HIST 1483 - U.S. History to 1877**  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**HIST 1493 - U.S. History 1877 to Present**  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**HUM - Humanities Elective**  
3 Credits Humanities elective

**MATH 1483 - Functions and Modeling**  
**Prerequisites:** MATH 0313 or adequate math placement; ENGL 0203, adequate placement
score, or by meeting determined placement measures
3 Credits  The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

MATH 2013 - Introduction to Statistics
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - General Psychology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 2403 - Developmental Psychology
Prerequisites: 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.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
Pre-Dentistry - Science with Chemistry Concentration Program

Associate in Science

Minimum of 61-64 credit hours

Dentists diagnose their patients and treat their problems with teeth and tissues in the mouth, as well as give advice and care instructions to prevent future problems. Most dentists must train in a higher education setting for eight years. However, the oral health care career field includes other positions including dental hygienist, dental assistant and dental lab assistant. All offer job security, flexibility and the prestige of working in the healthcare industry as well as the personal satisfaction of helping others. Following the pre-dentistry degree plan at OCCC, a variation of the chemistry degree program, you will learn all the fundamentals for a career in this continuously growing health profession.

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Course Grouping

Major Courses: (15 credit hours) CHEM 1215 (C); CHEM 2114 (C); CHEM 2111* (C); CHEM 2124 (C); CHEM 2121* (C)

General Education Courses: (40 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Chemistry: CHEM 1115 (C); Physics: PHYS 1114; Biological Science: BIO 1124; Humanities: Six credit hours; Social Sciences: PSY 1113; Mathematics: 6 credit hours of MATH 1483 (C) or MATH 1613 or MATH 1743 or MATH 2013

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

Support Courses: (5-8 credit hours) Five to eight credit hours chosen from the following approved support courses: BIO 1134, BIO 2125, BIO 2215, BIO 2223, BIO 2255, CHEM 2990, COM 2213, CS 1143, CS 2163, CS 2363, ECON 2123, ECON 2143, ENGL 1233, ENGL 2143, any ENGR, MATH 1533 (C), MATH 2013, MATH 2123, MATH 2104, MATH 2214, MATH 2314, MATH 2413, PHYS 1214, PHYS 2014, PHYS 2114, or SOC 1113.

*Pending OSRHE approval

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

Program Notes

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

(C) Indicates a grade of "C" or higher must be achieved.
BIO 1124 - General Biology I (Majors)
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0313 or adequate math placement.
4 Credits An introductory course required for all biological science majors and pre-health profession students. The fundamental principles of biology are described using a cellular approach. Students gain knowledge regarding the chemical basis of life, structural characteristics of cells to include a discussion of energetics, metabolism and genetics. Evolution and ecology are also discussed in order to provide an understanding of both the diversity of living organisms and the living world. Students recognize, discuss and correctly apply fundamental biological principles influencing their personal relationship with other life forms. A discussion of the scientific method, logical (deductive) reasoning, hypothesis testing and some common fallacies and misconceptions that cloud scientific explanations of the natural world are included. Laboratory work, an integral and required part of the course, will enhance the student’s understanding of fundamental biological concepts as well as scientific procedures, laboratory technical skills, dissection and statistical analysis.

CHEM 2111 - Organic Chemistry I Laboratory
Prerequisites: Concurrent enrollment in CHEM 2114 or completion of CHEM 2114 with a "C" or better
1 Credit Designed to accompany Organic Chemistry I lecture, this lab course emphasizes techniques used for purifying and characterizing organic compounds, including infrared spectroscopy. Writing lab reports is an integral part of the course.

CHEM 2114 - Organic Chemistry I
Prerequisites: CHEM 1215 with a grade of "C" or better
4 Credits This course is the first of a two-semester sequence of organic chemistry for science and chemical engineering majors as well as students seeking to enter the fields of medicine, dentistry, pharmacy, and veterinary medicine. Students will master the fundamental concepts of structure, functional groups, and reactions of aliphatic compounds along with selected reaction mechanisms.

CHEM 2121 - Organic Chemistry II Laboratory
Prerequisites: CHEM 2111 with a "C" or better and either concurrent enrollment in CHEM 2124 or completion of CHEM 2124 with a "C" or better
1 Credit Designed to accompany Organic Chemistry II lecture, this lab course emphasizes organic synthesis and structure analysis methods such as proton NMR. Writing lab reports is an integral part of the course.

CHEM 2124 - Organic Chemistry II
Prerequisites: CHEM 2114 with a grade of "C" or better
4 Credits This course is the second of a two-semester sequence of organic chemistry for science and chemical engineering majors as well as students seeking to enter the fields of medicine, dentistry, pharmacy, and veterinary medicine. Students will master the concepts of structural theory, reactions, and reaction mechanisms of the principal functional groups of organic compounds which were not included in the first course.

ENGL 1103 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1102 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective
3 Credits Humanities elective

MATH 1483 - Functions and Modeling*
Oklahoma City Community College

Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

MATH 1613 - Trigonometry
Prerequisites: Pre or Corequisite: MATH 1483 or MATH 1533 or adequate math placement and ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will evaluate trigonometric functions and their inverses using both degree and radian measure; graph trigonometric functions and their transformations; identify properties of trigonometric functions; verify and apply trigonometric identities; solve trigonometric equations; solve problems involving right and oblique triangles, vectors, and indirect measurement; and identify and graph polar curves.

MATH 1743 - Calculus I for Business, Life Sciences, and Social Sciences
Prerequisites: MATH 1483 or adequate math placement
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 2013 - Introduction to Statistics
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

PHYS 1114 - College Physics I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 1483 or higher or APPM 1223, within the last two years or by evaluation. § Criteria for evaluation is in division office.
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.

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - General Psychology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
Pre-Education

Associate in Science

Minimum of 61 credit hours

An Associate Degree in Science in Pre-Education offers a degree path for students interested in teaching at the elementary grade-school level. This flexible degree plan option prepares students to transfer to a Professional Teacher Education program at a four-year college or university where the student can earn teaching certification in one of three areas: Early Childhood Education, Elementary Education, or Special Education. A career in public or private education can be both exciting and diverse. Elementary Teacher graduates will be helping their students discover the world.

Students interested in teaching at the high school level should talk with an advisor to see what degree program would better meet those requirements.

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

Course Sequence

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<tr>
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<th>Credits</th>
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Course Grouping

Major Courses: None

General Education Courses: (38-39 credits) ENGL 1113; ENGL 1213; POLSC 1113; HIST 1483 or HIST 1493; BIO 1114; PHYS 1014 or CHEM 1115; **PSY 1113 or SOC 1113; Humanities (6 credit hours); COM 2213; GEOG 2603; **MATH 1483 or MATH 1503 or MATH 2013

Support Courses: (6 Credits): +MATH 1483 or MATH 1503 or MATH 2013; ENGL 2123

Faculty Guided Electives: (15-16 Credits) Choose from the following list: MATH 2023; MATH 2213; GEOL 1064; PHYS 1104; CHEM 1115; ASTR 1114; +HIST 1483/1493; SPAN 1115; SPAN 1225; FREN 1115; FREN 1225; GRMN 1115; GRMN 1225

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

**Check with an advisor regarding physical science selection, social sciences selection, and math selection based on university student plans to transfer to.

+Must be different from the course used to fulfill the general education requirement.

Recommendations for Transferring to OU (Always check with an advisor.)

General Education (38-39 hours): ENGL 1113; ENGL 1213; POLSC 1113; HIST 1483 or HIST 1493; BIO 1114; PHYS 1014 or CHEM 1115; *PSY 1113 or SOC 1113; Humanities (6 credit hours); COM 2213; GEOG 2603; MATH 1483 or MATH 1503 or MATH 2013

Support Courses (6 hours): +MATH 1483 or MATH 1503 or MATH 2013 (Check with advisor on Math selection appropriate for OU); ENGL 2123.

Faculty Guided Electives (15-16 hours): MATH 2023; MATH 2213; GEOL 1064; PHYS 1104; CHEM 1115; ASTR 1114; +HIST 1483/1493; SPAN 1115; SPAN 1225; FREN 1115; FREN 1225; GRMN 1115; GRMN 1225

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

*Check OU program requirements with an advisor. Early Childhood = either SOC 1113 or PSY 1113; Elementary Ed = SOC 1113; Special Ed = PSY 1113

Recommend course selections for UCO (Always check with an advisor)
General Education (38-39 hours): ENGL 1113; ENGL 1213; POLSC 1113; HIST 1483 or HIST 1493; BIO 1114; PHYS 1014 or CHEM 1115; PSY 1113 or SOC 1113; Humanities (6 credit hours): COM 2213; GEOG 2603; MATH 1483 or MATH 2013
Support Courses (6 hours): +MATH 1483 or MATH 2013
(See advisor on Math selection appropriate for UCO)
; ENGL 2123
Faculty Guided Electives (15-16 hours): MATH 2023; MATH 2213; GEOL 1064; +HIST 1483/1493; *SPAN 1115; SPAN 1225; FREN 1115; FREN 1225; GRMN 1115
*(UCO) Recommended reverse transfer available if foreign language competency attained through HS or Competency Test. See faculty advisor for additional information.

Recommended course selections for USAO (Always check with an advisor)
General Education (38-39 hours): ENGL 1113; ENGL 1213; POLSC 1113; HIST 1483; BIO 1114; PHYS 1014 or CHEM 1115; PSY 1113 or SOC 1113; Humanities (6 credit hours): COM 2213; GEOG 2603; MATH 1483 or MATH 1503 or MATH 2013
Support Courses (6 hours): +MATH 1483 or MATH 1503 or MATH 2013
(See advisor on Math selection appropriate for USAO)
; ENGL 2123
Faculty Guided Electives (15-16 hours): MATH 2023; MATH 2213; GEOL 1064; PHYS 1114; CHEM 1115; ASTR 1514; +HIST 1483/1493; *SPAN 1115; SPAN 1225; FREN 1115; FREN 1225; GRMN 1115
*(USAO) Additional courses may be substituted for USAO if foreign language competency is attained through HS or Competency Test. See faculty advisor for additional information.

Program Notes
Notes: This program is designed for students planning to continue their education at a four-year college or university. See the front general section for information and requirements about University Parallel/Transfer Programs.
BIO 1114 - General Biology (Non Majors)
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement.
4 Credits An introductory lab-based course that is designed to provide non-biological science major with the necessary background needed to effectively understand scientific information. Students investigate the properties of life to include: organization, energy use, evolution, maintenance of homeostasis, reproduction, growth, and development. Ecological concepts are discussed which enables students to have a better understanding regarding the impact that humans have on the natural world. Laboratory work is an integral and required part of this course.

CHEM 1115 - General Chemistry I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.
5 Credits This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermocemetry. Laboratory experience is an integral part of the course.

COM 2213 - Intro to Public Speaking
Prerequisites: ENGL 0106 or adequate placement score.
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.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 2123 - Introduction to Literature
Prerequisites: Prerequisite or Corequisite: ENGL 1213
3 Credits This course is a study of literary forms and genres, including short story, poetry, drama, and novels. Students will be introduced to literary terminology, critical theories, and a diversity of authors and literary styles. Through various assignments, written and/or oral, students will demonstrate their ability to analyze, evaluate and interpret literary forms.

GEOG 2603 - World Regional Geography
Prerequisites: NONE
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.

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective
3 Credits Humanities elective

MATH 1483 - Functions and Modeling*
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

MATH 1503 - Contemporary Mathematics
Prerequisites: MATH 0313 or adequate placement; Pre or Co-requisite ENGL 1113 or ENGL 1103
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. This course satisfies the computer proficiency requirement.

MATH 1503 - Introduction to Statistics
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

PHYS 1014 - Physical Science
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 0203 or adequate math placement.
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.

**POLSC 1113 - American Federal Government**
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

**PREED ELEC - Pre-Education Electives**
15-16 Credits  Students should choose 15-16 hours from the faculty guided electives list:
- MATH 2023 Foundations of Geometry and Measurements (OU, UCO, USAO)
- MATH 2213 Mathematical Systems (OU, UCO, USAO)
- GEOL 1064 Earth Science (UCO, USAO)
- PHYS 1114 College Physics (USAO)
- CHEM 1115 (USAO)
- HIST 1483/1493 (UCO, USAO)
- SPAN 1115 (OU, UCO, USAO)
- SPAN 1225 (OU, UCO, USAO)
- FREN 1115 (OU, UCO, USAO)
- FREN 1225 (OU, UCO, USAO)
- GRMN 1115* (OU, UCO, USAO)
- GRMN 1225** (OU)

*Recommend Reverse Transfer of PTE-3023 if foreign language competency attained through HS or Competency Test. See faculty Advisor for additional information. ** Additional Courses may be substituted for USAO if foreign language competency is attained through HS or Competency Test. See faculty advisor.

**PSY 1113 - General Psychology**
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*
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.

**SCL 1001 - Success in College and Life**
*Prerequisites: ENGL 0106 or adequate reading/writing assessment scores*
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**SOC 1113 - Introduction to Sociology**
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*
3 Credits  The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, social stratification and social change.
Pre-Medicine - Science with Chemistry Concentration Program

Associate in Science

Minimum of 61-64 credit hours

If you want to be challenged every day, have an abundance of career opportunities and join a profession where you can truly have a chance to make a difference, the field of medicine could be a perfect choice for you. At Oklahoma City Community College, you can earn an associate degree in chemistry with a pre-medicine option. This will allow you to transfer to a four-year college or university so that you can complete any remaining prerequisites before you apply to a college of medicine. With a medical degree, you could eventually become a general practitioner, a specialist physician, a surgeon, a researcher or a teacher – just to name a few. And, beyond the immense satisfaction of making a positive difference in people’s lives, the rewards include financial stability, recognition among your peers and the ability to build lasting relationships with your patients.

Course Sequence

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Course Grouping

Major Courses: (15 credit hours) CHEM 1215 (C); CHEM 2114 (C); CHEM 2111* (C); CHEM 2124 (C); CHEM 2121* (C)

General Education Courses: (40 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Chemistry: CHEM 1115; Mathematics: 6 credit hours of MATH 1483 (C); MATH 1613; MATH 1743; MATH 2013

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

Support Courses: (5-8 credit hours) Five to eight credit hours chosen from the following approved support courses: BIO 1134, BIO 2125, BIO 2215, BIO 2203, BIO 2234, BIO 2255, CHEM 2990, COM 2213, CS 1143, CS 2163, CS 2363, ECON 2123, ECON 2143, ENGL 1233, ENGL 2143, ANY ENGR, MATH 1533 (C), MATH 2013, MATH 2123, MATH 2104, MATH 2214, MATH 2314, MATH 2413, PHYS 1214, PHYS 2014, or PHYS 2114.

*Pending OSRHE approval

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

Program Notes

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

(C) Indicates a grade of "C" or higher must be achieved.
**BIO 1124 - General Biology I ( Majors)**  
*Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0313 or adequate math placement.*  
4 Credits An introductory course required for all biological science majors and pre-health profession students. The fundamental principles of biology are described using a cellular approach. Students gain knowledge regarding the chemical basis of life, structural characteristics of cells to include a discussion of energetics, metabolism and genetics. Evolution and ecology are also discussed in order to provide an understanding of both the diversity of living organisms and the living world. Students recognize, discuss and correctly apply fundamental biological principles influencing their personal relationship with other life forms. A discussion of the scientific method, logical (deductive) reasoning, hypothesis testing and some common fallacies and misconceptions that cloud scientific explanations of the natural world are included. Laboratory work, an integral and required part of the course, will enhance the student’s understanding of fundamental biological concepts as well as scientific procedures, laboratory technical skills, dissection and statistical analysis.

**CH PM SUPP ELEC - Pre-Med Support Electives**  
5-8 Credits Five to eight credit hours chosen from the following approved support courses: BIO 1134, BIO 2125, BIO 2215, BIO 2203, BIO 2234, BIO 2255, CHEM 2990, COM 2213, CS 1143, CS 2163, CS 2363, ECON 2123, ECON 2143, ENGL 1213, ENGL 1233, ENGR 2113, MATH 2123, MATH 2314, MATH 2413, ECON 2143, ENGL 1233, ANY ENGR, MATH 2123, MATH 2314, MATH 2413, MATH 1533 (C), MATH 2104, MATH 2214, PHYS 1214, PHYS 2104, PHYS 2114, or ENGL 2143.

**CHEM 1115 - General Chemistry I**  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.*  
5 Credits This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochmistry. Laboratory experience is an integral part of the course.

**CHEM 1215 - General Chemistry II**  
*Prerequisites: CHEM 1115 with a grade of “C” or better; MATH 1483 or MATH 1533 with a grade of “C” or better.*  
5 Credits This course is a continuation of CHEM 1115 with emphasis on thermochemistry, intermolecular forces, properties of solutions, acid/base properties, kinetics, equilibrium, thermodynamics, electrochemistry, and organic chemistry. Laboratory is an integral part of the course.

**CHEM 2111 - Organic Chemistry I Laboratory**  
*Prerequisites: Concurrent enrollment in CHEM 2114 or completion of CHEM 2114 with a “C” or better.*  
1 Credit Designed to accompany Organic Chemistry I lecture, this lab course emphasizes techniques used for purifying and characterizing organic compounds, including infrared spectroscopy. Writing lab reports is an integral part of the course.

**CHEM 2114 - Organic Chemistry II Laboratory**  
*Prerequisites: CHEM 1215 with a grade of “C” or better.*  
4 Credits This course is the first of a two-semester sequence of organic chemistry for science and chemical engineering majors as well as students seeking to enter the fields of medicine, dentistry, pharmacy, and veterinary medicine. Students will master the fundamental concepts of structure, functional groups, and reactions of aliphatic compounds along with selected reaction mechanisms.

**CHEM 2121 - Organic Chemistry II Laboratory**  
*Prerequisites: CHEM 2111 with a “C” or better and either concurrent enrollment in CHEM 2124 or completion of CHEM 2124 with a “C” or better.*  
1 Credit Designed to accompany Organic Chemistry II lecture, this lab course emphasizes organic synthesis and structure analysis methods such as proton NMR. Writing lab reports is an integral part of the course.

**CHEM 2124 - Organic Chemistry II Laboratory**  
*Prerequisites: CHEM 2114 with a grade of “C” or better.*  
4 Credits This course is the second of a two-semester sequence of organic chemistry for science and chemical engineering majors as well as students seeking to enter the fields of medicine, dentistry, pharmacy, and veterinary medicine. Students will master the concepts of structural theory, reactions, and reaction mechanisms of the principal functional groups of organic compounds which were not included in the first course.

**ENGL 1113 - English Composition I**  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.*  
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.

**ENGL 1213 - English Composition II**  
*Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.*  
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

**HIST 1483 - U.S. History to 1877**  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.*  
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**HIST 1493 - U.S. History 1877 to Present**  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.*  
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**HUM - Humanities Elective**  
3 Credits Humanities elective

**MATH 1483 - Functions and Modeling**
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. "Pending OSRHE approval

MATH 1613 - Trigonometry
Prerequisites: Pre or Corequisite: MATH 1483 or MATH 1533 or adequate math placement and ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will evaluate trigonometric functions and their inverses using both degree and radian measure; graph trigonometric functions and their transformations; identify properties of trigonometric functions; verify and apply trigonometric identities; solve trigonometric equations; solve problems involving right and oblique triangles, vectors, and indirect measurement; and identify and graph polar curves.

MATH 1743 - Calculus I for Business, Life Sciences, and Social Sciences
Prerequisites: MATH 1483 or adequate math placement
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 2013 - Introduction to Statistics
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

PHYS 1114 - College Physics I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 1483 or higher or APPM 1223, within the last two years or by evaluation. § Criteria for evaluation is in division office.
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.

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - General Psychology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

SOC 1113 - Introduction to Sociology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, social stratification and social change.
Pre-Pharmacy - Science with Chemistry Concentration Program

Associate in Science

Minimum of 61-64 credit hours

As a pharmacist, it will be your job not only to dispense drugs prescribed by doctors to your customers, but also to advise doctors on dosages and the effects of medication. Today, pharmacists are also becoming more involved in counseling patients and planning drug therapy programs. The pharmaceutical business is booming, with researchers discovering new drugs for a variety of ailments every day. At Oklahoma City Community College, you can earn an associate degree in chemistry with a pre-pharmacy option. Then, you'll be ready to transfer to a four-year college or university to complete any additional prerequisites before applying to a college of pharmacy.

Course Sequence

<table>
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<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
<th>Type</th>
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<td>Organic Chemistry I Laboratory</td>
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<td>Gen Ed</td>
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Course Grouping

Major Courses: (15 credit hours) CHEM 1215 (C); CHEM 2114 (C); CHEM 2111* (C); CHEM 2124 (C); CHEM 2121* (C)

General Education Courses: (40 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Chemistry: CHEM 1115 (C); Physics: PHYS 1114; Biological Science: BIO 1124; Humanities: Six credit hours; Social Sciences: PSY 1113; Mathematics: MATH 1483 (C); MATH 1743

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

Support Courses: (5-8 credit hours) Five to eight credit hours chosen from the following approved support courses: BIO 1134, BIO 2125**, BIO 2203, BIO 2215, BIO 2234, BIO 2255, CHEM 2990, COM 2213, CS 1143, CS 2163, CS 2363, ECON 2123, ECON 2143, ENGL 1233, ENGL 2143, Any ENGR, MATH 1533 (C), MATH 1613, MATH 2013, MATH 2123, MATH 2104, MATH 2214, MATH 2314, MATH 2413, PHYS 1214, PHYS 2114, or SOC 1113.

*Pending OSRHE approval
(C) Indicates a grade of "C" or higher must be achieved.

Program Notes

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

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

** BIO 2125- Microbiology is a prerequisite for admission to the College of Pharmacy at the University of Oklahoma Health Science Center.
Degree Program Course Descriptions

BIO 1124 - General Biology I (Majors)
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0313 or adequate math placement.
4 Credits An introductory course required for all biological science majors and pre-health profession students. The fundamental principles of biology are described using a cellular approach. Students gain knowledge regarding the chemical basis of life, structural characteristics of cells to include a discussion of energetics, metabolism and genetics. Evolution and ecology are also discussed in order to provide an understanding of both the diversity of living organisms and the living world. Students recognize, discuss and correctly apply fundamental biological principles influencing their personal relationship with other life forms. A discussion of the scientific method, logical (deductive) reasoning, hypothesis testing and some common fallacies and misconceptions that cloud scientific explanations of the natural world are included. Laboratory work, an integral and required part of the course, will enhance the student’s understanding of fundamental biological concepts as well as scientific procedures, laboratory technical skills, dissection and statistical analysis.

CH PP SUPP ELEC - Pre-Pharmacy Support Electives
5-8 Credits Five to eight credit hours chosen from the following approved support courses:
BIO 1134, BIO 2125, BIO 2203, BIO 2215, BIO 2234, BIO 2255, CHEM 1115, COM 2213, CS 1143, CS 2163, CS 2363, ECON 2123, ECON 2143, ENGL 1233, Any ENGR, MATH 1533 (C), MATH 1613, MATH 2133, MATH 2134, MATH 2134, MATH 2213, MATH 2214, MATH 2214, MATH 2214, MATH 2413, PHYS 1214, PHYS 2014, PHYS 2114, SOC 1113, or ENGL 2143.

CHEM 1115 - General Chemistry I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.
5 Credits This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochemistry. Laboratory experience is an integral part of the course.

CHEM 1215 - General Chemistry II
Prerequisites: CHEM 1115 with a grade of "C" or better; MATH 1483 or MATH 1533 with a grade of "C" or better.
5 Credits This course is a continuation of CHEM 1115 with emphasis on thermochemistry, intermolecular forces, properties of solutions, acid/base properties, kinetics, equilibrium, thermodynamics, electrochemistry, and organic chemistry. Laboratory is an integral part of the course.

CHEM 2111 - Organic Chemistry I Laboratory
Prerequisites: Concurrent enrollment in CHEM 2114 or completion of CHEM 2114 with a "C" or better
1 Credit Designed to accompany Organic Chemistry I lecture, this lab course emphasizes techniques used for purifying and characterizing organic compounds, including infrared spectroscopy. Writing lab reports is an integral part of the course.

CHEM 2114 - Organic Chemistry I
Prerequisites: CHEM 2115 with a grade of "C" or better.
4 Credits This course is the first of a two-semester sequence of organic chemistry for science and chemical engineering majors as well as students seeking to enter the fields of medicine, dentistry, pharmacy, and veterinary medicine. Students will master the fundamental concepts of structure, functional groups, and reactions of aliphatic compounds along with selected reaction mechanisms.

CHEM 2121 - Organic Chemistry II Laboratory
Prerequisites: CHEM 2111 with a "C" or better and either concurrent enrollment in CHEM 2124 or completion of CHEM 2124 with a "C" or better
1 Credit Designed to accompany Organic Chemistry II lecture, this lab course emphasizes organic synthesis and structure analysis methods such as proton NMR. Writing lab reports is an integral part of the course.

CHEM 2124 - Organic Chemistry II
Prerequisites: CHEM 2114 with a grade of "C" or better.
4 Credits This course is the second of a two-semester sequence of organic chemistry for science and chemical engineering majors as well as students seeking to enter the fields of medicine, dentistry, pharmacy, and veterinary medicine. Students will master the concepts of structural theory, reactions, and reaction mechanisms of the principal functional groups of organic compounds which were not included in the first course.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective
3 Credits Humanities elective

MATH 1483 - Functions and Modeling*
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

MATH 1743 - Calculus I for Business, Life Sciences, and Social Sciences
Prerequisites: MATH 1483 or adequate math placement
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.

PHYS 1114 - College Physics I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 1483 or higher or APPM 1223, within the last two years or by evaluation. § Criteria for evaluation is in division office.
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.

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - General Psychology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
Psychology

Associate in Arts

Minimum of 61 credit hours

Psychology is a field that studies the human mind and behavior to better understand and explain interaction of thoughts, emotions and behaviors. In the study of psychology, students at Oklahoma City Community College learn how the human brain organizes and interprets information and how that interpretation affects a person’s perceptions and interactions with others. Students working toward an associate degree in arts in psychology also learn more about the complexities of the learning process, motivation and effects of stress on health in addition to understanding psychological disorders and treatments.

Course Sequence

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<tr>
<th>Course ID</th>
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<th>Credits</th>
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| Suggested Freshman 1st Semester
SCL 1001  | Success in College and Life                | 1       | Life Skills|        |
| PSY 1113  | General Psychology                         | 3       | Major      |        |
| ENGL 1113 | English Composition I                      | 3       | Gen Ed     |        |
| HIST 1483 | U.S. History to 1877                       | 3-4     | Gen Ed     |        |
| HIST 1493 | U.S. History 1877 to Present               |         | Gen Ed     |        |
| BIO       | Biological Science                         | OR      | Gen Ed     |        |
| MATH 1483 | Functions and Modeling*                    | OR      | Gen Ed     |        |
| MATH 1503 | Contemporary Mathematics                   | OR      | Gen Ed     |        |
| MATH 2013 | Introduction to Statistics                 | 3       | Gen Ed     |        |
| Suggested Freshman 2nd Semester
PSY 2403  | Developmental Psychology                   | 3       | Major      |        |
| ENGL 1213 | English Composition II                     | 3       | Gen Ed     |        |
| POLSC 1113| American Federal Government                | 3       | Gen Ed     |        |
| PHYS      | Any Physical Science                       | 3-4     | Gen Ed     |        |
| GEN ED    | Gen Ed Elective                            | 3       | Gen Ed     |        |
| Suggested Sophomore 1st Semester
PSYCH     | Psychology Elective                        | 6       | Major      |        |
| SOC 1113  | Introduction to Sociology                  | 3       | Gen Ed     |        |
| HUM       | Humanities Elective                         | 3       | Gen Ed     |        |
| SUPP ELEC | Support Elective                           | 3       | Support    |        |
| Suggested Sophomore 2nd Semester
PSYCH     | Psychology Elective                        | 3       | Major      |        |
| HUM       | Humanities Elective                         | 3       | Gen Ed     |        |
| SUPP ELEC | Support Elective                           | 5       | Support    |        |
| SOC SC    | Social Science Elective                     | 3       | Gen Ed     |        |

Course Grouping

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 1483 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.

Program Notes

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

At least one science course must have a lab component.
Degree Program Course Descriptions

BIO - Biological Science  
3 Credits  Biological Science

ENGL 1113 - English Composition I  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.

ENGL 1213 - English Composition II  
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.  
3 Credits  In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

GEN ED - Gen Ed Elective  
3 Credits  General Education elective

HIST 1483 - U.S. History to 1877  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective  
3 Credits  Humanities elective

MATH 1483 - Functions and Modeling*  
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

MATH 1503 - Contemporary Mathematics  
Prerequisites: MATH 0313 or adequate math placement. Pre or Co-requisite ENGL 1113 or ENGL 1103  
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. This course satisfies the computer proficiency requirement.

PHYS - Any Physical Science  
3 Credits  Any Physical Science

POLSC 1113 - American Federal Government  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - General Psychology  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.

PSYCH - Psychology Elective  
3 Credits  Psychology elective

SCL 1001 - Success in College and Life  
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores  
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

SOC 1113 - Introduction to Sociology  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, social stratification and social change.

SOC SC - Social Science Elective  
3 Credits  Social Science elective

SUPP ELEC - Support Elective  
3 Credits  Support elective
Public Relations - Journalism and Broadcasting/Public Relations Emphasis

Associate in Arts

Minimum of 61 credit hours

Public relations students learn about the management of information techniques used to establish and maintain a positive public image for an individual, product or company. Students learn broadcasting production, specifically radio, television and multimedia techniques, writing and speaking skills and strategies, and the advertising and marketing appeals utilized in public relations campaigns. Associate degrees in Journalism and Broadcasting prepare students to transfer to a four-year college or university. After graduating, students may find career opportunities in teaching, broadcasting or advertising, or as a consultant or a public relations practitioner. Areas of emphasis are also available in broadcasting and journalism.

Course Sequence

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<td>Life Skills</td>
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<td>OR</td>
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<td>JB 1103</td>
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<td>ECON 2123</td>
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<td>OR*</td>
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<td>OR*</td>
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<td>ECON 1013</td>
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<td>JB 1133</td>
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<td>COM 2213</td>
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<td>OR</td>
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<td>DMD</td>
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<td>BIO</td>
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<td>JB 2643</td>
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<td>HUM</td>
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<td>J&amp;B Public Relations Electives</td>
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Course Grouping

Major Courses: (12 Credit Hours) Journalism and Broadcasting: JB 1103; JB 1133; JB 2413; JB 2643

General Education Courses: (40 Credit Hours) English: ENGL 1113; ENGL 1213; Communications: COM 1123; COM 2213; Economics: ECON 2123; ECON 2143* or ECON 1013; History: HIST 1483 or HIST 1493; Mathematics: MATH 1483 or MATH 1503 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 of general education Physical Science; **One of the science courses must include a lab component.

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

Support Courses: (8 Credit Hours) 3 credit hours of any DMD course; Support Electives: 5 credit hours of any course or courses of the student's choosing - a modern language is recommended.

*Requires Prerequisite ECON 2123

Program Notes

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

COM 1123 - Interpersonal Communications
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 2213 - Intro to Public Speaking
Prerequisites: ENGL 0106 or adequate placement score
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.

DMD - Digital Media Design
3 Credits  Select any DMD course

ECON 1013 - Introduction to Economics
Prerequisites: MATH 0203 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures
3 Credits  This course is an introduction to the fundamental framework economists use to analyze problems. Students will explore the principles by which decisions are made by consumers, businesses and the government. Upon completion of this course will be able to relate the principles of economics to solve everyday problems. Topics covered include scarcity, choice and opportunity cost; demand, supply, market efficiency and structure; consumer utility theory, inflation, unemployment and the effects of government policy and intervention.

ECON 2123 - Principles of Microeconomics
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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 2143 - Principles of Macroeconomics
Prerequisites: ECON 2123 or by evaluation
3 Credits  This course is a continuation of the Principles of Economics involving the production, consumption and distribution of wealth in a market economy, with major emphasis macroeconomics theory, particularly the general price level, output and income, and interrelations among sectors of the economy, determinants of aggregate demand and aggregate supply, as well as monetary and fiscal policy tools that can be used to achieve particular policy objectives. The basics of international finance will be reviewed.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits  In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective
3 Credits  Humanities elective

JB 1103 - Audio Production
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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. This course satisfies the computer proficiency requirement.

JB 2413 - Principles of Public Relations
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will use video production techniques to produce, edit and direct program materials of broadcast quality. Extensive laboratory work is required.

JB PR ELEC - J&B Public Relations Electives
5 Credits  Elective (any course or courses of the student's choosing --a modern language is recommended)

MATH 1483 - Functions and Modeling*
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

MATH 1503 - Contemporary Mathematics
Prerequisites: MATH 0313 or adequate math placement, Pre or Co-requisite ENGL 1113 or ENGL 1103
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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

PHYS - Any Physical Science
3 Credits  Any Physical Science

PSY 1113 - General Psychology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

SOC 1113 - Introduction to Sociology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, social stratification and social change.
Respiratory Care Therapist++
Associate in Applied Science

Minimum of 68 credit hours

Studying to become a Respiratory Care Therapist gives you the opportunity to work under the supervision of a physician to deliver direct patient care in hospitals, nursing homes, skilled nursing facilities, laboratories, doctors’ offices and homes. An associate degree in the Respiratory Care Therapist program will lead you directly into the job market. This program is offered through a contractual arrangement between Oklahoma City Community College and Francis Tuttle Technology Center. You must first apply for admission to the program through Francis Tuttle Technology Center. After graduation, you will need to apply for state licensure in Oklahoma as a Registered Respiratory Care Therapist through the State Board of Medical Examiners.

