



# CARL ALBERT STATE COLLEGE GENERAL CATALOG 2010 - 2012



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Revised January 2010

**OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION**

The Oklahoma State Regents for Higher Education is the coordinating board for all public institutions of higher education in the state. The board consists of nine members appointed by the governor and confirmed by the state senate for nine-year terms, one expiring each year. The coordinating powers of the board include the right to prescribe standards for higher education, to approve programs of study and functions for public institutions of higher education, and to establish minimum standards for admission to public institutions in the state.

The present membership is:

William Stuart Price, Chairman	Tulsa
Joseph L. Parker, Vice Chairman	Tulsa
Julie Carson, Secretary	Claremore
Marlin "Ike" Glass, Assistant Secretary	Newkirk
Bill W. Burgess, Jr.	Lawton
Jimmy D. "Jimmy" Harrel	Leedy
John Massey	Durant
Michael C. Turpin	Oklahoma City
Ronald H. White, M.D.	Oklahoma City
Dr. Glenn D. Johnson, Chancellor	Oklahoma City

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**BOARD OF REGENTS FOR CARL ALBERT STATE COLLEGE**

|                               |              |
|-------------------------------|--------------|
|                               | Term Expires |
| R. Carroll Huggins, Chairman  | 2010         |
| Jim Hamilton, Vice Chairman   | 2011         |
| Jerry Hetherington, Secretary | 2012         |
| Deanne Reed                   | 2013         |
| Jenna McBee                   | 2014         |
| Bill J. Barber                | 2015         |
| Ron Lawson                    | 2016         |

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B.A., Northeastern State University; M.Ed., Juris Doctorate, University of Oklahoma

**DR. JAMES YATES**-*Vice President of Academic Affairs*

B.A., Ouachita Baptist University; M.A., Arkansas State University; Ph.D., Oklahoma State University

**GARRY IVEY**-*Assistant to the President; CEO, CASC Development Foundation*

B.S., M.Ed., Southeastern State University; additional graduate study, Oklahoma State University, University of New Mexico, Northeastern State University

**LEAH MCLAUGHLIN**-*Vice President for Student Affairs*

B.S., M.A., Doctoral Studies, Oklahoma State University

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B.S., M. Ed., Northeastern State University; Ed.D. University of Arkansas

**MARCUS BLAIR**-*Director of Public Relations*

B.A., University of Arkansas

**RAMONA BUCKNER**-*Chief Financial Officer*

B.S., Oklahoma State University; M.Ed., Northeastern State University

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B.S.E., English, Williams Baptist College; M.Ed. East Central University

**WILLIAM L. (BILL) GANN**-*Business; Environmental & Industrial Technology*

B.S., Northeastern State University, M.Ed., East Central State University; Graduate Study, Northeastern State University, Central State University, Oklahoma State University; C.E.T., C.T.T., F.C.C., G.R.T.

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**JERRY HOLTON**-*Mathematics and Science*

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**LEROY NOLAN**-*Health, Physical Education & Recreation, Director of High School and College Relations*

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**NORMA HALL**

B.A., Northeastern State University; B.A., Instituto "Audres Soler" de Teatro Cine y Radiotelevision

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**MICHELLE WHITE****Trio Programs Director**

Bachelor of Liberal Studies, University of  
Oklahoma



## ACADEMIC CALENDAR FOR 2009-10

### Summer Session (2009):

|                                       |                       |
|---------------------------------------|-----------------------|
| Semester begins (first day of class)  | <u>May 27</u>         |
| Memorial Day                          | <u>May 25</u>         |
| Independence Day Holiday              | <u>July 6</u>         |
| Semester ends (including final exams) | <u>July 22</u>        |
| July Interim                          | <u>July 27-Aug. 7</u> |

### Fall Semester (2009):

|                                         |                  |
|-----------------------------------------|------------------|
| Semester begins (first day of classes)  | <u>Aug 12</u>    |
| Labor Day                               | <u>Sept 7</u>    |
| Fall Break                              | <u>Oct 15-16</u> |
| Thanksgiving Day Break                  | <u>Nov 23-27</u> |
| Finals                                  | <u>Dec 7-11</u>  |
| Semester Ends (including final exams)   | <u>Dec 11</u>    |
| Commencement date (graduation ceremony) | <u>N/A</u>       |

### Spring Semester (2010):

|                                         |                    |
|-----------------------------------------|--------------------|
| January Interim                         | <u>January 4-8</u> |
| Semester begins (first day of classes)  | <u>January 13</u>  |
| Martin Luther King Day                  | <u>January 18</u>  |
| Spring Break                            | <u>March 15-19</u> |
| Easter Break                            | <u>April 2-5</u>   |
| Finals                                  | <u>May 10-14</u>   |
| Semester ends (including final exams)   | <u>May 14</u>      |
| Commencement date (graduation ceremony) | <u>May 7</u>       |

Interim classes: (classes that meet regularly scheduled semesters or that meet between spring semester and summer session or between summer sessions and fall semester):

Interim Classes Fall 2009: July 27-Aug. 7  
 Interim Classes Spring 2010: January 4- 8

## ACADEMIC CALENDAR FOR 2010-11

### Summer Session (2010):

|                                       |                      |
|---------------------------------------|----------------------|
| Semester begins (first day of class)  | <u>May 25</u>        |
| Memorial Day                          | <u>May 31</u>        |
| Independence Day Holiday              | <u>July 5</u>        |
| Semester ends (including final exams) | <u>July 21</u>       |
| July Interim                          | <u>July 26-Aug.6</u> |

### Fall Semester (2010):

|                                         |                   |
|-----------------------------------------|-------------------|
| Faculty In-Service                      | <u>Aug. 9</u>     |
| Semester begins (first day of classes)  | <u>Aug. 11</u>    |
| Labor Day                               | <u>Sept. 6</u>    |
| Fall Break                              | <u>Oct 14-15</u>  |
| Thanksgiving Day Break                  | <u>Nov. 22-26</u> |
| Finals                                  | <u>Dec.6-10</u>   |
| Semester Ends (including final exams)   | <u>Dec. 10</u>    |
| Commencement date (graduation ceremony) | <u>N/A</u>        |

### Spring Semester (2011):

|                                         |                    |
|-----------------------------------------|--------------------|
| January Interim                         | <u>Jan. 3-7</u>    |
| Faculty In-Service                      | <u>Jan. 10</u>     |
| Semester begins (first day of classes)  | <u>Jan. 12</u>     |
| Martin Luther King Day                  | <u>Jan. 17</u>     |
| Spring Break                            | <u>March 14-18</u> |
| Easter Break                            | <u>April 21-22</u> |
| Finals                                  | <u>May 9-13</u>    |
| Semester ends (including final exams)   | <u>May 13</u>      |
| Commencement date (graduation ceremony) | <u>May 6</u>       |

Interim classes: (classes that meet regularly scheduled semesters or that meet between spring semester and summer session or between summer sessions and fall semester):

Interim Classes Summer 2010: July 26-Aug. 6

Interim Classes Spring 2011: Jan. 3- 7

# GENERAL INFORMATION

## History and Location of College

Carl Albert State College (CASC) has a rich tradition of serving eastern Oklahoma with educational opportunities, beginning in 1934 when it first opened its doors in the old Poteau High School building during the Great Depression. The college was established to offer opportunities to students who could not afford the cost of leaving home to obtain a higher education. Some of the first faculty members were University of Oklahoma professors who lost their teaching positions when that university was forced to curtail services because of the depressed economy. The college closed during World War II, but reopened immediately after the war to provide educational services for returning veterans and their families.

CASC has been in business ever since, growing from one classroom building at its present location in 1968 with approximately 300 students, to the present 25 buildings, including 11 resident centers, serving more than 3,000 students from throughout Oklahoma and western Arkansas.

Originally named Poteau Junior College, it was changed in the 1950s to Poteau Community College, and in 1971 to Carl Albert Junior College in honor of the Speaker of the U.S. House of Representatives who represented the congressional district in which the school is located. On October 25, 1973, the college became a part of the state system of higher education as a state-owned and state-operated institution. In May 1990, the Oklahoma Legislature approved a bill which changed the school's name to Carl Albert State College.

CASC's central campus is located in Poteau, Oklahoma, with a population of slightly more than 10,000. Poteau is listed as one of "The 100 Best Small Towns in America." The town is the Leflore County seat, and is a 25 mile drive from Fort Smith, Arkansas, a metropolitan center of more than 80,000 people. The campus is situated at the foot of Cavanal Hill, "The World's Highest Hill." To the south lie the beautiful Kiamichi and Winding Stair Mountain ranges, and to the north are the historic Cookson Hills and the foothills of the Ozark Mountains. The area is a paradise for residents and tourists seeking opportunities to fish, hunt, water ski, hike, camp, and utilize equestrian trails.

CASC's branch campus is located in Sallisaw, Oklahoma and opened in spring 1979. Initially, all classes were taught in public school facilities. In the fall of 1990, classes were moved to a vacant elementary school building. In 1992, CASC Sallisaw began operating in its current location in the Sallisaw Industrial Park. At that time, six classrooms were available to serve 170 students.

Continued rapid enrollment created the need for additional space, and in the summer of 2000 a state bond issue was passed to expand the Sequoyah County campus. The bond issue did not generate the necessary revenue to fund the planned 25,000-square foot addition. Local business leaders, however, were successful in the introduction and

subsequent passing of a half-cent sales tax increase for a four-year period. As a result, construction on the expansion began in August 2001 and was completed summer 2002.

The CASC Sallisaw campus is spacious, modern facility with state-of-the-art technology, computer labs, science labs, and a large multi-purpose area that regularly hosts local civic and community outreach events. In fall 2005, CASC received funding from the Higher Education Capital Bond Program for construction of a 28,000 square foot library and classroom complex on the CASC Sallisaw campus. The citizens of Sallisaw matched the Higher Education Bond funds with a city one-half cent sales tax. Completion in 2007 now allows CASC Sallisaw to serve more than 1,500 students.

## Mission Statement

The mission of Carl Albert State College is to provide the best education to every student willing to learn.

### Purposes

Carl Albert State College acknowledges the need to provide innovative and responsive programs to the entire area it serves. Through an institution-wide emphasis on excellence in education, the college will meet these and other challenges. Only through excellence can CASC contribute to strengthening the community, state, and nation. Carl Albert State College is dedicated to being an institution that fosters excellence, prepares students to meet the challenges of the emerging global society, and instills in students a resolve to be their best.

Guided by these beliefs, the college has delineated the following purposes:

1. to provide students a quality of education such that they excel upon transfer to baccalaureate degree-granting institutions;
2. to emphasize academic advisement, counseling, and career guidance, with retention being a natural by-product of this effort;
3. to be in the forefront in providing outstanding applied science programs;
4. to provide sound developmental education programs for those students who lack basic academic skills, and as an adjunct, increase the college's role in adult literacy;
5. to provide responsive, community-oriented continuing education courses to meet academic, vocational or leisure time needs;
6. to provide an assessment approach that involves students' entire college experience to insure that students are prepared to meet their goals and to assess the effectiveness of the college through its academic programs and employees;
7. to provide an appreciation for human values and ethics in the global society by encouraging all students to be responsible and effective citizens;
8. to maintain the economic development role of Carl Albert State College through increasing and strengthening cooperative partnerships between other colleges, business, industry, government, and all elements of education;
9. to enhance the financial support structure for CASC so public and private sector funding will be maximized to create a structure which will ensure continuing responsiveness to the education and training needs of the community; and to increase institution-wide planning, cooperation, and communication.

## Affiliation and Accreditation

Carl Albert State College is accredited by the Higher Learning Commission through the North Central Association of Colleges and Schools, the National League for Nursing Accrediting Commission, and the American Physical Therapy Association. The college is also accredited or recognized by the following higher education agencies or bodies: Oklahoma State Regents for Higher Education, American Council on Education, Oklahoma State Accrediting Agency, Oklahoma Association of Community and Junior Colleges, American Association of Community and Junior Colleges, Higher Education Alumni Council of Oklahoma, North Central Council of Junior Colleges, American Association of Collegiate Registrars and Admissions Officers, National Junior College Athletic Association, and the Association of Community College Trustees. Joint Review Committee on Education in Radiologic Technology (JRCERT)

Additionally, CASC has entered into partnerships with several entities including East Central University, Ada, Oklahoma; Franklin University (Columbus, Ohio); Mid-America University, Oklahoma City, Oklahoma; Northeastern Oklahoma State University, Tahlequah, Oklahoma; and Southeastern Oklahoma State University, Durant, Oklahoma.

The Carl Albert State College Department of Nursing Education is approved by the Oklahoma Board of Nursing. Graduates of this state program are eligible to write the National Council Licensure Examination (NCLEX) for registered nurses.

**Oklahoma Board of Nursing**  
**2915 N. Classen, Suite 524**  
**Oklahoma City, OK 73106**  
**(405) 525-2076**

The Carl Albert State College Department of Nursing Education is accredited by the National League for Nursing Accrediting Commission (NLNAC).

**National League for Nursing Accrediting Commission**  
**3343 Peachtree Road NE, Suite 500**  
**Atlanta, GA 30326**  
**(404) 975-5000**

The Physical Therapist Assistant Program is accredited from 2001-2010 by: Commission on Accreditation in Physical Therapy Education

**American Physical Therapy Association**  
**1111 North Fairfax Street**  
**Alexandria, Virginia 22314**

The Business Division is accredited from 2003-2008 by:

**Association of Collegiate Business Schools and Programs**  
**7007 College Blvd., Suite 420**  
**Overland Park, Kansas 66211**

Carl Albert State College includes the address and telephone number of the North Central Association of Colleges and Schools. The address and telephone number is:

**Higher Learning Commission  
North Central Association of Colleges and Schools  
30 North LaSalle Street, Suite 2400  
Chicago, Illinois 60602-2504  
Telephone: (800) 621-7440**

The Carl Albert State College Department of Radiologic Technology is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) for 2005 - 2007.

**JRCERT  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
312-704-5300**

This address and telephone number is also included in all marketing, advertising, and recruiting materials referencing NCA. Examples of these items, including the 2003-2005 Catalog and Student Handbook, and Class Schedules, are available in the Resource Room and CASC's Homepage Website at [www.carlalbert.edu](http://www.carlalbert.edu).

## Equal Opportunity Policy

To indicate institutional compliance with the various laws and regulations that require a Nondiscrimination, Equal Opportunity and Affirmative Action Policy, the following statement is intended to reflect that Carl Albert State College shall, in all manner and respects, continue to be an Equal Opportunity Employer and offer programs of Equal Educational Opportunity. This institution, in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

It is the policy of Carl Albert State College to take every available opportunity to ensure that each applicant who is offered a position at the college shall have been selected on the basis of qualification, merit, and professional capability alone.

It is further the policy of the college to be in voluntary compliance with any and all statutes, regulations, and executive orders that deal with equal opportunity and nondiscrimination regardless of whether such statutes, regulations, or executive orders are of federal or state origin.

The college subscribes to the fullest extent to the principle of the dignity of all persons and of their labors. In order to ensure complete equal opportunity, the college shall actively recruit applicants for positions from all segments of the population.

## Hall of Fame

Each year Carl Albert State College accepts nominations for the college's Hall of Fame. One or more individuals are selected to be inducted into the Hall of Fame, the highest honor awarded at CASC. These individuals are recognized for their outstanding service, for the difference they have made in the lives of students, and for bringing honor and distinction to Carl Albert State College. Bronze plaques bearing the names and pictures of the honorees are on permanent display in the Business Center.

### **CASC Hall of Fame Members:**

1. The Honorable Carl Albert
2. Mr. Bill J. Barber
3. Mr. Elbert Costner, *posthumously*
4. Chancellor Emeritus Dr. E.T. Dunlap
5. Ms. Mary Gates
6. Senator Clem Hamilton, *posthumously*
7. Representative Jim Hamilton
8. Mr. W. D. "Bill" Hoffman
9. Mr. F. L. Holton, Jr.
10. Mr. W.L. Lattie Hoyle
11. Mr. Orville Johnson, *posthumously*
12. Ms. Marguerite Kellogg
13. Ms. Delores Mitchell
14. Mr. George Ollie, Jr.
15. Ms. Jeanne Reed
16. Mr. Vernon Roberts
17. Mr. Julian J. Rothbaum
18. Mr. Charles L. Ward
19. Dr. E.A. "Jack" Gadosh
20. Mr. Jerry Hetherington
21. Ms. Belva Brooks Barber
22. Ms. Beverly McMillan
23. Mr. Mick Thompson
24. AES Shady Point
25. Mr. Buddy Spencer

## Endowed Professorships

Endowed professorships are a respected tradition in higher education. Major universities have long depended on endowed professorships to enrich academic programs. Traditionally, excellence is defined by research and publication rather than teaching

excellence since these are generally the key elements in the mission of major universities. The key elements in the mission of Carl Albert State College, however, are teaching and community service.

The interest earned from the endowment each year, \$3,000 to \$10,000, is awarded based on the greatest contribution to teaching and academic excellence for Carl Albert State College. The instructor selected will occupy the professorship for a one year period. When each appointment is completed, the selection process will repeat and a new award will be granted.

Classroom teaching excellence is the central activity that determines whether CASC is meeting its designed mission. The gift of an Endowed Professorship is one of the most important gifts that can be made to Carl Albert State College's academic programs. The CASC Board of Regents will also name the program teacher as the CASC Regents Fellow. This honor will provide \$1,200 to the teacher.

### **CASC Endowed Professorships**

1. Hanford F. Farrell, Sr. Endowed Professorship for Teaching Excellence
2. Jodi Hoffman Endowed Professorship for Teaching Excellence in Business Technology
3. R.L. Winters Endowed Professorship for Teaching Excellence in Allied Health Sciences
4. E.A. "Jack" Gedosh Endowed Professorship for Teaching Excellence in Allied Health Sciences.
5. George Herbert Walker Bush Endowed Professorship for Teaching Excellence
6. Charles Ward Endowed Professorship for Teaching Excellence
7. F.L. Holton Endowed Professorship for Teaching Excellence in Business Technology
8. Macy R. McBee Endowed Professorship for Teaching Excellence in Natural Sciences
9. Julian J. Rothbaum Endowed Professorship for Teaching Excellence in History
10. Walter White Endowed Professorship for Teaching Excellence in Early Childhood Development
11. Eleanor White Endowed Professorship for Teaching Excellence in Education
12. Gerald Ford Endowed Professorship for Teaching Excellence
13. Dave and Beverly McMillen Endowed Professorship for Teaching Excellence in Environmental Studies/Science
14. James (Jimmie) and Pearl Orr Endowed Professorship for Teaching Excellence in Mathematics/Engineering
15. Roy W. and Jeanne A. Reed Endowed Professorship for Teaching Excellence in Academic Enrichment
16. General Victor Cary Endowed Professorship for Teaching Excellence in General Studies
17. Philip and Wanda Freeman Endowed Professorship for Teaching Excellence
18. The Oxley Foundation Endowed Professorship for Teaching Excellence
19. Dick LaFevers Endowed Professorship for Teaching Excellence



## 20. Dean Worley Endowed Professorship for Teaching Excellence

### Physical Facilities

The Carl Albert State College main campus consists of 65 acres near the southeast edge of the city of Poteau. Physical facilities on the campus include:

**Hemphill Hall** – The oldest structure on campus housing the Office of the Vice President for Student Affairs, the Office of Student Affairs, Office of Financial Aid, Business Office, Office of Admissions and Records, and the Learning Resource Center. The building is named for Joe Paul Hemphill, former vice president for academic affairs.

**Jim Jinkins Academic Center** – Named for Dr. Jim Jinkins, a former vice president of academic affairs, the center houses the Office of Academic Affairs and is located in Johnson Hall.

**Johnson Hall** – Named for Orville Johnson, a former president of the college, Johnson Hall houses classrooms, laboratories, faculty offices, and the mail/duplicating room.

**Costner-Balentine Student Center** – Named for the late Elbert L. Costner, an early-day president of the college, and Baysul Balentine, a long-time member of the Kiamichi Technology Center board and educator, this structure houses the campus bookstore, cafeteria, fitness center, and ballroom.

**Thompson Fitness Center & Viking Field house** – This structure is a major fitness center which features dressing and storage rooms, a total fitness room, and a gymnasium used for basketball games, some cultural activities sponsored by the college, assemblies, and physical education classes. The building also contains a lecture room and faculty offices.

**Health Science Center** – This building houses the laboratories for the Associate in Applied Science (AAS) in Nursing and AAS in Physical Therapist Assistant Programs.

**Hamilton Complex** – Completed in spring 1984, the facility houses the campus radio station, the 534 seat auditorium, the Office of Continuing Education, the Division of Social and Behavioral Sciences classrooms and faculty offices, and the Division of Communications and Fine Arts classrooms and faculty offices.

**The Dunlap Oval** – Located at the entrance of the college, the Dunlap Oval provides a picturesque area for relaxation and study.

**Joe E. White Library** – Located on the east side of Johnson Hall, houses a collection of more than 24,000 volumes, and subscribes to more than 15 electronic databases and over 120 periodicals. National, state, and local newspapers are available to help keep students well informed about current events. Tables and individual carrels provide quiet study areas where students may read, study, or do research. Computer workstations are available for

students to use in searching the online catalog, electronic databases, and the Internet. The library services are automated using Unicorn Academe by Sirsi Corporation. Many library services are accessible through any computer with Internet access. The library's affiliations with Online Computer Library Center, the Oklahoma Council of Academic Library Directors, and the Oklahoma Department of Libraries enable the library to offer interlibrary loan services to its patrons as well as access to select electronic databases.

**The Learning Resource Center (LRC)** – In Hemphill Hall 120, the Learning Resource Center (LRC) houses a major array of independent study aids useful in mastering subject content. Computers are available for student use in completing outside assignments. Computer workstations are also available for students in searching various databases or for word processing. Tutors in specific subject areas are also scheduled in the LRC.

**F.L. Holton Business Center** – The Business Center is the largest structure on campus. The first floor accommodates a 96-seat lecture room, Hall of Fame corridor, classrooms, and faculty offices. The second floor houses the School of Business classrooms and related faculty offices. The third floor houses the Offices of the President, CASC Development Foundation, Business Resource and Education Center, the Board of Regents Room and classrooms.

**Beverly McMillen-AES Center** - Completed in the fall of 2008, this project was constructed entirely with funds solicited from the private sector. This facility houses 40 gifted students who must make application to participate in the Scholars Program and must meet specific criteria. Each student who qualifies to live in the Scholars Center receives a scholarship from the CASC Development Foundation.

**Bill J. Barber Scholars Dorm** – Completed in fall 1985, this project was constructed entirely with funds solicited from the private sector. This facility houses 40 gifted students who must make application to participate in the Scholars Program and must meet specific criteria. Each student who qualifies to live in the Scholars Center receives a scholarship from the CASC Development Foundation.

**W. D. Hoffman Scholars Dorm**- Completed in the fall of 1987, this project was constructed entirely with funds solicited from the private sector. This facility houses 40 gifted students who must make application to participate in the Scholars Program and must meet specific criteria. Each student who qualifies to live in the Scholars Center receives a scholarship from the CASC Development Foundation.

**Kate “Katie” Ollie Leader Center** – Completed in 2003, this facility house 40 students.

**Sullivan Athletic Dorm** – Completed in the fall of 1988, the facility houses 10 female student athletes.

**Women’s Athletic Dorm** – Completed in the fall of 1995, the facility houses 12 student athletes. The dorm contains four rooms, two bathrooms, and a study area in each of the rooms.

**Civic Athletic Dorm** – Completed in the summer of 1991, this facility houses 12 male student athletes. This facility was built in part by donations from Poteau Rotary and Kiwanis Clubs.

**Athletic Dorms** – These two dorms are designed to accommodate 16 student athletes and were completed in 1993. The dorms contain four rooms, two bathrooms, and a study area in each of the rooms.

**Nell and Lattie Hoyle Free Enterprise Living Center** – Completed in the spring of 1997, this facility houses 40 students. Residents of this center have the option to participate in the AES Students in Free Enterprise (SIFE) program, which can help them increase individual and team-building leadership skills.

**George Ollie Center for Academic Excellence** -- Comprised of 36,042 square feet, three story facility, the Ollie Center was designed as a general academic classroom complex which contains the Social Studies program, multi-purpose lecture rooms and faculty offices. In addition, the complex contains the University Center where various universities offer baccalaureate programs.

**Baptist College Ministries** – Located just off campus, the Baptist Collegiate Ministries was built by the Leflore Baptist Association and the Southern Baptist Convention of Oklahoma. A full program of activities is scheduled weekly not only for Baptist students but also for students of other denominations and faiths.

**Choctaw Nation Headstart** – Completed in the fall of 1982, this complex (formerly Dale Cox Community Center) houses an auditorium, a kitchen, and staff offices. The program serves the Choctaw Nation, area children, and Carl Albert State College.

**Kerr Conference Center and Museum** – CASC has been entrusted with the care of the spacious home of the late U.S. Senator and Mrs. Robert S. Kerr located approximately three miles southwest of the campus. The home was given to the Oklahoma State Regents for Higher Education by the children of Senator and Mrs. Kerr and by the Kerr Foundation. It is used for seminars, workshops, and other meetings of an academic nature.

**George and Rosemary McBee Leader Center** – Completed in 2004, this facility houses 40 students.

### **Center for Economy Enhancement & Development (CEED)**

The CASC Center for Economy Enhancement and Development (CEED) serves businesses and manufacturers in developing and improving their competitive performance. The fundamental objectives of CEED are to enable new businesses and industries to develop and for existing companies to expand and/or improve their ability to prosper. The Center works with the Oklahoma State Regents for Higher Education, the Oklahoma Department of Commerce, the Southeast Workforce Investment Board, the Southeast Network for

Economic Development, and other agencies to assist companies in creating wealth in eastern Oklahoma.

Another component of CEED is the Small Business Development Center (SBDC). The Small Business Development Center is a free counseling service for new and existing businesses in Leflore, Latimer, Haskell, McIntosh, and Sequoyah counties. The Small Business Administration and the State of Oklahoma fund the Small Business Development Center. SBDC personnel assist businesses with their needs, whether it is problem solving, relocating a business, financing, or planning the start of a new business.

### **Public Relations**

The Public Relations Office is responsible for coordination of all college publicity activities. Responsibilities of personnel in the Public Relations Office include preparation and distribution of all news releases and advertising on radio and television and in newspapers; coordination of all informational and promotional material used for public distribution by, for, or in the name of the college; assistance in planning, promoting and publicizing special events at the college; coordination of all photography at the college used for publicity or for public distribution; maintaining a clip file of stories about the college appearing in any publication, and maintaining a negative file and proofs of photos used in promotion and publicity of the campus.

### **Physical Plant**

The Office of the Physical Plant is responsible for maintaining campus environment, which supports the College's educational objectives. Three departments staff the Physical Plant Department: Construction, Maintenance, and Janitorial.

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# STUDENT AFFAIRS

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The purpose of the Office of Student Affairs is to offer each student an opportunity to achieve educational goals while providing a variety of personal development experiences. This office is concerned with the overall quality of life and welfare of students. The various components of the Office of Student Affairs is to relate to the college's mission and educational philosophy by contributing to the cultural, intellectual, physical, and social development of its students.

Among the programs and services provided are athletics, career planning, job placement, counseling, academic advisement, student government, special events, student activities, recreation, intramural sports, and residential living.

The Student Handbook sets forth the various regulations and guidelines on student conduct as adopted by the Carl Albert State College Board of Regents. It is the responsibility of the Office of Student Affairs to administer these regulations.

## Vice President for Student Affairs

The Office of the Vice President for Student Affairs is located in Hemphill Hall and is committed to the improvement of the quality of life for students and to the enhancement of their competencies as productive citizens. The Office advocates responsible behavior, supports learning, and promotes the attainment of personal and cultural goals through various activities.

## Admissions and Records

The Admissions and Records Office is located in Hemphill Hall. Students must apply for admission to CASC by completing an Application for Admissions form.

## Academic Advisement, Guidance, and Counseling

Academic advisement is provided by faculty and professional personnel who are trained to assist students with academic and career decisions, as well as guidance and counseling. The advisors and counselors at CASC strive to provide high quality services geared to meet the needs of new and returning students, students who have had or are now experiencing problems, students wishing to transfer to senior institutions, and students requiring some type of career or program guidance.

Students are encouraged to schedule an appointment with their assigned advisor should any questions arise as to class attendance or academic performance. Advisors will follow the proper channels to resolve questions and/or problems beginning with the suitable division chairperson.

## Career and Transfer Center

The Career and Transfer Center assists students and graduates in maximizing their efforts to prepare for a career and to aid in the smooth transition from CASC's two-year program into a four-year college or university. Counseling is offered in the following areas: career explorations, career planning, transfer admissions, and transfer scholarships. Job search strategies, vita preparation and writing skills, as well as interview techniques are also the focus of the Center. The Career and Transfer Center is located in the Office of Student Affairs in Hemphill Hall. Services include:

- Career counseling to clarify goals, explore opportunities and prepare for a job search
- Career information and occupational descriptions
- Current job listings in education, business, government, etc.
- Career investigation and scholarship searches
- Transfer and scholarship information for all Oklahoma four-year colleges
- Internet access to colleges and universities nationwide
- Information on vita preparation, cover letters, interviewing, etc.

## Health Services

The majority of the CASC student body lives with relatives and commutes to campus. Students are expected to have medical insurance coverage provided by their families or other agencies such as DHS so that medical emergency services can be arranged for students in emergency situations. The college primarily services its students through health education, disease prevention, and fitness programs.

First aid kits are located in each classroom building and are to be utilized when a student indicates the need to use part of the contents.

Health care is considered largely the responsibility of the student's family through local family physicians. The Office of Student Affairs acts as a referral source to license physicians for students requesting general services during a school year. Referral information for health insurance and substance assistance is also available in the Office of Student Affairs. Students with special needs are referred to area agencies.

In order to assure that a student's academic career will not be endangered by a major expense due to illness or injury, the school will make information available to all students concerning insurance programs. The institution does not endorse any particular insurance company.

## Drug and Alcohol Information

Drug and alcohol information is located in Hemphill Hall in the Office of Student Affairs. General information about the health risks of alcohol and other drug use is available. Slides, videos, pamphlets, and books can be checked out by instructors and student groups.

Referral sources listing counseling and treatment center as well as local support groups are also available.

### **High School and College Relations**

The CASC Recruiting Program is coordinated through the Director of High School and College Relations, whose office can be found in the Office of Student Affairs. This office schedules visits to all high schools in the recruiting area and acts as the campus contact for high school personnel and students wanting information about CASC. Other colleges and universities coordinate their recruiting efforts through the Office of Student Affairs.

### **International Students**

International or IELTS students are required to present evidence of proficiency in the English language by presenting TOEFL scores. Prospective students should contact the Admissions Office to request a copy of "Policy Statement on Admission of Students for Whom English Is a Second Language" before applying for admission.

### **Retention Program**

Retention efforts are coordinated in the Office of Student Affairs. Retention begins at the time of enrollment with the assignment of a student to an academic advisor who will have an interest in the student's area of study as well as the student's individual needs that might affect his/her success in college. Instructors notify the Office of Student Affairs if a student has excessive absences or academic difficulty, at which time the student may be referred to counselors and others who can help resolve problems that might otherwise result in withdrawal from college.

### **Security and Safety**

The Campus Police Department, a function of the Student Affairs Office, operates to protect lives and property on campus and to encourage the obeying of city, state, and national laws. A full-time police officer is on duty every night. Campus police officers have all power and duties vested by Oklahoma law in the protection and guarding of grounds, buildings, equipment, and other property of the college. Campus police attend all college functions and special events, such as athletic games, dances, lectures, concerts, pageants, etc.

### **Southeast Oklahoma Area Health Education Center**

The Southeast Oklahoma Area Health Education Center (AHEC) is a partnership between Carl Albert State College and Oklahoma State University College of Osteopathic Medicine. AHEC is part of a national network of AHECs whose mission is to increase health care quality and access for rural and underserved areas through educational programming and services. Programs serve groups as diverse as middle school, high school, college students, health career students, and seasonal health care professionals.

AHEC works closely with many private and public agencies to provide education services including professional continuing education services, educational workshops, accredited health education classes, development of educational materials and technical services such as clinical site development, needs assessment, and referrals. A learning resource center is also provided at the office on the Poteau campus of CASC.

### Power I

Carl Albert State College has a proud tradition of working with the community to help prepare and create a workforce that is competitive in today's economy. CASC has implemented the Power I program, which strives to increase the employability of TANF (Temporary Assistance to Needy Families) recipients within the service area. CASC partners with the Department of Human Services, Workforce Oklahoma, Workforce Investment Act Agency, Kibois Area Transit System, and many other community partners to make Power I a successful and accessible program for those who qualify. The Power I Office is housed on the Poteau and Sallisaw campuses of CASC.

## FEDERAL TRIO PROGRAMS

**(All TRIO programs are federally funded through the U.S. Department of Education)**

### Student Support Services

Student Support Services is a federally funded program designed to assist eligible college students, who meet income guidelines, in completing their course of study. Services include tutorial assistance; personal, academic, and career counseling; cultural enrichment and transfer assistance to four-year colleges. Special assistance to disabled students is also provided. The services are free to eligible students.

### Educational Talent Search Project

Funded by the U.S. Department of Education, the Talent Search projects are designed to provide early intervention and assistance services to eligible students in grades 6-12 and encourage them to seek and prepare for postsecondary education. The project provides career development, guidance, counseling, ACT preparation, financial aid assistance, and college information and application assistance. CASC has Talent Search programs based at Poteau and Sallisaw campuses.

### Educational Opportunity Center

Educational Opportunity Centers (EOC) serve adults in an eight-county area of eastern Oklahoma and western Arkansas. The program is funded by the U.S. Department of Education to provide information and assistance to those who seek to complete high school or obtain a GED and/or desire to begin a program of postsecondary education. CASC hosts the main office with three satellite offices at Fort Smith, Arkansas; Sallisaw and Poteau, Oklahoma.



## Upward Bound

Upward Bound provides services to selected high school students who are potential first-generation college students and who meet specific family income criteria. Concentrated academic services are provided on both Poteau and Sallisaw campuses in a residential program for six weeks each summer. Cultural events and individual tutorial services are also provided as backup enhancement to the academic program.

## Math/Science Regional Center

Another opportunity for high school students is the Math/Science Regional Center. Gifted and talented students with either high interest or ability in math/science fields who meet Upward Bound guidelines can experience an intense six weeks each summer. Included are a variety of trips and hands-on experience at area foundations, industries and science-related museum. Monthly math/science activities are conducted during the school year. The center serves gifted students throughout Oklahoma and Arkansas.

# STUDENT HOUSING

Carl Albert State College provides students the opportunity to experience the unique academic and social environment of on-campus living through the Scholars Center, Residential Program Housing, and Athletic Housing. Our primary goal is to provide students with a comfortable, friendly environment that is convenient, safe and conducive to personal and educational growth. Residential students are a vital part of the CASC community and are encouraged to take advantage of college activities, organizations and facilities. Each room in the Scholars Center and Residential Program Housing includes a 12' x 19' spacious bedroom and study area; 8' x 8' bathroom with a bath tub and shower, toilet and 2 vanity sinks; 4' x 8' walk-in closet; free internet access including WIFI; and optional cable TV for students who wish to contract for the service.

The Bill J. Barber, the W.D. Hoffman, the Dr. E.A. "Jack" Gedosh Scholars Centers, and the AES are ultra-modern live-in facilities on campus for 100 honors students. The Scholars Centers provide educational and leadership learning opportunities to highly motivated students based on academic achievement and leadership ability. The Scholars Program Selection Committee will make final selections for the Scholars Program.

In addition, CASC maintains on-campus housing for an additional 160 students in the Nell and Lattie Hoyle Center, the Kate "Katie" Ollie Center, George and Rosemary McBee Center, and Beverly McMillen-AES Centers. CASC also maintains Athletic housing for 58 student athletes.

The Office for Student Affairs keeps residents informed of all current residence policies by providing each residential student with the Residential Program Regulations Handbook. Information on housing can be obtained by contacting the Office for Student Affairs.

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# STUDENT LIFE

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## Student Activities

Carl Albert State College recognizes that a well-balanced student activity program, which provides an opportunity for the expression and development of student interests, will stimulate a student both academically and personally. The wide range of activities offered at CASC allows students to develop worthwhile skills and express their talents. Through participation in planning campus activities, each student has an opportunity to make a unique contribution. This involvement also enhances each student's personal development.

- *Carter Lecture Series* – Established in 1986, the family of the late state Senator and Mrs. Clem M. Hamilton formed the Hamilton Lecture Series to honor their parents. When the Honorable Jimmy Carter spoke in 1989, the Hamilton Series was to end, but former President Carter was so impressed with the theme and purpose of the lectures that he pledged a sufficient endowment to continue the series. Named in honor of Carter, the yearly lectures always present outstanding political and educational leaders.
- *Cultural Enrichment* – CASC supports the efforts for on-campus multi-cultural activities, student organizations, and programs which provide educational opportunities to help develop an awareness of cultural differences, and to deepen an understanding of cultural and heritage differences.
- *Special Events* – The CASC President appoints a special events committee to coordinate large activities and events that involve bringing outside entertainers and groups to the campus. An annual Special Events Calendar listing scheduled events is printed at the beginning of each fall semester.

## Athletics

A member of the National Junior College Athletic Association Carl Albert State College fields men's and women's basketball, baseball, and softball teams for varsity competition. Any student who meets the requirements of the eligibility rules of the National Junior College Athletic Association may try out for the team. The college also makes available a limited number of scholarships for varsity athletes. Inquiries should be addressed to:

**Director of Athletics  
Carl Albert State College  
1507 South McKenna  
Poteau, OK 74953-5208**

**Intramural Sports** – CASC provides its students a variety of intramural activities under the direction of the Coordinator of Student Life located in the Office of Student Affairs.

Intramural competition is organized on a team and individual basis and is offered during the fall and spring seasons.

## Bookstore

The Bookstore is an auxiliary enterprise of Carl Albert State College. It is owned by the college for the purpose of supplying students with books and supplies required in their classes.

General school supplies, paperbacks, stationary, shirts, caps as well as CASC insignia items and other gift items are also available.

All required textbooks for each class are arranged alphabetically by course name and number. The Bookstore personnel suggest the following tips for the best results in buying textbooks.

- Bring a copy of class schedule from registration to match with the course numbers on the shelves. This will ensure students arrive at class with the correct textbook.
- Bookstore personnel are available to assist students with their textbook selection, but cannot be responsible for incorrect selections without the class schedule.
- Make sure you have correct textbooks **BEFORE** leaving the Bookstore and before you write in them.
- Because refunds will not be given if a cheaper book is found or if the student decides they will not need a textbook, it is recommended that students attend class before purchasing the textbooks.
- *Used books are recycled books.* Perfect condition cannot be guaranteed on a used textbook. Students are encouraged to select the used textbook and inspect it for damage before purchasing.

## Methods of Payment

Payment for CASC purchases may be made in the following ways:

- **Cash, personal check, and major credit card:** When paying by personal check, student ID and a daytime telephone number will be requested.
- **Financial Aid Charges:** Students may charge textbooks and supplies to the balance of their Financial Aid award after tuition, fees, and room and board (if applicable) charges have been paid. Bookstore personnel will verify the student's Financial Aid award.
- **Special Billing:** Students whose textbooks are paid by their employer or various agencies such as St. Edwards/Sparks hospitals, Bureau of Indian Affairs, KEDDO, WAEDA, etc., are responsible for providing the Bookstore with a copy of their letter of approval. Charges cannot be made without this

letter. If letter is provided after charges have been applied to Financial Aid award, textbook charges cannot be moved to Approval Letter. All special billing charges must be made within the first four weeks of the Fall and Spring semesters and during the first two weeks of the summer semester.

## *Refund Policy*

Textbook refund period is ten (10) days from date of purchase. Defective textbooks should be returned immediately for full refund or exchange. All returns are subject to Manager's discretion. Refunds for textbook purchases are given for class changes or cancellations if the following conditions are met:

- Current cash register receipt and completed change/drop form.
- Textbooks are in original condition, free of all markings. Books with any markings will be given a 75% refund.
- Refunds will not be given if a cheaper book is found or the student decides they will not need the textbook.
- After the refund period expires, textbooks may be sold at the end of the semester during Book Buy Back.

## *Supplies, Novelties, and Soft Goods*

A refund of 100% of purchase price or exchange for these items provided they are new and unopened. Items must be returned within one week of purchase. Sale merchandise is not returnable. Receipt is required for all returns or exchanges.

## *Defective Merchandise or Textbooks*

Merchandise must be returned within two weeks of purchase for full refund or exchange. Current cash register receipt and original package is required.

## *Book Buy Back*

Book Buy Back is a service provided to students at the end of each semester (Fall, Spring, and Summer). During this time, students may sell their used textbooks to the Bookstore. Dates and time will vary, but will be posted in advance on campus. During this time students may sell their textbooks to the Bookstore. New textbooks that will be used for the following semester may be sold back for 50% of the original list price. Textbooks that were purchased at the "used" price may be sold back for 30% of the original new list price. Those books not being utilized on campus, but which are still of value, may be sold to a used book company. Receipt is not required to sell books at this time. Bookstore personnel will determine the titles, quantities, prices offered, and condition for all books purchased for the Book Buy Back. Other material sold with the original textbook, such as CD -Rom, diskettes, or solution manuals must be included to receive full buy back price. It is highly recommended that student sell their textbooks at the end of each semester in which they

are being used. Books with water damage, bad bindings, taped pages or missing covers cannot be repurchased. Limited quantities of textbooks will be repurchased and quantities may be filled during the Book Buy Back session.

## *CASC Sallisaw Campus*

The CASC Sallisaw Campus Bookstore offers the same services as the CASC Bookstore on the Poteau Campus. The hours of operation vary each semester depending upon student workers' class schedule and the students' needs.

### *Bookstore Website*

Visit the CASC Bookstore website to order online textbooks, find out the latest information on Book Buy Back, or to purchase CASC gift items – [http://www.carlalbert.edu/campus\\_bookstore](http://www.carlalbert.edu/campus_bookstore)

Students who are enrolled in online courses, and who live more than 50 miles from campus may have their textbooks mailed to their home. Textbooks will be shipped via Fed Ex Ground/Home Delivery. Charges start at \$8.00 for one book and increase based on the number of books being sent and the destination. Overnight delivery is not available at this time. Textbook orders will be taken during the first four weeks of the Fall/Spring semester and the first two weeks of the Summer semester. Orders will be processed daily and shipped within 24 hours with the exception of holidays and weekends. Most orders arrive in approximately two days. Order tracking information will be e-mailed to the student upon shipment of the order.

## *Student Center*

The Costner-Balentine Student Center houses the CASC Bookstore, cafeteria, the Jeanne Reed Stars and Stripes Room, a large ballroom, and an aerobic/workout room. There is also an Upward Bound Student Lounge that is open to all students. Students can relax on a couch and watch cable television or do homework.

## *Student Identification Cards*

Student ID cards are issued and validated for all students by the Office of Student Affairs during registration. The card is valid only for the semester issued/validated only while the student is enrolled and includes a student photograph, name and student number. The Student ID card allows a student to check out books from the Library, pick up checks from the Business Office, and to participate in campus activities including athletic and special events. Cards are non-transferable. Price of the card is included in the fees charged at registration. Replacement charge is \$2.00.

## Directory Information

This is information that routinely appears in student directories and alumni publications and may be freely released. CASC designates the following student information as public or directory information:

- a. **Category I.** Student's name, local and permanent address, e-mail address, phone number(s), classification, dates of attendance at USAO, enrollment status (full-time, half-time, or less than half-time), gender.
- b. **Category II.** Major field of study/degree program; educational institutions previously attended; degrees, honors, and awards granted; educational background, degree(s) held, date(s) granted, and institutions granting such degree(s); anticipated date of graduation based on completed hours.
- c. **Category III.** Date and place of birth, participation in officially recognized organizations, activities, and sports; weight and height of participants in officially recognized sports; photographs or electronic images.

This information may be disclosed by the institution for any purpose, at its discretion. Students may withhold disclosure of any or all categories of directory information under the Family Educational Rights and Privacy Act of 1974 as amended. Students requesting the withholding of "Directory Information" should contact the Office of Admissions.

## *Student Organizations and Special Interests*

Numerous organizations and clubs are open to students who display interests and aptitudes in various social and educational areas. The Office of Student Affairs keeps a calendar of all scheduled events and activities planned by each student organization or division on campus. Details on eligibility for membership or information on any of the following can be obtained in the Office of Student Affairs.

# ADMISSIONS AND REGISTRATION

The criterion below establishes minimum curricular requirements, measures, and standards for admission to Carl Albert State College. Admission to all associate programs must conform to these standards. Certain programs at CASC require additional criteria for admissions and separate application forms.

Carl Albert State College is an “open” admissions college that welcomes students from all academic backgrounds. The admissions and registration policies and procedures of Carl Albert State College have been formulated and adopted to assure the student full, comprehensive services by the institution and to assure the institution complete recognition and services from accrediting agencies, other institutions of higher education, employers, and funding agencies.

## CRITERIA FOR ADMISSIONS

Students must meet the criteria for both the high school curricular requirements and the high school performance requirements as defined in the following sections. Students meeting both the high school curricular and the high school performance requirements are eligible for admission.

### ADMISSION OF FIRST-TIME FRESHMEN: CURRICULAR REQUIREMENTS

This section includes curricular requirements for regular admission.

