

2023  
-  
2024



# ACADEMIC CATALOG



INSTITUTE OF  
TECHNOLOGY





# OKLAHOMA STATE UNIVERSITY

# INSTITUTE OF TECHNOLOGY

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## 2023-2024 ACADEMIC CATALOG

This catalog offers information about the University's academic programs and student support services. While this catalog is as accurate as possible, the content may not remain current for the entire academic year. Circumstances may prompt changes in courses, course content, credit, fees, regulations, semester calendar, curriculum, degrees offered, and other University matters. Such changes authorized by the University apply to prospective students, current students, and those previously enrolled unless otherwise specified.

*Catalog revision date: August 31, 2023. The most recent revision will be posted on the Oklahoma State University Institute of Technology (OSUIT) website ([osuit.edu](https://osuit.edu)) and can be accessed directly at [osuit.edu/catalog](https://osuit.edu/catalog).*

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## Message from the President

# *Welcome to OSU Institute of Technology*

With many distinct programs of study, Oklahoma State University Institute of Technology (OSUIT) is dedicated to advanced workforce preparation. For more than 75 years, this institution has helped countless students successfully train for their technical careers, and we can do the same for you today.



OSUIT works with hundreds of private businesses and industries to prepare workforce-ready graduates. These corporate partners help us create training simulations on campus that are as close to reality as possible. Oftentimes, our students work with tools and equipment identical to what they will encounter on the job. Most employers have discovered that our close attention to industry trends and up-to-date instruction equates to graduates who are ready to contribute to the workplace the day they are hired.

But like any productive enterprise, we cannot rest on our past successes—we must build on them. For our graduates to continue to outperform their counterparts on the job, OSUIT must continue to raise our game through research and development. This is precisely why OSUIT is constantly upgrading our curriculum and exploring innovative instructional methodologies.

Even now, we're reimagining how applied learning will be conducted in the future with the next technology platforms and creating an immersive, virtual version of campus within the Metaverse. The *OSUIT Metaversity* will allow visitors to explore degree programs and learn about student services. It will also be the interface to access our extended reality (XR) training modules that provide cutting-edge three-dimensional instructional experiences for students across various programs of study. Advancements like this will allow OSUIT to remain the leader in technical education and our graduates to be unsurpassed in their technical prowess. But this exciting application of technology doesn't replace hands-on learning at OSUIT—it only enhances it!

At OSUIT, you can benefit from the latest trends in technical education and workforce preparation. Please let this catalog be your guide to navigate through your studies and launch your career. Your future awaits at OSUIT, where graduation means you're hired!

Best wishes and enjoy your studies at OSUIT,

A handwritten signature in black ink, which appears to read "Bill R. Path". The signature is fluid and cursive.

Dr. Bill R. Path  
President

***Where graduation means YOU'RE HIRED.***

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# 2023-2024 Academic Calendar

## FALL SEMESTER 2023 September 6 – December 15

Fall Enrollment	May 16 – Sep 5
Cowboy Up! New Student Orientation (ONLY for students living within a 50-mile radius from OSUIT)	Aug 30
Move-In Day & Cowboy Up! New Student Orientation	Sep 5
<b>Fall Classes Begin – Full Semester &amp; 1<sup>st</sup> Half (online, blended/hybrid &amp; traditional)</b>	<b>Sep 6</b>
Last Day to Add (1 <sup>st</sup> Half Classes)	Sep 8
Last Day to Add (Full Semester Classes)	Sep 12
Last Day to Drop with Refund (1 <sup>st</sup> Half Classes)	Sep 12
Last Day to Drop with Refund (Full Semester Classes)	Sep 19
Non-Attendance Reporting Opens	Sep 19
Non-Attendance Reporting DEADLINE (4 pm)	Sep 21
Last Day to Withdraw with W Grade (1 <sup>st</sup> Half Classes)	Oct 9
Career Encounters On-Campus High School Recruiting Event (Non-Instructional Day)	Oct 10
<b>Fall Graduation Application DEADLINE (Submission is required to participate in December graduation – contact your advisor and apply early!)</b>	<b>Oct 13</b>
<b>Mid-Semester (End 1<sup>st</sup> Half Classes; Full Semester Classes Continue)</b>	<b>Oct 20</b>
Mid-Term Grades & 1 <sup>st</sup> Half Final Grades Due by 4 pm	Oct 24
Move-In Day & Cowboy Up! New Student Orientation for 2 <sup>nd</sup> Half Classes	Oct 27
<b>2<sup>nd</sup> Half Classes Begin (online, blended/hybrid &amp; traditional)</b>	<b>Oct 30</b>
Last Day to Add (2 <sup>nd</sup> Half Classes)	Nov 1
Last Day to Drop with Refund (2 <sup>nd</sup> Half Classes)	Nov 3
Last Day to Withdraw with W Grade (Full Semester Classes)	Nov 17
Thanksgiving Day Holiday	Nov 22 – 24
Last Day to Withdraw with W Grade (2 <sup>nd</sup> Half Classes)	Dec 5
<b>Instructional Period Ends Fall Graduation Exercises (Evening)</b>	<b>Dec 15</b>
All Final Grades Due by 4 pm	Dec 18
Student Break (Non-Instructional Period)	Dec 18 – Jan 5
Winter Holiday	Dec 22 – Jan 1

## SPRING SEMESTER 2024 January 8 – April 19

Spring Enrollment	Oct 16 – Jan 5
Move-In Day & Cowboy Up! New Student Orientation	Jan 5
<b>Spring Classes Begin – Full Semester &amp; 1<sup>st</sup> Half (online, blended/hybrid &amp; traditional)</b>	<b>Jan 8</b>
Last Day to Add (1 <sup>st</sup> Half Classes)	Jan 10
Last Day to Add (Full Semester Classes)	Jan 12
Last Day to Drop with Refund (1 <sup>st</sup> Half Classes)	Jan 12
Martin Luther King Holiday	Jan 15
Last Day to Drop with Refund (Full Semester Classes)	Jan 22
Non-Attendance Reporting Opens	Jan 22
Non-Attendance Reporting DEADLINE (4 pm)	Jan 24
Last Day to Withdraw with W Grade (1 <sup>st</sup> Half Classes)	Feb 9
<b>Spring Graduation Application DEADLINE (Submission is required to participate in April graduation – contact your advisor and apply early!)</b>	<b>Feb 15</b>
<b>Mid-Semester (End 1<sup>st</sup> Half Classes; Full Semester Classes Continue)</b>	<b>Feb 21</b>
Mid-Term & 1 <sup>st</sup> Half Final Grades Due by 4 pm	Feb 23
Move-In Day & Cowboy Up! New Student Orientation for 2 <sup>nd</sup> Half Classes	Feb 28
<b>2<sup>nd</sup> Half Classes Begin (online, blended/hybrid &amp; traditional)</b>	<b>Feb 29</b>
Last Day to Add (2 <sup>nd</sup> Half Classes)	Mar 4
Last Day to Drop with Refund (2 <sup>nd</sup> Half Classes)	Mar 6
Spring Break (Non-Instructional Period)	Mar 18 – 22
<b>All Classwork Resumes</b>	<b>Mar 25</b>
Last Day to Withdraw with W Grade (Full Semester Classes)	Mar 27
Last Day to Withdraw with W Grade (2 <sup>nd</sup> Half Classes)	Apr 9
<b>Instructional Period Ends Spring Graduation Exercises (Evening)</b>	<b>Apr 19</b>
All Final Grades Due by 4 pm	Apr 23
Student Break (Non-Instructional Period)	Apr 22 – 30