Course Sequence

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<td>RC 1343</td>
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<td>Basic Respiratory Therapy Procedures</td>
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<td>RC 2222</td>
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Course Grouping

Major Courses: (32 credit hours) RC 1132, RC 2114, RC 2124, RC 2222, RC 2314, RC 2322, RC 2352, RC 2364, RC 2524, RC 2534

General Education Courses: (21 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; Psychology: PSY 2233; History: HIST 1483 or HIST 1493; SOC 2143; CHEM 1103

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

Support Courses: (14 credit hours) Biological Sciences: BIO 1314, BIO 1414; Mathematics: MATH 1483 or MATH 1503; Respiratory Care: RC 1343

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

Program Notes

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

++Special admission procedures required.
### BIO 1314 - Human Anatomy and Physiology I
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement. 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 requires dissection is an integral and required part of the course.

### CHEM 1103 - Chemistry Around Us
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement.
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.

### ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

### HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

### MATH 1483 - Functions and Modeling*
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

### MATH 1503 - Contemporary Mathematics
Prerequisites: ENGL 0313 or adequate math placement. Pre or Co-requisite ENGL 1113 or ENGL 1103
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. This course satisfies the computer proficiency requirement.

### OSRHE1 - Osrhe Approved General Education Communications Or English Course
3 Credits OSRHE approved General Education Communications or English course

### POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits A study of the principles, structure, processes and functions of the United States federal government.

### RC 1132 - Introduction to Respiratory Care
Prerequisites: ENGL 0106 or adequate placement score
2 Credits This is a course designed as an introduction to the occupation of respiratory care. The course focus is the profession of respiratory care and the operation of respiratory care departments. The course includes the operation of respiratory care departments, staff positions and their responsibilities, regulations and policy that affect the practice of respiratory care. Professional communication, patient education and safe behavior in the healthcare environment are also included in this course.

### RC 1343 - Cardiopulmonary Anatomy and Physiology
Prerequisites: Read/Write competency satisfied by prerequisite course. Prerequisite: BIO 1314, BIO 1414
3 Credits This course is an in-depth study of the structure and function of the respiratory and cardiac systems intended for individuals interested in a career in Respiratory Care. It will include study of the processes involved in the transport of oxygen and carbon dioxide between the lung and tissue to include ventilation, diffusion and gas transport. Students will learn about clinical assessment tests and calculations utilized to assess lung and cardiac function, including normal values and interpretation of abnormal results. This
course is a foundation for learning how to assess normal function and efficiency of the cardiopulmonary systems as well as the understanding of disease processes.

**RC 2114 - Basic Respiratory Therapy Procedures**

Prerequisites: Read/Write competency satisfied by prerequisite course. Prerequisite: RC 1133; or MATH 1503

4 Credits This course is designed for the beginning Respiratory Care Practitioner student. The course focus will be the theory and performance of basic respiratory care therapeutics. Included in this course are laboratory demonstrations and practice to prepare the student to be proficient in application of theory, performance of basic respiratory care skills and troubleshooting. The student will be required to satisfactorily perform skill evaluations in a laboratory setting. The skills and theory covered include: basic physical assessment with vital signs, bulk oxygen systems, cylinders, regulators, flow-meters, blenders, compressors, concentrators, breathing techniques, sustained maximal inspiration, oxygen therapy, oxygen therapy equipment and analysis, postural drainage, percussive therapies, positive expiratory therapies, basic pharmacology, blood gas sampling and analysis, aerosol medication therapies, electrocardiograms and manual resuscitators.

**RC 2124 - Critical Care Respiratory Therapy**

Prerequisites: Read/Write competency satisfied by prerequisite course. Prerequisite: RC 2314 Advanced Respiratory Therapy Procedures

4 Credits This course prepares the student for management of the Critical Care Pulmonary Patient. Emphasis is placed on developing patient care plans for overall management of the critically ill patient, application of advanced ventilation modes, techniques for liberation from the ventilator, interpretation of ventilator waveforms, hemodynamic monitoring methods and management, evaluation of fluid balance and electrolytes. The student will demonstrate proficiency in treating respiratory emergencies, and practice a variety of advanced patient assessments including modification of treatment plans and/or assisting the physician. Students will demonstrate proficiency with laboratory skills and clinical patient scenario simulation.

**RC 2222 - Respiratory Therapy Pathology and Pharmacology**

Prerequisites: Read/Write competency satisfied by prerequisite course. Prerequisite: RC 1342 Cardiopulmonary Anatomy and Physiology

2 Credits This course is a study of diseases common to patients requiring respiratory therapy and/or intensive care. Study of each disease will include: epidemiology, etiology, pathophysiology, signs and symptoms, diagnosis, treatment and prognosis. In conjunction with the study of diseases will be the study of pharmacologic agents typically administered by respiratory therapists as well as medications that are critically important to the overall patient care plan. Study of pharmacological agents will include basic principles of pharmacology and drug administration safety along with specific information about the most important and commonly used respiratory related drugs. Upon completion of this course the student will be able to identify a disease process from key patient information and formulate an appropriate treatment plan including pharmacological agents.

**RC 2314 - Advanced Respiratory Therapy Procedures**

Prerequisites: Read/Write competency satisfied by prerequisite course. Prerequisite: RC 2114 Basic Respiratory Therapy Procedures

4 Credits This course is designed for the Respiratory Care Practitioner student that has successfully completed the Basic Respiratory Therapy Procedures course. The course focus will be the theory and performance of advanced respiratory care therapeutics to prepare the student for initial adult critical care practice. The student will be required to satisfactorily perform skill evaluations and troubleshooting in a laboratory setting. The skills and theory covered include: blood gas evaluation, positive airway pressure therapies, airway management techniques, oral and nasal airways, intubation, extubation, suctioning, tracheostomy care, tracheal tube management, specialty emergency airways, basic ventilator function and application, bi-level positive airway pressure and non-invasive positive airway pressure therapies, initiation of continuous ventilator life support devices, continuous ventilator patient management techniques and weaning from life support devices.

**RC 2322 - Diagnostics and Outpatient Services**

Prerequisites: Read/Write competency satisfied by prerequisite course. Prerequisite: RC 1342 Cardiopulmonary Anatomy and Physiology

2 Credits The course focus is cardiovascular and pulmonary diagnostic testing, homecare, discharge planning and pulmonary rehabilitation. Included in the course are laboratory demonstrations and practice as it relates to pulmonary functions testing, assisting with bronchoscopy and oxygen therapy in the home setting. The student will be required to satisfactorily perform skill evaluations in the laboratory setting for pulmonary function testing, in addition, theory covered in the course includes: diagnostic testing for the cardiac patient, diagnostic testing for sleep apnea, electroencephalogram (EEG), exercise testing, pulmonary rehabilitation, homecare and discharge planning.

**RC 2352 - Pediatric and Neonatal Respiratory Care**

Prerequisites: Read/Write competency satisfied by prerequisite course. Prerequisite: RC 2114 Basic Respiratory Therapy Procedures

2 Credits This course is designed to discuss the various aspects of respiratory care which are unique to the neonatal and pediatric patient. This includes development of the fetus, evaluation and stabilization of high-risk newborns, pediatric respiratory therapeutics, advanced life support, the study of pediatric diseases with cardiopulmonary implications and appropriate therapeutic interventions. Mechanical ventilation of the newborn, specialty gas administration, high frequency ventilation, and extracorporeal membrane oxygenation (ECMO) are also covered. Students will complete the Neonatal Resuscitation Program and participate in laboratory practice and evaluations utilizing human patient simulators.

**RC 2364 - Clinical Application of Respiratory Therapeutics I**

Prerequisites: Read/Write competency satisfied by prerequisite course. Prerequisite: RC 1133; admission to program; Co-requisite: RC 2114

4 Credits This course is designed for the beginning Respiratory Care Practitioner student. The course focus is clinical observation, assistance and performance of Respiratory Therapeutics which were taught in the Basic Respiratory Therapy Procedures and Advanced Respiratory Therapy Procedures courses and Labs. The student will demonstrate clinical proficiency of the following respiratory therapeutics: physical assessment, oxygen therapy, aerosol medication administration, chest physiotherapy techniques, isolation techniques, tracheal suctioning, tracheal airway care, arterial blood gas sampling, positive pressure therapies, pulse oximetry, noninvasive ventilation techniques, basic life support systems, and continuous ventilation of the adult patient. The student will be supervised in the affiliate Respiratory Care Departments by the adjunct faculty and program faculty.

**RC 2524 - Respiratory Care Advanced Practice**
Prerequisites: Read/ Writing competency satisfied by prerequisite course. RC 2314
Advanced Respiratory Therapy Care Procedures
4 Credits This is the final respiratory theory class for respiratory care students approaching graduation. It is intended to allow practice and demonstration of integration of acquired skills and knowledge at the advanced practitioner level. Students will utilize current standards of evidence based medicine to manage patients in complex patient care scenarios. This will reinforce the skills of appropriate, thorough patient assessment followed by the use of protocols to formulate an effective patient care plan and analyze patient response. Students will also participate in a structured self-assessment and review plan in preparation for their credentialing examinations. This will include theory review, quizzes and multiple practice examinations.

RC 2534 - Clinical Application of Respiratory Therapeutics II
Prerequisites: Read/ Writing competency satisfied by prerequisite course. Prerequisite: RC 2364 Clinical Application of Respiratory Therapeutics I
4 Credits This course is designed for the Respiratory Care Practitioner student. The course focus is clinical observation, assistance and performance of Respiratory Therapeutics which were taught in Diagnostics & Out-Patient Services, Pediatric & Neonatal Respiratory Care, and the Critical Care Respiratory Therapy courses and Labs. The student will demonstrate clinical proficiency of the following respiratory therapeutics: physical assessment, simple spirometry, oxygen therapy, aerosol medication administration, tracheal suctioning, tracheal airway care, tracheal extubation, blood gas sampling, ventilatory assessment, noninvasive ventilation techniques, ventilation of the ped-neonate patient and continuous ventilation of the adult patient. The student will be supervised in the affiliate Respiratory Care Departments by the adjunct faculty and program faculty.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

SOC 2143 - Race and Ethnicity in the U.S.
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits This course examines sociological theories of contact between minority and majority groups in a multicultural society, including topics such as prejudice, discrimination, acculturation, and pluralism.
Sociology (AA)

Associate in Arts

Minimum of 62 credit hours

Sociology is the study of society, culture, social change, and the social causes and consequences of human behavior. Sociologists examine institutions including the family, economy, education, religion, politics, health, and the media. They explore divisions by gender, race, and class, and social problems such as crime and poverty. A degree in sociology prepares students to continue their education at a four-year college or university and pursue a wide range of careers in research, education, program development, and social services.

Course Sequence

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Suggested Freshman 2nd Semester

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Course Grouping

Major Courses: (15 credit hours) Sociology: SOC 1113; SOC 2023. Nine credit hours of Sociology electives, (i.e. any other SOC category courses) General Education Courses: (37 credit hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1483 or MATH 1503 or MATH 2013; Psychology: PSY 1113; Sciences: Three or four credit hours of general education biological sciences; three or four credit hours of general education 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, CS, ENGL, ECON, HIST, HUM, PHIL, POLSC, PSY, SOC, and any foreign language or credited sign language course. Additional courses may be substituted with approval of advisor.

Program Notes

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

At least one science course must have a laboratory component.
Degree Program Course Descriptions

**BIO - Biological Science**
3 Credits  Biological Science

**ENGL 1113 - English Composition I**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

**ENGL 1213 - English Composition II**
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits  In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

**GEN ED - Gen Ed Elective**
3 Credits  General Education elective

**HIST 1483 - U.S. History to 1877**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**HUM - Humanities Elective**
3 Credits  Humanities elective

**MATH 1483 - Functions and Modeling**
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

**MATH 1503 - Contemporary Mathematics**
Prerequisites: MATH 0313 or adequate math placement, Pre or Co-requisite ENGL 1113 or ENGL 1103
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. This course satisfies the computer proficiency requirement.

**MATH 2013 - Introduction to Statistics**
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

**PHYS - Any Physical Science**
3 Credits  Any Physical Science

**POLSC 1113 - American Federal Government**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

**PSY 1113 - General Psychology**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

**SCL 1001 - Success in College and Life**
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**SOC - Sociology Elective**
3 Credits  Sociology elective

**SOC 1113 - Introduction to Sociology**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, social stratification and social change.

**SOC 2023 - Social Problems**
Prerequisites: 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.

**SUPP - Guided Support Elective**
3 Credits  Guided Support elective
Spanish - Modern Languages: Spanish Emphasis (AA)

Associate in Arts

Minimum of 61 credit hours

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 an 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.

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Course Grouping

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 of general education Biological Science; three to four credit hours of general education Physical Science; *One of the science courses must include a lab component; Literature: Any ENGL course 2123 or higher; Mathematics: MATH 1483 or MATH 1503 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.

Program Notes

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

BIO - Biological Science
3 Credits  Biological Science

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits  In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 2123 - Introduction to Literature
Prerequisites: Prerequisite or Corequisite: ENGL 1213
3 Credits  This course is a study of literary forms and genres, including short story, poetry, drama, and novels. Students will be introduced to literary terminology, critical theories, and a diversity of authors and literary styles. Through various assignments, written and/or oral, students will demonstrate their ability to analyze, evaluate and interpret literary forms.

GEN ED - Gen Ed Elective
3 Credits  General Education elective

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective
3 Credits  Humanities elective

MATH 1483 - Functions and Modeling*
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

MATH 1503 - Contemporary Mathematics
Prerequisites: MATH 0313 or adequate math placement. Pre or Co-requisite ENGL 1113 or ENGL 1103
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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

PHYS - Any Physical Science
3 Credits  Any Physical Science

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is required course in degree plans to satisfy the Life Skills requirement.

SPAN 1115 - Elementary Spanish I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

SPAN 1225 - Elementary Spanish II
Prerequisites: SPAN 1115 or by evaluation.
§ Criteria for evaluation is in division office.
5 Credits  A continuation of SPAN 1115. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing Spanish. The student will continue to explore significant aspects of Spanish and Latin American culture. Satisfactory completion of this course confirms that a student has demonstrated competency in a foreign language at the novice-high level according to the ACTFL scale.

SPAN 2113 - Intermediate Spanish I
Prerequisites: SPAN 1225 or by evaluation.
§ Criteria for evaluation is in division office.
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
Prerequisites: SPAN 2113 or by evaluation. §
Criteria for evaluation is in division office.
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.

SUPP - Guided Support Elective
3 Credits  Guided Support elective
Spanish - Modern Languages: Spanish Emphasis (Certificate: Conversational)

Certificate of Mastery: Conversational Track

Minimum of 21 credit hours*

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.

*NOTE: More information about the Certificate in Spanish and the pending OSRHE proposal for this program can be obtained by contacting the Division of Arts, English, and Humanities at 405-682-1611, ext. 7558.

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<tr>
<td>SPAN 2060</td>
<td>International Study II</td>
<td>Variable 3-6*</td>
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<td>SPAN 2225</td>
<td>Elementary Spanish II</td>
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Course Grouping

Major Courses: (21 credit hours) SPAN 1010 (C), 1120 (C), 1225 (C), 2010 (C) or 2113 (C), 2050 (C), 2223 (C), 2060 (C)

General Education Courses: None

Life Skills Courses: None

Support Courses: None

*More information about the major courses and the pending OSRHE proposal for the Certificate in Spanish [SPAN 1115 (C), SPAN 1225 (C), SPAN 2113 (C), SPAN 2223 (C)] may be obtained by contacting the Division of Arts, English, and Humanities at 405-682-1611, ext. 7558.

Program Notes

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.
SPAN 1010 - Conversational Spanish I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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. (Conversational language classes are primarily designed for skill development and personal enrichment. For students planning to transfer, please see elementary and intermediate course offerings. Check with an advisor for more information.)

SPAN 1120 - Conversational Spanish II
Prerequisites: SPAN 1010 or 1115 or by evaluation. § Criteria for evaluation is in division office.
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. (Conversational language classes are primarily designed for skill development and personal enrichment. For students planning to transfer, please see elementary and intermediate course offerings. Check with an advisor for more information.)

SPAN 1150 - Spanish Immersion I
Prerequisites: SPAN 1010 or 1115 or by evaluation. § Criteria for evaluation is in division office.
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 1225 - Elementary Spanish II
Prerequisites: SPAN 1115 or by evaluation. § Criteria for evaluation is in division office.
5 Credits A continuation of SPAN 1115. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing Spanish. The student will continue to explore significant aspects of Spanish and Latin American culture. Satisfactory completion of this course confirms that a student has demonstrated competency in a foreign language at the novice-high level according to the ACTFL scale.

SPAN 2010 - Conversational Spanish III
Prerequisites: SPAN 1120 or 1225 or by evaluation. § Criteria for evaluation is in division office.
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. (Conversational language classes are primarily designed for skill development and personal enrichment. For students planning to transfer, please see elementary and intermediate course offerings. Check with an advisor for more information.)

SPAN 2060 - International Study II
Prerequisites: SPAN 1120 or 1225 or by evaluation. § Criteria for evaluation is in division office.
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 2223 - Intermediate Spanish II
Prerequisites: SPAN 2113 or by evaluation. § Criteria for evaluation is in division office.
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 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.
# Okahoma City Community College

## Spanish - Modern Languages: Spanish Emphasis (Certificate: Traditional)

**Certificate of Mastery: Traditional Track**

*Minimum of 21 credit hours*

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.

*NOTE: More information about the Certificate in Spanish and the pending OSRHE proposal for this program can be obtained by contacting the Division of Arts, English, and Humanities at 405-682-1611, ext. 7558.*

### Course Sequence

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
<th>Type</th>
<th>Min Gd</th>
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### Course Grouping

- **Major Courses:** (21 credit hours) SPAN 1115 (C), 1120 (C), 1225 (C), 2010 (C) or 2113 (C), 1150 (C), 2223 (C), 2050 (C)
- **General Education Courses:** None
- **Life Skills Courses:** None
- **Support Courses:** None

*More information about the major courses and the pending OSRHE proposal for the Certificate in Spanish [SPAN 1115 (C), SPAN 1225 (C), SPAN 2113 (C), SPAN 2223 (C)] may be obtained by contacting the Division of Arts, English, and Humanities at 405-682-1611, ext. 7558.*

### Program Notes

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.
SPAN 1115 - Elementary Spanish I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

SPAN 1120 - Conversational Spanish II
Prerequisites: SPAN 1115 or 1115 or by evaluation. § Criteria for evaluation is in division office.
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. (Conversational language classes are primarily designed for skill development and personal enrichment. For students planning to transfer, please see elementary and intermediate course offerings. Check with an advisor for more information.)

SPAN 1150 - Spanish Immersion I
Prerequisites: SPAN 1010 or 1115 or by evaluation. § Criteria for evaluation is in division office.
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 1225 - Elementary Spanish II
Prerequisites: SPAN 1115 or by evaluation. § Criteria for evaluation is in division office.
5 Credits A continuation of SPAN 1115. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing Spanish. The student will continue to explore significant aspects of Spanish and Latin American culture. Satisfactory completion of this course confirms that a student has demonstrated competency in a foreign language at the novice-high level according to the ACTFL scale.

SPAN 2010 - Conversational Spanish III
Prerequisites: SPAN 1120 or 1225 or by evaluation. § Criteria for evaluation is in division office.
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. (Conversational language classes are primarily designed for skill development and personal enrichment. For students planning to transfer, please see elementary and intermediate course offerings. Check with an advisor for more information.)

SPAN 2050 - Spanish Immersion II
Prerequisites: SPAN 1120 or 1225 or by evaluation. § Criteria for evaluation is in division office.
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 2113 - Intermediate Spanish I
Prerequisites: SPAN 1225 or by evaluation. § Criteria for evaluation is in division office.
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.
Speech and Theatre Arts - Speech Option

Associate in Arts

Minimum of 62 credit hours

Speech students develop commanding formal and informal communication skills. Students develop techniques for gathering information and making dynamic presentations. Public speaking and interpersonal communications are the major courses designed to develop the student’s total understanding of audiences, speaking skills and presentations. Associate degrees in Speech and Theatre prepare students to transfer to a four-year college or university. After graduating, students may find career opportunities in teaching, public service, broadcasting, business management, the ministry or corporate training. Other area option also available is theatre.

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<td>SCL 1001</td>
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<td>Life Skills</td>
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<td>ENGL 1113</td>
<td>English Composition I</td>
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<td>Gen Ed</td>
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<td>MATH 1483</td>
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<td>OR</td>
<td>Gen Ed</td>
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<td>TA 1103</td>
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<td>COM 2213</td>
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<td>HIST 1493</td>
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<td>PHIL 1013</td>
<td>Introduction to Philosophy</td>
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<td>TA 2233</td>
<td>Acting for The Camera</td>
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Course Grouping

Major Courses: (18 Credit Hours) Communications: COM 1123; COM 2213; Theatre Arts: TA 1103; TA 1133; TA 1513; TA 2233
General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; Mathematics: MATH 1483 or MATH 1503 or MATH 2013; Humanities: Six credit hours Humanities Electives; History: HIST 1483 or HIST 1493; Philosophy: PHIL 1013; *Sciences: Three to four credit hours of general education Biological Science; three to four credit hours of general education Physical Science; *One of the science courses must include a lab component; General Education Elective: Three credit hours; Psychology: PSY 1113 or Sociology: SOC 1113; Political Science: POLSC 1113 Life Skills Courses: (1 Credit Hour) Life Skills: SCL 1001
Support Courses: (6 Credit Hours) Any elective with Theatre, Communications, Journalism/Broadcasting prefix.

Program Notes

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

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Degree Program Course Descriptions

BIO - Biological Science
3 Credits  Biological Science

COM 1123 - Interpersonal Communications
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 2213 - Intro to Public Speaking
Prerequisites: ENGL 0106 or adequate placement score
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.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits  In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HUM - Humanities Elective
3 Credits  Humanities elective

MATH 1483 - Functions and Modeling*
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

MATH 1503 - Contemporary Mathematics
Prerequisites: MATH 0313 or adequate math placement. Pre or Co-requisite ENGL 1113 or ENGL 1103
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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

PHIL 1013 - Introduction to Philosophy
Prerequisites: ENGL 1113
3 Credits  After a review of the methods and sub-fields of philosophy, students will describe the positions selected philosophers have taken on several basic problems. Students will also describe and defend their own perspectives on these problems.

PHYS - Any Physical Science
3 Credits  Any Physical Science

POLSC 1113 - American Federal Government
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement scores
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - General Psychology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**SOC 1113 - Introduction to Sociology**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, social stratification and social change.

**SUPP - Guided Support Elective**
3 Credits  Guided Support elective

**SUPP ELEC - Support Elective**
3 Credits  Support elective

**TA 1103 - Introduction to Theatre**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 1133 - Voice and Speech Improvement**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 1513 - Acting I**
Prerequisites: NONE
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 2233 - Acting for The Camera**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.
Speech and Theatre Arts - Theatre Option

Associate in Arts

Minimum of 62 credit hours

The Speech and Theatre program uses classroom and hands-on experiences on stage to develop student performance skills. Classes in acting and make-up teach students about the theories, techniques and elements of theatre. Courses cover subjects such as role preparation, diction, and auditioning. Additional experience can be gained by participating in any of the College’s stage productions during the year. Associate degrees in theatre give students the background needed to continue their education at a four-year college or university. Graduating students may find career opportunities performing, directing, producing, writing, critiquing or teaching. Other program option also available is speech.

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<td>MATH 1483</td>
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<td>COM 2213</td>
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<td>PHIL 1013</td>
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<td>TA 2233</td>
<td>Acting for The Camera</td>
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</table>

Course Grouping

Major Courses: (18 Credit Hours) Theatre Arts: TA 1103; TA 1133; TA 1513; TA 2233; Communications: COM 1123; COM 2213
General Education Courses: (37 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Mathematics: MATH 1483 or MATH 1503 or MATH 2013; *Sciences: Three to four credit hours of general education Biological Science; three to four credit hours of general education Physical Science; *One of the science courses must include a lab component; Introduction to Psychology: PSY 1113 or Introduction to Sociology: SOC 1113; Introduction to Philosophy: PHIL 1013; Humanities: Six credit hours Humanities Electives; General Education Elective: Three credit hours.
Life Skills Courses: (1 Credit Hour) Life Skills: SCL 1001
Support Courses: (6 Credit Hours) Acting II: TA 2203; Make-up for the Stage: TA 1223

Program Notes

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

**BIO - Biological Science**
3 Credits Biological Science

**COM 1123 - Interpersonal Communications**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 2213 - Intro to Public Speaking**
Prerequisites: ENGL 0106 or adequate placement score
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.

**ENGL 1113 - English Composition I**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

**ENGL 1213 - English Composition II**
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

**GEN ED - Gen Ed Elective**
3 Credits General Education elective

**HIST 1483 - U.S. History to 1877**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

**HIST 1493 - U.S. History 1877 to Present**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

**HUM - Humanities Elective**
3 Credits Humanities elective

**MATH 1483 - Functions and Modeling**
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will demonstrate an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval

**MATH 1503 - Contemporary Mathematics**
Prerequisites: MATH 0313 or adequate math placement, Pre or Co-requisite ENGL 1113 or ENGL 1103
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. This course satisfies the computer proficiency requirement.

**MATH 2013 - Introduction to Statistics**
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

**PHIL 1013 - Introduction to Philosophy**
Prerequisites: ENGL 1113
3 Credits After a review of the methods and sub-fields of philosophy, students will describe the positions selected philosophers have taken on several basic problems. Students will also describe and defend their own perspectives on these problems.

**PHYS - Any Physical Science**
3 Credits Any Physical Science

**POLSC 1113 - American Federal Government**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits A study of the principles, structure, processes and functions of the United States federal government.

**PSY 1113 - General Psychology**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

**SCL 1001 - Success in College and Life**
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

**SOC 1113 - Introduction to Sociology**
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*
3 Credits  The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, social stratification and social change.

**TA 1103 - Introduction to Theatre**
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*
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 1133 - Voice and Speech Improvement**
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*
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**
*Prerequisites: NONE*
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**
*Prerequisites: NONE*
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 2203 - Acting II**
*Prerequisites: 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**
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*
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.
Speech-Language Pathology Assistant Program ++

Associate in Applied Science

Minimum of 61 credit hours

Oklahoma City Community College offers the first and only speech-language pathology assistant (SLPA) program. If you are interested in working with clients or students who are experiencing communication delays and disorders, then this field of study is for you. Speech-language pathology assistants work in public schools and healthcare settings. Speech-language pathology assistants are prepared to work with licensed speech-language pathologists. Because there is a shortage of speech-language pathologists in Oklahoma, and the numbers of children and adults needing communication services are continuing to rise, the need for SLPA's is also increasing. OCCC SLPA graduates are qualified to apply for a license from the Oklahoma Board of Examiners for Speech-Language Pathology and Audiology (OBESPA) and a teaching credential for practice from the Oklahoma State Department of Education (OSDE). To apply for the SLPA program you must complete a two-part process. First, you must apply to the college to be an OCCC student. Secondly, you must apply to the SLPA program. Applications may be found online and are available February of each year. The deadline to submit your application is the first Friday in June. Applicants who are accepted begin program studies in August. Special application requirements and procedures must be followed. Students who are accepted into the program are selected based on a preferential point system.

Courses identified by "C" within a program curriculum pattern must be completed with a grade of "C" or better by students majoring in this program.

Course Sequence

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
<th>Type</th>
<th>Min Gd</th>
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<td>SLPA 2033</td>
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<td>SLPA 2043</td>
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Course Grouping

Major Courses: (42 Credit Hours) (C) SLPA 1013; (C) SLPA 1023; (C) SLPA 1033; (C) SLPA 1043; (C) SLPA 1053; (C) SLPA 1063; (C) SLPA 1073; (C) SLPA 1083; (C) SLPA 2013; (C) SLPA 2023; (C) SLPA 2033; (C) SLPA 2043; (C) SLPA 2053; (C) SLPA 2063

General Education Courses: (18 Credit Hours) English: ENGL 1113; ENGL 1213; History: HIST 1483 or HIST 1493; Mathematics: MATH 1503 OR MATH 2013; Political Science: POLSC 1113; Social Sciences: PSY 1113

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

Support Courses: NONE

All major courses require a minimum of a "C" grade.

Program Notes

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

All Speech Language Pathology Assistant (SLPA) courses are offered online only. An on-campus two (2) day orientation prior to the first semester of the program is required. Students are obligated to meet a minimum of 25 observation hours and 100 direct clinical hours that will require clinical site participation. Other on-campus hands-on clinical activities will be offered periodically throughout the program sequence.

For the application procedure please see our web page:
www.occc.edu/health/speech-language-pathology-assistant.html

++Special Admissions Procedures: All Health Professions students are required to submit a nationwide background and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program.
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).
ENGL 1113 - English Composition I  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.

ENGL 1213 - English Composition II  
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.  
3 Credits  In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

HIST 1483 - U.S. History to 1877  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 - U.S. History 1877 to Present  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

MATH 1503 - Contemporary Mathematics  
Prerequisites: MATH 0313 or adequate math placement. Pre or Co-requisite ENGL 1113 or ENGL 1103  
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. This course satisfies the computer proficiency requirement.

MATH 2013 - Introduction to Statistics  
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.

POLSC 1113 - American Federal Government  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - General Psychology  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.

SLPA 1023 - Phonetics  
Prerequisites: Satisfied through completion of the health profession application process  
3 Credits  Through study, online discussion and participation, the student will explore phonetics, the scientific study of speech. Students will be introduced to the International Phonetic Alphabet and develop skills in the recognition, production and transcription of the sounds of the world’s languages. The course will train students to produce detailed phonetic transcriptions of American English. The student will also explore aspects of phonology. Finally, regional varieties of English and delays/disorders of the speech mechanism will be explored. This course satisfies the computer proficiency requirement.

SLPA 1033 - Professional Issues for Speech-Language Pathology Assistants  
Prerequisites: Satisfied through completion of the health profession application process  
3 Credits  Through study, online discussion and participation, the student will understand and demonstrate the application of concepts of professional ethics and issues, review regulations and requirements for professional practice for speech-language pathology assistants, and discuss current considerations for studying and treating communication sciences and disorders. This course satisfies the computer proficiency requirement.

SLPA 1043 - Introduction to Speech Sound Disorders  
Prerequisites: SLPA 1033  
3 Credits  Through study, online discussion and participation, the student will understand and demonstrate concepts related to disorders of the articulatory and phonological aspects of communication. The course will provide foundational information in phonetics, phonology, and language development, and allow the student opportunities to gain understanding and knowledge of the principles used in the treatment of articulation disorders.
SLPA 1053 - Language Disorders in the Exceptional Child  
Prerequisites: SLPA 1013, SLPA 1023  
3 Credits  Through study, online discussion and participation, the student will develop an understanding of the remediation of language disorders in children and adults who demonstrate exceptionalities. The course will provide emphasis on aspects of normal language development and communication, language disorders, and language intervention. Populations that will be explored in this class include, but are not limited to toddlers and preschoolers, children with learning disabilities, adolescents with language impairment, children with Down syndrome, children with auditory impairments, and children with autism. Along with language development this course will examine language differences and language disorders in persons from culturally and linguistically diverse backgrounds. This course satisfies the computer proficiency requirement.

SLPA 1063 - Anatomy and Physiology of the Speech and Hearing Mechanism  
Prerequisites: SLPA 1013  
3 Credits  Through study, online discussion and participation, the student will consider specific theory and mechanisms directly related to the speech and hearing mechanism. Students in this class will explore concepts related to the study of the anatomy and physiology of the speech and hearing mechanisms including; terminology, structure and function of the skeletal frameworks for respiration, phonation, articulation, swallowing, and hearing. Finally, students will be introduced to concepts of neuroanatomy and neurophysiology which are related and interdependent to speech and language processing and production. This course satisfies the computer proficiency requirement.

SLPA 1073 - School Issues for the Speech-Language Pathology Assistant  
Prerequisites: SLPA 1033  
3 Credits  Through study, online discussion and participation, the student will be able to apply fundamental therapeutic procedures to speech-language pathology treatment sessions. This course satisfies the computer proficiency requirement.

SLPA 2013 - Medical Issues for the Speech-Language Pathology Assistant  
Prerequisites: SLPA 1053, SLPA 1063, SLPA 1083  
3 Credits  Through study, online discussion and participation, the student will demonstrate an understanding of issues and concepts specific to SLPAs in medical settings. Students will understand and demonstrate conceptual knowledge of dysphagia as well as implications and strategies of dysphagia management. Additional topics of interest for this class include medical terminology, specific target populations, record keeping, charting, billing, time management, scheduling, roles and responsibilities, outcome measures, ethics specific to healthcare settings, and end of life feeding issues. This course satisfies the computer proficiency requirement.