#### A. High School Curricular Requirements for Admission to Programs Leading to AS and AS Degrees

| Units (Years) | Course Areas                                                                                                                                                                                |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4             | <b>English</b> (grammar, composition, literature)                                                                                                                                           |
| 2             | <b>Lab Science</b> (Biology, chemistry, physics or any lab science certified by school district; General Science may not be used to meet this requirement) - New Fall 2010                  |
| 3             | <b>Mathematics</b> (from algebra I, algebra II, geometry, trigonometry, math analysis, calculus, Advanced Placement statistics)                                                             |
| 3             | <b>History and Citizenship Skills</b> (including one unit of American history and two additional units from the subjects of history, economics, geography, government, non-Western culture) |
| 3             | <b>Additional</b> units of subjects previously listed or selected from: computer science, foreign language, or any Advanced Placement course except applied courses in fine arts.           |
| 15            | Total Required Units                                                                                                                                                                        |

Effective fall 2010, the number of Lab Science will increase to three and the number of Additional units will be reduced to two.

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

|   |                                                                    |
|---|--------------------------------------------------------------------|
| 2 | <b>additional</b> units: Fine arts - music, art, drama, and speech |
| 1 | <b>additional</b> unit: Lab science (as described above)           |
| 1 | <b>additional</b> unit: Mathematics (as described above)           |
| 4 | Recommended Units for College Bound Students                       |

**B. Curricular Deficiencies**

Students pursuing admission to AA, AS, or AAS degree programs may not count remedial/development courses toward satisfaction of degree program requirements.

**1. Associate in Arts and Associate in Science Programs**

Students lacking curricular requirements are admissible into AA or AS programs in the community colleges but must remediate curricular deficiencies in the basic academic skills at the earliest possible time but within the first 24 college-level hours attempted. Students continuously enrolled in courses designed to remove deficiencies may be allowed to continue enrollment beyond the 24 hour limit. In addition, students must remove curricular deficiencies in a discipline area before taking collegiate level work in that discipline.

**2. Associate in Applied Science Programs**

Students entering AAS degree programs or other certificate programs must remove high school curricular requirement deficiencies before taking courses in the same field as part of an AAS degree or certificate program. Students admitted under this provision may not transfer into an AA, AS or baccalaureate program without first removing the high school curricular deficiencies. Admission into the Health Science Associate in Applied Science programs is based upon a competitive points system. For the most current information regarding admission into the Health Science programs contact the Office of Health Sciences in HS 717.

**Removing High School Curricular Deficiencies**

Students may remove curricular deficiencies as detailed in one of the following methods.

- Completion of Deficiency Class with “C” Grade or Better: ENGL 0123 Compensatory English, ENGL 1413 Developmental Reading, MATH 0113 Developmental Math, or MATH 0123 Intermediate Algebra.
- Testing with ACT and scoring a 19 in the appropriate ACT Sub-test Area.
- Testing with COMPASS and scoring at the proficiency level in the appropriate subject area.

**GED Completions**

Students with GED completions are deficient in all areas and must remediate as detailed in one of the following methods described in *Removing High School Curricular Deficiencies*.



## Applied Courses

The use of applied courses to meet the high school curricular requirements is to be considered an alternative. However, college bound students are encouraged to take the *4 Recommended Units for College Bound Students (see above)*. One year of Principles of Technology may substitute for one of the currently required lab science courses; the course must be taught by a teacher certified or endorsed in physics who has completed the specialized training to instruct the course.

## ADMISSION OF FIRST-TIME FRESHMEN: PERFORMANCE REQUIREMENTS

Students must meet the criteria for both the high school curricular requirements and the high school performance requirements as defined in the following sections. Students meeting both the high school curricular and the high school performance requirements are eligible for admission. This section includes performance requirements for regular admission which includes three options for admission: standardized tests, GPA in all courses plus class rank, or GPA in the State Regents' 15-units of required high school core courses.

- The ACT score used for admission purposes is the composite score without the writing component.
- The SAT score used for admission purposes is the combined critical reading and math scores without the writing component.
- A GED recipient's high school class must have graduated to be eligible for admission.
- Honors weighting will not be used in the calculation of the GPA.
- First-time entering students must meet entry-level assessment requirements before enrolling in college-level courses.

### A. Minimum High School Performance Criteria for Admission of First-Time-Entering Students

Any individual who meets the following will meet the minimum requirements for admissions to CASC. However, as an "open" admissions college, students who do not meet the minimum requirements may be admitted with conditions, such as testing with ACT, COMPASS, and removal of curricular/ACT deficiencies.

#### 1. Students Seeking Admission to AA or AS Degree Programs

Student must be a graduate of a high school accredited by the appropriate regional association or by an appropriate accrediting agency of the home state or has achieved a high school equivalency certificate based on the GED; has met the curricular requirements as set forth in the above criteria for "*High School Curricular Requirements for Admissions to Programs Leading to AA or AS Degrees*"; and has participated in the ACT program or a similar acceptable battery of tests is eligible for admission to CASC.

## 2. Students Seeking Admission to Certificate Programs

The student must be a graduate of high school accredited by the appropriate regional association or by an appropriate accrediting agency of the home state or has achieved a high school equivalency certificate based on the GED; and have participated in the ACT program or a similar acceptable battery of tests is eligible for admission to any of the community colleges and technical branches in the State System.

### INTERNATIONAL STUDENT ADMISSION AND ADMISSION OF NON-NATIVE SPEAKERS OF ENGLISH

International undergraduate students are required to meet equivalent academic performance standards as listed above. Additionally, first-time undergraduate students for whom English is a second language shall be required to present evidence of proficiency in the English language prior to admission, either as first-time students to the system or by transfer from another non-system college or university. The State Regents adopted this policy to ensure that students will have a reasonable chance to succeed at a higher education institution based on their ability to comprehend, read, and write the English language.

Students must meet one of the standards described below to demonstrate their competency in English. Institutions may not waive this admission requirement as part of the alternative admissions category within the State Regents' general policy on admission.

#### A. First-Time Undergraduate Students

##### Standardized Testing

Students must meet the minimum score set by the State Regents on either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) Examination. Results of the TOEFL taken at international testing centers and special testing centers will be accepted.

| Test  | Minimum Test Score                                                                                                                                                              |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TOEFL | 500 (paper-based) or 173 (computer-based) or 61 (IBT)                                                                                                                           |
| TOEFL | 460 (paper-based) or 140 (computer) or 48 (IBT)<br>(administered at a State Regent's approved English language center with completion of corresponding 12-week course of study) |
| IELTS | 6.0 or better                                                                                                                                                                   |

##### Intensive English Program (IEP)

Students must meet a minimum score set by the State Regents on the TOEFL administered at a special testing center or an international testing center or on the IELTS Examination. In addition, after achieving the required score and immediately prior to admission,

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. A

### **High School Performance**

Undergraduate students must have successfully completed the high school core requirements in or graduate from high school where English is the primary language in a country where English is a primary language and demonstrate competency through the High School Curricular Deficiencies Policy.

### **B. Undergraduate Transfer Students**

Transfer students to CASC who are non-native speakers of English must have attended a college or university where English is the primary teaching language in a country where English is a primary language and that is recognized by professional organizations in the U.S. involved in admissions and international education for a *minimum of 24 semester credit hours* with passing grades and also meet other transfer requirements.

Students with *less than 24 hours* from a college or university where English is the primary teaching language in a country where English is a primary language and that is recognized by professional organizations in the U.S. involved in admissions and international education must meet the language requirements for first-time undergraduate students.

## **SPECIAL ADMISSION**

Students admitted must meet curricular standards and the high school performance criteria as defined above in *Admissions of First-Time Freshmen*. The only exceptions are students admitted in the following special admission categories.

### **A. Special Non-Degree Seeking Student**

Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll in no more than nine credit hours without submitting academic credentials or meeting the academic curricular or performance requirements of the institution of desired entry. *Retention standards and course prerequisites will be enforced.* Once a student has completed the designated number of hours, the student is required to meet the formal admission or transfer criteria for the institution of desired entry in order to enroll in additional course work.

### **B. Adult Admission**

Effective Fall 2010, all students who are 21 years of age and older who have an academic deficiency will be required to satisfy that deficiency through remediation within the first 24 hours of their coursework.

1. Students who are 21 years of age or older or on active military duty may be admitted based on criteria established for all first-time freshman (curricular and performance requirements).
2. Any adult student who :
  - A. is not a high school graduate but whose high school class has graduated; and
  - B. has participated in the ACT program or similar battery of tests is eligible for admission to CASC.

Students utilizing a test other than ACT will have their scores converted to ACT equivalents. A GED recipient's high school class must have graduated to be eligible for admission.

### **C. Home Study, Non-Recognized Accredited or Unaccredited High Schools**

An individual who is a graduate of a private, parochial, or other nonpublic high school which is not accredited by a recognized accrediting agency is eligible for admission as follows:

1. The student must have participated in the ACT or SAT program and achieved the requisite composite scores.
2. The student's high school class of his or her peers must have graduated.
3. The student must satisfy the high school curricular requirements for CASC, as certified by the school or for home study, the parent.

### **D. Opportunity Admission Category**

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

### **E. Concurrent Enrollment of High School Students**

High school students wishing to enroll concurrently in college courses must meet admission standards detailed below. All other students not qualified by grade level as specified in this section might be considered for full enrollment or concurrent enrollment under the Opportunity Admission Category.

#### **1. Workload**

A high school student admitted under the provision may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. A student may enroll in a maximum of nine semester credit-

hours during a summer term. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work.

**2. Curricular Requirements**

The completion of the high school curricular requirements set forth in section shall not be required of concurrently enrolled high school students for purposes of admission. However, students may only enroll in curricular areas where they have met the ACT assessment requirements for college placement.

A high school student not meeting the designated score in science reasoning, mathematics, and English will not be permitted enrollment in the corresponding college subject area. A student scoring below the established ACT score in reading will not be permitted enrollment in any other collegiate course (outside the subjects of science, mathematics, and English.)

Remediation is not allowed for concurrent high school students, including enrollment in developmental courses or COMPASS placement testing.

**3. Continuing Enrollment**

High school students concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if they achieve a college cumulative GPA of 2.0 or above on a 4.0 scale. Following high school graduation, a student who has been concurrently enrolled as a high school student with CASC may be admitted to CASC or another institution in the State System if entrance requirements are met.

**4. Permission**

All students must have a signed statement from the high school principal stating that they are eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year. Students must also provide a letter of recommendation from their counselor and written permission from their parents or legal guardian.

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Forms Required | <p><i>First-Time Concurrent Enrollment:</i></p> <ul style="list-style-type: none"> <li>• Application for Admissions</li> <li>• Concurrent Enrollment form with High School Transcript</li> </ul> <p><i>Returning or Second Semester Concurrent Enrollment:</i></p> <ul style="list-style-type: none"> <li>• Permissions Form</li> <li>• Transcripts and ACT test scores may be submitted with updated grades or ACT scores change course eligibility</li> </ul> |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**5. Admission Requirements for High School Seniors and Juniors**

A senior or junior high school student enrolled in an accredited high school may be admitted to CASC as a special student if the student meets the minimum requirements below.

|                    |                                                                                                                                                   |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| High School Senior | <ul style="list-style-type: none"> <li>• 19 ACT Composite or 3.0 GPA or</li> <li>• 900 SAT (combined Critical Reading and Math scores)</li> </ul> |
| High School Junior | <ul style="list-style-type: none"> <li>• 21 ACT Composite or 3.5 GPA or</li> <li>• 980 SAT (combined Critical Reading and Math scores)</li> </ul> |

**6. Admission Requirements for Home Schooled Students and Students from Unaccredited High Schools**

A student receiving high-school-level instruction at home or from an unaccredited high school may be admitted to CASC as a special student if the student meets the minimum requirements below:

|                   |                                                                                                                                                   |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| 17 Years (Senior) | <ul style="list-style-type: none"> <li>• 19 ACT Composite or 3.0 GPA or</li> <li>• 900 SAT (combined Critical Reading and Math scores)</li> </ul> |
| 16 Years (Junior) | <ul style="list-style-type: none"> <li>• 21 ACT Composite or 3.5 GPA or</li> <li>• 980 SAT (combined Critical Reading and Math scores)</li> </ul> |

**RETENTION STANDARDS**

In keeping with this philosophy of maximizing student success, CASC offers to students experiencing academic difficulties with academic assistance, such as academic and career counseling and tutoring opportunities.

**A. Retention GPA Requirements**

All students must maintain a 2.0 retention/graduation GPA for the duration of the college experience with the exception of freshmen on academic notice and academic probation. A student will be placed on academic probation if the following requirements are not met:

|                                       |                        |
|---------------------------------------|------------------------|
| <b>Credit Hours Attempted</b>         | <b>GPA Requirement</b> |
| 0 through 30 semester credit hours    | 1.7                    |
| Greater than 30 semester credit hours | 2.0                    |

Students with 30 or fewer credit hours, with a GPA of 1.7 to less than 2.0 will be placed on academic notice. All courses in which a student has a recorded grade will be counted in the calculation of the GPA for retention purposes excluding any courses repeated, reprimed or renewed, remedial/developmental (pre-college) courses, and physical education activity courses.

Any student not maintaining satisfactory progress toward the academic objective as indicated above will be placed on probation for one semester. At the end of that semester, the student must have a semester GPA of 2.0 in regularly-graded course work, not to include activity or performance courses, or meet the minimum retention GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be immediately suspended and may not be reinstated until one regular semester (fall or spring) has elapsed.

Students suspended in the spring semester may attend the summer session immediately following spring suspension. However, such students may enroll only in core academic courses which meet the general education requirements or degree requirements. The student's transcript will note suspension at the end of the spring semester. For students who fail to achieve retention standards after the summer session, the phrase "suspension continued" should be entered on the transcript at the end of the summer session. Only students under first-time suspension status *at CASC* are eligible. To continue in that fall semester, such students must achieve a 2.0 semester GPA or raise their retention GPA to the required level.

### **B. Academic Suspension Appeals**

Carl Albert has an academic suspension appeals procedure where the suspended student may document any extraordinary personal circumstances that contributed to the academic problems. Such events must be highly unusual such as the death of an immediate relative; a serious illness; severe financial distress; direct, significant work conflicts; unexpected, substantial family obligations; or personal crisis. Such appeals decisions are heard before the Academic Affairs Committee and made after thoughtful deliberation of committee members, which include faculty, students, and administrators. CASC's policies and procedures developed for the appeal of academic suspension decisions are compliant with the Oklahoma State Regents guidelines.

### **C. Readmission of Suspended Students**

Students who are academically suspended by CASC will not be allowed to reenter the college for at least one regular semester (fall or spring) except as noted above. Such students are readmitted on probationary status and must maintain a 2.0 GPA average each semester attempted while on probation or raise their retention GPA to the designated level. Should a reinstated student be suspended a second time from CASC, the student is placed on Permanent Suspension and cannot return to CASC until such time as the student has demonstrated, by attending another institution, the ability to succeed academically by raising the GPA to the retention standards.

### **D. Reinstatement of Suspended Students at from other System Institutions**

Carl Albert believes that all citizens with the ability and desire to attend the college be granted the opportunity to do so. Although suspended students will not be permitted readmission to the suspending institution for a minimum of one regular semester (fall or spring), research indicates that many times students suspended from one institution may succeed in a new academic environment if given the opportunity. With this thought in mind, CASC will admit any suspended student from other institution under an "Entered Under Academic Probation" and require the student to maintain a 2.0 GPA average each semester attempted while on probation or raise their retention GPA to the designated level.

## NON-ACADEMIC CRITERIA FOR ADMISSION

In addition to the academic criteria used by Carl Albert as the basis for student admission, institutions shall consider the following non-academic criteria in deciding whether a first-time applicant or a transfer student shall be granted admission:

1. Whether an applicant has **been expelled, suspended, denied** admission or denied readmission by any other educational institution.
2. Whether an applicant has been convicted of a **felony** or convicted of any lesser crime involving moral turpitude.
3. Whether an applicant's conduct has been such that if, at the time of the conduct in question, the applicant had been a student at the institution to which application is made, the course of conduct would have been grounds for expulsion, suspension, dismissal or **denial** of readmission.

If the institution finds that an applicant has any of the above, then the institution shall deny admission to applicant if it decides that any of the events described above indicates the applicant's unfitness, at the time of application, to be a student at CASC. If an applicant is denied admission on any of the foregoing grounds, there must be **substantial evidence** supporting the basis for denial. In addition, the applicant must be afforded adequate procedural safeguards, including the following:

1. Be advised of the ground of the denial.
2. Be informed of the facts which form a basis of the denial.
3. Be afforded an opportunity to be heard.

Carl Albert permits the student to be heard before the Academic Affairs Committee or Student Affairs committee should student input for denial of admissions be necessary.

## ADMISSION OF TRANSFER STUDENTS

### A. Admission Requirements

Undergraduate students entering CASC by transfer from another institution may do so under the following conditions:

- Students must provide the college's Office of Admissions an official transcript from all colleges/universities previously attended.
- Students under 21 years of age must provide an official high school transcript to demonstrate completion of high school curricular requirements.



## B. Transfer Policies

Transcripts from colleges and universities accredited by the Higher Learning Commission or other regional associations will be given full value. Students who transfer to CASC with a retention/graduation GPA high enough to meet CASC's retention standards will be admitted in good standing. Otherwise, students who transfer to CASC with a retention/graduation GPA below CASC's retention standards will be admitted under Academic Probation or Academic Notice.

- Students may be admitted to CASC from another college. Student will be "Admitted Under Academic Probation" and may continue enrollment when a minimum 2.00 GPA is earned per term.
- Any transfer probation student with curricular deficiencies must remove the deficiencies within the first 12 hours of enrollment.

A system wide course transfer matrix is maintained online and updated annually by the State Regents for all Oklahoma public colleges and universities. CASC accepts all courses outlined by the transfer matrix and other courses based on a review of the institutions regional accreditation, comparable course content, and successful course completion.

## EXTRAINSTITUTIONAL LEARNING

College credit may be awarded by methods outside the traditional classroom environment. Carl Albert State College awards credit for the following examinations. Additional information is available at the Office of Admissions and Records.

Carl Albert State College adheres to the Oklahoma State Regent policy to evaluate learning which has taken place outside of the formal higher education structure and awards credit for extrainstitutional learning.

- A. Students eligible to receive credit for extrainstitutional learning must be enrolled or eligible to re-enroll at CASC.
- B. Advanced standing credit for extrainstitutional learning awarded to a student must be validated by successful completion of 12 or more semester hours at CASC before being placed on the student's official transcript.
- C. State System institutions awarding credit for extrainstitutional learning must validate credit on a course-by-course basis. The following publications and methods are acceptable for validating extrainstitutional learning for awarding credit:
  1. American Council on Education (ACE) Guide to Evaluation of Educational Experiences in the Armed Forces, National Guide to Educational Credit for Training Programs, and Guide to Educational Credit by Examination, as well as credit transcribed by ACE on the Army/ACE Registry Transcript System (AARTS) and the Sailor/Marine ACE Registry Transcript (SMART), and other publications as recommended by ACE.

2. New York Regents' College Credit Recommendations: The Directory of the National Program on Noncollegiate Sponsored Instruction (PONSI).
  3. The College Board Advanced Placement (AP) Program.
  4. Degree-relevant extrainstitutional learning credit awarded and transcribed by other accredited institutions.
  5. Individual portfolios using Council for Adult and Experiential Learning (CAEL) or other standardized guidelines (rigorous document is are required).
  6. Higher Level courses in the International Baccalaureate Organization Diploma Program.
  7. CASC departmentally prepared examinations.
- D. Neither the ACT nor SAT shall be utilized by CASC for awarding credit.
- E. Credit awarded for extrainstitutional learning may be applied to a degree program at CASC meeting the requirements for degree conferrals.
- F. Credit awards for extrainstitutional learning (number of semester hours and level) shall not exceed the recommendations of ACE, where undergraduate level courses are evaluated.
- G. Examination scores, used to validate extrainstitutional learning, must meet or exceed the minimums recommended by ACE for national examinations, at least a four (on a seven-point scale) in the Higher Level course in the International Baccalaureate for locally developed examinations.
- H. CASC's validation procedures are objective, where external evaluators should reach the same conclusion given the material reviewed.
- I. CASC awards credit for extrainstitutional learning only in those courses or program areas for which they are approved to offer by the State Regents. CASC assigns their course title and number to the credit awarded. The neutral grades of pass (P) will be utilized to designate credit awarded for extrainstitutional learning. Conventional letter grades are not used. All credit entries for extrainstitutional learning are appropriately identified on the transcript. The term "credit by examination", "credit by military education", "credit by departmental testing" and other such language will be posted at the beginning of the CASC transcript with the testing tool and CASC course equivalent designated.
- J. Credit for extrainstitutional learning, once recorded at another State System institution, is transferable to CASC on the same basis as if the credit had been earned through regular study at the awarding institution.

## REMEDICATION

This policy specifies how students who lack the 15 required high school curricular units for college admission or competency in the basic academic skills areas of English, mathematics, science, and reading.

### **A. High School Curricular Requirements**

Students must have completed 15 units of high school curricular requirements for admission to one of Carl Albert's programs leading to associate in arts or associate in science. The only exceptions are noted in the special admission and summer provisional admission options. CASC will admit students with one or more curricular deficiencies and require remediation of these deficiencies within the first 24 college-level credit hours attempted. Students may remediate by successful completion of developmental courses COMPASS placement testing.

The high school curricular admission requirements were adopted by the State Regents to help ensure adequate high school academic preparation. It is the expectation of the State Regents that students applying for college entry will have successfully completed, at a minimum, the required high school course work. Research indicates that the academic preparation a student receives in high school correlates with success in college. Specifically, students who take more high school core subjects generally score higher on the ACT and earn better grades in college than students who take a minimum number of core courses. High school students should consider the prescribed 15 unit high school core curriculum a minimum standard. Students are encouraged to take additional core courses.

### **B. Academic Deficiencies**

Students with basic academic skills deficiencies or lacking curricular requirements must remove the basic academic skills deficiencies at the earliest possible time but within the first 24 college-level hours attempted. Students continuously enrolled in courses designed to remove deficiencies may be allowed to continue enrollment beyond the 24 hour limit. Students must also remove deficiencies in a discipline area before taking collegiate level work in that discipline. Students admitted to AAS programs must remove deficiencies prior to taking collegiate level work in that discipline.

### **C. COMPASS Test: Placement Testing**

CASC administers the COMPASS test to students who are deficient through ACT or high school curricular reasons and to adult students who require admissions testing. The COMPASS is offered to student's ages 20 years and younger who, after having first tested with ACT for admissions purposes; require additional testing for placement purposes. Students may remediate deficiencies by testing with COMPASS, enrollment in the appropriate zero-level course, or retest with ACT. However, adult students (ages 21 and older) test with COMPASS for admissions purposes only and may choose to enroll in zero-level course when COMPASS scores are too low. The COMPASS test is free of charge for the first two attempts and \$5 per test for each subsequent attempt.

#### **1. Deficiency Removal**

Deficiency removal is required of all students who score 18 or below on any ACT subtest area or who lack the required number of high school curricular units. Students may enroll

into any subject in which the corresponding ACT is 19 or higher in that subtest/subject area or COMPASS test score is above the minimum in that subject.

Students who seek deficiency removal by placement testing with the ACT or COMPASS test may use the following guidelines.

### ACT TEST: Course Placement Guidelines

| ACT Subtest Subject                                                                  | Student Score | Placement/Enrollment               |
|--------------------------------------------------------------------------------------|---------------|------------------------------------|
| English                                                                              | 0 - 18        | ENGL 0123                          |
| Math                                                                                 | 0 - 12        | MATH 0113 and 0123                 |
|                                                                                      | 13 - 18       | MATH 0123                          |
| Reading                                                                              | 0 - 18        | ENGL 1413                          |
| Science                                                                              | 0 - 18        | Appropriate Math Deficiency course |
| To enroll in any college-level subject, score a 19 in corresponding subtest subject. |               |                                    |

### COMPASS Test: Course Placement Guidelines

| Test Subject           | Student Score          | Placement/Enrollment                  |
|------------------------|------------------------|---------------------------------------|
| Writing                | 0 - 74                 | ENGL 0123                             |
|                        | 75 & above             | College-level/ENGL 1113               |
| Reading                | 0 - 80                 | ENGL 1413                             |
|                        | 81 & above             | College-level course                  |
| Math (pre-algebra)     | 0 - 45                 | MATH 0113 and MATH 0123               |
|                        | 46 - 65                | MATH 0123                             |
|                        | 66 - 100               | MATH 1513 or other college-level math |
| Math (algebra)         | 0 - 29                 | MATH 0113 and MATH 0123               |
|                        | 30 - 41                | MATH 0123                             |
|                        | 42 - 100               | MATH 1513 or other college-level math |
| Math (college algebra) | 0-100                  | MATH 1513 or other college-level math |
| Science                | Remove math deficiency | College-level science                 |

All curricular deficiencies must be removed in the first 24 hours of college coursework. Students who enroll in remedial courses must receive a grade equivalent to a "C" or better to successfully remove deficiency. Remedial courses will not be counted toward the satisfaction of degree program requirements. Courses used to make up high school curricular deficiencies may not be counted toward the satisfaction of degree program requirements. Students failing to meet deficiency requirements will not be permitted to enroll in corresponding college-level course and will be removed from any college-level course when unsuccessful course completion in deficiency course is earned at end of term. Student will be notified by mail if an administrative removal from college-level course was completed by the Office of Admissions.

### RESIDENCE STATUS OF ENROLLED STUDENTS

Oklahoma statute 70 O.S., Supp. 2003, §3218.9 authorizes the State Regents to establish the proposed fees to be charged at public institutions to Oklahoma residents and nonresidents

alike. The policy statement set forth in the paragraphs to follow establishes principles, definitions, criteria, and guidelines to assist institutional officials in the classification of students as residents or nonresidents for fee and tuition-payment purposes. Also, the policy statement should be helpful to prospective students in the determination of their own residence status prior to enrollment or for those nonresident students seeking to be reclassified as residents of Oklahoma after having been classified originally as nonresidents. Determination of residence status for purposes of attendance at Carl Albert State College or to any institution in The State is based primarily on the *issue of domiciliary intent*.

Since 1890, it has been public policy in Oklahoma to provide comprehensive, low-cost public higher education for citizens, in order to make educational opportunities available for Oklahoma individuals to improve themselves, to help upgrade the knowledge and skills of the Oklahoma work force, and to enhance the quality of life in Oklahoma generally. Therefore, residents of Oklahoma are afforded subsidies covering a majority of their educational costs at all colleges and universities of the State System. Nonresidents of Oklahoma are also provided substantial educational subventions, although at lower levels than those provided for permanent residents of the state.

### A. Definitions

The following words and terms, when used in the Chapter, shall have the following meaning, unless the context clearly indicates otherwise:

- “Dependent Person” is one who is under the care, custody, and support of a parent or legal guardian.
- “Foreign National” is one who is not a legal U.S. citizen.
- “Full-Time Professional Practitioner or Worker” is one who has come to Oklahoma to practice a profession on a full-time basis, conduct a business full-time, or work on a full-time basis.
- “Full-Time Student” is an undergraduate student enrolled in a minimum of 12 credit hours per semester in an academic year or a minimum of six credit hours in a summer session. A full-time graduate student is one enrolled in a minimum of nine credit hours per semester in an academic year or a minimum of four credit hours in a summer session.
- “Independent Person” is one enjoying majority privileges (or is legally emancipated from the parental domicile) and who is responsible for his or her own care, custody, and support.
- “Resident of Oklahoma” is one who has lived continuously in Oklahoma for at least 12 months duration and whose domicile is in Oklahoma. A person's domicile is his or her true, fixed, permanent home or habitation. It is the place where he or she intends to remain and to which he or she expects to return. A person can have more than one residence, but only one domicile. Domicile has two components -- residence and the intention to remain. When these two occur, there is domicile.

## B. Principles

1. Attendance at an educational institution, albeit a continuous and long-term experience is interpreted as temporary residence; therefore, a student neither gains nor loses residence status solely by such attendance.
2. Students attending CASC may perform many objective acts, some of which are required by law (i.e. payment of taxes), and all of which are customarily done by some nonresidents who do not intend to remain in Oklahoma after graduation, but are situationally necessary and/or convenient (i.e. registering to vote, obtaining a driver's license). Such acts and/or declarations alone are not sufficient evidence of intent to remain in Oklahoma beyond the college experience.
3. A nonresident student attending CASC on more than a half-time basis is presumed to be in the state primarily for educational purposes.
4. An individual is not deemed to have acquired status as a resident of Oklahoma until he or she has been in the state for at least a year primarily as a permanent resident and not merely as a student. Likewise, an individual classified as a resident of Oklahoma shall not be reclassified as a nonresident until 12 months after having left Oklahoma to live in another state.
5. Unless residency has been established in another state, a student who resided in Oklahoma at the time of graduation from an Oklahoma high school and has resided in the state with a parent or legal guardian for the two years prior to graduation from high school will be eligible for resident tuition and scholarships or financial aid provided by the state, regardless of immigration status.
6. All married persons shall be treated as equal under this policy. Each spouse in a family shall establish his or her own residence status on a separate basis. Exceptions include: (1) when a nonresident marries an already established resident of Oklahoma, the nonresident may be considered a resident after documentation of the marriage and proof of domicile are satisfied, and (2) as provided below in item 7 and 8.
7. The burden of proof of establishing Oklahoma residence or domicile, including providing any supporting documentation, shall be upon the applicant. Since residence or domicile is a matter of intent, each case will be judged on its own merit by the appropriate institutional official(s) consistent with this policy. No definitive set of criteria can be established as sufficient to guarantee classification as a resident of Oklahoma.
8. Initial classification as a nonresident student shall not prejudice the right of a person to be reclassified thereafter for following semesters or terms of enrollment as an Oklahoma resident provided that he or she can establish proof of residence in accordance with criteria and procedures as set forth in this policy.

## C. Independent Persons

If a person enjoying majority privileges and who is independent of parental domicile can provide adequate and satisfactory proof of having come to Oklahoma with the intention of establishing domicile, that person may be granted resident student classification at the next enrollment occurring after expiration of 12 months following the establishment of domicile in Oklahoma.

The spouse of such person must establish proof of his or her own domiciliary status on a separate basis, except as provided in other sections of this policy.

#### **D. Dependent Persons**

The legal residence of a dependent person is that of the student's parents or the legal residence of the parent who has legal custody or the parent with whom the student habitually resides. If the student is under the care of those other than the parents, the legal residence is that of the student's legal guardian.

A dependent person may become emancipated (freed from the parental domicile) through marriage, formal court action, abandonment by parents, or positive action on the student's own part evidential of alienation of parental domicile. To qualify under the latter category, a dependent person must have completely separated from the parental domicile and have proved that such separation is complete and permanent. Mere absence from the parental domicile is not proof of its complete abandonment. If an applicant can provide adequate and satisfactory proof of complete emancipation and having come to Oklahoma with the intention of establishing domicile, the applicant may be granted resident student classification at the next enrollment occurring after expiration of 12 months following establishment of domicile in Oklahoma.

#### **E. Foreign Nationals**

An individual who is not a U.S. national may become eligible for classification as an Oklahoma resident provided that the individual holds lawful permanent residence status as defined by U.S. Citizenship and Immigration Services (USCIS), evidenced by whatever documents may be required under applicable federal law, who has resided in Oklahoma for at least 12 consecutive months, and who meets other applicable criteria for establishment of domicile as set forth in this policy or who has come to Oklahoma as a full-time professional practitioner or worker as described below.

In accordance with Title 70, O.S., Section 3242 (2007) (also known as HB1804 of the First Regular Session of the 51st Legislature (HB1804)), an individual who cannot present to the institution valid documentation of United States nationality or an immigration status permitting study at a postsecondary institution, but who has graduated from a public or private high school in Oklahoma, may be eligible for enrollment, resident tuition and state student financial aid if the individual meets the following criteria:

1. Resided in this state with a parent or legal guardian while attending classes at a public or private high school in this state for at least two (2) years prior to graduation;
2. Satisfied admission standards for the institution; and
3. Either:
  - a. Provides to the institution a copy of a true and correct application or petition filed with the USCIS to legalize the student's immigration status, or
  - b. Files an affidavit with the institution stating that the student will file an application to legalize his or her immigration status at the earliest opportunity the student is eligible to do so, but in no case later than:

- i. One (1) year after the date on which the student enrolls for study at the institution, or
  - ii. If there is no formal process to permit children of parents without lawful immigration status to apply for lawful status without risk of deportation, one (1) year after the date the USCIS provides such a formal process. If the student files an affidavit pursuant to subsection C(2) above, presents to the institution a copy of a true and correct application or petition filed with the USCIS no later than: (a) One (1) year after the date on which the student enrolls for study at the institution, or (b) If there is no formal process to permit children of parents without lawful immigration status to apply for lawful status without risk of deportation, one (1) year after the date the USCIS provides such a formal process, which copy shall be maintained in the institution's records for that student.
4. Any student, who completes the required criteria prescribed above, shall not be disqualified on the basis of the student's immigration status from any scholarships or financial aid provided by this state.
5. This policy shall not impose any additional conditions to maintain resident tuition status at a post-secondary educational institution within The Oklahoma State System of Higher Education on a student who was enrolled in a degree program and first received such resident tuition status at that institution during the 2006-2007 school year or any prior year.

#### **F. Military Personnel**

A student attending CASC while on full-time active duty in the armed forces is considered as having a temporary residence in the state in which the student is attending school; therefore, a student neither gains nor loses residence status solely by such military service. Members of the armed services stationed in Oklahoma, their spouses and dependent children shall be admitted without the payment of nonresident tuition and without the 12 month domiciliary requirement, so long as they continue to be stationed in the state in full-time military service and under military orders.

While the policy clearly states that nonresident tuition will be waived for military personnel, such a waiver does not constitute Oklahoma residence status. Military personnel and their dependents who provide proof of a legal change in their state of residence to Oklahoma (such as claiming Oklahoma for income tax purposes) may have the full benefits of residence status.

Dependent children of military personnel that establish residency as above shall maintain residence status if their parents are subsequently stationed out-of-state. Dependents of military personnel who have not established residency according to policy may maintain nonresident waiver status if their parents are subsequently stationed out-of-state.



### **G. Full-Time Professional Practitioner or Worker**

An individual who provides evidence of having come to Oklahoma to practice a profession on a full-time basis, conduct a business full time, or work on a full-time basis shall be immediately declared an Oklahoma resident along with the individual's spouse and dependent children without the 12 month domiciliary requirement so long as they continue in such full-time employment capacity or until such time that they establish residency as described above.

Dependent children of the above professionals that establish residency as described above may maintain residence status if their parents subsequently leave the state.

Likewise, a full-time professional practitioner or worker who is temporarily assigned to another location but maintains residency in Oklahoma (such as claiming Oklahoma for income tax purposes) shall be considered a resident for tuition and state scholarship and financial aid purposes, along with the practitioner's spouse and dependent children.

### **H. Reclassification**

In addition to the aforementioned criteria, an independent person seeking to be reclassified as a resident of Oklahoma must meet the following criteria for the current and immediately preceding year.

- A. The person must not have been claimed as an exemption for state and federal tax purposes by his or her nonresident parents.
- B. The person must be self-supporting as evidenced by having provided the majority of funds for his or her own upkeep.
- C. The person must have maintained a continuous residence in Oklahoma for the period set defined above.

### **I. Tuition Waivers**

Nothing in this policy precludes the waiving of fees or tuition for nonresidents by any institution upon authorization by the State Regents based on criteria other than residence status provided that the residence status classification will not be affected by any such waiver alone.

## **TUITION & FEES**

The tuition and fees amounts are approved by the local CASC Board of Regents and Oklahoma State Regents for Higher Education and may be changed at any time during catalog publication periods. The Business Office of CASC may provide each student with tuition and fees statements for each student after enrollment. The CASC PORTAL will have account information posted and payment options.

| <b>TUITION</b>                                                                  |                                 |
|---------------------------------------------------------------------------------|---------------------------------|
| Oklahoma Residents:                                                             | \$51.00 per credit hour         |
| Non-Resident of Oklahoma:                                                       | \$150.00 per credit hour        |
| <b>FEES</b>                                                                     |                                 |
| Activity                                                                        | \$6.00 per credit hour          |
| Assessment                                                                      | \$2.00 per credit hour          |
| Data Processing                                                                 | \$7.00 per credit hour          |
| Facility                                                                        | \$5.00 per credit hour          |
| Library                                                                         | \$3.00 per credit hour          |
| Records                                                                         | \$1.00 per credit hour          |
| <i>Total Mandatory Fees</i>                                                     | <i>\$24.00 per credit hour</i>  |
| <b>TOTAL TUITION &amp; FEES</b>                                                 |                                 |
| <i>Tuition &amp; Fees (Resident)</i>                                            | <i>\$75.00 per credit hour</i>  |
| <i>Tuition &amp; Fees (Non-Resident)</i>                                        | <i>\$174.00 per credit hour</i> |
| <i>Other fees will be assessed for specific courses. . (add as appropriate)</i> |                                 |
| Music Fee                                                                       | \$40.00 per credit hour         |
| Remedial Course Fee                                                             | \$13.00 per credit hour         |
| Science Lab Fee                                                                 | \$5.00 per credit hour          |
| Student ID Fee                                                                  | \$2.00 per term                 |
| Supply/Lab Fee                                                                  | \$2.00 per credit hour          |
| WEB course Fee                                                                  | \$6.00 per credit hour          |
| Health Science Fee                                                              | \$20.00 per credit hour         |
| <i>Tuition &amp; Fees are subject to change without notice</i>                  |                                 |

# FINANCIAL INFORMATION

## Tuition and Fees Payment Information

### Billing and Collection Office

The cashier's window in the Business Office is the billing and collection point for all student accounts. The Student Accounts Manager issues invoices, receives payments, and posts charges and credits to students' accounts. All questions concerning student accounts should be directed to the Student Accounts Manager. Please make payments in person or, if you prefer, by mail to:

**Carl Albert State College  
Attn: Business Office  
1507 South McKenna  
Poteau, OK 74953-5208**

### Billing and Payment Schedule

Tuition and fees payment deadline is the end of the eighth week (40th class day) of classes of regular semester and the third week (15th class day) of a summer semester and the first class day of an interim semester. All students are encouraged to pay estimated tuition and fees at the time of enrollment. Students may receive a statement of estimated tuition and fees at the time of enrollment by coming to the Business Office located in Hemphill Hall. Billing information may also be viewed on-line through the CASC Portal. Students may receive their CASC User Name and Password from their academic advisor. **ITEMIZED INVOICES FOR TUITION AND FEES WILL BE MAILED PRIOR TO THE TUITION AND FEES PAYMENT DEADLINE. FAILURE TO RECEIVE AN INVOICE DOES NOT QUALIFY AS AN EXEMPTION FROM LATE PAYMENT PENALTIES AND OTHER COLLEGE RESTRICTIONS.**

Students with unpaid tuition and fees may continue to attend classes through final exams. However, those who have delinquent tuition and fees accounts after the payment deadline will be charged a penalty of 10% of the unpaid tuition balance. Payments must be made by the end of a semester or students may also be charged collection agency costs. Pre-enrollments for future terms may be prohibited until charges for the current semester are paid in full. Regardless of when tuition and fees are paid, the total amount is required; selective course payment is not possible. The Chief Financial Officer cannot extend the dates noted. All requests for financial assistance should be made at the CASC Student Financial Aid Office located in Hemphill Hall.

### Amount of Charges

All tuition and fees are subject to change each semester; thus the published rates in this catalogue may no longer be in effect, and may increase between the pre-enrollment period

and the first day of classes. Increases are reflected when charges are calculated after the drop/add period. Should a student pay the estimated charges before the drop/add period ends, they will still owe for the increases when they are calculated.

A financial obligation is incurred at the time a student elects to register for classes, at which time students may pay estimated tuition, fees, and other charges in the Business Office and order their ID cards in the Office of Student Affairs in Hemphill Hall (8:00 a.m. to 4:00 p.m.) Monday through Friday. It is the student's responsibilities to ensure payment of all charges or to completely withdraw from all classes by the last day of the official drop/add period for that semester. Tuition is charged based on rates set by the Oklahoma State Regents for Higher Education and on the credit hours of enrollment. All students except senior citizens enrolled for audit are charged an activity fee, a student facility fee, an assessment fee, a records fee, a technology services fee, a library resources fee, and an ID card fee. Other charges that may apply include, but are not limited to, laboratory course fees, graduation/certificate fees, add/drop transaction fees, remedial course fees, and late-payment penalties.

### **Scholarships**

All scholarship students must pre-enroll during the regular pre-enrollment period for all semesters for which the scholarship is to be used. Failure to do so may result in the loss of the scholarship. Students are responsible for verifying that scholarships have been applied to their accounts prior to the payment deadline to avoid late payment fees or other CASC sanctions.

### **Student Billing Address**

The Office of Admissions and Records maintains addresses of students and provides their billing addresses to the Business Office. Students must report any address changes to the Office of Admissions and Records. If students want late-payment bills sent to an address other than the address given at the time of enrollment, they must come in person to the Business Office and sign an authorization form, which must be renewed each semester. When the form is completed, all mailings from the Business Office will be sent to the designated billing address.

### **Special Billing to Third Parties**

Some third party sponsors who pay tuition and/or other charges on behalf of certain qualified students (such as employers, Vocational Rehabilitation, student financial aid awarded by organizations, some private scholarships, etc.) require that a bill be mailed directly to them from the CASC Business Office before they will make payment. In such cases, the student must provide a letter from the third party sponsor, addressed to CASC, requesting that the CASC Business Office bill the sponsor.

Students must notify the CASC Financial Aid Office during the drop/add period of each semester in order for the CASC Business Office to bill for tuition and fees before the

payment deadline date. The Financial Aid and Business Offices must be notified each semester and at any time there is a change in the amount of the award or the source to be billed.

### **Student ID Cards**

Student ID cards are issued by the Office of Admissions and Records after authorization by the Business Office. Students must be currently enrolled to be eligible to receive an ID card. Proof of enrollment and one picture identification card or two signature identifications are required. Lost ID cards should be reported immediately to the Business Office. There is a charge for new and replacement cards.

### **Currency and Check Requirements**

All payments must be made in U.S. currency. Checks must be payable in U.S. dollars drawn on U.S. banks. Make checks payable to Carl Albert State College. Mail payments at least seven days prior to the **PAYMENT DEADLINE DATE**. Do not remit post-dated checks because state law requires that all checks be immediately processed. Any returned checks, unpaid by the bank for any reason, will incur an additional charge of \$25.00 per check, pursuant to Title 62, section 7.1, subsection D of the Oklahoma Statutes. CASC cannot accept a personal check as payment if a student has a returned check charged to her/his account. The Business Office does not ordinarily cash checks for students unless the checks are to be applied to the students' accounts.

### **Restrictions Resulting from Delinquent Accounts**

A student's account with the Business Office is considered delinquent if the **TOTAL AMOUNT DUE** is not paid **IN FULL** by the payment deadline date. Students with delinquent accounts may not be allowed to register for future classes or receive copies of their grades and transcripts and may be denied use of college facilities. A payment on account is allowed; however, specified application of this payment is not allowed. Payments will generally be applied to the oldest charge first. **PARTIAL PAYMENT OF AN ACCOUNT DOES NOT REDUCE LATE PENALTIES, EXTEND PAYMENT DEADLINES, OR ALLOW USE OF COLLEGE FACILITIES.**

### **Withdrawals from the Institution and Changes of Enrollment**

To receive a full refund or a total cancellation of financial liability, students must cancel registration in writing before the end of the officially defined drop/add period for that semester. Students may cancel registration by filing a Complete Withdrawal Form in the Admissions Office or by submitting a letter to the Admissions Office.

Withdrawals from the institution and changes of enrollment during a defined drop/add period will result in full charges for courses added and full refund or credit for courses dropped. No refunds will be made if students completely withdraw or drop classes after the

defined drop/add period for that semester, and full liability for that semester's cost will be incurred by students except as stipulated for Title IV recipients.

### **Drop/Add Period**

Changes of schedule may be made during the first two weeks of a regular semester/term, the first week of a summer semester/term, or the first day of an accelerated session/term with appropriate drop/add charge of \$5 per transaction.

### **Adding/Dropping Classes**

Changes in schedule during the drop/add period will result in full charges for courses added and full refund for courses dropped. Refunds will not be made for withdrawal from classes after the defined add/drop period.

### **Fees Applicable Only for Current Semester**

Fees are applicable only for the current semester. If a student withdraws and is entitled to a refund, the amount of the refund cannot be carried forward as a credit to a subsequent session.

### **Refund Procedures**

No refunds will be made on special fee charges. No refunds will be made on Continuing Education classes if a student does not drop before the first class meeting. When the institution cancels classes, students enrolled in such classes will be entitled to 100% refund for the class that was cancelled. Refunds on overpaid accounts will not be made until after the fourth week after the end of the defined drop/add period of a regular semester and the third week after the end of the defined drop/add period of a summer term. Refunds may be picked up in the Business Office in person by the student to whom the checks are made payable.

### **Fee Refund Policy for Students Entering Military Service**

If a student enters military service during the term in which s/he is enrolled and s/he has not completed sufficient work for receiving her/his grades but is in good standing academically, the institution is authorized to waive enrollment fees for the student during the term in which s/he re-enrolls after her/his military service has been completed to the extent of the amount that s/he paid previously for enrollment in the term during which s/he entered military service (the institution could issue a certificate to the student for this purpose). Alternative: If the institution feels that it is not feasible to issue a certificate, the institution is authorized to make a refund to the student for the full amount of her/his fees paid. If a student enters military service during the term and is not in good academic standing at the time, the regular fee refund policy of the institution will apply.

**Financial Aid Awarded by CASC**

All students requiring financial assistance with the payment of tuition and fees should contact the CASC Financial Aid Office or access the Financial Aid website at [www.carlalbert.edu](http://www.carlalbert.edu). Federal Title IV Funds (Pell, SEOG, and Perkins & Stafford Loans) and State Funds (OTAG) that have been awarded will be processed through the Business Office as announced. When funds are disbursed to the student accounts, all tuition & fees, room & board and/or any other charges due to CASC will be deducted. If the amount of aid awarded exceeds the total charges, the Business Office will issue a refund check to the student as announced.