<b>SUMMER SEMESTER 2024</b>	<b>May 1 – August 21</b>
Summer Enrollment	Feb 19 – Apr 30
Move-In Day & Cowboy Up! New Student Orientation	Apr 30
<b>Summer Classes Begin – Full Semester &amp; 1<sup>st</sup> Half (online, blended/hybrid &amp; traditional)</b>	<b>May 1</b>
Last Day to Add (1st Half Classes)	May 3
Last Day to Add (Full Semester Classes)	May 7
Last Day to Drop with Refund (1st Half Classes)	May 14
Last Day to Drop with Refund (Full Semester Classes)	May 14
Non-Attendance Reporting Opens	May 16
Non-Attendance Reporting DEADLINE (4 pm)	May 16
Memorial Day Holiday	May 27
<b>Summer Interim Session Begins (see Summer Interim Calendar for details)</b>	<b>Jun 3</b>
Last Day to Withdraw with W Grade (1st Half Classes)	Jun 4
<b>Summer Graduation Application DEADLINE (Submission is required to participate in August graduation – contact your advisor and apply early!)</b>	<b>Jun 14</b>
<b>Mid-Semester (End 1st Half Classes; Full Semester Classes Continue)</b>	<b>Jun 14</b>
Mid-Term & 1st Half Final Grades Due by 4 pm	Jun 18
Juneteenth Holiday	Jun 19
Summer Break (Full Semester Classes on Break; Interim Classes Continue)	Jun 24 – Jul 5
Independence Day Holiday	Jul 4
Move-In Day & Cowboy Up! New Student Orientation for 2 <sup>nd</sup> Half Classes	Jul 8
<b>Full Semester Classwork Resumes</b>	<b>Jul 8</b>
<b>2<sup>nd</sup> Half Classes Begin (online, blended/hybrid &amp; traditional)</b>	<b>Jul 9</b>
Last Day to Add (2nd Half Classes)	Jul 11
Last Day to Drop with Refund (2nd Half Classes)	Jul 15
Last Day to Withdraw with W Grade (Full Semester Classes)	Jul 29
Last Day to Withdraw with W Grade (2nd Half Classes)	Aug 9
<b>Instructional Period Ends</b>	<b>Aug 21</b>
<b>Summer Graduation Exercises</b>	<b>Aug 22</b>
All Final Grades Due by 4 pm	Aug 23
Student Break (Non-Instructional Period)	Aug 22 – Sep 3
Labor Day Holiday	Sep 2

<b>SUMMER INTERIM 2024</b>	<b>June 3 – July 26</b>
Summer Interim Enrollment	Feb 20 – May 31
<b>Summer Interim Classes Begin (online, blended/hybrid &amp; traditional)</b>	<b>Jun 3</b>
Last Day to Add (Interim Session Only)	Jun 5
Last Day to Drop with Refund (Interim Session Only)	Jun 7
Independence Day Holiday	Jul 4
Last Day to Withdraw with W Grade (Interim Session Only)	Jul 15
<b>Interim Session Ends</b>	<b>Jul 26</b>
All Final Grades Due by 4 pm	Jul 30





# 2024-2025 Academic Calendar

## FALL SEMESTER 2024

September 4 – December 13

Fall Enrollment	May 14 – Sep 3
Cowboy Up! New Student Orientation (ONLY for students living within a 50-mile radius from OSUIT)	Aug 28
Move-In Day & Cowboy Up! New Student Orientation	Sep 3
Fall Classes Begin – Full Semester & 1 <sup>st</sup> Half	Sep 4
Last Day to Add (1 <sup>st</sup> Half Classes)	Sep 6
Last Day to Add (Full Semester Classes)	
Last Day to Drop with Refund (1 <sup>st</sup> Half Classes)	Sep 10
Last Day to Drop with Refund (Full Semester Classes)	
Non-Attendance Reporting Opens	Sep 17
Non-Attendance Reporting DEADLINE (4 pm)	Sep 19
Last Day to Withdraw with W Grade (1 <sup>st</sup> Half Classes)	Oct 7
Career Encounters On-Campus High School Recruiting Event (Non-Instructional Day)	Oct 8
Fall Graduation Application DEADLINE	Oct 15
Mid-Semester (End 1 <sup>st</sup> Half Classes; Full Semester Classes Continue)	Oct 18
Mid-Term Grades & 1 <sup>st</sup> Half Final Grades Due by 4 pm	Oct 22
Move-In Day & Cowboy Up! New Student Orientation for 2 <sup>nd</sup> Half Classes	Oct 25
2 <sup>nd</sup> Half Classes Begin	Oct 28
Last Day to Add (2 <sup>nd</sup> Half Classes)	Oct 30
Last Day to Drop with Refund (2 <sup>nd</sup> Half Classes)	Nov 1
Last Day to Withdraw with W Grade (Full Semester Classes)	Nov 15
Thanksgiving Day Holiday	Nov 27 – 29
Last Day to Withdraw with W Grade (2 <sup>nd</sup> Half Classes)	Dec 3
Instructional Period Ends	Dec 13
Fall Graduation Exercises (Evening)	
All Final Grades Due by 4 pm	Dec 16
Student Break (Non-Instructional Period)	Dec 16 – Jan 3
Winter Holiday	Dec 24 – Jan 1

## SPRING SEMESTER 2025

January 6 – April 18

Spring Enrollment	Oct 14 – Jan 3
Move-In Day & Cowboy Up! New Student Orientation	Jan 3
Spring Classes Begin – Full Semester & 1 <sup>st</sup> Half	Jan 6
Last Day to Add (1 <sup>st</sup> Half Classes)	Jan 8
Last Day to Add (Full Semester Classes)	
Last Day to Drop with Refund (1 <sup>st</sup> Half Classes)	Jan 10
Last Day to Drop with Refund (Full Semester Classes)	
Non-Attendance Reporting Opens	Jan 17
Martin Luther King Holiday	Jan 20
Non-Attendance Reporting DEADLINE (4 pm)	Jan 22
Last Day to Withdraw with W Grade (1 <sup>st</sup> Half Classes)	Feb 7
Spring Graduation Applications Due	Feb 15
Mid-Semester (End 1 <sup>st</sup> Half Classes; Full Semester Classes Continue)	Feb 19
Mid-Term Grades & 1 <sup>st</sup> Half Final Grades Due by 4 pm	Feb 21
Move-In Day & Cowboy Up! New Student Orientation for 2 <sup>nd</sup> Half Classes	Feb 26
2 <sup>nd</sup> Half Classes Begin	Feb 27
Last Day to Add (2 <sup>nd</sup> Half Classes)	Mar 3
Last Day to Drop with Refund (2 <sup>nd</sup> Half Classes)	Mar 5
Spring Break (Non-Instructional Period)	Mar 17 – 21
All Classwork Resumes	Mar 24
Last Day to Withdraw with W Grade (Full Semester Classes)	Mar 26
Last Day to Withdraw with W Grade (2 <sup>nd</sup> Half Classes)	Apr 8
Instructional Period Ends	Apr 18
Spring Graduation Exercises (Evening)	
All Final Grades Due by 4 pm	Apr 22
Student Break (Non-Instructional Period)	Apr 21 – 29

## SUMMER SEMESTER 2025

April 30 – August 20

Summer Enrollment	Feb 17 – Apr 29
Move-In Day & Cowboy Up! New Student Orientation	Apr 29
Summer Classes Begin – Full Semester & 1 <sup>st</sup> Half	Apr 30
Last Day to Add (1 <sup>st</sup> Half Classes)	May 2
Last Day to Add (Full Semester Classes)	
Last Day to Drop with Refund (1 <sup>st</sup> Half Classes)	May 6
Last Day to Drop with Refund (Full Semester Classes)	
Non-Attendance Reporting Opens	May 13
Non-Attendance Reporting DEADLINE (4 pm)	May 15
Memorial Day Holiday	May 26
Summer Interim Session Begins (see Summer Interim Calendar for details)	Jun 2
Last Day to Withdraw with W Grade (1 <sup>st</sup> Half Classes)	Jun 3
Summer Graduation Applications Due	Jun 13
Mid-Semester (End 1 <sup>st</sup> Half Classes; Full Semester Classes Continue)	Jun 13
Mid-Term Grades & 1 <sup>st</sup> Half Final Grades Due by 4 pm	Jun 17
Juneteenth Holiday	Jun 19
Summer Break (Full Semester Classes on Break; Interim Classes Continue)	Jun 23 – Jul 4
Independence Day Holiday	Jul 4
Move-In Day & Cowboy Up! New Student Orientation for 2 <sup>nd</sup> Half Classes	Jul 7
Full Semester Classwork Resumes	Jul 7
2 <sup>nd</sup> Half Classes Begin	Jul 8
Last Day to Add (2 <sup>nd</sup> Half Classes)	Jul 10
Last Day to Drop with Refund (2 <sup>nd</sup> Half Classes)	Jul 14
Last Day to Withdraw with W Grade (Full Semester Classes)	Jul 28
Last Day to Withdraw with W Grade (2 <sup>nd</sup> Half Classes)	Aug 8
Instructional Period Ends	Aug 20
Graduation Exercises	Aug 21
All Final Grades Due by 4 pm	Aug 22
Student Break (Non-Instructional Period)	Aug 21 – Sep 2
Labor Day Holiday	Sep 1