SLPA 2023 - Autism  
Prerequisites: SLPA 1053, SLPA 1083  
3 Credits  Through study, online discussion and participation, the student will become familiar with current theories and scientific evidence on the nature and etiology of autism. Best practices in the treatment of Autism Spectrum Disorders (ASD) will be examined. Additionally, students will become familiar with inclusive practices, family concerns, multicultural issues, and community resources as they impact the lives of children and adults with ASD. This course satisfies the computer proficiency requirement.

SLPA 2033 - Clinical Experience I  
Prerequisites: SLPA 1043, SLPA 1053, SLPA 1063, SLPA 1073, SLPA 1083  
3 Credits  Through clinical site participation, the student will engage in supervised clinical training in the provision of speech and language services for children and adults. Clinical content for this course will include guided practice in the management and treatment of speech and language delays and disorders across the lifespan. Students will be supervised by licensed SLPs approved or trained by OCCC. Placements for Clinical Experience I will be made near the student’s residence.

SLPA 2043 - Adult Neurogenic Communication Disorders and Treatment  
Prerequisites: SLPA 2013, SLPA 2023, SLPA 2033  
3 Credits  Through study, online discussion and participation, the student will examine adult neurogenic communication disorders and treatment for use by speech-language pathology assistants in medical settings. Students will identify and define terminology and concepts of neuroanatomy and neurophysiology which are related and interdependent to speech and language processing and production. This course also examines aphasias, apraxia of speech, and the dysarthrias typically seen in adults. Cognitive disorders, as seen in traumatic brain injuries (TBI), as well as adult dysphagia issues will be discussed. This course satisfies the computer proficiency requirement.

SLPA 2053 - Augmentative Communication  
Prerequisites: SLPA 2013, SLPA 2023, SLPA 2033  
3 Credits  Through study, online discussion and participation, the student will demonstrate understanding and knowledge of concepts, strategies, techniques, and issues surrounding augmentative and alternative communication (AAC). AAC strategies for use with children and adults will be a focus of this class. Hands-on experience with various methods of AAC devices and devices will provide students with a foundation for therapies utilizing AAC principles for children and adult populations. This course satisfies the computer proficiency requirement.

SLPA 2063 - Clinical Experience II  
Prerequisites: SLPA 2013, SLPA 2023, SLPA 2033  
3 Credits  Through clinical site participation, the student will engage in supervised clinical training in the provision of speech and language services for children and adults. Clinical content for this course will include guided practice in the management and treatment of speech and language delays and disorders across the lifespan. Students will be supervised by licensed SLPs approved or trained by OCCC. Placements for Clinical Experience II will be made near the student’s residence.
Surgical Technology ++

Associate in Applied Science

Minimum of 66 credit hours

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. Major hours for this program are obtained through successful completion of the CST (Certified Surgical Technologist) Prior Learning Assessment licensure.

Course Sequence

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<td>Suggested Freshman 1st Semester</td>
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<tr>
<td>SCL 1001</td>
<td>Success in College and Life</td>
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<td>Life Skills</td>
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<td>ENGL 1113</td>
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<td>BIO 1314</td>
<td>Human Anatomy and Physiology I</td>
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<td>Support</td>
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<td>AHP 1013</td>
<td>Medical Terminology</td>
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<td>Support</td>
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<td>OSRHE</td>
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<td>POLSC 1113</td>
<td>American Federal Government</td>
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<td>OR</td>
<td>Gen Ed</td>
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<td>HIST 1493</td>
<td>U.S. History to 1877</td>
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<td>GEN ED</td>
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<tr>
<td>FA MATH1</td>
<td>Faculty Approved Mathematics That Meet Occc's Mathematics Proficiency Requirements</td>
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<td>PLA</td>
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<td>30</td>
<td>Major</td>
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Course Grouping

Major Courses: PLA (Prior Learning Assessment credit from the Certified Surgical Technology licensure exam) 30 Credits
General Education Courses: 21 Credits - ENGL 1113, *OSHRE Approved General Education Communications or English course, POLSC 1113, HIST 1483 OR HIST 1493, PSY 1113, CS 1103, Three (3) credit hours of General Education Elective
Life Skills Courses: SCL 1001- Success in College and Life
Support Courses: 14 Credits - 3 Credits-Mathematics that meets OCCC mathematics proficiency, BIO 1314, BIO 1414, AHP 1013
*To be chosen from ENGL 1213, ENGL 1233, COM 1123 or COM 2213.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.
Prior Learning Assessment (PLA) is contingent upon successful completion of the national CST certification, and meeting resident credit hour requirements.
++Special admission procedures required.
AHP 1013 - Medical Terminology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits This course affords students a basic understanding of medical language. Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

BIO 1314 - Human Anatomy and Physiology I
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement. 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 requires dissection is an integral and required part of the course.

BIO 1414 - Human Anatomy and Physiology II
Prerequisites: BIO 1314 with a grade of "C" or higher
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 requires dissection is an integral and required part of the course.

CS 1103 - Introduction to Computers and Applications
Prerequisites: MATH 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. Advanced Standing is available. This course satisfies the computer proficiency requirement.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

FA MATH1 - Faculty Approved Mathematics That Meet Occc's Mathematics Proficiency Requirements
3 Credits Faculty approved Mathematics that meets OCCC's Mathematics proficiency requirement

GEN ED - Gen Ed Elective
3 Credits General Education elective

HIST 1483 - U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

OSRHE - Osrhe Approved General Education Communications Course
3 Credits OSRHE approved General Education Communications course

PLA - Prior Learning Assessment
Prerequisites: None
VARIABLE Credits

PSY 1113 - General Psychology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

SCL 1001 - Success in College and Life
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.
Workplace Writing and Communications

Certificate
30 credit hours

The Certificate of Mastery in Workplace Writing and Communications offers a focus on effective writing, communication, critical thinking, and reading skills for the workplace. The course concentration is designed to provide skills to increase marketability in the workplace, both in the United States and internationally. Students successfully completing the Certificate earn credentials showing proof of mastery in English workplace communication skills with an emphasis on written and verbal communication skills specific to the workplace. Students earning the Certificate of Mastery in Workplace Writing and Communications will have earned 30 hours toward a Diversified Studies Associate’s degree.

Course Sequence

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<tr>
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<td>ENGL 1103</td>
<td>Multicultural English Composition I</td>
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<td>ENGL 1133</td>
<td>Critical and Efficient Reading</td>
<td>3</td>
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<td>COM 2213</td>
<td>Intro to Public Speaking</td>
<td>OR</td>
<td>Major</td>
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<tr>
<td>COM 1123</td>
<td>Interpersonal Communications</td>
<td>3</td>
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<tr>
<td>CS 1103</td>
<td>Introduction to Computers and Applications</td>
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**Suggested Freshman 2nd Semester**

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<td>ENGL 2143</td>
<td>Introduction to Grant Proposal Development</td>
<td>3</td>
<td>Major</td>
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<tr>
<td>ENGL 1203</td>
<td>Business English</td>
<td>3</td>
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<td>OR</td>
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<td>ENGL 1123</td>
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<tr>
<td>PHIL 1123</td>
<td>Critical Thinking</td>
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**Suggested Sophomore 1st Semester**

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<tr>
<td>PSY 1113</td>
<td>General Psychology</td>
<td>OR</td>
<td>Gen Ed</td>
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<tr>
<td>SOC 1113</td>
<td>Introduction to Sociology</td>
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<td>Gen Ed</td>
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**Course Grouping**

Major Courses: (18 credit hours) BUS 2033 or ENGL 2143; ENGL 1203; ENGL 1233; COM 2213 or COM 1123; PHIL 1123; ENGL 1133

General Education Courses: (12 credit hours) English: ENGL 1113 or ENGL 1103; ENGL 1213 or ENGL 1123; CS 1103; PSY 1113 or SOC 1113

Life Skills Courses: None

Support Courses: None

**Program Notes**

Notes: This is a certificate of mastery.
BUS 2033 - Business Communication
Prerequisites: ENGL 1113 or by evaluation. Criteria for evaluation is in division office.
3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. This course satisfies the computer proficiency requirement.

COM 1123 - Interpersonal Communications
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 2213 - Intro to Public Speaking
Prerequisites: ENGL 0106 or adequate placement score
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.

CS 1103 - Introduction to Computers and Applications
Prerequisites: MATH 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. Advanced standing is available. This course satisfies the computer proficiency requirement.

ENGL 1103 - Multicultural English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits Multicultural English Composition I for multicultural and international students who speak a second language.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 student will locate library material and incorporate researched materials into compositions.

ENGL 1123 - Multicultural English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore or evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits This advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 1233 - Technical Writing for the Workplace
Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score
3 Credits This course prepares students in technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

ENGL 2143 - Introduction to Grant Proposal Development
Prerequisites: MATH 0203 College Prep Math II or adequate Math Placement Test Score; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits This course prepares students in the fundamentals of writing grant proposals for nonprofit organizations, tax-exempt institutions or for other purposes. Students will examine effective grants, as well as explore and demonstrate understanding of all essential aspects of grant writing including the proposal narrative and budget. Students will also practice developing grants that answer private, state and federal Requests for Proposals (RFPs).

PHIL 1123 - Critical Thinking
Prerequisites: ENGL 1113
3 Credits  Critical Thinking provides opportunities for students to practice skills in both intellectual and personal development. Throughout the course, students will examine cognitive development, sound inductive argument development, biases and fallacies in decision formation, and problem solving skills. Students will apply these aspects of thought formation and critical thinking skills to writing development, goal setting, social analysis, and problem solving. This course satisfies three credit hours of the General Education humanities requirement for all Associates in Arts, Science, and Diversified Studies degrees.

PSY 1113 - General Psychology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

SOC 1113 - Introduction to Sociology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, social stratification and social change.
Accounting

ACCT 2000 Special Topics
Prerequisites: ACCT 2113 and by evaluation. § Criteria for evaluation is in division office.
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
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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
Prerequisites: Completion of ACCT 2113 with a grade of “C” or better.
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 Accounting in Quickbooks
Prerequisites: ACCT 2113
3 Credits This course is designed for students who are seeking an Associate in Applied Science - Business Degree. It generally will not transfer to four-year public colleges or universities. Students will demonstrate the use of the computer to complete accounting problems utilizing QuickBooks. This course satisfies the computer proficiency requirement.

ACCT 2403 Income Tax Accounting
Prerequisites: 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, and (3) computing the tax liability.

Allied Health

AHP 1000 Special Topics
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 1222 First Aid and CPR
Prerequisites:
2 Credits This course provides knowledge and practical experience in the emergency care of injuries and sudden illness, including cardiopulmonary resuscitation. This course includes content of the American Heart Association (AHA), Basic Life Support (BLS), and First Aid which meets the National Emergency Cardiovascular (ECC) standards. Students will receive AHA, BLS, and First Aid certifications upon satisfactorily completing this course.

AHP 2000 Special Topics
Prerequisites: 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.
Anesthesia Technology

ANES 1112 Introduction to Anesthesia Technology
Prerequisites: Co-requisite: ANES 1124

2 Credits This course is an introduction to the role of the Anesthesia Technologist and their relationship to other Healthcare Professionals. In addition, the student will be introduced to the theory and concepts of functioning in a surgical environment including a fundamental understanding of a variety of anesthesia equipment/supplies and basic case set-up.

ANES 1124 Fundamentals I
Prerequisites: Co-requisite: ANES 1112

4 Credits This course introduces the student to management of patients undergoing general, regional, or sedation anesthesia. The dependence of medical diagnostics and the analogous relationship of the human body to the sciences are emphasized. Didactic and laboratory instruction as well as clinical preceptorships are provided to prepare the student with cognitive, psychomotor, and affective learning related to anesthesia technology fundamentals.

ANES 1134 Instrumentation I
Prerequisites: ANES 1112 and ANES 1124; Co-requisites: ANES 1143; ANES 1155; and POLSC 1113.

4 Credits This course focuses on the equipment and instrumentation utilized in providing anesthesia. Topics to be covered include the anesthesia machine, airway equipment and basic set-up. In addition, ancillary equipment including but not limited to gas cylinders, hospital gas supply lines, ventilators, absorbers, and pulse oximetry will be covered. Set-up, calibration, operation, basic troubleshooting, maintenance, and safety checks will be examined. Didactic and laboratory instruction are provided to prepare the student with cognitive, psychomotor, and affective learning related to anesthesia technology basic instrumentation.

ANES 1143 Pharmacology
Prerequisites: ANES 1112 and ANES 1124; Co-requisites: ANES 1134; ANES 1155; and POLSC 1113.

3 Credits This course focuses on the pharmacokinetics and pharmacodynamics of drugs used in the administration of anesthesia and analgesia. Topics covered include dosage calculation, routes of administration, drug interactions, and the various classes of anesthetic agents. Proper use and safe practice of delivery and storage and assisting anesthesia care providers in the preparation of medications will be introduced. Additionally, a review of the nervous system will be presented.

ANES 1155 Fundamentals II
Prerequisites: ANES 1112 and ANES 1124; Co-requisites: ANES 1134; ANES 1143 and POLSC 1113

5 Credits This course introduces the student to anesthesia emergencies to include difficult airway algorithms, malignant hyperthermia, fire in the operating room, cardiac arrest, anaphylaxis, and local anesthesia toxicity. Clinical settings will include adult hospital operating rooms, interventional and diagnostic radiology, outpatient procedure suites, and ambulatory surgery centers. All clinical experiences will be under direct supervision with a clinical preceptor. Students will progress to independently set-up, and/or assess efficacy of equipment, medications, and treatments as well as assist in the care of the patient.

ANES 2114 Instrumentation II
Prerequisites: Prerequisites: ANES 1112, ANES 1124, ANES 1134, ANES 1143, ANES 1155; Co-requisites: ANES 2125, ANES 2133; HIST 1483 or 1493

4 Credits This course provides instruction and lab application to the theories and concepts of advanced anesthesia equipment used in complex anesthesia situations. Topics include Point of Care Technology, Invasive monitoring and transducers, thromboelastograph, cell saver, rapid volume infuser, IABP's transport monitoring, NMB assessment, VADs, defibrillators, pacemakers and implantable defibrillators.

ANES 2125 Fundamentals III
Prerequisites: ANES 1112; ANES 1124; ANES 1134; ANES 1143 and ANES 1155; Co-

5 Credits This course provides didactic, laboratory and clinical instruction to prepare the student with the cognitive, psychomotor, and affective learning skills related to anesthesia technology advanced fundamentals. Topics include ACLS certification, IV therapy, pediatric, obstetric and emergency anesthesia.

ANES 2133 Professional Aspects of Anesthesia Technology
Prerequisites: ANES 1112; ANES 1124; ANES 1134; ANES 1143 and ANES 1155; Co-

3 Credits This course serves as a capstone course for the anesthesia technology program. Topics include supply chain fundamentals, including budget limitations and cost effectiveness; ethics and law related to anesthesia technology, policies and standards for quality assurance, process improvement, regulatory associations, and credentialing. Students will prepare for the national technologist credentialing exam, review career opportunities and discuss present and future technologies.
Applied Mathematics

APPM 1223 Mathematics for Technical Careers I
Prerequisites: MATH 0103 or adequate math placement; Co-requisite: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will apply principles of basic algebra, equations, functions and graphs, factoring, and fractions in the solutions of technical problems.

APPM 1233 Mathematics for Technical Careers II
Prerequisites: APPM 1223
3 Credits The student will apply the systems of equations, exponents and radicals, quadratic equations, ratio and proportion, exponential and logarithmic functions, and trigonometry and geometry in the solution of technical problems.

APPM 1313 Mathematics for Health Careers
Prerequisites: MATH 0103 or adequate math placement; Co-requisite; ENGL 0203, adequate placement score, or by meeting determined placement measures
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 satisfies the computer proficiency requirement.

Art

ART Hands On Fine Arts (Art, Mus, Jb, Or Engl 2003)
Prerequisites:
3 Credits Hands on Fine Arts (ART, MUS, JB, or ENGL 2003)

ART 1000 Special Topics in Visual Art
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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: Prehistoric to Early Renaissance
Prerequisites: ENGL 1113
3 Credits Art History: Prehistoric to Early Renaissance 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: Early Renaissance to Contemporary
Prerequisites: ENGL 1113
3 Credits Art History: Early Renaissance to Contemporary is a study of the visual arts, artists and their cultures from the Early Renaissance to the present. The student will analyze artistic styles and identify visually the style, its time, its characteristics and the artists important to that period. The student also will analyze the social and art issues which led to the development and evolution of art styles throughout history.

ART 1053 Art Appreciation
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The study of art from a variety of different backgrounds and cultures as both product and process. Aesthetic judgement making in evaluation of art from different times and places is stressed. Periods of art history with relevant concepts and terminology are included.

ART 1123 Drawing I
Prerequisites: ENGL 0106 or adequate placement score
3 Credits Drawing I will develop the students understanding of the basic concepts of drawing and their powers of observation. Students will work with various media utilizing a variety of sources and environments.

ART 1183 Computer Drawing: Illustrator
Prerequisites: ENGL 0106 or adequate placement score
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. This course satisfies the computer proficiency requirement.
ART 1190 Mosaics  
*Prerequisites: None*  
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 will also 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  
*Prerequisites: 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  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*  
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  
*Prerequisites: 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  
*Prerequisites: 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  
*Prerequisites: Math 0203 or adequate math placement, CS 1103 or by evaluation. § Criteria for evaluation is in division office.*  
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. This course satisfies the computer proficiency requirement.

ART 2000 Special Topics in Visual Art  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*  
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  
*Prerequisites: ENGL 0106 or adequate placement score*  
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 2133 Serigraphy I (Silk Screen Printing)  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*  
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  
*Prerequisites: None*  
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  
*Prerequisites: 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  
*Prerequisites: 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)  
*Prerequisites: 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  
*Prerequisites: 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 knowledge 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  
*Prerequisites: ART 1123 or by evaluation. § Criteria for evaluation is in division office.*

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  
*Prerequisites: Math 0103 or adequate math placement and ENGL 0203, adequate placement score, or by meeting determined placement measures

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. This course satisfies the computer proficiency requirement.

ART 2573 Digital Painting  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures

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. This course satisfies the computer proficiency requirement.

ART 2633 3D Animation and Special Effects  
*Prerequisites: Math 0103 or adequate math placement, ART 2533 or by evaluation. § Criteria for evaluation is in division office.*

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. This course satisfies the computer proficiency requirement.

ART 2643 Video Production  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures

3 Credits  The student will use video production techniques to produce, edit and direct program materials of broadcast quality. Extensive laboratory work is required. This course satisfies the computer proficiency requirement.

ART 2700 Internship  
*Prerequisites: 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  
*Prerequisites: All required major courses, ART 1013, ART 1023

1 Credit  The student and instructor will make a critical analysis of the student’s work done over the duration of the program to identify any deficiencies. The student will address any deficiencies and develop a portfolio. The portfolio will present works of art in a professional format, either framed, matted, as slides, or in digital form, whichever is most appropriate to the student’s area of concentration. The student will also write a well developed artist’s statement.
Astronomy

ASTR 1501 General Astronomy Laboratory
Prerequisites: ASTR 1504
This class fulfills the laboratory requirement for a general physical science course. Students having already taken ASTR 1504 will perform laboratory experiments in general physics, the behavior of light and analysis of spectral lines, as well as observational projects involving telescopes and on-line databases of astronomical deep-space objects.

ASTR 1504 General Astronomy
Prerequisites: Math 0203 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. This course satisfies the computer proficiency requirement.

ASTR 1514 General Astronomy with Lab
Prerequisites: Math 0203 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. This course satisfies the computer proficiency requirement.

Automotive Technology

AT 1000 Special Topics
Prerequisites: 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. This course satisfies the computer proficiency requirement.

AT 1013 Automotive Student Success Initiative
Prerequisites: 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. This course satisfies the computer proficiency requirement.

AT 1153 Basic Automotive Fundamentals
Prerequisites:
3 Credits This course is an application of specific competencies in the operation and service repair of vehicles in the areas of: maintenance and minor vehicle service. Usage of service manuals, manufacturers procedures, tools, and safety are stressed. The student will discuss nomenclature and operating principles of basic automotive fundamentals. Also, the student will discuss and perform diagnostic and service procedures used to maintain these specific systems. The student will show competency in the areas of changing fluids, flush equipment, tire repair, tire balance, vehicle vibration diagnosis, and scan tool usage. This course satisfies the computer proficiency requirement.

AT 1204 A.S.E. Engine Performance
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.

AT 1214 A.S.E. Engine Repair
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.
AT 1224 A.S.E. Suspension and Steering  
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate math placement test score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.

AT 1244 A.S.E. Brakes  
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.

AT 1304 GM Engine Repair  
Prerequisites: MATH 0103 or adequate math placement, ENGL 0203 or adequate placement score, or by meeting determined placement measures. 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. This course satisfies the computer proficiency requirement.

AT 1314 GM Electrical Systems  
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. 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. This course satisfies the computer proficiency requirement.

AT 1324 GM Brakes  
Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. 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. This course satisfies the computer proficiency requirement.

AT 1422 GM New Products I  
Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. 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. This course satisfies the computer proficiency requirement.

AT 1612 A.S.E. Engine Performance  
Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.
AT 1622 A.S.E. Engine Repair
Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

AT 1632 A.S.E. Suspension and Steering
Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

AT 1642 A.S.E. Brakes
Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

AT 1652 A.S.E. Automotive Electives I
Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

AT 1733 Body and Electrical Service
Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
3 Credits The student will demonstrate competencies in electrical theory and automotive heat and air conditioning theory, general body accessory and electrical service including automotive air conditioning/heating systems repair and diagnosis, battery charging, lighting and repair. This course satisfies the computer proficiency requirement.

AT 1753 Under Vehicle Service
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
3 Credits The student will demonstrate competencies in vehicle brake systems, steering systems and suspension systems. These competencies will include brake system repair and diagnosis, anti-lock brake system diagnosis, alignment procedures and theory, and suspension diagnosis. This course satisfies the computer proficiency requirement.

AT 1773 Powertrain Service
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
3 Credits The student will demonstrate competencies in engine repair and engine performance that will include general engine diagnosis, engine repair, valve train design, cooling system diagnosis, ignition system diagnosis, emission control system diagnosis and engine control diagnosis. This course satisfies the computer proficiency requirement.

AT 2001 Career Experience
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.

AT 2101 A.S.E. Certification
Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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. This course satisfies the computer proficiency requirement.
AT 2204 A.S.E. Manual Drive Trains  
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.  
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. This course satisfies the computer proficiency requirement.

AT 2214 A.S.E. Automatic Transmissions/transaxles  
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.  
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. This course satisfies the computer proficiency requirement.

AT 2224 A.S.E. Electrical Systems  
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.  
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. This course satisfies the computer proficiency requirement.

AT 2234 A.S.E. Heating and Air Conditioning Systems  
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.  
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. This course satisfies the computer proficiency requirement.

AT 2304 GM Suspension and Steering  
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. 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. This course satisfies the computer proficiency requirement.

AT 2314 GM Manual Drive Trains  
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. 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. This course satisfies the computer proficiency requirement.

AT 2324 GM Automatic Transmissions and Transaxles  
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. 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. This course satisfies the computer proficiency requirement.

AT 2334 GM Heating and Air Conditioning Systems  
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. 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. This course satisfies the computer proficiency requirement.

AT 2422 GM New Products II  
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures. 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. This course satisfies the computer proficiency requirement.
AT 2612 A.S.E. Manual Drive Trains
Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

AT 2622 A.S.E. Automatic Transmissions/transaxles
Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

AT 2632 A.S.E. Electrical Systems
Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures.§ Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

AT 2642 A.S.E. Heating and Air Conditioning Systems
Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures.§ Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

AT 2652 A.S.E. Automotive Electives II
Prerequisites: MATH 0103 or adequate math placement, or by evaluation and ENGL 0203 or adequate placement score, or by meeting determined placement measures.§ Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

Banking and Finance

BF 1000 Special Topics
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
3 Credits The student will trace the history, the organization and the operations of the commercial financial industry and explain the impact of these fundamental financial concepts on today's economy. (This course is generally offered in the fall semester only.)

BF 2000 Special Topics
Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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.

Biological Science

BIO Biological Science
Prerequisites:
3 Credits Biological Science
BIO 0123 Concepts in Science (Biology Emphasis)

Prerequisites: 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

Prerequisites: Any BIO non-laboratory course except BIO 1023

1 Credit This course is designed for students needing laboratory experience to complete their General Education biology requirements. It is not open to science majors or those who have completed a laboratory based biology course. Students will complete the same lab exercises that are in the General Biology course, BIO 1114.

BIO 1023 Introductory Nutrition

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0203 or adequate math placement.

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.

BIO 1113 General Biology (Non Majors)

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement.

3 Credits An introductory non-lab course that is designed to provide non-biological science major with the necessary background needed to effectively understand scientific information. Students investigate the properties of life to include: organization, energy use, evolution, maintenance of homeostasis, reproduction, growth, and development. Ecological concepts are discussed which enables students to have a better understanding regarding the impact that humans have on the natural world.

BIO 1114 General Biology (Non Majors)

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement.

4 Credits An introductory lab-based course that is designed to provide non-biological science major with the necessary background needed to effectively understand scientific information. Students investigate the properties of life to include: organization, energy use, evolution, maintenance of homeostasis, reproduction, growth, and development. Ecological concepts are discussed which enables students to have a better understanding regarding the impact that humans have on the natural world. Laboratory work is an integral and required part of this course.

BIO 1124 General Biology I (Majors)

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0313 or adequate math placement.

4 Credits An introductory course required for all biological science majors and pre-health profession students. The fundamental principles of biology are described using a cellular approach. Students gain knowledge regarding the chemical basis of life, structural characteristics of cells to include a discussion of energetics, metabolism and genetics. Evolution and ecology are also discussed in order to provide an understanding of both the diversity of living organisms and the living world. Students recognize, discuss and correctly apply fundamental biological principles influencing their personal relationship with other life forms. A discussion of the scientific method, logical (deductive) reasoning, hypothesis testing and some common fallacies and misconceptions that cloud scientific explanations of the natural world are included. Laboratory work, an integral and required part of the course, will enhance the student’s understanding of fundamental biological concepts as well as scientific procedures, laboratory technical skills, dissection and statistical analysis.

BIO 1134 General Biology II (Majors)

Prerequisites: BIO 1124

4 Credits This second course in the General Biology series for majors in the biological sciences and related fields, takes organismal approach to studying bacterial, plant and animal diversity, and relates how various morphological features function. A discussion of the scientific method, logical (deductive) reasoning, hypothesis testing and some common fallacies and misconceptions that cloud scientific explanations of the natural world are included. Students discuss Darwinian natural selection as a mechanism for evolutionary change with emphasis on systematics in order to understand evolutionary relationships between the major classes of plants and animals. Laboratory work, an integral and required part of the course, includes a variety of dissections and hypothesis testing exercises.

BIO 1204 History of Life On Earth

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement.

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.

BIO 1314 Human Anatomy and Physiology I

Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement. 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 requires dissection is an integral and required part of the course.
BIO 1414 Human Anatomy and Physiology II
Prerequisites: BIO 1314 with a grade of “C” or higher
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 requires dissection is an integral and required part of the course.

BIO 1514 Microbiology of Infectious Disease
Prerequisites: 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
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0203 or adequate math placement.
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
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement, PTA and OTA students only
2 Credits
This course is designed to strengthen the student’s knowledge of human anatomy in the areas of bones, muscles, and nerves as related to the areas of occupational and physical therapy. Models and prosected cadavers will be utilized to enrich the student’s understanding of these systems.

BIO 2114 General Botany
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0103 College Prep Math I or adequate math placement
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.

BIO 2125 Microbiology
Prerequisites: MATH 0203 or adequate math placement, Any four credit hour college-level biology course and a college-level chemistry course.
5 Credits
Students are introduced to the biological requirements and activities of microorganisms which influence their roles as integral components of the ecosystem. Students demonstrate knowledge of basic principles of pathology, epidemiology and immunology in addition to performing basic laboratory techniques for isolating, characterizing and identifying common microorganisms.

BIO 2203 Cell Biology
Prerequisites: BIO 1124
3 Credits
Students are introduced to the basic features of cells and methods of studying them. Emphases are on cellular chemistry, structure, functions of organelles and processes. Students will demonstrate knowledge of the mechanisms of cellular processes, energetics, reproduction and differentiation.

BIO 2215 General Zoology
Prerequisites: MATH 0403 or adequate math placement, BIO 1124
5 Credits
General Zoology provides a systematic investigation of the major protistan and animal groups. Students discuss and correctly apply evolutionary, taxonomic, anatomical, physiological, behavioral, and ecological characteristics which exist within each of these groups. Laboratory work which requires dissection is an integral and required part of this course.

BIO 2224 Invertebrate Zoology
Prerequisites: BIO 1124
4 Credits
The student will demonstrate knowledge of invertebrate animals with relationship to their taxonomy, anatomy, physiology, life history, ecology and evolution. Laboratory work which may require dissection is an integral and required part of the course.

BIO 2234 Human Physiology
Prerequisites: BIO 1124 and one college-level chemistry course.
4 Credits
Students discuss major systems of the human body, contrast functional and regulatory activities of each and identify factors influencing homeostasis. Through the use of models, the student will recognize the relative influences and interrelationships between circulation, digestion, metabolism, respiration, kidney function, muscle action, endocrine and nervous control, and reproduction of other systems and the organism as a whole. Laboratory work which requires dissection is an integral and required part of the course.
BIO 2255 Human Anatomy
*Prerequisites: BIO 1124*
5 Credits Students study the development and gross morphology of the human body and its systems. This course may not be applied for Biology major credit. Open only to majors in physical education, science education, physical therapy, nursing, occupational therapy, physician’s associate, dental hygiene, pharmacy, and selected fields. Laboratory dissection of human cadavers is required.

BIO 2324 Comparative Vertebrate Anatomy
*Prerequisites: 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 requires dissection is an integral and required part of the course.

BIO 2343 Genetics and Man
*Prerequisites: meeting determined placement measures; MATH 0203 or adequate math placement.*
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.

BIO 2403 Ecology and Environmental Issues
*Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0203 or adequate math placement. 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
*Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0203 or adequate math placement. 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.

Business

BUS 1000 Special Topics
*Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.*
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
*Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.*
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 1083 Employment Transitions
*Prerequisites: None*
3 Credits This class will provide students an opportunity to gain the proper skills for successful entry or reentry into their field of interest for employment. Students will be required to complete a personal inventory assessing their interests, abilities, and experiences for strategic career planning. Job readiness skills, including keyboarding, resume preparation, interviewing techniques, interpersonal (“soft skills”) and professional demeanor, will be addressed. Particular focus will regard the qualities that today’s employers are seeking in job candidates, such as integrity, accountability, competence, and critical thinking.

BUS 1113 Computer Keyboarding
*Prerequisites: ENGL 0106 or adequate placement score.*
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. This course satisfies the computer proficiency requirement.
BUS 1323 Mathematics for Business Careers
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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.

BUS 1713 Beginning Word Processing
Prerequisites: ENGL 0106 or adequate placement score.
3 Credits Students will use 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 and graphics. This course is an introduction and overview with the emphasis being on learning and applying the mechanics of the software. This course satisfies the computer proficiency requirement.

BUS 1813 Legal Office Procedures
Prerequisites: MATH 0103 or adequate math placement and BUS 1713.
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, billing, writing and research.

BUS 2000 Cooperative Education
Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.
VARIABLE 1-3 Credits The student will demonstrate competencies in selected topics which are beneficial to students in the business field. Each course will focus on special areas related to procedures and functions.

BUS 2033 Business Communication
Prerequisites: ENGL 1113 or by evaluation. Criteria for evaluation is in division office.
3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. This course satisfies the computer proficiency requirement.

BUS 2039 Medical Coding
Prerequisites: (R) (W), BIO 1314 and AHP 1013, Minimum “C” grade in each course.
9 Credits The student will be able to correctly enter international classification of diseases (ICD) codes on a claim form, identify current procedural terminology (CPT), and explain their application to a medical office. The student will also identify various insurance plans, learn the rules and regulations of Medicare filing, translate written documentation into a numerical language, and describe legal issues concerning medical records.

BUS 2043 Business Ethics
Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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
Prerequisites: 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.

BUS 2123 Administrative Office Systems
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
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.

BUS 2263 Medical Office Procedures
Prerequisites: (R) (W), MATH 0203 or adequate math placement, AHP 1013, BUS 1713 with a minimum grade of “C” or better.
3 Credits This course provides a realistic approach for students to learn the skills required in a medical office including communications, records management, telecommunications, billing, scheduling, and terminology.

BUS 2323 Legal Terminology and Transcription
Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures, BUS 1113 and BUS 1713.
3 Credits The student will correctly spell, transcribe, and define terms commonly used in the legal field and use these terms correctly in the transcription. This course satisfies the computer proficiency requirement.
BUS 2363 Intermediate Word Processing  
Prerequisites: (R) (W), MATH 0203 or adequate math placement, BUS 1713 with a minimum grade of "C" or better. 
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. This course satisfies the computer proficiency requirement. 