## SCHOLARSHIPS and OTHER FINANCIAL AID

*(Note: Some scholarship criteria may have changed subsequent to publication of this catalog.)*

Many types and forms of scholarships are available to students at Carl Albert State College. Individuals, civic and professional groups, as well as the college itself, provide funding for scholarships.

Students receiving Oklahoma National Guard fee waiver scholarships must contact their commanding officer in order to be listed on the spread sheet generated from the Education Service Office of the Army and Air National Guard. Students not listed on the spread sheet will not receive a fee waiver scholarship.

Students must apply for all tuition waivers and cash scholarships each year by February 15<sup>th</sup> and must accept by pre-enrolling each semester at designated times.

### TUITION WAIVERS

**To be eligible for an ACT Tuition Waiver, students must submit their Scholarship Application, ACT Scores and High School Transcript to the CASC Scholarship Coordinator by February 15<sup>th</sup> each year. ( Students who have completed 16 hours or more before submitting their initial scholarship application are not eligible to receive an ACT tuition waiver.)**

**ACT SCHOLARSHIP**— Beginning freshman who scored a 28 or above on the ACT within the past year and have a cumulative GPA of 3.50 will be given a \$816.00 tuition waiver/semester and book scholarship (a \$75.00 refundable book deposit required). Freshmen who have scored 26-27 on the ACT within the past year and have a 3.0 GPA will be given a scholarship of \$1428.00 per year tuition waiver. Freshmen who have scored 21-25 on the ACT within the past year and have a 3.0 GPA will be given a \$1020.00 per year tuition waiver. These scholarships are renewable each semester for two years upon completion of 12 hours per semester at CASC with a cumulative 3.0 GPA.

**HISTORIAN SCHOLARSHIPS**—Freshmen who were Historians of the latest high school graduating classes will be awarded a \$1224.00 per year tuition waiver scholarship. These scholarships are renewable each semester for two years upon completion of 12 hours per semester at CASC with a cumulative 3.0 GPA.

**SALUTATORIAN SCHOLARSHIP**—Freshmen who were Salutatorian of the latest high school graduating classes will be awarded a \$1428.00 per year tuition waiver scholarship. These scholarships are renewable each semester for two years upon completion of 12 hours per semester at CASC with a cumulative 3.0 GPA.

**SCHOLARS PROGRAM(Poteau)**--\$3,264 Tuition Scholarship, Housing and Half Cost of Meals (Minimum requirement-ACT composite of 21 or above)

**RESIDENTIAL HOUSING SCHOLARSHIP (Poteau)**--\$1400 Housing Scholarship (\$350/semester: up to 4 semesters) (Minimum requirement-ACT composite of 19 or above and have a housing application on file)



**CASC REGENTS SCHOLARSHIP**—Free laptop computer and up to \$1000 in loaned textbooks. (Minimum requirement-ACT composite of 24 and 3.5 GPA)

**OKLAHOMA REGENTS ACADEMIC SCHOLAR**--\$3600 Scholarship (\$900 cash/semester: up to 4 semesters and is transferable to any four-year state university in Oklahoma) (Must have 3.7 GPA and in top 5% of graduating class)

**WILLIAM P. WILLIS SCHOLARSHIP**--\$2000 Scholarship (\$1000 cash/semester: up to 2 semesters)(Must be Oklahoma resident and financial need)

**SCHOLARS FOR EXCELLENCE** (Sallisaw)--\$660 Scholarship (\$330/semester: up to 2 semesters) (Minimum requirement-ACT composite of 19 and 3.0 GPA)

**VALEDICTORIAN**—Freshmen who were Valedictorian of the latest high school graduating classes will be awarded a \$1632.00 per year tuition waiver scholarship. These scholarships are renewable each semester for two years upon completion of 12 hours per semester at CASC with a cumulative 3.0 GPA.

### CASC FOUNDATION SCHOLARSHIPS

**1913 STUDY CLUB SCHOLARSHIP**—The Poteau 1913 Study Club provides an annual cash scholarship to a female student attending CASC.

**AES, SHADY POINT LEADER SCHOLARSHIP**—This endowed scholarship was established by AES, Shady Point to provide scholarships for residents of the Leader Centers.

**ALLENE CONN MEMORIAL LEADER SCHOLARSHIP**—This scholarship was established by a contribution from Terry, Scott and Chris Conn in memory of their mother. The scholarship is awarded to residents of the Leader Centers.

**ALLENE CONN MEMORIAL SCHOLARSHIP**—The family of Allene Conn established a \$10,500 endowment from which interest is used to award a scholarship to a Nursing student.

**ALPHA DELTA KAPPA, LEFLORE COUNTY DELTA CHAPTER, ENDOWED EDUCATION SCHOLARSHIP**—This fund was established to offer a scholarship to a sophomore Education major. Earned interest on the fund is used to award the scholarship.

**ANITA SNAPP MEMORIAL ENDOWED SCHOLARSHIP**—This scholarship endowment was established by the Poteau Epsilon Zeta Sorority to honor the late Anita Snapp. Interest earned on the fund will be used to award scholarships.

**ARTIE STIVERS LEADER SCHOLARSHIP**—This endowed scholarship was established by Artie Stivers to provide scholarships for residents in the Leader Centers

**BILL DAY SPEECH AND DEBATE SCHOLARSHIP**—This scholarship was established by faculty member, Bill Day, for outstanding Speech and Debate students.

**BILL J. BARBER LEADER SCHOLARSHIP**—This endowed scholarship was established by Bill Barber to provide scholarships for residents of the Leader Centers.

**BILL MCKINNEY MEMORIAL SCHOLARSHIP**—This scholarship was established by Patsy R. McKinney in honor of her husband.

**BOB LEE KIDD MEMORIAL JOURNALISM SCHOLARSHIP**—This scholarship was established by Virginia Kidd in memory of her late husband, Bob Lee Kidd, former editor/publisher of Poteau News and Sun and former CASC Development Foundation Board Chairman. A scholarship will be awarded to a Journalism student who is selected for the Scholars Center program.

**BRAD FIELDS MEMORIAL SCHOLARSHIP**—The family of Brad Fields established an endowed memorial scholarship to be awarded annually to a Wister scholar/athlete graduate.

**BRANSCUM, PICKLE, BARBER MATH SCHOLARSHIP**—This scholarship was established to honor Daryl Branscum, Wesley Pickle, and Alma Barber, Pansy Kidd Middle School teachers, upon their retirement. A Math major is to be the recipient of this scholarship.

**CHARLES E. and MYRTLE BURNETT ENDOWED MEMORIALSCHOLARSHIP**—This scholarship was established by a planned gift from W. Kathlyeen Burnett, a retired teacher. Preference is given to full-time students meeting this criteria: (1) graduates of Spiro or Heavener High Schools with Cherokee or Choctaw descent with CDIB card; (2) graduates of Spiro or Heavener High Schools; (3) students pursuing health-care related careers, and (4) students with financial need.

**CHEERLEADING SCHOLARSHIP**—Cheerleaders will receive full tuition waiver scholarships for one year (maximum 16 hours per semester). Some cash scholarships may be available.

**CHOCTAW NATION OF OKLAHOMA LEADER SCHOLARSHIP**—This endowed scholarship was established by the Choctaw Nation of Oklahoma to provide scholarships for resident of the Leader Centers.

**CODY BARLOW MEMORIAL “IMPACT” SCHOLARSHIP**—This endowed scholarship was established by contributions from family and friends in memory of Cody Barlow, son of Lee and Jean Ann Barlow. The scholarship is awarded to a Heavener high school senior.

**COGGINS ENDOWED SCHOLARSHIP**—Ernest and D’Olus Coggins established a scholarship prior to their death. The scholarship is awarded to a Leflore County student with financial need.

**COLLEGE DEMOCRAT SCHOLARSHIP**—This annual scholarship is sponsored by Nina Ritchie. The President of CASC College Democrats receives a \$300 scholarship and the Vice President receives a \$200 scholarship.

**COMMUNITY STATE BANK LEADER SCHOLARSHIP**—This endowed scholarship was established by Community State Bank to provide scholarships for residents of the Leader Centers.

**DALE FRANKLIN MEMORIAL SCHOLARSHIP**—This cash scholarship was established by Vietnam Veterans of America, Leflore County Chapter 784, with preference given to a son or daughter of a Vietnam era veteran.

**DAVE AND BEVERLY McMILLEN LEADER SCHOLARSHIP**—This endowed scholarship was established by Beverly McMillen in memory of her husband, Dave, to provide scholarships for residents of the Leader Centers.

**DELORES MITCHELL NON-TRADITIONAL SCHOLARSHIP**—This annual scholarship is provided by Delores Mitchell and awarded to a non-traditional student attending the Sallisaw campus.

**DELTA KAPPA GAMMA BEATRICE BLANKENSHIP ENDOWMENT FUND**—This \$6,000 endowment, which is added to annually, was established by retired CASC English instructor, Bea Blankenship. The interest earned provides funds for a cash scholarship for a sophomore female Education major.

**DR. HERMAN L. THOMAS NURSING LEADER SCHOLARSHIP**—This scholarship was established by Mary Thomas in memory of her husband. It provides scholarships for nursing students residing in the Leader Centers.

**DWIGHT CRAIG MEMORIAL SCHOLARSHIP**—An endowed memorial scholarship was established by the family of Dwight Craig for graduates of Poteau High School.

**ELEANOR C. WHITE MEMORIAL SCHOLARSHIP**—This scholarship was established through a planned gift by Eleanor C. White. Two scholarships in the amount of \$500 each are awarded annually to Education majors. The recipient is required to complete an internship in conjunction with the scholarship.

**ELIZABETH MCDOW ENDOWED SCHOLARSHIP**—This endowment of \$3,000 was made by Elizabeth McDow, a native of Cameron, by planned giving. Interest earned from the endowment provides a scholarship to a Cameron High School graduate with high scholastic achievements.

**EVELYN M. HUTCHINSON MEMORIAL LEADER SCHOLARSHIP**—This scholarship was established by Evelyn M Hutchinson through planned giving. It is awarded to students with financial need residing in the Leader Centers.

**FLOYD MORRIS SCIENCE SCHOLARSHIP**—Floyd Morris, retired chairperson of the CASC Science Division, established a \$6,500 endowment. The interest earned is used to award an annual \$500 cash scholarship to a CASC Science student who is working toward an Associate of Science Degree.

**FRIDA KAHLO ART SCHOLARSHIP**—This annual scholarship was established by Sugarloaf Art Association and is awarded to an Art major. Further information on scholarships and application procedures may be obtained from the Carl Albert State College Director of Student Financial Aid.

**G. B. AND HELEN LENN LEADERSHIP SCHOLARSHIP**—This endowed scholarship, established by Helen Lenn, is awarded to participants in the Fine Arts Division residing in the Leader Centers.

**GAIL BOOTH MEMORIAL SCHOLARSHIP**—This cash scholarship was established by contributions from family and friends in memory of Gail Booth, a former employee of CASC.

**GENERAL SCHOLARSHIP FUND**—This fund accepts contributions from individuals and businesses who desire to help provide scholarships for CASC students.

**GEORGE AND ROSEMARY McBEE LEADER SCHOLARSHIP**—This endowed scholarship was established by George and Rosemary McBee to provide scholarships for residents of the Leader Centers.

**GEORGE OLLIE, JR., LEADER SCHOLARSHIP**—This endowed scholarship was established by George Ollie, Jr., to provide scholarships for residents of the Leader Centers.

**GERTRUDE FRANZINI SCHOLARSHIP**—This scholarship was established by Gertrude Franzini with preference given to a female sophomore student who graduated from Heavener.

**GLEN L. DOWDEN MEMORIAL SCHOLARSHIP**—An endowed memorial scholarship was established by the family of Glen L. Dowden, with preference given to Heavener High School graduates.

**GUS E. FULLBRIGHT JR. MEMORIAL SCHOLARSHIP**—An endowed scholarship was established in memory of Sallisaw Fire Chief Gus E. Fullbright Jr. to assist, preferably, firemen's children in the Sallisaw area.

**HAMILTON FAMILY SCHOLARSHIP**—This scholarship was established by Representative James E. Hamilton and his sister, Jane Hamilton, in memory of their father and mother, Senator Clem and Cecil Hamilton. This scholarship is awarded to a Panama graduate.

**HARRY R. AND MAY MCTIER MILLFORD MEMORIALSCHOLARSHIP**—An endowed scholarship was established by Jeanne Reed in memory of Harry and May McTier Millford, who were neighbors of Mrs. Reed during her childhood. The scholarship is awarded annually to a student who is majoring in Music.

**J. F. AND KATHRYN JOHNSTON SCHOLARSHIP**—A scholarship has been established by J.F. and Kathryn Johnston, Heavener, Oklahoma, with preference given to students participating in varsity sports.

**J. KREG HILL MEMORIAL SCHOLARSHIP**—This scholarship was established by family and friends of Kreg Hill and is awarded to a student pursuing a degree at CASC

**J.P. (JACK) GAITHER AND EVA M. GAITHER SCHOLARSHIP**—This scholarship was established through a planned gift by Eva Gaither. The scholarship is awarded to a student from the Heavener area with financial need.

**JACK AND KATHERINE JOHNSON SCHOLARSHIP**—An endowed scholarship has been established by Jack & Katherine Johnson. This scholarship is awarded annually to students seeking an associate degree from CASC.

**JAMES DWAIN MCKENZIE ENDOWED MEMORIAL SCHOLARSHIP**—Rebecca McKenzie established this endowment in memory of her husband with a \$2,350 donation. Interest earned on the endowment is used to award a scholarship to a student in a psychology-related field or to one pursuing a career working with disabled individuals.

**JAMES RAY MEMORIAL ENDOWED SCHOLARSHIP**—Family members and friends of James Ray, former CASC student, established this endowment for the benefit of Heavener High School graduates. Interest earned on the fund will be used to award scholarships.

**JEANNE REED LEADER SCHOLARSHIP**—This endowed scholarship was established by Jeanne Reed to provide scholarships for residents of the Leader Centers

**JEANNE REED NURSING SCHOLARSHIP**—Mrs. Jeanne Reed provides an annual \$600 cash scholarship for a Nursing student.

**JIMMY & LINDA ALFORD ENDOWED SCHOLARSHIP FUND**—The Alfords established this endowed scholarship with a personal donation of \$2,000 which was matched with \$2,250 from the Sonat Off-Shore Drilling Company. One cash scholarship is to be awarded each year to a student from the Red Oak or LeFlore communities.

**JULIAN ROTHBAUM AWARD FOR ACADEMIC EXCELLENCE**—Julian Rothbaum of Tulsa contributed an initial \$10,000 endowment to provide a scholarship for CASC's top academic graduate. This award is presented at graduation.

**KAREN KELLOGG-SHAW ENDOWED SCHOLARSHIP**—This endowed scholarship was established by Walter and Marguerite Kellogg in memory of their daughter, Karen Kellogg-Shaw, to assist graduates from Cameron High School.

**KATHERINE B. JOHNSON LEADER SCHOLARSHIP**—This endowed scholarship was established by Katherine B. Johnson to provide scholarships for residents of the Leader Centers.

**KATIE OLLIE LEADER SCHOLARSHIP**—This endowed scholarship was established by George Ollie, Jr., in memory of his wife, Katie. The scholarship provides room, board, tuition, fees, books, etc., up to \$2,350 per semester for a resident in the Kate "Katie" Ollie Leader Center.

**KIAMICHI ELECTRIC COOPERATIVE INC. ENDOWED SCHOLARSHIP**—A \$5,000 endowment was established by Kiamichi Electric Cooperative, Inc. from which earned

interest is used for an annual cash scholarship for a student whose parents are customers of Kiamichi Electric Cooperative, Inc.

**LARRY M. KENDRICK MEMORIAL SCHOLARSHIP**—This annual scholarship, established by family and friends of Larry Kendrick, is awarded to a CASC baseball player with financial need.

**LATTIE HOYLE LEADER SCHOLARSHIP**—This endowed scholarship was established by Lattie Hoyle to provide scholarships for residents of the Leader Centers.

**LEROY NOLAN SCHOLARSHIP**—A \$250 cash scholarship is made available by Leroy Nolan, HPER Division Chairperson, to be awarded to a sophomore baseball player who as a freshman was in the Scholars Program and continues to qualify based on excellent academic performance in the classroom and exemplary conduct and performance on the playing field.

**LIN BOHANAN MEMORIAL SCHOLARSHIP**—This cash scholarship was established by contributions from family and friends in memory of Lin Bohanan, a former CASC employee.

**LORENE PATTERSON LEADER SCHOLARSHIP**—This endowed scholarship, established through a planned gift by Lloyd Patterson, provides scholarships for residents of the Leader Centers.

**LT. GLENN C. and VERNA TAYLOR MEMORIAL SCHOLARSHIP**—This scholarship was established by a \$30,000 planned gift from W. Kathlyeen Burnett. The scholarship is awarded to students in the Nursing Program with preference given to disabled females, disabled males and African American females.

**LYNN AND RUTH YARBOROUGH MEMORIAL SCHOLARSHIP**—A \$35,000 gift was bequeathed to the Carl Albert Development Foundation for a permanent memorial endowment in memory of Lynn and Ruth Yarborough with preference given to minority or disabled students.

**MAX "BUTCH" ROWLEY MEMORIAL SCHOLARSHIP**—A memorial scholarship was established by the family and friends of Butch Rowley.

**MAZZIO'S SCHOLARSHIP (Sallisaw, Spiro & Roland)**—This scholarship is provided by Mazzio's of Sallisaw, Spiro and Roland and is awarded to a student employee.

**MCALISTER SCOTTISH RITE SCHOLARSHIP**—The McAlester Scottish Rite awards an annual cash scholarship to selected students.

**MIKE MILLER MEMORIAL SCHOLARSHIP**—This endowed scholarship was established by Mr. and Mrs. Harold Miller in memory of their son, Mike Miller, who was a Music instructor at CASC. The scholarship is awarded to a Music major.

**MISS CASC ENDOWED SCHOLARSHIP FUND**—This endowed scholarship is being established to provide financial assistance to the winner of the Miss CASC Pageant.

**MISS CASC SCHOLARSHIP**—A full-tuition waiver scholarship and a \$1000 cash award is given to the winner of the Miss CASC Pageant. A \$500 cash scholarship is awarded to the first runner-up. A \$200 cash scholarship is awarded to the second runner-up. A \$100 cash scholarship is awarded to the third runner-up.

**MOLLY GEDOSH MEMORIAL TUITION WAIVER**—This scholarship has been established by Dr. & Mrs. E. A. "Jack" Gedosh in memory of Dr. Gedosh's mother, Molly Gedosh. The scholarship is awarded to a second-year nursing student in CASC's Nursing Program.

**NADINE BALESTRIERI**—This fund was established by a \$10,000 planned gift by Nadine Balestrieri of Muskogee, Oklahoma. The gift endowed a scholarship for students in the Carl Albert Scholars Program.

**NURSING FACULTY SCHOLARSHIP**—An annual cash scholarship is made available and awarded by the CASC Nursing faculty.

**PAULA NIETO TWIN SCHOLARSHIP**—Established by her twin, Penny Nieto Gooch, and family friends this cash scholarship is awarded to twins.

**PEPSI-COLA COMPANY SCHOLARSHIP**—Pepsi-Cola Company provides annual scholarships to selected students.

**PHYSICAL THERAPIST ASSISTANT ALUMNI SCHOLARSHIP**—An annual scholarship is made available by Physical Therapist Assistant Division.

**RADIOLOGIC TECHNOLOGY AWARD**—This cash award, established by faculty members, Dr. Linda Pearson and Midge Blue, is presented at graduation to the outstanding graduate of the Radiologic Science Department.

**REVEREND MORRIS and JENNY PIPKIN SCHOLARSHIP**—This scholarship was established by the children of Rev. and Mrs. Pipkin with preference given to members of the United Methodist Church entering the ministry.

**RILLAWYATT ENDOWED MEMORIAL SCHOLARSHIP FUND**—Members of Mrs. Wyatt's family established a \$17,500 endowment in her memory. An annual scholarship is awarded from interest earned on the fund to a student from the LeFlore community.

**ROBERT & JEANNE BROOME LEADER SCHOLARSHIP**—This endowed scholarship was established by Robert and Jeanne Broome to provide scholarships for residents of the Leader Centers.

**ROBERT BORDEN ENDOWED SCHOLARSHIP**—A \$5,000 endowment was established by Robert Borden of Leflore from which earned interest is used to provide an annual cash scholarship for a student from the Leflore community.

**RONNIE LEE TAYLOR II MEMORIAL SCHOLARSHIP**—The family of Ronnie Taylor established this scholarship for outstanding FFA students from Panama High School.

**ROY & JEANNE REED ENDOWED BUSINESS SCHOLARSHIP**—Mrs. Jeanne Reed has established this endowed scholarship in memory of her husband, Roy Reed. An annual \$500 cash scholarship will be awarded to a CASC Business Administration student. The fund was established with a \$7,500 donation from Mrs. Reed. Additions made by friends have built the fund to over \$12,000.

**SALLISAW COMMITTEE FOR EXCELLENCE**—This scholarship was established by the Sallisaw Committee for Excellence and is awarded to Sequoyah County freshmen students attending CASC Sallisaw.

**SAM COGGINS MEMORIAL SCHOLARSHIP**—An endowed scholarship was established by Helen Lenn in memory of her father, Sam Coggins, to assist students pursuing their education at CASC.

**SCHOLARS FOR EXCELLENCE IN CHILDCARE SCHOLARSHIP**—This scholarship was established by Bob and Mary Graves to assist students pursuing a degree in Child Development.

**SENATOR AND MRS. CLEM HAMILTON MEMORIAL SCHOLARSHIP**—This endowed scholarship was established by the family of Senator and Mrs. Hamilton by a contribution of mineral interests. The scholarship is awarded to a Heavener graduate.

**SHIRLEY WEDER-STATE FARM SCHOLARSHIP**—This scholarship was established by Shirley Weder, State Farm Agent, and is awarded to a student attending CASC.

**SPIRO STATE BANK LEADER SCHOLARSHIP**—This endowed scholarship was established by Spiro State Bank to provide scholarships for residents in the Leader Centers.

**SPIRO STATE BANK SCHOLARSHIP FUND**—This scholarship fund was established by Spiro State Bank.

**STUDENT SUPPORT SERVICES SCHOLARSHIP**—An annual scholarship is made available by Student Support Services.

**TALENT SEARCH SCHOLARSHIP**—An annual cash scholarship has been established by Talent Search employees.

**THE WALTON FAMILY FOUNDATION LEADER SCHOLARSHIP**—This endowed scholarship was established by the Walton Family Foundation to provide scholarships for residents of the Leader Centers.

**TONI FLOYD THOMPSON MEMORIAL SCHOLARSHIP**—An endowed scholarship has been established by Mick Thompson and friends of Toni Floyd Thompson in memory of Toni to assist Poteau High School graduates.

**TONY KERBOW SCHOLARSHIP**—A scholarship is provided by friends and family in memory of Tony Kerbow. This scholarship is awarded to a Leflore County graduate.

**TUBBS SCHOLARSHIP FUND**—This scholarship was established through a planned gift by Madolyn Tubbs of Sallisaw with preference given to students from Sequoyah County with a 3.0 GPA.

**TULA HIMES MEMORIAL SCHOLARSHIP**—This endowed scholarship was established through planned giving. This scholarship is awarded to a student with financial need.

**UPWARD BOUND**—This scholarship is made available to a participant in Upward Bound Program.

**VERNON AND EVELYN DEHART MEMORIAL SCHOLARSHIP**—This cash scholarship was established by Sharon Dehart in memory of her parents. The scholarship is awarded to a Heavener graduate with preference to a Hodgen Elementary graduate with 2.5 GPA.

**VINCENT VAN GOGH ART SCHOLARSHIP**—This annual scholarship was established by faculty member, Bobette Guillory, and is awarded to an Art major.

**W. D. AND JODI HOFFMAN FAMILY SCHOLARSHIPS**—These scholarships were established by W. D. and Jodi Hoffman in honor of family members and are funded on an annual basis at the discretion of the donors. When funded the scholarships are in the amount of \$1,000.

**WHITE-CURFMAN FAMILY LEADER SCHOLARSHIP**-- This endowed scholarship was established by Dr. Joe E. and Melba White to provide scholarships for residents in the Leader Centers.

**WILLIAM GANN TELECOMMUNICATIONS SCHOLARSHIP**—This cash scholarship was established by faculty member, William (Bill) Gann, to assist a student in the Telecommunications Program.

**F. L. HOLTON MEMORIAL**—Scholarship established by contributions from friends in memory of F. L. Holton, a CASC Regent.

**ROBERT SMEDLEY MEMORIAL**—Scholarship established by Gayle Smedley in memory of her son. The scholarship is awarded to Music Major or student active in Show Choir.

**AUDRA TUCKER SCHOLARSHIP**—Scholarship established in honor of Audra Tucker and her family. The scholarship is awarded to a CASC baseball player.

*Further information on scholarships and application procedures may be obtained from the Scholarship Coordinator located in the CASC Financial Aid Office or by accessing the Financial Aid website at [www.carlalbert.edu](http://www.carlalbert.edu).*

## Other Financial Aid

Carl Albert State College participates in several federally and state funded financial aid programs for college students as listed below. More detailed information about these programs may be obtained from the CASC Financial Aid Office or by accessing the Financial Aid website at [www.carlalbert.edu](http://www.carlalbert.edu).

### How and When to Apply

Students may apply each year on or after January 1st for the upcoming school year. Applicants are encouraged to apply early since some aid programs have limited funding. To be considered for the OTAG grant, students must apply by April 15th.

*NOTE: Students attending the Summer semester at CASC would apply for Financial Aid by using the application for the upcoming school year.*

Applicants may apply and establish eligibility for any of the student financial aid programs by filing the Free Application for Federal Student Aid (FAFSA). Applications are available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or at the CASC Financial Aid Office. If completing an online application, students and parents are encouraged to first apply for a Personal Identification Number (PIN) at [www.pin.ed.gov](http://www.pin.ed.gov) which will allow them to sign the application electronically.

Processing time for the submission of the initial application to the Federal Processor is approximately 2 to 3 days Online or 2 to 3 weeks on Paper. If CASC's code is listed on a student's application, the CASC Financial Aid Office will receive his/her Student Aid Report (SAR) electronically from the processors. Once the SAR and other required documents for verification are received by the CASC Financial Aid Office, an additional 4 to 6 weeks of processing time may be required to receive his/her notification of eligibility.

Parents and students should be aware that Financial Aid is provided to help with educational expenses and not as a means of total support.

### Disbursement Method

The amount of financial aid for which a student is eligible will be credited to his/her account. If the amount of aid awarded exceeds the total charges, s/he will receive the difference. If the aid is less than the charges, s/he will be expected to pay the difference. If the aid package is for a full-time student for the regular nine-month academic year, one half will be awarded for the fall semester and one half for the spring semester. For students attending less than full-time for any semester, the amounts will be pro-rated for that semester. A student adding any hours after s/he has received his/her financial aid disbursement must contact the CASC Financial Aid Office to inquire about additional aid.



### Disbursement Schedule

- Summer Semester: First estimated date will be mid-July
- Fall Semester: First estimated date will be mid-September
- Spring Semester: First estimated date will be mid-February

Follow-up disbursements for each semester will be posted outside the CASC Financial Aid & Business Offices as well as on the CASC Financial Aid website. \* Subject to change

### Refund Policy

In accordance with the college refund policy, a student who completely withdraws from CASC must notify the CASC Financial Aid Office due to the fact that s/he may be liable for a portion of the charges that have been paid using his/her financial aid.

During the first 60% of the semester, a student earns Title IV funds in direct proportion to the length of time s/he remains enrolled. A student, who remains enrolled beyond the 60% point of a semester, earns all aid for that period.

Refunds for students receiving tuition waivers, special billings & etc. who fail to provide proof of verification to the CASC Financial Aid Office during the drop/add period of each semester, will be issued refunds according to the CASC Business Office scheduled refund policy.

### Satisfactory Progress

In accordance with federal regulations that govern student financial aid programs at CASC, a student receiving financial aid must maintain satisfactory academic progress while obtaining a degree or certificate offered by CASC. All financial aid recipients must read and sign CASC's Satisfactory Academic Progress Policy before receiving any financial aid.

## Types of Financial Aid

- **Grants**—Grants are awarded based solely on financial need and do not have to be repaid unless, for example, the funds were awarded incorrectly or if a student completely withdraws before the 60% point of a semester.
- **Federal Pell Grant**—Pell Grants are the foundation of federal student aid, to which aid from other federal and nonfederal sources might be added. Pell Grants are generally awarded only to undergraduate students. If a student is eligible for a Pell Grant, s/he will receive the full amount in which s/he qualifies for. The amount of other student aid that s/he may qualify for does not affect his/her Pell Grant amount. The CASC Financial Aid Office will receive enough funding to pay the Pell amounts for all eligible students. The amount of the Pell Grant depends on a student's Expected Family Contribution (EFC), cost of attendance, whether s/he is a full-time or part-time student and whether s/he attends school for a full academic year or less. A student may receive Pell Grant funds from only one school at a time.

- **Federal Supplemental Educational Opportunity Grant (SEOG)**—SEOG Grants are awarded to undergraduate students with exceptional financial need. The CASC Financial Aid Office determines eligibility of this grant based on when a student applies, his/her financial need, the amount of other aid s/he receives and the funding level that CASC receives. A student must apply for federal student aid early to be considered for this grant.
- **Oklahoma Tuition Aid Grant (OTAG)**—OTAG is a need-based grant program for Oklahoma residents who attend approved colleges, universities and career technology centers in Oklahoma. OTAG is a program of the Oklahoma State Regents for Higher Education. A student must apply for federal student aid by April 15th each year to be considered for this grant. The CASC Financial Aid Office determines eligibility of this grant based on when a student applies, his/her financial need and the amount of other aid s/he receives. The amount of this grant depends on whether a student is enrolled as a full-time or part-time student. Funds are released to CASC after enrollment and eligibility has been confirmed.
- **Federal Work-Study (FWS)**—FWS is a program that offers employment to students who need a job to meet college expenses. The jobs can be on campus or off campus. The CASC Financial Aid Office determines eligibility based on when a student applies, his/her financial need, the amount of other aid s/he receives and the funding level that CASC receives. A student must apply for federal student aid early to be considered for work-study funds.
- **Institutional Employment**—Occasionally, a student is hired by the college to work part-time in a specialized area. If a student does not qualify for work-study but feels that s/he has special skills to offer the college, s/he may apply for institutional employment by visiting with the Human Resources Department or individual departments on campus.
- **Vocational Rehabilitation Grant (Voc-Rehab)**—Vocational Rehabilitation is a grant available to pay for tuition and sometimes books for students with disabilities. Students should apply through the Vocational Rehabilitation Office in the county in which they reside.
- **Bureau of Indian Affairs (BIA)**—The Bureau of Indian Affairs administers grants &/or scholarships to eligible students through the various tribal headquarters. This program is for Indian students whose tribal membership records are maintained. A student must apply through his/her Tribal Headquarters; however, s/he will be required to apply for financial aid before any funds are awarded. Although financial need and enrollment is considered in determining eligibility, s/he must see their tribal headquarters for other necessary requirements.

- **Academic Competitiveness Grant Program** -- The Academic Competitiveness Grant program is intended to encourage, respectively, rigorous academic study in high school and enrollment in college majors in the physical, life, and computer sciences; engineering; technology; mathematics; and certain foreign languages. Accordingly, the eligibility criteria relate to those goals. These grants differ from other Title IV aid. A student may receive only two ACG awards, one for the first and the second years of undergraduate education. An ACG award is \$750 for the first year and \$1,300 for the second year. To receive an ACG, students must receive a Pell grant in the same award year; be enrolled at least half time in an associate's, bachelor's, or combined undergraduate/graduate (if it includes at least three years of undergraduate education) degree program, in a two-year program acceptable for full credit toward a bachelor's degree, or in a one- or two-year certificate program.

## Loans

- **Loans:** Loans, unlike grants or work-study, are borrowed money that must be repaid, with interest. These are real loans—just like car loans or mortgages.
- **Federal Perkins Loan**—The Perkins Loan is a low interest loan (5%) awarded to undergraduate and graduate students with financial need. The CASC Financial Aid Office determines eligibility of the loan based on when a student applies, his/her financial need, the amount of other aid s/he receives and the funding level that CASC receives. A student has a nine month grace period after s/he graduates before repayment begins. Repayment will be made to the CASC Business Office which is the lender of these loan funds.
- **Subsidized Stafford Loan (Sub)**—The Subsidized Stafford Loan is awarded through commercial lenders to undergraduate and graduate students that are enrolled at least half-time and show financial need. The CASC Financial Aid Office determines eligibility based on the grade level in school, dependency status and financial need. The interest rate for this loan changes each year; however, the U.S. Department of Education pays the interest while a student is in school at least half-time and also during the grace period. A student has a six month grace period after s/he graduates before repayment begins. The lender will send the student information about repayment and the date repayment begins. It is the student's responsibility to begin repayment on time, even if s/he does not receive the information. Repayment will be made to the loan holder.
- **Unsubsidized Stafford Loan (Unsub)**—The Unsubsidized Stafford Loan is awarded through commercial lenders to undergraduate and graduate students that are enrolled at least half-time. Financial need is not necessary. The CASC Financial Aid Office determines eligibility based on the grade level in school and the dependency status. The interest rate for this loan changes each year and the student is responsible for the interest from the time the loan is disbursed until it is paid in full. A student can pay the interest while s/he is in school, or s/he can allow the interest to accrue (accumulate) while in school and have the interest added to the principal amount of the loan later. However, the amount s/he will have to repay will

be higher than if the interest is paid while in school. A student has a six month grace period after s/he graduates before repayment begins during which time s/he does not have to pay the principal, but will have to pay the interest unless s/he elects to have it capitalized (added to the principal loan balance) later. The lender will send the student information about repayment and the date repayment begins. It is the student's responsibility to begin repayment on time, even if s/he does not receive the information. Repayment will be made to the loan holder.

- **PLUS Loan**—A PLUS Loan is a loan awarded through commercial lenders to parents for their dependent undergraduate children that are enrolled in at least half-time. Financial need is not necessary. The CASC Financial Aid Office determines eligibility based on the parent passing a credit check as well as the parent and student meeting other general requirements. The interest rate for this loan changes each year and there is no grace period. Generally, within sixty days after the loan is fully disbursed, the parent will begin repayment. This means interest begins to accumulate at the time the first disbursement is made. The parent must begin repaying both principal and interest while the student is in school. The lender will send the parent information about repayment and the date repayment begins; however, it is the parent's responsibility to begin repayment on time. Repayment will be made to the loan holder.

## Short-Term Loans

- **Florence Wood Student Loan Fund** — The late Mrs. Florence Wood, a former instructor of English at the college, established this fund to provide small, emergency, short-term loans to CASC students.
- **Nursing Student Loan Fund** - This fund was established by the former CASC Women's Auxiliary to provide short-term book loans for CASC nursing students.

# ACADEMIC POLICIES AND PROCEDURES

## GRADING

Carl Albert State College is in compliance with the uniform system of grading for established by the Oklahoma State System institutions. This provides a more effective and efficient system of transfer of students' credits between and among public State System institutions. CASC transcript is the official document with student information that is a complete and accurate reflection of a student's academic career. It includes information such as cumulative and retention/graduation GPAs, semesters of attendance, courses taken, grades and credit hours awarded, degrees received, academic standing, academic honors, and transfer information.

### Grading Terms

The following types of grading entries with respective definitions are used for transcript notations:

#### Grades Used in the Calculation of GPA

| Grade | Note                       | Grade Point per Hour |
|-------|----------------------------|----------------------|
| A     | Excellent                  | 4                    |
| B     | Good                       | 3                    |
| C     | Average                    | 2                    |
| D     | Below Average              | 1                    |
| F     | Failure                    | 0                    |
| I     | Incomplete                 | GPA Neutral          |
| W     | Withdrawal                 | GPA Neutral          |
| AW    | Administrative Withdrawal  | GPA Neutral          |
| AU    | Audit                      | GPA Neutral          |
| N     | Not reported by instructor | GPA Neutral          |
| WIP   | Work in Progress           | GPA Neutral          |

### Other Symbols and Definitions

**I** An "I" or incomplete grade may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. The student should have satisfactorily completed a substantial portion of the required course work for the semester. The instructor should receive permission from the Academic Affairs Vice President. "I" grades not changed to a letter grade by the instructor will remain an "I". "I" grade is GPA neutral.

**AU** Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to get course information. Students may change an enrollment

status from audit to credit during the Add/Drop Period (first two weeks of fall/spring term and the first week of a summer semester term). AU will not contribute to the student's GPA.

**W** An automatic withdrawal grade of "W" is issued when a student initiates a withdrawal during the institution's allowable withdrawal period. CASC's automatic "**W**" **Withdrawal Period** for an shall begin after the tenth day of classes in the fall/spring term and end the last day of the 12<sup>th</sup> week of term, or the fifth day of classes in the summer term and the last day of the 6<sup>th</sup> week of term (not to exceed three-fourths of the duration of any term). - - - CASC's "**W or F**" **Withdrawal Period** accepted after this deadline will be assigned either an "W" or "F" grade depending upon the student's standing in the class. If an "F" grade is assigned, it is calculated in the student's GPA; the "W" grade is GPA neutral.

**AW** Administrative Withdrawal may be assigned by the Office of Academic Affairs or the instructor to indicate that a student has been "involuntarily" withdrawn from class(es) after CASC's Add/Drop Period for disciplinary or financial reasons or inadequate attendance. Administrative withdrawals are GPA neutral.

**P - F** The "P" Pass or "F" Fail grades are an option for students in specified courses. The Pass grade indicates hours but does not contribute to the GPA. The Fail grade is calculated into the GPA.

**N** The "N" grade indicates that the semester grade was not submitted by the instructor by the appropriate deadline. The "N" grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester. The "N" grade is GPA neutral.

#### Explanation of Grades

The following symbols are used to further explain the grading system used by Carl Albert State College.

- R** A repeated course is designated with the symbol of R to indicate that only the second grade earned is used in the calculation of the retention/graduation GPA.
- \*** The asterisk symbol "\*" indicates an original course grade of "D" or "F" has been removed from the GPA calculation and replaced by a subsequent R or Repeated course.

#### Grade Point Averages

The Retention/Graduation GPA is used by CASC to determine a student's eligibility to remain enrolled or graduate from an institution. Activity courses, forgiven course work, audited courses, and courses in which the grades of I, W, AW, P, and N are given are not calculated in the Retention/Graduation GPA.

The cumulative GPA includes grades for all course work, including activity courses and forgiven course work. Courses in which the grades of I, W, AW, P, and N are given are not calculated in the cumulative GPA.

**Remedial/Developmental Courses**

Remedial/developmental courses are to be coded as zero-level and college-level credit is not awarded for the completion of such courses. Remedial/developmental courses are assigned a letter grade by CASC and are not calculated in the retention/graduation or cumulative GPAs. CASC offers three developmental courses for non-college credit: MATH 0113 Developmental Math, MATH 0123 Intermediate Algebra, and ENGL 0123 Compensatory; and one course for college credit: ENGL 1413 Developmental Reading.

**Academic Forgiveness Provisions**

Circumstances may justify a student being able to recover from academic problems in ways which do not forever jeopardize the student's academic standing. Academic forgiveness may be warranted for currently enrolled undergraduate students in three specific circumstances:

For pedagogical reasons, a student will be allowed to repeat a course and count only the second grade earned in the calculation of the retention/graduation GPA under the prescribed circumstances listed below.

There may be extraordinary situations in which a student has done poorly in up to two semesters due to extenuating circumstances which, in the judgment of the appropriate institutional officials, warrants excluding grades from those semesters in calculating the student's retention/graduation GPA.

A student may be returning to college after an extended absence and/or under circumstances that warrant a fresh academic start.

Students may seek academic forgiveness utilizing the following procedures. Students may receive no more than one academic reprieve or renewal in the academic career, and only one option (reprieve or renewal) can be used. The repeated courses provision may be utilized independent of reprieve or renewal.

**Repeated Courses**

Carl Albert State College offers the Repeated Courses provision, where a student shall have the prerogative to repeat courses and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the retention/graduation GPA, up to a maximum of four courses, but not to exceed 18 hours, in the courses in which the original grade earned was a "D" or "F." Both attempts shall be recorded on the transcript with the earned grade for each listed in the semester earned. The CASC transcript notes the original grade is forgiven and the repeated or second grade earned is used in the calculation of the retention/graduation GPA. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the retention/graduation GPA. Students repeating courses above the first four courses or 18 credit hours of "Ds" or "Fs" repeated may do so with the original grades and repeat grades averaged.

**Academic Reprieve**

Carl Albert State College offers the Academic Reprieve provision allowing a student who has experienced extraordinary circumstances to disregard up to two semesters in the calculation of his or her retention/graduation GPA.

A student may request an academic reprieve consistent with these guidelines:

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

Prior to requesting academic reprieve, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses;

The request may be for one semester or term of enrollment or two consecutive semesters or terms of enrollments. If the reprieve is awarded, all grades and hours during the enrollment period are included. If the student's request is for two consecutive semesters, the institution may choose to reprieve only one semester;

The student must petition for consideration of academic reprieve and be currently enrolled with CASC at time of petition; and

All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA.

Course work with a passing grade included in a reprieved semester may be used to demonstrate competency in the subject matter. However, the course work may not be used to fulfill credit hour requirements.

**Academic Renewal**

Carl Albert State College offers the Academic Renewal provision allowing a student who has had academic trouble in the past and who has been out of higher education for a number of years to recover without penalty and have a fresh start. Under academic renewal, course work taken prior to a date specified by the institution is not counted in the student's retention/graduation GPA.

A student may request academic renewal from CASC consistent with these guidelines:

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

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

The request will be for all courses completed before the date specified in the request for renewal;

The student must petition for consideration of academic renewal and be currently enrolled with CASC at time of petition; and

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



### **Transcription Notations**

The student's academic transcript will be a full and accurate reflection of the facts of the student's academic life and will reflect all courses in which a student was enrolled and in which grades were earned, with the academic forgiveness provisions reflected in such matters as how the retention/graduation GPA is calculated. The transcript will note the courses and semester(s) retriieved or renewed, and indicate repeated courses.

## **OTHER ACADEMIC POLICIES AND PROCEDURES**

### **A. ACADEMIC COURSE LOAD**

It is expected that a full-time college student will spend at a minimum an amount of time each week in class attendance and study out of class approaching a 40 hour week. A person employed on a full-time basis should not simultaneously expect to maintain a full-time academic schedule. A student desiring to carry an academic overload must have demonstrated readiness to perform on an overload basis, either through superior performance on a college aptitude test or on the basis of superior academic achievement in high school or college.

“Academic Term” is the time duration of a course schedule, generally a fall or spring semester consisting of 16 weeks, a summer session consisting of four or eight weeks, or an intersession consisting of the weeks between a semester and/or session.

“Academic Overload” at CASC is 21 hours in the fall/spring term and 11 in the summer (or the number of semester-credit-hours 25 percent or more than the number of weeks in the applicable academic term).

The maximum student overload is 25 credit hours in the fall/spring terms or 13 hours in the summer (or in any given term is limited to a number of semester-credit hours which is 50 percent greater than the total number of weeks in the applicable academic term).

Based on the individual student's academic program and/or academic performance, CASC may limit the student's academic load.

A student simultaneously enrolled in two or more institutions should not exceed the standards set forth in this policy.

The standards set forth above do not apply to academic credit awarded on the basis of advanced standing examination.

### **Schedule Changes**

A student will be allowed, upon approval of her/his advisor, to change her/his schedule during the first 10 days of a fall or spring semester, the first five days of a summer semester, and the first day of an accelerated course. There will be a drop/add fee of \$5 for each transaction. In the event a student wishes to discontinue taking a course, s/he must withdraw through a regular procedure in the Office of Admissions and Records. Failure to do so will result in an “F” grade being recorded on the student’s transcript.

Students may not add a course to their schedules after the second week of the fall and spring semesters, after the first week of the summer session, nor after the first day of an accelerated course.

**Classification**

Students who have successfully completed 30 semester hours are classified as sophomores. Students with fewer than 30 hours are classified as freshmen.

**Auditing Courses**

Auditing gives students the opportunity to participate in a course without concern for credits or grades. Students can also re-experience a course they have already been credited for taking. To audit a course, follow the guidelines below:

- Note on the enrollment form that the course is being audited.
- Pay the appropriate fees, which are the same as for regular registration.
- Remember that no credit or grade will be given for the course.
- Check this catalog for prerequisite courses. Prerequisites still apply for audited courses.
- Make all changes from credit to audit, or the reverse, before the end of the add/drop period.

**Appealing a Final Grade.**

Students are given the opportunity to appeal a final grade, provided a solution cannot be reached through proper academic channels. Students should first contact their instructor and then the Division Chair if resolution is not satisfactory. Appeals for the purpose of challenging a final grade must be made to the Academic Affairs Committee within 90 days after the grade in question appears on the permanent record. The student and instructor may meet individually with the Academic Affairs Committee to present documentation pertinent to the appeal. Once the Academic Affairs Committee renders its decision, the appeal process is concluded. Information concerning procedures to be followed is available from the Office of Admissions and Records.

**Change of Name or Address**

Notification regarding change of address, change of name, change in marital status, or change of citizenship should be filed promptly in the Admissions Office, Financial Aid Office, and the Business Office. Legal change of name includes legal documents such as marriage license, divorce decree, or other court document.

**Settlement of Debts and Grade Reports**

Grade reports are issued to each student at the end of each semester. Before grades and transcripts are released, all financial obligations to the college must be satisfied.

**Honor Students**

Honor rolls contain the names of students who have completed 12 or more credit hours (excluding zero level and physical education courses) at the close of a semester with a grade average of "B" (3.00) or better. The President's Honor Roll is for students with a grade average of "A" (4.00); the Vice President's Honor Roll is for students with a grade point of 3.00 and no course grade below a "C". Zero-level courses and physical education activity courses are excluded from grade averages. Only Carl Albert State College courses

are considered in the determination of honor role.