## SUMMER INTERIM 2024

June 2 – July 25

Summer Interim Enrollment	Feb 18 – May 30
Summer Interim Classes Begin	Jun 2
Last Day to Add (Interim Session Only)	Jun 4
Last Day to Drop with Refund (Interim Session Only)	Jun 6
Independence Day Holiday	Jul 4
Last Day to Withdraw with W Grade (Interim Session Only)	Jul 14
Interim Session Ends	Jul 25
All Final Grades Due by 4 pm	Jul 29

# History & Overview of the University

## HISTORY OF OSUIT

OSUIT was founded in 1946 in facilities that served as a veteran's hospital during World War II to alleviate overcrowding on the OSU-Stillwater campus due to the post-war enrollment boom. Sponsored by the Veterans Administration, the first class of 500 veterans enrolled to learn agricultural and mechanical trades. With no state or local revenue support, the college served only veterans and other agency-sponsored students for several years. Plans were to close the campus when the veterans' demand for training had subsided; however, by 1956, the college had a sound reputation for quality technical education and became a permanent part of Oklahoma's higher education system.

OSUIT is located in east-central Oklahoma, approximately 40 miles south of Tulsa in Okmulgee. Oklahoma, named for the Choctaw word meaning "red people," is the home of 39 federally recognized Native American tribes – a larger number of tribes than in any other state. The town of Okmulgee also enjoys a rich Native American heritage. The word Okmulgee is Creek for "bubbling water." Okmulgee is the historical and present-day national capital city for the Muscogee (Creek) Nation, and the capitol complex is situated approximately two miles from the OSUIT campus.

OSUIT is among very few state-supported, technical colleges with a mission that is focused primarily on technical-occupational career preparation. The majority of students enroll with an expectation of employment and positive career advancement upon graduation. As a branch campus of the OSU system, OSUIT enjoys a statewide mission. The year-round academic calendar (three full-semester terms each year), campus location, and residence facilities encourage a year-round population of

full-time, continuously enrolled students. OSUIT awards Associate in Applied Science, Associate in Science, and Bachelor of Technology degrees, as well as certificates and micro-credentials in select disciplines.

## MISSION

OSUIT's mission is to serve as the lead institution of higher education in Oklahoma and the region providing comprehensive, high-quality, advancing technology programs and services to prepare and sustain a diverse student body as competitive members of a world-class workforce and contributing members of society.

## VALUES

We value excellence and integrity in people, technology, jobs, and learning.

## FUNCTION

As directed by the Oklahoma State Regents for Higher Education (OSRHE), institutional functions encompass such objects as (1) the level at which an institution shall operate, (2) the broad kinds of educational programs to be undertaken, (3) the geographic area for which the institution is to be responsible, and the extent to which it is to engage in (4) research, (5) public service, (6) extension activities, etc.

As a technical Constituent Agency of OSU, OSUIT's function includes:

1. providing general education for all students;
2. providing lower-division education in several fields of technical study and a limited number of Associate in Science degree programs as authorized by the State Regents using criteria outlined in OSRHE Policy 3.4 Academic Program Approval;
3. providing certificates and undergraduate technical and occupational educational

degree programs (i.e., Associate in Applied Science degrees) that prepare individuals for immediate entry into the labor market, including both credit and non-credit programs designed to enhance job skills, promote workforce readiness, and provide professional development;

4. providing developmental education for students who lack required high school academic requirements for college admission or competency in the basic academic skills areas, consistent with OSRHE Policy 3.20 Student Assessment and Remediation;
5. offering a limited number of Bachelor in Technology degree programs as authorized by the State Regents that build on AAS programs and enhance workforce preparation using criteria outlined in OSRHE Policy 3.4 Academic Program Approval;
6. evaluating opportunities for providing education, service and/or training consistent with the statewide technical mission of these constituent agencies;
7. participating in programs of economic and community development independently or in cooperation with public and private entities; and
8. performing other special programmatic responsibilities as authorized by the State Regents.

## STUDENT PROFILE

OSUIT takes great pride in its highly successful graduates. To maintain high graduate placement success, each school takes responsibility for working with employers to foster positive employment opportunities. Employer and graduate feedback continually reflect that high percentages of OSUIT graduates find gainful employment in full-time positions related to their fields of study.

The Office of Institutional Research provides information about OSUIT's completion and graduate placement rates online at [osuit.edu/research](https://osuit.edu/research).

## INSTITUTIONAL ACCREDITATION

OSUIT is accredited by the Higher Learning Commission (HLC), 230 South LaSalle St., Suite 7-500, Chicago, IL 60604-2504; 1-800-621-7440; [www.hlcommission.org](https://www.hlcommission.org).

OSUIT's programs of study are approved by the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges, the OSRHE and the Oklahoma Department of Veterans Affairs State Approving Agency.



## SPECIALIZED ACCREDITATION

### ASSOCIATED EQUIPMENT DISTRIBUTORS (AED) FOUNDATION

The following OSUIT degree programs are accredited by the AED Foundation.

- CAT® Dealer Prep (AAS)
- Komatsu ACT (AAS)
- NAEDA Agricultural Equipment Technician (AAS)

The AED Foundation is an affiliate of Associated Equipment Distributors (AED), based in Schaumburg, IL. Established in 1919, AED is an international trade association of the construction equipment industry. The association represents over 700 companies that sell, rent, service, manufacture, and support equipment used in construction and construction-related industries. AED has served the industry for more than nine decades.

Founded in 1991, the AED Foundation supports AED's overall mission by providing professional education and workforce development services for the construction equipment industry. Accredited institutions have met the rigorous requirements of the AED Foundation's national technical standards for diesel-equipment technology programs.

AED Foundation: 650 E Algonquin Rd, Suite 305, Schaumburg, IL 60173; 1-630-574-0650; [aedfoundation.org](http://aedfoundation.org).

### AUTOMOTIVE SERVICE EXCELLENCE (ASE) EDUCATION FOUNDATION

The following OSUIT degree programs are accredited by the ASE Education Foundation.

- Ford ASSET (AAS)
- General Motors ASEP (AAS)
- MOPAR® CAP (AAS)
- Pro-Tech (AAS)
- Toyota T-TEN (AAS)

The ASE Education Foundation was founded in 1983 as an independent, non-profit 501(c)(3) organization. The Foundation's mission is to improve the quality of automotive technician training programs nationwide at secondary and post-secondary public and proprietary schools. To accomplish this mission, the Foundation examines the structure, resources, and quality of training programs and evaluates them against standards established by the industry. These standards reflect the skills that students must master to succeed in the industry.

The ASE Education Foundation also works with students to increase career awareness opportunities in the automotive repair industry.

ASE Education Foundation: 1503 Edwards Ferry Rd, NE, Suite 401, Leesburg, VA 20176; 1-703-669-6650; [aseeducation.org](http://aseeducation.org).

### ACCREDITATION BOARD FOR ENGINEERING AND TECHNOLOGY (ABET)

The following OSUIT degree programs are accredited by the Accreditation Board for Engineering and Technology.