BUS 2413 Medical Transcription  
Prerequisites: (R) (W), AHP 1013, BIO 1314, and BUS 1713 
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. 

BUS 2423 Administrative Office Procedures  
Prerequisites: BUS 2033, BUS 2473; Corequisite: BUS 2363 
3 Credits The student will study ethics, traits, duties, attitudes and responsibilities of a professional administrative assistant. Students will use the computer to produce mailable documents, travel itineraries, minutes of meetings, and various other office documents with emphasis on grammar/ punctuation, proofreading, editing, and decision making skills. Lecture/Lab 

BUS 2433 Office Information Processing  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures, MATH 0203 or adequate math placement, BUS 1113 and BUS 1713 with a minimum grade of "C" or better. 
3 Credits Students will use the computer to produce mailable documents with emphasis on business vocabulary, proofreading, editing, transcription, and decision making skills. Managerial dictation techniques will be introduced. Lecture/Lab. This course satisfies the computer proficiency requirement. 

BUS 2463 Applied Graphics for Business  
Prerequisites: BUS 1713 
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 satisfies the computer proficiency requirement. 

BUS 2473 Business Spreadsheet Applications  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203, or adequate math placement. 
3 Credits 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. This course satisfies the computer proficiency requirement. 

BUS 2493 Advanced Excel  
Prerequisites: (R) (W), BUS 2473 
3 Credits This course builds on the previous BUS 2473, Business Spreadsheet Applications. Students will learn advanced Excel features for application in the business world today. This course satisfies the computer proficiency requirement. 

BUS 2523 Automated Records Management  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures. 
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 Association of Records Managers and Administrators (ARMA) filing methods integrating the use of the computer to control and manage a file system. Lecture/Lab 

BUS 2663 Career Education/internship  
Prerequisites: (R) (W), MATH 0203 or adequate math placement. A grade of "C" or better in BUS 1113, BUS 1713 and BUS 2473, and by evaluation. 
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. Successful completion of this course is determined through employer evaluation and through completion of projects demonstrating skills and knowledge of program content overseen by Business/AOT faculty. 

Chemistry 

CHEM 1103 Chemistry Around Us  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement. 
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.
CHEM 1115 General Chemistry I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH 1533, or both MATH 0313 and High School Chemistry or CHEM 1123.
5 Credits This course is designed for science and engineering majors. The course covers nomenclature, atomic and molecular structure, stoichiometry, acid/base and other aqueous reactions, states of matter, phase changes, gas laws, and an introduction to thermochemistry. Laboratory experience is an integral part of the course.

CHEM 1123 Survey of General, Organic, and Biochemistry
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement.
3 Credits This course is designed for nursing and allied health programs which do not require General Chemistry I for science majors. This course is also appropriate for individuals interested in a general overview of chemistry. The course covers selected topics in general chemistry including unit conversions, atomic structure, chemical bonding, acids, bases, pH, chemical equilibrium, electrolytes, and properties of solutions. The course also introduces topics from organic and biochemistry. The relationship between chemical principles and human health is emphasized throughout the course.

CHEM 1131 Laboratory for Survey of General, Organic, and Biochemistry
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement.
Prerequisite or Corequisite: CHEM 1123
1 Credit Students apply chemical principles discussed in CHEM 1123 in a laboratory setting.

CHEM 1144 Technical Chemistry
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; APPM 1233 or MATH 1613
4 Credits This is a course designed primarily for technical career programs. Upon completion of this course, the student will be able to apply chemical concepts and techniques to solve technical problems in the areas of chemistry, environmental measurements and instrumentation. The student will demonstrate a basic knowledge of structure and bonding, the nature of solutions, states of matter, acid-base phenomena, thermodynamics, electrochemistry and elementary organic chemistry. Laboratory experience is an integral part of the course.

CHEM 1215 General Chemistry II
Prerequisites: CHEM 1115 with a grade of “C” or better; MATH 1483 or MATH 1533 with a grade of “C” or better.
5 Credits This course is a continuation of CHEM 1115 with emphasis on thermochemistry, intermolecular forces, properties of solutions, acid/base properties, kinetics, equilibrium, thermodynamics, electrochemistry, and organic chemistry. Laboratory is an integral part of the course.

CHEM 1215 Chemistry for Engineers
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 1483 or MATH 1533 with a “C” or better or placement in MATH 1613 or above; high school chemistry is strongly recommended. Enrollment is restricted to pre-engineering majors.
5 Credits This course is designed for engineering majors that require only a single semester of chemistry. It covers chemical principles relevant for engineers including the electronic structure of atoms and molecules; reactions and stoichiometry; the properties of solids, liquids, and gases; solutions; acids and bases; thermochemistry; electrochemistry; kinetics; and equilibrium. Laboratory is an integral part of the course. This course cannot be used as a prerequisite for CHEM 1215.

CHEM 2111 Organic Chemistry I Laboratory
Prerequisites: Concurrent enrollment in CHEM 2114 or completion of CHEM 2114 with a “C” or better
1 Credit Designed to accompany Organic Chemistry I lecture, this lab course emphasizes techniques used for purifying and characterizing organic compounds, including infrared spectroscopy. Writing lab reports is an integral part of the course.

CHEM 2114 Organic Chemistry I
Prerequisites: CHEM 1215 with a grade of “C” or better.
4 Credits This course is the first of a two-semester sequence of organic chemistry for science and chemical engineering majors as well as students seeking to enter the fields of medicine, dentistry, pharmacy, and veterinary medicine. Students will master the fundamental concepts of structure, functional groups, and reactions of aliphatic compounds along with selected reaction mechanisms.

CHEM 2121 Organic Chemistry II Laboratory
Prerequisites: CHEM 2111 with a “C” or better and either concurrent enrollment in CHEM 2124 or completion of CHEM 2124 with a “C” or better
1 Credit Designed to accompany Organic Chemistry II lecture, this lab course emphasizes organic synthesis and structure analysis methods such as proton NMR. Writing lab reports is an integral part of the course.

CHEM 2124 Organic Chemistry II
Prerequisites: CHEM 2114 with a grade of “C” or better.
4 Credits This course is the second of a two-semester sequence of organic chemistry for science and chemical engineering majors as well as students seeking to enter the fields of medicine, dentistry, pharmacy, and veterinary medicine. Students will master the concepts of structural theory, reactions, and reaction mechanisms of the principal functional groups of organic compounds which were not included in the first course.
CHEM 2990 Chemical Research Internship
Prerequisites: CHEM 1115 or by evaluation. § Criteria for evaluation is in division office.
1-3 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.

Child Development

CD 1113 Basic Child Care I
Prerequisites: ENGL 0106 or adequate placement score
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
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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
Prerequisites: ENGL 0106 or adequate placement score
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
Prerequisites: ENGL 0106 or adequate placement score
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
Prerequisites: ENGL 0106 or adequate placement score
3 Credits This course is designed for students preparing for the Early Childhood Professional Level II. The student will acquire advanced knowledge about growth and development from birth through eight years, guidance, and creative activities. The student will demonstrate an ability to apply the knowledge by working in a child care center a minimum of 100 hours under the instructor’s supervision.

CD 1211 Parenting
Prerequisites: None
1 Credit In this course, students will learn some of the best practices in parenting, including: the basic care of a child, guidance and discipline, the importance of interactive play, understanding of language and literacy development, knowledge of the basic ages and stages of child development, knowledge of a child's microsystem, and balancing multiple responsibilities.

CD 2000 Special Topics in Child Development
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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. The course contains a laboratory component which must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.
CD 2213 Child and Family in Society
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits This course emphasizes promoting optimum development and support of families and children within various settings and the larger community.

CD 2223 Marriage
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits Students will explore the roles of dating, intimate relationships and marriage in present day society.

CD 2333 Curriculum and Play
Prerequisites: Earned at least a “C” in CD 2113
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 laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2353 Child Health, Safety and Nutrition
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
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 laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2363 Guidance of Young Children
Prerequisites: Earned at least a “C” in CD 2113
3 Credits This course presents the theoretical basis for the use of positive, constructive child guidance and discipline techniques in programs serving children. The laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2443 Language Literacy for Young Children
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits 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 2503 Human Sexuality
Prerequisites: PSY 1113 OR CD 2113
3 Credits This course is an introductory overview of the field of human sexuality. It will explore the psychological, physiological, and sociocultural aspects of human sexual behavior. Emphasis will be placed on the cultural and biological diversity of sexual expression.

CD 2533 Integrated Curriculum Development II
Prerequisites: ENGL 1113; Earned at least a “C” in CD 2113, CD 2153, CD 2333, and CD 2353
3 Credits 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. The laboratory component of the course must be completed at off-campus approved sites at discretion of instructor. Students must meet pre-laboratory requirements.

CD 2623 Supervised Laboratory
Prerequisites: ENGL 1113; Earned at least a “C” in CD 2333, CD 2353
3 Credits Students will work a minimum of 96 clock hours at a laboratory location to be approved by the instructor. Students will provide for children’s health and safety, guide their behavior, plan and execute activities in all curriculum areas, communicate with children’s families, and interact with staff on a professional level. Students must meet pre-laboratory requirements.

CD 2631 Curriculum Development and Application - Infant and Toddler
Prerequisites: ENGL 1113; Earned at least a “C” in CD 2333 and CD 2353
1 Credit Students will demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. Students will also demonstrate skill in guiding infants and/or toddlers and providing for their health and safety in a group setting. A minimum of twenty-eight contact hours is required, which must be completed in approved off-campus early care and education facilities at discretion of instructor. Students must meet pre-laboratory requirements. AAS majors must document a minimum of fifty clock observation and contact hours with children in a variety of settings, including the workplace.
CD 2641 Curriculum Development and Application - Preschool  
**Prerequisites:** ENGL 1113; Earned at least a “C” in CD 2333 and CD 2353  
1 Credit  
Students will demonstrate the ability to plan and execute developmentally appropriate activities in all curriculum areas. Students will also demonstrate skill in guiding preschoolers and providing for their health and safety in a group setting. A minimum of twenty-eight contact hours is required, which must be completed in approved off-campus early care and education facilities at discretion of instructor. Students must meet pre-laboratory requirements. AAS majors must document a minimum of fifty clock observation and contact hours with children in a variety of settings, including the workplace.

CD 2713 Infant/toddler Development and Educational Program  
**Prerequisites:** ENGL 1113  
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 laboratory component of the course must be completed at off-campus approved sites. Students must meet pre-laboratory requirements.

CD 2813 Early Childhood Center Personnel Development Management  
**Prerequisites:** ENGL 1113; Earned at least a “C” in CD 2113  
3 Credits  
This course is for individuals wishing to improve their management skills with personnel working in early care and education programs. Students will examine the principles, procedures and organizational techniques used in the development and management of personnel including employment practices, employee assessment and evaluation, orientation, training, related federal and state legislation and regulations, diversity, employee/employer relations, compensation, advocacy, ethics, and leadership.

CD 2833 Early Childhood Center Financial Planning and Management  
**Prerequisites:** ENGL 1113; Earned at least a “C” in CD 2113  
3 Credits  
This course is for individuals wishing to improve their skills in designing and managing budgets and financial plans for early care and education programs. Students will have practical experience utilizing guidelines and tools for creating budgets as well as other financial issues pertinent to the field. Other content will include governmental regulations as they pertain to budgets, insurance, customer service, collection issues, financial policies and procedures, fund raising, and government programs and their relationships to financial management of early care and education programs.

Clinical Research Coordinator

CRC 1103 Introduction to Clinical Research  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures; Admission to the CRC Program  
3 Credits  
The student will demonstrate knowledge of the history of human subject research, evolution of rules protecting human subjects, roles of the clinical research teams, clinical trial phases, and responsibilities of clinical research organizations.

CRC 1112 Vital Signs and Venipuncture  
**Prerequisites:** BIO 1414; Admission to the CRC Program  
2 Credits  
The student will 1) successfully measure blood pressure, pulse rate, and temperature, 2) draw intravenous blood, 3) perform human tissue and fluid storage procedures, and 4) utilize universal precautions for handling biological materials.

CRC 1203 Medical Ethics and Client Care  
**Prerequisites:** CRC 1103; Admission to the CRC Program  
3 Credits  
The student will be able to describe the fundamentals of ethical principles involving human research subjects, understand informed consent and the role of the Internal Review Board, and identify vulnerable populations.

CRC 1303 Clinical Trials and Research Regulations  
**Prerequisites:** CRC 1103; Admission to the CRC Program  
3 Credits  
The student will receive an overview of federal and international guidelines governing clinical research and drug trials, including Good Clinical Practices and International Council on Harmonization guidelines. An emphasis will be placed on understanding of research organization compliance, responsibilities of the Internal Review Board and the Health Insurance Portability and Accountability Act (HIPAA). The student will identify and complete required regulatory forms, define human subject protection guidelines, compare federal versus international guidelines for clinical research and discuss conflict of interest issues.

CRC 1503 Clinical Trials and Research Internship I  
**Prerequisites:** CRC 1203; CRC 1303; Admission to the CRC Program  
3 Credits  
Students will shadow clinical research teams for four weeks at a private or university clinical research facility. Topics learned in the classroom will be demonstrated in an actual clinical research setting, giving the student exposure to a real-world setting while learning practical applications.

CRC 2003 Clinical Database Applications  
**Prerequisites:** CRC 1103; Admission to the CRC Program  
3 Credits  
The student will demonstrate mastery of the concepts of clinical research data management systems, quality assurance, data confidentiality and security, accurate preparation of case reports.
CRC 2103 Clinical Research Design  
*Prerequisites: CRC 1203; CRC 1303; Admission to the CRC Program*  
3 Credits Students will acquire a basic knowledge of research design methodologies, data organization and presentation, participant eligibility, adverse event documentation, site visit and audit preparation, and budget design.

CRC 2113 Clinical Research Site Management  
*Prerequisites: CRC 2103; Admission to the CRC Program*  
3 Credits The student will acquire a basic knowledge of research site organization, operation and management. The student will learn the process involved in grant applications, study initiation, documentation requirements, and site evaluations. Emphasis will be placed on defining process flow and interactions with Institutional Review Boards, sponsors, regulators, investigators, and the community.

CRC 2203 Pathophysiology  
*Prerequisites: CHEM 1123; BIO 1414; AHP 1013; Admission to the CRC Program*  
3 Credits The student will utilize critical thinking models to understand the dynamic aspects of human health and disease processes. The student will develop a foundational knowledge of the pathogenesis and clinical manifestation of disease in order to work effectively with subject data and communicate with other clinical research professionals.

CRC 2213 Pharmacology for Clinical Research  
*Prerequisites: CHEM 1123; BIO 1414; Admission to the CRC Program*  
3 Credits The student will correctly spell names of major drugs, place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names. The student will identify and discuss the purpose of nutritional products, blood modifiers, hormones, diuretics, diabetes medications, cardiovascular agents, respiratory drugs, and gastrointestinal agents.

CRC 2313 Clinical Protocol Design  
*Prerequisites: CRC 2103; CRC 2113; Admission to the CRC Program*  
3 Credits Through study, discussion, and classroom activities the student will identify different research designs, master the rules for writing protocols, understand ethical issues involved in research protocol design, and develop the skills to design data collection forms.

Communications

COM 1000 Special Topics  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*  
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 1123 Interpersonal Communications  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*  
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  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*  
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  
*Prerequisites: ENGL 0106 or adequate placement score*  
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 Science

CS 1000 Special Topics  
*Prerequisites: MATH 0203 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures*  
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. This course satisfies the computer proficiency requirement.
CS 1103 Introduction to Computers and Applications
Prerequisites: MATH 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures.
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. Advanced Standing is available. This course satisfies the computer proficiency requirement.

CS 1143 Beginning Programming
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

CS 1153 Introduction to Computing Technologies
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0103 or adequate math placement.
3 Credits Students will learn fundamental concepts of computing technologies. Topics will include computer hardware, operating systems, application software, networking, information security and privacy, information systems, program development, database management systems, social aspect of computing technologies, and cloud computing. This course satisfies the computer proficiency requirement.

CS 1333 Database Management Applications
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement.
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. This course satisfies the computer proficiency requirement.

CS 1343 Spreadsheet Applications
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0313 or adequate math placement.
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. This course satisfies the computer proficiency requirement.

CS 1353 Computer Operating Systems
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; prerequisite or co-requisite CS 1103.
3 Credits Students will learn the following important areas through a combination of lectures and hands-on projects: installing, maintaining and optimizing Windows operating systems, troubleshooting Windows and applications, connecting to and setting up a network, Windows resources on a network, computer security strategies, mobile devices, and client-side virtualization. A+ Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 1363 Digital Media Development
Prerequisites: MATH 0203 or adequate math placement; Prerequisite or Co-requisite: CS 1103 or by evaluation. § Criteria for evaluation is in division office.
3 Credits This hands-on course affords students a basic understanding of industry standard design applications. Upon completion of this course, the student will be able to demonstrate the ability to create computer illustrations, graphics, page layouts, animations, video and audio, at an introductory level. This course satisfies the computer proficiency requirement.

CS 1413 Computer Hardware
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; prerequisite or co-requisite CS 1103.
3 Credits Students will learn the following through class lectures and hands-on projects: identification, configuration, maintenance, troubleshooting, and repair of PC hardware including mainboards, BIOS, processors, memory, storage devices, peripherals, and printers. Other IT-related issues such as networks, safety and environmental concerns, customer relations, and professionalism are also presented. A+ Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 2000 Special Topics
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement.
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. This course satisfies the computer proficiency requirement.

CS 2113 Computer Based Information Systems
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement.
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. This course satisfies the computer proficiency requirement.
CS 2123 Assembly
Prerequisites: MATH 0313 or adequate math placement, CS 1143 or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

CS 2143 Digital Video Editing
Prerequisites: MATH 0203 or adequate math placement, CS 1363.
3 Credits Students will develop both technical skills and creative techniques in a project-based learning environment. Many aspects of digital editing will be applied including digitizing audio and video, the composition of computer-generated graphics and animation, multiple audio layers, title overlay, and special effects. This course satisfies the computer proficiency requirement.

CS 2153 Supporting Windows Operating Systems
Prerequisites: MATH 0203 or adequate math placement, CS 1353 or by evaluation. § Criteria for evaluation is in division office.
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. Preparatory course for certification through Microsoft. This course satisfies the computer proficiency requirement.

CS 2163 Java
Prerequisites: MATH 0313 or adequate math placement, CS 1143 or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

CS 2173 Oracle
Prerequisites: MATH 0313 or adequate math placement, CS 1143.
3 Credits Using Oracle as a platform, students will learn relational database concepts, sound database design and development techniques, and SQL commands. Topics include how to create and modify database tables; retrieve data from database tables; use subqueries to retrieve data; use table constraints, sequences, indexes, synonyms, views and functions; create users and assign privileges to users; create printable reports through SQL*Plus commands; practice SQL statement tuning. This course satisfies the computer proficiency requirement.

CS 2183 Linux
Prerequisites: MATH 0203 or adequate math placement, CS 1103 or by evaluation. § Criteria for evaluation is in division office.
3 Credits This course is an introduction to the Linux operating system for users. It is designed for those with a DOS/Windows operating system background with little or no knowledge of Linux. Topics include the development of Linux; basic Linux operating system concepts; a comparison of Linux to MS Windows; frequently used Linux programs and utilities, shells, editors, and tools; X window GUI and applications; Linux and the internet; setting up Apache web server software; basic HTML and CGI programming for Linux; use of virtual machine software to create virtual machines of guest operating system on top of host operating system. Linux+ Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 2193 Supporting Desktop Applications
Prerequisites: CS 1353
3 Credits Students will learn how to install, configure and support Microsoft Office applications running in a Microsoft Windows environment. Real-world examples and interactive activities are used to reinforce the following key concepts: configuring Internet Explorer and Outlook Express; resolving issues related to customizing Office Application; migrating from Outlook Express to Outlook; identifying and troubleshooting network problems; configuring Office security settings; and monitoring security vulnerabilities and updates. This course satisfies the computer proficiency requirement.

CS 2223 Systems Analysis and Design
Prerequisites: MATH 0313 or adequate math placement, ENGL 1113 and a 2000 level programming language.
3 Credits Students will investigate and participate in the analysis and design of information systems through application of the Systems Development Life Cycle. Topics include the role of the analyst, review of common business systems, preparation of data-gathering instruments, database design and normalization and module design. Computer Aided Software Engineering (CASE) tools such as data dictionary, data flow diagramming, data modeling, and structure charts will also be covered. This course satisfies the computer proficiency requirement.

CS 2283 Introduction to Virtualization
Prerequisites: CS 1353 or by evaluation § Criteria for evaluation is in division office.
3 Credits This course covers fundamental concepts and practical knowledge of virtualization technology. Students will learn to install and configure virtualization software, manage virtual networking and storage, deploy, manage, and migrate virtual machines, manage user access to the virtual machine infrastructure, monitor resource usage, increase scalability, apply patches, and manage higher availability and data protection. Students will gain hands-on experience through using virtualization software platforms. This course satisfies the computer proficiency requirement.
CS 2303 Networking Technologies
Prerequisites: MATH 0203 or adequate math placement, co-requisite CS 1103 or by evaluation.
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. Network+ Certification Preparation Course. This course satisfies the computer proficiency requirement.

CS 2363 C++
Prerequisites: CS 2163
3 Credits This course is a continuation of the study of object-oriented programming covered in CS 2163 Java. Students will use C++ to write programs that demonstrate comprehension of the advanced object-oriented features of the C++ language and of common data structures. Topics include pointer manipulation, overloaded operators, friends, exception handling, templates, linked lists, stacks, queues, trees, and time complexity associated with sorts and searches. This course satisfies the computer proficiency requirement.

CS 2373 iPhone/iPad Software Development
Prerequisites: CS 1143
3 Credits Students will learn the skills to develop iOS software applications on Apple mobile devices such as iPhone/iPad/iPod Touch. Topics covered include Objective C, iOS architecture, Cocoa Touch APIs, Apple Integrated Development Environment Xcode, Interface Builder, secure coding in iOS, and other related Apple SDK frameworks. Students will also learn how to download iOS applications to Apple mobile devices. This course satisfies the computer proficiency requirement.

CS 2403 Computer Support Services
Prerequisites: ENGL 1113; MATH 0203 or adequate math placement and 9 credit hours of Computer Science courses.
3 Credits Students will demonstrate their understanding of planning, implementing, and maintaining a support center for both internal and external users of computer hardware and software. The main topics will include: the Help Desk, design of hardware and software specifications, performing a needs assessment, design of evaluation instruments, creation of both technical and non-technical documentation, working with customers in a support role, and ethical standards for the computing professional. This course satisfies the computer proficiency requirement.

CS 2413 Web Site Development
Prerequisites: MATH 0203 or adequate math placement, ENGL 0203, adequate placement score, or by meeting determined placement measures.
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. HTML, CSS along with a combination of other current technologies will be utilized for topics such as: building, formatting, enhancing, and publishing pages; maintaining a web site; manipulating graphics; creating printer and mobile versions; and incorporating JavaScript at an introductory level. This course satisfies the computer proficiency requirement.

CS 2433 Digital Media Scripting
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement.
3 Credits Students will develop both technical skills and creative techniques in a project-based learning environment. The student will learn to script in icon-based and command-based authoring languages to create interactive digital media and online applications. This course satisfies the computer proficiency requirement.

CS 2443 SQL Server
Prerequisites: MATH 0313 or adequate math placement, CS 1143 or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

CS 2453 Visual Basic
Prerequisites: MATH 0313 or adequate math placement, CS 1143 or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

CS 2463 Advanced Java
Prerequisites: CS 2163
3 Credits Students will develop Java applications and applets, which demonstrate comprehension of advanced programming structures and practices, object-oriented programming, fundamental data structures (arrays, liked lists, stacks and queues), SWING, Java Beans, database programming (JDBC), and distributed computing (Sockets/RMI). This course satisfies the computer proficiency requirement.
CS 2503 Network Administration  
*Prerequisites: CS 1353*  
3 Credits  
The students will use a network operating system to create and manage a local area network. The topics to be covered include creating and administering user and group accounts, managing network resources and administering permissions for files and folders, setting up and administering the printing environment, using the auditing functions, backing up and restoring files and folders. Preparatory course for certification through Microsoft. This course satisfies the computer proficiency requirement.

CS 2513 Client-Side Programming  
*Prerequisites: MATH 0313 or adequate math placement, CS 2413 and CS 1143 or by evaluation. § Criteria for evaluation is in division office.*  
3 Credits  
The 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. This course satisfies the computer proficiency requirement.

CS 2553 Advanced Visual Basic  
*Prerequisites: CS 2453*  
3 Credits  
The 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. This course satisfies the computer proficiency requirement.

CS 2563 C#  
*Prerequisites: CS 2163*  
3 Credits  
The students will develop C# programs using the .NET framework that demonstrate comprehension of language syntax, fundamental program structures, object-oriented programming, windows applications, web applications, and database applications. Students will use ADO.NET, XML, ASP.NET, SOAP, and REST to create their applications. This course satisfies the computer proficiency requirement.

CS 2573 Oracle Database Administration  
*Prerequisites: CS 2173 or CS 2443*  
3 Credits  
The 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. This course satisfies the computer proficiency requirement.

CS 2610 Internship**  
*Prerequisites: MATH 0203 or adequate math placement, 15 credit hours of Computer Science courses.*  
1-3 Credits  
A practicum course intended to provide the student with work experience in various areas in his/her major under the supervision of an experienced technician/professional from the business community. This course may be repeated. This course satisfies the computer proficiency requirement.

CS 2623 Server-Side Programming  
*Prerequisites: MATH 0313 or adequate math placement, CS 1143 and CS 2413 or by evaluation. § Criteria for evaluation is in division office.*  
3 Credits  
The 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. This course satisfies the computer proficiency requirement.

CS 2703 Introduction to Cyber/Information Security  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0103 or adequate math placement.*  
3 Credits  
The students will examine the field of information security. This course presents the managerial and technical aspects of information security and addresses knowledge areas of the CISSP (Certified Information Systems Security Professional) certification. Information security is discussed within a real-world context, by including examples of issues faced by today’s professionals. This course provides numerous opportunities for hands-on work. This course satisfies the computer proficiency requirement.

CS 2713 Principles of Information Security  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement; CS 1353*  
3 Credits  
The 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. This course satisfies the computer proficiency requirement.
CS 2723 Secure Electronic Commerce
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement.
3 Credits Students will learn the fundamentals of secure electronic commerce technology, models and issues. This course includes principles and hands-on labs for secure electronic commerce. These include securing web sites and web applications, maintaining PCI DSS Compliance for E-commerce websites, performing web site vulnerability and security assessments, securing mobile communications, and securing personal and business communications. Legal and national policy issues related to secure electronic commerce are included. This course satisfies the computer proficiency requirement.

CS 2743 Enterprise Security Management
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203 or adequate math placement.
3 Credits Students will learn the managerial aspects of computer security and risk management for enterprises. Topics include accreditation, procurement, extension and operation principles for secure enterprise information systems. Additional topics are security policy and plan development, contingency, continuity and disaster recovery planning, and incident handling and response. This course satisfies the computer proficiency requirement.

CS 2753 Information System Assurance
Prerequisites: MATH 0203 or adequate math placement, (CS 2703 or CS 2713) and (CS 2723 or CS 2743).
3 Credits Students will learn design and analysis methods for high assurance information systems. Topics covered will consist of safety, reliability, security, and specification of mission-critical system properties. Software and hardware validation, as well as verification and certification are also included. This course satisfies the computer proficiency requirement.

CS 2763 Network Security
Prerequisites: MATH 0203 or adequate math placement, CS 1353 and Co-requisite: CS 2303 or CS 2503
3 Credits Students will learn topics related to network vulnerabilities and defense. Topics include network and computer attacks, ethical hacking, penetrating testing, desktop and server vulnerabilities, securing embedded systems, web server security, wireless security, cryptography, and network protection systems. This course satisfies the computer proficiency requirement.

CS 2773 Secure System Administration and Certification
Prerequisites: MATH 0203 or adequate math placement, (CS 2703 or CS 2713) and (CS 2723 or CS 2743).
3 Credits Students will learn provisioning, procurement and installation of network, hardware and software systems for mission critical enterprises. System configuration and maintenance, incident handling and response, system certification, testing and validation are also covered. This course satisfies the computer proficiency requirement.

CS 2783 Cyber Forensics
Prerequisites: MATH 0203 or adequate math placement, CS 1353 and (CS 2723 or CS 2743 or CS 2763)
3 Credits Students 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. This course satisfies the computer proficiency requirement.

Computer-Aided Technology

CAT 1000 Special Topics
Prerequisites: Math 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. This course satisfies the computer proficiency requirement.

CAT 1043 Engineering Principles
Prerequisites: Math 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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. This course satisfies the computer proficiency requirement.

CAT 1053 Manufacturing Materials and Processes
Prerequisites: CAT 1043 or by evaluation. § Criteria for evaluation is in division office.
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. This course satisfies the computer proficiency requirement.

CAT 1113 Unmanned Vehicle Systems
Prerequisites: Math 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measure
3 Credits Students will be introduced to the history, missions, capabilities, types, configurations, subsystems, and the disciplines needed for UVS development and operation.
**CAT 1123 UVS Operations**
*Prerequisites: CAT 1113*
3 Credits Students will demonstrate the proper way to operate Unmanned Vehicle Systems. This includes pre-mission check list, missing planning and logging, safety/liability consideration and emergency procedures. Students will be working in the field and in the classroom conducting simulated and real life missions.

**CAT 1133 Airspace and Regulations**
*Prerequisites: Math 0203 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures*
3 Credits The course will examine the components and objectives of the National Airspace System. Emphasis will be placed on regulations pertaining to UAS flight operations.

**CAT 1214 Computer Aided Design (CAD)**
*Prerequisites: Math 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures*
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. This course satisfies the computer proficiency requirement.

**CAT 1253 CAD 3D Parametric Modeling**
*Prerequisites: Math 0203 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures*
3 Credits This course is an introduction to 3D parametric modeling techniques and concepts. The student will create 3D models and assemblies from 2D sketches using parametric dimensioning and constraints. This course satisfies the computer proficiency requirement.

**CAT 1313 Introduction to Geographic Information System (GIS)**
*Prerequisites: Math 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures*
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. This course satisfies the computer proficiency requirement.

**CAT 1323 Introduction to Spatial Technology**
*Prerequisites: Math 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures*
3 Credits The course focuses on technologies being used to locate, inventory and analyze locations, Geographic Information Systems, Global Positioning Systems, telemetry and photogrammetry and a brief introduction to Satellite-Based Remote Sensing.

**CAT 1413 CAD Hardware and Software**
*Prerequisites: Math 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures*
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. This course satisfies the computer proficiency requirement.

**CAT 1513 Digital Imaging**
*Prerequisites: CS 1103 or CAT 1413 or by evaluation. § Criteria for evaluation is in division office.*
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. This course satisfies the computer proficiency requirement.

**CAT 2000 Special Topics**
*Prerequisites: MATH 0103 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures*
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**
*Prerequisites: 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**
*Prerequisites: Math 1613, 15 credit hours of CAT, PHYS 1114 or PHYS 1314*
3 Credits The student will analyze coplanar force systems and calculate moments of inertia, centroids, tensile stresses. The student will demonstrate an understanding of the relationship between stress and strain, basic properties of materials and shear, bending and moment diagrams. This course is designed as an applied static’s and strength of materials course for technicians utilizing algebra, trigonometry and analytic geometry. This course satisfies the computer proficiency requirement.
CAT 2113 CAD Management and Standards  
Prerequisites: CAT 1253 or by evaluation. § Criteria for evaluation is in division office.

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. This course satisfies the computer proficiency requirement.

CAT 2123 Digital Fabrication  
Prerequisites: MATH 0203 or adequate math placement; CAT 1214 or CAT 1253 or CAT 2543.

3 Credits The course is an in-depth exploration of the world of digital fabrication. Students will create projects by utilizing fabrication equipment such as 3D scanning, 3D Printers, Computer Numerical Control (CNC) machines and metrology tools. This course satisfies the computer proficiency requirement.

CAT 2163 CAD Automation  
Prerequisites: CAT 1214; MATH 0203 or adequate math placement.

3 Credits The student will demonstrate the ability to manage and maintain a Computer-Aided Design System by customization, programming and automation. This course satisfies the computer proficiency requirement.

CAT 2313 Introduction to Spatial Analysis  
Prerequisites: Math 0203 or adequate math placement, CAT 1313 or by evaluation. § Criteria for evaluation is in division office.

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. This course satisfies the computer proficiency requirement.

CAT 2334 Plane Surveying  
Prerequisites: MATH 1613 or by evaluation. § Criteria for evaluation is in division office.

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. This course satisfies the computer proficiency requirement.

CAT 2540 Applications in CAD  
Prerequisites: CAT 1043 and CAT 1214 or by evaluation. § Criteria for evaluation is in division office.

VARIABLE 1 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. This course satisfies the computer proficiency requirement.

CAT 2703 Practicum  
Prerequisites: 12 hours of CAT or by evaluation. § Criteria for evaluation is in division office.

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. This course satisfies the computer proficiency requirement.