## GRADUATION REQUIREMENTS

Carl Albert State College grants and confers degrees consistent with the policies established by the Oklahoma State Regents for Higher Education.

Students must read and understand the policy and procedures involved with obtaining a degree from Carl Albert State College. Under the guidance and authority of the Oklahoma State Regents for Higher Education and Carl Albert State College Board of Regents, the Office of Admissions and Records supports published outlines of degree plans and confers degree accordingly.

Student may earn an associate degree at Carl Albert State College with successful completion of program requirements with 62-65 academic credit hours or the certificate with successful completion of programs requiring 35 academic credit hours or less.

Application for Graduation should be submitted during their last semester with CASC. Conferral of degree occurs after the end of the semester and based upon successful completion of program requirements (courses and total earned hours), earning a retention/graduation GPA of 2.00 or greater, having a current application for graduation on file, and removing all financial or other obligations to the college. Typically, the Applications are due by April 1 for a May completion, June 1 for a July completion, and November 1 for a December completion. Upon successful degree completion, degree and date of conferral are posted to the transcript. Diplomas are issued by the Registrar's Office. Commencement exercises are scheduled once a year and generally at the end of the spring semester.

The following general rules apply to all graduate candidates:

- 1) It is the student's responsibility to understand and meet all requirements for graduation.
- 2) A student who is a candidate for a degree at end of any semester must file an official Application for Graduation, pay the \$15 graduation fee, and complete all courses, GPA, and semester hour requirements before the degree will be conferred.
- 3) Students must pay all tuition and fee charges and remove all holds before a diploma issued.
- 4) To earn a degree at Carl Albert State College, the last 12 hours must be CASC hours or a total of 45 credit hours must be completed with CASC.
- 5) Degree or certificate programs may be awarded in accordance to published catalog and degree plan information approved by Carl Albert State College that is in effect at the time of entry or re-entry. All program requirements will remain in effect for as long as enrollment is uninterrupted (except summer term).
- 6) A second associate degree (different major) may be granted by completing an additional 15 credit hours in that major with Carl Albert State College

- 7) A career grade point average of 2.00 must be earned to meet graduation requirements.
- 8) Physical education activity, zero-level, repeated or reprieved courses may not be counted toward the credit hour requirement of any program.
- 9) Students who do not wish their name to be published in the program must mark the appropriate box on the graduation application for their name to be withheld.

### **Associate in Arts/Science**

Students who plan to continue with baccalaureate studies should complete the Associate of Arts or Associate of Science

A) Credit hours. Students may earn an Associate of Arts or Associate of Science degrees with a grade point average of 2.0 as a minimum on all course work attempted (a minimum of 63 hours) excluding any physical education activity, zero-level, repeated or reprieved courses.

B) General Education Core Courses. A minimum of 40 credit hours are used to fulfill general education requirements at CASC are listed with the Office of Admissions, on degree plan information sheets, and in the college catalog. Specific courses are defined in core areas of the General Education component of all associate of arts and science degrees as follows:

- 1) English Composition: 6 credit hours; must include ENGL 1113 and ENGL 1213.
- 2) U.S. History AND U.S. Government: 6 credit hours; must include HIST 1483 or 1493, AND POS 1113.
- 3) Science: A minimum of eight credit hours; must include one biological and one physical science course with at least one course a laboratory science. Associate of Arts majors may count BIOL 1114 and GPS 1114 for the biological and physical science requirements. Science majors (AS) may not count these sciences for non-majors.
- 4) Orientation: A minimum of one credit hour.
- 5) Mathematics: A minimum of three credit hours of MATH 1513 or higher.
- 6) Health and Physical Education. A minimum of two credit hours; may include any non-activity HPER course.
- 7) Humanities: A minimum of six credit hours.
- 8) General Education Electives. A minimum of eight credit hours; may include any subject area listed as of general education. Of the 8 hours, 3 hours must demonstrate Computer Proficiency (CS 1103).

D). Major Program Core Courses. The remaining minimum of 22-24 credit hours shall be completed per appropriate major objective and as defined per published degree plan.

E). Degrees and programs are available in the Office of Admissions and college catalog. Students and advisors should refer to the four-year or designated bachelor's degree program to select additional or substitute courses that meet transfer requirements.

### **ASSOCIATE OF APPLIED SCIENCE & CERTIFICATES**

Students may enter the workforce with either the Associate in Applied Science or Certificate.

- *ASSOCIATE OF APPLIED SCIENCE* A minimum of 62 credit hours is required and completion of all specific courses listed in the college catalog and per degree/program guidelines. A minimum 2.0 ("C") grade point average on all work submitted for a degree (excluding physical education activity, zero-level, repeated and rerieved courses) is required.
- *CERTIFICATE* A minimum of 30 credit hours or less for the Specialized Studies is required and completion of all work with a 2.0 ("C") average. Physical education activity, zero-level, repeated and rerieved courses are excluded.

### **DIPLOMAS**

The conferral of the degree is documented on the transcript and diploma. The "Diploma" is a formal document issued by an institution that certifies a student has successfully completed an instructional program. The "Transcript" is the official document issued by an institution showing student information that is a complete and accurate reflection of a student's academic career, including degrees received.

### **UNDERGRADUATE DEGREE REQUIREMENTS**

Carl Albert adheres to guidelines, criteria, and standards established by the Oklahoma State Regents for Higher Education in developing degree programs which will be conferred upon students satisfactorily completing prescribed courses of study. CASC confers only those degrees authorized by the State Regents, including:

"Associate Degree" is a credential requiring two years of full-time equivalent college work (at least 63 credit hours). Carl Albert State College offers three types of associate degrees—the Associate in Arts, Associate in Science, and Associate in Applied Science.

"Certificate" is a recognition awarded for an organized program of study that does not lead to an academic degree.

### **Associate of Arts (AA) and Associate of Science (AS) Degrees**

**Students recommended** for the AA or AS degrees must achieve a GPA of 2.0 as a minimum on all course work attempted (a minimum of 63 hours), excluding any courses repeated or reprieved, physical education activity courses, and zero-level courses.

### General Education

Associate of Arts and Science degree plans at CASC require a minimum of 63 semester-credit hours of which a minimum of 40 semester-credit hours of general education are required as below. Basic general education core is listed as transferable on the State System Course Equivalency Project matrices (see [www.okhighered.org](http://www.okhighered.org) > Student Center > Transfer Students).

1. **English Composition:** 6 hours, that must include ENGL1113 and ENGL1213
2. **U.S. History and U.S. Government:** 6 hours, that must include HIST 1483/1493 and POS 1113.
3. **Science:** 6 hours, one course must be a laboratory science.
4. **Humanities:** 6 hours, chosen from nonperformance courses defined as humanities by the institution granting the associate degree.
5. **Mathematics:** 3 hours
6. Additional Elective and CASC Requirements:

**Computer Proficiency:** students must demonstrate computer proficiency in computer operating systems, word processing, spreadsheets, database, and internet usage. CASC course CS 1103 fulfills this requirement.

**Health education:** 2 hours of health related courses.

**Elective:** 3 hours, at least one course from the following areas: Psychology, social sciences, foreign languages, fine arts (art, music, drama).

**Elective:** Additional liberal arts and sciences courses as needed to meet the minimum total of 40 credit hours required in this policy.

### Major Coursework

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

### Summary of Minimum Standards for the AA and AS Degrees

| Component                         | Minimum Credit Hours |
|-----------------------------------|----------------------|
| General Education - Credit Hours: | 40                   |
| Major Coursework- Credit Hours:   | 23                   |
| Total Credit Hours Required:      | 63                   |

The final 15 credit hours in residence at CASC must be completed to earn an associate of arts or an associate of science degree.

### Associate of Applied Science Degree (AAS)

The minimum standards for the awarding of associate degrees in technical-occupational areas of specialization, the AAS, at CASC shall be as follows:

- A. **Students recommended** for the AAS degrees must achieve a GPA of 2.0 as a minimum on all course work attempted (a minimum of 62 hours), excluding any courses repeated or rerieved, physical education activity courses, and zero-level courses.
- B. **General Education**  
Associate of applied science degree plans at CASC require a minimum of 62 semester-credit hours of which a minimum of 19 semester-credit hours of general education are required, including:
1. **Composition:** 6 hours, one course must include ENGL1113 and another communications course
  2. **U.S. History and U.S. Government:** 6 hours, that must include HIST 1483/1493 and POS 1113
  3. **General Education Electives:** 7 hours
- C. **Technical-occupational specialty:** 27 hours
- D. **Support and related courses** (to total a minimum of 62 hours).
- E. The final 15 credit hours in residence at CASC must be completed to earn an associate of applied science degree.
- F. Summary of Minimum Standards for AAS Degrees:

| Component                                       | Minimum Credit Hours |
|-------------------------------------------------|----------------------|
| General Education - Credit Hours:               | 19                   |
| Technical-occupational Specialty- Credit Hours: | 28                   |
| Support and related courses                     | 15                   |
| Total Credit Hours Required:                    | 62                   |

### ACADEMIC TERMS

An Academic Term is the time duration of a course schedule. CASC offers a fall and spring semester (consisting of 16 weeks), a summer session (consisting of four or eight weeks) and an intersession consisting of the weeks between a semester and session.

The semester-credit-hour is the standard and traditional unit of credit to be used by institutions in evaluating a student's educational attainment and progress. One semester-hour of credit is normally awarded for completion of a course meeting for 800 instructional minutes, (50 minutes per week for sixteen weeks), exclusive of enrollment, orientation, and scheduled breaks. Organized examination days may be counted as instructional days.

### ACADEMIC WITHDRAWALS

**The Add/Drop period** is during the first ten regular instructional days of a regular semester and the first five regular instructional days of a summer session, or, in general, the first one-eighth of the academic term. Institutions may also allow students to add courses during this period or a designated shorter period. In either case, appropriate add/drop charges apply.

## WITHDRAWAL PERIODS

Students may withdraw from one course or all courses during the term. Students may drop a course on-line during the add/drop period, in person at either the Poteau, Sallisaw, or Idabel locations; or by written communication.

**Add/Drop Period** Students may add and drop classes without transcript record or financial obligation during the first 10 days of the fall or spring terms and the first 5 days of the summer term.

**“W” Grade Period** Students may drop courses and receive a letter grade of “W” from the 3<sup>rd</sup> week through the last day of the 12<sup>th</sup> week in a regular semester (2<sup>nd</sup> week to last day of 6<sup>th</sup> week in summer).

**“W or F” Grade Period** The “W-F” period spans the 13<sup>th</sup> week through the last day before finals (spring or fall terms) and the 7<sup>th</sup> week through the last day before finals in the summer term. Student may drop courses with a “W” letter grade after the instructor assigns a passing grade (A, B, C, or D) to the withdrawal. However, instructors may assign a non-passing letter grade (F) to the student’s withdrawal. In this case, the student will receive an “F” grade recorded to the transcript.

## Student Attendance

Irregular class attendance may adversely affect a student’s grade in a course. In general, the maximum number of allowable unexcused class hours of absences shall be the number of credits of the course. For example, a course worth three credit hours would have three clock hours of such absences. Some courses by their nature may demand different attendance standards than those outlined above. Unexcused absences in excess of the number of credit hours may result in a student being advised to withdraw from a class. It is the responsibility of instructors to advise classes of the attendance policy for each class on the first day of class and to distribute this policy in the course syllabus.

- **NO SHOW**--Students who enroll in a course and do not attend that course during the add/drop period (1<sup>st</sup> 10 days of regular term or 5 days of summer) are considered a “no show” in the course and dropped without transcript record or financial obligation by the instructor.
- **ADMINISTRATIVE WITHDRAWAL**--Instructors may withdraw a student after the add/drop period for non-attendance issues. The student will have an “AW” grade recorded to the transcript for that course and remain financially encumbered for the



course.

## DEGREE PLANS

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### ASSOCIATE OF ARTS (AA) AND ASSOCIATE OF SCIENCE (AS) DEGREES

**Students recommended** for the AA or AS degrees must achieve a GPA of 2.0 as a minimum on all course work attempted (a minimum of 63 hours), excluding any repeated or reprieved courses, physical education activity courses, and zero-level courses. The associate of arts and sciences degrees transfer as lower division coursework to baccalaureate degree granting institutions.

#### A. General Education (40 credit hours)

Associate of Arts and Science degree plans at CASC require a minimum of 63 semester-credit hours of which a minimum of 40 semester-credit hours of general education are required as below.

#### B. Major Coursework (23 credit hours)

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

### ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)

**Students recommended** for the AAS degrees must achieve a GPA of 2.0 as a minimum on all course work attempted (a minimum of 62 hours), excluding any repeated or reprieved courses, physical education activity courses, and zero-level courses. Associate of applied science degree plans at CASC require a minimum of 62 semester-credit hours of which a minimum of 19 semester-credit hours of general education are required.

#### A. General Education (19 credit hours)

#### B. Technical-Occupational Specialty (27 credit hours)

#### C. Support and Related (courses to total a minimum of 62 hours)

### GENERAL

- The final 15 credit hours in residence at CASC must be completed to earn a degree with CASC.
- For the AAS in Nursing, Physical Therapist Assistant, and Radiologic Technology, prerequisite coursework is recommended but may be waived by permission of Science or Health Science advisor.
- Second degree requires completion of Major coursework (min. 15 credit hours).



## ACADEMIC DEGREE PLANS

The curriculum required for each of the following associate degree and certificate program are listed alphabetically on the next pages.

- Allied Health (AS) - option in Pre-Athletic Training
- Applied Business Practices (AAS) – options in Applied Process and Navy
- Applied Technology (AAS)
- Art (AA)
- Biological Science & Zoology (AS)
- Business Administration (AA) – option in Business Education
- Business Technologies (Cert)
- Child Development (AA)
- Child Development (AAS)
- Child Development (Cert) – option in Administration in Child Development
- Computer Information Systems (AA)
- Computer Technology (AAS) – option in Programming and Office Technology
- Culinary Arts (AAS)
- English (AA)
- Film Studies (AA)
- General Studies (AA)
- Health, Physical Education, & Recreation (AA)
- Hotel, Restaurant & Tourism Management (AA)
- Hotel, Restaurant & Tourism Management (AAS)
- Mathematics (AS)
- Music (AA)
- Nursing (AAS)
- Office Science (Cert)
- Physical Sciences (AS)
- Physical Therapist Assistant (AAS)
- Pre-Elementary Education (AA)
- Pre-Engineering (AS)
- Pre-Journalism (AA)
- Pre-Law Criminal Justice (AA) – option in Criminal Justice
- Pre-Medicine, Pharmacy, Veterinary Medicine (AS)
- Pre-Secondary Education (AA)
- Radiologic Technology (AAS)
- Social Science (AA)
- Sociology/Psychology (AA)
- Specialized Studies (Cert)
- Speech/Theatre (AA)
- Telecommunications (AA) – option in Technical and Customer Service

**Art**

**Associate of Arts**

**Division of Communications & Fine Arts**

Program Code (002)

Required: 66-68 Credit Hours

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(40 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | MAJOR REQUIREMENTS<br>(26-28 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>                     ___ ENGL 1113 Freshman Composition I<br/>                     ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>                     ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>                     ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i><br/>                     ___ BIO 1114, BOT 1114, ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i><br/>                     ___ GPS 1214, CHEM 1115, PHYS 1114, or PHYS 2014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>                     ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i><br/>                     ___ MATH 1413 Survey of Contemporary Math<sup>1</sup> or higher</p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i><br/>                     ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i><br/>                     ___ HUM 2113 Gen Hum. I            ___ ENGL 2433 Mast of World Lit. I<br/>                     ___ HUM 2223 Gen Hum II        ___ ENGL 2443 Mast of World Lit. II<br/>                     ___ ART 1113 Art Appreciation<sup>2</sup>    ___ ENGL 2773 Am Lit to Civil War<br/>                     ___ DRMA 1213 Intro Theatre     ___ ENGL 2883 Am Lit snc Civil War<br/>                     ___ HIST 1113 Early West Civ     ___ MUS 1113 Music Appreciation<br/>                     ___ HIST 1123 Modern West Civ   ___ PHIL 1113 Intro to Philosophy<br/>                     ___ ENGL 2413 Intro Literature    ___ RLED 1123 New Testament<br/>                                                                      ___ RLED 2113 World Religions</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i><br/> <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i><br/>                     ___ CS 1103 Microcomputer Applications<br/>                     ___ Elective<br/>                     ___ Elective</p> | <p><b>Required Courses in Major - 19 hours</b> <i>(Select All)</i><br/>                     ___ ART 1103 Fundamentals of Art I<br/>                     ___ ART 1123 Perspective and Composition<br/>                     ___ ART 1153 Basic Drawing<br/>                     ___ ART 1163 Figure Drawing I<br/>                     ___ ART 2113 Art Hist Survey I or ART 2123 Art Hist Surv II<br/>                     ___ ART 2163 Oil Painting I<br/>                     ___ ART 2011 Art Capstone</p> <p><b>Elective Courses in Major – 7-11 hours</b><br/> <i>(Select two or more courses in conference with advisor)</i><br/>                     ___ ART 1133 Water Color I<br/>                     ___ ART 1143 Water Color II<br/>                     ___ ART 1423 Graphic Internship Design I<br/>                     ___ ART 2423 Graphic Internship Design II<br/>                     ___ ART 2113 Art Hist Survey I or ART 2123 Art Hist Surv II<br/>                     ___ ART 2133 Ceramics I<br/>                     ___ ART 2173 Oil Painting II<br/>                     ___ ART 2183 Metal Design I<br/>                     ___ ART 2193 Metal Design II<br/>                     ___ ART 2143 Ceramics II<br/>                     ___ ART 2223 Color Photography I<br/>                     ___ ART 2233 Graphic Design I<br/>                     ___ JOUR 1313 Black and White Photography I<br/>                     ___ Approved Elective</p> |
| <p><b>Totals: ----- Credit Hours: 40</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p><b>Totals: ----- Credit Hours: 26-28</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

Notation:

<sup>1</sup>MATH 1513 College Algebra is recommended. However, student should consider the math requirement of the four-year transfer institution.

<sup>2</sup>ART 1113 Art Appreciation is required for degree completion with this major.

# Business Administration

Associate of Arts

Division of Business

Options: Accounting or Business Education

Program Code (006)

Required: 63 Credit Hours

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(40 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | MAJOR REQUIREMENTS<br>(23 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>           ___ ENGL 1113 Freshman Composition I<br/>           ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>           ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>           ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i><br/>           ___ BIO 1114, BOT 1114, ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i><br/>           ___ GPS 1214, CHEM 1115, PHYS 1114, or PHYS 2014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>           ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i><br/>           ___ MATH 1513 College Algebra</p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i><br/>           ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i><br/>           ___ HUM 2113 Gen Hum. I            ___ ENGL 2433 Mast of World Lit. I<br/>           ___ HUM 2223 Gen Hum II        ___ ENGL 2443 Mast of World Lit. II<br/>           ___ ART 1113 Art Appreciation    ___ ENGL 2773 Am Lit to Civil War<br/>           ___ DRMA 1213 Intro Theatre     ___ ENGL 2883 Am Lit snc Civil War<br/>           ___ HIST 1113 Early West Civ     ___ MUS 1113 Music Appreciation<br/>           ___ HIST 1123 Modern West Civ   ___ PHIL 1113 Intro to Philosophy<br/>           ___ ENGL 2413 Intro Literature    ___ RLED 1123 New Testament<br/>                                                            ___ RLED 2113 World Religions</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i><br/> <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i><br/>           ___ CS 1103 Microcomputer Applications<br/>           ___ Elective<br/>           ___ Elective</p> | <p><b>ACCOUNTING OPTION</b><br/> <b>Required Courses in Major - 13 hours</b> <i>(Select All)</i><br/>           ___ ACCT 2103 Financial Accounting<br/>           ___ ACCT 2203 Managerial Accounting<sup>1</sup><br/>           ___ ECON 2113 Principles of Macroeconomics<br/>           ___ ECON 2213 Principles of Microeconomics<sup>2</sup><br/>           ___ BUS 2011 Business Capstone</p> <p><b>Elective Courses - 10 hours</b><br/> <i>(Select three or more courses in conference with advisor)</i><br/>           ___ ACCT 1103 Fundamentals of Accounting<br/>           ___ BUS 1013 Introduction to Business<br/>           ___ BUS 1113 Business Mathematics<br/>           ___ BUS 2023 Principles of Management<br/>           ___ BUS 2113 Principles of Business Law I<br/>           ___ BUS 2123 Statistics for Business and Economics<br/>           ___ BUS 2133 Business Communications<br/>           ___ MATH 2523 Business Calculus I<br/>           ___ Approved Elective</p> <p><b>BUSINESS EDUCATION OPTION<sup>3</sup></b><br/> <b>Required Courses in Major - 13 hours</b> <i>(Select All)</i><br/>           ___ ACCT 2103 Financial Accounting<br/>           ___ ACCT 2203 Managerial Accounting<br/>           ___ ECON 2113 Principles of Macroeconomics<br/>           ___ ECON 2213 Principles of Microeconomics<br/>           ___ BUS 2011 Business Capstone</p> <p><b>Elective Courses - 10 hours</b><br/> <i>(Select three or more courses in conference with advisor)</i><br/>           ___ BUS 2133 Business Communications<br/>           ___ GEOG 2243 Fundamentals of Human Geography<br/>           ___ SPAN 1115 Elementary Spanish I<br/>           ___ SOC 1113 Introduction to Sociology<br/>           ___ SPCH 1113 Intro to Speech Communications<br/>           ___ Approved Elective</p> |
| <p><b>Totals: ----- Credit Hours: 40</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p><b>Totals: ----- Credit Hours: 23</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

Notation:

<sup>1</sup> Financial Accounting is prerequisite.

<sup>2</sup> Macroeconomics is prerequisite.

<sup>3</sup> Students seeking a Secondary Education degree at a four-year institution should complete the Business Education Option.

# Child Development

Associate of Arts

Division of Environmental & Industrial Technology

Program Code (055)

Required: 63-65 Credit Hours

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(40 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | MAJOR REQUIREMENTS<br>(23-25 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>                     ___ ENGL 1113 Freshman Composition I<br/>                     ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>                     ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>                     ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i><br/>                     ___ BIO 1114, BOT 1114, ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i><br/>                     ___ GPS 1214, CHEM 1115, PHYS 1114/2014, or GEOG 1014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>                     ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i><br/>                     ___ MATH 1413 Survey of Contemporary Math<sup>1</sup> or higher</p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i><br/>                     ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i><br/>                     ___ HUM 2113 Gen Hum. I            ___ ENGL 2433 Mast of World Lit. I<br/>                     ___ HUM 2223 Gen Hum II        ___ ENGL 2443 Mast of World Lit. II<br/>                     ___ ART 1113 Art Appreciation    ___ ENGL 2773 Am Lit to Civil War<br/>                     ___ DRMA 1213 Intro Theatre    ___ ENGL 2883 Am Lit snc Civil War<br/>                     ___ HIST 1113 Early West Civ    ___ MUS 1113 Music Appreciation<br/>                     ___ HIST 1123 Modern West Civ   ___ PHIL 1113 Intro to Philosophy<br/>                     ___ ENGL 2413 Intro Literature    ___ RLED 1123 New Testament<br/>                                                                      ___ RLED 2113 World Religions</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i><br/> <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i><br/>                     ___ CS 1103 Microcomputer Applications<br/>                     ___ Elective<br/>                     ___ Elective</p> | <p><b>Required Courses in Major - 16 hours</b> <i>(Select All)</i><br/>                     ___ CD 1103 Teacher, Community and Family Relations<sup>2</sup><br/>                     ___ CD 1223 Preschool Behavior &amp; Guidance<br/>                     ___ CD 2113 Child Growth &amp; Development<br/>                     ___ CD 2133 Language and Physical Skills<br/>                     ___ CD 2223 Program Planning &amp; Administration<sup>2</sup><br/>                     ___ CD 2011 Child Development Capstone</p> <p><b>Elective Courses in Major – 7-9 hours</b><br/> <i>(Select two or more courses in conference with advisor)</i><br/>                     ___ BUS 2023 Principles of Management<br/>                     ___ CD 1121 Childcare Services: Individual Practices<br/>                     ___ CD 1131 Childcare Services: Organizational Practices<br/>                     ___ CD 1141 Childcare Services: Community Practices<br/>                     ___ CD 1151 CDA Assessment System<br/>                     ___ CD 2053 Child Dev Management &amp; Budgeting<br/>                     ___ CD 2103 Children with Special Needs<br/>                     ___ CD 2123 Health Care and Safety<br/>                     ___ CD 2143 Science, Math &amp; Social Diversity<br/>                     ___ CD 2213 Play, Art &amp; Music<br/>                     ___ CD 2233 Audio-Visual Materials &amp; Aids<br/>                     ___ FCS 1203 Basic Nutrition<br/>                     ___ SOC 2133 Marriage and Family<br/>                     ___ Approved Elective</p> |
| <p><b>Totals: ----- Credit Hours: 40</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>Totals: ----- Credit Hours: 23-25</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

Notation:

<sup>1</sup>MATH 1513 College Algebra is recommended. However, student should consider the math requirement of the four-year transfer institution.

<sup>2</sup>Students who have earned a CDA Credential may apply 6 hours credit toward this AA degree.

# Computer Information Systems

Associate of Arts  
Division of Business

Program Code (060)  
Required: 63 Credit Hours  
2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(40 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | MAJOR REQUIREMENTS<br>(23 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/> <input type="checkbox"/> ENGL 1113 Freshman Composition I<br/> <input type="checkbox"/> ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/> <input type="checkbox"/> HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/> <input type="checkbox"/> POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i><br/> <input type="checkbox"/> BIO 1114, BOT 1114, ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i><br/> <input type="checkbox"/> GPS 1214, CHEM 1115, PHYS 1114, or PHYS 2014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/> <input type="checkbox"/> ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i><br/> <input type="checkbox"/> MATH 1513 College Algebra</p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i><br/> <input type="checkbox"/> any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i><br/> <input type="checkbox"/> HUM 2113 Gen Hum. I      <input type="checkbox"/> ENGL 2433 Mast of World Lit. I<br/> <input type="checkbox"/> HUM 2223 Gen Hum II      <input type="checkbox"/> ENGL 2443 Mast of World Lit. II<br/> <input type="checkbox"/> ART 1113 Art Appreciation      <input type="checkbox"/> ENGL 2773 Am Lit to Civil War<br/> <input type="checkbox"/> DRMA 1213 Intro Theatre      <input type="checkbox"/> ENGL 2883 Am Lit snc Civil War<br/> <input type="checkbox"/> HIST 1113 Early West Civ      <input type="checkbox"/> MUS 1113 Music Appreciation<br/> <input type="checkbox"/> HIST 1123 Modern West Civ      <input type="checkbox"/> PHIL 1113 Intro to Philosophy<br/> <input type="checkbox"/> ENGL 2413 Intro Literature      <input type="checkbox"/> RLED 1123 New Testament<br/> <input type="checkbox"/> RLED 2113 World Religions</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i><br/> <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i><br/> <input type="checkbox"/> CS 1103 Microcomputer Applications<br/> <input type="checkbox"/> Elective<br/> <input type="checkbox"/> Elective</p> | <p><b>Required Courses in Major - 13 hours</b> <i>(Select All)</i><br/> <input type="checkbox"/> CS 1313 Programming I<br/> <input type="checkbox"/> CS 1333 Programming II<br/> <input type="checkbox"/> CS 2203 Networking I<br/> <input type="checkbox"/> CS 2243 Internet Programming<br/> <input type="checkbox"/> CS 2011 Computer Science Capstone</p> <p><b>Elective Courses - 10 hours</b><br/> <i>(Select three or more courses in conference with advisor)</i><br/> <input type="checkbox"/> CS 1233 E-Commerce<br/> <input type="checkbox"/> CS 1423 Information Security<br/> <input type="checkbox"/> CS 1433 Introduction to Photoshop<br/> <input type="checkbox"/> CS 1443 Animation &amp; Interactive Media<br/> <input type="checkbox"/> CS 2013 Database Management<br/> <input type="checkbox"/> CS 2223 Desktop Publishing<br/> <input type="checkbox"/> CS 2213 Networking II<br/> <input type="checkbox"/> Other CS course<br/> <input type="checkbox"/> Approved Elective</p> |
| <p><b>Totals: ----- Credit Hours: 40</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p><b>Totals: ----- Credit Hours: 23</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

Notation:

# English

Associate of Arts

Division of Communications & Fine Arts

Program Code (014)

Required: 63-65 Credit Hours

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(40 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | MAJOR REQUIREMENTS<br>(23-25 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/> <input type="checkbox"/> ENGL 1113 Freshman Composition I<br/> <input type="checkbox"/> ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/> <input type="checkbox"/> HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/> <input type="checkbox"/> POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i><br/> <input type="checkbox"/> BIO 1114, BOT 1114, ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i><br/> <input type="checkbox"/> GPS 1214, CHEM 1115, PHYS 1114, or PHYS 2014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/> <input type="checkbox"/> ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i><br/> <input type="checkbox"/> MATH 1413 Survey of Contemporary Math<sup>1</sup> or higher</p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i><br/> <input type="checkbox"/> any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i><br/> <input type="checkbox"/> HUM 2113 Gen Hum. I      <input type="checkbox"/> ENGL 2433 Mast of World Lit. I<sup>2</sup><br/> <input type="checkbox"/> HUM 2223 Gen Hum II      <input type="checkbox"/> ENGL 2443 Mast of World Lit. II<sup>2</sup><br/> <input type="checkbox"/> ART 1113 Art Appreciation      <input type="checkbox"/> ENGL 2773 Am Lit to Civil War<sup>2</sup><br/> <input type="checkbox"/> DRMA 1213 Intro Theatre      <input type="checkbox"/> ENGL 2883 Am Lit snc Civil War<sup>2</sup><br/> <input type="checkbox"/> HIST 1113 Early West Civ      <input type="checkbox"/> MUS 1113 Music Appreciation<br/> <input type="checkbox"/> HIST 1123 Modern West Civ      <input type="checkbox"/> PHIL 1113 Intro to Philosophy<br/> <input type="checkbox"/> ENGL 2413 Intro Literature<sup>2</sup>      <input type="checkbox"/> RLED 1123 New Testament<br/> <input type="checkbox"/> RLED 2113 World Religions</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i><br/> <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i><br/> <input type="checkbox"/> CS 1103 Microcomputer Applications<br/> <input type="checkbox"/> Elective<br/> <input type="checkbox"/> Elective</p> | <p><b>Required Courses in Major - 16 hours</b> <i>(Select All)</i><br/> <input type="checkbox"/> ENGL 2413 Introduction to Literature<br/> <input type="checkbox"/> ENGL 2543 English Lit to 1800<br/> <input type="checkbox"/> ENGL 2653 English Lit from 1800<br/> <input type="checkbox"/> ENGL 2773 American Literature to the Civil War<br/> <input type="checkbox"/> ENGL 2883 American Literature since the Civil War<br/> <input type="checkbox"/> ENGL 2011 English Capstone</p> <p><b>Elective Courses in Major – 7-9 hours</b><br/> <i>(Select two or more courses in conference with advisor)</i><br/> <input type="checkbox"/> ENGL 2153 Creative Expression<br/> <input type="checkbox"/> ENGL 2433 Masterpieces World Literature I<br/> <input type="checkbox"/> ENGL 2443 Masterpieces World Literature II<br/> <input type="checkbox"/> ENGL 2913 Short Story<br/> <input type="checkbox"/> Approved Elective</p> |
| <p><b>Totals: ----- Credit Hours: 40</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>Totals: ----- Credit Hours: 23-25</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

Notation:

<sup>1</sup>MATH 1513 College Algebra is recommended. However, student should consider the math requirement of the four-year transfer institution.

<sup>2</sup>ENGLISH courses are required in this major (counted toward major course and electives completions), and will not satisfy the humanities requirements for this major.



# Film Studies

Associate of Arts

Division of Communications & Fine Arts

Program Code (063)

Required: 65 Credit Hours

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(40 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | COURSES IN MAJOR REQUIREMENTS<br>(25 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>           ___ ENGL 1113 Freshman Composition I<br/>           ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>           ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>           ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i><br/>           ___ BIO 1114, BOT 1114, or ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i><br/>           ___ GPS 1214, CHEM 1115, PHYS 1114, or GEOL 1014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>           ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i><br/>           ___ MATH 1413 Survey of Contemporary Math or other<sup>1</sup></p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i><br/>           ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i><br/>           ___ HUM 2113 Gen Hum. I            ___ ENGL 2433 Mast of World Lit. I<br/>           ___ HUM 2223 Gen Hum II        ___ ENGL 2443 Mast of World Lit. II<br/>           ___ ART 1113 Art Appreciation    ___ ENGL 2773 Am Lit to Civil War<br/>           ___ DRMA 1213 Intro Theatre    ___ ENGL 2883 Am Lit snc Civil War<br/>           ___ HIST 1113 Early West Civ     ___ MUS 1113 Music Appreciation<br/>           ___ HIST 1123 Modern West Civ   ___ PHIL 1113 Intro to Philosophy<br/>           ___ ENGL 2413 Intro Literature    ___ RLED 1123 New Testament<br/>                                                        ___ RLED 2113 World Religions</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i><br/> <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i><br/>           ___ CS 1103 Microcomputer Applications<br/>           ___ Elective<br/>           ___ Elective</p> | <p><b>Required Courses in Major - 16 hours</b> <i>(Select All)</i><br/>           ___ FILM 1113 - Introduction to Film<br/>           ___ FILM 1123 - Beginning Filmmaking<br/>           ___ FILM 2113 - Film History I<br/>           ___ FILM 2223 - Film Criticism<br/>           ___ FILM 2233 - Film History II<br/>           ___ FILM 2011 - Film Studies Capstone</p> <p><b>Elective Courses in Major - 9 hours</b><br/> <i>(Select three courses in conference with advisor)</i><br/>           ___ CS 1403 - Digital Media<br/>           ___ FILM 1133 - Screenwriting<br/>           ___ FILM 2003 Film Genres: Animation<br/>           ___ FILM 2103 Film Genres: Horror<br/>           ___ JOUR 1013 - Introduction to Mass Communications<br/>           ___ SPCH 2243 - Beginning Broadcasting<br/>           ___ Approved Elective</p> |
| <p><b>Totals: ----- Credit Hours: 40</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p><b>Totals: ----- Credit Hours: 25</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

Notation:

<sup>1</sup>Math 1513 College Algebra is recommended. However, student should consider the math requirement of the four-year transfer institution.

# General Studies

Associate of Arts

Division of Social & Behavioral Science

Program Code (039)

Required: 63 Credit Hours

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(40 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | MAJOR REQUIREMENTS<br>(23 HOURS)                                                                                                                                         |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>           ___ ENGL 1113 Freshman Composition I<br/>           ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>           ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>           ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i><br/>           ___ BIO 1114, BOT 1114, or ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i><br/>           ___ GPS 1214, CHEM 1115, PHYS 1114, or GEOL 1014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>           ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i><br/>           ___ MATH 1513 College Algebra or Math 2213 Math Structures I</p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i><br/>           ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i><br/>           ___ HUM 2113 Gen Hum. I            ___ ENGL 2433 Mast of World Lit. I<br/>           ___ HUM 2223 Gen Hum II        ___ ENGL 2443 Mast of World Lit. II<br/>           ___ ART 1113 Art Appreciation    ___ ENGL 2773 Am Lit to Civil War<br/>           ___ DRMA 1213 Intro Theatre    ___ ENGL 2883 Am Lit snc Civil War<br/>           ___ HIST 1113 Early West Civ     ___ MUS 1113 Music Appreciation<br/>           ___ HIST 1123 Modern West Civ   ___ PHIL 1113 Intro to Philosophy<br/>           ___ ENGL 2413 Intro Literature    ___ RLED 1123 New Testament<br/>                                                        ___ RLED 2113 World Religions</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i><br/> <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i><br/>           ___ CS 1103 Microcomputer Applications<br/>           ___ Elective<br/>           ___ Elective</p> | <p><b>Required Courses in Major - 23 hours</b><br/> <i>(Select courses in consultation with advisor)</i></p> <p>___ Courses in consultation with advisor<sup>1</sup></p> |
| <p><b>Totals: ----- Credit Hours: 40</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>Totals: ----- Credit Hours: 23</b></p>                                                                                                                             |

Notation:

<sup>1</sup>Students may declare a General Studies major for one term only and are expected to choose another major before enrolling in their second term.

# Health, Physical Education & Recreation

Program Code (016)

Associate of Arts

Required: 63-65 Credit Hours

Division of Health, Physical Education & Recreation

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(40 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | MAJOR REQUIREMENTS<br>(23-25 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>           ___ ENGL 1113 Freshman Composition I<br/>           ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>           ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>           ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i><br/>           ___ BIO 1114, BOT 1114, ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i><br/>           ___ GPS 1214, CHEM 1115, PHYS 1114, or PHYS 2014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>           ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i><br/>           ___ Math 1413 Survey of Math or Math 1513 College Algebra<sup>1</sup></p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i><br/>           ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i><br/>           ___ HUM 2113 Gen Hum. I            ___ ENGL 2433 Mast of World Lit. I<br/>           ___ HUM 2223 Gen Hum II        ___ ENGL 2443 Mast of World Lit. II<br/>           ___ ART 1113 Art Appreciation    ___ ENGL 2773 Am Lit to Civil War<br/>           ___ DRMA 1213 Intro Theatre     ___ ENGL 2883 Am Lit snc Civil War<br/>           ___ HIST 1113 Early West Civ     ___ MUS 1113 Music Appreciation<br/>           ___ HIST 1123 Modern West Civ   ___ PHIL 1113 Intro to Philosophy<br/>           ___ ENGL 2413 Intro Literature    ___ RLED 1123 New Testament<br/>                                                        ___ RLED 2113 World Religions</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i><br/> <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i><br/>           ___ CS 1103 Microcomputer Applications<br/>           ___ SPAN 1113 Conversational Spanish<sup>2</sup><br/>           ___ Approved Elective</p> | <p><b>Required Courses in Major - 13 hours</b> <i>(Select All)</i><br/>           ___ HPER 1103 Introduction to HPER<br/>           ___ HPER 1113 Personal Health and Wellness<br/>           ___ HPER 2103 Care and Prevention of Athletic Injuries<br/>           ___ HPER 2213 Standard First Aid and Personal Safety<br/>           ___ HPER 2011 HPER Capstone</p> <p><b>Elective Courses in Major – 10-12 hours</b><br/> <i>(Choose four or more courses in conference with advisor)</i><br/>           ___ ACCT 1103 Fund of Acct or BUS 1013 Intro to Bus<br/>           ___ FCS 1203 Basic Nutrition<br/>           ___ HPER 1001 Selected Topics in Health Problems<br/>           ___ HPER 1331 Cardiopulmonary Resuscitation<br/>           ___ HPER 2002 Recreational Leadership<br/>           ___ HPER 2112 Theory of Coaching Basketball –or–<br/>           ___ HPER 2122 Theory of Coaching Baseball<br/>           ___ HPER 2133 Sports Officiating<br/>           ___ HPER 2221 Concepts of Fitness<br/>           ___ HPER 2513 Motor Learning<br/>           ___ HPER 2813 Drug Education<br/>           ___ PSY 1113 Introduction to Psychology<sup>2</sup><br/>           ___ SPCH 1113 Intro to Speech Communications<sup>2</sup><br/>           ___ ZOO 2114 Human Physiology<br/>           ___ ZOO 2124 Human Anatomy<br/>           ___ Approved Elective<sup>3</sup></p> |
| <p><b>Totals: ----- Credit Hours: 40</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p><b>Totals: ----- Credit Hours: 23-25</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

Notation:

<sup>1</sup>Math 1513 College Algebra is recommended.

<sup>2</sup> Recommended for Education majors.

<sup>3</sup>One course (or 3-4 credit hours) from second teaching area may be counted in the 10 -12 elective hours.

# Hotel, Restaurant & Tourism Management

Program Code (042)

Associate of Arts

Required: 64-66 Credit Hours

Division of Environmental & Industrial Technology

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and employment opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(40 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | MAJOR REQUIREMENTS<br>(24-26 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>           ___ ENGL 1113 Freshman Composition I<br/>           ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>           ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>           ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i><br/>           ___ BIO 1114, BOT 1114 or ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i><br/>           ___ GPS 1214, CHEM 1115, PHYS 1114, or PHYS 2014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>           ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i><br/>           ___ MATH 1513 College Algebra</p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i><br/>           ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i><br/>           ___ HUM 2113 Gen Hum. I            ___ ENGL 2433 Mast of World Lit. I<br/>           ___ HUM 2223 Gen Hum II        ___ ENGL 2443 Mast of World Lit. II<br/>           ___ ART 1113 Art Appreciation    ___ ENGL 2773 Am Lit to Civil War<br/>           ___ DRMA 1213 Intro Theatre     ___ ENGL 2883 Am Lit snc Civil War<br/>           ___ HIST 1113 Early West Civ     ___ MUS 1113 Music Appreciation<br/>           ___ HIST 1123 Modern West Civ   ___ PHIL 1113 Intro to Philosophy<br/>           ___ ENGL 2413 Intro Literature    ___ RLED 1123 New Testament<br/>                                                        ___ RLED 2113 World Religions</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i><br/> <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i><br/>           ___ CS 1103 Microcomputer Applications<br/>           ___ Elective<br/>           ___ Elective</p> | <p><b>Required Courses in Major: 18 hours</b><br/>           ___ HRMT 1102 Intro to Hotel/Restaurant Management<br/>           ___ HRMT 2123 Meal Management and Preparation<br/>           ___ HRMT 2223 Lodging and Food Service Promotion<br/>           ___ MDM 1233 Introduction to Tourism Management<br/>           ___ MDM 2323 Principles of Meeting Management I<br/>           ___ MDM 2333 Principles of Meeting Management II<br/>           ___ HRMT 2011 HRTM Capstone</p> <p><b>Elective Courses in Major: 6-8 hours</b><br/> <i>(Select two or more courses in conference with advisor)</i><br/>           ___ HRMT 1113 Hotel/Restaurant Sanitation<br/>           ___ HRMT 1203 Hotel/Restaurant Layout and Design<br/>           ___ HRMT 1120 Hotel/Restaurant Technology<br/>           ___ HRMT 1130 Hotel/Restaurant Management<br/>           ___ HRMT 2233 Hotel/Restaurant Personnel Management<br/>           ___ HRMT 2333 Food Service and Hotel Purchasing<br/>           ___ MDM 2052 Tourism Internship<br/>           ___ MDM 2523 Prin of Tourism Destination Development</p> |
| <p><b>Totals: ----- Credit Hours: 40</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>Totals: ----- Credit Hours: 24-26</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

Notation:

# Music

Associate of Arts

Division of Communications & Fine Arts

Program Code (026)

Required: 63-65 Credit Hours

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(40 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | MAJOR REQUIREMENTS<br>(23-25 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>           ___ ENGL 1113 Freshman Composition I<br/>           ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>           ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>           ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i><br/>           ___ BIO 1114, BOT 1114, ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i><br/>           ___ GPS 1214, CHEM 1115, PHYS 1114, or PHYS 2014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>           ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i><br/>           ___ MATH 1413 Survey of Contemporary Math<sup>1</sup> or higher</p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i><br/>           ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i><br/>           ___ HUM 2113 Gen Hum. I            ___ ENGL 2433 Mast of World Lit. I<br/>           ___ HUM 2223 Gen Hum II        ___ ENGL 2443 Mast of World Lit. II<br/>           ___ ART 1113 Art Appreciation    ___ ENGL 2773 Am Lit to Civil War<br/>           ___ DRMA 1213 Intro Theatre    ___ ENGL 2883 Am Lit snc Civil War<br/>           ___ HIST 1113 Early West Civ     ___ MUS 1113 Music Appreciation<sup>2</sup><br/>           ___ HIST 1123 Modern West Civ   ___ PHIL 1113 Intro to Philosophy<br/>           ___ ENGL 2413 Intro Literature    ___ RLED 1123 New Testament<br/>                                                        ___ RLED 2113 World Religions</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i><br/> <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i><br/>           ___ CS 1103 Microcomputer Applications<br/>           ___ Elective<br/>           ___ Elective</p> | <p><b>Required Courses in Major - 21 hours</b> <i>(Select All)</i><br/>           ___ MUS 1013 Freshman Theory I<br/>           ___ MUS 1023 Freshman Theory II<br/>           ___ MUS 1112 Freshman Ear Training &amp; Sight Singing I<br/>           ___ MUS 1122 Freshman Ear Training &amp; Sight Singing II<br/>           ___ MUS 2013 Sophomore Theory I<br/>           ___ MUS 2023 Sophomore Theory II<br/>           ___ MUS 2112 Sophomore Ear Training &amp; Sight Singing I<br/>           ___ MUS 2122 Sophomore Ear Training &amp; Sight Singing II<br/>           ___ MUS 2601 Music Capstone</p> <p><b>Elective Courses in Major – 2-4 hours</b><br/> <i>(Select two or more courses in conference with advisor)</i><br/>           ___ MUS 1001 Freshman Applied Voice I<br/>           ___ MUS 1002 Elementary Class Instruction in Piano I<br/>           ___ MUS 1011 Freshman Applied Voice II<br/>           ___ MUS 1012 Elementary Class Instruction in Piano II<br/>           ___ MUS 1103 Fundamental of Music<br/>           ___ MUS 1121 Freshman Show Choir I<br/>           ___ MUS 1123 Music Literature<br/>           ___ MUS 1221 Freshman Show Choir II<br/>           ___ MUS 2001 Mixed Chorus<br/>           ___ MUS 2002 Intermediate Class Instruction in Piano I<br/>           ___ MUS 2011 Sophomore Applied Voice I<br/>           ___ MUS 2012 Intermediate Class Instruction in Piano II<br/>           ___ MUS 2013 Sophomore Theory I<br/>           ___ MUS 2021 Sophomore Applied Voice II<br/>           ___ MUS 2023 Sophomore Theory II<br/>           ___ MUS 2121 Sophomore Show Choir I<br/>           ___ MUS 2221 Sophomore Show Choir II<br/>           ___ Other Music including instrumental, aural, lecture<br/>           ___ Approved Elective</p> |
| <p><b>Totals: ----- Credit Hours: 40</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p><b>Totals: ----- Credit Hours: 23-25</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

Notation:

<sup>1</sup>MATH 1513 College Algebra is recommended. However, student should consider the math requirement of the four-year transfer institution.