- Information Technologies (BT) – accredited by the ABET Computing Accreditation Commission
- Instrumentation Engineering Technology (BT) – accredited by the ABET Engineering Technology Accreditation Commission

ABET is a nonprofit, non-governmental organization that accredits college and university programs in the disciplines of applied science, computing, engineering, and engineering technology.

ABET accreditation, which is voluntary and achieved through a peer-review process, provides assurance that a college or university program meets the quality standards established by the profession for which the program prepares its students.

ABET: 415 North Charles Street, Baltimore, MD 21201; 1-410-347-7700; [www.abet.org](http://www.abet.org).

### ACCREDITATION COMMISSION FOR EDUCATION IN NURSING (ACEN) OKLAHOMA BOARD OF NURSING (OBN)

The OSUIT Nursing Program has been awarded accreditation by ACEN for its achievement of Quality and Excellence in Nursing Education. The program meets the requirements of OBN and is entitled to be known as an approved associate degree nursing education program in the state of Oklahoma.

ACEN: 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326; 1-404-975-5000; [www.acenursing.org](http://www.acenursing.org).

OBN: 2915 North Classen Blvd, Suite 524, Oklahoma City, OK 73106; 1-405-962-1800; [nursing.ok.gov](http://nursing.ok.gov).

## INSTITUTIONAL RESEARCH

The Office of Institutional Research (IR) works collaboratively with the campus community to enhance OSUIT's educational mission by performing research, statistical analysis, and mandated reporting. IR collects, analyzes, and interprets a wide variety of data including, but not limited to, historic and current trends, student demographics, persistence, retention, graduation, employment, and student and employee satisfaction. OSUIT utilizes this data to benchmark and measure institutional performance against strategic priorities, meet reporting requirements for the federal Integrated Postsecondary Education Data System (IPEDS) and Program Reviews for the OSRHE, selected publications utilizing comparative college statistics, annual institutional reports, and, as appropriate, in fulfillment of internal and external requests. Additional information can be located on the IR website ([osuit.edu/research](http://osuit.edu/research)).

As amended by the Higher Education Opportunity Act of 2008 (HEOA), the Higher Education Act of 1965 (HEA) includes numerous federal reporting and disclosure requirements. The US Department of Education requires schools to provide information on many topics, including – but not limited to – financial aid, completion and graduation rates, campus safety, loan counseling, and drug and alcohol abuse prevention. IR maintains the institution's HEA Student Consumer Information website ([osuit.edu/hea](http://osuit.edu/hea)) as a service to OSUIT's stakeholders.

## GENERAL EDUCATION

General education is a standard curriculum required in all undergraduate programs. OSUIT's general education program imparts common knowledge and intellectual concepts. It helps students develop skills and attitudes that every educated person should possess. General education assists students in gaining competence in independent intellectual inquiry and stimulates the examination and understanding of personal, social, and civic values. General education: promotes communication through reading, writing, speaking, and listening; facilitates the recognition that human beings are participants in and creators of constantly changing social, political, and economic institutions; promotes understanding and appreciation of the facts and methodology of science and mathematics; generates inquiry into the roots of civilization with its ebb and flow, progress and regression, war and peace; and investigates the interrelationships among ideas, experiences, values, beliefs, history, and culture.

The following are general education objectives that are foundational to meeting the mission of OSUIT:

- appreciating and understanding diverse cultures and heritages;
- mastering multiple modes of inquiry, reasoning, and critical thinking;
- effectively analyzing and communicating information;
- recognizing the importance of creativity and values to the human spirit;
- understanding relationships within nature and science;
- developing responsible, ethical, and engaged citizens;
- promoting lifelong learning, wellness, and personal enrichment; and
- adapting to a constantly changing global society.

Courses used to fulfill general education requirements are identified by code letters that follow the course prefix and number. These code letters designate the general education category for which courses can be applied.



## ANALYTICAL & QUANTITATIVE THOUGHT (A)

Courses designated "A" incorporate the study of systems of logic and the mathematical sciences with a primary emphasis on inductive and/or deductive processes.

## DIVERSITY (D)

Courses designated "D" prepare students for engaged citizenship in the diverse, multicultural society of the United States.

## HUMANITIES (H)

Courses designated "H" concentrate on the expression, analysis, and interpretation of ideas and the aesthetics or values that have formed and informed individuals and societies.

## INTERNATIONAL CULTURES (I)

Courses designated "I" prepare students for engaged citizenship in today's global society through understanding of cultural perspectives outside the United States.

## SCIENTIFIC INVESTIGATION (L)

Courses designated "L" emphasize evaluating scientific hypotheses through the scientific inquiry process and must include the equivalent of at least one semester credit hour of physical or biological laboratory experience.

## NATURAL SCIENCES (N)

Courses designated "N" feature the systematic study of physical or biological processes and the mechanisms and consequences of human intervention in those processes.

## SOCIAL & BEHAVIORAL SCIENCES (S)

Courses designated "S" propose theoretical constructs based on empirical observation (including quantitative or qualitative methods) to explain human behavior and society in social and/or physical environments.

## ACADEMIC AFFAIRS

Grady W. Clack Center  
918-293-5260  
1-800-722-4471, Ext. 5260  
[osuit.edu/academics](http://osuit.edu/academics)  
[osuit.academics@okstate.edu](mailto:osuit.academics@okstate.edu)

## ACADEMIC ADVISEMENT

Each OSUIT school has a Student Success & Career Advisor on staff. These advisors can help students make decisions concerning course load and course selection and assist with plans of study, career goals, and transfer options. Students should meet with their advisor each semester. Students with undecided majors may meet with enrollment advisors available through the Admissions Office.

## CREDIT FOR PRIOR LEARNING

Note: The following information and guidelines pertain to the processes by which students are awarded prior learning credit for general education and program-specific credit-bearing (non-zero-level) college courses. See page 27 for information related to the course placement

assessment processes utilized by OSUIT to determine academic proficiency.

Prior learning is knowledge and skills attained outside the sponsorship of legally authorized and accredited postsecondary institutions. The term applies to learning acquired from work and life experiences, independent reading and study, and participation in formal courses sponsored by associations, business, government, industry, the military, and unions.

Students may obtain prior learning credit for OSUIT courses by successfully demonstrating their mastery of course-related knowledge and skills. Students may not request a prior learning assessment for any course they have already attempted, regardless of the grade earned. Any student who wishes to request a prior learning assessment for a course they are currently enrolled in must complete that assessment prior to or during the first week of class.

Prior learning credit will be applied to a student's transcript once they have successfully completed 12 semester credit hours (not including zero-level courses) at the institution.

An individual who has applied to OSUIT as a degree-seeking student can request an assessment of prior learning through one or more of the following means.

### 1. Standardized Tests

- Nationally recognized industry certification exams
- The College Board Advanced Placement (AP) Program ([apcentral.collegeboard.com](http://apcentral.collegeboard.com))
- College Level Examination Program (CLEP) ([clep.collegeboard.org](http://clep.collegeboard.org))
- The Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSST) ([getcollegecredit.com](http://getcollegecredit.com))
- General Education Development (GED) Exam ([ged.com](http://ged.com))

### 2. Challenge Exams

Proficiency tests are developed and administered by the academic area responsible for the course offering. Exams are typically technical in scope and may involve hands-on as well as written components. Students may complete these challenge exams in a supervised setting following institutional guidelines.

### 3. Transcribed Credit

Degree-relevant prior learning credit that has been awarded and transcribed by other accredited institutions.

### 4. Evaluation of Military Training and Experience

Prior learning credit for military experience is based on criteria and recommendations contained in publications of ACE.

Documentation submitted for evaluation may include items such as:

- Army, Navy, Marine and Coast Guard-Joint Services Transcript (JST)

- Community College of the Air Force Transcript
- DANTES Transcript

## 5. Individual Student Portfolios

Individual portfolios using CAEL or other standardized guidelines.

### Prior Learning Credit

All course credit awarded for prior learning must meet the following requirements.