CAT 2924 Design Project  
Prerequisites: 15 hours of CAT credits

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.

Digital Cinema Production

DCP 1000 Special Topics in Film Technology  
Prerequisites: 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.
DCP 1133 Production Design  
*Prerequisites: None*  
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.

DCP 1214 Cinematography I  
*Prerequisites: None*  
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.

DCP 1713 Screenwriting  
*Prerequisites: None*  
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.

DCP 2000 Special Topics in Film Technology  
*Prerequisites: 6 hours of Digital Cinema Production courses*  
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.

DCP 2123 Film Production and Business  
*Prerequisites: None*  
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.

DCP 2214 Cinematography II  
*Prerequisites: DCP 1214 and DCP 2323 or by evaluation. § Criteria for evaluation is in division office.*  
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.

DCP 2253 Film Sound  
*Prerequisites: DCP 1214*  
3 Credits Students will demonstrate the use of microphones, microphone placement, sound enhancements, volume, and the recording techniques used on location and in a studio. They will produce a full sound mix, including dialogue, score, source music, sound effects, and a variety of digital technologies.

DCP 2263 American Cinema  
*Prerequisites: ENGL 1113*  
3 Credits The focus in this course will be on these film topics: history and development, the studio system, economic structure, technical and critical vocabulary, style, the star, genres, themes, and audience. Instructional films and readings will enable the student to understand each of these topics; furthermore, the student will view several classic and contemporary American films to exemplify and clarify cinematic techniques and concepts. The student will become able to think and write critically about film and its role in American culture.

DCP 2273 Documentary Filmmaking  
*Prerequisites: DCP 1214 and DCP 2323*  
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.
DCP 2314 Cinematography III  
**Prerequisites:** DCP 2214  
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.

DCP 2323 Film Editing and Digital Effects I  
**Prerequisites:** None  
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. This course satisfies the computer proficiency requirement.

DCP 2423 Film Editing and Digital Effects II  
**Prerequisites:** DCP 2323  
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 area of digital effects and various non-linear after-market effects palettes. This course satisfies the computer proficiency requirement.

DCP 2453 Film Sound Editing  
**Prerequisites:** DCP 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.

DCP 2613 Film Or Video Internship  
**Prerequisites:** 6 hours of Digital Cinema Production courses  
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.

DCP 2623 Directing  
**Prerequisites:** DCP 1214  
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.

DCP 2713 Capstone Project  
**Prerequisites:** Students are required to complete all required major DCP courses before taking DCP 2713. **Prerequisite:** DCP 2273 or DCP 1713  
3 Credits Individually or 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.

Digital Media Design

DMD Digital Media Design  
**Prerequisites:**  
3 Credits Select any DMD course

DMD 1000 Special Topics in Digital Media Design  
**Prerequisites:** NONE  
1-3 Credits Students will develop skills and demonstrate competencies in topics not covered in other Digital Media Design courses. A specific topic is designated for each offering. This course may be repeated with a change in subject matter.
DMD 1013 Creativity and Design  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits This course combines theory and problem-solving assignments to introduce students to the main concepts of creativity and design. Throughout this course students will examine the principles of design and critical thinking skills that lead to creative solutions. Within this collaborative learning environment students will complete hands on activities that stimulate innovation and promote life long learning. This course satisfies the computer proficiency requirement.

DMD 1023 Introduction to Graphic Design  
*Prerequisites: DMD 1053*

3 Credits The student will be introduced to the principles of design, color, typography, and the design process. Student proficiency will be demonstrated by the successful completion of projects.

DMD 1033 Principles of Animation  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits This course provides a historical and critical approach to animation from early black-and-white cartoons to modern 2D and 3D productions. Students will critically analyze processes and techniques involved in the construction of traditional and computer based animation sequences. This course satisfies the computer proficiency requirement.

DMD 1043 3D I  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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. This course satisfies the computer proficiency requirement.

DMD 1053 Electronic Publishing: Indesign I  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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. This course satisfies the computer proficiency requirement.

DMD 1063 Evolution of Video Game Design Technology  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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. This course satisfies the computer proficiency requirement.

DMD 1133 Introduction to Macintosh  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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. This course satisfies the computer proficiency requirement.

DMD 1153 Digital Photography  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits The student will demonstrate proficiency in using digital cameras and will produce color and black and white images which demonstrate a knowledge of basic principles 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. This course satisfies the computer proficiency requirement.

DMD 1183 Computer Drawing: Illustrator  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

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. This course satisfies the computer proficiency requirement.

DMD 1223 3D II  
*Prerequisites: DMD 1043 or by evaluation*

3 Credits This course will introduce students to the concepts and tools used to create 3D games. Using current 3D applications, students will build, texture, and sculpt models for use in movies and games that reflect the design mechanics of historical games. This course satisfies the computer proficiency requirement.
DMD 1233 2D Computer Animation  
Prerequisites: DMD 1033  
3 Credits In this class students will apply basic animation principles to produce an animated sequence using industry standard 2D animation computer software. Emphasis will be placed on timing, performance and creativity of the animated sequence. This course satisfies the computer proficiency requirement.

DMD 1513 Graphic Design  
Prerequisites: DMD 1053; DMD 1023  
3 Credits The student will apply design principles, color, typography, problem solving, and production skills to create effective designs for print and electronic media. Student proficiency will be demonstrated by the successful completion of projects.

DMD 2000 Internship  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; By Evaluation  
1-9 Credits The student will work in a professional setting with qualified professionals in either animation, game design, graphic design or photography. The student will produce professional quality materials for print or electronic media. This course may be repeated to a maximum of nine credit hours with the permission of the instructor. This course satisfies the computer proficiency requirement.

DMD 2053 Electronic Publishing: Indesign II  
Prerequisites: DMD 1053  
3 Credits The student will demonstrate the proficiency using advanced functions and commands of electronic desktop publishing. This will include libraries, master pages, color separations, prepress document preparation, working with graphic files, and templates. This course satisfies the computer proficiency requirement.

DMD 2100 Advanced Special Topics  
Prerequisites: Any 1000-level DMD course  
3 Credits Students will demonstrate competencies in advanced topics not covered in other Digital Media Design courses. A specific topic is designated for each offering. This course may be repeated with a change of subject matter.

DMD 2143 Digital Video Editing  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits This course will focus on projects in video editing and motion graphics. Students will develop both technical and creative skills in non-linear editing, compositing, special effects, camera movements and cinematic points of view, and titling and motion graphics. This course satisfies the computer proficiency requirement.

DMD 2153 Digital Photography II  
Prerequisites: DMD 1153  
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.

DMD 2163 Photojournalism  
Prerequisites: DMD 2153  
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.

DMD 2223 3D III  
Prerequisites: DMD 1223 or by evaluation  
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 “modifications” (MOD) levels that reflect design concepts. This course satisfies the computer proficiency requirement.

DMD 2253 Advertising Photography  
Prerequisites: DMD 2153  
3 Credits The student will demonstrate the skills used in catalog and advertising photography. These skills include knowledge of equipment, special lighting, 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.

DMD 2323 Publication Design  
Prerequisites: DMD 1023  
3 Credits The student will design newspaper and magazine elements that meet industry standards for print and electronic media. Student will demonstrate understanding of elements of a publication, publication layout, design principles, color, typography, problem solving, and production skills through the successful completion of projects. This course satisfies the computer proficiency requirement.
DMD 2353 Applied Graphic Design  
**Prerequisites:** DMD 1513  
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. This course satisfies the computer proficiency requirement.

DMD 2363 Portrait Photography  
**Prerequisites:** DMD 2153  
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.

DMD 2633 3D Animation and Special Effects  
**Prerequisites:** DMD 2533  
3 Credits The student will use professional techniques to create photo-realistic renderings, advanced physical-based and character animations, interactive media and Web development, 3D gaming and 3D virtual environments. This course will enhance the abilities of artists, designers and other professionals using 3D computer-created, generated, or integrated graphics. Emphasis will be on the development of professional techniques in the area of 3D computer graphics. This course satisfies the computer proficiency requirement.

DMD 2733 3D Character Design and Animation  
**Prerequisites:** DMD 2533  
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. This course satisfies the computer proficiency requirement.

DMD 2773 Image Editing: Photoshop I  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits The student will demonstrate knowledge of the tools and functions of Photoshop software program. The student will complete projects which indicate an understanding of image retouching and manipulation, color correction, image sharpening, RGB color, CYMK color, separations, channels, paths, and filters. This course satisfies the computer proficiency requirement.

DMD 2783 Image Editing: Photoshop II  
**Prerequisites:** DMD 2773  
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. This course satisfies the computer proficiency requirement.

DMD 2803 Portfolio Preparation and Presentation  
**Prerequisites:** DMD 1013; DMD 1053; DMD 1183; AND DMD 2783  
3 Credits The student will prepare a professional portfolio for presentation and evaluation. The portfolio will include a resume, matted projects and other pieces that demonstrate the student's ability to apply skills and techniques acquired in the program.

**Economics**

ECON 1013 Introduction to Economics  
**Prerequisites:** MATH 0203 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined measures.  
3 Credits This course is an introduction to the fundamental framework economists use to analyze problems. Students will explore the principles by which decisions are made by consumers, businesses and the government. Upon completion of this course will be able to relate the principles of economics to solve everyday problems. Topics covered include scarcity, choice and opportunity cost; demand, supply, market efficiency and structure; consumer utility theory, inflation, unemployment and the effects of government policy and intervention.

ECON 1113 Economic Development of The United States  
**Prerequisites:** MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.  
3 Credits The student will examine and discuss the organization and evolution of the economic system of the United States as affected by agriculture, industry and commerce.

ECON 2023 Statistics for Business and Economics  
**Prerequisites:** MATH 1743 and ENGL 0203 or adequate placement score, or by meeting determined placement measures.  
3 Credits Basic statistics course for undergraduate business majors. Introductory statistical methods are presented employing statistical computer software and applications to typical business and economic problems. Topics include descriptive statistics, probability concepts, probability distribution, estimation, hypothesis testing, and introduction to econometric/regression analysis, and correlation.
ECON 2123 Principles of Microeconomics
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
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 2143 Principles of Macroeconomics
Prerequisites: ECON 2123 or by evaluation
3 Credits This course is a continuation of the Principles of Economics involving the production, consumption and distribution of wealth in a market economy, with major emphasis macroeconomics theory, particularly the general price level, output and income, and interrelations among sectors of the economy, determinants of aggregate demand and aggregate supply, as well as monetary and fiscal policy tools that can be used to achieve particular policy objectives. The basics of international finance will be reviewed.

ECON 2203 Principles of International Economics
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
3 Credits This course is an introduction to the theory of international trade, commercial policy, preferential trading arrangements, and topics on the balance of payments and the international adjustment mechanism.

ECON 2303 Money and Banking
Prerequisites: ECON 2123 or by evaluation
3 Credits The student will discuss problems of economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. (This course is generally offered in the spring semester only.)

Electives

AUTO FA Faculty Approved Automotive Elective(S)
Prerequisites: None
4 Credits Faculty approved Automotive elective

BIO AH SUPP ELEC Pre-Bacc Allied Health (Biology) Support Electives
Prerequisites:
9 Credits 9 credit hours of support electives from the following: AHP 1013, ACCT 2113, BIO 1023, BIO 2114, BIO 2203, BIO 2215, BIO 2255, BIO 2404, CHEM 2114, CHEM 2111, COM 2213, MATH 1613, MATH 1743, MATH 2013, PHYS 1114, PHYS 1214, or any 5 credit hour GRMN, FREN, or SPAN course.

BIO PB SUPP ELEC Pre-Bacc (Biology) Support Electives
Prerequisites:
9 Credits 9 credit hours of support electives from the following: AHP 1013, ACCT 2113, BIO 1134, BIO 2114, BIO 2203, BIO 2215, BIO 2255, BIO 2404, CHEM 2114, CHEM 2111, CHEM 1215, COM 2213, CS 1103, MATH 1613, MATH 1743, PHYS 1114, PHYS 1214, PSY 2403, or any 5 credit hour GRMN, FREN, or SPAN course.

BIO SUPP ELEC Biology Support Electives
Prerequisites:
10 Credits 10 credit hours of support electives from the following: AHP 1013, ACCT 2113, BIO 1023, BIO 2203, BIO 2215, BIO 2255, BIO 2404, CHEM 2114, CHEM 2111, COM 2213, CS 1103, MATH 1613, MATH 1743, MATH 2013, PHYS 1214, PSY 2403, or any 5 credit hour GRMN, FREN, or SPAN course.

BUS MAJ ELEC Business (general option) Major Electives
Prerequisites:
9 Credits 9 credit hours of Faculty Pre-Approved Major Electives: ACCT 2003, ACCT 2123, ACCT 2403, BUS 1113, BUS 1713, BUS 2313, BF 1303, BUS 1323, BUS 2003, BUS 2073, ECON 2023, FIN 1013, FIN 2023, FIN 2503, MGMT 1533, MGMT 2003, MGMT 2013, MGMT 2023, MGMT 2053, MATH 2013, MKT 2043, BUS 2493 or any other ACCT, BUS, ECON, FIN, MGMT, MKT course.

BUS SUPP ELEC Business (general option) Support Electives
Prerequisites:
18 Credits 18 credit hours of Faculty Pre-Approved Electives: ACCT 2003, ACCT 2123, ACCT 2403, BUS 1113, BUS 1713, BUS 2313, BF 1303, BUS 1323, BUS 1083, BUS 2003, BUS 2073, CS 1103, ECON 2023, FIN 1013, FIN 2023, FIN 2503, MGMT 1533, MGMT 2003, MGMT 2013, MGMT 2023, MGMT 2053, MATH 2013, MKT 2043, BUS 2493, SPAN 1115, SPAN 1013, or any other ACCT, BUS, ECON, FIN, MGMT, MKT course.
BUS VSM GE Business (Vehicle Service) Gen Ed Elective
Prerequisites: None
3 Credits Student should select one course from this list: ECON 1013 or ECON 2143 or FIN 1013.

BUS VSM SUPP Business (Vehicle Service) Support Electives
Prerequisites: None
9 Credits Select 9 hours from the following faculty approved support electives: (C) AT 1153, (C) AT 1733 (C) AT 1753, or (C) AT 1773.

CAT GEN COMM OSRHE Approved Gen Ed Communications or English Course
Prerequisites:
3 Credits Students should select one 3 credit course: ENG 1213, ENG 1233, COM 1123, or COM 2213.

CAT UAS SUPP ELEC Unmanned Aerial Systems Support Electives
Prerequisites:
9 Credits Nine credit hours chosen from the following approved support courses: Any CAT, CS, DCP, or ENGR Course or choose from any of the following DMD courses: DMD-1153, DMD-2143, DMD-2153, DMD-2163, DMD-2253, DMD-2533, DMD-2633, DMD-2733, DMD-2783, or other courses may be approved by the program faculty advisor.

CH PD SUPP ELEC Pre-Dentistry Support Electives
Prerequisites:
5-8 Credits Five to eight credit hours chosen from the following approved support courses: BIO 1134, BIO 2125, BIO 2215, BIO 2203, BIO 2234, BIO 2255, CHEM 2990, COM 2213, ENGL 1233, CS 1143, CS 2163, CS 2363, MATH 1533 (C), MATH 2104, MATH 2214, ECON 2123, ECON 2143, ANY ENGR, PHYS 1214, PHYS 2014, PHYS 2114, SOCI 1113, or ENGL 2143.

CH PM SUPP ELEC Pre-Med Support Electives
Prerequisites:
5-8 Credits Five to eight credit hours chosen from the following approved support courses: BIO 1134, BIO 2125, BIO 2215, BIO 2203, BIO 2234, BIO 2255, CHEM 2990, COM 2213, CS 1143, CS 2163, CS 2363, ECON 2123, ECON 2143, ENGL 1233, ANY ENGR, MATH 1533 (C), MATH 2104, MATH 2214, PHYS 1214, PHYS 2014, PHYS 2114, or ENGL 2143.

CH PP SUPP ELEC Pre-Pharmacy Support Electives
Prerequisites:
5-8 Credits Five to eight credit hours chosen from the following approved support courses: BIO 1134, BIO 2125, BIO 2215, BIO 2203, BIO 2215, BIO 2234, BIO 2255, CHEM 2990, COM 2213, CS 1143, CS 2163, CS 2363, ECON 2123, ECON 2143, ENGL 1233, Any ENGR, MATH 1533 (C), MATH 1613, MATH 2104, MATH 2214, MATH 2314, MATH 2413, MATH 2414, MATH 2514, PHYS 1214, PHYS 2014, PHYS 2114, SOCI 1113, or ENGL 2143.

CH SUPP ELEC Chemistry Support Electives
Prerequisites:
5-8 Credits Five to eight credit hours chosen from the following approved support courses: BIO 1134, BIO 2125, BIO 2215, BIO 2203, BIO 2215, BIO 2234, BIO 2255, CHEM 2990, COM 2213, CS 1143, CS 2163, CS 2363, ECON 2123, ECON 2143, ENGL 1233, ENGL 2143, any ENGR, MATH 1533 (C), MATH 1613, MATH 2104, MATH 2214, MATH 2314, MATH 2413, MATH 2414, MATH 2514, PHYS 1214, PHYS 2014, PHYS 2114, or ENGL 2143.

CS Computer Science Elective
Prerequisites:
3 Credits Computer Science elective

DCP ELEC Digital Cinema Production Approved Elective
Prerequisites:
6-7 Credits Students may select any DCP course or HUM 2243, HUM 2143, HUM 2233, HUM 2253, HUM 2273, or HUM 2283.

ELEC Elective
Prerequisites:
3 Credits Elective

ENGL Approved Literature Elective
Prerequisites:
3 Credits Approved Literature elective

ENGL2 Approved Literature Elective (Part One of 6 Hour Survey)
Prerequisites:
3 Credits Approved Literature elective (part one of 6 hour survey)
ENGR MAJ ELEC Engineering Major Electives
Prerequisites:
6 Credits 6 hours of approved major electives selective from: (C) ENGR 1000; (C) ENGR 2103; (C) ENGR 2143; (C) ENGR 2200; (C) ENGR 2214;
(C) ENGR 2303; (C) ENGR 2313; (C) ENGR 2333; (C) ENGR 2343; (C) ENGR 2523; (C) ENGR 2613; (C) ENGR 2623; or (C) ENGR 2713.

ENGR SUPP ELEC Engineering Support Electives
Prerequisites:
3-5 Credits 3-5 hours of approved support electives selected from: (C) GEOL 1114; (C) PHYS 2223; (C) MATH 2013; (C) MATH 2413; (C) CAT
1214; (C) CS 1143; (C) CS 2163; (C) CS 2363; (C) CHEM 1215; (C) CHEM 2114; (C) CHEM 2111; (C) CHEM 2124; (C) CHEM 2121; (C) ENGR
2103; (C) ENGR 2143; (C) ENGR 2214; (C) ENGR 2313; (C) ENGR 2333; (C) ENGR 2343; (C) ENGR 2523; (C) ENGR 2613; (C) ENGR 2623; or
(C) ENGR 2713.

FA AT Faculty Approved Automotive Elective
Prerequisites: None
Faculty approved Automotive elective

FA BIO Faculty Approved Biological Science Elective
Prerequisites:
3 Credits Faculty approved Biological Science elective

FA CAD CERT SUP ELEC CAD Faculty Approved Support Electives
Prerequisites:
3 Credits Faculty approved electives: any 3 credits course with an ART, CAT, CS, ENGR or DMD prefix.

FA COM Faculty Approved Communications Elective
Prerequisites:
3 Credits Faculty approved Communications elective

FA ELEC Faculty Approved Elective
Prerequisites:
3 Credits Faculty approved elective

FA ENGL Faculty Approved Elective From Engl Or Com
Prerequisites:
3 Credits Faculty approved elective from ENGL or COM

FA ENGR Faculty Approved Engineering Elective
Prerequisites:
3 Credits Faculty approved Engineering elective

FA GEN Faculty Approved General Education Elective
Prerequisites:
3 Credits Faculty approved General Education elective

FA GIS CERT ELEC GIS Faculty Approved Support Electives
Prerequisites:
6 Credits Faculty approved electives: Any CAT, CS or ENGR Course. Also the following GEOL Courses: GEOL 1063, GEOL 1064, GEOL 1114 and
other courses may be approved by the Program Faculty Advisor.

FA GIS SUPP ELEC GIS Faculty Approved Support Electives
Prerequisites:
12 Credits Faculty approved electives: Any CAT, CS or ENGR Course. Also the following GEOL Courses: GEOL 1063, GEOL 1064, GEOL 1114 and
other courses may be approved by the Program Faculty Advisor.

FA LANG1 Faculty Approved Elementary Language 1
Prerequisites:
3 Credits Faculty approved elementary language 1

FA LANG2 Faculty Approved Elementary Language 2
Prerequisites:
3 Credits Faculty approved elementary language 2
FA LANGI Faculty Approved Intermediate Language  
Prerequisites:  
3 Credits Faculty approved intermediate language

FA MAJOR Faculty Approved Major Elective  
Prerequisites:  
3 Credits Faculty approved major elective

FA MATH Faculty Approved Mathematics Elective  
Prerequisites:  
3 Credits Faculty approved Mathematics elective

FA MATH1 Faculty Approved Mathematics That Meet OCCC's Mathematics Proficiency Requirements  
Prerequisites:  
3 Credits Faculty approved Mathematics that meets OCCC's Mathematics proficiency requirement

FA PHYS Faculty Approved Physical Science Elective  
Prerequisites:  
3 Credits Faculty approved Physical Science elective

FA SCI Faculty Approved Science Elective  
Prerequisites:  
3 Credits Faculty approved Science elective

FA SUPPORT Faculty Approved Support Electives  
Prerequisites:  
3 Credits Faculty approved support electives

FA UVS SUPP ELEC UVS Faculty Approved Support Electives  
Prerequisites:  
9 Credits Faculty approved electives: Any CAT. CS, DCP or ENGR course or any of the following DMD courses: DMD-1153, DMD-2143, DMD-2153, DMD-2163, DMD-2253, DMD-2533, DMD-2633, DMD-2733, DMD-2783, and other courses may be approved by the Program Faculty.

FG ELEC Faculty Guided Elective  
Prerequisites:  
3 Credits Faculty guided elective

GCOM Any Gcom Course  
Prerequisites:  
3 Credits Any GCOM course

GEN ED Gen Ed Elective  
Prerequisites:  
3 Credits General Education elective

GEN ED SCI ELEC General Education Science Electives  
Prerequisites:  
8 Credits 8 hours of general education science chosen from the following: BIO 2125 Microbiology; BIO 1134 General Biology II (Majors); BIO 2215 General Zoology; CHEM 1215 General Chemistry II; PHYS 1114 College Physics I

HIST ELEC History Elective  
Prerequisites:  
3 Credits History elective

HIST SS ELEC History Social Science Electives  
Prerequisites:  
HIST SUPP ELEC History Support Electives
Prerequisites:
5 Credits 5 Hours of Approved Electives Chosen From: ART 1013, ART 1023, COM 1123, COM 2213, CS 1103, ECON 1013, ECON 2123, ECON 2143, POLSC 2303, POLSC 2603, PSY 1113, PSY 2403, SOC 1113, SOC 2143, SOC 2213, Any History Prefix, or Any Foreign Language.

HUM Humanities Elective
Prerequisites:
3 Credits Humanities elective

HUM MAJOR Any Courses Taken From Hum, Engl (2123 Or Above), Or Phil Prefixes
Prerequisites:
HUM, ENGL (2123 or above), or PHIL prefixes.

HUM NON PHIL Non Phil Humanities
Prerequisites:
3 Credits Humanities elective, excluding Philosophy

JB BRDC ELEC J&B Broadcasting Major Elective
Prerequisites:
3 Credits Major Elective: Choose from JB 1013, JB 2113, JB 2303, or JB 2413

JB BRDC SUPP ELEC J&B Broadcasting Support Elective
Prerequisites:
5 Credits Support Electives: any course or courses of the student's choosing - a modern language is recommended.

JB ELEC J&B Journalism Electives
Prerequisites:
8 Credits Electives (any courses of the student's choosing; a modern language is recommended)

JB MAJ ELEC J&B Journalism Major Elective
Prerequisites:
3 Credits Major Elective: Choose from JB 1013, JB 1103, JB 2113, or JB 2413

JB PR ELEC J&B Public Relations Electives
Prerequisites:
5 Credits Elective (any course or courses of the student's choosing --a modern language is recommended)

LANG Foreign Language
Prerequisites:
3 Credits Foreign language

MAJOR Major Elective
Prerequisites:
3 Credits Major elective

MATH Any 1000 Level Math Course
Prerequisites: With appropriate prerequisite.
3 Credits Any 1000 level Mathematics course

MATH1 Mathematics That Meet Occc’s Mathematics Proficiency
Prerequisites:
3 Credits Mathematics that meet OCCC's Mathematics proficiency requirement

OCU GEN ED Ocu General Education Elective
Prerequisites: None
3 Credits Choose from any general education course or: BUS 2043; ENGL 2423; PSY 1113; SOC 1113; or ANY FOREIGN LANGUAGE

OCU SUPP Ocu Support Elective
Prerequisites: None
3 Credits Choose from any of these courses if not used for general education elective: BUS 2043; BUS 2073; CS 1153; or ANY FOREIGN LANGUAGE
OSRHE Osrhe Approved General Education Communications Course

Prerequisites:
3 Credits OSRHE approved General Education Communications course

OSRHE1 Osrhe Approved General Education Communications Or English Course

Prerequisites:
3 Credits OSRHE approved General Education Communications or English course

PHIL Philosophy Elective

Prerequisites:
None
3 Credits Philosophy elective

PHYS Any Physical Science

Prerequisites:
3 Credits Any Physical Science

PHYS SC Any Physical Science Chosen From Astr, Phys, Chem, Or Geol Subject Areas

Prerequisites:
3 Credits Any Physical Science chosen from ASTR, PHYS, CHEM, or GEOL subject areas

POL SCI Political Science Elective

Prerequisites:
3 Credits Political Science elective

PREED ELEC Pre-Education Electives

Prerequisites:
15-16 Credits Students should choose 15-16 hours from the faculty guided electives list: MATH 2023 Foundations of Geometry and Measurements (OU, UCO, USAO); MATH 2213 Mathematical Systems (OU, UCO, USAO); GEOL 1064 Earth Science (UCO, USAO); PHYS 1114 College Physics (USAO); CHEM 1115 (USAO); ASTR 1514 (USAO); HIST 1483/1493 (UCO, USAO); SPAN 1115 (OU, UCO, USAO); SPAN 1225 (OU, UCO, USAO); FREN 1115 (OU, UCO, USAO); FREN 1225 (OU, UCO, USAO); GRMN 1115* (OU, UCO, USAO); GRMN 1225** (OU). *Recommend Reverse Transfer of PTE-3023 if foreign language competency attained through HS or Competency Test. See faculty Advisor for additional information. ** Additional Courses may be substituted for USAO if foreign language competency is attained through HS or Competency Test. See faculty advisor.

PSYCH Psychology Elective

Prerequisites:
3 Credits Psychology elective

SOC Sociology Elective

Prerequisites:
3 Credits Sociology elective

SOC SC Social Science Elective

Prerequisites:
3 Credits Social Science elective

SOC ST Social Studies Elective (Psy, Soc, Or Econ)

Prerequisites:
3 Credits Social Studies elective (PSY, SOC, or ECON)

SUPP Guided Support Elective

Prerequisites:
3 Credits Guided Support elective

SUPP ELEC Support Elective

Prerequisites:
3 Credits Support elective

UCO GEN ED Uco General Education Elective

Prerequisites: None
3 Credits Choose from any general education course or BUS 2043 or FIN 1013
Emergency Medical Sciences

EMS 1000 Special Topics
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 1019 Emergency Medical Technology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
9 Credits The student will be able to do the following by describing 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. The student will summarize and interpret legal responsibilities of safe ambulance operations; evaluate psychological and physical factors affecting safe emergency vehicle operations, incident command, hazardous materials incidents, crime scene awareness, rescue awareness. The student will demonstrate techniques for gaining access to the patient, disentanglement, patient movement, and recognize and manage situations posing threats to patients, EMT's or bystanders. This course includes, principles of safely operating a ground ambulance, and current required NIMS and Hazardous Materials training. 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 Introduction and Patient Assessment
Prerequisites: Prerequisite: BIO 1314 Human Anatomy and Physiology I; Pre or corequisite: BIO 1414 Human Anatomy and Physiology II
Corequisite: EMS 1041 EMS Fieldwork I
5 Credits Paramedic Care I introduces the student to basic EMS knowledge, life span development, an advanced level patient assessment, clinical reasoning, and the components of safe quality care. The student will be expected to accept accountability for personal learning and performance which reflects a fundamental understanding of EMS history and a complex understanding of EMS systems, roles, responsibilities, professionalism of EMS personnel, of quality improvement, patient, public and workforce safety, workforce wellness, documentation, communication, patient assessment, and research principles including ethics, legalities, and standards of paramedic practice. Includes Laboratory.

EMS 1041 Ems Fieldwork I
Prerequisites: Corequisite: EMS 1035 Paramedic Care I
1 Credit The student will successfully complete required supervised hours and competencies in approved clinical andprehospital sites as determined by the OSDH, CAAHEP/CoAEMSP, and the program. The purpose of fieldwork is to allow the application of learned principles in the delivery of patient care.

EMS 1051 Ems Fieldwork II
Prerequisites: Corequisite: EMS 1115 Paramedic Care IIA & EMS 1134 Paramedic Care IIB
1 Credit The student will successfully complete required supervised hours and competencies in approved clinical andprehospital sites as determined by the OSDH, CAAHEP/CoAEMSP, and the program. The purpose of fieldwork is to allow the application of learned principles in the delivery of patient care.

EMS 1113 ECG Interpretation and Procedures
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits ECG Interpretation introduces the student to the electrical conduction system of the heart and basic ECG interpretation of cardiac rhythms and dysrhythmias and procedures related to the management of these dysrhythmias. The student will be expected to accept accountability for personal learning and performance which reflects a fundamental understanding of basic ECG interpretation, 12 lead interpretation including identification of acute myocardial infarction, application and acquisition of 12 lead ECG, defibrillation, cardioversion and transcutaneous pacing. This course is designed for paramedic students, nursing students, graduate nurses, CCU monitor technicians and other healthcare providers who require ECG interpretation skills.

EMS 1115 Paramedic Care II A Trauma Emergencies
Prerequisites: Prerequisite: EMS 1035 Paramedic Care I; Corequisite: EMS 1134 Paramedic Care IIB; EMS 1124 Pharmacology; EMS 1051 EMS Fieldwork II
5 Credits Paramedic Care IIA is a study of all age groups of advanced assessment, pathophysiology, and management of trauma emergencies to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding of airway management, respiration and artificial ventilation, circulatory support, hemorrhage, all etiologies of shock, and resuscitation, and chest, abdominal, genitourinary, orthopedic, soft tissue, head, neck, face, nervous system, environmental and multi system trauma and to apply standards of paramedic practice.
EMS 1124 Pharmacology
Prerequisites: Prerequisite: EMS 1035 Paramedic Care I Introduction and Patient Assessment
4 Credits Pharmacology introduces the student to the principles of pharmacology, medication administration, major medication classes, and emergency medications. The student will be expected to accept accountability for personal learning and performance which reflects a comprehensive understanding of pharmacokinetics, pharmacodynamics, routes of administration, names, indications, contraindications, complications, mechanism of actions, side effects, interactions, dosages, and ability to apply knowledge and skills to determine appropriate pharmacological management within the paramedic scope of practice. Drug dosage calculations will be an integral part of this course.

EMS 1134 Paramedic Care II B Advanced Ems Skills
Prerequisites: Prerequisite: EMS 1035 Paramedic Care I Corequisite: EMS 1115 Paramedic Care IIA; EMS 1124 Pharmacology; EMS 1051 EMS Fieldwork II
4 Credits Paramedic Care II B is the practical application of pediatric, adult and geriatric advanced assessment, pathophysiology, and management of trauma emergencies to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in scenario based education of advanced airway management, respiration and artificial ventilation, circulatory access and support, hemorrhage control, and advanced skills related to all etiologies of shock and resuscitation, and demonstrate standards of paramedic practice. Includes Laboratory.

EMS 1314 Paramedic Care I, Introduction to Paramedicine
Prerequisites: EMS 1019; or National Registry of EMT certification (EMT, AEMT or EMT-I); Pre or Corequisite; BIO 1314 Human Anatomy and Physiology I.
4 Credits Paramedic Care I introduces the student to basic EMT knowledge, life span development, an advanced level patient assessment, clinical reasoning, and the components of safe quality care. The student will be expected to accept accountability for personal learning and performance which reflects a fundamental understanding of EMT history and a complex understanding of EMT systems, roles, responsibilities, professionalism of EMT personnel, of quality improvement, patient, public and workforce safety, workforce wellness, documentation, communication, patient assessment, and research principles including ethics, legalities, and standards of paramedic practice. Includes Laboratory and Clinical Shifts.