<sup>2</sup>MUSIC 1113 Music Appreciation will satisfy the humanities requirements for this major.

# Pre-Elementary Education

Associate of Arts

Division of Social & Behavioral Science

Program Code (013)

Required: 63-65 Credit Hours

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(40 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | MAJOR REQUIREMENTS<br>(23-25 HOURS)                                                                                                                                                                                                                                                                                             |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>           ___ ENGL 1113 Freshman Composition I<br/>           ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>           ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>           ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i><br/>           ___ BIO 1114, BOT 1114, or ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i><br/>           ___ GPS 1214, CHEM 1115, PHYS 1114, or GEOL 1014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>           ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i><br/>           ___ MATH 1413 Survey of Contemporary Math or other<sup>1</sup></p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i><br/>           ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i><br/>           ___ HUM 2113 Gen Hum. I            ___ ENGL 2433 Mast of World Lit. I<br/>           ___ HUM 2223 Gen Hum II        ___ ENGL 2443 Mast of World Lit. II<br/>           ___ ART 1113 Art Appreciation    ___ ENGL 2773 Am Lit to Civil War<br/>           ___ DRMA 1213 Intro Theatre     ___ ENGL 2883 Am Lit snc Civil War<br/>           ___ HIST 1113 Early West Civ     ___ MUS 1113 Music Appreciation<br/>           ___ HIST 1123 Modern West Civ   ___ PHIL 1113 Intro to Philosophy<br/>           ___ ENGL 2413 Intro Literature    ___ RLED 1123 New Testament<br/>                                                        ___ RLED 2113 World Religions</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i><br/> <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i><br/>           ___ CS 1103 Microcomputer Applications<br/>           ___ Elective<br/>           ___ Elective</p> | <p><b>Required Courses in Major – 23-25 hours</b><br/> <i>(Select Capstone and seven or more courses (22 hours) according to the Oklahoma "4 x 12" Requirements as a guide)</i></p> <p>___ EDUC 2011 Elementary Education Capstone<br/>           ___ Select seven or more courses in consultation with advisor<sup>2</sup></p> |
| <p><b>Totals: ----- Credit Hours: 40</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p><b>Totals: ----- Credit Hours: 23-25</b></p>                                                                                                                                                                                                                                                                                 |

Notation:

<sup>1</sup>Math 1513 College Algebra is recommended. Student should consider the math requirement of the four-year transfer institution.

<sup>2</sup>Students majoring in Elementary Education, Early Childhood, and Special Education in Oklahoma must complete courses in the following areas with a "C" grade or better: (a) **12 hours in Communication** (English, Literature, Speech), (b) **12 hours in Social Science** (History, Pol Sci, Geog, Econ, Psych, Soc), (c) **12 hours in Math**, and (d) **12 hours in Science**. - - Additionally, students must demonstrate proficiency in a language other than English. A minimum 3.0 is required in all liberal arts and sciences courses for admissions to Teacher Education programs in Oklahoma.

# Pre-Journalism

Associate of Arts

Division of Communications & Fine Arts

Program Code (020)

Required: 63-65 Credit Hours

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(40 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | MAJOR REQUIREMENTS<br>(23-25 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>           ___ ENGL 1113 Freshman Composition I<br/>           ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>           ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>           ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i><br/>           ___ BIO 1114, BOT 1114, ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i><br/>           ___ GPS 1214, CHEM 1115, PHYS 1114, or PHYS 2014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>           ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i><br/>           ___ MATH 1413 Survey of Contemporary Math<sup>1</sup> or higher</p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i><br/>           ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i><br/>           ___ HUM 2113 Gen Hum. I            ___ ENGL 2433 Mast of World Lit. I<br/>           ___ HUM 2223 Gen Hum II        ___ ENGL 2443 Mast of World Lit. II<br/>           ___ ART 1113 Art Appreciation    ___ ENGL 2773 Am Lit to Civil War<br/>           ___ DRMA 1213 Intro Theatre     ___ ENGL 2883 Am Lit snc Civil War<br/>           ___ HIST 1113 Early West Civ     ___ MUS 1113 Music Appreciation<br/>           ___ HIST 1123 Modern West Civ   ___ PHIL 1113 Intro to Philosophy<br/>           ___ ENGL 2413 Intro Literature    ___ RLED 1123 New Testament<br/>                                                        ___ RLED 2113 World Religions</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i><br/> <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i><br/>           ___ CS 1103 Microcomputer Applications<br/>           ___ Elective<br/>           ___ Elective</p> | <p><b>Required Courses in Major - 16 hours</b> <i>(Select All)</i><br/>           ___ CS 1403 Digital Media<br/>           ___ JOUR 1013 Introduction to Mass Communications<br/>           ___ JOUR 1023 News Writing and Reporting I<br/>           ___ JOUR 2313 Writing for the Mass Media<br/>           ___ JOUR 2323 News Editing<br/>           ___ JOUR 2011 Journalism Capstone</p> <p><b>Elective Courses in Major – 7-9 hours</b><br/> <i>(Select two or more courses in conference with advisor )</i><br/>           ___ CS 1433 - Introduction to Photoshop<br/>           ___ JOUR 1113 - Introduction to Film<br/>           ___ JOUR 1313 – Black &amp; White Photography<br/>           ___ JOUR 1243 - Broadcast Internship<br/>           ___ JOUR 1343 - Broadcast Internship<br/>           ___ JOUR 2243 - Beginning Broadcasting<br/>           ___ JOUR 2343 - Broadcast Internship<br/>           ___ JOUR 2443 - Broadcast Internship<br/>           ___ SPCH 2323 - Public Speaking<br/>           ___ Approved Elective</p> |
| <p><b>Totals: ----- Credit Hours: 40</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>Totals: ----- Credit Hours: 23-25</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

Notation:

<sup>1</sup>MATH 1513 College Algebra is recommended. However, student should consider the math requirement of the four-year transfer institution.

# Pre-Law Criminal Justice

Associate of Arts

Division of Social & Behavioral Science

Program Code (030)

Required: 63-68 Credit Hours

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(40 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | MAJOR REQUIREMENTS<br>(23-28 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>                     ___ ENGL 1113 Freshman Composition I<br/>                     ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>                     ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>                     ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i><br/>                     ___ BIO 1114, BOT 1114, or ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i><br/>                     ___ GPS 1214, CHEM 1115, PHYS 1114, or GEOL 1014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>                     ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i><br/>                     ___ MATH 1513 College Algebra</p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i><br/>                     ___ any HPER course, except activity courses<br/>                     ___ HPER 2213<sup>2</sup> Standard First Aid &amp; Personal Safety</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i><br/>                     ___ HUM 2113 Gen Hum. I            ___ ENGL 2433 Mast of World Lit. I<br/>                     ___ HUM 2223 Gen Hum II        ___ ENGL 2443 Mast of World Lit. II<br/>                     ___ ART 1113 Art Appreciation    ___ ENGL 2773 Am Lit to Civil War<br/>                     ___ DRMA 1213 Intro Theatre    ___ ENGL 2883 Am Lit snc Civil War<br/>                     ___ HIST 1113 Early West Civ    ___ MUS 1113 Music Appreciation<br/>                     ___ HIST 1123 Modern West Civ   ___ PHIL 1113 Intro to Philosophy<br/>                     ___ ENGL 2413 Intro Literature    ___ RLED 1123 New Testament<br/>                                                                      ___ RLED 2113 World Religions</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i><br/> <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i><br/>                     ___ CS 1103 Microcomputer Applications<br/>                     ___ Approved Elective<br/>                     ___ Approved Elective</p> | <p><b>Criminal Justice Major Requirements:</b><br/> <b>Required Courses in Major - 22 hours</b> <i>(Select All)</i><br/>                     ___ CJ 1113 Introduction to Criminal Justice<br/>                     ___ CJ 1123 Criminal Law for Law Enforcement<br/>                     ___ CJ 2023 Criminal Procedure<br/>                     ___ CJ 2123 Police Community Relations<br/>                     ___ CJ 2133 Patrol Operations<sup>1</sup><br/>                     ___ CJ 2223 Criminal Investigation<sup>1</sup><br/>                     ___ CJ 2253 Police Traffic Studies<sup>1</sup><br/>                     ___ CJ 2011 -Criminal Justice Capstone</p> <p><b>Pre-Law Major Requirements:</b><br/> <b>Required Courses in Pre-Law Major - 19 hours</b> <i>(Select All)</i><br/>                     ___ CJ 1113 Introduction to Criminal Justice<br/>                     ___ CJ 1123 Criminal Law for Law Enforcement<br/>                     ___ ECON 2113 Principles of Macroeconomics<br/>                     ___ PSY 1113 Introduction to Psychology<br/>                     ___ SOC 1113 Introduction to Sociology<br/>                     ___ SPCH 1113 Introduction to Speech Communications<br/>                     ___ CJ 2021 Pre-Law Capstone</p> <p><b>Elective Courses for Criminal Justice &amp; Pre-Law Majors</b><br/> <b>1-6 hours</b><br/> <i>(Select one or more courses in conference with advisor)</i><br/>                     ___ CJ 2140 Selected Topics in Criminal Justice<br/>                     ___ any Criminal Justice course not required above<br/>                     ___ ECON 2213 Fundamentals of Microeconomics<br/>                     ___ GEOG 2243 Fundamentals of Human Geography<br/>                     ___ HIST 1113 Early Western Civilization<br/>                     ___ SPAN 1115 Elementary Spanish I<br/>                     ___ Cooperative Education (8 hours max)<br/>                     ___ Approved Elective</p> |
| <p><b>Totals: ----- Credit Hours: 40</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p><b>Totals: ----- Credit Hours: 23-28</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

Notation:

<sup>1</sup>For students entering the Collegiate Officer Program (COP), these courses have the following prerequisites: CJ 1123 & CJ 2023.

<sup>2</sup>Students entering Collegiate Officer Program (COP) must complete HPER 2213 for the HPER requirement.



# Pre-Secondary Education

Associate of Arts

Division of Social & Behavioral Science

Program Code (034)

Required: 63-64 Credit Hours

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(40 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | MAJOR REQUIREMENTS<br>(23-24 HOURS)                                                                                                                                                                                                                                                                                               |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>                     ___ ENGL 1113 Freshman Composition I<br/>                     ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>                     ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>                     ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i><br/>                     ___ BIO 1114, BOT 1114, or ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i><br/>                     ___ GPS 1214, CHEM 1115, PHYS 1114, or GEOL 1014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>                     ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i><br/>                     ___ MATH 1413 Survey of Contemporary Math or other<sup>1</sup></p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i><br/>                     ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i><br/>                     ___ HUM 2113 Gen Hum. I            ___ ENGL 2433 Mast of World Lit. I<br/>                     ___ HUM 2223 Gen Hum II        ___ ENGL 2443 Mast of World Lit. II<br/>                     ___ ART 1113 Art Appreciation    ___ ENGL 2773 Am Lit to Civil War<br/>                     ___ DRMA 1213 Intro Theatre    ___ ENGL 2883 Am Lit snc Civil War<br/>                     ___ HIST 1113 Early West Civ    ___ MUS 1113 Music Appreciation<br/>                     ___ HIST 1123 Modern West Civ   ___ PHIL 1113 Intro to Philosophy<br/>                     ___ ENGL 2413 Intro Literature    ___ RLED 1123 New Testament<br/>                                                                      ___ RLED 2113 World Religions</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i><br/> <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i><br/>                     ___ CS 1103 Microcomputer Applications<br/>                     ___ Elective<br/>                     ___ Elective</p> | <p><b>Required Courses in Major – 23-24 hours</b><br/> <i>(Select Capstone and seven or more courses (22 hours) in areas of concentration)</i><br/>                     ___ Major Studies Capstone<br/>                     ___ Select courses in expected teaching area after consultation with academic advisor<sup>2</sup></p> |
| <p><b>Totals: ----- Credit Hours: 40</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>Totals: ----- Credit Hours: 23-24</b></p>                                                                                                                                                                                                                                                                                   |

Notation:

<sup>1</sup>Math 1513 College Algebra is recommended. Student should consider the math requirement of the four-year transfer institution.

<sup>2</sup>Students pursuing a Secondary Education degree must demonstrate **proficiency in a language** other than English (Spanish, Choctaw, Cherokee). A **3.0 GPA is required** in all liberal arts and sciences courses for successful admissions to Teacher Education programs in Oklahoma.

# Sociology/Psychology

Associate of Arts

Division of Social & Behavioral Science

Program Code (037)

Required: 63-65 Credit Hours

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(40 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | MAJOR REQUIREMENTS<br>(23-25 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>                     ___ ENGL 1113 Freshman Composition I<br/>                     ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>                     ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>                     ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i><br/>                     ___ BIO 1114, BOT 1114, or ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i><br/>                     ___ GPS 1214, CHEM 1115, PHYS 1114, or GEOL 1014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>                     ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i><br/>                     ___ MATH 1513 College Algebra</p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i><br/>                     ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i><br/>                     ___ HUM 2113 Gen Hum. I            ___ ENGL 2433 Mast of World Lit. I<br/>                     ___ HUM 2223 Gen Hum II        ___ ENGL 2443 Mast of World Lit. II<br/>                     ___ ART 1113 Art Appreciation    ___ ENGL 2773 Am Lit to Civil War<br/>                     ___ DRMA 1213 Intro Theatre     ___ ENGL 2883 Am Lit snc Civil War<br/>                     ___ HIST 1113 Early West Civ     ___ MUS 1113 Music Appreciation<br/>                     ___ HIST 1123 Modern West Civ   ___ PHIL 1113 Intro to Philosophy<br/>                     ___ ENGL 2413 Intro Literature    ___ RLED 1123 New Testament<br/>                                                                      ___ RLED 2113 World Religions</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i><br/> <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i><br/>                     ___ CS 1103 Microcomputer Applications<br/>                     ___ Elective<br/>                     ___ Elective</p> | <p><b>Required Courses in Major - 16 hours</b> <i>(Select All)</i><br/>                     ___ PSY 1113 Introduction to Psychology<br/>                     ___ PSY 2113 Intro to Behavior &amp; Adjustment<br/>                     ___ PSY 2123 Developmental Psychology<br/>                     ___ SOC 1113 Introduction to Sociology<br/>                     ___ SOC 2123 Social Problems<br/>                     ___ PSY 2011 Psychology and Sociology Capstone</p> <p><b>Elective Courses in Major - 7-9 hours</b><br/> <i>(Select two or more courses in conference with advisor)</i><br/>                     ___ CJ 1113 Introduction to Criminal Justice<br/>                     ___ ECON 2113 Principles of Macroeconomics<br/>                     ___ GEOG 2243 Fundamentals of Human Geography<br/>                     ___ PSY 1010 Selected Topics in Psychology<br/>                     ___ PSY 1123 Psy of Developmental Leadership Behavior<br/>                     ___ SOC 1010 Selected Topics in Sociology<br/>                     ___ SOC 2133 Marriage &amp; Family<br/>                     ___ SOC 2143 Comparative Cultures<br/>                     ___ Approved Elective</p> |
| <p><b>Totals: ----- Credit Hours: 40</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p><b>Totals: ----- Credit Hours: 23-25</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

Notation:

## Social Science

Associate of Arts

Division of Social & Behavioral Science

Program Code (036)

Required: 63-65 Credit Hours

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(40 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | MAJOR REQUIREMENTS<br>(23-25 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>                     ___ ENGL 1113 Freshman Composition I<br/>                     ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>                     ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>                     ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i><br/>                     ___ BIO 1114, BOT 1114, or ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i><br/>                     ___ GPS 1214, CHEM 1115, PHYS 1114, or GEOL 1014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>                     ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i><br/>                     ___ MATH 1413 Survey of Contemporary Math or other<sup>1</sup></p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i><br/>                     ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i><br/>                     ___ HUM 2113 Gen Hum. I            ___ ENGL 2433 Mast of World Lit. I<br/>                     ___ HUM 2223 Gen Hum II        ___ ENGL 2443 Mast of World Lit. II<br/>                     ___ ART 1113 Art Appreciation    ___ ENGL 2773 Am Lit to Civil War<br/>                     ___ DRMA 1213 Intro Theatre     ___ ENGL 2883 Am Lit snc Civil War<br/>                     ___ HIST 1113 Early West Civ     ___ MUS 1113 Music Appreciation<br/>                     ___ HIST 1123 Modern West Civ   ___ PHIL 1113 Intro to Philosophy<br/>                     ___ ENGL 2413 Intro Literature    ___ RLED 1123 New Testament<br/>                                                                  ___ RLED 2113 World Religions</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i><br/> <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i><br/>                     ___ CS 1103 Microcomputer Applications<br/>                     ___ Elective<br/>                     ___ Elective</p> | <p><b>Required Courses in Major - 16 hours</b> <i>(Select All)</i><br/>                     ___ HIST 1113 Early Western Civilization<br/>                     ___ HIST 1123 Modern Western Civilization<br/>                     ___ HIST 1483 or HIST 1493<sup>1</sup><br/>                     ___ ECON 2113 Principles of Macroeconomics<br/>                     ___ GEOG 2243 Fundamentals of Human Geography<br/>                     ___ HIST 2011 Social Science Capstone</p> <p><b>Elective Courses in Major - 7-9 hours</b><br/> <i>(Select two or more courses in conference with advisor)</i><br/>                     ___ ECON 2213 Principles of Microeconomics<br/>                     ___ GEOG 1113 Elements of Physical Geography<br/>                     ___ HIST 1063 Oklahoma History<br/>                     ___ HIST 1010 Selected Topics in History<br/>                     ___ POS 1010 Selected Topics in Political History<br/>                     ___ POS 2113 Constitution &amp; Government of Oklahoma<br/>                     ___ PSY 1113 Introduction to Psychology<br/>                     ___ SOC 1113 Introduction to Sociology<br/>                     ___ SOC 2123 Social Problems<br/>                     ___ Approved Elective</p> |
| <p><b>Totals: ----- Credit Hours: 40</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p><b>Totals: ----- Credit Hours: 23-25</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

Notation:

<sup>1</sup>Both HIST 1483 American History 1493 to 1865 and HIST 1493 American History 1865 to Present are required for major.

# Speech/Theatre

Associate of Arts

Division of Communications & Fine Arts

Program Code (035)

Required: 63-65 Credit Hours

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(40 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | MAJOR REQUIREMENTS<br>(23-25 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>           ___ ENGL 1113 Freshman Composition I<br/>           ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>           ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>           ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i><br/>           ___ BIO 1114, BOT 1114, ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i><br/>           ___ GPS 1214, CHEM 1115, PHYS 1114, or PHYS 2014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>           ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i><br/>           ___ MATH 1413 Survey of Contemporary Math<sup>1</sup> or higher</p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i><br/>           ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i><br/>           ___ HUM 2113 Gen Hum. I      ___ ENGL 2433 Mast of World Lit. I<br/>           ___ HUM 2223 Gen Hum II     ___ ENGL 2443 Mast of World Lit. II<br/>           ___ ART 1113 Art Appreciation    ___ ENGL 2773 Am Lit to Civil War<br/>           ___ DRMA 1213 Intro Theatre     ___ ENGL 2883 Am Lit snc Civil War<br/>           ___ HIST 1113 Early West Civ     ___ MUS 1113 Music Appreciation<br/>           ___ HIST 1123 Modern West Civ   ___ PHIL 1113 Intro to Philosophy<br/>           ___ ENGL 2413 Intro Literature    ___ RLED 1123 New Testament<br/>                                                            ___ RLED 2113 World Religions</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i><br/> <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i><br/>           ___ CS 1103 Microcomputer Applications<br/>           ___ Elective<br/>           ___ Elective</p> | <p><b>Required Courses in Major - 17 hours</b> <i>(Select All)</i><br/>           ___ DRMA 1001 Theatre Lab<br/>           ___ DRMA 1213 Introduction to Theatre<br/>           ___ DRMA 1413 Acting I<br/>           ___ DRMA 1423 Acting II<br/>           ___ DRMA 2413 Oral Interpretation<br/>           ___ SPCH 1113 Intro to Speech Communications<br/>           ___ SPCH 2101 Speech and Theatre Capstone</p> <p><b>Elective Courses in Major – 6-8 hours</b><br/> <i>(Select two or more courses in conference with advisor)</i><br/>           ___ DRMA 1011 Theatre Lab<br/>           ___ DRMA 2011 Theatre Lab<br/>           ___ DRMA 2021 Theatre Lab<br/>           ___ DRMA 2222 Stagecraft Projects<br/>           ___ DRMA 2223 Technical Production<br/>           ___ DRMA 2613 Lighting and Sound<br/>           ___ SPCH 1001 Intercollegiate Forensics I<br/>           ___ SPCH 2011 Intercollegiate Forensics II<br/>           ___ SPCH 2223 Group Discussion<br/>           ___ SPCH 2233 Argumentation and Debate<br/>           ___ SPCH 2323 Public Speaking<br/>           ___ Approved Elective</p> <p><i>Please note: permission of instructor required to enroll in the following elective courses:</i><br/>           ___ JOUR 1243 Broadcast Internship<br/>           ___ JOUR 1343 Broadcast Internship<br/>           ___ JOUR 2243 Beginning Broadcasting<br/>           ___ JOUR 2343 Broadcast Internship<br/>           ___ JOUR 2443 Broadcast Internship</p> |
| <p><b>Totals: ----- Credit Hours: 40</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p><b>Totals: ----- Credit Hours: 23-25</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

Notation:

<sup>1</sup>MATH 1513 College Algebra is recommended. However, student should consider the math requirement of the four-year transfer institution.

# Telecommunications

Associate of Arts

Division of Business

Options: Technical or Customer Service

Program Code (054)

Required: 67 Credit Hours

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(42 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | MAJOR REQUIREMENTS<br>(25 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>                     ___ ENGL 1113 Freshman Composition I<br/>                     ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>                     ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>                     ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i><br/>                     ___ BIO 1114, BOT 1114, ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i><br/>                     ___ GPS 1214<sup>1</sup>, CHEM 1115, PHYS 1114<sup>1</sup>, or PHYS 2014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>                     ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i><br/>                     ___ MATH 1513 College Algebra</p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i><br/>                     ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i><br/>                     ___ HUM 2113 Gen Hum. I            ___ ENGL 2433 Mast of World Lit. I<br/>                     ___ HUM 2223 Gen Hum II        ___ ENGL 2443 Mast of World Lit. II<br/>                     ___ ART 1113 Art Appreciation    ___ ENGL 2773 Am Lit to Civil War<br/>                     ___ DRMA 1213 Intro Theatre    ___ ENGL 2883 Am Lit snc Civil War<br/>                     ___ HIST 1113 Early West Civ     ___ MUS 1113 Music Appreciation<br/>                     ___ HIST 1123 Modern West Civ   ___ PHIL 1113 Intro to Philosophy<br/>                     ___ ENGL 2413 Intro Literature    ___ RLED 1123 New Testament<br/>                                                                      ___ RLED 2113 World Religions</p> <p><b>Approved Electives - 9 hours</b> <i>(Select All)</i><br/>                     ___ CS 1103 Microcomputer Applications<br/>                     ___ GEOG 2243 Fundamentals of Human Geography<br/>                     ___ SPCH 1113 Introduction to Speech Communications</p> | <p><b>Required Courses in Major - 13 hours</b> <i>(Select All)</i><br/>                     ___ BUS 2023 Principles of Management<br/>                     ___ TCOM 1213 Industry Overview<br/>                     ___ TCOM 1313 Telecommunications Mathematics<br/>                     ___ TCOM 2213 Transmission Methods<br/>                     ___ TCOM 2011 Telecommunications Capstone</p> <p><b>Elective Courses in Area of Specialization<sup>2</sup> - 12 hours</b><br/> <i>Choose Option and complete recommended courses:</i></p> <p>Technical Option<br/> <i>(Select All courses in conference with advisor)</i><br/>                     ___ CS 2203 Networking I<br/>                     ___ CS 2213 Networking II<br/>                     ___ TCOM 2233 Telecommunications Switching Systems<br/>                     ___ TCOM 2303 Trends in Telecommunications</p> <p>Customer Service Option<br/> <i>(Select four courses in conference with advisor)</i><br/>                     ___ BA 1133 Customer Service<br/>                     ___ BUS 1002 Personal Development<br/>                     ___ BUS 2133 Business Communications<br/>                     ___ CS 1423 Information Security<br/>                     ___ SPAN 1113 Conversational Spanish<br/>                     ___ SPCH 2223 Group Discussions<br/>                     ___ Approved Elective</p> |
| <p><b>Totals: ----- Credit Hours: 42</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p><b>Totals: ----- Credit Hours: 25</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

Notation:

<sup>1</sup>Select either GPS 1214 or PHYS 1114 when choosing a physical science.

<sup>2</sup>Students should complete the 13 hours of Required courses and the 12 hours in either the Technical or Customer Service Option.

# Applied Business Practice

Associate of Applied Science

Division of Business

Program Code (057)

Required: 63 Credit Hours

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete associates of applied science degree are prepared to enter the workforce after degree completion. Students should check with their academic advisor for consultation on course sequencing and employment opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(19 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | MAJOR REQUIREMENTS<br>(44 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <p><b>Communications - 6 hours</b> <i>(Select Both)</i><br/> <input type="checkbox"/> ENGL 1113 Freshman Composition I<br/> <input type="checkbox"/> <i>(Select One):</i> ENGL 1213, SPCH 1113, or ENGL 1313</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/> <input type="checkbox"/> HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/> <input type="checkbox"/> POS 1113 American Federal Government</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/> <input type="checkbox"/> ORI 1111 Freshman Orientation</p> <p><b>Approved Electives - 6 hours</b> <i>(Select Two)</i><br/> <i>Choose courses in conference with advisor</i><br/> <input type="checkbox"/> Approved Elective<br/> <input type="checkbox"/> Approved Elective</p> | <p><b>Technical-Occupational Core Courses<sup>1</sup>: 30 hours</b><br/> <i>(Select All)</i><br/> <input type="checkbox"/> BA 1113 Intro to Applied Business Practices<br/> <input type="checkbox"/> BA 1123 Business Machines<br/> <input type="checkbox"/> BA 1133 Customer Service<br/> <input type="checkbox"/> BA 2113 Basic Applications I<br/> <input type="checkbox"/> BA 2213 Intermediate Applications I<br/> <input type="checkbox"/> BA 2223 Intermediate Applications II<br/> <input type="checkbox"/> BA 2313 Advanced Applications I<br/> <input type="checkbox"/> BA 2323 Advanced Applications II<br/> <input type="checkbox"/> BA 2433 Special Topics in Applied Technology<br/> <input type="checkbox"/> BA 2443 Special Projects in Applied Technology</p> <p><b>Support &amp; Related Courses: 14 hours</b><br/> <i>Choose courses in conference with advisor</i><br/> <input type="checkbox"/> ACCT 1103 Fundamentals of Accounting<br/> <input type="checkbox"/> ACCT 2103 Managerial Accounting<br/> <input type="checkbox"/> BUS 1113 Business Math or any college-level math<br/> <input type="checkbox"/> COED 1122 Supervised Work Experience<br/> <input type="checkbox"/> COED 2133 Supervised Work Experience<br/> <input type="checkbox"/> Approved Elective</p> |
| <p><b>Totals: ----- Credit Hours: 19</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p><b>Totals: ----- Credit Hours: 44</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

Notation:

<sup>1</sup>Recommended course structure. Courses may vary depending upon the occupation or trade. Variable credit specialty courses may substitute upon approval of the Vice President for Academic Affairs.

**Applied Technology**  
**Associate of Applied Science**  
**Division of Environmental & Industrial Technology**  
 Options in Navy and Applied Processes

Program Code (056)  
 Required: 63 Credit Hours  
 2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. This program is available by permissions only and documents work experience related to business/industry or Navy education.*

| <b>GENERAL EDUCATION REQUIREMENTS<br/>(19 HOURS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>MAJOR REQUIREMENTS<br/>(44 HOURS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <p><b>Communications - 6 hours</b> <i>(Select Both)</i><br/>                     ___ ENGL 1113 Freshman Composition I<br/>                     ___ <i>(Select One):</i> ENGL 1213, SPCH 1113, or ENGL 1313</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>                     ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>                     ___ POS 1113 American Federal Government</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>                     ___ ORI 1111 Freshman Orientation</p> <p><b>Approved Electives - 6 hours</b> <i>(Select Both)</i><br/>                     Choose courses in conference with advisor<br/>                     ___ Approved Elective<br/>                     ___ Approved Elective</p> | <p><b>APPLIED PROCESS OPTION</b></p> <p><b>Technical-Occupational Core Courses<sup>1</sup>: 30 hours</b> <i>(Select All)</i><br/>                     ___ PROC 1112 Introduction to Applied Skills<br/>                     ___ PROC 1122 Workplace Equipment<br/>                     ___ PROC 1132 Safety <b>or approved elective</b><br/>                     ___ PROC 2113 Basic Applications I<br/>                     ___ PROC 2123 Basic Applications II<br/>                     ___ PROC 2213 Intermediate Applications I<br/>                     ___ PROC 2223 Intermediate Applications II<br/>                     ___ PROC 2313 Advanced Applications I<br/>                     ___ PROC 2323 Advanced Applications II<br/>                     ___ PROC 2433 Special Topics in Applied Technology<br/>                     ___ PROC 2443 Special Projects in Applied Technology</p> <p><b>Support &amp; Related Courses: 14 hours</b><br/> <i>(Select five courses in conference with advisor)</i><br/>                     ___ BUS 1103 Intro to Business <b>or approved elective</b><br/>                     ___ CS 1103 Microcomputer Appls <b>or approved elective</b><br/>                     ___ MATH 1413 Survey Cont Math <b>or approved elective</b><br/>                     ___ COED 1122 Supervised Work Experience<br/>                     ___ COED 2133 Supervised Work Experience<br/>                     ___ Approved Elective</p> <p><b>NAVY OPTION<sup>2</sup></b></p> <p><b>Guided Electives: 14 hours</b><br/> <i>(Select five courses in conference with advisor)</i><br/>                     ___ BUS 1103 Intro to Bus <b>or</b> TCOM 1213 Industry Overview<br/>                     ___ BUS 1113, TCOM 1313, or TCOM 2213<br/>                     ___ CS 1103 Micro Apps <b>or</b> CS 1303 Bus Comp Concepts<br/>                     ___ CS 2203 Networking I <b>or</b> CS 1313 Programming I<br/>                     ___ Approved Elective</p> <p><b>Block Training: 30 hours</b> <i>(Max Hours Awarded)</i><br/>                     Example of U.S. Navy Occupation Titles<br/>                     Advanced Electronics and Computer Field, Aviation Electronics Technician, Fire Control Technician, Machinist's Mate (Submarines), Nuclear Field Electrician's Mate, Nuclear Field Electronics Technician, Nuclear Field Machinist Mate</p> |
| <b>Totals: ----- Credit Hours: 18</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Totals: ----- Credit Hours: 44</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

Notation:

<sup>1</sup>Recommended course structure. Courses may vary depending upon the occupation or trade. Variable credit specialty courses may substitute upon approval of the Vice President for Academic Affairs

<sup>2</sup>U.S. Navy training courses and work experiences are verified with an official SMART transcript (Sailor/Marine American Council on Education Registry Transcript). A signed agreement between CASC and the U.S. Navy is available for review in the CASC Office of Academic Affairs.

# Child Development

Associate of Applied Science

Division of Environmental & Industrial Technology

Program Code (012)

Required: 64 Credit Hours

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(21 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | MAJOR REQUIREMENTS<br>(43 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <p><b>Communications - 3 hours</b> <i>(Select One)</i><br/>                     ___ ENGL 1113 Freshman Composition I</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>                     ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>                     ___ POS 1113 American Federal Government</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>                     ___ ORI 1111 Freshman Orientation</p> <p><b>Computer Proficiency - 3 hours</b> <i>(Select One)</i><br/>                     ___ CS 1103 Microcomputer Applications</p> <p><b>Approved Electives - 8 hours</b><br/> <i>Select any two or three courses from the following areas in conference with advisor</i><br/>                     ___ Behavioral Science (Psychology or Sociology)<br/>                     ___ Business<br/>                     ___ Communications (English 1213, Speech)<br/>                     ___ HPER (any HPER, except activity courses)<br/>                     ___ Mathematics<br/>                     ___ Science</p> | <p><b>Required in Technical-Occupational Specialty 28 hours</b><br/> <i>(Select All)</i><br/>                     ___ CD 1103 Teacher, Community and Family Relations<sup>1</sup><br/>                     ___ CD 1223 Preschool Behavior &amp; Guidance<br/>                     ___ CD 2053 Child Dev Management &amp; Budgeting<br/>                     ___ CD 2113 Child Growth &amp; Development<br/>                     ___ CD 2223 Program Planning &amp; Administration<sup>1</sup><br/>                     ___ CD 2103 Children with Special Needs<br/>                     ___ CD 2123 Health Care and Safety<br/>                     ___ CD 2143 Science, Math &amp; Social Diversity<br/>                     ___ CD 2213 Play, Art &amp; Music<br/>                     ___ CD 2011 Child Development Capstone</p> <p><b>Occupational Support Courses – 15 hours</b><br/> <i>(Select five or more courses in conference with advisor )</i><br/>                     ___ CD 1121 Childcare Services: Individual Practices<br/>                     ___ CD 1131 Childcare Services: Organizational Practices<br/>                     ___ CD 1141 Childcare Services: Community Practices<br/>                     ___ CD 1151 CDA Assessment<br/>                     ___ CD 2050 Current Topics in Child Development<br/>                     ___ CD 2133 Language and Physical Skills<br/>                     ___ CD 2233 Audio-Visual Materials &amp; Aids<br/>                     ___ FCS 1203 Basic Nutrition<br/>                     ___ SOC 2133 Marriage and Family<br/>                     ___ Cooperative Education (3 hours max)<br/>                     ___ Approved Elective</p> |
| <p><b>Totals: ----- Credit Hours: 21</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>Totals: ----- Credit Hours: 43</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

Notation:

<sup>1</sup>Students who have earned a CDA Credential may apply 6 hours credit toward this AAS degree.



# Computer Technology

Associate of Applied Science

Division of Business

Options: Programming and Office Technology

Program Code (040)

Required: 62 Credit Hours

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associates of applied science degree are prepared to enter the workforce after degree completion. Students should check with their academic advisor for consultation on course sequencing and employment opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(19 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | MAJOR REQUIREMENTS<br>(43 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/> <input type="checkbox"/> ENGL 1113 Freshman Composition I<br/> <input type="checkbox"/> ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/> <input type="checkbox"/> HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/> <input type="checkbox"/> POS 1113 American Federal Government</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/> <input type="checkbox"/> ORI 1111 Freshman Orientation</p> <p><b>Approved Electives - 6 hours</b> <i>(Select Both)</i><br/> <i>Choose any general education courses in conference with advisor</i><br/> <input type="checkbox"/> CS 1103 Microcomputer Applications<br/> <input type="checkbox"/> Approved Elective</p> | <p><b>PROGRAMMING OPTION</b><br/> <b>Required Courses - 22 hours</b> <i>(Select All)</i><br/> <input type="checkbox"/> CS 1313 Programming I<br/> <input type="checkbox"/> CS 1333 Programming II<br/> <input type="checkbox"/> CS 2013 Database Management<br/> <input type="checkbox"/> CS 2203 Networking I<br/> <input type="checkbox"/> CS 2213 Networking II<br/> <input type="checkbox"/> CS 2243 Internet Programming<br/> <input type="checkbox"/> CS 1433 Introduction to Photoshop<br/> <input type="checkbox"/> CS 2011 Computer Science Capstone</p> <p><b>Elective Courses - 21 hours</b><br/> <i>(Select seven or more courses in conference with advisor)</i><br/> <input type="checkbox"/> BA 1133 Customer Service<br/> <input type="checkbox"/> Approved Business Elective course(s)<br/> <input type="checkbox"/> Approved Computer Science Elective course(s)<br/> <input type="checkbox"/> Approved Elective<br/> <input type="checkbox"/> COED Cooperative Education (3 hours maximum)</p> <p><b>OFFICE TECHNOLOGY OPTION</b><br/> <b>Required Courses in Major - 22 hours</b> <i>(Select All)</i><br/> <input type="checkbox"/> ACCT 1103 Fundamentals of Accounting<br/> <input type="checkbox"/> ACCT 2103 Financial Accounting<br/> <input type="checkbox"/> BUS 2113 Principles of Business Law I<br/> <input type="checkbox"/> CS 2003 Electronic Spreadsheets<br/> <input type="checkbox"/> CS 2013 Database Management<br/> <input type="checkbox"/> CS 2223 Desktop Publishing<br/> <input type="checkbox"/> BA 1133 Customer Service<br/> <input type="checkbox"/> CS 2011 Computer Science Capstone</p> <p><b>Elective Courses - 21 hours</b><br/> <i>(Select seven or more courses in conference with advisor)</i><br/> <input type="checkbox"/> ACCT 2203 Managerial Accounting<br/> <input type="checkbox"/> Approved Business Elective course(s)<br/> <input type="checkbox"/> Approved Computer Science Elective course(s)<br/> <input type="checkbox"/> Approved Office Science Elective<br/> <input type="checkbox"/> Approved Elective<br/> <input type="checkbox"/> COED Cooperative Education (3 hours maximum)</p> |
| <p><b>Totals: ----- Credit Hours: 19</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p><b>Totals: ----- Credit Hours: 43</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

Notation:

Students should complete the 43 hours listed in either Programming or Office Technology Option.

# Culinary Arts

Associate of Applied Science

Division of Environmental & Industrial Technology

Program Code (064)

Required: 66 Credit Hours

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete associates of applied science degree are prepared to enter the workforce after degree completion. Students should check with their academic advisor for consultation on course sequencing and employment opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(19 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | MAJOR REQUIREMENTS<br>(47 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/> <input type="checkbox"/> ENGL 1113 Freshman Composition I<br/> <input type="checkbox"/> ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/> <input type="checkbox"/> HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/> <input type="checkbox"/> POS 1113 American Federal Government</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/> <input type="checkbox"/> ORI 1111 Freshman Orientation</p> <p><b>Approved Electives - 6 hours</b> <i>(Select Both)</i><br/> <input type="checkbox"/> CS 1103 Microcomputer Applications<br/> <input type="checkbox"/> CS 2223 Desktop Publishing</p> | <p><b>Required Courses - 47 hours</b> <i>(Select All)</i><br/> <input type="checkbox"/> HRMT 1102 Intro to Hotel/Restaurant Management<br/> <input type="checkbox"/> HRMT 1113 Hotel/Restaurant Sanitation<br/> <input type="checkbox"/> HRMT 2123 Meal Management and Preparation<br/> <input type="checkbox"/> HRMT 2333 Food Service and Hotel Purchasing<br/> <input type="checkbox"/> HRMT 2353 Food Costing Principles and Applications<br/> <input type="checkbox"/> CUL 1103 Culinary Concepts<br/> <input type="checkbox"/> CUL 1113 Introduction to Catering<br/> <input type="checkbox"/> CUL 1123 Knife Skills<br/> <input type="checkbox"/> CUL 1133 Introduction to Baking<br/> <input type="checkbox"/> CUL 1223 Menu Management<br/> <input type="checkbox"/> CUL 2013 Culinary Arts Internship<br/> <input type="checkbox"/> CUL 2103 Dining Room/Guest Service<br/> <input type="checkbox"/> CUL 2113 Pantry/Garde Manager I<br/> <input type="checkbox"/> CUL 2223 Restaurant Cooking: Practicum<br/> <input type="checkbox"/> CUL 2233 Restaurant Cooking: Theory<br/> <input type="checkbox"/> CUL 2333 Quantity Cooking: Theory</p> |
| <p><b>Totals: ----- Credit Hours: 19</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p><b>Totals: ----- Credit Hours: 47</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

Notation:

# Hotel, Restaurant & Tourism Management

Program Code (059)

Associate of Applied Science

Required: 64-66 Credit Hours

Division of Environmental & Industrial Technology

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associates of applied science degree are prepared to enter the workforce after degree completion. Students should check with their academic advisor for consultation on course sequencing and employment opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(19 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | MAJOR REQUIREMENTS<br>(45-47 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>           ___ ENGL 1113 Freshman Composition I<br/>           ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>           ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>           ___ POS 1113 American Federal Government</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>           ___ ORI 1111 Freshman Orientation</p> <p><b>Approved Electives - 6 hours</b> <i>(Select Both)</i><br/>           ___ CS 1103 Microcomputer Applications<br/>           ___ CS 2223 Desktop Publishing</p> | <p><b>Technical-Occupational Core Courses: 24 hours</b><br/> <i>(Select All)</i><br/>           ___ BUS 2133 Business Communications<br/>           ___ HRMT 1102 Intro to Hotel/Restaurant Management<br/>           ___ HRMT 1103 Intro to Hospitality<br/>           ___ HRMT 2123 Meal Management and Preparation<br/>           ___ HRMT 2223 Lodging and Food Service Promotion<br/>           ___ MDM 1233 Introduction to Tourism Management<br/>           ___ MDM 2323 Principles of Meeting Management I<br/>           ___ MDM 2333 Principles of Meeting Management II<br/>           ___ HRMT 2011 HRTM Capstone</p> <p><b>Support &amp; Related Courses: 21-23 hours</b><br/> <i>(Select seven or more courses in conference with advisor)</i><br/>           ___ BUS 1113 Business Math<br/>           ___ HRMT 1113 Hotel/Restaurant Sanitation<br/>           ___ HRMT 1203 Hotel/Restaurant Layout and Design<br/>           ___ HRMT 1120 Hotel/Restaurant Technology<br/>           ___ HRMT 1130 Hotel/Restaurant Management<br/>           ___ HRMT 2233 Hotel/Restaurant Personnel Management<br/>           ___ HRMT 2333 Food Service and Hotel Purchasing<br/>           ___ MDM 2052 Tourism Internship<br/>           ___ MDM 2523 Prin of Tourism Destination Development<br/>           ___ Approved Elective</p> |
| <p><b>Totals: ----- Credit Hours: 19</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p><b>Totals: ----- Credit Hours: 45-47</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

Notation:

# Nursing

**Associate of Applied Science  
Division of Health Sciences**

Program Code (041)  
Required: 72-75 Credit Hours  
2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate of applied science program of study are prepared to enter the workforce after degree completion. Students should check with their academic advisor for consultation on course sequencing and employment opportunities.*

| <b>GENERAL EDUCATION REQUIREMENTS<br/>(31 HOURS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>MAJOR REQUIREMENTS<br/>(41-44 HOURS)</b>                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>           ___ ENGL 1113 Freshman Composition I<br/>           ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>           ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>           ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 13 hours</b> <i>(Select All)</i><br/>           ___ BIO 2115 Microbiology<sup>1</sup><br/>           ___ ZOO 2114 Human Physiology<sup>1</sup><br/>           ___ ZOO 2124 Human Anatomy<sup>1</sup></p> <p><b>Required Courses in General Education - 6 hours</b> <i>(Select Both)</i><br/>           ___ PSY 1113 Introduction to Psychology<br/>           ___ SOC 1113 Introduction to Sociology</p> | <p><b>Required Courses – 41-44 hours</b><br/> <i>(Select courses in conference with advisor)</i><br/>           ___ NUR 1103 Role Transition in Nursing<sup>2</sup><br/>           ___ NUR 1129 Nursing Practice: Human Needs I<br/>           ___ NUR 1219 Nursing Practice: Human Needs II<br/>           ___ NUR 2110 Health-Illness Nursing I<br/>           ___ NUR 2210 Health-Illness Nursing II<br/>           ___ FCS 1203 Basic Nutrition</p> |
| <p><b>Totals: ----- Credit Hours: 31</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>Totals: -----Credit Hours: 41-44</b></p>                                                                                                                                                                                                                                                                                                                                                                                                          |

Notation:

<sup>1</sup>By permission of Science or Health Science advisor

<sup>2</sup>Course is required with successful Advanced Placement into NUR 1219 or NUR 2110

# Physical Therapist Assistant

Associate of Applied Science

Division of Health Sciences

Program Code (051)

Required: 65 Credit Hours

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate of applied science program of study are prepared to enter the workforce after degree completion. Students should check with their academic advisor for consultation on course sequencing and employment opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(23 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | MAJOR REQUIREMENTS<br>(42 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>           ___ ENGL 1113 Freshman Composition I<br/>           ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>           ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>           ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 8 hours</b> <i>(Select Both)</i><br/>           ___ ZOO 2114 Human Physiology<sup>1</sup><br/>           ___ ZOO 2124 Human Anatomy<sup>1</sup></p> <p><b>Required Course in General Education - 3 hours</b> <i>(Select One)</i><br/>           ___ PSY 1113 Introduction to Psychology</p> | <p><b>Required Courses – 42 hours</b><br/> <i>(Select All)</i></p> <p>___ PHTA 1113 Introduction to Physical Therapy<br/>           ___ PHTA 1203 Anatomy and Physiology for PTA's<br/>           ___ PHTA 1231 Clinical Orientation<br/>           ___ PHTA 1283 Physical Disabilities<br/>           ___ PHTA 1292 Physical Therapy Procedures I<br/>           ___ PHTA 2332 Clinical Experience I<br/>           ___ PHTA 2343 Physical Therapy Procedures II<br/>           ___ PHTA 2353 Neurology and Pathology<br/>           ___ PHTA 2363 Kinesiology<br/>           ___ PHTA 2373 Therapeutic Exercise I<br/>           ___ PHTA 2382 Medical Office Management<br/>           ___ PHTA 2413 Rehabilitation<br/>           ___ PHTA 2432 Clinical Experience II<br/>           ___ PHTA 2442 Psychosocial Aspects of Physical Therapy<br/>           ___ PHTA 2473 Therapeutic Exercise II</p> <p><i>(Select one):</i><br/>           ___ PHTA 2534 Clinical Experience III -- or --<br/>           ___ PHTA 2536 Clinical Experience III (web enhanced)</p> |
| <p><b>Totals: ----- Credit Hours: 23</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>Totals: ----- Credit Hours: 42</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