- A student may not request prior learning credit for any course they have already attempted, regardless of the grade earned.
- Any student who wishes to request a prior learning assessment for a course they are currently enrolled in must complete that assessment prior to or during the first week of class.
- Prior learning credit awarded to a student must be validated by successful completion of 12 or more semester hours (not including zero-level courses) of academic work at OSUIT.
- All credit earned through prior learning assessment shall be so designated the neutral grade of Credit By Exam - Passing (CBE-P) on the transcript following the course entry
- All credit must be validated on a course-by-course basis.
- Neither the ACT nor the SAT shall be utilized by State System institutions for awarding credit.
- Credit awarded for prior learning may be applied to a degree program subject to meeting the requirements of the institution conferring the degree.

For more information on Prior Learning Assessment (PLA) at OSUIT, visit the PLA website at [osuit.edu/pla](http://osuit.edu/pla).

## REACH HIGHER

Reach Higher Oklahoma is an adult degree completion initiative led by the Oklahoma State Regents for Higher Education designed to help working adults with previous college credit complete a degree connected to a career in Oklahoma's 100 Critical Occupations list.

OSUIT participates in both the Flex Finish and Direct Complete programs offered through Reach Higher. Through our workforce-backed and career-ready degrees in the Direct Complete program, we proudly move Oklahoma's workforce forward with degrees directly aligned with Oklahoma's 100 Critical Occupations. Financial assistance is available to qualifying students through Reach Higher's Finish Line Scholarship program. Visit [reachhigherok.org](http://reachhigherok.org) to see eligibility and start your journey to completing your degree.

## ACADEMIC PROFICIENCY

All students at OSUIT are required to demonstrate academic proficiency prior to enrollment in a given subject area.

### Accredited High School Graduates

Graduates from an accredited high school may demonstrate academic proficiency through one of

the following placement measures.

1. College transfer credits that demonstrate academic proficiency in a subject area
2. ACT subject scores of 19 or above
3. SAT subject scores of 510 or above
4. A valid high school transcript reflecting an unweighted cumulative GPA of 2.50 or higher
5. Next-Generation ACCUPLACER scores at or above the minimum required score on each component as listed below

Reading	250
Writing or WritePlacer	250 or 5
Arithmetic	250
Quantitative Reasoning, Algebra and Statistics (QAS)	250

**Home Study or Unaccredited High School Graduates**

An individual who is a graduate of a private, parochial, or other nonpublic high school which is not accredited by a recognized accrediting agency may demonstrate academic proficiency through one of the following placement measures.

1. College transfer credits that demonstrate academic proficiency in a subject area
2. ACT subject scores of 19 or above.
3. SAT subject scores of 510 or above
4. Next-Generation ACCUPLACER scores at or above the minimum required score on each component as listed below

Reading	250
Writing or WritePlacer	250 or 5
Arithmetic	250
Quantitative Reasoning, Algebra and Statistics (QAS)	250

**Course Placement Procedures**

Prior to enrollment, students must meet with an academic advisor for an advisement session. During this session, the advisor will evaluate factors such as placement assessment scores, high school GPA, intervening time span since the student's last math and/or writing classes, and student's comfort level with applicable course requirements to determine the most advantageous plan of study for the student.

Based upon these factors, a student may be placed and/or opt into one of the following options:

- Direct placement into the appropriate college-level course; or
- Enrollment into appropriate college-level course plus corequisite strategies support course.

Modifications to academic placement procedures are immediately and fully applicable to any student applying to OSUIT. Students should contact the Assessment Center regarding placement assessment options.



**REMOVAL OF DEFICIENCIES**

OSRHE requires that students with deficiencies begin remediation of basic academic skills during the first semester and continue until they are prepared for college-level coursework in the respective subject area.

Unless otherwise specified, students must remove academic deficiencies within the first 24 semester credit hours attempted. Transfer students must remove curricular deficiencies within the first 12 semester credit hours attempted. With the exception of students enrolled in corequisite developmental coursework, students may enroll in collegiate-level courses within the deficiency's discipline area only after the deficiency is satisfied.

**CHANGES IN PROGRAM REQUIREMENTS**

Modifications to program requirements are fully applicable to any student entering the degree or certificate program after the changes have been implemented. Students who are already enrolled in a program may request to move to the new plan of study, provided the new requirements do not adversely affect a student's anticipated graduation date.

As a general rule, a student may stop out for one semester without penalty as long as that program is active. Students who stop out for two or more semesters will be required to re-enter the program under the current degree or certificate plan of study.

OSUIT must occasionally delete degree and certificate programs. When this happens, the institution will provide active students with an enrollment plan designed to enable these students to complete all program requirements before the program's final deletion date. Any student (active or inactive) who fails to finish the program requirements by this established deadline will have to convert to an active degree or certificate program.

**RETENTION STANDARDS**

OSRHE has adopted a progressive policy concerning satisfactory academic performance. Students failing to maintain an appropriate GPA will be placed on either academic notice or academic probation as a condition of continued enrollment.

**ACADEMIC NOTICE**

Students who have attempted 29 or fewer credit hours and earn an overall (retention/graduation) GPA of 1.7 to less than 2.0 will be placed on academic notice. Academic notice is a warning designed to alert a student to the possibility of future difficulties in maintaining academic progress. Academic notice does not lead to academic suspension.

**ACADEMIC PROBATION**

Any student whose overall (retention/graduation) GPA falls below the designated level for a given semester is on academic probation. Academic probation can lead to academic suspension.

Students will be placed on academic probation if they fall below the following requirements.

Credit Hours Attempted	Overall (Retention/ Graduation) GPA Requirement
0 – 29 semester hours	≥ 1.7
30 + semester hours	≥ 2.0

All courses in which a student has a recorded grade will be counted in the GPA calculation.

Any student who does not maintain satisfactory progress toward their academic objective 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 coursework (or meet the minimum overall [retention/graduation] GPA standard required above) to continue enrollment at OSUIT. Students not meeting either of these criteria will be immediately placed on academic suspension and may not be reinstated until one regular semester has elapsed.

## ACADEMIC SUSPENSION

Any student on academic probation the previous semester who fails to raise their GPA to the required overall (retention/graduation) level or achieve a 2.0 semester GPA will be suspended from the institution.

### Academic Suspension Appeals

OSUIT utilizes the guidelines outlined in the OSRHE policy for academic suspension appeals. Institutions have the discretion to establish an academic suspension appeals procedure, and such procedures should allow for appropriate discretion in deserving cases.

Academic suspension appeal procedures require that the suspended student document any extraordinary personal circumstances that contributed to their academic deficiencies. Such events must be highly unusual, such as the death of an immediate relative, a serious illness, severe financial distress, significant work conflicts, substantial unexpected family obligations, or personal crisis.

All academic appeals should be directed to the Office of Academic Affairs.

### Academic Suspension Appeals Policy

Students academically suspended from the institution will be ineligible to re-enroll at the institution for a minimum of one regular semester. However, the human equation involved in such actions dictates that an appeals procedure be available to suspended students. If a student wins such an appeal, they will be immediately eligible for readmission to the institution.

This process is not designed to circumvent OSRHE policy on student retention, but rather to allow appropriate discretion in deserving cases.

### Academic Suspension Appeals Procedure

The Office of Academic Affairs is the administrative unit responsible for the academic suspension appeals process. This unit is responsible for coordinating the appeals process and forwarding documentation to the Registrar's Office for maintaining official records and producing annual reports.

To initiate an appeal, the suspended student must complete an Academic Exception Appeal Request Form (available from the Office of Academic Affairs) describing the extraordinary personal circumstances that contributed to their academic deficiencies. Such events must be highly unusual, such as the death of an immediate relative, a serious illness, severe financial distress, or a personal crisis. The student must provide appropriate documentation of such circumstances and provide evidence showing how these circumstances were a factor in their academic performance.

The student should submit the completed appeal request form for approval by the appropriate school dean for the student's major. The completed form must then be forwarded to the Office of Academic Affairs before the beginning of the desired semester of entry. The Office of

Academic Affairs will make an administrative ruling relative to the request.