EMS 1324 Paramedic Care II, Trauma Emergencies
Prerequisites: Pre or Corequisite: EMS 1314 Paramedic Care I
4 Credits Paramedic Care II is a study of all age groups, of advanced assessment, pathophysiology, and management of trauma emergencies. Course to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills to neurological emergencies; allergies and anaphylaxis; abdominal and gastrointestinal disorders; immunological, endocrinological, toxicological, hematological, genitourinological, renal, non-traumatic musculoskeletal, behavioral and psychiatric disorders; infectious diseases; and the application of standards of paramedic practice. Includes Laboratory and Clinical Shifts.

EMS 1334 Paramedic Care III, Medical Emergencies I
Prerequisites: EMS 1324 Paramedic Care II, Trauma Emergencies; Pre or Corequisite: BIO 1414 Human Anatomy and Physiology II, EMS 1113 ECG Interpretation.
4 Credits Paramedic Care III, Medical Emergencies I is a study of adult epidemiology, psychosocial impact, pathophysiology, presentation, prognosis, and management of medical emergencies. Course to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills to neurological emergencies; allergies and anaphylaxis; abdominal and gastrointestinal disorders; immunological, endocrinological, toxicological, hematological, genitourinological, renal, non-traumatic musculoskeletal, behavioral and psychiatric disorders; infectious diseases; and the application of standards of paramedic practice. Includes Laboratory and Clinical Shifts.

EMS 2013 Ems Operations
Prerequisites: 
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, and ground crew training. 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. This course includes crew resource management principles, principles of safely operating a ground ambulance, and current required NIMS and HAZWOPER training.

EMS 2044 Paramedic Care IV, Medical Emergencies II
Prerequisites: EMS 1324 Paramedic Care II; Pre or Corequisite: BIO 1414 Human Anatomy and Physiology II, EMS 1113 ECG Interpretation.
4 Credits Paramedic Care IV is a study and practical application of adult epidemiology, psychosocial impact, pathophysiology, and management of respiratory and cardiovascular emergencies. Course to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in scenario based education to respiratory and cardiovascular emergencies and apply standards of paramedic practice. Advanced Cardiac Life Support certification, Laboratory and Clinical Shifts included.
EMS 2054 Paramedic Care V, OB and Pediatric Emergencies  
*Prerequisites: EMS 2044 Paramedic Care IV, Medical Emergencies II; Corequisite: EMS 2064*  
4 Credits Paramedic Care V is a study of neonatal and pediatric conditions and emergencies including epidemiology, psychosocial impact, anatomy, physiology, pathophysiology, presentation, prognosis, and management. Course to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in neonatal and pediatric disorders and emergencies including resuscitation, technology dependent, chronic illness emergencies, abuse, neglect, and poverty. Course to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in common neonatal and pediatric disorders and emergencies including respiratory, cardiovascular, shock and resuscitation, technology dependent, chronic illness emergencies, abuse, neglect, and poverty using the application of standards of paramedic practice. Includes Pediatric Advanced Life Support certification. Laboratory and Clinical Shifts included.

EMS 2064 Paramedic Care VI, Special Populations  
*Prerequisites: EMS 2044 Paramedic Care IV*  
4 Credits Paramedic Care IV is a study of common disorders and emergencies in the geriatric, bariatric, and patients with special challenges including epidemiology, psychosocial impact, anatomy, physiology, pathophysiology, presentation, prognosis, and management. Course to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in emergencies affecting special populations including polypharmacological impacts, chronic illness, abuse, neglect, poverty, and the terminally ill using the application of standards of paramedic practice. Laboratory and Clinical Shifts included.

EMS 2145 Paramedic Care III A Respiratory and Cardiovascular Emergencies  
*Prerequisites: Prerequisites: EMS 1115 Paramedic Care IIA & EMS 1134 Paramedic Care IIB; EMS 1124 Pharmacology Corequisite: EMS 2154 Paramedic Care IIIB; EMS 2161 EMS Fieldwork III*  
5 Credits Paramedic Care IIIA is a study and practical application of adult epidemiology, psychosocial impact, pathophysiology, and management of respiratory and cardiovascular emergencies to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in scenario based education to respiratory and cardiovascular emergencies and apply standards of paramedic practice. Advanced Cardiac Life Support certification and laboratory included.

EMS 2154 Paramedic Care III B Medical Emergencies  
*Prerequisites: Prerequisites: EMS 1115 PC IIA & EMS 1134 PC IIB; EMS 1124 Pharmacology Corequisite: EMS 2161 EMS Fieldwork III*  
4 Credits Paramedic Care IIIB is a study of adult epidemiology, psychosocial impact, pathophysiology, presentation, prognosis and management of medical emergencies to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills to neurological emergencies, allergies and anaphylaxis, abdominal and gastrointestinal disorders, immunological, endocrinological, toxicological, hematological, genitourinological and renal, non-traumatic musculoskeletal, behavioral and psychiatric disorders, and infectious diseases and the application of standards of paramedic practice. Includes laboratory.

EMS 2161 EMS Fieldwork III  
*Prerequisites: Corequisite: EMS 2145 Paramedic Care IIIA & EMS 2154 EMS Paramedic Care IIIB*  
1 Credit The student will successfully complete required supervised hours and competencies in approved clinical and prehospital sites as determined by the OSDH, CAAHEP/CoAEMSP, and the program. The purpose of fieldwork is to allow the application of learned principles in the delivery of patient care.

EMS 2171 EMS Fieldwork IV  
*Prerequisites: Corequisite: EMS 2174 Paramedic Care IVA, EMS 2192 Paramedic Care IVB, EMS 2182 EMS Leadership*  
1 Credit The student will successfully complete required supervised hours and competencies in approved clinical and prehospital sites as determined by the OSDH, CAAHEP/CoAEMSP, and the program. The purpose of fieldwork IV is to allow the application of learned principles in the delivery of patient care and gain a basic understanding of supervisory roles in EMS. An internship and Medical Director evaluation are an integral part of this fieldwork.

EMS 2174 Paramedic Care IVA Neonatal & Pediatric Emergencies  
*Prerequisites: Prerequisite: EMS 2145 Paramedic Care IIIA & EMS 2154*  
4 Credits Paramedic Care IVA is a study of neonatal and pediatric conditions and emergencies including epidemiology, psychosocial impact, anatomy, physiology, pathophysiology, presentation, prognosis and management to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in common neonatal and pediatric disorders and emergencies including respiratory, cardiovascular, shock and resuscitation, technology dependent, and chronic illness emergencies, abuse, neglect, and poverty using the application of standards of paramedic practice. Includes Pediatric Advanced Life Support certification and laboratory.

EMS 2182 EMS Leadership  
*Prerequisites: Corequisites: EMS 2174 Paramedic Care IVA & EMS 2192 Paramedic Care IVB*  
2 Credits EMS Leadership is the capstone course integrating all didactic knowledge, psychomotor skills, affective behavior and clinical instruction throughout the program to demonstrate entry level paramedic competency and apply clinical decision making. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and the ability to apply knowledge and skills in clinical decision making. The course includes the paramedic clinical internship, includes a leadership experience and emphasizes decision making.
EMS 2192 Paramedic Care IVb Emergencies in Special Populations  
Prerequisites: Prerequisite: EMS 2145 Paramedic Care IIIA Corequisite: EMS 2174 Paramedic Care IVA; EMS 2182 EMS Leadership; EMS 2171 EMS Fieldwork IV  
2 Credits Paramedic Care IVB is a study of common disorders and emergencies in the geriatric, bariatric, and patients with special challenges including epidemiology, psychosocial impact, anatomy, physiology, pathophysiology, presentation, prognosis and management to include clinical reasoning and the development of treatment plans. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and ability to apply knowledge and skills in emergencies affecting special populations including polypharmacological impacts, chronic illness, abuse, neglect, poverty and the terminally ill using the application of standards of paramedic practice. Includes laboratory.

EMS 2274 EMS Leadership  
Prerequisites: EMS 2064 Paramedic Care VI, Co-requisite: EMS 2284 Paramedic Practicum  
4 Credits EMS Leadership is the capstone course integrating all didactic knowledge, psychomotor skills, affective behavior and clinical instruction throughout the program to demonstrate entry level paramedic competency and apply clinical decision making. The student will be expected to accept accountability for personal learning and performance which reflects a complex understanding and the ability to apply knowledge and skills in clinical decision making. The course includes EMS Operations in which the student will demonstrate techniques for gaining access to the patient, disentanglement, patient movement, preparation for transport, recognition of situations posing threats to patients, paramedics or bystanders, and describe correct management of these situations. This course includes crew resource management principles, principles of safely operating a ground ambulance, and current required NIMS and Hazardous Materials Awareness training.

EMS 2284 Paramedic Practicum  
Prerequisites: EMS 2064 Paramedic Care VI, Corequisite: EMS 2274 EMS Leadership  
4 Credits The Paramedic Practicum is an essential part of the Paramedic Program. The student will successfully complete required supervised hours and competencies in approved clinical and prehospital sites as determined by the OSDH, CAAHEP/CoAEMSP and the program. The purpose of the Paramedic Practicum is to allow the application of learned principles in the delivery of patient care and gain a basic understanding of supervisory roles in EMS. An internship and Medical Director evaluation are an integral part of this course.

Engineering

ENGR 1000 Special Topics  
Prerequisites: Instructor approval  
VARIABLE 1-4 Credits Students will demonstrate specified competencies in subjects not included in other engineering courses, but which benefit those seeking additional training or enrichment in the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

ENGR 1011 Metal Cutting and Welding  
Prerequisites: Instructor approval  
1 Credit The student will explore the various methods of cutting and welding of common metals. Student projects are a major portion of the course.

ENGR 1113 Introduction to Engineering  
Prerequisites: Co-requisite: MATH 1613  
3 Credits Students will develop familiarity with basic methods and techniques of engineering by analyzing a variety of engineering systems. Reporting methods will include written, graphical, and oral formats. Students will (1) utilize the engineering language, (2) learn computational techniques based on the calculator and computer, and (3) design engineering projects as part of a team.

ENGR 1213 Engineering Graphics Design  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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. This course satisfies the computer proficiency requirement.

ENGR 2002 Professional Development  
Prerequisites: Co-Requisite English 1213  
2 Credits Students demonstrate knowledge of basic principles of a successful engineering enterprise: written and oral communications, planning, design, production, risk management and evaluation. Students utilize business and project management principles to complete multi-disciplinary design experiences.

ENGR 2103 Interactive Engineering Design Graphics  
Prerequisites: Corequisite: ENGR 1113, MATH 2103, MATH 2203 or by evaluation. § Criteria for evaluation is in division office.  
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. This course satisfies the computer proficiency requirement.
ENGR 2133 Rigid Body Mechanics
Prerequisites: PHYS 2014 with a grade of "C" or better
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
Prerequisites: ENGR 2133 with a grade of "C" or better --OR-- ENGR 2243 with a grade of "C" or better
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 2200 Special Topics
Prerequisites: Instructor Approval
VARIABLE 1-6 Credits Students will demonstrate advanced competencies in subjects not included in other engineering courses, but which benefit those seeking additional training or enrichment in the field. A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.

ENGR 2214 Introduction to Digital Design
Prerequisites: "C" or better in MATH 2104
4 Credits Students will learn the fundamental principles of number systems, Boolean algebra, minimization procedures, combinational logic functions, introduction to sequential logic design, finite state machines and clocked (synchronous) sequential circuits. Analysis, synthesis and implementation are appropriately emphasized.

ENGR 2243 Statics
Prerequisites: PHYS 2014 with a grade of "C" or better
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. Note: OU Petroleum Engineering students should take ENGR 2133 Rigid Body Mechanics.

ENGR 2303 Materials, Design & Manufacturing Processes
Prerequisites: ENGR 2133 with a grade of "C" or better --OR-- ENGR 2243 with a grade of "C" or better; CHEM 1115 with a grade of "C" or better -- OR-- CHEM 1415 with a grade of "C" or better
3 Credits Students will be introduced to design concepts, manufacturing processes and equipment used in engineering. Students will demonstrate knowledge of mechanical and physical properties of engineering materials.

ENGR 2313 Structure and Properties of Materials
Prerequisites: 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
Prerequisites: CHEM 1115 with a grade of "C" or better --OR-- CHEM 1415 with a grade of "C" or better; PHYS 2014 with a grade of "C" or better
3 Credits The student will solve problems related to an understanding of the first and second laws of thermodynamics, ideal gases, multi-phase fluids, and thermodynamic cycles. Quantitative analysis will incorporate methods of algebra and calculus where appropriate.

ENGR 2343 Fluid Mechanics
Prerequisites: ENGR 2133 with a grade of "C" or better --OR-- ENGR 2243 with a grade of "C" or better; ENGR 2333 with a grade of "C" or better
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 external and internal flow scenarios. Quantitative analysis will incorporate methods of algebra, trigonometry and calculus where appropriate.

ENGR 2523 Dynamics
Prerequisites: ENGR 2133 with a grade of "C" or better --OR-- ENGR 2243 with a grade of "C" or better
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
Prerequisites: PHYS 2114 with a grade of "C" or better
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.
ENGR 2623 Circuits and Sensors
Prerequisites: "C" or better in PHYS 2114
3 Credits This course will cover analysis of DC circuits, first and second-order transient circuits, and AC circuits. Analysis techniques will include Kirchhoff’s laws, Thévenin’s and Norton’s theorems, and Laplace transforms. Quantitative analysis will incorporate methods from algebra, trigonometry, and calculus. This course is specifically intended for Aerospace Engineering majors at the University of Oklahoma.

ENGR 2713 Digital Signals and Filtering
Prerequisites: MATH 2214 with a grade of "C" or better; CS 1143 with a grade of "C" or better
3 Credits The student will solve problems related to an understanding of digital signals and filters, discrete Fourier A and Z transforms, and sampling. Quantitative analysis will incorporate methods of algebra and calculus where appropriate. This course satisfies the computer proficiency requirement.

English

ENGL 0106 College Preparation English I
Prerequisites: Assessment required prior to enrollment.
In this course, students will develop and increase basic skills in reading and writing processes. College-level academic vocabulary, reading comprehension development, and effective writing fundamentals will be emphasized through the use of thematic-based instruction, cooperative learning, and technology.

ENGL 0203 College Preparation English II
Prerequisites: Adequate writing assessment score or College Preparation English I (ENGL 0106), either taken within the last year, with strong encouragement for immediate continuation.
In this course, students will develop and increase skills in reading and writing processes with special focus on reading and writing in college level courses. Students will expand academic vocabulary, reading comprehension, and effective writing techniques through the use of thematic-based instruction, cooperative learning, and technology.

ENGL 0233 Spelling/vocabulary Development
Prerequisites: None.
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.

ENGL 1000 Special Topics
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 1011 English Composition Companion
Prerequisites: N/A
1 Credit The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization. The students may locate materials and incorporate researched materials into compositions. This course will provide additional support and assistance in brainstorming, drafting, and formatting for the major essays. In addition, this companion includes: in class and online resources; reading reinforcement; comprehension activities; grammar review; how to locate and incorporate researched materials into compositions; and discussions about successful writing strategies. Use of on-line learning tutorial activities is also a requirement of the course.

ENGL 1103 Multicultural English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits Multicultural English Composition I for multicultural and international students who speak a second language.

ENGL 1113 English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

ENGL 1123 Multicultural English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore or evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.
ENGL 1133 Critical and Efficient Reading  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits This course is designed to enhance practical and critical reading skills. Topics include vocabulary enrichment, reading flexibility and efficiency, rate, metacognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, students should be able to demonstrate comprehension and respond effectively to material across disciplines.

ENGL 1203 Business English  
Prerequisites: ENGL 1113  
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  
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.  
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 1233 Technical Writing for the Workplace  
Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score  
3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

ENGL 2000 Creative Writing  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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  
Prerequisites: ENGL 1213  
3 Credits The student will improve basic composition skills by constructing essays based on assignments in humanistic readings about the following: drama, art, music, literature, history, and philosophy.

ENGL 2110 Readings  
Prerequisites: ENGL 1113  
VARIABLE 1-3 Credits The student enrolled in this course will read various popular literary forms. The purpose of these readings will be to enhance the student’s reading abilities as well as to enable him or her to develop lifetime reading habits.

ENGL 2123 Introduction to Literature  
Prerequisites: Prerequisite or Corequisite: ENGL 1213  
3 Credits This course is a study of literary forms and genres, including short story, poetry, drama, and novels. Students will be introduced to literary terminology, critical theories, and a diversity of authors and literary styles. Through various assignments, written and/or oral, students will demonstrate their ability to analyze, evaluate and interpret literary forms.

ENGL 2133 Introduction to Poetry  
Prerequisites: ENGL 1113  
3 Credits This course is a study of poetry as literary art with emphasis on understanding, recognizing, and appreciating poetic forms and techniques. Students will interpret, analyze, and evaluate poems from a variety of literary periods and cultures.

ENGL 2143 Introduction to Grant Proposal Development  
Prerequisites: MATH 0203 College Prep Math II or adequate Math Placement Test Score; ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits This course prepares students in the fundamentals of writing grant proposals for nonprofit organizations, tax-exempt institutions or for other purposes. Students will examine effective grants, as well as explore and demonstrate understanding of all essential aspects of grant writing including the proposal narrative and budget. Students will also practice developing grants that answer private, state and federal Requests for Proposals (RFPs).
ENGL 2213 Creative Writing--Fiction
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits In this fundamental creative writing course, the students will develop the skills associated with fiction writing and produce samples worthy of publication.

ENGL 2223 Creative Writing--Poetry
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits In this fundamental creative writing course, the students will develop skills associated with poetry writing and produce samples worthy of publication.

ENGL 2233 The Shakespeare Plays
Prerequisites: ENGL 1113
3 Credits After reading, discussing, attending lectures and viewing commercially produced films of selected plays, the student will describe the role of these plays within the literary, historical and cultural context of the Renaissance.

ENGL 2233 Introduction to The Novel
Prerequisites: ENGL 1113
3 Credits Students will read several novels from a variety of historical periods. After additional study of the different types and techniques of novels, the student will describe the common characteristics and the special features of this literary form.

ENGL 2233 The Short Story
Prerequisites: ENGL 1113
3 Credits After reading and discussing a wide selection of story masterpieces and commentaries on those short stories, the student will be able to describe the historical and literary development of this literary form.

ENGL 2323 Native American Literature
Prerequisites: ENGL 1113
3 Credits Students will study the literary, historical, and traditional backgrounds of Native American cultures. After studying selected tribes and reading poems, short stories and novels by Native American authors, students will be able to describe the characteristics of Native American literature. Students, furthermore, will be able to explain the importance of Native American literature within the canon of non-Western world literature.

ENGL 2333 African American Literature
Prerequisites: ENGL 1113
3 Credits Students will read literature from the African-American culture and demonstrate understanding of the culture and its literature through discussions and written work. The student will be able to construct appropriate written and/or oral statements concerning literary, historical, cultural, and philosophical movements of the African-American culture from pre-slavery to the present time.

ENGL 2413 Women in Literature
Prerequisites: ENGL 1113
3 Credits After reviewing literature written by and about women of various times and places, students will examine and interpret values and attitudes from a variety of perspectives suggested by the readings. Lectures, discussions, and papers will emphasize relationships between social, political, and personal issues while making global connections, both historical and contemporary, and exploring the universality and variety of women’s issues.

ENGL 2423 Survey of World Literature I
Prerequisites: ENGL 1213
3 Credits This course is a survey of world literature from the time of ancient civilizations to about 1600. Students will study representative works that comprise literary traditions from diverse cultures throughout the world. The cultural, historical and philosophical influences of the literature will also be examined.

ENGL 2433 Survey of World Literature II
Prerequisites: ENGL 1213
3 Credits This course is a survey of world literature from about 1600 to contemporary times. Students will study representative works that comprise literary traditions from diverse cultures throughout the world. The cultural, historical and philosophical influences on the literature will also be examined.

ENGL 2543 Survey of English Literature I
Prerequisites: ENGL 1213
3 Credits This course is a survey of English literature from the Anglo-Saxon era up to approximately 1798. Students will study representative works that shaped the literary canon and traditions in English literature, placing them in their literary, historical, philosophical, and cultural contexts.
ENGL 2653 Survey of English Literature II  
Prerequisites: ENGL 1213  
This course is a survey of English literature from the Romantic Age to the present. Students will study representative works that shaped the literary canon and traditions in English Literature, placing them in their literary, historical, philosophical, and cultural contexts. Credits

ENGL 2773 Survey of American Literature I  
Prerequisites: Prerequisites: ENGL 1213  
3 Credits This course is a survey of American literature from the pre-Colonial Period to the Civil War. Students will study representative works that shaped the American literary tradition, placing them in their literary, historical, philosophical, and cultural contexts. in addition, students will examine common issues, conflicts, preoccupations, and themes found in the literary selections.

ENGL 2883 Survey of American Literature II  
Prerequisites: Prerequisites: ENGL 1213  
3 Credits This course is a survey of American literature from the Civil War to the present time. Students will study representative works that shaped the American literary tradition, placing them in their literary, historical, philosophical, and cultural contexts. in addition, students will examine common issues, conflicts, preoccupations, and themes found in the literary selections.

Finance

FIN 1000 Special Topics  
Prerequisites: MATH 0203 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined measures.  
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  
Prerequisites: MATH 0203 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined measures.  
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  
Prerequisites: MATH 0313 or adequate math placement, 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  
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.  
3 Credits The student will examine the basic concepts of investing, methods for evaluating risk, and types of investments. The fundamental concepts will be applied to establishment of investment goals, portfolio creation and management, and determining the effects of government regulation. (This course is generally offered in the spring semester only.)

FIN 2500 Financial Services Internship  
Prerequisites: MATH 0203 or adequate math placement, FIN 1013 or BF 1303, and by evaluation. Criteria for evaluation is in division office.  
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.

French

FREN 1000 Special Topics in French  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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. (Conversational language classes are primarily designed for skill development and personal enrichment. For students planning to transfer, please see elementary and intermediate course offerings. Check with an advisor for more information.)
FREN 1115 Elementary French I  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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.

FREN 1120 Conversational French II  
Prerequisites: FREN 1010 or FREN 1115 or by evaluation. § Criteria for evaluation is in division office.  
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. (Conversational language classes are primarily designed for skill development and personal enrichment. For students planning to transfer, please see elementary and intermediate course offerings. Check with an advisor for more information.)

FREN 1225 Elementary French II  
Prerequisites: FREN 1115 or by evaluation. § Criteria for evaluation is in division office.  
5 Credits  
The student will continue to explore significant aspects of French and Francophone culture. Satisfactory completion of this course confirms that a student has demonstrated competency in a foreign language at the novice-high level on the ACTFL scale.

FREN 2113 Intermediate French I  
Prerequisites: FREN 1225 or by evaluation. § Criteria for evaluation is in division office.  
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  
Prerequisites: FREN 2113 or by evaluation. § Criteria for evaluation is in division office.  
3 Credits  
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 1000 Special Topics in Geography  
Prerequisites: None  
1-3 Credits  
The student will demonstrate competencies in subjects not covered in other geography courses. Each course will relate to a specific issue and may be repeated with a change in topic.

GEOG 1103 Cultural Geography  
Prerequisites: NONE  
3 Credits  
Cultural Geography is the study of spatial variations among cultural groups and the spatial functioning of society. It focuses on describing and analyzing the ways language, religion, economy, government and other cultural phenomena vary or remain constant from one place to another and on explaining how humans function spatially.

GEOG 2000 Geography Special Topics  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
1-3 Credits  
The student will demonstrate competencies in subjects not covered in other geography courses. Each course will relate to a specific issue and may be repeated with a change in topic.

GEOG 2603 World Regional Geography  
Prerequisites: NONE  
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 1000 Geology Special Topics  
Prerequisites: ENGL 0203  
1-3 Credits  
The student will demonstrate specified competencies in subjects not included in other geology (or related) courses, but which benefit those seeking additional training or enrichment in that field (or related fields). A specific topic is announced for each offering. Enrollment may be repeated with a change of topic.
GEOL 1063 Earth Science
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 0203 or adequate math placement.
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.

GEOL 1064 Earth Science
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 0203 or adequate math placement.
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.

GEOL 1114 General Geology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

German

GRMN 1000 Special Topics in German
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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. (Conversational language classes are primarily designed for skill development and personal enrichment. For students planning to transfer, please see elementary and intermediate course offerings. Check with an advisor for more information.)

GRMN 1115 Elementary German I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

GRMN 1120 Conversational German II
Prerequisites: 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. (Conversational language classes are primarily designed for skill development and personal enrichment. For students planning to transfer, please see elementary and intermediate course offerings. Check with an advisor for more information.)

GRMN 1225 Elementary German II
Prerequisites: 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.

GRMN 2113 Intermediate German I
Prerequisites: 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
Prerequisites: 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.
History

HIST 1000 Special Topics in History
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 1483 U.S. History to 1877
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1493 U.S. History 1877 to Present
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

HIST 1613 Early Western Civilization
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After surveying the roots of civilization, students will study the origins of Western Civilization in the Greco-Roman world, medieval Europe, the European Renaissance, the Reformation, and the Age of Discovery. Students will be able to identify contributions of early Western Civilization to the emergence of the modern West, including modern Europe and the United States.

HIST 1623 Modern Western Civilization
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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
Prerequisites: Pre or Corequisite: Any 1000 level History course or by evaluation. § Criteria for evaluation is in division office.
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 2013 History of Russia
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 2103 Oklahoma History
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in Oklahoma history from the earliest times to the present in such areas as Indian acculturation, development of natural resources and political reform, the student will be able to relate his or her occupation to the needs of the state, describe his or her cultural inheritances in Oklahoma, and describe state governmental operations.
HIST 2133 Survey of Women’s History
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits Students will study the history of women, in the course that may take an American, European, or international perspective. The public and private spheres of women’s lives will be examined through reading and brief writing assignments, worksheets, participation, in class discussions, and book reviews. Students will submit assignments using MS Word or MS PowerPoint.

HIST 2203 The American Indian
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits After analyzing events in Native American history including artifacts, social organization, recreation, art, religion, ceremonials, 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 2303 Historical Research, Methods, and Writing
Prerequisites: 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 2353 World History: Latin America
Prerequisites: ENGL 1113
3 Credits Students will survey the history of Latin America, focusing on indigenous inhabits, 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.

Humanities

HUM 1113 Music Appreciation
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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
Prerequisites: ENGL 1113
VARIABLE 1-6 Credits With the assistance of a mentor, the student will develop and use a method to make humanistic inquiries into a topic which both agree adds to the understanding of human experience. Credit is variable; with different content it may be repeated for up to 6 credits.

HUM 2103 Music Masterpieces
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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
Prerequisites: ENGL 1113
VARIABLE 3-5 Credits After visiting selected museums and attending lectures, discussions, and presentations on related topics, the student will research and make accurate oral and/or written statements about how the collections in various types of museums reflect human values and cultural traditions.

HUM 2133 Comparative Religions
Prerequisites: ENGL 1113
3 Credits This course is a study of the major world religions both ancient and modern. The student will examine and compare historical developments, major historical figures, philosophical tenets and/or belief systems, and sacred texts from various religions. Also, students will evaluate the impact of these elements within a contemporary, global framework.

HUM 2143 Mythology
Prerequisites: ENGL 1113
3 Credits In this review of myth throughout history, students will examine common motifs shared by myths from various cultures. In discussions and written responses, students will analyze the connections between myths and describe the function of myth in society and its importance to the individual.
HUM 2153 Introduction to Eastern Thought  
*Prerequisites: ENGL 1113*  
3 Credits  
This survey course is designed to introduce the student to the major religious and philosophic systems of the Asian world. After completing the course, the student will be able to accurately describe and discuss the historical development and major concepts of Hinduism, Buddhism (including Zen), Confucianism and Taoism.

HUM 2163 Leadership Development  
*Prerequisites: ENGL 1113*  
3 Credits  
Given examples of leadership qualities and skills which are evident in selected readings from classical literature, portrayed in selected films and discussed in contemporary leadership theory, the student will develop a fundamental understanding of leadership and the skills manifest in effective leaders. Participation in course discussions and activities will enable the student to develop personal leadership abilities.

HUM 2213 Humanities Classical and Medieval  
*Prerequisites: ENGL 1113*  
3 Credits  
This course is a study of the humanities from pre-history through the early Renaissance. The student will recognize, interpret, and evaluate the interrelationship of art, architecture, literature, philosophy, and music and their legacies and impact on contemporary culture.

HUM 2223 Humanities Modern  
*Prerequisites: ENGL 1113*  
3 Credits  
This course is a study of the humanities from the early Renaissance to the present. The student will recognize, interpret, and evaluate the interrelationship of art, architecture, literature, philosophy, and music and their legacies and impact on contemporary culture.

HUM 2233 European Film  
*Prerequisites: ENGL 1113*  
3 Credits  
After viewing classic and contemporary European films, the student will identify and describe those technical and artistic qualities which characterize fine films. The student will accurately describe the role of European cinema within the cultural framework of western civilizations.

HUM 2243 Film Studies  
*Prerequisites: ENGL 1113*  
3 Credits  
The focus in this course will be on these film topics: composition, cinematography, editing, and sound techniques; in addition, the student will study narrative structure, thematic elements, and viewer response. Instructional films and readings will enable the student to understand each of these topics; furthermore, the student will view several classic and modern American and international films to exemplify and clarify cinematic techniques and concepts. The student will write and speak critically about film and its role in human culture.

HUM 2253 Documentary Films  
*Prerequisites: ENGL 1113*  
3 Credits  
Given historical information about documentary films, screenings of selected documentaries and discussions of the films' purposes and effects, a student will discuss orally or in writing how documentary films display, influence, and examine human values.

HUM 2263 American Cinema  
*Prerequisites: ENGL 1113*  
3 Credits  
The focus in this course will be on these film topics: history and development, the studio system, economic structure, technical and critical vocabulary, style, the star, genres, themes, and audience. Instructional films and readings will enable the student to understand each of these topics; furthermore, the student will view several classic and contemporary American films to exemplify and clarify cinematic techniques and concepts. The student will think and write critically about film and its role in American culture.

HUM 2273 International Cinema  
*Prerequisites: ENGL 1113*  
3 Credits  
In International Cinema, students will examine the themes and techniques of world films. Movies from various lands and cultures will be viewed, and students will write or speak critically about cinematic qualities, the cultural values, and the human conditions observed in the films.

HUM 2283 Film Genre  
*Prerequisites: ENGL 1113*  
3 Credits  
In Film Genre, students will examine the themes and techniques of films in one of the primary genres. 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  
*Prerequisites: ENGL 1113*  
3 Credits  
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.
HUM 2353 History of Science  
**Prerequisites:** ENGL 1113  
3 Credits  
This course satisfies three credit hours of the General Education Humanities for all Associate in Arts, Science, and Diversified Studies degrees. Course units will examine selected episodes or periods in the history of science from ancient times until the present day. The course will treat the interaction of science and scientists with the social context as well as the internal structure and evolution of scientific ideas. Explanations of scientific theories and principles are not technical, and no special competence in science or mathematics is required.

HUM 2373 Introduction to World Music  
**Prerequisites:** ENGL 1113  
3 Credits  
After a brief introduction to the aesthetic and functional dimensions of non-western music, students will learn to listen critically to indigenous music of several geographical areas and to analyze and make oral and written statements about its components. They will also examine the unique cultural, political, and religious factors which give rise to certain types of music. Students are encouraged to attend live performances whenever possible, and guest musicians are scheduled to visit the class. No previous musical training is assumed.

HUM 2423 Advocates of Peace  
**Prerequisites:** ENGL 1113  
3 Credits  
Advocates of Peace deals with a section of East-West culture and politics often overlooked today: the positive and successful influence one individual can have over the masses. In this course, the student will recognize the interdependency of people from totally different geographical and cultural backgrounds using the same ideas of non-violence and non-aggression to combat suppression of and discrimination against any group of people. Two dynamic leaders, Mahatma Gandhi and Dr. Martin Luther King, Jr., have been chosen to exemplify this process. They are as radically different in most respects as one can imagine, and yet, as philosopher politicians, they used the same concepts of non-aggressiveness and non-violence to bring freedom to their peoples.

**Journalism and Broadcasting**

**JB 1000 Special Topics**  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures  
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**  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures  
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**  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures  
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**  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures  
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. This course satisfies the computer proficiency requirement.

**JB 2000 Internship**  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures  
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**  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures  
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**  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures  
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  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures  
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  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures  
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  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits The student will use video production techniques to produce, edit and direct program materials of broadcast quality. Extensive laboratory work is required.

Leisure

LEIS 1602 Total Wellness  
**Prerequisites:** None  
3 Credits Students will learn the different aspects of health including physical, mental, and emotional aspects. They will develop an understanding of health and be able to identify a healthy lifestyle. Students will also learn the different levels of physical fitness appropriate for different levels of development: childhood, adolescence, adulthood and older adulthood.

LEIS 2132 Care and Prevention of Athletic Injuries  
**Prerequisites:** None  
3 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.

Library Information Studies

LIS 1000 Special Topics in Library Skills  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures  
1-3 Credits Students will learn and demonstrate competency in information literacy and research methods relevant to college coursework. Courses will benefit students in disciplines throughout the college by providing instruction in and application of topics such as Mapping the Research Process, Skilled Database Searching, Evaluating Online Resources, and Information Literacy. Each semester offering will include an additional subject matter specific to that semester’s class. This course may be repeated with a change in subject matter.