Notation:

<sup>1</sup>By permission of Science or Health Science advisor

**Radiologic Technology**  
**Associate of Applied Science**  
**Division of Health Sciences**

Program Code (058)  
 Required: 68 Credit Hours  
 2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate of applied science program of study are prepared to enter the workforce after degree completion. Students should check with their academic advisor for consultation on course sequencing and employment opportunities.*

| <b>GENERAL EDUCATION REQUIREMENTS<br/>(26 HOURS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>MAJOR REQUIREMENTS<br/>(42 HOURS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>                     ___ ENGL 1113 Freshman Composition I<br/>                     ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>                     ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>                     ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 8 hours</b> <i>(Select Both)</i><br/>                     ___ ZOO 2114 Human Physiology<sup>1</sup><br/>                     ___ ZOO 2124 Human Anatomy<sup>1</sup></p> <p><b>Required Courses in General Education - 6 hours</b> <i>(Select Both)</i><br/>                     ___ CS 1103 Microcomputer Applications<br/>                     ___ PSY 1113 Introduction to Psychology</p> | <p><b>Required Courses – 42 hours</b><br/> <i>(Select all courses in conference with advisor)</i></p> <p>___ RADT 1102 Clinical Orientation<br/>                     ___ RADT 1113 Introduction to Radiologic Technology<br/>                     ___ RADT 1123 Imaging Procedures I<br/>                     ___ RADT 1203 Clinical Experience I<br/>                     ___ RADT 1213 Radiologic Technology I<br/>                     ___ RADT 1223 Imaging Procedures II<br/>                     ___ RADT 2012 Sectional Anatomy for Radiographers<br/>                     ___ RADT 2103 Clinical Experience II<br/>                     ___ RADT 2104 Clinical Experience III<br/>                     ___ RADT 2112 Radiologic Technology II<br/>                     ___ RADT 2131 Pharmacology<br/>                     ___ RADT 2133 Radiation Protection and Biology<br/>                     ___ RADT 2204 Clinical Experience IV<br/>                     ___ RADT 2212 Radiologic Technology III<br/>                     ___ RADT 2222 Radiologic Technology Seminar<br/>                     ___ RADT 2232 Radiographic Pathology</p> |
| <p><b>Totals: ----- Credit Hours: 26</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p><b>Totals: ----- Credit Hours: 42</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

Notation:

<sup>1</sup>By permission of Science or Health Science advisor

# Allied Health

Associate of Science

Division of Health Sciences

Option: Pre-Athletic Training

Program Code (032)

Required: 63-64 Credit Hours

2.00 GPA

Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to make application to Nursing, Radiologic Tech, and PTA programs at CASC.

| <b>GENERAL EDUCATION REQUIREMENTS<br/>(40 HOURS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>MAJOR REQUIREMENTS<br/>(23-24 HOURS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/> <input type="checkbox"/> ENGL 1113 Freshman Composition I<br/> <input type="checkbox"/> ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/> <input type="checkbox"/> HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/> <input type="checkbox"/> POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i><br/> <input type="checkbox"/> BOT 1114 or ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i><br/> <input type="checkbox"/> CHEM 1115<sup>3</sup>, PHYS 1114, or PHYS 2014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/> <input type="checkbox"/> ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i><br/> <input type="checkbox"/> MATH 1513 College Algebra</p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i><br/> <input type="checkbox"/> any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i><br/> <input type="checkbox"/> HUM 2113 Gen Hum. I                    <input type="checkbox"/> ENGL 2433 Mast of World Lit. I<br/> <input type="checkbox"/> HUM 2223 Gen Hum II                 <input type="checkbox"/> ENGL 2443 Mast of World Lit. II<br/> <input type="checkbox"/> ART 1113 Art Appreciation           <input type="checkbox"/> ENGL 2773 Am Lit to Civil War<br/> <input type="checkbox"/> DRMA 1213 Intro Theatre           <input type="checkbox"/> ENGL 2883 Am Lit snc Civil War<br/> <input type="checkbox"/> HIST 1113 Early West Civ             <input type="checkbox"/> MUS 1113 Music Appreciation<br/> <input type="checkbox"/> HIST 1123 Modern West Civ         <input type="checkbox"/> PHIL 1113 Intro to Philosophy<br/> <input type="checkbox"/> ENGL 2413 Intro Literature         <input type="checkbox"/> RLED 1123 New Testament<br/> <input type="checkbox"/>                                                   <input type="checkbox"/> RLED 2113 World Religions</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i><br/> <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i><br/> <input type="checkbox"/> CS 1103 Microcomputer Applications<br/> <input type="checkbox"/> Elective<br/> <input type="checkbox"/> Elective</p> | <p><b>Required Courses in Allied Health Major – 15 hours</b><br/> <i>(Select All)</i><br/> <input type="checkbox"/> ETHC 1113 Medical Terminology<br/> <input type="checkbox"/> FCS 1203 Basic Nutrition<br/> <input type="checkbox"/> ZOO 2114 Human Physiology<br/> <input type="checkbox"/> ZOO 2124 Human Anatomy<br/> <input type="checkbox"/> AHS 2011 Allied Health Capstone</p> <p><b>Elective Courses in Allied Health Major – 8-9 hours</b><br/> <i>(Select three courses in conference with advisor)</i><br/> <input type="checkbox"/> Approved elective<br/> <input type="checkbox"/> Approved elective<br/> <input type="checkbox"/> Approved elective</p> <p><b>Required Courses in Pre-Athletic Training Option – 24 hrs</b><br/> <i>(Select All)</i><br/> <input type="checkbox"/> AHS 1111 Introduction to Athletic Training<br/> <input type="checkbox"/> AHS 1212 Pathology of Sports Injury<br/> <input type="checkbox"/> AHS 2113 Preventative Techniques in Athletic Training<br/> <input type="checkbox"/> AHS 2213 Therapeutic Modalities<br/> <input type="checkbox"/> ETHC 1113 Medical Terminology<br/> <input type="checkbox"/> FCS 1203 Basic Nutrition<br/> <input type="checkbox"/> ZOO 2114 Human Physiology<br/> <input type="checkbox"/> ZOO 2124 Human Anatomy<br/> <input type="checkbox"/> AHS 2011 Allied Health Capstone</p> |
| <p><b>Totals: ----- Credit Hours: 40</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p><b>Totals: -----Credit Hours: 23-24</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

Notation:

# Biological Science/Zoology

Associate of Science

Division of Science

Program Code (004)

Required: 63-65 Credit Hours

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(40 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | MAJOR REQUIREMENTS<br>(23-25 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>                     ___ ENGL 1113 Freshman Composition I<br/>                     ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>                     ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>                     ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i><br/>                     ___ BOT 1114<sup>1</sup> or ZOO 1114<sup>1</sup></p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i><br/>                     ___ CHEM 1115, PHYS 1114, or PHYS 2014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>                     ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i><br/>                     ___ MATH 1513 College Algebra</p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i><br/>                     ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i><br/>                     ___ HUM 2113 Gen Hum. I            ___ ENGL 2433 Mast of World Lit. I<br/>                     ___ HUM 2223 Gen Hum II        ___ ENGL 2443 Mast of World Lit. II<br/>                     ___ ART 1113 Art Appreciation    ___ ENGL 2773 Am Lit to Civil War<br/>                     ___ DRMA 1213 Intro Theatre     ___ ENGL 2883 Am Lit snc Civil War<br/>                     ___ HIST 1113 Early West Civ     ___ MUS 1113 Music Appreciation<br/>                     ___ HIST 1123 Modern West Civ   ___ PHIL 1113 Intro to Philosophy<br/>                     ___ ENGL 2413 Intro Literature    ___ RLED 1123 New Testament<br/>                                                                  ___ RLED 2113 World Religions</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i><br/> <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i><br/>                     ___ CS 1103 Microcomputer Applications<br/>                     ___ Elective<br/>                     ___ Elective</p> | <p><b>Required Courses in Major - 10 hours</b> <i>(Select All)</i><br/>                     ___ BIO 2155 Microbiology<br/>                     ___ BOT 1114 General Botany<br/>                     ___ ZOO 1114 General Zoology<br/>                     ___ BIO 2011 Biology &amp; Medical Sciences Capstone</p> <p><b>Elective Courses in Major - 13-15 hours</b><br/> <i>(Select four or more courses in conference with advisor)</i><br/>                     ___ CHEM 1115 General Chemistry I<br/>                     ___ CHEM 1215 General Chemistry II<br/>                     ___ CHEM 2225 Organic Chemistry I<br/>                     ___ MATH 1613 Plane Trigonometry<br/>                     ___ PHYS 1114 or PHYS 2014<br/>                     ___ PHYS 1214 or PHYS 2114<br/>                     ___ Approved Elective<sup>2</sup></p> |
| <p><b>Totals: ----- Credit Hours: 40</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>Totals: ----- Credit Hours: 23-25</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

Notation:

<sup>1</sup>Courses are required for the major. One course satisfies general education requirement; the second satisfies major requirement.

<sup>2</sup>Human Anatomy and/or Human Physiology strongly required.



# Mathematics

Associate of Science

Division of Mathematics

Program Code (022)

Required: 63-65 Credit Hours

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(40 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | MAJOR REQUIREMENTS<br>(23-25 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>                     ___ ENGL 1113 Freshman Composition I<br/>                     ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>                     ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>                     ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i><br/>                     ___ BOT 1114 or ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i><br/>                     ___ CHEM 1115, PHYS 1114, or PHYS 2014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>                     ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i><br/>                     ___ MATH 1513 College Algebra<sup>1</sup></p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i><br/>                     ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i><br/>                     ___ HUM 2113 Gen Hum. I      ___ ENGL 2433 Mast of World Lit. I<br/>                     ___ HUM 2223 Gen Hum II     ___ ENGL 2443 Mast of World Lit. II<br/>                     ___ ART 1113 Art Appreciation    ___ ENGL 2773 Am Lit to Civil War<br/>                     ___ DRMA 1213 Intro Theatre     ___ ENGL 2883 Am Lit snc Civil War<br/>                     ___ HIST 1113 Early West Civ     ___ MUS 1113 Music Appreciation<br/>                     ___ HIST 1123 Modern West Civ   ___ PHIL 1113 Intro to Philosophy<br/>                     ___ ENGL 2413 Intro Literature    ___ RLED 1123 New Testament<br/>                                                                      ___ RLED 2113 World Religions</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i><br/> <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i><br/>                     ___ CS 1103 Microcomputer Applications<br/>                     ___ Elective<br/>                     ___ Elective</p> | <p><b>Required Courses in Major – 14 hours</b> <i>(Select All)</i><br/>                     ___ MATH 1513 College Algebra<br/>                     ___ MATH 1613 Plane Trigonometry<br/>                     ___ MATH 2265 Analytic Geometry and Calculus I<br/>                     ___ MATH 2275 Analytic Geometry and Calculus II<br/>                     ___ MATH 2011 Mathematics Capstone</p> <p><b>Elective Courses in Major – 9-11 hours</b><br/> <i>(Select three or more courses in conference with advisor)</i><br/>                     ___ CHEM 1115 General Chemistry I<br/>                     ___ CHEM 1215 General Chemistry II<br/>                     ___ PHYS 1114 or PHYS 2014<br/>                     ___ PHYS 1214 or PHYS 2114<br/>                     ___ Approved Elective</p> |
| <p><b>Totals: ----- Credit Hours: 40</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p><b>Totals: ----- Credit Hours: 23-25</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

Notation:

<sup>1</sup>Courses are required for the major. One course satisfies general education requirement; the second satisfies major requirement.

# Physical Sciences (Chemistry & Physics)

Associate of Science  
Division of Science

Program Code (028)  
Required: 67-68 Credit Hours  
2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(40 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | MAJOR REQUIREMENTS<br>(27-28 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>                     ___ ENGL 1113 Freshman Composition I<br/>                     ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>                     ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>                     ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i><br/>                     ___ BOT 1114 or ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i><br/>                     ___ CHEM 1115<sup>1</sup>, PHYS 1114<sup>1</sup>, or PHYS 2014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>                     ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i><br/>                     ___ MATH 1513 College Algebra</p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i><br/>                     ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i><br/>                     ___ HUM 2113 Gen Hum. I            ___ ENGL 2433 Mast of World Lit. I<br/>                     ___ HUM 2223 Gen Hum II        ___ ENGL 2443 Mast of World Lit. II<br/>                     ___ ART 1113 Art Appreciation    ___ ENGL 2773 Am Lit to Civil War<br/>                     ___ DRMA 1213 Intro Theatre     ___ ENGL 2883 Am Lit snc Civil War<br/>                     ___ HIST 1113 Early West Civ     ___ MUS 1113 Music Appreciation<br/>                     ___ HIST 1123 Modern West Civ   ___ PHIL 1113 Intro to Philosophy<br/>                     ___ ENGL 2413 Intro Literature    ___ RLED 1123 New Testament<br/>                                                                  ___ RLED 2113 World Religions</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i><br/> <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i><br/>                     ___ CS 1103 Microcomputer Applications<br/>                     ___ Elective<br/>                     ___ Elective</p> | <p><b>Required Courses in Major – 27-28 hours</b> <i>(Select All)</i><br/>                     ___ CHEM 1115 General Chemistry I<br/>                     ___ CHEM 1215 General Chemistry II<br/>                     ___ MATH 1613 Plane Trigonometry<br/>                     ___ MATH 2265 Analytic Geometry and Calculus I<br/>                     ___ MATH 2275 Analytic Geometry and Calculus II<br/>                     ___ PHYS 1114 Gen Physics I or PHYS 2014 Eng Physics I<br/>                     ___ PHYS 1214 Gen Physics II or PHYS 2114 Eng Physics II<br/>                     ___ PSCI 2011 Physical Science &amp; Engineering Capstone</p> |
| <p><b>Totals: ----- Credit Hours: 40</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>Totals: ----- Credit Hours: 27-28</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

Notation:

<sup>1</sup>Courses are required for the major. One course satisfies general education requirement; the second satisfies major requirement.

**Pre-Engineering**  
**Associate of Science**  
**Division of Science**

Program Code (029)  
 Required: 63-65 Credit Hours  
 2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.*

| <b>GENERAL EDUCATION REQUIREMENTS<br/>(40 HOURS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>MAJOR REQUIREMENTS<br/>(23-25 HOURS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>                     ___ ENGL 1113 Freshman Composition I<br/>                     ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>                     ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>                     ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i><br/>                     ___ BOT 1114 or ZOO 1114</p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i><br/>                     ___ CHEM 1115<sup>1</sup>, PHYS 1114, or PHYS 2014<sup>1</sup></p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>                     ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i><br/>                     ___ MATH 1513 College Algebra</p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i><br/>                     ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i><br/>                     ___ HUM 2113 Gen Hum. I            ___ ENGL 2433 Mast of World Lit. I<br/>                     ___ HUM 2223 Gen Hum II        ___ ENGL 2443 Mast of World Lit. II<br/>                     ___ ART 1113 Art Appreciation    ___ ENGL 2773 Am Lit to Civil War<br/>                     ___ DRMA 1213 Intro Theatre    ___ ENGL 2883 Am Lit snc Civil War<br/>                     ___ HIST 1113 Early West Civ    ___ MUS 1113 Music Appreciation<br/>                     ___ HIST 1123 Modern West Civ   ___ PHIL 1113 Intro to Philosophy<br/>                     ___ ENGL 2413 Intro Literature    ___ RLED 1123 New Testament<br/>                                                                      ___ RLED 2113 World Religions</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i><br/> <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i><br/>                     ___ CS 1103 Microcomputer Applications<br/>                     ___ Elective<br/>                     ___ Elective</p> | <p><b>Required Courses in Major - 22 hours</b> <i>(Select All)</i><br/>                     ___ PHYS 2014 - Engineering Physics I<br/>                     ___ PHYS 2114 - Engineering Physics II<br/>                     ___ MATH 1613 - Plane Trigonometry<br/>                     ___ MATH 2265 - Analytic Geometry and Calculus I<br/>                     ___ MATH 2275 - Analytic Geometry and Calculus II<br/>                     ___ PSCI 2011 – Physical Science &amp; Engineering Capstone</p> <p><b>Elective Courses in Major – 1-3 hours</b><br/> <i>(Select one or more courses in conference with advisor)</i><br/>                     ___ CHEM 1215 - General Chemistry II<br/>                     ___ Approved Elective</p> |
| <b>Totals: ----- Credit Hours: 40</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Totals: ----- Credit Hours: 23-25</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

Notation:

<sup>1</sup>Courses are required for the major. One course satisfies general education requirement; the second satisfies major requirement.

# Pre-Medicine, Pharmacy, & Veterinary Medicine

Program Code (031)

Associate of Science

Required: 63-65 Credit Hours

Division of Science

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete an associate's degree are prepared to transfer and continue their education at a four-year college/university. Students should check with their academic advisor for consultation on course sequencing and transfer college opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(40 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | MAJOR REQUIREMENTS<br>(23-25 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <p><b>English Composition - 6 hours</b> <i>(Select Both)</i><br/>                     ___ ENGL 1113 Freshman Composition I<br/>                     ___ ENGL 1213 Freshman Composition II</p> <p><b>U.S. History - 3 hours</b> <i>(Select One)</i><br/>                     ___ HIST 1483 Am His 1492-1865 or HIST 1493 Am His 1865-Pr</p> <p><b>U.S. Government - 3 hours</b> <i>(Select One)</i><br/>                     ___ POS 1113 American Federal Government</p> <p><b>Biological Science - 4 hours</b> <i>(Select One)</i><br/>                     ___ BOT 1114 <sup>1</sup>- or ZOO 1114<sup>1</sup></p> <p><b>Physical Science - 4 hours</b> <i>(Select One)</i><br/>                     ___ CHEM 1115<sup>1</sup>, PHYS 1114<sup>1</sup>, or PHYS 2014</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>                     ___ ORI 1111 Freshman Orientation</p> <p><b>Mathematics - 3 hours</b> <i>(Select One)</i><br/>                     ___ MATH 1513 College Algebra</p> <p><b>Health, Physical Education &amp; Recreation - 2 hours</b> <i>(Select One)</i><br/>                     ___ any HPER course, except activity courses</p> <p><b>Humanities - 6 hours</b> <i>(Select Two)</i><br/>                     ___ HUM 2113 Gen Hum. I      ___ ENGL 2433 Mast of World Lit. I<br/>                     ___ HUM 2223 Gen Hum II     ___ ENGL 2443 Mast of World Lit. II<br/>                     ___ ART 1113 Art Appreciation    ___ ENGL 2773 Am Lit to Civil War<br/>                     ___ DRMA 1213 Intro Theatre     ___ ENGL 2883 Am Lit snc Civil War<br/>                     ___ HIST 1113 Early West Civ     ___ MUS 1113 Music Appreciation<br/>                     ___ HIST 1123 Modern West Civ   ___ PHIL 1113 Intro to Philosophy<br/>                     ___ ENGL 2413 Intro Literature    ___ RLED 1123 New Testament<br/>                                                                      ___ RLED 2113 World Religions</p> <p><b>Approved Electives - 8 hours</b> <i>(Select CS 1103 and Electives)</i><br/> <i>Select CS1103 and any two courses in psychology, social sciences, foreign languages, &amp; fine arts (art, music, drama) in conference with advisor</i><br/>                     ___ CS 1103 Microcomputer Applications<br/>                     ___ Elective<br/>                     ___ Elective</p> | <p><b>Required Courses in Major – 19-20 hours</b> <i>(Select All)</i><br/>                     ___ BIO 2155 Microbiology<br/>                     ___ CHEM 1115 General Chemistry I<br/>                     ___ CHEM 1215 General Chemistry II<br/>                     ___ PHYS 1114 Gen Physics I or PHYS 2014 Eng Physics I<br/>                     ___ ZOO 1114 General Zoology<br/>                     ___ BIO 2011 Biology &amp; Medical Sciences Capstone</p> <p><b>Elective Courses in Major – 4-5 hrs</b><br/> <i>(Select one or more courses in conference with advisor)</i></p> <p><i>Pre-Medicine electives</i><br/>                     ___ CHEM 2225 Organic Chemistry I<br/>                     ___ PHYS 1214 Gen Physics II or PHYS 2114 Eng Physics II<sup>2</sup><br/>                     ___ ZOO 2114 Human Physiology<br/>                     ___ ZOO 2124 Human Anatomy<br/>                     ___ Approved Elective<sup>3</sup></p> <p><i>Pre-Pharmacy electives</i><br/>                     ___ CHEM 2225 Organic Chemistry I<br/>                     ___ MATH 1613 Plane Trigonometry<br/>                     ___ MATH 2265 Analytic Geometry and Calculus I<br/>                     ___ ZOO 2114 Human Physiology<br/>                     ___ ZOO 2124 Human Anatomy<br/>                     ___ Approved Elective<sup>3</sup></p> <p><i>Pre-Veterinary Medicine electives</i><br/>                     ___ BOT 1114 General Botany<br/>                     ___ CHEM 2225 Organic Chemistry I<br/>                     ___ PHYS 1214 Gen Physics II or PHYS 2114 Eng Physics II<sup>2</sup><br/>                     ___ Approved Elective<sup>3</sup></p> |
| <p><b>Totals: ----- Credit Hours: 40</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p><b>Totals: ----- Credit Hours: 23-25</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

Notation:

<sup>1</sup>Courses are required for the major. One course satisfies general education requirement; the second satisfies major requirement.

<sup>2</sup>Southwestern Oklahoma State University does not require Physics II in their Pre-Pharmacy program. The University of Oklahoma Pre-Pharmacy program requires one course in physics.

<sup>3</sup>PSY 113 is strongly encouraged.

## Business Technologies

Certificate

Division of Business

Program Code (049)

Required: 34 Credit Hours

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete a certificate program of study are prepared to enter the workforce after degree completion. Students should check with their academic advisor for consultation on course sequencing and employment opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(7 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                            | MAJOR REQUIREMENTS<br>(27 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <p><b>English Composition - 3 hours</b> <i>(Select One)</i><br/>                     ___ ENGL 1113 Freshman Composition I</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>                     ___ ORI 1111 Freshman Orientation</p> <p><b>Approved Electives - 3 hours</b> <i>(Select One)</i><br/> <i>Choose one course in conference with advisor</i><br/>                     ___ ENGL 1213 Freshman Comp II <b>or</b> PSY 1113 Intro to Psychology</p> | <p><b>Required Courses - 27 hours</b><br/> <i>Select nine courses in conference with advisor:</i></p> <ul style="list-style-type: none"> <li>___ ACCT 1103 Fund of Acct <b>or</b> ACCT 2103 Financial Acct</li> <li>___ BUS 1013 Introduction to Business</li> <li>___ BUS 1113 Business Mathematics</li> <li>___ BUS 2133 Business Communications</li> <li>___ CS 1103 Microcomputer Applications</li> <li>___ CS 2003 Electronic Spreadsheets</li> <li>___ CS 2223 Desktop Publishing</li> <li>___ OS 1132 Records Management</li> <li>___ OS 2133 Information Processing</li> <li>___ OS 2143 Secretarial Procedures</li> <li>___ OS 2150 Office Internship (3 hours)</li> <li>___ Approved Elective</li> <li>___ Approved Elective</li> </ul> <p><i>Substitute the following courses to specialize in medical secretarial field:</i></p> <ul style="list-style-type: none"> <li>___ ETHC 1113 Introduction to Medical Terminology</li> <li>___ OS 2233 Medical Transcription</li> </ul> |
| <p><b>Totals: ----- Credit Hours: 7</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>Totals: ----- Credit Hours: 27</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

Notation:

# Mastery of Child Development

## Certificate

### Division of Environmental & Industrial Technology

Program Code (048)

Required: 19 Credit Hours

2.00 GPA

*Students are required to complete the following General Education and Major Requirement courses. Students who complete a certificate are prepared enter the workforce. Students should check with their academic advisor for consultation on course sequencing and availability.*

| GENERAL EDUCATION REQUIREMENTS<br>(4 HOURS)                                                                                                                                                                                                | MAJOR REQUIREMENTS<br>(15 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Communications - 3 hours</b> <i>(Select One)</i><br/>                     ___ ENGL 1113 Freshman Composition I</p> <p><b>Orientation - 1 hour</b> <i>(Select One)</i><br/>                     ___ ORI 1111 Freshman Orientation</p> | <p><b>Required Courses - 15 hours</b> <i>(Select All)</i></p> <p>___ CD 1103 Teacher, Community and Family Relations<sup>1</sup><br/>                     ___ CD 1223 Preschool Behavior &amp; Guidance<br/>                     ___ CD 2113 Child Growth &amp; Development<br/>                     ___ CD 2133 Language and Physical Skills<br/>                     ___ CD 2223 Program Planning &amp; Administration<sup>1</sup></p> |
| <p><b>Totals: ----- Credit Hours: 4</b></p>                                                                                                                                                                                                | <p><b>Totals: ----- Credit Hours: 15</b></p>                                                                                                                                                                                                                                                                                                                                                                                             |

Notation:

<sup>1</sup>Students who have earned a CDA Credential may apply 6 hours credit toward this Certificate.

**Office Science**

**Certificate**

**Division of Business**

Program Code (062)

Required: 30 Credit Hours

2.00 GPA

*Students are required to complete the following courses. Students who complete a certificate program of study are prepared to enter the workforce after degree completion. Students should check with their academic advisor for consultation on course sequencing and employment opportunities.*

| GENERAL EDUCATION REQUIREMENTS<br>(0 HOURS) | MAJOR REQUIREMENTS<br>(30 HOURS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                             | <p><b>Required Courses - 24 hours</b> <i>(Select All)</i><br/> <i>(Select nine courses in conference with advisor)</i></p> <ul style="list-style-type: none"> <li>___ BA 1133 Customer Service</li> <li>___ BA 1140 Selected Topics in Applied Business</li> <li>___ BUS 2133 Business Communication</li> <li>___ CS 1103 Microcomputer Applications</li> <li>___ CS 2003 Electronic Spreadsheets</li> <li>___ OS 1233 Office Management</li> <li>___ OS 2133 Information Processing</li> <li>___ Approved Elective</li> </ul> <p><b>Courses in Option- 6 hours</b><br/> <i>(Select an Option and complete the listed two courses)</i></p> <p>MEDICAL OFFICE OPTION</p> <ul style="list-style-type: none"> <li>___ ETHIC 1113 Introduction to Medical Terminology</li> <li>___ OS 2233 Medical Transcription</li> </ul> <p>INFORMATION MANAGEMENT OPTION</p> <ul style="list-style-type: none"> <li>___ CS 2223 Desktop Publishing</li> <li>___ CS 1433 Introduction to Photoshop</li> </ul> |
| <p><b>Totals: ----- Credit Hours: 0</b></p> | <p><b>Totals: ----- Credit Hours: 30</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

Notation:

## Specialized Studies

### Certificate

#### Division of Environmental & Industrial Technology

Program Code (045)  
 Required: 8-29 Credit Hours  
 2.00 GPA

*Students should complete the following courses in consultation with their academic advisor and upon pre-approval by the Academic Vice-President and Division Chairman in the areas of emphasis.*

|                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                    |
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| <p><u>Applied Business Practices</u> (18 hours)<br/>                     ___ Select 18 hours of designated courses beginning with a BA course number</p>                                                                                                                                                                                                                    | <p><u>Health Technology</u> (15 hours)<br/>                     ___ Select 15 hours of designated courses beginning with a PROC course number</p>                                                                                                                                                                                                  |
| <p><u>Applied Processing Systems</u> (18 hours)<br/>                     ___ Select 18 hours of designated courses beginning with a PROC course number</p>                                                                                                                                                                                                                  | <p><u>Manufacturing Technology</u> (29 hours)<br/>                     ___ Select 29 hours of designated courses beginning with a PROC course number</p>                                                                                                                                                                                           |
| <p><u>Certified Leadership Training</u> (8 hours)<br/>                     ___ SOC 1010 Business Skills<br/>                     ___ SOC 1010 Family Life Skills Education<br/>                     ___ SOC 1010 Communication Skills and Conflict Resolution<br/>                     ___ SOC 1010 Personal Growth and Development and Leadership</p>                      | <p><u>Physical Education</u> (10 hours)<br/>                     ___ HPER 1113 Personal Health and Wellness<br/>                     ___ HPER 1331 Cardiopulmonary Resuscitation<br/>                     ___ HPER 2103 Care and Prevention of Athletic Injuries<br/>                     ___ HPER 2213 Standard First Aid and Personal Safety</p> |
| <p><u>Computer Information Systems</u> (15 hours)<br/>                     ___ CS 1103 Microcomputer Applications<br/>                     ___ CS 1303 Business Computer Concepts<br/>                     ___ CS 2420 Selected Topics in Computer Science (up to 6 hours)<br/>                     ___ Elective</p>                                                        | <p><u>Professional Development</u> (9 hours)<br/>                     ___ Select 9 hours of designated courses beginning with a BA course number</p>                                                                                                                                                                                               |
| <p><u>Desktop Publishing</u> (15 hours)<br/>                     ___ CS 1103 Microcomputer Applications<br/>                     ___ CS 1303 Business Computer Concepts<br/>                     ___ CS 2003 Electronic Spreadsheets<br/>                     ___ CS 2223 Desktop Publishing<br/>                     ___ JOUR 1013 Introduction to Mass Communications</p> | <p><u>Recreation</u> (10 hours)<br/>                     ___ HPER 2002 Methods of Recreational Leadership<br/>                     ___ HPER 2103 Care &amp; Prevention of Athletic Injuries<br/>                     ___ Approved HPER elective<br/>                     ___ Approved HPER elective</p>                                            |
| <p><u>Economic Development</u> (15 hours)<br/>                     ___ Select 15 hours of designated courses beginning with a BA course number</p>                                                                                                                                                                                                                          | <p><u>Tourism</u> (15 hours)<br/>                     ___ Select 15 hours of designated courses beginning with a BA course number</p>                                                                                                                                                                                                              |
| <p><u>Emergency Medical Technology</u> (15 hours)<br/>                     ___ Select 15 hours of designated courses beginning with a PROC course number</p>                                                                                                                                                                                                                | <p><u>Water Quality Studies</u> (18 hours)<br/>                     ___ Select 18 hours of designated courses beginning with a PROC course number</p>                                                                                                                                                                                              |
| <p><u>Firefighting Technology</u> (15 hours)<br/>                     ___ Select 15 hours of designated courses beginning with a PROC course number</p>                                                                                                                                                                                                                     | <p><u>Workforce Development</u> (15 hours)<br/>                     ___ Select 15 hours of designated courses beginning with a BA course number</p>                                                                                                                                                                                                |

Notation:



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# COURSE DESCRIPTIONS

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## ACCOUNTING

### **ACCT 1103 Fundamentals of Accounting** **3.00 Credits**

This course covers record keeping for small businesses. Double-entry system is used and an emphasis is placed on special journals and financial reports. This course can be used as a preparatory course for Accounting 2103 and for technical students who have had no previous training or experience in bookkeeping.

### **ACCT 2103 Financial Accounting** **3.00 Credits**

This course is an introductory course in financial accounting emphasizing the accounting process and the preparation of financial statements. Major topics include accounting concepts, cash, receivables, inventory, asset acquisition and depreciation, liabilities, bonds, and cash flow.

### **ACCT 2203 Managerial Accounting** **3.00 Credits**

This course is an introductory course in managerial accounting. Major topics include planning and control, decision making, and cost accounting. Prerequisite: ACCT 2103

## ALLIED HEALTH SCIENCES

### **AHS 1013 Introduction to Health Professions** **3.00 Credits**

This is an introductory course for students interested in learning about professions in the health field.

### **AHS 1111 Introduction to Athletic Training** **1.00 Credit**

The purpose of this course is to give further instruction in the principles and practices of athletic training. This is hands-on instruction that will meet in the training room facility and/or at college athletic events under the direction of a certified athletic trainer.

Prerequisites: Concurrent enrollment in HPER2103 Care and Prevention of Athletic Injuries/Instructor approval.

### **AHS 1203 Basic Nutrition** **3.00 Credits**

A study of normal nutrition relating to physical development and health for all ages of the life cycle with an emphasis on the function of nutrients and their requirements for digestion, absorption and metabolism. Study of the social, religious and cultural factors that affect nutritional health is discussed.

### **AHS 1212 Pathology of Sports Injury** **2.00 Credits**

This course will study the current trends of injury occurring in athletics, sports, and physical activity. Specific study will be placed on understanding the physiology of injury specific to anatomical regions and elemental theory of injury assessment.

**AHS 2010 Selected Topics in Allied Health****1-3 Credits**

This course will cover topics in Allied Health not covered in other health courses, but which will benefit the student with a better understanding of the subject. This course may be repeated under a change of topic.

**AHS 2011 Allied Health Capstone****1.00 Credit**

This required one-hour course for majors is designed in their graduating semester. A course outline and syllabus will be provided for each student. This course may include one of the following: A comprehensive exam, a summary essay, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Prerequisite: Student must be sophomore status or have instructor's approval.

**AHS 2113 Preventative Tech in Athletic Train****3.00 Credits**

Athletic Training Practicum II is to give further instruction toward the principles and practices of athletic training. It is designed to give the student athletic trainer experience in athletic injury evaluation, treatment, and rehabilitation. The Student athletic trainer will attend team practices and games, home and away. Overnight travel with team may be required. IAt will also assist in the further development of skills learned in previous practicum, under the direct supervision of a Certified Athletic Trainer. The student will also be introduced the basic principles of Kinesiology and biomechanics of human motion, goniometric measurement and manual muscle testing skills. Credit hours: 3, 2 hours theory, 1-hour laboratory. Prerequisites: AHS 1212 or Instructor approval.

**AHS 2213 Therapeutic Modalities****3.00 Credits**

This course is designed to examine the theory and application of Therapeutic Modalities in Rehabilitation of injury occurring to the physically active. The student will learn the ethical and logistical methods of practice as well as the contraindications and indications of common modalities employed in the practice of Athletic Training.

LAB: This is the practical study designed to educate the athletic training student of the practices of the application of Therapeutic Modalities in Rehabilitation of injury occurring to the physically active. The student will learn the ethical and logistical methods of practice as well as the contraindications and indications of common modalities employed in the practice of Athletic Training. This practical experience will involve that actual application of procedures to peers and athletes as an Athletic Training Student.

**ART****ART 1103 Fundamentals of Art****3.00 Credits**

This course is a study of the principal elements of two-dimensional design. Elements include color, perspective, fundamental drawing concepts, and compositional elements. By using a variety of materials, students will apply the elements to a series of studio assignments.

**ART 1110 Selected Topics in Art****1-3 Credits**

This course will cover basic studies in various disciplines in the areas of art not covered in other art courses, but which will benefit the student with a better understanding of the subject. This course may be repeated under a change of topic.

**ART 1113 Art Appreciation****3.00 Credits**

This course is a study of art from a variety of different backgrounds and cultures as both product and process. Aesthetic judgment making in evaluation of art from different times and places are emphasized in this course.

**ART 1123 Perspective and Composition****3.00 Credits**

An introduction to the essentials of perspective and use of compositional principles for further instruction in drawing and painting, this course uses a variety of media.

Prerequisite: Art 1103.

**ART 1133 Water Color I****3.00 Credits**

Water Color I will develop students' skills in watercolor painting, stressing form and composition, visual perception, and individual expression.

**ART 1143 Water Color II****3.00 Credits**

Water Color II will continue to develop students' skills in watercolor painting. The course will continue to stress form and composition, visual perception, and individual expression.

Prerequisite: Art 1133

**ART 1151 Basic Skills In The Arts****1.00 Credit**

Instruction is provided in the origin and basic skills utilized in various art forms. Selection of art forms will be dependent upon student requests and instructor expertise.

**ART 1153 Basic Drawing****3.00 Credits**

Drawing I will develop 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 1163 Figure Drawing I****3.00 Credits**

Figure Drawing I includes study in gesture and finished drawings of the model. Emphasis will be placed on pose, composition, and a variety of media.

**ART 1423 Graphic Design Internship I****3.00 Credits**

A cooperative agreement between Carl Albert State College and local graphic design firms, this course provides college credit for training and experience in graphic design production.

**ART 2011 Art Capstone****1.00 Credit**

This required one-hour course for majors is to be completed during their graduating semester. A course outline and syllabus will be provided for each student. This course may include one of the following: A comprehensive exam, a summary essay, portfolio, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Prerequisite: Student must be sophomore status or have instructor's approval.

**ART 2113 Art History Survey I 3.00 Credits**

Art History Survey I is a study of the arts, artists, and their cultures from prehistoric man through the early Renaissance.

**ART 2123 Art History Survey II 3.00 Credits**

Art History Survey II is a study of the arts, artists, and their cultures from the early Renaissance to the present.

**ART 2133 Ceramics I 3.00 Credits**

This course is an introduction to the techniques and creative approaches to the use of clay in designing and constructing objects. Students will experience coil, slab, and other house building techniques. There will be instruction in glazing and firing of stoneware and raku and application of clay body and glaze formulations.

**ART 2143 Ceramics II 3.00 Credits**

This is a course in advanced techniques in researching glazes and mold making. Students will gain considerable experience in clay processing, decoration, and development of glaze formula. Prerequisite: Art 2133.

**ART 2163 Oil Painting I 3.00 Credits**

Painting I will develop students' skills in opaque painting, stressing form and content, visual appreciation, and individual expression.

**ART 2173 Oil Painting II 3.00 Credits**

Painting II will continue to develop students' skills in opaque painting. The course will continue to stress form and content, visual appreciation, and individual expression. Prerequisite: Art 2163.

**ART 2183 Metal Design I 3.00 Credits**

This is an introductory course in basic techniques of jewelry and metal design. Techniques will cover materials, tools, metals, and equipment. Students will execute metal fabrication processes of molding, cutting, piercing and soldering.

**ART 2193 Metal Design II 3.00 Credits**

This is a course in advanced metal fabrication processes with further exploration of techniques and an introduction to jewelry scale casting and silversmith techniques. There will be an emphasis on individual problem solving. Prerequisites: ART 2183.

**ART 2213 Black & White Photography I 3.00 Credits**  
 Black and White Photography I will cover basic 35mm camera operations as well as black and white film processing and printing.

**ART 2223 Color Photography I 3.00 Credits**  
 Color Photography I will cover color positive or slide exposure, processing, and printing.  
 Prerequisites: Art 2213.

**ART 2233 Graphic Design I 3.00 Credits**  
 Graphic Design I will cover typography and graphic design. Students will work in a variety of media, including the computer. Prerequisite: Art 1103

**ART 2423 Graphic Design II 3.00 Credits**  
 A cooperative agreement between Carl Albert State College and local graphic design firms, this course provides college credit for continued training and experience in graphic design production. Prerequisites: Art 1423.

### **Business - Applied Business**

**BA 1113 Introduction to Applied Business Practice 3.00 Credits**  
 This course explores the nature and challenges in the business workplace. This course presents terminology and techniques needed to work with various business techniques, equipment, and practices.

**BA 1123 Business Machines 3.00 Credits**  
 This course provides the opportunity to develop expertise in the business environment. This course emphasizes the understanding of the principles behind identified hardware, software and other business machines.

**BA 1133 Customer Service 3.00 Credits**  
 This course presents ways to evaluate and provide effective customer service and examines strategies for improvement.

**BA 1140 Selected Topics in Applied Business 1-3 Credits**  
 This course is the study or analysis of a selected topic or topics during the freshman year and may be repeated with a different topic. Courses may also be listed as 1150, 1160, 1170, 1180, or 1190.

**BA 1143 Applied Business Topics 3.00 Credits**

**BA 2113 Basic Applications I 3.00 Credits**  
 This course focuses on projects that allow students to apply their learning in business concepts.

**BA 2140 Advanced Selected Topics in Applied Business 1-3 Credits**

This course is the study or analysis of a selected topic or topics during the sophomore year and may be repeated with a different topic. Courses may also be listed under 2150, 2160, 2170, 2180, or 2190.

**BA 2213 Intermediate Applications I 3.00 Credits**

This course emphasizes understanding of business operations.

**BA 2223 Intermediate Applications II 3.00 Credits**

This course concentrates on specialized functional areas.

**BA 2313 Advanced Applications I 3.00 Credits**

This course concentrates on growth strategies.

**BA 2323 Advanced Applications II 3.00 Credits**

This course provides the student with in-depth instruction of projects where students master skills in project development and delivery.

**BA 2433 Special Topics in Applied Technology 3 Credits**

This course allows students to identify, examine, and review standards or practices evolving in the business world.

**BA 2443 Special Projects in Applied Technology 3 Credits**

This course allows student to undertake a self-designed project in the business arena under the supervision of an instructor.

## BIOLOGY

**BIO 1000 Selected Topics in Biological Science 1-3 Credits**

This course will cover topics in Biological Science not covered in other biology courses, but which will benefit the student with a better understanding of the subject. This course may be repeated under a change of topic.

**BIO 1114 General Biology 4.00 Credits**

Designed for non-science majors, this course is an introduction to the foundation of life and the laws of nature as revealed in organisms. This course examines the general concept of fundamental facts, principles, and theories of the biological sciences with particular emphasis on those aspects that apply to man. 3 hours theory, 2 hours laboratory.

**BIO 2010 Selected Topics in Biological Science 1-3 Credits**

A study of selected topics in the biological sciences is offered and includes special instruction on the biological sciences to technical personnel of area companies or agencies and to other select groups in the community.

**BIO 2011 Biology and Medical Science Capstone 1.00 Credit**

This required one-hour course for majors is designed in their graduating semester. A course outline and syllabus will be provided for each student. This course may include one

of the following: A comprehensive exam, a summary essay, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

**BIO 2155 Microbiology 5.00 Credits**

This course is an introduction to the study of microbes & includes their biochemical, environmental, medical, & social importance. Laboratory study is concerned with morphology, biochemistry, utilization, and control of microorganisms. Lecture 3 hours. Laboratory 4 hours. Prerequisites: 4 hours Biological Science, Chemistry 1115.

## **BOTANY**

**BOT 1114 General Botany 4.00 Credits**

Designed for students with majors and minors in biological science, this course presents the major concepts of biology and its processes as illustrated by the living plant. 3 hours theory, 2 hours laboratory.

## **BUSINESS**

**BUS 1002 Personal Development 2.00 Credits**

This course provides for development of skills and attitudes that allow students who have spent most of their educational lives learning technical skills to function effectively, professionally, and interpersonally in the work place.

**BUS 1013 Introduction to Business 3.00 Credits**

This is an introductory course for students of economics and business and surveys basic principles, forms, and practices involved in administration of the business firm.

**BUS 1113 Business Mathematics 3.00 Credits**

This course is a review of the fundamental principles of mathematics and application of these principles to business processes. Topics covered include bank records, percentage, payroll records, discounts, commissions, markup, interest, taxes, insurance, inventories, depreciation, stocks, bonds, and annuities.

**BUS 2010 Special Topics in Business 1.00 Credit**

This class will deal with selected topics, projects, and/or independent studies in business and may be repeated with a change in subject matter.

**BUS 2011 Business Capstone 1.00 Credit**

This required one-hour course for majors is designed in their graduating semester. A course outline and syllabus will be provided for each student. This course may include one of the following: A comprehensive exam, a summary essay, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Prerequisite: Student must be sophomore status or have instructor's approval.

**BUS 2023 Principles of Management****3.00 Credits**

An introduction to the basic theory and principles of management, this course emphasizes the functions of management planning, organizing, staffing, decision making, communicating, motivating, leading, and controlling through a survey approach to current trends in management and possible future developments in organization and administration.

**BUS 2113 Principles of Business Law I****3.00 Credits**

This course is an introduction to the legal environment of business. Major topics will include: the court system, contracts, business organization, and labor.

**BUS 2123 Statistics for Business and Economics****3.00 Credits**

This course will cover methods of collecting, analyzing, and presenting data for business purposes. Topics will include: frequency distributions, measures of central tendency, probability, dispersion, sampling, and correlations. Prerequisite: Math 1513

**BUS 2133 Business Communications****3.00 Credits**

Business Communications is a survey course of communications skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized.

Development of these skills is integrated with the use of technology.

Prerequisites: English 1113 and CS 1103 or equivalent.

**BUS 2150 Selected Topics in Business****1-3 Credits**

This course will cover topics in Business not covered in other business courses, but which will benefit the student with a better understanding of the subject. This course may be repeated under a change of topic.

**CHILD DEVELOPMENT****CD 1103 Teacher, Community & Family Relations****3.00 Credits**

This course is designed to enable students to develop the skills and techniques for working with parents and community in relation to the child care setting. This course also includes methods for communication, parent involvement, and family relations, and parent education.

**CD 1121 Childcare Services: Individual Practicum****1.00 Credit**

This course is designed to produce within the individual an awareness of the importance of personal development competence and confidence in the field of early childhood development.

**CD 1131 Childcare Services: Organization Practicum****1.00 Credit**



This course is aimed at producing an early childhood professional who recognizes the significance of responsive interactions with colleagues and children on sight and team development in meeting the need of the clientele.

**CD 1141 Childcare Services: Community Practicum 1.00 Credit**

This course will focus on developing the student's knowledge of constructive interpersonal relations with parents and the community at large. In addition, this course will further the student's understanding of the organization's role and its position within the larger community.

**CD 1151 CDA Assessment 1.00 Credit**

This course is designed to present informative information on process and procedures in obtaining the Child Development Associate Credential. A program outline using the CDA Competency Standards book will be the guideline for the teaching objectives.

**CD 1223 Preschool Behavior & Guidance 3.00 Credits**

This course is a study of observing and recording common behavior in children during their early years. Students will learn to keep records and assessments and will focus on understanding their development and behavior through different guidance techniques.