### STUDENT APPEAL OF FINAL GRADE

A student who believes that the final grade received for a completed course is incorrect may appeal that grade through the following process.

- The student will first attempt to resolve the difference of opinion relating to the grade by speaking with the faculty member.
- If the student cannot resolve the matter through communication with the faculty member, the student should then consult the dean of the school in which the course is taught.
- If the student cannot resolve the matter through the school dean, the student may request a formal appeal hearing through the Office of Academic Affairs. The request for an academic appeal hearing must be submitted in writing, documenting previous attempts for resolution and the rationale for the appeal.
- If a justifiable rationale exists and proper procedures were followed in requesting the appeal, the Office of Academic Affairs will direct the Chair of the Academic Appeals Board to convene an appeal hearing.

Students must formally initiate the final grade appeal process within four months after the grade was assigned or six weeks after a student begins a new semester, whichever comes first. Otherwise, the institution will assume the grade awarded to be correct and will not grant an appeal.

### CLASS ATTENDANCE

A primary part of OSUIT's mission is to prepare graduates to be "competitive members of a world-class workforce." Achievement of this goal includes academic preparation as well as a dedication to class attendance. Institutional emphasis on consistent attendance supports students' academic success and instills positive habits that contribute to long-term career success.

Regular and consistent attendance is a requirement in all OSUIT courses. Students who miss more than 20% of any course, consecutively or cumulatively, may be withdrawn from the course and/or the institution.

In cases when a course is linked to a required corequisite course, the University reserves the right to administratively withdraw any student who misses 20% or more of either course from both courses, regardless of their attendance in the other course.

This policy applies to both face-to-face and distance courses. Students receiving support from government agencies or other sponsors must also adhere to policies stipulated by the specific sponsor(s).

Students should be aware that being administratively withdrawn from or dropping a course may impact their financial aid. Please see OSUIT Policy 2-021 Student Attendance for

complete details.

## ADMISSIONS & RECORDS

Grady W. Clack Center  
918-293-4680  
1-800-722-4471, Ext. 4680  
[osuit.edu/admissions](https://osuit.edu/admissions)  
[osuit.admissions@okstate.edu](mailto:osuit.admissions@okstate.edu)

### ADMISSIONS PROCESS

**When to Apply:** Students are encouraged to apply several months before the semester they plan to attend. Applications are valid for one year from the date of submission.

**How to Apply:** Students can apply online on the Office of Admissions & Records website ([osuit.edu/apply](https://osuit.edu/apply)) or in person at the Office of Admissions & Records.

**Submit Documents:** Students should submit required documents to the Office of Admissions & Records.

**Transcripts:** All transcripts should be mailed in sealed envelopes from the issuing school or institution directly to the Office of Admissions & Records. In situations where the issuing institution only transmits official transcripts through a third party, those transcripts must be sent to the Office of Admissions & Records official email at [osuit.admissions@okstate.edu](mailto:osuit.admissions@okstate.edu).

### HIGH SCHOOL CURRICULAR REQUIREMENTS

All applicants to Associate in Science (AS) and Bachelor of Technology (BT) programs must meet the criteria for the high school curricular requirements and high school performance requirements as defined by OSRHE.

Fifteen units of high school coursework are required for college admission to public colleges and universities in the State System. These include:

- four units of English (Grammar, Composition, Literature);
- three units of Mathematics (Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics);
- three units of Laboratory Science (Biology, Chemistry, Physics, or any lab science certified by the school district; General Science with or without a lab may not be used to meet this requirement.);
- three units of History and Citizenship Skills (including one unit of American History and two additional units for subjects of History, Economics, Geography, Government, Non-Western Culture); and
- two additional units of courses that fit into one of the categories above or selected from: Computer Science, Foreign Language or any Advanced Placement course, Psychology, Sociology, or any Liberal Arts and Sciences courses (as defined in OSRHE Policy 3.15 Undergraduate Degree Requirements) taken via concurrent enrollment at a State System institution that is not being utilized to fulfill any area previously listed.



## SPECIAL PROGRAM REQUIREMENTS

Some programs have additional admission criteria and enrollment procedures. Admission to OSUIT does not guarantee acceptance into any specific program of study.

The number of students allowed to enroll in these programs is often limited. Applicants generally must have completed the OSUIT application process and be admitted to the institution prior to being reviewed for acceptance into the given program. Prospective students may obtain information regarding additional requirements for acceptance to restricted programs by contacting the respective school office.

## IMMUNIZATION RECORDS

Oklahoma law requires that all new students provide evidence of immunization against measles, mumps, and rubella (a two-shot series) and Hepatitis B (a three-shot series). Students living on campus must also provide proof of vaccination against meningococcal meningitis. International students are also required to show evidence of tuberculosis immunity.

If a student does not provide this immunization information during their first semester, OSUIT will place a hold on the student's future enrollment until they meet the requirement. Students may sign a waiver if they cannot provide shot records due to religious, medical, or moral reasons.

## ADMISSION POLICIES & REQUIREMENTS

The admission policies of OSUIT are those approved in OSRHE Policy 3.9 Institutional Admission and Retention.

Students may be admitted in one of the following admission categories.

- First-Time College Student
- Transfer Student
- Special Admission

## FIRST-TIME COLLEGE STUDENTS

A first-time college student is one with six or fewer attempted credit hours. These credit hours exclude developmental (zero-level) courses, pre-college work, and courses taken as a concurrently enrolled high school student.

### Admission of First-Time College Students

#### Students Seeking Admission to Associate in Science (AS) Degree Programs

Any individual who meets the following requirements is eligible for admission. The applicant:

- is 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 General Education Development (GED) test or High School Equivalency Test (HiSET);
- has met the curricular requirements as set forth by OSRHE policy; and
- has participated in ACT or SAT testing or a similar acceptable battery of tests. (NOTE: Under OSUIT's ACT/SAT Test Optional Pilot, participation in ACT and/or SAT testing is not required but is encouraged for students applying to OSUIT for admission in

the current academic year.)

#### Students Seeking Admission to Associate in Applied Science (AAS) Degree or Certificate Programs

Any individual who meets the following requirements is eligible for admission. The applicant:

- is 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 General Education Development (GED) test or High School Equivalency Test (HiSET); and
- has participated in ACT or SAT testing or a similar acceptable battery of tests. (NOTE: Under OSUIT's ACT/SAT Test Optional Pilot, participation in ACT and/or SAT testing is not required but is encouraged for students applying to OSUIT for admission in the current academic year.)

### First-Time College Student Requirements High School Graduates

Graduates from an accredited high school are eligible for admission, provided the applicant:

- submits an Application for Admission;
- participates in ACT testing or SAT testing<sup>◇</sup>;
- submits an official High School transcript<sup>\*</sup>; and
- participates in placement exams as explained under Placement Assessments.

### Non-High School Graduates

A non-high school graduate is eligible for admission, provided they are 18 years of age or older, their high school class has graduated, and they:

- submit an Application for Admission;
- participate in ACT testing or SAT testing<sup>◇</sup>;
- submit official transcripts<sup>\*</sup> of previous academic history, including GED certificate if taken; and
- participate in placement exams as explained under Placement Assessments.

<sup>◇</sup> Under OSUIT's ACT/SAT Test Optional Pilot, participation in ACT and/or SAT testing is not required but is encouraged for students applying to OSUIT for admission in the current academic year.

<sup>\*</sup> All transcripts should be mailed in sealed envelopes from the issuing school or institution directly to the Office of Admissions & Records. In situations where the issuing institution only transmits official transcripts through a third party, those transcripts must be securely transmitted to the Office's official email account at [osuit.admissions@okstate.edu](mailto:osuit.admissions@okstate.edu).

## TRANSFER STUDENTS

A transfer student is an undergraduate student with greater than six attempted credit hours. These credit hours exclude developmental (zero-level) courses, pre-college work, and courses taken as a concurrently enrolled high school student.