LIS 1111 Research Skills  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures  
1 Credit Students will be introduced to some of the best practices for successful research in order to improve their information literacy. Students will learn to research varied sources relevant to their educational, career, and personal information needs with confidence and skill. General topics include searching, evaluating, and selecting financial, career, educational, health, wellness, and global awareness resources.

Management

MGMT 1533 Introduction to Service Management  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures.  
3 Credits The student will demonstrate knowledge of the service management field. Areas of discussion will be service trends, safety, employee relations, industry outlooks and business development.

MGMT 2000 Special Topics  
**Prerequisites:** 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  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures.  
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 2023 Introduction to Entrepreneurship  
**Prerequisites:** MATH 0103 or adequate math placement; ENGL 0106 or adequate placement score.  
3 Credits This course is designed to help aspiring entrepreneurs in turning innovated ideas into successful businesses. Using proven content, methods, and models for new venture opportunity assessment and analysis, students will learn how to identify and analyze entrepreneurial opportunities. Value propositions, customer segments, strategic alliances, and business modeling are core elements taught in the course. The initial steps to creating a business plan, and raising financial capital to launch the firm, are examined as well.

MGMT 2053 Principles of Management  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures.  
3 Credits This course introduces the fundamental principles of management including the management functions of planning, organizing, leading and controlling. The course includes an overview of theory and history of management as well as an introduction to the various roles of management within an organization.

MGMT 2223 Effective Planning  
**Prerequisites:** MATH 0313 or adequate math placement, MGMT 2053 or by evaluation. **Criteria for evaluation is in division office.**  
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  
**Prerequisites:** MGMT 2053 or by evaluation. **Criteria for evaluation is in division office.**  
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  
**Prerequisites:** MGMT 2053 or by evaluation. **Criteria for evaluation is in division office.**  
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 Management Capstone  
**Prerequisites:** By evaluation  
3 Credits The purpose of this course is to provide an application component to the holistic knowledge acquired in the AAS management degree program. The course curriculum is designed to correlate classroom training and work experience. The course requirements can be met by one or a combination of the following activities: case studies, internship, study abroad, research paper or project. This course should be taken during the student's last semester, preferably after all the management courses required by the degree program have been completed.

MGMT 2523 Evaluation and Control Techniques  
**Prerequisites:** MGMT 2053 or by evaluation. **Criteria for evaluation is in division office.**  
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  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures and must be a second semester student in Business or by evaluation. **Criteria for evaluation is in division office.**  
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  
**Prerequisites:** BUS 2023 and MGMT 2053 or by evaluation. **Criteria for evaluation is in division office.**  
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  
**Prerequisites:** MGMT 2053 or by evaluation. **Criteria for evaluation is in division office.**  
3 Credits The student will apply the principles of management to procurement, development, compensation, integration, and maintenance of personnel.
MGMT 2913 Management Applications
Prerequisites: 12 credit hours of MGMT Coursework or by evaluation. Criteria for evaluation is in division office.
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
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
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.

Marketing

MKT 2043 Principles of Marketing
Prerequisites: MATH 0203 or adequate math placement and ENGL 0203, adequate placement score, or by meeting determined measures.
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
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
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
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
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
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
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
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
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
Prerequisites: 12 credit hours of MKT coursework or by evaluation. Criteria for evaluation is in division office.
3 Credits Using the case study method, the student will develop a systematic approach to decision making and apply this approach to the identification, evaluation, and resolution of selected marketing problems.

Mathematics

MATH 0103 College Prep Math I
Prerequisites: Pre/Co-requisite: ENGL 0106 or adequate placement score and Math placement test score or evaluation by advisor.
3 Credits This course provides the conceptual foundation of whole numbers, fractions, decimals, percents, and integers with the purpose of preparing students to perform and apply calculation and solution techniques with these topics in future classes. Students will use manipulatives, number lines, and other concrete examples to model basic mathematical representations and operations. Additionally, the student will apply math study skills throughout this course.

MATH 0203 College Prep Math II
Prerequisites: Pre/Co-requisite: ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits The student will perform basic operations with signed numbers, exponents, and polynomials; solve linear equations, inequalities, and formulas; and plot points and graph lines in the Cartesian coordinate system. Additionally, the student will apply math study skills throughout this course.
MATH 0211 CPM II Workshop
Prerequisites: Invitation to take the course by OCCC based on approved placement test scores; ENGL 0203 College Prep English II or adequate Reading Placement Test score.
1 Credit The student will perform basic operations with signed numbers, exponents, and polynomials; solve linear equations, inequalities, and formulas; and plot points and graph lines in the Cartesian coordinate system. Additionally, the student will apply math study skills throughout this course. This is an Intersession only course with access granted by evaluation criteria being met.

MATH 0313 College Prep Math III
Prerequisites: MATH 0203 College Prep Math II or adequate math placement; Pre/Co-requisite: ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits The student will solve linear equations and inequalities, work with formulas, ratios, and proportions to solve applications, analyze, graph and write equations for linear and quadratic functions, use the rules of exponents, scientific notation, and calculation of square roots, solve equations with the quadratic formula, perform operations and identify factors of polynomials, and solve systems of linear equations by graphical and algebraic methods. Additionally, the student will apply math study skills throughout this course.

MATH 0333 Pilot College Prep Math
Prerequisites: Invitation to take the course by OCCC based on approved placement test scores; ENGL 0203 College Prep English II or adequate Reading Placement Test score.
3 Credits The student will solve linear equations and inequalities, work with formulas, ratios, and proportions to solve applications, analyze, graph and write equations for linear and quadratic functions, use the rules of exponents, scientific notation, and calculation of square roots, solve equations with the quadratic formula, perform operations and identify factors of polynomials, and solve systems of linear equations by graphical and algebraic methods. Additionally, the student will apply math study skills throughout this course.

MATH 0481 Functions and Modeling Companion Lab
Prerequisites: Appropriate placement test score, or minimum ACT (Math) subscore, or high school GPA and mathematics background; ENGL 0203, adequate placement score, or by meeting determined placement measures; Co-requisite: MATH 1483
1 Credit This course is designed for students who intend to enroll in Math 1483 but whose placement indicates a need to spend more time on the topics presented in the course. Topics include those that are in support of the material covered in Math 1483: general understanding and use of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. This is a co-requisite lab course designed with additional support and time for the topics presented in Math 1483.

MATH 0501 Math 0501 Statistics or Contemporary Mathematics Companion Lab
Prerequisites: MATH 0203, or appropriate placement test score, or minimum ACT (Math) subscore, or high school GPA and mathematics background; ENGL 0203, adequate placement score, or by meeting determined placement measures; Co-requisite: MATH 2013 OR MATH 1503
1 Credit This course is designed for students who intend to enroll in MATH 2013 or 1503 but whose placement indicates a need to spend more time on the topics presented in those courses. Topics include those that are in support of the material covered in MATH 2013 or 1503: logic, critical appraisal of graphs and tables, use of simple mathematical models, elementary probability theory, concepts of random sampling, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance.

MATH 0531 Math 0531 Pre-calculus Companion Lab
Prerequisites: Math 0313, or appropriate placement test score or minimum ACT (Math) subscore, or high school GPA and mathematics background; ENGL 0203, adequate placement score, or by meeting determined placement measures; Co-requisite: MATH 1533
1 Credit This course is designed for students who intend to enroll in Math 1533 but whose placement indicates a need to spend more time on the topics presented in the course. Topics include those that are in support of the material covered in Math 1533 - conic sections, systems of equations (both linear and nonlinear), and a general discussion of functions with emphasis on polynomial, rational, exponential, and logarithmic functions. This is a co-requisite lab course designed with additional support and time for the topics presented in Math 1533.

MATH 1000 Special Topics
Prerequisites: 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 1483 Functions and Modeling*
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will demonstrate: an understanding of the general concepts of relation and function and specifically of polynomial, rational, exponential and logarithmic functions; the ability to solve systems of equations by utilizing matrices and determinants; and, the ability to solve practical problems using algebraic and digital techniques. *Pending OSRHE approval
MATH 1503 Contemporary Mathematics
Prerequisites: MATH 0313 or adequate math placement. Pre or Co-requisite ENGL 1113 or ENGL 1103
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. This course satisfies the computer proficiency requirement.

MATH 1533 Pre Calculus and Analytic Geometry
Prerequisites: Adequate math placement OR co-enrollment in MATH 0531 and ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

MATH 1613 Trigonometry
Prerequisites: Pre or Corequisite: MATH 1483 or MATH 1533 or adequate math placement and ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits The student will evaluate trigonometric functions and their inverses using both degree and radian measure; graph trigonometric functions and their transformations; identify properties of trigonometric functions; verify and apply trigonometric identities; solve trigonometric equations; solve problems involving right and oblique triangles, vectors, and indirect measurement; and identify and graph polar curves.

MATH 1743 Calculus I for Business, Life Sciences, and Social Sciences
Prerequisites: MATH 1483 or adequate math placement
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
Prerequisites: 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
Prerequisites: MATH 0313 or adequate math placement; ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

MATH 2023 Foundations of Geometry and Measurements
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203, adequate placement score, or by meeting determined placement measures
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
Prerequisites: MATH 1533 and MATH 1613 or adequate math placement.
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. This course satisfies the computer proficiency requirement.

MATH 2123 Calculus II for Business, Life Sciences and Social Sciences
Prerequisites: 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
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203, adequate placement score, or by meeting determined placement measures
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
Prerequisites: MATH 2104 within the last year.
4 Credits The student will use integration techniques to find antiderivatives, use integrals to solve problems from geometry and physics, use vectors to solve problems in higher dimensions, test infinite series for convergence, approximate functions by using series, solve elementary first-order differential equations, and analyze functions of three variables and their contour plots. This course satisfies the computer proficiency requirement.

MATH 2314 Calculus and Analytic Geometry III
Prerequisites: MATH 2214 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. This course satisfies the computer proficiency requirement.

MATH 2413 Introduction to Ordinary Differential Equations
Prerequisites: 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. This course satisfies the computer proficiency requirement.

Music

MU 1000 Special Topics
Prerequisites: ENGL 0106 or adequate placement score
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
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 0103 or adequate math placement.
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
Prerequisites: 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
Prerequisites: ENGL 0106 or adequate placement score
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
Prerequisites: ENGL 0106 or adequate placement score
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
Prerequisites: 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
Prerequisites: MU 1141
1 Credit This course is 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  
Prerequisites: MU 1151  
1 Credit This course is continuation of MU 1151. The skills begun in that course will be reinforced and refined through the increased performance of solo and ensemble repertoire. This course may be repeated. Maximum credit at this level toward the associate degree for a Music major is two credit hours.

MU 1331 Chamber Singers  
Prerequisites: ENGL 0106 or adequate placement score or by evaluation. § Criteria for evaluation is in division office.  
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  
Prerequisites: 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  
Prerequisites: 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  
Prerequisites: ENGL 1113  
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  
Prerequisites: MU 1241  
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  
Prerequisites: ENGL 1113  
3 Credits The student will explore selected musical works representative of the Classic through the contemporary eras. The primary focus will be the identification and analysis of stylistic features within a historical perspective. Music listening will be a substantial component of the course.

MU 2241 Individual Instruction  
Prerequisites: MU 2141  
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  
Prerequisites: ENGL 0106 or adequate placement score  
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.

MU 2314 Music Theory III  
Prerequisites: 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  
Prerequisites: ENGL 0106 or adequate placement score  
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.
NUR 1525 Medical Surgical Nursing II
Prerequisites: NUR 1519, NUR 1524, BIO 1414, ENG 1213. Co-requisites: BIO 2125, Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): Admission to the Nursing Program; CHEM 1123 AND CHEM 1131 OR CHEM 1115, BIO 1023, BIO 1314, PSY 1113, ENGL 1113. Co-requisites: BIO 1414, ENGL 1213. Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): Admission to the Nursing Program; CHEM 1123 AND CHEM 1131 OR CHEM 1115; BIO 1023, BIO 1314, BIO 1414, BIO 2125, PSY 1113, ENGL 1113, ENGL 1213, HIST 1493 or HIST 1493. 5 Credits This course is designed to promote learner development of additional nursing knowledge and skills, including clinical reasoning, while meeting the multi-dimensional needs of clients across the lifespan within complex healthcare systems. NUR 1524 focuses on safe, quality nursing care of clients with common medical-surgical health alterations. Learners will be expected to use communication competencies, including technological competencies, while participating with the healthcare team to provide client-centered care. Each learner will also be expected to act in accordance with an increasing understanding of personal accountability for compliance with professional role expectations, consistent with the values, ethics, legalities, and standards for nursing practice. NUR 1524 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.
**NUR 2534 Mental Health Nursing**

*Prerequisites: NUR 1519, NUR 1524, NUR 1525, BIO 2125, Co-requisites: POLSC 1113, Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 1519, NUR 1524, NUR 1525, Co-requisite: NUR 2535, Prerequisites for Career Ladder Pathway (CLP) are NUR 1415, BIO 2125, ENGL 1213, co-requisite: POLSC 1113*

4 Credits NUR 2534 is designed for the learner to build upon nursing knowledge, skills, and clinical reasoning abilities acquired in previous nursing courses while meeting the multi-dimensional needs of clients across the lifespan within complex healthcare systems. NUR 2534 focuses on safe, quality nursing care of clients with psychiatric/mental health alterations. Learners will be expected to use communication competencies, including technological and informatics competencies, while functioning with increasing effectiveness as a healthcare team member to provide client-centered care. The course is also designed to assist the learner to apply principles of teaching/learning necessary to meet the more complex needs of assigned clients. Each learner will be expected to act with an increasing level of professional accountability for compliance with professional role expectations to include the values, ethics, legalities, and standards for nursing practice. NUR 2534 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

**NUR 2535 Medical-Surgical Nursing III**

*Prerequisites: NUR 1524, NUR 1525, BIO 2125, Co-requisites: POLSC 1113, Pre-requisite for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 1524, NUR 1525, Co-requisite: NUR 2534, Prerequisites for Career Ladder Pathway (CLP) are: NUR 1415, NUR 2534, BIO 2125, ENGL 1213, Co-requisites: POLSC 1113*

5 Credits NUR 2535 is designed for the learner to build upon nursing knowledge, skills, and clinical reasoning abilities acquired in previous nursing courses while meeting the multi-dimensional needs of clients across the lifespan within complex healthcare systems. NUR 2535 focuses on safe, quality nursing care of clients with more complex medical-surgical health alterations. Learners will be expected to use communication competencies, including technological and informatics competencies, while functioning with increasing effectiveness as a healthcare team member to provide client-centered care. The course is also designed to assist the learner to apply principles of teaching/learning necessary to meet the more complex needs of assigned clients. Each learner will be expected to act with an increasing level of personal accountability for compliance with professional role expectations to include the values, ethics, legalities, and standards for nursing practice. NUR 2535 includes theory, campus laboratory and clinical learning experiences. Online learning experiences are integrated components of the course.

**NUR 2549 Nursing Process IV**

*Prerequisites: NUR 2534, NUR 2535, POLS 1113. Co-requisites: HIST 1483 or HIST 1493, Prerequisites for Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP): NUR 2534, NUR 2535, Co-requisite: POLSC 1113 Prerequisites for Career Ladder Pathway (CLP): NUR 2534, NUR 2535, POLSC 1113, Co-requisites: HIST 1483 or HIST 1493.*

9 Credits Nursing Process IV is designed for the learner to build upon nursing knowledge and skills acquired in previous nursing courses, including higher levels of clinical reasoning abilities. Each learner will independently use the nursing process and clinical reasoning to meet the multi-dimensional needs of a variety of clients, whether individual, family, group, or community. Client-centered care will be provided in settings within complex healthcare systems, including critical care. The learner will use a collaborative approach involving the client, family, significant others, and members of the healthcare team to manage responsibilities for groups of clients. Each learner will be expected to act in accordance with professional role expectations, including the values, ethics, legalities, and standards for entry-level nursing practice.

**Occupational Therapy Assistant**

**OTA 1000 Special Topics**

*Prerequisites: Satisfied through the health profession application process*

*VARIABLE 1-4 The student will demonstrate specified competencies in subject areas not covered in other Occupational Therapy courses, but which are beneficial in providing a better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic*

**OTA 1112 Application of Leisure Occupation**

*Prerequisites: Satisfied through the health profession application process*

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**

*Prerequisites: 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**

*Prerequisites: Satisfied through the health profession application process*

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) develop an understanding of the history and philosophy of Occupational Therapy with major emphases on contemporary roles, practice and functions and (4) 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

Prerequisites:
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

Prerequisites: Pre or Corequisite: OTA 1112; OTA 1123; BIO 1314; SOC 2143

3 Credits Through study, discussion, and classroom presentation of human conditions, the student will develop an understanding of how each condition by itself, or with others, impacts an individual’s daily occupation, family, and/or community. The student will also develop a basic understanding of medical terminology.

OTA 1233 Occupational Performance Birth Through Adolescence

Prerequisites:
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

Prerequisites:
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

Prerequisites:
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

Prerequisites:
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

Prerequisites:
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

Prerequisites:
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. This course satisfies the computer proficiency requirement.

OTA 2153 Occupational Therapy for Psychosocial Conditions

Prerequisites:
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

Prerequisites:
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

Prerequisites:
3 Credits The student will successfully complete eight weeks in an approved facility offering supervised Level II fieldwork experiences in the application of learned principles to the delivery of Occupational Therapy services.
OTA 2263 Fieldwork II B

Prerequisites:
3 Credits The student will successfully complete eight weeks in an approved facility offering supervised Level II fieldwork experiences in the application of learned principles to the delivery of Occupational Therapy services. Fieldwork sites are different from Fieldwork II A and are utilized to broaden the student’s Level II experiential background.

Philosophy

PHIL 1000 Special Topics
Prerequisites: ENGL 1113
VARIABLE 1-4 Credits The student will demonstrate competencies in subjects not covered in other philosophy courses. Each course will cover a specific topic and may be repeated with a change in content.

PHIL 1013 Introduction to Philosophy
Prerequisites: ENGL 1113
3 Credits After a review of the methods and sub-fields of philosophy, students will describe the positions selected philosophers have taken on several basic problems. Students will also describe and defend their own perspectives on these problems.

PHIL 1123 Critical Thinking
Prerequisites: ENGL 1113
3 Credits Critical Thinking provides opportunities for students to practice skills in both intellectual and personal development. Throughout the course, students will examine cognitive development, sound inductive argument development, biases and fallacies in decision formation, and problem solving skills. Students will apply these aspects of thought formation and critical thinking skills to writing development, goal setting, social analysis, and problem solving. This course satisfies three credit hours of the General Education humanities requirement for all Associates in Arts, Science, and Diversified Studies degrees.

PHIL 1213 Introduction to Ethics
Prerequisites: ENGL 1113
3 Credits Students will demonstrate their understanding of the relationship between philosophy and ethics; the language, concepts and traditions of ethics; and selected theories of ethics. The students will then use descriptive, normative and metathetical approaches to analyze selected contemporary ethical issues.

PHIL 1603 Introduction to Logic
Prerequisites: ENGL 1113
3 Credits Students will recognize genuine arguments in natural language, translate them into appropriate form for logical analysis, and use traditional and modern methods to determine their validity. Students also will recognize and refute various informal fallacies.

PHIL 2000 Special Topics in Philosophy
Prerequisites: ENGL 1113
VARIABLE 1-3 Credits Various sections of this course will treat specific topics not covered in other philosophy courses. Course topics will be chosen to broaden students’ understanding of philosophy by addressing philosophical issues that are particularly timely or relevant to societal trends or events. The course may be repeated with a change in content.

PHIL 2133 Comparative Religions
Prerequisites: ENGL 1113
3 Credits This course is a study of the major world religions both ancient and modern. The student will examine and compare historical developments, major historical figures, philosophical tenets and/or belief systems, and sacred texts from various religions. Also, students will evaluate the impact of these elements within a contemporary, global framework. This course satisfies three credit hours of the General Education Humanities requirements for all Associate in Arts, Science, and Diversified Studies degrees.

PHIL 2153 Introduction to Eastern Thought
Prerequisites: ENGL 1113
3 Credits This survey course is designed to introduce the student to the major religious and philosophic systems of the Asian world. After completing the course, the student will be able to accurately describe and discuss the historical development and major concepts of Hinduism, Buddhism (including Zen), Confucianism, and Taoism.

PHIL 2223 Philosophy of Religion
Prerequisites: ENGL 1113
3 Credits This course systematically and critically explores various dimensions of religious experience. Course units may treat questions of defining religion, the existence of deities and the human soul, immortality, determinism and free will, and the classical problem of evil.
PHIL 2343 Philosophy of Science  
**Prerequisites:** ENGL 1113  
3 Credits This course will examine philosophical principles underlying the theories and methods of Western science. Course units may include discussion of how science has informed our view of reality, the nature and requirements of scientific explanations, and ways in which ethical considerations direct and constrain scientific research.

**Physical Therapist Assistant**

**PTA 1000 Special Topics**  
**Prerequisites:** Satisfied through completion of the health profession application process  
**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**  
**Prerequisites:** BIO 1314; Corequisite: PTA 1023, 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**  
**Prerequisites:** BIO 1314; Corequisite: PTA 1013, PTA 1213, BIO 1414  
3 Credits The student will be introduced to basic concepts concerning human motion, bony landmarks, muscle location and function, and nerve innervations. The student will learn basic manual muscle testing to assess function and complete an in depth learning module on the use of the goniometer to assess joint motion. The class is divided into five units of instruction: terminology, skeletal and articular system, functional anatomy, goniometry, and manual muscle testing.

**PTA 1112 Pathology for Physical Rehabilitation**  
**Prerequisites:** PTA 1013, PTA 1023, PTA 1213; Corequisite: PTA 1224, PTA 2014, BIO 2102, PTA 1151  
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 1151 Clinical Prep I**  
**Prerequisites:** PTA 1013, PTA 1023, PTA 1213, BIO 1314, BIO 1414; Corequisites: PTA 1112, PTA 1224, PTA 2014, BIO 2102  
1 Credit The student will explore the characteristics of current physical therapy clinical practice. The student will accurately illustrate the role and responsibilities of the PTA in specific clinical settings represented by facilities appropriate for placement in PTA 1312 Initial Practicum. The student will describe/discuss pertinent regulatory and legislative policies which pertain to said facilities and will convey effective communication and teaching strategies with various patient populations/cultures by means of simulated cases. The student will participate in applying clinical and ethical decision making with a variety of patient scenarios. The student will practice progressing patient interventions based on the physical therapist's established goals and plan of care in simulated scenarios. This comprehensive course will require the student to demonstrate competency and provide adequate rationale for each psychomotor component of all prerequisite coursework including: tests and measures, interventions, and documentation, as well as, application (via demonstration, verbal and/or writing) of safe and effective communication, and clinical decision-making as evidenced by successful completion of a comprehensive skill evaluation prior to entering PTA 1312, Initial Practicum.

**PTA 1202 Development, Conditions and Treatment Across The Lifespan**  
**Prerequisites:** PTA 1312; Corequisites: PTA 2024, PTA 2113, PTA 2021  
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 PT Procedures I**  
**Prerequisites:** BIO 1314; Corequisite: PTA 1013, PTA 1023, BIO 1414  
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. This course satisfies the computer proficiency requirement.
PTA 1224 Therapeutic Exercise I  
**Prerequisites:** PTA 1013, PTA 1023, PTA 1213; **Corequisite** PTA 2014, PTA 1112, BIO 2102, PTA 1151  
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  
**Prerequisites:** The student must have completed the following courses with a “C” or better and maintain a Program GPA of 2.5 to participate in the Initial Practicum: PTA 1013, PTA 1023, PTA 1213, PTA 1224, PTA 2014; BIO 1314, BIO 1414, BIO 2102, PTA 1151 and successfully pass the comprehensive practical exam.  
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  
**Prerequisites:** None  
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 PT Procedures II  
**Prerequisites:** PTA 1013, PTA 1023, PTA 1213, **Corequisites:** PTA 1112, PTA 1224; BIO 2102, PTA 1151  
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 2021 Clinical Prep II  
**Prerequisites:** PTA 1312; **Corequisites:** PTA 1202, PTA 2024, PTA 2113  
1 Credit The student will continue to explore and appreciate the complexities associated with contemporary physical therapy practice, as well as, the health care system. The student will accurately illustrate the role and responsibilities of the PTA in all physical therapy settings. The student will describe/discuss pertinent regulatory and legislative policies affecting access to and the delivery of physical therapy across all settings. During simulated opportunities, the student will portray effective communication, teaching, and documentation strategies with various patient populations/ cultures and health care team members in any physical therapy setting. The student will investigate ethical, socioeconomic and resource challenges common to current physical therapy practice using a variety of patient scenarios. The student will practice participating in identifying and securing appropriate equipment requirements and advocating for patient/client needs to vendor/payors. This comprehensive course will require the student to demonstrate competency and provide adequate rationale for each psychomotor component of all prerequisite coursework including: tests and measures, interventions, and documentation, as well as, application (via demonstration, verbal and/or writing) of safe and effective communication and clinical decision-making for any patient/client as directed by the physical therapist of record and evidenced by successful completion of a comprehensive skill evaluation prior to entering PTA 2034, Practicum I.

PTA 2024 Therapeutic Exercise II  
**Prerequisites:** PTA 1312; **Corequisite** PTA 2024, PTA 2113, PTA 2021  
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 & various debilitating conditions including ones resulting from trauma and/or amputation; to monitor the effectiveness of the exercise/functional activity and to identify the need to contact the therapist of record due to a change in the patient/client’s status. 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  
**Prerequisites:** The student must have completed the following courses with a “C” or better and a Program GPA of 2.5 to participate in the Practicum I: PTA 1312, PTA 2022, PTA 2024, PTA 2113, PTA 2021 and successfully pass the comprehensive practical exam.  
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  
**Prerequisites:** PTA 1312, Corequisite: PTA 1202, PTA 2024, PTA 2021  
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 within the context of the physical therapy profession and health care delivery system. 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. This course satisfies the computer proficiency requirement.

PTA 2134 Practicum II  
**Prerequisites:** 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**  
**Prerequisites:** PHYS 1013  
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 physical sciences.

**PHYS 1013 Physical Science**  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 0203 or adequate math placement.  
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.

**PHYS 1014 Physical Science**  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 0203 or adequate math placement.  
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.

**PHYS 1034 General Geology**  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 0203 or adequate math placement.  
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.

**PHYS 1063 Earth Science**  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 0203 or adequate math placement.  
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.

**PHYS 1064 Earth Science**  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 0203 or adequate math placement.  
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.
PHYS 1114 College Physics I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 1483 or higher or APPM 1223, within the last two years or by evaluation. § Criteria for evaluation is in division office.
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.

PHYS 1214 College Physics II
Prerequisites: 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.

PHYS 1314 Technical Physics
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and Algebra II in High School or MATH 0313 or adequate math placement or APPM 1223 or the appropriate technical math course.
4 Credits This is a physics course designed primarily for technical career programs. Students will apply the concepts and techniques of physics to solve technical problems in the area of mechanics, fluids, heat, electricity and magnetism. Laboratory analysis is an integral part of the course.

PHYS 1504 General Astronomy
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 0203 or adequate math placement.
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. This course satisfies the computer proficiency requirement.

PHYS 1514 General Astronomy with Lab
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures and MATH 0203 or adequate math placement.
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. This course satisfies the computer proficiency requirement.

PHYS 2014 Engineering Physics I
Prerequisites: MATH 2104 (or at least 4 hours of calculus) within the last year or by evaluation. Prerequisite or Corequisite: MATH 2214
4 Credits This is a physics course designed primarily for pre-engineering, chemistry and physics majors. Students will demonstrate their understanding of concepts in mechanics, heat and sound by (1) developing qualitative and quantitative descriptions of physical phenomena, and (2) predicting the results of physical occurrences based on physics theory and laboratory experiments. Quantitative descriptions and predictions will incorporate methods of calculus where appropriate.

PHYS 2114 Engineering Physics II
Prerequisites: PHYS 2014 and MATH 2214 (or at least 8 hours of calculus) within the last year or by evaluation. Prerequisite or Corequisite: MATH 2314
4 Credits This course is a continuation of Engineering Physics I. Students will demonstrate their understanding of concepts in electricity, magnetism, and light by (1) developing qualitative and quantitative descriptions of physical phenomena, and (2) predicting the results of physical occurrences based on physics theory and laboratory experiments. Quantitative descriptions and predictions will incorporate methods of calculus where appropriate.

PHYS 2223 Modern Physics for Engineers
Prerequisites: PHYS 2114; Prerequisite or Corequisite: MATH 2413
3 Credits Students will demonstrate understanding of essential concepts in 20th century physics. Topics investigated include relativity, quantization, atomic models, quantum mechanics, atomic physics, statistical mechanics, and the current standard model of particle physics. Students solve problems using mathematical methods including ordinary differential equations.

Political Science

POLSC 1000 Special Topics in Political Science
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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  
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits A study of the principles, structure, processes and functions of the United States federal government.

POLSC 2000 Special Topics in Political Science  
*Prerequisites: 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  
*Prerequisites: 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  
*Prerequisites: 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 2123 Introduction to American Politics  
*Prerequisites: POLSC 1113*

3 This course is designed to introduce the student to advanced concepts of politics in America at the federal governmental level. The student will study the foundations, institutions, and processes of American government. The course may cover the United States Constitution, Federalism, Civil Liberties, Civil Rights, Institutions of American Federal Government, and Political Parties. Additionally, the student may be exposed to domestic, economic, and foreign policies. The influence of mass media and current political events will be included as appropriate. The course will build upon concepts covered in POLSC 1113 - American Federal Government and expose the student to a more advanced understanding of American Politics.

POLSC 2213 Contemporary Issues in American Politics  
*Prerequisites: POLSC 1113*

3 Credits This course is a study of significant contemporary political issues emphasizing events occurring at the time the course is offered. After surveying the field of American politics, the student will be able to: 1) critically evaluate some of the controversial issues which presently confront the U.S. and the global community; 2), facilitate intellectual discourse; 3), participate in civil debates; 4), identify a potential problem with a specific public policy and propose a solution to ameliorate it; and 5), construct a research paper and literature review reflecting the critical analysis skills that have been learned throughout the course.

POLSC 2223 Introduction to Law  
*Prerequisites: 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  
*Prerequisites: 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  
*Prerequisites: 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 2623 Introduction to Political Theory  
*Prerequisites: POLSC 1113*

3 Credits This course is an introduction to the history of political thought. We will study some of the most significant works in Western political theory. These works raise critical questions about human nature, individual rights, the source of government legitimacy, the conditions for legitimate revolution as well as the meaning of political ideas such as equality, justice, and liberty.
President’s Leadership Class

PLC 2122 President’s Leadership Class
Prerequisites: MATH 0313 or adequate math placement, ENGL 1113 & 12 hours of 1000 level or above completed with a 3.0 grade point average.
2 Credits
The President’s Leadership Class (PLC) is designed to develop and enhance leadership skills and knowledge. The course will explore the personal, interpersonal, organizational, and social dimensions in the greater context of leadership. The goal of the course is to develop self-aware, ethical, and principle-centered future leaders with the ability to think critically, apply a proven process for decision-making, and communicate effectively.

Prior Learning Assessment

PLA Prior Learning Assessment
Prerequisites: None
VARIABLE Credits

Psychology

PSY 1000 Special Topics in Psychology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
VARIABLE 1-3 Credits
The student will demonstrate competencies in subjects not covered in other psychology courses. Each course will relate to a specific issue and may be repeated with a change in topic.

PSY 1103 Human Relations
Prerequisites: Co-requisite: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 General Psychology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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
Prerequisites: Co-requisite: ENGL 0203, adequate placement score, or by meeting determined placement measures
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
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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 2000 Special Topics in Psychology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
VARIABLE 1-3 Credits
The student will demonstrate competencies in subjects not covered in other psychology courses. Each course will relate to a specific issue and may be repeated with a change in topic.

PSY 2113 Introduction to Child Development
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.
PSY 2123 Behavioral Statistics
Prerequisites: PSY 1113 and MATH 0313 or adequate math placement.
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
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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
Prerequisites: 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 2213 Child and Family in Society
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits This course emphasizes promoting optimum development and support of families and children within various settings and the larger community.

PSY 2233 Ethics in Health and Human Services
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits Students will contrast ethical systems with religion, law, and justice; define ethical principles, and discuss ethical issues and professional conduct in health and human services. Students will apply ethical principles and decision-making models to analyze case studies.

PSY 2403 Developmental Psychology
Prerequisites: 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 2503 Human Sexuality
Prerequisites: PSY 1113 OR CD 2113
3 Credits This course is an introductory overview of the field of human sexuality. It will explore the psychological, physiological, and sociocultural aspects of human sexual behavior. Emphasis will be placed on the cultural and biological diversity of sexual expression.

PSY 2603 Psychology of Women
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits This course examines the issues, theories, and research related to female development and the factors influencing that development from social science, historical, and biographical perspectives. Students will discuss research on sex roles, how gender is represented by media and language in our culture, and contemporary women’s issues related to mental health, relationships, education, work, and family.