**CD 2011 Child Development Capstone 1.00 Credit**

This required one-hour course for majors is designed in their graduating semester. A course outline and syllabus will be provided for each student. This course may include one of the following: A comprehensive exam, a summary essay, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

**CD 2050 Currents Topics in Child Development 2.00 Credits**

This course covers current topics dealing with innovative and informative approaches in the child care field and may be repeated with a different topic.

**CD 2053 Child Development Management & Budgeting 3.00 Credits**

This course is designed for the Child Care Center or Home owner who does their own paperwork. The information provided in the course shows the owner how to setup a budget using Excel and how to allocate resources for each category. Sample files are provided to show the actual procedure.

**CD 2103 Children with Special Needs 3.00 Credits**

This course enables students to understand the physical and psychological needs of handicapped children and to implement a learning environment to help meet their needs through selected activities.

**CD 2113 Child Growth & Development 3.00 Credits**

This course introduces students to the developmental stages of preschool children's growth & their relationship to the world in which they live. The curriculum incorporates the physical, social, emotional, and intellectual needs of young children.

**CD 2123 Health Care and Safety 3.00 Credits**

This course enables students to develop skills needed to teach health, safety, and the required nutritional needs of the pre-school child. This course includes health and safety practices, as well as evaluation of nutritional learning experiences including mealtime and supplemental concepts.

**CD 2133 Language and Physical Skills 3.00 Credits**

This course examines teaching techniques appropriate in literature and motor skills for preschool children with emphasis on selected activities that will enhance learning skills for the preschool age child.

**CD 2143 Science, Math & Social Diversity 3.00 Credits**

This course teaches learning experiences in math, science, and social sciences using real world situations incorporating hands-on learning methods suitable for a preschool child's mental health.

**CD 2150 Internship 1-3 Credits**

This course is designed for on-the-job training in positions, which can provide additional knowledge in the students' major areas of emphasis.

**CD 2213 Play, Art, Music 3.00 Credits**

This course introduces students to various ideas and techniques that would enhance a preschool child's expression, fostering the individual needs of each child through play, art, and music.

**CD 2223 Program Planning & Administration 3.00 Credits**

This course is designed to teach students how to develop, plan, and administer a childcare program. Emphasis will include evaluating lesson plans using short- and long-range goals of the child care program. Students will also learn the philosophy of different programs in the field of child.

**CD 2233 Audio-Visual Materials & Aids 3.00 Credits**

This course is teaches students various techniques of audio-visual aids and the basic instruction of audio-visual equipment and its uses in the preschool curriculum.

## **CHEMISTRY**

**CHEM 1115 General Chemistry I 5.00 Credits**

This course covers the more important elements, their history, and occurrence; common methods of preparations, properties, and practical uses of many of the commonly used

acids, bases, and salts; and the theory of inorganic chemistry. 3 hours theory, 4 hours laboratory.

**CHEM 1215 General Chemistry II****5.00 Credits**

A continuation of Chemistry 1115, this course covers chemical kinetics, thermodynamics, ionic equilibrium, electrochemistry, nuclear chemistry, and organic chemistry.

Prerequisite: Chemistry 1115. 3 hours theory, 4 hours laboratory.

**CHEM 2225 Organic Chemistry I****5.00 Credits**

This course is an introduction to the field of Organic Chemistry. It is designed for Chemistry majors and others in the sciences. It includes basic principles of stereochemistry, spectroscopy, mechanisms, aliphatic and aromatic nomenclature, and acid-base theory.

Prerequisite: Chemistry 1215.

**CHEM 2325 Organic Chemistry II****5.00 Credits**

This course is a continuation of Chemistry 2225. It is a continuing study of hydrocarbons and their functional groups, stressing mechanisms and stereochemistry. The course concludes with applications for biological molecules. Prerequisite: Chemistry 2225. 3 hours theory, 4 hours laboratory.

**CHEROKEE LANGUAGE****CHER 1112 Basic Cherokee I****2.00 Credits**

Basic Cherokee is the introductory course in the Cherokee language. Basic Cherokee will introduce 84 characters, called the *syllabary*, and the sounds associated with the individual characters. Aspects of the Cherokee culture will be introduced through classroom activities and guest speakers.

**CHER 1122 Basic Cherokee II****2.00 Credits**

Basic Cherokee is the introductory course in the Cherokee language. Basic Cherokee will introduce 84 characters, called the *syllabary*, and the sounds associated with the individual characters. Aspects of the Cherokee culture will be introduced through classroom activities and guest speakers.

**CHOCTAW LANGUAGE****CHOC 1113 Choctaw Language I****3.00 Credits**

This beginning course includes listening and simple speaking skills, practice of basic grammar and reading, and writing simple sentences.

**CHOC 1213 Choctaw Language II****3.00 Credits**

Intermediate Choctaw is a semester-long course intended for students who have successfully completed Choctaw I Beginning Course. This course introduces many important grammatical points of the Choctaw language that differ conceptually from their English counterparts, and is in that way more challenging than the first course. In this course, more complex written materials will be added: the student will notice that

translation between Choctaw and English is not accomplished by mapping words one-to-one from one language to the other, but by understanding the concept in one language, and finding an equivalent concept in the other. The student will grow to appreciate the sophistication of the Choctaw language, with its many distinctions in both the grammar and the lexicon. At the end of this course, the student will understand the construction of a variety of complex sentences, have a large vocabulary, understand word formation, and have mastered an acceptable pronunciation.

## **CRIMINAL JUSTICE**

### **CJ 1113 Intro to Criminal Justice 3.00 Credits**

Students examine the historical development of criminal justice, police functions, trial procedure, constitutional law, imprisonment, probation and parole, and government agencies.

### **CJ 1123 Criminal Law for Law Enforcement 3.00 Credits**

This course is an introductory class in Criminal Justice majors. It will examine substantive criminal law defining common law, statutory crimes and punishment. They will also examine the nature of the criminal acts of substantive criminal law, defining the necessary elements and punishments of each act.

### **CJ 2011 Criminal Justice Capstone 1.00 Credit**

This required one-hour course for majors is to be completed during their graduating semester. A course outline and syllabus will be provided for each student. This course may include one of the following: A comprehensive exam, a summary essay, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

### **CJ 2021 Pre-Law Capstone 1.00 Credit**

This required one-hour course for majors is to be completed during their graduating semester. A course outline and syllabus will be provided for each student. This course may include one of the following: A comprehensive exam, a summary essay, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

### **CJ 2023 Criminal Procedures 3.00 Credits**

This course focuses on the rules, principles, and concepts governing the enforcement of arrest, search, and seizure. Procedural controls incidental to the investigation of criminal offenses - arrest, search, and seizures in the administration of justice.

### **CJ 2123 Police Community Relations 3.00 Credits**

Identification of illegal drugs, special problems in enforcement, and an analysis of the development of modern drug laws in relation to scientific studies are covered in this course.

**CJ 2133 Patrol Operations 3.00 Credits**

The role of patrol operations in the law enforcement organization is studied. Skills, knowledge, and theories necessary for efficient patrol work are included.

**CJ 2140 Selected Topics in Criminal Justice 1-3 Credits**

This course deals with various topics designed to approach issues in criminal justice based on students' needs.

**CJ 2223 Criminal Investigation 3.00 Credits**

The role of the crime laboratory in the law enforcement organization, scientific crime detection, recording the crime scene, collection, and identification and transporting of evidence are covered in this class.

**CJ 2253 Police Traffic Studies 3.00 Credits**

Analysis of the police role in highway traffic safety activities, theories, structure and process of enforcement, engineering and education in accident prevention and loss reduction will be studied.

## **COOPERATIVE EDUCATION**

**COED 1001 Seminar 1.00 Credit**

Group discussion of topics related to supervised work experience such as work habits, relations with employer and co-workers, etc., is included in this course. Concurrent enrollment in Cooperative Education 1111, 1122, 2133 or 2044 and approval of advisor required.

**COED 1021 Seminar 1.00 Credit**

Group discussion of topics related to supervised work experience such as work habits, relations with employer and co-workers, etc., is included in this course. Concurrent enrollment in Cooperative Education 1111, 1122, 2133 or 2044 and approval of advisor required.

**COED 1111 Supervised Work Experience 1.00 Credit**

Supervised employment in the student's chosen field is the core of this course & provides practical experience for students preparing for careers. Students will work 6 to 11 hours per week for 16 weeks if this course is taken in a spring or fall semester & 8 to 15 hours per week for 11 weeks if this course is taken in a summer term. Concurrent enrollment in Cooperative Education 1001, 1021, 2031, or 2041 and approval of advisor is required.

**COED 1122 Supervised Work Experience 2.00 Credits**

Supervised employment in the student's chosen field is the core of this course & provides practical experience for students preparing for careers. Students will work 12 to 17 hours per week for 16 weeks if this course is taken in a spring or fall semester & 16 to 22 hours per week for 11 weeks if this course is taken in a summer term. Concurrent enrollment in Cooperative Education 1001, 1021, 2031, or 2041 and the approval of advisor required

**COED 2031 Seminar**

**1.00 Credit**

Group discussion of topics related to supervised work experience such as work habits, relations with employer and co-workers, etc., is included in this course. Concurrent enrollment in Cooperative Education 1111, 1122, 2133, or 2044, and approval of advisor required

**COED 2041 Seminar**

**1.00 Credit**

Group discussion of topics related to supervised work experience such as work habits, relations with employer and co-workers, etc., is included in this course. Concurrent enrollment in Cooperative Education 1111, 1122, 2133 or 2044 and approval of advisor required

**COED 2133 Supervised Work Experience**

**3.00 Credits**

Supervised employment in the student's chosen field is the core of this course and provides practical experience for students preparing for careers. Students will work 18 to 23 hours per week for 16 weeks if this course is taken in a spring or fall semester & 23 to 29 hours per week for 11 weeks if this course is taken in a summer term. Concurrent enrollment in Cooperative Education 1001, 1021, 2031, or 2041 and approval of advisor required.

**COED 2144 Supervised Work Experience**

**4.00 Credits**

Supervised employment in the student's chosen field is the core of this course & provides practical experience for students preparing for careers. Students will work 24 or more hours per week for 16 weeks if this course is taken in a spring or fall semester & 30 or more hours per week for 11 weeks if this course is taken in a summer term. Concurrent enrollment in Cooperative Education 1001, 1021 or 2041 and approval of advisor required.

**COLLEGE SUCCESS**

**COSU 1103 College Success**

**3.00 Credits**

Designed to aid students in adjustment to college, this course develops & sharpens students' skills necessary for success in college. Units covered include personal evaluation, study skills, research skills, thinking, & decision making.

**COMPUTER SCIENCE**

**CS 1010 Selected Topics in Computer Science**

**1-3 Credits**

The study and/or analysis of a selected topic in computer science, this course may be repeated with a different topic.

**CS 1103 Microcomputer Applications 3.00 Credits**

This course is designed to give the student hands-on experience with word processing, electronic spreadsheets, presentation software, and data base management software. Exploration of the Internet and a brief overview of microcomputer concepts will be Windows based. This course can be used to satisfy a Computer proficiency requirement at some four-year institutions.

**CS 1113 Introduction to Computer Forensics 3.00 Credits**

This course is designed as an overview of computer forensics and investigation tools and techniques. Topics will include crime and incident scene processing, data acquisition, computer forensics analysis, file recovery, investigative report writing, and evidence control. In addition students will be introduced to available computer forensics hardware and software tools. The basics of operating systems, file structure, and digital processes will be covered during the basics phase of this course. Students will be required to submit to a background check.

**CS 1233 E-Commerce 3.00 Credits**

This course will introduce the student to e-commerce concepts, terminology, software, hardware, future trends, management information systems, systems analysis, data communications, and career opportunities. It includes a study of the impact of internet marketing on individuals, businesses, and society.

**CS 1303 Business Computer Concepts 3.00 Credits**

This course will introduce the student to computer concepts, terminology, software, hardware, future trends, management information systems, systems analysis, data communications, and career opportunities. It includes a study of the impact of computers on individuals, businesses, and society. The student will be introduced to the software development with BASIC. The student will also receive instruction in word processing, spreadsheets, and database software.

**CS 1313 Programming I 3.00 Credits**

This course is designed as a study of structured programming techniques. The course will include fundamental control structures, files, input and output, and end with the study of array. Outside computer practice required. Prerequisite: CS 1303 or equivalent.

**CS 1333 Programming II 3.00 Credits**

A continuation of CS 1313, this course emphasizes structured methodology of program design, development testing, implementation, and documentation of computer systems applications using VISUAL BASIC. Coverage of sequential and random access files and processing techniques and development of programs and systems of programs for batch and interactive environments is included. This course is project intensive and requires outside computer practice. Prerequisite: CS 1313.

**CS 1403 Digital Media 3.00 Credits**

This course provides an overview of Digital Media. Work flow solutions are demonstrated along with color management techniques. Digital imaging equipment is used to provide





entering cell entries, cell ranges and blocks, entering formulas, using functions, importing/exporting files, MACROS, and other spreadsheet concepts. Outside computer practice is required. Prerequisite: CS 1103

**CS 2011 Computer Science Capstone 1.00 Credit**

This required one-hour course for majors is designed in their graduating semester. A course outline and syllabus will be provided for each student. This course may include one of the following: A comprehensive exam, a summary essay, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

**CS 2013 Data Base Management 3.00 Credits**

This course is designed to provide students with hands-on experience in using data base management systems. The student is introduced to planning and creating a database, data structures, sorting and electing data, report generation, command structures, data management, and other database concepts. Outside computer practice is required. Prerequisites: CS 1103 or equivalent.

**CS 2203 Networking I 3.00 Credits**

This course gives the student the fundamental knowledge needed to design, configure and implement a Local Area Network (LAN). An emphasis is placed on the integration of available software and hardware elements of various network architectures. Prerequisites: CS 1103.

**CS 2213 Networking II 3.00 Credits**

This course is a continuation of CS2203 and will present practical applications of LAN software installation and network administration in a laboratory environment. Problem solving skills will be emphasized along with actual troubleshooting scenarios and students will be required to solve problems introduced on lab networks. Prerequisites: CS 2203.

**CS 2223 Desktop Publishing 3.00 Credits**

This course is designed to introduce students to desktop publishing techniques and software. Along with brochure and newsletter design, students will create web pages for publishing on the World Wide Web. Hypertext Markup Language (HTML) will be emphasized and students will use current HTML Editors. Additional studies will provide the student with skills necessary to create a WWW server and also the ability to interface with Internet providers. Prerequisite: CS 1103.

**CS 2243 Internet Programming 3.00 Credits**

This course is an introduction to the Internet and it's Web Page Development. Topics taught include protocols, Internet applications, and simple Web Page development using HTML and Javascript.

**CS 2420 Selected Topics in Computer Science 1-3 Credits**

This course covers selected topics, projects, and/or independent study in computer science and may be repeated with change in subject matter.

## **CULINARY ARTS**

### **CUL 1103 Culinary Concepts**

**3.00 Credits**

This course teaches the fundamental concepts, skills, and techniques involved in basic cookery are covered in the course. Special emphasis is given to the study of ingredients, applied kitchen mathematics, cooking theories, and the preparation of stocks, broths, glazes, soups, thickening agents, and the grand sauces and emulsion sauces. Lectures and demonstration teach organization skills in the kitchen, provides an overview of proper identification, usage, and maintenance procedures for a variety of tools including refrigeration equipment, fixed equipment, hand tools, and appliances.

### **CUL 1113 Introduction to Catering**

**3.00 Credits**

This course teaches students to identify the different types of catering, the different markets and marketing of catering, client relations, and meal functions, beverage functions, room selection and setup, production and service planning, client services, staffing and financial controls and reports, and an understanding insurance and legal issues.

### **CUL 1123 Knife Skills**

**3.00 Credits**

This course teaches students the ability to select, handle, and care for knives. They will learn the essential knowledge for proper knife handling and care, including specialty knives, edge types, cutting surfaces, safe knife handling and storage, sharpening/honing, and sanitation (cleaning and sanitizing knives). Students will learn to maximize profitability and yield through an increased knowledge of knife skills, and discover the fundamental techniques and money-saving procedures, including, vegetable cuts-long, diced, shaped, and decorative. Student will learn meat, fish and poultry fabrication.

### **CUL 1133 Introduction to Baking**

**3.00 Credits**

This course presents the fundamental terms, concepts, and methods involved in preparation of baked products. Emphasis is place on conformance of sanitation and hygienic work habits with health laws. Course content reflects American Culinary Federation Educational Institute cook and pastry apprenticeship training objectives. Topics include: baking principles, baking ingredients, preparation of baked goods, baking sanitation and hygiene, and baking supplies and equipment. Prepare doughnuts, fritters, yeast dough's and prepare and decorate cakes in accordance with ACFEI. Laboratory demonstrations and student experimentation parallel class work.

### **CUL 1223 Menu Management**

**3.00 Credits**

This course will introduce the fundamentals of menu design and layout with emphasis on the applications of menu mix, inventory efficiency, seasonality, and merchandising for food service operations. Students will acquire the skills necessary for the design and planning of the menu and its relationship to the facilities.

### **CUL 2013 Culinary Art Internship**

**3.00 Credits**

Students in this course develop a business plan that outlines the acquisition of a food service operation. Students analyze demographics, location, marketing and financial requirements and examine restaurant concepts in case studies. In this course, students will take menu driven concepts and derive a business plan that outlines the acquisition of a food service property by analyzing demographics, location, marketing and financial requirements for such a venture and its overall feasibility in the marketplace. Trends, lifestyle shifts and psychographic analysis will be addressed while analyzing successful restaurant concepts via case studies. The capstone project culminates in a complete business plan ready for market entry. Prerequisite: Must be taken in the last semester of study.

**CUL 2103 Dining Room/Guest Service****4.00 Credits**

This course emphasizes practical experience utilizing fundamental dining room service principles. Topics include: international dining service, laws, dining service functions, preparation and set up, cafeteria, buffet service, table side service, and merchandising. Laboratory practice parallels class work. Interpret laws relating to the sale of food, beverages and other financial responsibilities. Determine proper procedures used to serve both alcoholic and non-alcoholic beverages. Identify position of employees in the front of the House. Describe the duties of each employee. Demonstrate skill in working in the dining room. Students learn how to provide effective and professional customer service. Students study actual hospitality cases and developing solutions to common customer service problems.

**CUL 2113 Pantry/Garde Manager I****5.00 Credits**

This course will introduce basic pantry/garde manger principles, utilization, preparation and integration into other kitchen operations. Course content reflects American Culinary Federation Educational Institute apprenticeship garde manger, garnishing, and presentation training objectives. Topics include: pantry/garde manger functions, basic garnitures, buffet presentation, cold preparations, cold sandwiches, salads and dressings, molds, garnishes, and cold hors d'oeuvres.

**CUL 2223 Restaurant Cooking: Practicum****3.00 Credits**

This course will introduce students to the experience of preparing and cooking for restaurant service. Students will be given assignments and will rotate through restaurant stations throughout the semester. Students are expected to incorporate and apply at a higher level all previously learned competencies in sanitation, handling and storage of products and food preparation. Students will continue to develop skills such as fish fabrication and more advance cooking techniques.

**CUL 2233 Restaurant Cooking: Theory****1.00 Credit**

This course will introduce students to the theory of planning menus, product ordering, preparing and cooking meals for restaurant service. Students will add their knowledge from prerequisite courses, methods such as grilling, saut`eing, pan frying and poaching a la minute. Students will continue to learn more advanced cooking techniques and product identification.

**CUL 2333 Quantity Cooking: Theory****3.00 Credits**

The purpose of this course is to teach basic cooking skills, understanding of recipes and theory of cooking methods to be used in quantity food production. Students learn scientific principles of quantity cooking, cooking methods as applied to recipe specifications, appropriate trade terminology, and basic theory of cooking.

**DANCE****DANC 1212 Beginning Ballet I****2.00 Credits**

Students will gain knowledge of the basic techniques of ballet and exercises performed at the ballet barre, various ballet positions, placement, ballet terminology and floor-crossing patterns.

**DANC 1222 Freshman Ballet II****2.00 Credits**

This course is a continuation of Beginning Ballet and advances the student from basic toward more advanced techniques.

**DANC 1442 Beginning Jazz/Theatre I****2.00 Credits**

This course is the study and practice of the basic jazz technique, body isolation exercises, and turns used in modern jazz. It includes techniques of various jazz styles used in theatre dance.

**DANC 1452 Freshman Jazz/Theatre II****2.00 Credits**

This course is a continuation of DANC 1442 and advances the student from basic toward more advanced techniques.

**DANC 2212 Sophomore Ballet I****2.00 Credits**

This course is a continuation of DANC 1222 and advances the student from basic toward more advanced techniques.

**DANC 2222 Sophomore Ballet II****2.00 Credits**

This course is a continuation of DANC 2212 and advances the student from basic toward more advanced techniques.

**DANC 2242 Beginning Ballet****2.00 Credits**

Students will gain knowledge of the basic techniques of ballet and exercises performed at the ballet barre, various ballet positions, placement, ballet terminology and floor-crossing patterns.

**DANC 2272 Beginning Jazz/Theatre Dance****2.00 Credits**

This course is the study and practice of the basic jazz technique, body isolation exercises, and turns used in modern jazz. It includes techniques of various jazz styles used in theatre dance.

**DANC 2442 Sophomore Jazz/Theatre I** **2.00 Credits**  
 This course is a continuation of DANC 1452 and advances the student from basic toward more advanced techniques.

**DANC 2452 Sophomore Jazz/Theatre II** **2.00 Credits**  
 This course is a continuation of DANC 2442 and advances the student from basic toward more advanced techniques.

## DRAMA

**DRMA 1001 Theatre Lab** **1.00 Credit**  
 This course applies principles of drama through participation in dramatic productions.

**DRMA 1011 Theatre Lab** **1.00 Credit**  
 Study of the principles of drama through participation in different dramatic productions is continued.

**DRMA 1110 Selected Topics in Drama** **1-3 Credits**  
 The study and/or analysis of a selected topic in drama, this course may be repeated with a different topic.

**DRMA 1213 Introduction to Theatre** **3.00 Credits**  
 Character, plot thematic, historical, and production analyses of various types of play scripts; understanding the work of various theatre artists, and developing appreciative audiences are the primary goal of this course.

**DRMA 1413 Acting I** **3.00 Credits**  
 Students study the basic principles of stage movement and vocal interpretation of scenes from plays.

**DRMA 1423 Acting II** **3.00 Credits**  
 A continuation of Drama 1413, this course emphasizes stage and voice presentations for play productions. Prerequisite: Drama 1413.

**DRMA 2011 Theatre Lab** **1.00 Credit**  
 Students complete further study of the principles of drama through participation in additional productions. Prerequisite: Approval of production director.

**DRMA 2021 Theatre Lab** **1.00 Credit**  
 Students do additional study of the principles of drama through participation in acting and/or technical assignments in dramatic productions. Prerequisite: Approval of production director.

**DRMA 2222 Stagecraft Projects** **2.00 Credits**  
 This course is an extended laboratory for those with special abilities and interests in stagecraft. Prerequisite: Approval of production director.

**DRMA 2223 Technical Production****3.00 Credits**

Students work in elementary techniques of stagecraft, lighting, and costuming for the stage. This course is designed to acquaint the student with the construction, painting, and assembling of stage scenery.

**DRMA 2413 Oral Interpretation****3.00 Credits**

Students work on selection, analysis, rehearsal, and performance of poetry, prose, and/or drama.

**DRMA 2613 Lighting and Sound****3.00 Credits**

Students study operation of sound and lighting equipment for stage productions in theatre and music.

**ECONOMICS****ECON 2113 Principles Of Macroeconomics****3.00 Credits**

An introduction to modern macroeconomic theory, this course covers the current problems of the aggregate economy. Major topics include the determination of national income, employment, inflation, monetary, and fiscal policy.

**ECON 2213 Principles of Microeconomics****3.00 Credits**

An introduction to modern microeconomic theory, this course analyzes the market structure and behavior of firms in a competitive environment. Major topics include demand and supply relationships, consumer behavior, income distribution, pricing, and international trade.

Prerequisite: Economics 2113.

**EDUCATION****EDUC 2011 Elementary Education Capstone****1.00 Credit**

This required one-hour course is to be completed by education majors during their graduating semester. A course outline and syllabus will be provided for each student. This course may include the following: A comprehensive exam, a summary essay, portfolio, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Prerequisites: Student must be sophomore status or have instructor's approval.

**ENGLISH****ENGL 0123 Fundamentals of English****3.00 Credits**

This course is a basic review of grammar and elements of mechanical form and practice in writing to help students who are deficient in high school curricular standards.

**ENGL 1010 Selected Topics in English****1-3 Credits**

This class will deal with selected topics in the study of English grammar usage, sentence structure, or problems in writing and may be repeated with a change in subject.

**ENGL 1113 Freshman Composition I****3.00 Credits**

An intensive review of the principles of grammar and basic language mechanics, this course includes training for effective communication skills with emphasis on expository writing and study of selected specimens of literature.

**ENGL 1213 Freshman Composition II****3.00 Credits**

A continuation of English 1113, this course increases emphasis on the study of selected specimens of literature and on the writing of expository research papers.

Prerequisite: English 1113.

**ENGL 1413 Reading****3.00 Credits**

This course uses diagnostic and remedial procedures to aid students having reading deficiencies and employs developmental procedures for the general improvements of reading proficiency.

**ENGL 2010 Selected Topics In Literature****1-3 Credits**

This course deals with selected topics in reading concerned with different genre and works of major writers.

**ENGL 2011 English Capstone****1.00 Credit**

This required one-hour course for majors is to be completed during their graduating semester. A course outline and syllabus will be provided for each student. This course may include the following: A comprehensive exam, a summary essay, portfolio, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

**ENGL 2150 Selected Topics in English****1-3 Credits**

Instruction is designed to improve the writing skills of students through the creative expression of their own thoughts and emotions through poetry and/or prose.

**ENGL 2153 Creative Expression****3.00 Credits**

Instruction is designed to improve the writing skills of students through the creative expression of their own thoughts and emotions through poetry and/or prose.

**ENGL 2250 Selected Topics in Contemporary Reading****1-3 Credits**

Instruction is designed to improve reading skills and interpretation of themes within contemporary literature. The class objective will be to make reading an enjoyable pastime.

**ENGL 2413 Introduction to Literature****3.00 Credits**

This course is a study of selected world literary genre-short story, essay, biography, poetry, and drama-and the criteria for evaluating literature; extensive reading is required.

Prerequisite: English 1113 or consent of Division Chairperson.

**ENGL 2433 Masterpieces of World Literature I****3.00 Credits**

This course is a study of selected masterpieces of western literature from the Greeks to the Renaissance. Extensive reading is required. Prerequisites: English 1113 or consent of Division Chairperson.

**ENGL 2443 Masterpieces of World Literature II 3.00 Credits**

Selected masterpieces of western literature from the Renaissance to the present are studied in this course. Extensive reading is required. Prerequisites: English 1113 or consent of Division Chairperson.

**ENGL 2543 English Literature to 1800 3.00 Credits**

This course is a survey of British literature between 449 and 1800. Extensive reading is required. Prerequisite: English 1113 or consent of Division Chairperson.

**ENGL 2653 English Literature from 1800 3.00 Credits**

This course is a survey of British literature from 1800 to the present. Extensive reading is required.

**ENGL 2773 American Literature to the Civil War 3.00 Credits**

This course is a survey from colonial times to the Civil War. Extensive reading is required.

**ENGL 2883 American Literature since Civil War 3.00 Credits**

This course is a survey of American literature from the Civil War to the Twentieth Century. Extensive reading is required.

**ENGL 2913 Short Story 3.00 Credits**

This course studies the origin and development of the short story. This course requires extensive reading. Prerequisite: English 1113 or consent of Division Chairperson.

## **ETHICS**

**ETHC 1113 Intro to Medical Terminology 3.00 Credits**

This course will provide information about common medical terms, definitions, and usage. The systems model is used to organize the content. This method will assist the student to learn the principles of medical terminology and build a working vocabulary of medical terms in a logical and orderly manner.

## **FAMILY AND CONSUMER SCIENC**

**FCS 1010 Select Topics in Family & Consumer Science 1-3 Credits**

This course will cover topics in Family and Consumer Sciences not covered in other FCS courses, but which will benefit the student with a better understanding of the subject. This course may be repeated under a change of topic.



**FILM****FILM 1113 Introduction to Film****3.00 Credits**

By screening award-winning films, this course introduces the student to the analysis of narrative film in the context of film theory, expression and aesthetics. All the elements of film language are studied to give the student a better understanding of the art form. In this course, the history of film is viewed as an art form and cultural phenomena. It is a survey of the trends in film in our time, emphasizing the historical and cultural viewpoint.

**FILM 1123 Beginning Filmmaking****3.00 Credits**

This course provides the basic knowledge necessary to develop successful motion pictures in both narrative and documentary forms. It emphasizes preproduction, production, and postproduction states, including script development, cameras, and lenses, shot determination, lighting, sound, picture and dialogue editing, and editing styles. Students shoot and edit a number of short productions. Camcorders and digital editing equipment provided. Prerequisite: SPCH2243 Beginning Broadcasting

**FILM 1133 Screenwriting****3.00 Credits**

Introduction to Screenwriting is a class devoted to the craft of cinematic storytelling. This class focuses on the elements of the Three Act structure and moves step by step from premise to fade out. Students in this course will learn the 'mental screen' technique of writing for the screen, and beat, scene, and act analysis. The goal of Introduction to Screenwriting is for students to master the skills necessary to go from idea to outline to first draft.

**FILM 2003 Film Genres: Animation****3.00 Credits**

This course examines the history, techniques, and forms of animation in international cinema. Studies include both short and feature-length films as well as experimental films. Animated works are studied through various lenses such as historical, social, political, and ideological criticism.

**FILM 2010 Selected Topics in Film****1-3 Credits**

This course will cover topics in Film not covered in other film courses, but which will benefit the student with a better understanding of the subject. This course may be repeated under a change of topic.

**FILM 2011 Film Studies Capstone****1.00 Credit**

This required one-hour course for majors is to be completed during their graduating semester. A course outline and syllabus will be provided for each student. This course may include the following: A comprehensive exam, a summary essay, portfolio, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

**FILM 2103 Film Genres: Horror****3.00 Credits**

Film Genre course introduces students to close analysis of types of narrative film, including such genres as war films, westerns, documentaries, horror films, animation, and other

topics. The genre is explored as a representative part of the whole art of film. New genres will be explored each semester.

**Horror:** This course explores classic and modern horror films as a study of an often-neglected yet highly-influential genre of American film. by critically screening horror films, students will investigate fundamental questions about the genre through a number of critical lenses including gender theory and class theory. The course will explore the origins, development and problems of horror films with major emphasis on film form and close textual analysis. Of particular interest will be the subject of originality and whether horror films as an art form can break free of derivative patterns in the modern context.

**FILM 2113 Film History I 3.00 Credits**

(Film History and Criticism to 1945). This course covers the international history of cinema from its origins to the end of the World War II. Using an historical approach, the course also looks through the lens of social criticism. 3 credit hours

**FILM 2223 Film Criticism 3.00 Credits**

Students will study the form, meaning and value of American motion pictures with an emphasis on modern films (1990s to present), both Hollywood and independent. The course will deeper the student's knowledge of the aesthetics of film as an art form, building on the knowledge gained from Introduction to Film. Students will leave the course with the necessary knowledge to critically evaluate film. Prerequisite: JOUR1113 Introduction to Film

**FILM 2233 Film History II 3.00 Credits**

(Film History II 1945 to the Present). This course covers the international history of cinema from the end of World War II to the present. Using an historical approach, the course looks through varied lenses, including aesthetics, censorship, propaganda, sociopolitical criticism, and self-identity issues such as class, gender, race, and sexual orientation.

## **GEOGRAPHY**

**GEOG 1113 Elements of Physical Geography 3.00 Credits**

This course analyzes the spatial distribution of natural features of the earth such as climate, landforms, soils, minerals, water, vegetation, and fauna. Emphasis is on man and environment where appropriate.

**GEOG 2243 Fundamentals of Human Geography 3.00 Credits**

This course is an introduction to basic geographic concepts and an emphasis on the interrelationships of people with their physical and cultural environment.

## **GEOLOGY**

**GEOL 1014 General Geology 4.00 Credits**

This course examines the composition and structure of the earth and history of modification of its surface by internal and external processes.

## GENERAL PHYSICAL SCIENCE

### **GPS 1214 General Physical Science with Lab 4.00 Credits**

Designed with a laboratory for non-science majors, this course uses lectures and demonstration to assist students in interpreting physical environment and covers important topics in astronomy, chemistry, geology, and physics. 3 hours Theory and 2 hours Laboratory.

## HISTORY

### **HIST 1010 Selected Topics in History 3.00 Credits**

This course will deal with selected topics in history based on student interest.

### **HIST 1063 Oklahoma History 3.00 Credits**

This course studies exploration, Indian treaties, coming of the white man, territorial days, and development since statehood is included in the study of the state's history.

### **HIST 1113 Early Western Civilization 3.00 Credits**

Ancient and medieval civilization in their economic, cultural, and political aspects are studied in this course with emphasis on contributions of Greece and Rome.

### **HIST 1123 Modern Western Civilization 3.00 Credits**

European background, influences of the frontier, growth of nationalism, development of institutions, and problems of readjustment in the Twentieth Century are the main elements of this course.

### **HIST 1483 American History 1492-1865 3.00 Credits**

This is a survey course in American history from the colonial period through the Civil War.

### **HIST 1493 American History 1865-Present 3.00 Credits**

This is a survey course in American history since the Civil War and includes political issues, which underlie America's domestic problems and the rise of the United States as a world power.

### **HIST 2011 Social Science Capstone 1.00 Credit**

This required one-hour course for majors is designed in their graduating semester. A course outline and syllabus will be provided for each student. This course may include one of the following: A comprehensive exam, a summary essay, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

### **HIST 2513 The American Indian 3.00 Credits**

This course is a survey of representative American Indian tribes from pre-history to the contemporary period.

**HIST 2593 The Black Man in American History 3.00 Credits**

The role of the black man in the development of American civilization is studied in this course.

## **HEALTH, PHYSICAL EDUCATION & RECREATION**

**HPER 1000 Selected Top In Health Problems 1-3 Credits**

This course will cover topics in Health not covered in other health courses, but which will benefit the student with a better understanding of the subject. This course may be repeated under a change of topic.

**HPER 1101 Freshman Women's Basketball 1.00 Credit**

This course is designed for varsity competition for freshman women in basketball.

**HPER 1103 Introduction to HPER 3.00 Credits**

This course acquaints students with the profession of physical education. This course includes history, philosophy, terminology, objectives, teacher qualifications, vocational opportunities, expected competencies, skill testing, and modern trends that are significant to the total educational program and have an impact on society.

**HPER 1111 Freshman Men's Basketball 1.00 Credit**

This course is designed for varsity competition for freshman men in basketball.

**HPER 1113 Personal Health and Wellness 3.00 Credits**

This course is the study of basic health knowledge and daily practices, including physical fitness leading to lifelong wellness. Social health issues such as AIDS, drug abuse, and alcohol abuse are examined.

**HPER 1121 Freshman Men's Baseball 1.00 Credit**

This course is designed for varsity competition for freshman men in baseball.

**HPER 1131 Freshman Softball 1.00 Credit**

This course is designed for freshman varsity competition in softball.

**HPER 1331 Cardiopulmonary Resuscitation 1.00 Credit**

This is a basic rescue course designed to instruct students to properly administer CPR to infants, children, and adults.

**HPER 2002 Methods of Recreational Leadership 2.00 Credits**

This course is designed to provide student knowledge in planning, organizing, managing, and directing recreation activities for both youth and adults in community and private life.

**HPER 2011 Health, Physical Education & Recreation Capstone 1.00 Credit**

This course involves an assessment of subject material, skills, and applications of the Health Physical Education & Recreation curriculum. It is to be taken during the student's graduating semester.

**HPER 2031 Sophomore Softball 1.00 Credit**

This course is designed for varsity competition for sophomore women in softball.

**HPER 2101 Sophomore Women's Basketball 1.00 Credit**

This course is designed for varsity competition for sophomore women in basketball.

**HPER 2103 Care & Prevention of Athletic Injuries 3.00 Credits**

The recognition, cause, prevention and treatment of athletic injuries are examined, including a concentrated component dealing with prescribed rehabilitation and therapy, taping methods, protective equipment, equipping the training room, conditioning the athlete, and the athlete's diet. This course also addresses the psychological aspects of athletic injuries.

**HPER 2111 Sophomore Men's Basketball 1.00 Credit**

This course is designed for varsity competition for sophomore men in basketball.

**HPER 2112 Theory of Coaching Basketball 2.00 Credits**

The theory of and practice in fundamentals, methods of training, and coaching are presented.

**HPER 2121 Sophomore Men's Baseball 1.00 Credit**

This course is designed for varsity competition for sophomore men in baseball.

**HPER 2122 Theory of Coaching Baseball 2.00 Credits**

The theory of the practice in fundamentals, methods of training and coaching are presented.

**HPER 2131 Sophomore Women's Softball 1.00 Credit**

This course is designed for sophomore varsity competition in softball.

**HPER 2133 Sports Officiating 3.00 Credits**

The interpretation of football and basketball rules and instruction in officiating athletic games and meets is examined.

**HPER 2142 Theory of Coaching Football 2.00 Credits**

The theory and practice in fundamentals, methods of training, and coaching are presented.

**HPER 2213 Standard First Aid & Personal Safety 3.00 Credits**

Topics and techniques taught include immediate and temporary treatment for accidental injuries and sudden illness, with special emphasis placed on personal safety and prevention of illness and accidents. This course includes theory and laboratory sessions.

**HPER 2221 Concepts of Fitness 1.00 Credit**

The daily physical fitness practices necessary for a healthy life-style are examined.

**HPER 2254 Applied Anatomy and Physiology** **4.00 Credits**

**HPER 2513 Motor Learning** **3.00 Credits**

The study of the concept of motor skill development is discussed as well as the application of the learning theory to physical activity.

**HPER 2813 Drug Education** **3.00 Credits**

Analysis and evaluation of scientific data on the health effects of the use of nutrients, alcohol, narcotics, tobacco, and other dangerous drugs are studied. Current topics related to the use of these substances are included.

**HPER 2900 Selected Topics in Physical Education** **1-3 Credits**

**HPER 2910 Selected Topics in Coach Basketball** **1-3 Credits**

**HPER 2920 Selecting Topics in Coach Baseball** **1-3 Credits**

**HPER 2930 Selected Topics in Coaching Golf** **1-3 Credits**

**HPER 2940 Sel Topics in Athletic Injuries & Sports Medicine** **1-3 Credits**

**HPER 2950 Sel Topics in Weightlifting & Strength Training** **1-3 Credits**

## **HOTEL, RESTAURANT & TOURISM MANAGEMENT**

**HRMT 1102 Intro to Hotel/Restaurant Mgmt** **2.00 Credits**

This course acquaints students with career opportunities and the development and history of the hotel and restaurant industries. Food management and organization are introduced.

**HRMT 1103 Introduction to Hospitality** **3.00 Credits**

This course prepares individuals for the Hospitality operations on a system wide basis, including both travel arrangements and promotion. Includes instruction in principles operation in travel and tourism, hotel and lodging facilities, food service and recreation facilities industries, hospitality marketing strategies, hospitality planning, management and coordination of franchise and unit operations, business management, accounting and financial management hospitality transportation and logistics, and hospitality industry policies and regulations.

**HRMT 1113 Hotel\Restaurant Sanitation** **3.00 Credits**

The phases of good sanitation, public health laws, and special problems in food and lodging sanitation are examined. The use of food preparation utensils, personal hygiene, and preparation of utensils in a sanitary manner are studied.

**HRMT 1120 Hotel\Restaurant Technology** **3.00 Credits**

This course acquaints students with the most recent technological changes in hotel and restaurant management operation.

**HRMT 1130 Hotel\Restaurant Management** **3.00 Credits**

An emphasis is placed on technology and management techniques in hotel and restaurant operation.

**HRMT 1203 Hotel\Restaurant Layout & Design** **3.00 Credits**

This course acquaints HRMT students with the principles involved in designing systems for hotel and restaurant operations. Furnishings and equipment selection and location are introduced.

**HRMT 2011 Hotel, Restaurant, & Tourism Mgmt Capstone** **1.00 Credit**

This required one-hour course for majors is to be completed during their graduating semester. A course outline and syllabus will be provided for each student. This course may include the following: A comprehensive exam, a summary essay, portfolio, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

**HRMT 2123 Meal Management and Preparation** **3.00 Credits**

Food preparation for small and large groups is examined, including purchasing procedures and inventory.

**HRMT 2223 Lodging & Food Service Promotion** **3.00 Credits**

Students learn to sell and promote lodging and food service provided to customers, to use advertising and media, and to organize conferences and conventions.

**HRMT 2233 Hotel/Restaurant Personnel Mgmt** **3.00 Credits**

This course acquaints HRMT students with proven supervisory techniques along with an understanding of the wage and hour laws. Writing job descriptions, hiring techniques, and evaluation techniques are introduced.

**HRMT 2333 Food Service & Hotel Purchasing** **3.00 Credits**

This course prepares HRMT students for purchasing responsibilities by introducing various principles of hotel and foodservice purchasing. Organization and systems for purchasing supplies and equipment for food services, hotels, and banquets are introduced.

**HRMT 2353 Food Costing Principles & Application** **3.00 Credits**

Students in this course will learn food costing procedures including determining percentages; yield percentages, determining selling price, and month end food cost. The emphasis is on helping students become cost conscious. This increases student's awareness of product cost during production. This course also contributes to student menu planning skills.

## **HUMANITIES**

**HUM 2020 Special Topics in Humanities** **1-3 Credits**

This class will deal with selected topics in the various studies of the fine arts and humanities, i.e., history, philosophy, psychology, sociology.

**HUM 2113 General Humanities I****3.00 Credits**

A study of the significant ideas of western man as manifest in art, music, literature, and philosophy, this course covers a period of time from pre-historic man to the Renaissance.

**HUM 2223 General Humanities II****3.00 Credits**

This course covers a period of time from the Renaissance to the Twentieth Century.

**Pre-JOURNALISM****JOUR1010 Selected Topics in Journalism****1-3 Credits**

This course will deal with selected topics in the various studies in and application of journalism.

**JOUR 1013 Intro to Mass Communications****3.00 Credits**

This course is an introductory survey of the role of the mass media in modern society with particular emphasis on critical evaluation of the press, radio, and television. Open to non-journalism majors.

**JOUR 1023 News Writing & Reporting I****3.00 Credits**

Beginning news writing is studied with emphasis on types of news, leads, and body treatment of stories. Extensive lab work is required

**JOUR 1113 Introduction to Film****3.00 Credits**

By screening award-winning films, this course introduces the student to the analysis of narrative film in the context of film theory, expression and aesthetics. All the elements of film language are studied to give the student a better understanding of the art form. In this course, the history of film is viewed as an art form and cultural phenomena. It is a survey of the trends in film in our time, emphasizing the historical and cultural viewpoint.

**JOUR 1243 Broadcast Internship****3.00 Credits**

A cooperative agreement between Carl Albert State College and KPRV-FM providing college credit for training and experience in broadcast news.

**JOUR 1343 Broadcast Internship****3.00 Credits**

A cooperative agreement between Carl Albert State College and KFSM-TV providing college credit for training and experience in broadcast production.

**JOUR 2011 Journalism Capstone****1.00 Credit**

This required one-hour course for majors is to be completed during their graduating semester. A course outline and syllabus will be provided for each student. This course may include the following: a comprehensive exam, a summary essay, portfolio, and/or an exit interview that would include an oral exam based on the objectives and content of the



required courses within the major. Prerequisites: Student must be sophomore status or have instructor's approval.

**JOUR 2243 Beginning Broadcasting 3.00 Credits**

Individual and class projects in every phase of producing radio and television programming are included in this class.

**JOUR 2313 Writing for the Mass Media 3.00 Credits**

This course covers theory and practice of gathering, writing, and evaluating information for dissemination through the mass media, both print and electronic.

**JOUR 2323 News Editing 3.00 Credits**

An introduction to basic editing skills, this course includes copy reading and headline writing, plus some emphasis on basic make-up practices. Extensive lab work is required.

**JOUR 2343 Broadcast Internship 3.00 Credits**

A cooperative agreement between Carl Albert State College and KHBS-TV providing college credit for training and experience in broadcast news.

**JOUR 2443 Broadcast Internship 3.00 Credits**

A cooperative agreement between Carl Albert State College and KFSM-TV providing college credit for training and experience in broadcast promotions.

## LANGUAGE

**LANG 1010 Selected Topics in Foreign Language 1-3 Credits**

The study and/or analysis of a selected topic of a specific language, this course may be repeated with a different topic

## LEADERSHIP

**LEAD 1413 CASC Leadership I 3.00 Credits**

This course brings together the student and the community together with the opportunity to learn about the local communities' structure. Students are provided with leadership tools that will aid them in academics, campus activities, and the local community interactions. Leadership topics will include character, conflict resolutions, partnerships, time management, college orientation, and other team building projects involving civic, college, or community assignments. Course satisfies orientation degree requirements.

## LIBRARY

**LIB 1011 Information Literacy I 1.00 Credit**

Information literacy examines information structures and organization, as well as skills needed for effectively identifying, acquiring, evaluating, using and communicating information in various formats.

**LIB 1111 Information Literacy II****1.00 Credit**

Information literacy II builds upon the content learned in Information Literacy I and is designed to provide the basic research and information seeking skills commonly used in research for college courses.

**MATHEMATICS****MATH 0113 Developmental Math****3.00 Credits**

Arithmetic fundamentals and applications, elementary algebra, number systems, basic geometry, formulas, tables, and graphs are studied.

**MATH 0123 Intermediate Algebra****3.00 Credits**

Elementary algebra is rapidly reviewed and includes the study of real numbers, polynomials, algebraic fractions, exponents, roots, radicals, first-and second-degree equations, functions, graphing, and linear systems of equations.