### Admission of Transfer Students

#### Admission by Transfer within the State System

Undergraduate students entering OSUIT by transfer from another State System institution must meet both the high school curricular requirements and academic performance standards of OSUIT. They must have a grade point average (GPA) high enough to meet the institution's retention standards based on at least 24 attempted semester credit hours of regularly graded (A, B, C, D, or F) college work.

#### Admission by Transfer from Non-State System Institutions

Undergraduate students wishing to transfer from non-State System institutions to OSUIT may do so by meeting the entrance requirements of OSUIT. The following admission criteria also apply.

- Each undergraduate applicant must be in good financial standing with the institution from which the applicant plans to transfer.
- Undergraduate applicants transferring from degree-granting institutions not accredited by organizations recognized by the US





Department of Education for the purpose of accrediting institutions of higher education must validate their transferred credit by successful completion (an average of C or better) of 12 or more semester credit hours at OSUIT.

Transcripts will be evaluated according to the guidelines found in Transfer of Credit on page 23.

### Transfer Student Requirements

Individuals who have enrolled in one or more colleges before enrolling at OSUIT must provide the following documentation, dependent upon the number of hours completed at previous colleges.

#### Students with Fewer than 24 Credit Hours

- OSUIT Application for Admission
- ACT or SAT Test Scores<sup>◇</sup>
- Official High School Transcript\*
- Official College Transcript(s)\* (from each college attended)
- Placement Exam Scores (as explained under Placement Assessments)

#### Students with 24 or More Credit Hours

- OSUIT Application for Admission
- Official College Transcript(s)\* (from each college attended)
- Placement Exam Scores (as explained under Placement Assessments)

<sup>◇</sup> Under OSUIT's ACT/SAT Test Optional Pilot, participation in ACT and/or SAT testing is not required but is encouraged for students applying to OSUIT for admission in the current academic year.

\* All transcripts should be mailed in sealed envelopes from the issuing school or institution directly to the Office of Admissions & Records. In situations where the issuing institution only transmits official transcripts through a third party, those transcripts must be securely transmitted to the Office's official email account at [osuit.admissions@okstate.edu](mailto:osuit.admissions@okstate.edu).

### SPECIAL ADMISSION

Under certain circumstances, the institution can admit students under a special admission category. OSRHE allows each institution to determine if the student meets one of the following criteria for special admission to the University.

#### Special Non-Degree-Seeking Student

Students who wish to take courses without pursuing a degree may be permitted to enroll in up to nine credit hours as a special non-degree-seeking student. Special non-degree-seeking students may take courses without submitting their academic credentials or meeting OSUIT's academic curricular or performance requirements; however, they must meet OSUIT's retention standards. Once a student has completed nine credit hours, they must meet OSUIT's admission or transfer criteria before enrolling in additional coursework.

### Adult Admission

Students who are 21 years of age or older or on active military duty may be admitted based on criteria established at the campus level. Students admitted under the adult admission category must demonstrate academic proficiency before enrolling in a given subject area, as described on page 10.

### Non-High School Graduate

Any non-high school graduate is eligible for admission as follows.

- The student must have participated in the ACT or SAT test. (NOTE: Under OSUIT's ACT/SAT Test Optional Pilot, participation in ACT and/or SAT testing is not required but is encouraged for students applying to OSUIT for admission in the current academic year.)
- The student's high school class of their peers must have graduated.

The student must satisfy the high school curricular requirements for the institution to which the student is applying, as certified by the school or, for home study, the parent.

### Home Study or Non-Recognized Accredited or Unaccredited High Schools

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

- The student must have participated in the ACT or SAT test. (NOTE: Under OSUIT's ACT/SAT Test Optional Pilot, participation in ACT and/or SAT testing is not required but is encouraged for students applying to OSUIT for admission in the current academic year.)
- The student's high school class of their peers must have graduated.

### 2023-2024 BACHELOR OF TECHNOLOGY ADMISSION STANDARDS

Applicants may be admitted to a Bachelor of Technology (BT) program contingent upon completion of an AAS degree or higher (AA or AS degree holders who have not completed an AAS degree or higher are not eligible). BT program applicants must submit an online application for admission to OSUIT and be accepted into the BT program. Applicants are encouraged to contact the program advisor to discuss any additional program-specific admission requirements.

### CONCURRENT ENROLLMENT OF HIGH SCHOOL JUNIORS & SENIORS

A high school junior or senior may enroll in collegiate-level general education or technical courses provided they meet the admissions and curricular requirements set by OSRHE. Concurrent students must be able to satisfy all curricular requirements for graduation from high school and college admission no later than the spring semester of their senior year. All concurrent students must submit an official high school transcript, placement testing scores as required (see below), and a signed Concurrent Application before each semester of concurrent enrollment.

### High School Senior Classification

A high school student is classified as a senior the summer after they complete their junior year. They can enroll as a senior concurrent student during the summer semester between their junior and senior years as well as their senior year. Senior concurrent students can also enroll during the summer semester following high school graduation if they a) begin their summer collegiate coursework before their high school graduation date and b) enroll in full-semester or first-half summer classes.

### High School Junior Classification

A high school student is classified as a junior the summer after they complete their sophomore year. They can enroll as a junior concurrent student during the summer semester between their sophomore and junior years as well as their junior year.

### Accredited High School Students

#### Concurrent Enrollment Admission Requirements for Accredited High School Students

A high school junior or senior enrolled in an accredited high school may be admitted provisionally as a concurrent student if the student meets the requirements set forth by OSRHE. Minimum standards for admission of concurrent high school students are as follows.

- ACT or Pre-ACT (10<sup>th</sup> Grade), or ACT On-Campus composite score\* of 19; or
- SAT or PSAT 10 composite score\* of 980; or
- unweighted high school GPA of 3.0 on a 4.0 scale.

\* The ACT composite score is calculated as the composite score without the writing component. Students may utilize ACT On-Campus test scores to fulfill concurrent enrollment admission requirements. Students may only take the ACT On-Campus exam once each year, from November 1 to September 30. The SAT composite score combines the evidence-based reading and math scores without the writing component.

(NOTE: Under OSUIT's ACT/SAT Test Optional Pilot, participation in ACT and/or SAT testing is not required but is encouraged for high school students applying to OSUIT for concurrent enrollment in the current academic year.)

#### Course Enrollment Requirements for Accredited High School Students

Concurrent students are eligible for enrollment in discipline-specific courses after demonstrating academic proficiency in the subject area (English [Writing], Mathematics, Reading, and Science Reasoning). Students may demonstrate academic proficiency through one of the following placement measures.

1. ACT, Pre-ACT (10<sup>th</sup> Grade), or ACT On-Campus subject score of 19 or above
2. SAT or PSAT 10 subject scores of 510 or above
3. Next-Generation ACCUPLACER scores at or above the minimum required score on each component as listed below

Reading	250
Writing or WritePlacer	250 or 5
Arithmetic	250
Quantitative Reasoning, Algebra and Statistics (QAS)	250

4. A valid high school transcript reflecting an unweighted cumulative GPA of 2.50 or higher

Concurrent students may not enroll in traditional or corequisite developmental (zero-level) coursework offered by colleges and universities and designed to remove high school deficiencies. Concurrent students may enroll in general education courses, technical courses, or a combination thereof.

### Home Study or Unaccredited High School Students

#### Concurrent Enrollment Admission Requirements for Home Study or Unaccredited High School Students

Concurrent students who are receiving instruction at home or from an unaccredited high school must have completed enough high school coursework to be equivalent to an individual who is classified as a junior or senior at an accredited high school and meet the following admissions requirements.

- ACT or Pre-ACT (10<sup>th</sup> Grade), or ACT On-Campus composite score\* of 19; or
- SAT or PSAT 10 composite score\* of 980; or
- unweighted high school GPA of 3.0 on a 4.0 scale. (NOTE: Under OSUIT's ACT/SAT Test Optional Pilot, home study or unaccredited high school students applying to OSUIT for admission in the current academic year may submit a qualifying unweighted high school GPA in place of ACT, Pre-ACT, SAT or PSAT 10 scores.)