PSY 2743 Social Psychology
Prerequisites: 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 1132 Introduction to Respiratory Care
Prerequisites: ENGL 0106 or adequate placement score
2 Credits This is a course designed as an introduction to the occupation of respiratory care. The course focus is the profession of respiratory care and the operation of respiratory care departments and health care organizations. Theory covered in the course includes the operation of respiratory care departments, staff positions and their responsibility, regulations and policy that affect the practice of respiratory care. Professional communication, patient education and safe behavior in the healthcare environment are also included in this course.
RC 1343 Cardiopulmonary Anatomy and Physiology  
Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: BIO 1314, BIO 1414  
3 Credits  
This course is an in-depth study of the structure and function of the respiratory and cardiac systems intended for individuals interested in a career in Respiratory Care. It will include study of the processes involved in the transport of oxygen and carbon dioxide between the lung and tissue to include ventilation, diffusion and gas transport. Students will learn about clinical assessment tests and calculations utilized to assess lung and cardiac function, including normal values and interpretation of abnormal results. This course is a foundation for learning how to assess normal function and efficiency of the cardiopulmonary systems as well as the understanding of disease processes.

RC 2114 Basic Respiratory Therapy Procedures  
Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: RC 2114 Basic Respiratory Therapy Procedures  
2 Credits  
Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: RC 2114 Basic Respiratory Therapy Procedures  
4 Credits  
This course is designed for the beginning Respiratory Care Practitioner student. The course focus will be the theory and performance of basic respiratory care therapeutics. Included in this course are laboratory demonstrations and practice to prepare the student to be proficient in application of theory, performance of basic respiratory care skills and troubleshooting. The student will be required to satisfactorily perform skill evaluations in a laboratory setting. The skills and theory covered include: basic physical assessment with vital signs, bulk oxygen systems, cylinders, regulators, flow-meters, blenders, compressors, concentrators, breathing techniques, sustained maximal inspiration, oxygen therapy, oxygen therapy equipment and analysis, postural drainage, percussion therapies, positive expiratory therapies, basic pharmacology, blood gas sampling and analysis, aerosol medication therapies, electrocardiograms and manual resuscitators.

RC 2124 Critical Care Respiratory Therapy  
Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: RC 2314 Advanced Respiratory Therapy Procedures  
4 Credits  
This course is designed for the Respiratory Care Practitioner student that has successfully completed the Basic Respiratory Therapy Procedures course. The course focus is cardiovascular and pulmonary diagnostic testing, homecare, discharge planning and pulmonary rehabilitation. In addition, theory covered in the course includes: diagnostic testing for the cardiac patient, diagnostic testing for sleep apnea, electroencephalogram (EEG), exercise testing, pulmonary rehabilitation, homecare and discharge planning.

RC 2222 Respiratory Therapy Pathology and Pharmacology  
Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: RC 1342 Cardiopulmonary Anatomy and Physiology  
2 Credits  
This course is a study of diseases common to patients requiring respiratory therapy and/or intensive care. Study of each disease will include: epidemiology, etiology, pathophysiology, signs and symptoms, diagnosis, treatment and prognosis. In conjunction with the study of diseases will be the study of pharmacologic agents typically administered by respiratory therapists as well as medications that are critically important to the overall patient care plan. Study of pharmacological agents will include basic principles of pharmacology and drug administration safety along with specific information about the most important and commonly used respiratory related drugs. Upon completion of this course the student will be able to identify a disease process from key patient information and formulate an appropriate treatment plan including pharmacological agents.

RC 2314 Advanced Respiratory Therapy Procedures  
Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: RC 2114 Basic Respiratory Therapy Procedures  
4 Credits  
This course is designed for the Respiratory Care Practitioner student that has successfully completed the Basic Respiratory Therapy Procedures course. The course focus will be the theory and performance of advanced respiratory care therapeutics to prepare the student for initial adult cardiac care practice. The student will be required to satisfactorily perform skill evaluations and troubleshooting in a laboratory setting. The skills and theory covered include: blood gas evaluation, positive airway pressure therapies, airway management techniques, oral and nasal airways, intubation, extubation, suctioning, tracheostomy care, tracheal tube management, specialty emergency airways, basic ventilator function and application, bi-level positive airway pressure and non-invasive positive airway pressure therapies, titration of continuous ventilator life support devices, continuous ventilator patient management techniques and weaning from life support devices.

RC 2322 Diagnostics and Outpatient Services  
Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: RC 1342 Cardiopulmonary Anatomy and Physiology  
2 Credits  
The course focus is cardiovascular and pulmonary diagnostic testing, homecare, discharge planning and pulmonary rehabilitation. Included in the course are laboratory demonstrations and practice as it relates to pulmonary functions testing, assisting with bronchoscopy and oxygen therapy in the home setting. The student will be required to satisfactorily perform skill evaluations in the laboratory setting for pulmonary function testing. In addition, theory covered in the course includes: diagnostic testing for the cardiac patient, diagnostic testing for sleep apnea, electroencephalogram (EEG), exercise testing, pulmonary rehabilitation, homecare and discharge planning.

RC 2352 Pediatric and Neonatal Respiratory Care  
Prerequisites: Read/Writing competency satisfied by prerequisite course. Prerequisite: RC 2114 Basic Respiratory Therapy Procedures  
2 Credits  
This course is designed to discuss the various aspects of respiratory care which are unique to the neonatal and pediatric patient. This includes development of the fetus, evaluation and stabilization of high-risk newborns, pediatric respiratory therapeutics, advanced life support, the study of pediatric diseases with cardiopulmonary implications and appropriate therapeutic interventions. Mechanical ventilation of the newborn, specialty gas administration, high frequency ventilation, and extracorporeal membrane oxygenation (ECMO) are also covered. Students will complete the Neonatal Respirculation Program and participate in laboratory practice and evaluations utilizing human patient simulators.
RC 2364 Clinical Application of Respiratory Therapeutics I
Prerequisites: Read/Write competency satisfied by prerequisite course. Prerequisite: RC 1133; admission to program; Co-requisite: RC 2114
4 Credits
This course is designed for the beginning Respiratory Care Practitioner student. The course focus is clinical observation, assistance and performance of Respiratory Therapeutics which were taught in the Basic Respiratory Therapy Procedures and Advanced Respiratory Therapy Procedures courses and Labs. The student will demonstrate clinical proficiency of the following respiratory therapeutics: physical assessment, oxygen therapy, aerosol medication administration, chest physiotherapy techniques, isolation techniques, tracheal suctioning, tracheal airway care, arterial blood gas sampling, positive pressure therapies, pulse oximetry, noninvasive ventilation techniques, basic life support systems, and continuous ventilation of the adult patient. The student will be supervised in the affiliate Respiratory Care Departments by the adjunct faculty and program faculty.

RC 2524 Respiratory Care Advanced Practice
Prerequisites: Read/Write competency satisfied by prerequisite course. RC 2314 Advanced Respiratory Therapy Care Procedures
4 Credits
This is the final respiratory theory class for respiratory care students approaching graduation. It is intended to allow practice and demonstration of integration of acquired skills and knowledge at the advanced practitioner level. Students will utilize current standards of evidence based medicine to manage patients in complex patient care scenarios. This will reinforce the skills of appropriate, thorough patient assessment followed by the use of protocols to formulate an effective patient care plan and analyze patient response. Students will also participate in a structured self-assessment and review plan in preparation for their credentialing examinations. This will include theory review, quizzes and multiple practice examinations.

RC 2534 Clinical Application of Respiratory Therapeutics II
Prerequisites: Read/Write competency satisfied by prerequisite course. Prerequisite: RC 2364 Clinical Application of Respiratory Therapeutics I
4 Credits
This course is designed for the Respiratory Care Practitioner student. The course focus is clinical observation, assistance and performance of Respiratory Therapeutics which were taught in Diagnostics & Out-Patient Services, Pediatric & Neonatal Respiratory Care, and the Critical Care Respiratory Therapy courses and Labs. The student will demonstrate clinical proficiency of the following respiratory therapeutics: physical assessment, simple spirometry, oxygen therapy, aerosol medication administration, tracheal suctioning, tracheal airway care, tracheal extubation, blood gas sampling, ventilatory assessment, noninvasive ventilation techniques, ventilation of the ped-neonate patient and continuous ventilation of the adult patient. The student will be supervised in the affiliate Respiratory Care Departments by the adjunct faculty and program faculty.

Russian

RUSS 1000 Special Topics
Prerequisites: 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.

Sociology

SOC 1000 Special Topics in Sociology
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits
The student will identify the sociological dimensions of human behavior by analyzing the concepts of society, culture, socialization, institutions, social stratification and social change.

SOC 1143 Chemical Dependency
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits
Introduction to Chemical Dependency is designed to introduce the dynamics of chemical dependency and the aspects of drug and alcohol dependence and addiction. Family dynamics will be discussed as well as the impact of dysfunctional or imbalanced family systems on individuals and their chemical use. The purpose of this course is to provide basic theoretical concepts and research in the field of chemical dependency.

SOC 1203 Introduction to The Criminal Process
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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  
Prerequisites: SOC 1113 or by evaluation. § Criteria for evaluation is in division office.  
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 Sociology of the Family  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits This course examines the family as a social institution. Students will study the cultural and structural forces that shape family life and explore changes in areas including role expectations, work patterns, courtship, marriage, divorce, and cohabitation over time. Gender, race, ethnicity, and class differences will also be addressed.

SOC 2023 Social Problems  
Prerequisites: 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  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits Using historical and contemporary theory, students will explore the sociological and psychological dimensions involved in the commission of criminal acts. National and international differences in crime rates across the major categories of crime and the effectiveness of sanctions will be analyzed.

SOC 2123 Sociology of Aging  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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 Race and Ethnicity in the U.S.  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits This course examines sociological theories of contact between minority and majority groups in a multicultural society, including topics such as prejudice, discrimination, acculturation, and pluralism.

SOC 2163 Death, Dying, and Grief  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits Students will demonstrate and understanding of death, dying, and grief from three perspectives: The medical and legal perspective in American society; the human perspective, including how people die, caregiving, suicide, and funeral rituals; and the perspective of death related to other losses, including grief and coping strategies.

SOC 2173 Sociology of Religion  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits Students will learn and apply the theories and methods of anthropology to the identification of similarities and differences in human behavior across a variety of cultural groups. This course includes a field research component.

SOC 2243 Ethics in Health and Human Services  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
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  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits This course will introduce students to the profession of social work, including the historical background of the profession, the purposes of social work, the values and ethics of social work, and the scope and methods used in social work.

SOC 2913 Social Inequality  
Prerequisites: SOC 1113  
3 Credits This course is a study of social inequality and its causes and consequences for individuals and society. Emphasis is on the class structure of the United States. Topics include upper, middle, and working classes, poverty, and gender and racial/ethnic stratification.
Spanish

SPAN 1000 Special Topics in Spanish
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures or by evaluation. § Criteria for evaluation is in division office.
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
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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. (Conversational language classes are primarily designed for skill development and personal enrichment. For students planning to transfer, please see elementary and intermediate course offerings. Check with an advisor for more information.)

SPAN 1115 Elementary Spanish I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
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.

SPAN 1120 Conversational Spanish II
Prerequisites: SPAN 1100 or 1115 or by evaluation. § Criteria for evaluation is in division office.
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. (Conversational language classes are primarily designed for skill development and personal enrichment. For students planning to transfer, please see elementary and intermediate course offerings. Check with an advisor for more information.)

SPAN 1150 Spanish Immersion I
Prerequisites: SPAN 1010 or 1115 or by evaluation. § Criteria for evaluation is in division office.
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
Prerequisites: SPAN 1010 or 1115 or by evaluation. § Criteria for evaluation is in division office.
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
Prerequisites: SPAN 1115 or by evaluation. § Criteria for evaluation is in division office.
5 Credits A continuation of SPAN 1115. The student will demonstrate increased proficiency in understanding, speaking, reading, and writing Spanish. The student will continue to explore significant aspects of Spanish and Latin American culture. Satisfactory completion of this course confirms that a student has demonstrated competency in a foreign language at the novice-high level according to the ACTFL scale.

SPAN 2000 Special Topics in Spanish
Prerequisites: Two semesters of 1000-level SPAN courses or by evaluation. § Criteria for evaluation is in division office.
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
Prerequisites: SPAN 1120 or 1225 or by evaluation. § Criteria for evaluation is in division office.
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. (Conversational language classes are primarily designed for skill development and personal enrichment. For students planning to transfer, please see elementary and intermediate course offerings. Check with an advisor for more information.)
SPAN 2050 Spanish Immersion II  
Prerequisites: SPAN 1120 or 1225 or by evaluation. § Criteria for evaluation is in division office.
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  
Prerequisites: SPAN 1120 or 1225 or by evaluation. § Criteria for evaluation is in division office.
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  
Prerequisites: SPAN 1225 or by evaluation. § Criteria for evaluation is in division office.
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 2123 Spanish for the Health Care Professions  
Prerequisites: SPAN 1013 or SPAN 1115 or higher or by evaluation
3 Credits The student will develop oral communication skills through intensive practice in Spanish with a focus on listening and speaking activities specifically related to the healthcare professions. The student will be able to function in a variety of situations and environments where medical terminology and practical health-related expressions are used. This class is taught mostly in Spanish.

SPAN 2223 Intermediate Spanish II  
Prerequisites: SPAN 2113 or by evaluation. § Criteria for evaluation is in division office.
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.

Speech-Language Pathology Assistant

SLPA 1000 Special Topics  
Prerequisites:
1-4 Credits The student will demonstrate specified competencies in subject areas not covered in other speech-language pathology assistant courses, but which are beneficial in providing a better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

SLPA 1013 Foundations of Speech-Language  
Prerequisites: Satisfied through completion of the health profession application process
3 Credits Through study, online discussion and participation, the student will examine the evolution and acquisition of language from a social/interactional perspective. The course will focus on the acquisition of speech and language by children and adults, including the development of phonological, semantic, syntactic, and pragmatic aspects of linguistic competence. Students in this class will also explore changes that can occur during the life-span, as well as diversities of accent and dialect. This course satisfies the computer proficiency requirement.

SLPA 1023 Phonetics  
Prerequisites: Satisfied through completion of the health profession application process
3 Credits Through study, online discussion and participation, the student will explore phonetics, the scientific study of speech. Students will be introduced to the International Phonetic Alphabet and develop skills in the recognition, production and transcription of the sounds of the world’s languages. The course will train students to produce detailed phonetic transcriptions of American English. The student will also explore aspects of phonology. Finally, regional varieties of English and delays/disorders of the speech mechanism will be explored. This course satisfies the computer proficiency requirement.

SLPA 1033 Professional Issues for Speech-Language Pathology Assistants  
Prerequisites: Satisfied through completion of the health profession application process
3 Credits Through study, online discussion and participation, the student will understand and demonstrate the application of concepts of professional ethics and issues, review regulations and requirements for professional practice for speech-language pathology assistants, and discuss cultural considerations for studying and treating communication sciences and disorders. This course satisfies the computer proficiency requirement.
SLPA 1043 Introduction to Speech Sound Disorders  
**Prerequisites:** SLPA 1033  
3 Credits  
Through study, online discussion and participation, the student will understand and demonstrate concepts related to disorders of the articulatory and phonological aspects of communication. The course will provide foundational information in phonetics, phonology, and language development, and allow the student opportunities to gain understanding and knowledge of the principles used in the treatment of articulation disorders.

SLPA 1053 Language Disorders in the Exceptional Child  
**Prerequisites:** SLPA 1013, SLPA 1023  
3 Credits  
Through study, online discussion and participation, the student will develop an understanding of the remediation of language disorders in children and adults who demonstrate exceptionalities. The course will provide emphasis on aspects of normal language development and communication, language disorders, and language intervention. Populations that will be explored in this class include, but are not limited to toddlers and preschoolers, children with learning disabilities, adolescents with language impairment, children with Down syndrome, children with auditory impairments, and children with autism. Along with language development this course will examine language differences and language disorders in persons from culturally and linguistically diverse backgrounds. This course satisfies the computer proficiency requirement.

SLPA 1063 Anatomy and Physiology of the Speech and Hearing Mechanism  
**Prerequisites:** SLPA 1013  
3 Credits  
Through study, online discussion and participation, the student will consider specific theory and mechanisms directly related to the speech and hearing mechanism. Students in this class will explore concepts related to the study of the anatomy and physiology of the speech and hearing mechanisms including; terminology, structure and function of the skeletal frameworks for respiration, phonation, articulation, swallowing, and hearing. Finally, students will be introduced to concepts of neuroanatomy and neurophysiology which are related and interdependent to speech and language processing and production. This course satisfies the computer proficiency requirement.

SLPA 1073 School Issues for the Speech-Language Pathology Assistant  
**Prerequisites:** SLPA 1033  
3 Credits  
Through study, online discussion and participation, the student will understand and demonstrate hands-on core skills related to clinical and teaching skills development in the practice of speech-language pathology. When you have completed this course you should be able to apply fundamental therapeutic procedures to speech-language pathology treatment sessions. This course satisfies the computer proficiency requirement.

SLPA 1083 Instructional Procedures in Communication Disorders  
**Prerequisites:** SLPA 1043, SLPA 1053, SLPA 1063  
3 Credits  
Through study, online discussion and participation, the student will understand and demonstrate conceptual knowledge of dysphagia as well as implications and strategies of dysphagia management. Additional topics of interest for this class include medical terminology, specific target populations, record keeping, billing, Individual Educational Programs (IEP), time management and scheduling, and roles and responsibilities. This course satisfies the computer proficiency requirement.

SLPA 2000 Special Topics  
**Prerequisites:**  
1-4 Credits  
The student will demonstrate specified competencies in subject areas not covered in other speech-language pathology assistant courses, but which are beneficial in providing a better understanding of the field. A specific subject is announced for each offering. Enrollment may be repeated with a change of topic.

SLPA 2013 Medical Issues for the Speech-Language Pathology Assistant  
**Prerequisites:** SLPA 1053, SLPA 1063, SLPA 1083  
3 Credits  
The student will demonstrate an understanding of issues and concepts specific to SLPAs in medical settings. Students will understand and demonstrate conceptual knowledge of dysphagia as well as implications and strategies of dysphagia management. This course satisfies the computer proficiency requirement.

SLPA 2023 Autism  
**Prerequisites:** SLPA 1053, SLPA 1083  
3 Credits  
The student will become familiar with current theories and scientific evidence on the nature and etiology of autism. Best practices in the treatment of Autism Spectrum Disorders (ASD) will be examined. Additionally, students will become familiar with inclusive practices, family concerns, multicultural issues, and community resources as they impact the lives of children and adults with ASD. This course satisfies the computer proficiency requirement.

SLPA 2033 Clinical Experience I  
**Prerequisites:** SLPA 1043, SLPA 1053, SLPA 1063, SLPA 1073, SLPA 1083  
3 Credits  
The student will engage in supervised clinical training in the provision of speech and language services for children and adults. Clinical content for this course will include guided practice in the management and treatment of speech and language delays and disorders across the lifespan. Students will be supervised by licensed SLPs approved or trained by OCCC. Placements for Clinical Experience I will be made near the student’s residence.
SLPA 2043 Adult Neurogenic Communication Disorders and Treatment  
**Prerequisites:** SLPA 2013, SLPA 2023, SLPA 2033  
3 Credits Through study, online discussion and participation, the student will examine adult neurogenic communication disorders and treatment for use by speech-language pathology assistants in medical settings. Students will identify and define terminology and concepts of neuroanatomy and neurophysiology which are related and interdependent to speech and language processing and production. This course also examines aphasia, apraxia of speech, and the dysarthrias typically seen in adults. Cognitive disorders, as seen in traumatic brain injuries (TBI), as well as adult dysphagia issues will be discussed. This course satisfies the computer proficiency requirement.

SLPA 2053 Augmentative Communication  
**Prerequisites:** SLPA 2013, SLPA 2023, SLPA 2033  
3 Credits Through study, online discussion and participation, the student will demonstrate understanding and knowledge of concepts, strategies, techniques, and issues surrounding augmentative and alternative communication (AAC). AAC strategies for use with children and adults will be a focus of this class. Hands-on experience with various methods of AAC strategies and devices will provide students with a foundation for therapies utilizing AAC principles for children and adult populations. This course satisfies the computer proficiency requirement.

SLPA 2063 Clinical Experience II  
**Prerequisites:** SLPA 2013, SLPA 2023, SLPA 2033  
3 Credits Through clinical site participation, the student will engage in supervised clinical training in the provision of speech and language services for children and adults. Clinical content for this course will include guided practice in the management and treatment of speech and language delays and disorders across the lifespan. Students will be supervised by licensed SLPs approved or trained by OCCC. Placements for Clinical Experience II will be made near the student’s residence.

SLPA 2083 Clinical Experience Fieldwork  
**Prerequisites:**  
1-4 Credits Through clinical site participation, the student will engage in supervised clinical training in the provision of speech and language services for children and/or adults. Clinical content for this course will include guided practice in the management and treatment of speech and language delays and disorders across the lifespan. Students will be supervised by licensed speech-language pathologists approved or trained by OCCC. Clinical experience fieldwork assignments will be made near the student’s residence.

**Success in College and Life**

SCL 1001 Success in College and Life  
**Prerequisites:** ENGL 0106 or adequate reading/writing assessment scores  
1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. 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 to satisfy the Life Skills requirement.

SCL 1003 Success in College and Life  
**Prerequisites:** ENGL 0106, or adequate reading/writing assessment scores  
3 Credits Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. In this enhanced three credit hour version, students will benefit from more in-depth coverage and practice in course outcomes. This course should be taken during a student’s first semester of college work at Oklahoma City Community College and will satisfy the Life Skills requirement in the same manner as the one credit hour course.

**Theatre Arts**

TA 1000 Special Topics  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures  
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  
**Prerequisites:** ENGL 0203, adequate placement score, or by meeting determined placement measures  
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
*Prerequisites: None*
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
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*
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
*Prerequisites: NONE*
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
*Prerequisites: NONE*
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
*Prerequisites: NONE*
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
*Prerequisites: 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
*Prerequisites: NONE*
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
*Prerequisites: 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
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*
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
*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*
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
*Prerequisites: WL 1000 or by evaluation. § Criteria for evaluation is in division office.*
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 & Staff

### Academic Affairs

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Degrees/Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greg Gardner</td>
<td>Vice President for Academic Affairs</td>
<td>M.S., Auburn University; B.S., Southwestern Oklahoma State University</td>
</tr>
<tr>
<td>Kim Jameson</td>
<td>Associate Vice President for Academic Affairs</td>
<td>M.A., University of Central Oklahoma; B.A., University of Central Oklahoma</td>
</tr>
<tr>
<td>Lynn Nunn</td>
<td>Administrative Assistant to the Vice President for Academic Affairs</td>
<td>B.S., University of Central Oklahoma; A.A., Oklahoma City Community College</td>
</tr>
<tr>
<td>Sherrie Watt</td>
<td>Administrative Assistant to the Associate Vice President for Academic Affairs</td>
<td>A.A., Oklahoma City Community College</td>
</tr>
</tbody>
</table>

### Bookstore

<table>
<thead>
<tr>
<th>Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Brenda Reinke</td>
<td>Bookstore Director</td>
<td>M.A., Webster University; B.B.A., Cameron University; A.S., Western Oklahoma State College</td>
</tr>
<tr>
<td>Sheila Green</td>
<td>Director of Curriculum and Assessment</td>
<td>Ph.D., University of Oklahoma; M.A., University of Central Oklahoma; B.A., University of Oklahoma; A.A., Oklahoma City Community College</td>
</tr>
<tr>
<td>Dennis Le</td>
<td>Textbook/Shipping &amp; Receiving Specialist</td>
<td>A.A., Oklahoma City Community College; B.A., University of Oklahoma</td>
</tr>
<tr>
<td>Erin Newcomer</td>
<td>General Merchandise Buyer</td>
<td>A.S., Oklahoma City Community College</td>
</tr>
</tbody>
</table>

### Budgeting and Fiscal Planning

<table>
<thead>
<tr>
<th>Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>David Churchill</td>
<td>Director of Budgeting &amp; Fiscal Planning</td>
<td>B.S., Keene State College</td>
</tr>
<tr>
<td>Shima Desai</td>
<td>Budget/Finance Analyst</td>
<td>B.A., University of Oklahoma</td>
</tr>
</tbody>
</table>

### Bursar

<table>
<thead>
<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Cynthia Gary</td>
<td>Bursar</td>
<td>B.A., University of Guam; M.B.A., Southern Nazarene University</td>
</tr>
<tr>
<td>Debbie Dutton</td>
<td>Senior Student Account Representative</td>
<td>L.S., University of Central Oklahoma; A.S., Oklahoma City Community College</td>
</tr>
<tr>
<td>Lori Giachino</td>
<td>Accounts Receivable Specialist</td>
<td>B.A., University of Central Oklahoma</td>
</tr>
<tr>
<td>Heather McMaster</td>
<td>Bursar Assistant</td>
<td>B.A., University of Oklahoma</td>
</tr>
<tr>
<td>Laura Mallet</td>
<td>Student Account Representative</td>
<td>A.S., Oklahoma City Community College</td>
</tr>
<tr>
<td>Sarah Gibbs</td>
<td>Coordinator of Student Scholarships/Sponsorships</td>
<td>B.S Chemistry – ACS, University of Central Oklahoma</td>
</tr>
</tbody>
</table>

### Campus Police

<table>
<thead>
<tr>
<th>Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Daniel Piazza</td>
<td>Chief of Police</td>
<td>B.S., Ashworth College; A.A., Redlands Community College</td>
</tr>
<tr>
<td>Miranda Carlisle</td>
<td>Campus Police Dispatcher</td>
<td>B.S., University of Oklahoma</td>
</tr>
</tbody>
</table>

### Capitol Hill Center

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Degrees/Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gregory Myles</td>
<td>Director Capitol Hill Center</td>
<td></td>
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</table>

### Capitalization

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Degrees/Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Chumney</td>
<td>Campus Police Officer</td>
<td>M.S., Liberty University</td>
</tr>
<tr>
<td>Brandon Davis</td>
<td>Task Force Officer/Acting Investigator</td>
<td>A.A., Oklahoma City Community College</td>
</tr>
<tr>
<td>Lakeisha Driskell</td>
<td>PT Campus Police Dispatcher</td>
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</tr>
<tr>
<td>Bruce Funderburk</td>
<td>Campus Police Officer</td>
<td></td>
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<tr>
<td>FBI National Academy</td>
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<tr>
<td>Alex Gibb</td>
<td>Campus Police Officer</td>
<td>B.S., University of Oklahoma</td>
</tr>
<tr>
<td>Joseph Hagar</td>
<td>Campus Police Officer</td>
<td>A.A., OSU-OKC</td>
</tr>
<tr>
<td>Bryan Hansbro</td>
<td>Campus Police Officer</td>
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<tr>
<td>Penny Harland</td>
<td>PBX/Caller ID/Operator</td>
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<tr>
<td>Matthew Hart</td>
<td>Campus Police Officer</td>
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<tr>
<td>Josh Keith</td>
<td>Campus Police Officer</td>
<td>A.A., Rose State College</td>
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<tr>
<td>La Don Lucas</td>
<td>Campus Police Officer</td>
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<tr>
<td>David Maddin</td>
<td>Campus Police Officer</td>
<td>B.S., University of Central Oklahoma; A.A., OSU-OKC; A.A., Oklahoma City Community College</td>
</tr>
<tr>
<td>Patrick Martino</td>
<td>Campus Police Officer</td>
<td>B.A., California State Polytechnic College</td>
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<tr>
<td>M.E., Holy Apostles College and Seminary</td>
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<tr>
<td>Daniel McCain</td>
<td>Campus Police Officer</td>
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<tr>
<td>Mark McCraw</td>
<td>PBX/Caller ID/Operator</td>
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<tr>
<td>Charlese Murray</td>
<td>Acting Communications Supervisor</td>
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<tr>
<td>Bryan Powell</td>
<td>Campus Police Officer</td>
<td>B.S., Northwestern Oklahoma State University</td>
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<tr>
<td>Colton Ray</td>
<td>Campus Police Officer</td>
<td>A.A., OSU-OKC</td>
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<tr>
<td>Andrew Schmidt</td>
<td>Campus Police Officer</td>
<td>B.S., University of Central Oklahoma</td>
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<tr>
<td>David Shriver</td>
<td>Campus Police Officer</td>
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<tr>
<td>Patrick Solinski</td>
<td>Campus Police Officer</td>
<td>B.A., Oklahoma City University</td>
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<tr>
<td>Austin Staten</td>
<td>Training and Community Liaison Officer</td>
<td>B.A., University of Central Oklahoma</td>
</tr>
<tr>
<td>Christopher Tipton</td>
<td>Police Lieutenant</td>
<td>B.A., Southwestern Oklahoma State University</td>
</tr>
<tr>
<td>Ron Ventresca</td>
<td>Acting Campus Police Sergeant</td>
<td>A.A., Redlands Community College</td>
</tr>
<tr>
<td>Samantha Wicker</td>
<td>Campus Police Dispatcher</td>
<td>B.A., University of Oklahoma</td>
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<tr>
<td>Vacant, Campus Police Officer</td>
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<tr>
<td>Vacant, Campus Police Assistant</td>
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<tr>
<td>Vacant, PT Campus Police Dispatcher</td>
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<tr>
<td>Vacant, Campus Police Dispatcher/ PBX Operator</td>
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</tbody>
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### 2019-20 Catalog • www.occc.edu
Oklahoma City Community College

M.P.A., Webster University
Marina Rodriguez, Early College Awareness Program Specialist
B.A., University of Oklahoma
Beatriz Meyer, Bilingual Instructor

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Vacant, Evening Receptionist

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Ph.D., University of Kentucky

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B.S., Centro Teresiano de Estudios Superiores
B.S., Centro Nacional de Evaluación. (Lic. Educación Preescolar)

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Andi Gleichman, Assistant Stage Manager
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Vacant, Cultural Programs Office Manager

Vacant, Box Office Specialist

Charles Riley, Coordinator of Cultural Programs Events & Educational Activities
Green Belt Six Sigma, Hertz Corporation
Valerie Havrilla, Cultural Programs Assistant
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Cert., University of Phoenix

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B.S., West Virginia State College

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M.S., University of Central Missouri
B.A., Oklahoma State University
Graduate Certificate, Oklahoma State University

Sean Lynch, Digital Cinema Production Coordinator
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B.S., University of Central Oklahoma

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B.A., University of Central Oklahoma

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B.A., Slippery Rock State University

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A.A., Rose State College
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B.A., University of Central Oklahoma

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B.A., Millersville University

Jeffrey Provine, Professor of English
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B.A., University of Oklahoma

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B.A.E., John Brown University

Linda Robinett, Professor of English
M.S., Oklahoma State University
B.A., Oklahoma State University

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M.A., University of Houston
B.A., University of Oklahoma

Josh Shultz, Writing Center Assistant
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B.A., University of Central Oklahoma
A.A., Oklahoma City Community College

Pamela Stout, Professor of English
M.A., University of Central Oklahoma
B.A., Central Oklahoma

Chiaki Troutman, World Languages and Cultures Center Coordinator
M.A., Oklahoma City University
B.A., Otsuma Women's University, Tokyo

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<th>Title</th>
<th>Education/Certifications</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

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<table>
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<th>Title</th>
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</thead>
<tbody>
<tr>
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<tr>
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<td>Licensed Mechanical Journeyman</td>
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<tr>
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<td></td>
</tr>
<tr>
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<tr>
<td>Nicholas Durbin</td>
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<td></td>
</tr>
<tr>
<td>Jason Edds</td>
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<tr>
<td>Taylor Fields</td>
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<td></td>
</tr>
<tr>
<td>Russell Garner</td>
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<td></td>
</tr>
<tr>
<td>Christopher Gray</td>
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<td></td>
</tr>
<tr>
<td>Dan Gurka</td>
<td>Maintenance and Operations Manager</td>
<td>Licensed Unlimited Contractor, Metro Tech: Advanced Heating &amp; Air Program-diploma, Canadian Valley Technology Center: Auto Mechanics Program, Canadian Valley Technology Center: Auto Body Program</td>
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<tr>
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<tr>
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<td>Vacant, Maintenance Mechanic</td>
<td></td>
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</table>

**FINANCIAL ACCOUNTING**

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<tr>
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<th>Title</th>
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</tr>
</thead>
<tbody>
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<td>M.A., West Virginia University, LeDeila Jackson, Financial Aid Advisor</td>
</tr>
<tr>
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<td>B.A., Radford University, Michael Hixon, Financial Aid Advisor, B.S., Florida State University</td>
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</tr>
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<tr>
<td>Brittany Rosebrook</td>
<td>Adm. Assistant to Director of Financial Aid</td>
<td>A.A.S., Oklahoma City Community College, Stephanie Taylor, Financial Aid Receptionist</td>
</tr>
<tr>
<td>Janelle Zabel</td>
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<td>B.S., Oklahoma State University, Vacant, Financial Aid Advisor</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Education/Certifications</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

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Microsoft Certified Professional
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Microsoft Certified Systems Engineer: Windows Server 2003
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Active Directory Configuration
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