**MATH 1413 Survey of Contemporary Math****3.00 Credits**

An overview of mathematics for the non-mathematics major is examined including an explanation of the basic nature of algebra, calculus, number theory, geometry, and other areas of mathematics. This course also includes introduction logic, postulation systems, and other thought structures used in mathematics and practical applications of mathematics to everyday problems using calculators, arithmetic, simple algebra, and statistics. (May not be taken for major credit in mathematics) Prerequisites: Math 0123 or equivalent.

**MATH 1513 College Algebra****3.00 Credits**

This brief review and continuation of Intermediate Algebra includes the study of nonlinear relations and functions, exponential and logarithmic functions, systems of equations, matrices and determinants, sequences and series, and partial fractions.

Prerequisite: Math 0123 or equivalent.

**MATH 1613 Plane Trigonometry****3.00 Credits**

This course examines a two-dimensional study of angular measure, trigonometric solution of right and oblique triangles, logarithms, trigonometric and inverse trigonometric equations, complex numbers, graphing trigonometric functions, and polar coordinates.

Prerequisites: Math 0123 and Math 1513 or their equivalents.

**MATH 1620 Selected Topics in Math****1-3 Credits**

Designed for students in special mathematic topics, this course may be used to teach the metric system, problems in mini-computers, or other mathematical topics.

**MATH 2011 Mathematics Capstone****1.00 Credit**

This required one-hour course for majors is designed in their graduating semester. A course outline and syllabus will be provided for each student. This course may include one of the following: A comprehensive exam, a summary essay, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses

within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

**MATH 2213 Math Structures I**

**3.00 Credits**

This course includes a study of the origins of numerals and number systems; sets; relations and their properties, and systems of whole numbers, integers, rational numbers; and intuitive geometry. Prerequisite: Math 0123 or equivalent.

**MATH 2265 Analytic Geometry & Calculus I**

**5.00 Credits**

This course covers rectangular coordinates, straight lines and conic sections, polar coordinates, general equations of the second degree, function, limits, derivatives, differentials, indefinite and definite integrals, and applications. Prerequisites: Math 1513 and Math 1613.

**MATH 2275 Analytic Geometry & Calculus II**

**5.00 Credits**

This course is a continuation of Math 2265 and covers further applications of the integral, conic sections, parametric equations, polar coordinates, limits and continuity, indeterminate forms of limits, infinite series, vectors, partial derivatives, and multiple integrals. Prerequisite: Math 2265.

**MATH 2413 Math Structures II**

**3.00 Credits**

This course is a study of the fundamental structure of mathematics for non-mathematics majors. Topics include: number theory; probability; statistics & graphing; & geometric concepts including properties of standard shapes & area & volume formulas. Prerequisite: Math 2213 or Math 1513.

**MATH 2523 Business Calculus I**

**3.00 Credits**

This course is a study of the fundamental structure of linear analysis for business majors. Prerequisite: Math 1513.

**MEETING & DESTINATION MANAGEMENT**

**MDM 1233 Intro to Tourism Management**

**3.00 Credits**

This course provides a basic understanding of the lodging and tourism industry and includes a tracing of the industry's growth and development, a review of the organization of hotels, a survey of the total tourism concept, and an examination of industry career opportunities and future trends.

**MDM 2052 Tourism Internship**

**2.00 Credits**

This course is a supervised full-time trainee work experience for students majoring in Hotel/Restaurant & Tourism Management. Students have the opportunity to work in actual job situations and gain experience that prepares them for management obligations after graduation.

**MDM 2323 Principles of Meeting Management I**

**3.00 Credits**

This course covers the social and economic benefits derived from the meeting industry and includes a review of the difference between corporate and association meetings and a research of industry trends and influences.

**MDM 2333 Principles of Meeting Management II** **3.00 Credits**

This course covers individual or group participation and involves field study or research in meeting management, destination development, convention and trade show management, and travel administration.

**MDM 2523 Principles of Tourism Destination Dev** **3.00 Credits**

This course examines the travel business from its ancient origins to the present including the dimensions of various segments of the industry hotels, airlines, shipping, rail, & vehicular travel. Foreign & domestic tourism & business travel are studied.

## MARKETING

**MKTG 1103 Introduction to Marketing** **3.00 Credits**

This course is designed to provide students with an understanding of theories, research, and practice when dealing with marketing and the concepts associated with marketing. Topics covered include selling, advertising, marketing, target markets, product mix, promotions, and marketing mix. Emphasis on consumer behavior, market opportunities, marketing research and strategies, and marketing plans is also covered as part of this course.

## MUSIC

**MUS 1001 Freshman Applied Voice I** **1.00 Credit**

This course offers individual instruction in vocal techniques, including breathing, expression, and repertoire.

**MUS 1002 Elementary Class Instruction in Piano** **2.00 Credits**

This course is for students with no previous instruction in piano. It includes basic techniques, lecture, and participation.

**MUS 1011 Freshman Applied Voice II** **1.00 Credit**

This course offers individual instruction in vocal techniques, including breathing, expression, and repertoire.

**MUS 1012 Elementary Class Instruction in Piano II** **2.00 Credits**

This course is a continuation of Music 1002. Prerequisite: Music 1002 or permission of instructor.

**MUS 1013 Freshman Theory I** **3.00 Credits**

Designed for music majors, this course includes key signatures, meter, major and minor modes, intervals, the diatonic triads, and the dominant seventh chord.

**MUS 1023 Freshman Theory II 3.00 Credits**

This course is a continuation of Music 1013. Prerequisite: Music 1013 or permission of instructor.

|                 |                          |                    |                                     |
|-----------------|--------------------------|--------------------|-------------------------------------|
| <b>MUS 1051</b> | <b>Applied Brass I</b>   | <b>1.00 Credit</b> | <b>Freshman Brass I</b>             |
| <b>MUS 1061</b> | <b>Applied Brass II</b>  | <b>1.00 Credit</b> | <b>Freshman Brass II</b>            |
| <b>MUS 1071</b> | <b>Applied Brass III</b> | <b>1.00 Credit</b> | <b>Sophomore Brass I (i.e. III)</b> |
| <b>MUS 1081</b> | <b>Applied Brass IV</b>  | <b>1.00 Credit</b> | <b>Sophomore Brass II (i.e. IV)</b> |

**MUS 1103 Fundamentals of Music 3.00 Credits**

A study of scales, intervals, triads, and basic terminology, this course is for non-music majors and students majoring in elementary education.

**MUS 1111 Freshman Instrumental Ensemble I 1.00 Credit**

This course is designed to prepare students to perform in an instrumental ensemble. Music choices and styles are determined by the needs, skills and experience of participants. Public performances are part of this course. Prerequisite: Permission of instructor.

**MUS 1112 Freshman Ear Train & Sight Singing I 2.00 Credits**

Designed for music majors, this course includes rhythmic, melodic, and harmonic dictation and covers the application of materials studied in Music 1013. Prerequisite: Music 1013.

**MUS 1113 Music Appreciation 3.00 Credits**

This course is designed to create an interest in the enjoyment of music through better understanding of the great composers and their works.

**MUS 1121 Freshman Show Choir I 1.00 Credit**

The show choir is a touring vocal ensemble; public performances are required in this course. Prerequisite: Permission of instructor

**MUS 1122 Freshman Ear Training & Sight Singing II 2.00 Credits**

This course is a continuation of Music 1112. Prerequisite: Music 1112 and concurrent enrollment in Music 1023.

**MUS 1123 Music Literature 3.00 Credits**

This course teaches how to listen to and understand western civilization concert music. The student will learn about musical forms, terms, and the composers in their social and personal settings.

**MUS 1131 Freshman Men's Ensemble I 1.00 Credit**

This course is designed to provide opportunities for male students to perform in a vocal ensemble, this course bases music choices on the needs, skills and experience of

participants. Public performances are part of this course. Prerequisite: Permission of instructor.

**MUS 1151 Freshman Stringed Instrument I 1.00 Credit**

This course is designed for students with no previous instruction in selected stringed instruments. Selection of instruments will be dependent upon student demand and instructor expertise.

**MUS 1161 Applied Woodwinds I 1.00 Credit**

Private instruction is offered for instrumental music majors. Each student's level of ability is determined, and an individual program of study is designed to attain maximum musical development.

**MUS 1171 Applied Woodwinds II 1.00 Credit**

Private instruction is offered for instrumental music majors. Each student's level of ability is determined, and an individual program of study is designed to attain maximum musical development.

**MUS 1181 Applied Woodwinds III 1.00 Credit**

Private instruction is offered for instrumental music majors. Each student's level of ability is determined, and an individual program of study is designed to attain maximum musical development.

**MUS 1191 Applied Woodwinds IV 1.00 Credit**

Private instruction is offered for instrumental music majors. Each student's level of ability is determined, and an individual program of study is designed to attain maximum musical development.

**MUS 1211 Freshman Instrumental Ensemble II 1.00 Credit**

This course is a continuation of Music 1111 with additional music and continued public performances. Prerequisite: Music 1111 and/or permission of instructor.

**MUS 1221 Freshman Show Choir II 1.00 Credit**

The show choir is a touring vocal ensemble; learning additional music and continuing public performances are required in this course. Prerequisite: Music 1121 and/or permission of instructor.

**MUS 1231 Freshman Men's Ensemble II 1.00 Credit**

This continuation of Music 1131 expands repertoire and offers additional opportunities for public performances. Prerequisite: Music 1131 and/or permission of instructor.

**MUS 1251 Freshman Stringed Instrument II 1.00 Credit**

**MUS 1311 Freshman Women's Ensemble I 1.00 Credit**

This course is designed to provide opportunities for female students to perform in a vocal ensemble, this course bases music choices on needs, skills and experience of participants. Public performances are part of this course. Prerequisite: Permission of instructor.

**MUS 1321 Freshman Women's Ensemble II 1.00 Credit**

This continuation of Music 1311 expands repertoire and offers additional opportunities for public performances. Prerequisite: Music 1311 and/or permission of instructor.

**MUS 1411 Applied Percussion I 1.00 Credit**

Private instruction is offered for instrumental music majors. Each student's level of ability is determined, and an individual program of study is designed to attain maximum musical development.

**MUS 1421 Applied Percussion II 1.00 Credit**

Private instruction is offered for instrumental music majors. Each student's level of ability is determined, and an individual program of study is designed to attain maximum musical development.

**MUS 1431 Applied Percussion III 1.00 Credit**

Private instruction is offered for instrumental music majors. Each student's level of ability is determined, and an individual program of study is designed to attain maximum musical development.

**MUS 1441 Applied Percussion IV 1.00 Credit**

Private instruction is offered for instrumental music majors. Each student's level of ability is determined, and an individual program of study is designed to attain maximum musical development.

**MUS 1511 Applied Strings I 1.00 Credit**

Private instruction is offered for instrumental music majors. Each student's level of ability is determined, and an individual program of study is designed to attain maximum musical development.

**MUS 1521 Applied Strings II 1.00 Credit**

Private instruction is offered for instrumental music majors. Each student's level of ability is determined, and an individual program of study is designed to attain maximum musical development.

**MUS 1531 Applied Strings III 1.00 Credit**

Private instruction is offered for instrumental music majors. Each student's level of ability is determined, and an individual program of study is designed to attain maximum musical development.

**MUS 1541 Applied Strings IV 1.00 Credit**

Private instruction is offered for instrumental music majors. Each student's level of ability is determined, and an individual program of study is designed to attain maximum musical development.

**MUS 2001 Mixed Chorus 1.00 Credit**

This course is open to all students and may be repeated for credit.

**MUS 2002 Intermediate Class Instruction in Piano I 2.00 Credits**

This course is a continuation of Music 1002 and Music 1012. Prerequisites: Music 1002, Music 1012, or permission of instructor.

**MUS 2011 Sophomore Applied Voice III 1.00 Credit**

This course offers individual instruction in vocal techniques, including breathing, expression, and repertoire.

**MUS 2012 Intermediate Class Inst in Piano II 2.00 Credits**

This course is a continuation of Music 1002, Music 1012, and Music 2002. Prerequisites: Music 1002, Music 1012, Music 2002 or permission of instructor.

**MUS 2013 Sophomore Theory I 3.00 Credits**

Part-writing and harmonization, classification of chords with study of non-dominant seventh chords and other chromatically altered chords are studied in this course. Prerequisite: Music 1023.

**MUS 2021 Sophomore Applied Voice IV 1.00 Credit**

This course offers individual instruction in vocal techniques, including breathing, expression, and repertoire. Prerequisite: Permission of instructor.

**MUS 2023 Sophomore Theory II 3.00 Credits**

This course is a continuation of Music 2013. Prerequisite: Music 2013.

**MUS 2101 Applied Piano Study I 1.00 Credit**

**MUS 2111 Sophomore Instrumental Ensemble I 1.00 Credit**

Music styles and selections are expanded based on experience and skills of participants. Public performances are part of this course. Prerequisite: Permission of instructor.

**MUS 2112 Sophomore Ear Training & Sight Singing I 2.00 Credits**

This course is a continuation of Music 1122 and should be taken concurrently with Music 2013. Prerequisites: Music 1112 and 1122.

**MUS 2121 Sophomore Show Choir I 1.00 Credit**

The show choir is a touring vocal ensemble. Learning a new program and participating in additional public performances are required in this course. Prerequisite: Permission of instructor.



**MUS 2122 Sophomore Ear Training & Sight Singing II** **2.00 Credits**  
 This course is a continuation of Music 2112 and should be taken concurrently with Music 2023. Prerequisite: Music 2112.

**MUS 2131 Sophomore Men's Ensemble I** **1.00 Credit**  
 This course is designed to provide continued opportunities for male students to perform in a vocal ensemble, this course bases music choices on the needs, skills and experience of participants. This course may include public performances.

**MUS 2151 Sophomore Stringed Instrument I** **1.00 Credit**

**MUS 2200 Selected Topics In Music** **1-3 Credits**  
 This course will deal with selected topics in music with respect to vocal and/or instrumental forms.

**MUS 2211 Sophomore Instrumental Ensemble II** **1.00 Credit**  
 This course is a continuation of Music 2111 with additional music and continued public performances.

**MUS 2221 Sophomore Show Choir II** **1.00 Credit**  
 The show choir is a touring vocal ensemble. Additional music and continuing public performances are required in this course.

**MUS 2231 Sophomore Men's Ensemble II** **1.00 Credit**  
 This continuation of Music 2131 further expands repertoire and offers additional opportunities for public performances.

**MUS 2251 Sophomore Stringed Instrument II** **1.00 Credit**  
**MUS 2301 Applied Piano Study II** **1.00 Credit**

**MUS 2311 Sophomore Women's Ensemble I** **1.00 Credit**  
 This course is designed to provide continued opportunities for female students to perform in a vocal ensemble, this course bases music choices on the needs, skills and experience of participants. Public performances are parts of this course.

**MUS 2321 Sophomore Women's Ensemble II** **1.00 Credit**  
 This continuation of Music 2311 further expands repertoire and offers additional opportunities for public performances.

**MUS 2401 Applied Piano Study III** **1.00 Credit**  
**MUS 2501 Applied Piano Study IV** **1.00 Credit**  
**MUS 2601 Music Capstone** **1.00 Credit**

This required one-hour course for majors is to be completed during their graduating semester. A course outline and syllabus will be provided for each student. This course may include the following: A comprehensive exam, a summary essay, portfolio, and/or an exit interview that would include an oral exam based on the objectives and content of the

required courses within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

## **NURSING**

### **NUR 1103 Role Transition In Nursing**

**3.00 Credits**

This course is designed to facilitate the transition of advanced placement students into the Associate of Applied Science in Nursing program. The course will introduce the philosophy and framework of the nursing program. It will include the nursing process, roles and functions of the nurse, therapeutic communication and assessment of the client utilizing the HUMAN NEEDS framework. The course will include clinical experiences to apply the nursing process and will also explore the student's perception of the role transition and present methodologies to ease role transition. Prerequisites: Admission with Advanced Standing (LPN or Transfer), English 1113, English 1213, Psychology 1113, Sociology 1113, Zoology 2114 and 2124, and Home Economics 1203. One three credit hours course may be taken concurrently. Theory 2.5 hours, Laboratory 0.5 hours.

### **NUR 1129 Nursing Practicum: Human Needs I**

**9.00 Credits**

This first nursing clinical course provides instruction to basic nursing skills and supporting scientific principles, which create the foundation for other nursing courses. In this course the student is introduced to and applies the nursing process and physical assessment skills to the older adult client in the community and long term care setting. Content focus of the course includes the concepts of: HUMAN NEEDS, nursing practice, the health-illness continuum, interpersonal and therapeutic communication, life cycle, and beginning pharmacology. The HUMAN NEEDS that are emphasized include: Hygiene, Uniqueness, Mobility, Air, Nutrition, Neuroregulation, Elimination, and Safety and Security. Legal and ethical nursing content is included as a basis for accountability. This course provides campus lab practice and check-off for selected nursing skills.

Prerequisites: Letter of admission to the Associate of Applied Science in Nursing program. 5.5 hours theory and 3.5

### **NUR 1219 Nursing Practicum: Human Needs II**

**9.00 Credits**

This clinical course allows the student to apply nursing skills and theory to nursing care of clients in acute care and community based settings. The course focuses on nursing care delivery to the peri-operative client and childbearing family. The course expands the student's knowledge base in the health-illness continuum, HUMAN NEEDS, life cycle and pharmacology. The nursing process, interpersonal and therapeutic communication, and principles of learning/teaching are used in the delivery of nursing care. Emphasis is placed on the maintenance and restoration of health and encouragement of an appropriate level of self-care for clients. The nursing student develops an awareness of cultural influences on family structure and health maintenance. The campus laboratory is used to advance nursing skills. Level I HUMAN NEEDS theory content is completed in this course. The nursing roles emphasized are that of provider of care and manager of care. Prerequisites: Nursing 1129 (or advanced standing) and current CPR certification. 5 hours theory, 4 hours laboratory.

**NUR 2010 Selected Topics In Nursing****3.00 Credits**

This course is designed to present a variety of topics and issues related to nursing and the health care fields. Topics will be presented through a variety of teaching methods, which are dependent upon resources and the nature of the content to be covered.

**NUR 2102 Pharmacology for Nursing****2.00 Credits****NUR 2110 Health Illness Nursing I 10.00**

This clinical course provides the major portion of the nursing program content on health maintenance in children, nursing care of clients with alterations in health, complex nursing skills and clinical experiences in pediatric and medical/surgical nursing. Content focuses on caring for the ill child in various stages of growth and development, maintaining health during childhood and adolescence, altering the health of selected adult clients at various stages of the life cycle, and teaching families and clients to meet their own health care needs. Emphasis is given to alterations in the HUMAN NEEDS of Mobility, Air (respiration), Nutrition, Neuroregulation, Elimination, and Safety and Security. Utilizing the nursing process, the student expands the ability to develop individualized responses to a variety of needs, feelings and behaviors expressed by the client. Clinical skills advance to more complex procedures. The student will increase her/his expertise in the nursing role of provider of care. Prerequisites: Nursing 1129 and Nursing 1219 or equivalent. 5.5 hours theory, 4.5 hours laboratory.

**NUR 2120 Selected Topics in Mental Health & Hp****1-3 Credits****NUR 2210 Health Illness Nursing II****10.00 Credits**

This clinical nursing course provides content and clinical experience related to management, critical care, and mental health concepts. An emphasis is placed on clients with alterations in the HUMAN NEEDS of Hygiene, Uniqueness, Air (circulatory), Neuroregulation, Esteem, Desire, and Safety and Security. This course emphasizes assisting clients toward attainment and maintenance of optimum levels of mental health, managing nursing care for groups of clients, working with a team of health care providers, and performing complex procedures and decision-making skills. The nurse's legal, ethical, and professional responsibilities are discussed and examined. Students use learning/teaching principles to assist clients and other members of the health care team. Through active participation in a variety of formats, the student will have an opportunity to explore the complexity of health care issues facing society. Students participate in the roles of provider of care, manager of care, and member within the discipline of nursing. Prerequisites: Nursing 1129, Nursing 1219 or equivalents and Nursing 2110. 7 hours theory, 3 hours laboratory.

**NUR 2220 Selected Topics in Health Care****1-3 Credits**

This course is an interdisciplinary program on current trends and issues in health care practice.

## ORIENTATION

### **ORI 1111 Freshman Orientation 1.00 Credit**

A course required in the personal adjustment program of all freshmen, this course considers academic, social, vocational, and other basic problems common to first-year college students.

## OFFICE SCIENCE

### **OS 1010 Selected Topics in Office Science 1-3 Credits**

The study and/or analysis of a selected topic in office science, this course may be repeated with a different topic.

### **OS 1101 Microcomputer Keyboarding 1.00 Credit**

This course is an introduction to touch control of the alpha and numeric keyboard using the personal computer. An emphasis is placed on the development of speed and accuracy.

### **OS 1132 Records Management 2.00 Credits**

This comprehensive course covers filing and records control, including alphabetic indexing and basic card filing and alphabetic correspondence, numeric, subject, and geographical filing. Students are exposed to computerized data base management of records through the practice materials for the computer.

### **OS 1210 Selected Topics in Office Science 1-3 Credits**

The study and/or analysis of a selected topic in office science, this course may be repeated with a different topic.

### **OS 2010 Select Topics in Office Science 1-3 Credits**

This course covers selected topics, projects, and/or independent study in office science and may be repeated with change in subject matter.

### **OS 2133 Information Processing 3.00 Credits**

This course reviews basic operations of word processors and emphasizes the creation, revision, storage, and final copy printing of documents as well as speed and accuracy. Study includes interrelated concepts and terminology of the word processing industry.

### **OS 2143 Secretarial Procedures 3.00 Credits**

The ethics, traits, and duties of a secretary in a business or professional office are taught with emphasis on Twenty First Century skills, diversity and the international environment. Prerequisite: OS 2133.

### **OS 2150 Office Internship 1-3 Credits**

This course is designed to provide students with practical work experience in an office environment. Students are required to complete a project related to the work experience. Prerequisite: Sophomore standing and approval by Division Chairperson.

### **OS 2213 Word Processing Applications 3.00 Credits**

This course covers practical applications and combines skills of keyboarding and word processing. An is placed on word processing methods, form letter layout, table processing, importing data, logging work, revising, editing, and production work measurement. Students are taught employable competencies on various types of word processing equipment. Prerequisite: Office Science 2133.

**OS 2223 Legal Transcription 3.00 Credits**

A course designed for students who plan careers as legal secretaries, this course stresses legal terminology. A major emphasis will be on machine transcription of legal material and transcription of legal correspondence, affidavits, briefs, and other legal documents. Prerequisite: Office Science 2133.

**OS 2233 Medical Transcription 3.00 Credits**

This course is designed for students who plan careers as medical or dental secretaries and stresses medical terminology in the medical office. A major emphasis is placed on the transcription of medical correspondence and reports from dictation equipment. Prerequisites: Office Science 2133 and Ethics 1113

## PHILOSOPHY

**PHIL 1113 Introduction to Philosophy 3.00 Credits**

This course is an elementary study of ethical concepts and theories, theories of reality, and principles of communication and argument.

**PHIL 2010 Selected Topics in Philosophy 1-3 Credits**

This class will deal with selected topics in the study of specified philosophers and their related works.

**PHIL 2123 Ethics 3.00 Credits**

This course is a study of the basic ethical systems such as hedonism, formalism, Christianity, stoicism, and Nietzschean ethics and includes an analysis of such terms as good, right, duty, justice, love, and courage.

## PHYSICAL SCIENCE

**PHSI 2010 Selected Topics in Physical Science 1-3 Credits**

A study of selected topics in the physical sciences is presented and offers special instruction in the physical sciences to technical personnel of area companies or agencies and to other select groups.

## PHYSICAL THERAPIST ASSISTANT

**PHTA 1113 Introduction to Physical Therapy 3.00 Credits**

History, philosophy, ethics, settings, and trends in Physical Therapy are studied. This course also delineates roles of the health care team and of Physical Therapy personnel and interpersonal skills needed to function as a health care provider and team member.

Principles and procedures of basic patient care skills, documentation, and medical terminology are included. Prerequisite: Permission of Instructor. 2 hours theory, 1 hour laboratory.

**PHTA 1203 Anatomy & Physiology**

**3.00 Credits**

A supplementary study of the human body's structure and function as they relate to the practice of Physical Therapy, this course emphasizes musculoskeletal, circulatory, and nervous systems. Instruction in palpation is also included. Prerequisites: PHTA 1113, Zoology 2124, concurrent enrollment in Zoology 2114, and required PHTA courses or permission of instructor. 2 hours theory, 1 laboratory.

**PHTA 1231 Clinical Orientation**

**1.00 Credit**

An orientation and observation of physical therapy services, this course includes observation of selected treatment facilities and skills and introduction to medical documentation. Prerequisites: PHTA 1113, Zoology 2124, concurrent enrollment in Zoology 2114, and required PHTA courses or permission of instructor. 1 hour theory.

**PHTA 1283 Physical Disabilities**

**3.00 Credits**

A study of selected anatomical, physiological, and pathological factors which relate to specific clinical conditions seen in physical therapy. Prerequisites: Zoology 2124, concurrent enrollment in Zoology 2114, PHTA 1113, and required PHTA courses or permission of instructor. 3 hours theory.

**PHTA 1292 Physical Therapy Procedures I**

**2.00 Credits**

Principles and techniques of palpation, transfers, gait training, specific modalities, and thermal agents are covered with an emphasis on physiological changes and effects in commonly seen diagnoses and in response to treatments. Laboratory practice with emphasis on positioning and manual skills is included. Prerequisites: Zoology 2124, PHTA1113, concurrent enrollment in Zoology 2114 and required PHTA courses or permission of instructor. 1 hour theory, 1 hour laboratory.

**PHTA 2332 Clinical Experience I**

**2.00 Credits**

Supervised clinical experience, including observation and application of physical therapy services, is the core of this course that also includes group discussion of selected clinical cases in a seminar format. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours laboratory.

**PHTA 2343 Physical Therapy Procedures II**

**3.00 Credits**

Theory, physiology, and application of heat, cold, light, water, electricity, and mechanical compression/distraction in therapeutic treatment are covered. An overview of medical physics is included. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours theory, 1 hour laboratory.

**PHTA 2353 Neurology & Pathology**

**3.00 Credits**

This course covers two main components: Pathology - a study of the structural and functional changes in tissues and organs of the body in conditions seen in the practice of Physical Therapy; Neurology - a comprehensive review of the anatomy and physiology of the nervous system and the muscular-skeletal system. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 3 hours theory.

**PHTA 2363 Kinesiology****3.00 Credits**

A study of anatomical structures and movement as related to physical therapy procedures, this course covers the basic principles of the relationship between joint motion and mechanical action and application of principles with emphasis on the analysis and bio-mechanics of all human motion. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours theory, 1 hour laboratory.

**PHTA 2373 Therapeutic Exercise I****3.00 Credits**

General & specific exercises for conditions commonly referred to physical therapy and principles involved in the theory and practical applications of specific therapeutic exercise and mechanical appliances are emphasized in this course. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours theory, 1 hour laboratory.

**PHTA 2382 Medical Office Management****2.00 Credits**

This course focuses on the administrative theory and functions of medical office management. Discussion of health laws and regulations, health information systems, quality improvement, and fiscal management will be included. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours theory.

**PHTA 2413 Rehabilitation****3.00 Credits**

A study of the principles and treatments of selected physical disabilities and diseases, this course covers theory and therapeutic application of rehabilitative techniques and equipment. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours theory, 1 hour laboratory.

**PHTA 2432 Clinical Experience II****2.00 Credits**

Supervised clinical experience in clinical observation and application of physical therapy services is the core of this course. Group discussion of selected clinical topics in a seminar format is included. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours laboratory.

**PHTA 2442 Psychosocial Aspects Physical Therapist****2.00 Credits**

This survey course explains the psychological and sociological effects of health care intervention on patients with various physical disabilities. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours theory.

**PHTA 2473 Therapeutic Exercises II****3.00 Credits**

A continuation of Therapeutic Exercise I and additional theory and application of exercise techniques, this course emphasizes treatment of orthopedic disabilities. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor.

**PHTA 2534 Clinical Experience III****4.00 Credits**

This course emphasizes supervised application of physical therapy procedures in the treatment of patients at a variety of selected physical therapy facilities. Prerequisites: Completion of all PHTA courses with a grade of C or higher or permission of instructor. 4 hours laboratory.

**PHTA 2536 Clinical Experience III****6.00 Credits**

This course emphasizes supervised application of physical therapy procedures in the treatment of patients at a variety of selected physical therapy facilities. Weekly assignments via E-mail and World Wide Web. 2 hours lecture, 4 hours lab. Prerequisites: Completion of all PHTA courses with a grade of C or higher or permission of instructor.

**PHYSICS****PHYS 1114 General Physics I****4.00 Credits**

This is algebra and trigonometry based course. It includes mechanics, thermodynamics, and/or waves. Prerequisite: Math 1613 or high school trigonometry. 3 hours theory, 2 hours laboratory.

**PHYS 1214 General Physics II****4.00 Credits**

This is an algebra and trigonometry based course. It includes electricity and magnetism, light, thermodynamics, and/or waves. It may also include modern physics. Prerequisite: Math 1613 or high school trigonometry. 3 hours theory, 2 hours laboratory.

**PHYS 2014 Engineering Physics I****4.00 Credits**

This is a calculus-based course. It includes mechanics, heat, and thermodynamics. Prerequisite: Math 2265 or concurrent enrollment. 3 hours theory, 2 hours laboratory.

**PHYS 2114 Engineering Physics II****4.00 Credits**

This is a calculus-based course. It includes electricity, magnetism, and geometrical and physical optics. Prerequisite: Math 2265 or concurrent enrollment. 3 hours theory, 2 hours laboratory.

**POLITICAL SCIENCE****POS 1010 Selected Topics In Political Science****1-3 Credits**

These topics will be designed to approach contemporary issues in political science based on student interest.



**POS 1113 American Federal Government 3.00 Credits**

This course is a study of the origin and framework of the federal government.

**POS 2113 Constitution And Government of Oklahoma 3.00 Credits**

This course is a study of the origin and framework of the constitution and government of Oklahoma.

**PSCI 2011 Physical Science & Engineering Capstone 1.00 Credit**

This required one-hour course for majors is designed in their graduating semester. A course outline and syllabus will be provided for each student. This course may include one of the following: A comprehensive exam, a summary essay, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

**PSYCHOLOGY****PSY 1010 Selected Topics in Psychology 2.00 Credits**

These topics will be designed to approach contemporary issues in psychology based on student interest.

**PSY 1113 Introduction To Psychology 3.00 Credits**

A survey of the major areas of study in psychology as a science, this course covers motivation, learning, physiology, personality, abnormal behavior, perception, memory, and cognitive/thought process.

**PSY 1123 Psychology of Development Leadership Behavior 3.00 Credits**

This is a course in human development psychology designed to meet specific needs of students through participation in activities. The focuses of this course will be on the development of group dynamics, leadership, and human relations skills. Students will be required to participate in the management experience of planning, execution, and evaluation of activities. The theoretical body of knowledge regarding leadership development and growth in group dynamics and management skills will be emphasized.

**PSY 2011 Psychology & Sociology Capstone 1.00 Credit**

This required one-hour course for majors is to be completed during their graduating semester. A course outline and syllabus will be provided for each student. This course may include the following: A comprehensive exam, a summary essay, portfolio, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

**PSY 2113 Introduction to Behavior & Adjustment 3.00 Credits**

This course is designed to help the individual discover the factors that influence the dealing with personal problems and adjustment and maintaining mental stability. Discussion will

include the analysis of psychological, physiological and, sociological implications that influence behavior.

**PSY 2123 Developmental Psychology 3.00 Credits**

A theoretical & research-based course focusing on the principles & patterns of development throughout the life span, this course gives special consideration to social, emotional, physiological, & cognitive aspects of human development. Prerequisite: Psychology 1113 or consent of Division Chairperson.

**PSY 2220 Selected Topics in Psychology 1-3 Credits**

This course examines current psychological issues.

## **RADIOLOGIC TECHNOLOGY**

**RADT 1102 Clinical Orientation 2.00 Credits**

This course provides the student with an orientation to the medical imaging clinical experience and the terminology appropriate to the medical profession and radiologic technology. Included in this course is an orientation to the program's policies & procedures particularly the clinical environment including the policies & procedures. The student will be introduced clinically to the production of radiographic images congruent with the content presented in RADT1123---Imaging Procedures I, which is offered concurrent with this course. The course will present clinical practice experiences to facilitate sequential development, application, critical analysis, integration, synthesis & evaluation of concepts and theories in the performance of radiologic procedures. This course provides structured sequential assignments in the clinical setting to facilitate the establishment of competency for designated radiographic examinations.

**RADT 1113 Intro to Radiologic Technology 3.00 Credits**

This course provides an overview of the foundations in radiography and the practitioner's role in the health care delivery system and the professional responsibilities of the radiographer. Ethics will be presented including its historical & philosophical basis as well as medical legal concepts, principles, and terminology. Basic concepts of patient care are presented, including consideration for the physical & psychological needs of the patient & family and patient education. Routine & emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions, patient assessment, and basic pharmacology. Content also includes an introduction to radiological technical concepts including basic concepts of image production, as well as photographic & geometric qualities of the recorded image, radiographic & fluoroscopic equipment. An introduction to radiation safety is also provided.

**RADT 1123 Imaging Procedures I 3.00 Credits**

This course provides a knowledge base necessary to perform standard radiographic procedures demonstrate the osteology & articulations of the upper & lower extremities, the shoulder girdle, the pelvis, the respiratory system, and the abdomen. Consideration will be given to the production of images of optimal quality. Laboratory experience will be used to complement the didactic portion.

**RADT 1203 Clinical Experience I****3.00 Credits**

This course will present clinical practice experiences to facilitate sequential development, application, critical analysis, integration, synthesis & evaluation of concepts and theories in the performance of radiologic procedures. This course provides structured sequential assignments in the clinical setting to facilitate the establishment of competency for designated radiographic examinations as well as a foundation of practice in a clinical setting, concepts of team practice, patient-centered clinical practice & professional development shall be discussed, examined and evaluated.

Clinical practice experiences shall be designed to provide patient care & assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement shall ensure the well-being of the patient preparatory to, during and following the radiologic procedure.

**RADT 1213 Radiologic Technology I****3.00 Credits**

This course provides basic knowledge in atomic structure & terminology, the nature & characteristics of radiation, x-ray, production and the fundamentals of photon interactions with matter. Also provided is a knowledge base in radiographic, fluoroscopic, mobile & tomographic equipment requirements and design. Factors to consider when analyzing radiographic images are also presented.

**RADT 1223 Imaging Procedures II****3.00 Credits**

This course provides a knowledge base necessary to perform standard radiographic procedures demonstrate the osteology & articulations of the vertebral column, bony thorax, skull, facial & paranasal sinuses and contrast studies. Consideration will be given to the production of images of optimal quality. Laboratory experience will be used to complement the didactic portion.

**RADT 2010 Select Topics Radiologic Technology****3.00 Credits**

This course is designed to present a variety of topics and issues related to radiologic technology. Topics will be presented through a variety of teaching methods, which are dependent upon resources and the nature of the content to be covered.

**RADT 2012 Sectional Anatomy for Radiographers****2.00 Credits**

This course will present the basic cross-sectional anatomy utilized in computerized tomography. The student will be introduced to anatomic positions and planes, terminology, landmarks, body cavities, and abdominal & pelvic divisions. The anatomical focus will be on the normal and abnormal sectional manifestation of soft-tissue, vascular structures, lymph nodes, and bony boundaries of the head, chest, abdomen, pelvis, & spine.

**RADT 2103 Clinical Experience II****3.00 Credits**

The course will present clinical practice experiences to facilitate sequential development, application, critical analysis, integration, synthesis & evaluation of concepts and theories in the performance of radiologic procedures. This course provides structured sequential assignments in the clinical setting to facilitate the establishment of competency for designated radiographic examinations as well as a foundation of practice in a clinical setting, concepts of team practice, patient-centered clinical practice & professional development shall be discussed, examined and evaluated.

**RADT 2104 Clinical Experience III****4.00 Credits**

The course will present clinical practice experiences to facilitate sequential development, application, critical analysis, integration, synthesis & evaluation of concepts and theories in the performance of radiologic procedures. This course provides structured sequential assignments in the clinical setting to facilitate the establishment of competency for designated radiographic examinations as well as a foundation of practice in a clinical setting, concepts of team practice, patient-centered clinical practice & professional development shall be discussed, examined and evaluated.

**RADT 2112 Radiologic Technology II****2.00 Credits**

The course will establish a knowledge base in factors that govern and influence the production and recording of radiologic images. Film & electronic imaging with related accessories will be emphasized. Class demonstrations will be used for application of theory. The course will also provide a basis for analyzing radiographic images. Quality control procedures to provide a foundation for minimum imaging standards, discussion of a problem-solving technique for imaging evaluation and the factors that can affect image quality. Actual images will be included for analysis.

**RADT 2131 Pharmacology****1.00 Credit**

The course will provide basic concepts of pharmacology. The theory & practice of basic techniques of venipuncture and the administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized.

**RADT 2133 Radiation Protection and Biology****3.00 Credits**

The course will present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel, the public, and their selves. Content also provides an overview of the principles of the interaction of radiation with living systems including radiation effects on molecules, cells, tissues and the body as a whole. Factors affecting biological response are presented, including acute & chronic effects of radiation. Radiation health & safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated.

**RADT 2204 Clinical Experience IV****4.00 Credits**

The course will present clinical practice experiences to facilitate sequential development, application, critical analysis, integration, synthesis & evaluation of concepts and theories in the performance of radiologic procedures. This course provides structured sequential assignments in the clinical setting to facilitate the establishment of competency for

designated radiographic examinations as well as a foundation of practice in a clinical setting, concepts of team practice, patient-centered clinical practice & professional development shall be discussed, examined and evaluated.

**RADT 2212 Radiologic Technology III**

**2.00 Credits**

The course will present basic information regarding various imaging and therapeutic modalities common in radiologic sciences (CT, MRI, etc.) and an introduction to sectional anatomy as relevant to these modalities. The course also provides a basic foundation in computing and information processing. Computer applications in the radiologic sciences related to image capture, display, storage and distribution are presented.

**RADT 2222 Radiologic Technology Seminar**

**2.00 Credits**

This course serves a capstone for integration of the varied areas of knowledge and theory presented within the program. A focus will be on proper communication and problem solving in the work place. Also included is content to promote a better understanding of patients, the patients' families and professional peers through comparison of diverse populations based on their value system, cultural & ethnic influences, communication styles, socioeconomic influences, health risks and life stages. Content will include the study of factors that influence relationships with patients and professionals peers.

Understanding human diversity assists the student in providing better patient care.

NOTE: Human structure and function are presented in Zoology 2124 Human Anatomy and Zoology 2114 Human Physiology.

**RADT 2232 Radiographic Pathology**

**2.00 Credits**

The course will introduce theories of disease causation and the pathophysiologic disorders that compromise health systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance and management of alterations in body systems will be presented.

**RELIGIOUS EDUCATION**

**RLED 1123 New Testament**

**3.00 Credits**

This course is a survey of New Testament literature, with special attention given to literary form, historical background, and religious message.

**RLED 2113 World Religions**

**3.00 Credits**

This course is a survey and comparison of the world's major religions, including--but not limited to -- Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam.

**SOCIOLOGY**

**SOC 1010 Selected Topics in Sociology**

**2.00 Credits**

These topics will be designed to approach contemporary issues in sociology based on student interest.

**SOC 1113 Introduction to Sociology**

**3.00 Credits**

This course is a general survey of the fundamental concepts of sociology, the elements and processes of social interaction, and the application of sociological principles to social institutions, groups, and problems.

**SOC 2123 Social Problems**

**3.00 Credits**

This course surveys and analyzes human institutions and aspects of major social problems that confront the community today.

**SOC 2133 Marriage and Family**

**3.00 Credits**

The history of the family as a social and educational institution is the focus of this course and includes problems confronting the modern family.

**SOC 2143 Comparative Cultures**

**3.00 Credits**

This course examines inter-group relations between dominant groups and minority groups.

**SOC 2150 Selected Topics in Contemporary Problems**

**1-3 Credits**

This seminar is designed to approach selected contemporary social problems from a multi-discipline approach of identification and examination. Selection of topics will be based upon student interest and instructor expertise.

## **SOCIAL SCIENCE**

**SOSC 2150 Selected Topics in Social Sciences**

**1-3 Credits**

This course is designed to address selected topics found in the social sciences and history areas. This course is repeatable with a different topic.

## **SPANISH**

**SPAN 1001 Beginning Conversational Spanish**

**1.00 Credit**

A foundation course in basic Spanish, this course emphasizes language skills in communications.

**SPAN 1002 Beginning Conversational Spanish**

**2.00 Credits**

A foundation course in basic Spanish, this course emphasizes language skills in communications.

**SPAN 1113 Conversational Spanish I**

**3.00 Credits**

Designed to fulfill foreign language requirements for teacher education certification, this course will emphasize frequently-used vocabulary, practical applications, of grammar, illustrated language contexts, and engaging activities to successfully develop good communication.

**SPAN 1115 Elementary Spanish I**

**5.00 Credits**

This course is a study of pronunciation with the use of tapes, fundamentals of grammar, idioms used in everyday life, composition, reading of basic stories. 2 hours laboratory

**SPAN 1223 Conversational Spanish II 3.00 Credits**

This course is a continued study of Conversational Spanish I.

**SPAN 1225 Elementary Spanish II 5.00 Credits**

A continued study of grammar, composition, and practical conversation used in translation, this course includes some use of newspapers and magazines. 2 hours laboratory.

## **SPEECH**

**SPCH 1001 Intercollegiate Forensics I 1.00 Credit**

Students participate in intercollegiate speech contests. Prerequisite: Approval of Director of Forensics.

**SPCH 1010 Selected Topics in Speech 1-3 Credits**

This class deals with selected topics for basic speech research and delivery.

**SPCH 1113 Intro to Speech Communication 3.00 Credits**

This course covers principles and techniques of preparing for and participating in communication behavior in conversation, the interview, group discussion, and the public speech.

**SPCH 2011 Intercollegiate Forensics II 1.00 Credit**

Students participate in intercollegiate speech contests. Prerequisite: Approval of Director of Forensics.

**SPCH 2101 Speech and Theatre Capstone 1.00 Credit**

This required one-hour course for majors is to be completed during their graduating semester. A course outline and syllabus will be provided for each student. This course may include the following: A comprehensive exam, a summary essay, portfolio, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Prerequisite: Student must be sophomore status or have instructor's approval.

**SPCH 2223 Group Discussion 3.00 Credits**

Small group communication theory is applied to problem solving and decision-making. This course includes projects in researching, conducting, and evaluating group discussions.

**SPCH 2233 Argumentation and Debate 3.00 Credits**

This study and application of logic and argumentation in persuasion includes assignments in practical application through debate and discussion. Prerequisite: Speech 1113 or consent of Director of Forensics.

**SPCH 2243 Beginning Broadcasting 3.00 Credits**

Individual and class projects in every phase of producing radio and television programming are included in this class.

**SPCH 2270 Selected Topics in Communications 1-3 Credits**

This course covers methods and instructional techniques specifically designed to assist communicative pattern in business, civic, educational, and governmental groups.

**SPCH 2323 Public Speaking 3.00 Credits**

Public speaking skills are developed with emphasis on organization, supporting material, delivery, and audience analysis. Prerequisite: Speech 1113.

## **TELECOMMUNICATIONS**

**TCOM 1213 Industry Overview 3.00 Credits**

This course provides an overview of the telecommunications industry including technology, terminology, history, and current state of practice. Guest lecturers from the telecommunications industry along with manufacturers of telecommunications equipment will provide unique insight into current technology.

**TCOM 1313 Telecommunication Mathematics 3.00 Credits**

This class is designed to provide the necessary skills required to solve mathematics problems as they relate to the field of telecommunications. Problem models will be provided by the telecommunications division.

**TCOM 2011 Telecommunications Capstone 1.00 Credit**

This required one-hour course for majors is designed in their graduating semester. A course outline and syllabus will be provided for each student. This course may include one of the following: A comprehensive exam, a summary essay, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

**TCOM 2213 Transmission Methods 3.00 Credits**

This course will familiarize students with aspects of voice, data, and video traffic transmission. Students will be introduced to Packet Switching, SS7, SONET, ATM, ISDN, Frame Relay, and other emerging technologies. Prerequisite: TCOM 1213 or concurrent enrollment.

**TCOM 2233 Telecommunications Switching Systems 3.00 Credits**

This course is designed to introduce students to current and emerging technology in telecommunications switching systems. Digital Cross Connect Systems (DACS) will be introduced. Study will also concentrate on long distance switching equipment including the Nortel DMS Series.

**TCOM 2303 Trends In Telecommunications 3.00 Credits**



This course is a study of the latest trends, applications, and products in the field of telecommunications. Industry professionals along with equipment will provide support manufacturers. Students will be required to research and prepare briefs on current topics in telecommunications.

## **ZOOLOGY**

### **ZOO 1114 General Zoology**

**4.00 Credits**

Designed for students with majors and minors in biological science, this course presents the major concepts of biology as illustrated by animal life and studies selected vertebrates as laboratory animals. 3 hours Theory, 2 hours Laboratory.

### **ZOO 2114 Human Physiology**

**4.00 Credits**

This course examines the functions of the human body systems in maintaining the ultimate goal, homeostasis. Prerequisites: Zoology 1114 and Chemistry 1115. 3 hours Theory, 2 hours Laboratory.

### **ZOO 2124 Human Anatomy**

**4.00 Credits**

An introductory study of the gross anatomy of the human body and its systems is presented. This course includes laboratory studies of the human skeleton, models and other visual aids and dissection of selected mammalian examples with reference to man. Prerequisites: Zoology 1114. 3 hours theory.