\* The ACT composite score is calculated as the composite score without the writing component. Students may utilize ACT On-Campus test scores to fulfill concurrent enrollment admission requirements. Students may only take the ACT On-Campus exam once each year, from November 1 to September 30. The SAT composite score combines the evidence-based reading and math scores without the writing component.

(NOTE: Under OSUIT's ACT/SAT Test Optional Pilot, participation in ACT and/or SAT testing is not required but is encouraged for high school students applying to OSUIT for concurrent enrollment in the current academic year.)

#### Course Enrollment Requirements for Home Study or Unaccredited High School Students

Concurrent students are eligible for enrollment in discipline-specific courses after demonstrating academic proficiency in the subject area (English [Writing], Mathematics, Reading, and Science Reasoning). Students may demonstrate academic proficiency through one of the following placement measures.

1. ACT, Pre-ACT (10<sup>th</sup> Grade), or ACT On-Campus subject score of 19 or above
2. SAT or PSAT 10 subject scores of 510 or above
3. Next-Generation ACCUPLACER scores at or above the minimum required score on each component as listed below

Reading	250
Writing or WritePlacer	250 or 5
Arithmetic	250
Quantitative Reasoning, Algebra and Statistics (QAS)	250

Concurrent students may not enroll in traditional or corequisite developmental (zero-level) coursework offered by colleges and universities and designed to remove high school deficiencies. Concurrent students may enroll in general education courses, technical courses, or a combination thereof.

#### Course Workload for Concurrent High School Students

A high school student may not exceed a full-time college workload of 19 semester credit hours through enrollment in a combination of high school and college-level courses each semester. A student may enroll in a maximum of nine semester credit hours of collegiate coursework during a summer semester without also being enrolled in high school classes during the summer term. For the purpose of calculating workload, one-half of a high school unit is equivalent to three semester credit hours of college work. Non-academic high school units are excluded from the workload calculation. Students wishing to exceed these limits may request an enrollment exception.

#### Continuing Enrollment

High school students concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if they achieve an overall (retention/graduation) college GPA of 2.0 or above. Therefore, a concurrent student who fails to achieve the requisite college GPA shall not be eligible for concurrent enrollment at any State System institution.

Additionally, if a concurrent student's college GPA falls within a range that requires they be placed on academic probation, the academic probationary status shall be notated on the academic transcript. Following high school graduation, a student who has been concurrently enrolled as a high school student may be admitted to the original institution of concurrent enrollment or another institution in the State System if the student meets the college or university's entrance requirements, including the high school curriculum requirements, and subject to the State Regents' retention standards.

#### NON-ACADEMIC CRITERIA FOR ADMISSION

In addition to the academic criteria used by institutions in the Oklahoma State System of Higher Education as the basis for student admission, the OSUIT Nonacademic Admissions Committee (NAC) 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 dismissed, expelled, suspended, denied admission or readmission, or is facing current disciplinary charges at any college, university, school, or other educational institution.
2. Whether an applicant has been charged or convicted for any felony in any state or country.
3. Whether an applicant has been charged or convicted for any behavior involving drugs (e.g., marijuana, any controlled substance) or violence (e.g., murder, sexual assault), or harm to others (e.g., stalking, domestic violence, assaults) in any state or country.
4. 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 NAC finds that an applicant has any of the above, then the committee shall deny admission to the applicant if it decides that any of the events indicate the applicant's unfitness, at the time of application, to be a student at the institution to which application is made. The NAC may also:

- admit the applicant;
- admit the applicant with restrictions and/or conditions;
- classify the applicant as Pending;
- defer the applicant's admission application for a specified period of time;
- void an admission that was obtained through fraud or omission; or
- place a hold on the ability of a student to register until specified conditions are met.

In making its determinations, the NAC should look to the following criteria.

- behavior
- indicia of recidivist tendencies (including how recently the applicant engaged in misconduct)
- potential for rehabilitation
- contrition
- potential for educational success
- ability to conform to college expectations
- letters of recommendation
- investigation or interview findings
- falsification of the application, omission, or delivery of partial records
- applicant's personal statement
- overall safety of the college
- demeanor in interactions with college personnel
- psychological evaluations findings

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.

If a person indicates on the Application for Admission that they may not meet any of the Non-Academic Criteria for Admission, the applicant will be required to complete a Non-Academic Review Request form with a letter of explanation and submit them to the Office of Admissions. A hold will be placed on the applicant's enrollment until the NAC reviews the application and notifies the applicant of the committee's decision.

### ADMISSION OF INTERNATIONAL STUDENTS

International undergraduate students must meet academic performance standards equivalent to those required of domestic students. Additionally, first-time international students for whom English is a second language must 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. OSRHE adopted this policy to ensure that international 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 OSRHE's general policy on admission.

#### First-Time International Students

##### 1. Standardized Testing

Students must meet the minimum score set by OSRHE on either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) Examination.

All State System colleges and universities accept results of the TOEFL taken at international testing centers and special testing centers. Results of the TOEFL administered at institutional testing centers will only be accepted by the administering institution.

##### 2. Intensive English Program (IEP)

Students must meet a minimum score set by OSRHE on the TOEFL administered at a special or international testing center or on the IELTS Examination. In addition, after achieving the required score and immediately prior to admission, students must successfully complete a minimum of 12 weeks of study at an IEP approved by OSRHE. At least two-thirds of the 12-week program must be taught at an advanced level.

A list of OSRHE-approved IEPs can be found in OSRHE's Academic Affairs Procedures Handbook, available online at [okhighered.org/state-system/policy-procedures](http://okhighered.org/state-system/policy-procedures).

### 3. High School Performance

Undergraduate students must have successfully completed the high school core requirements at, or graduate from, a high school where English is the primary language in a country where English is a primary language. Students must also demonstrate academic proficiency per OSRHE Policy 3.20 Student Assessment and Remediation.

#### International Transfer Students

##### 1. Non-Native Speakers of English

Transfer students who are non-native speakers of English must meet the same transfer admission standards as domestic students or have attended a college or university\* where English is the primary teaching language located in a country where English is a primary language. They must also have completed a minimum of 24 semester credit hours at this college or university with passing grades and meet other transfer requirements.

##### 2. Native English Speakers

Students with less than 24 semester credit hours from a college or university\* where English is the primary teaching language and located in a country where English is a primary language must meet the language requirements for first-time undergraduate students.

- \* College or university must be recognized by professional organizations in the US involved in admissions and international education.

#### INTERNATIONAL STUDENT REQUIREMENTS

Students who require a visa to study in the US are eligible for admission if they:

- have graduated from high school or secondary school;
- can show English proficiency in any of these ways:
  - TOEFL internet-based score of at least 61 or computer-based score of at least 173 or paper-based score of at least 500\*;
  - IELTS score of at least 5.5\*;
  - native English speaker;
- have submitted an international application for admission;
- have submitted proof of immunization (see page 13); and
- can show financial support for the estimated cost of attendance.

- \* TOEFL and IELTS test results are valid only if taken within the last two years.

#### ENROLLMENT OF INTERNATIONAL STUDENTS

Enrollment of new international students, whether new to the US college system or newly transferred from another US college or university, requires more steps than the enrollment of a domestic student.

While there is no formal application deadline, prospective international students should start the international admission process several months in advance to allow for formal visa processing.

For assistance or additional information please contact the International Student Services Office at [osuit.international@okstate.edu](mailto:osuit.international@okstate.edu) or 918-293-4680.

#### ADMISSION OF UNDOCUMENTED IMMIGRANTS

In accordance with Title 70, OS, Section 3242 (2007) (also known as HB 1804 of the First Regular Session of the 51st Legislature), an individual who cannot provide the institution with valid documentation of US nationality or an immigration status permitting study at a post-secondary institution, but who has graduated from a public or private high school in Oklahoma, may be eligible for enrollment and resident tuition. The individual must provide the same documentation as a domestic student and is required to file an affidavit of intent with the institution.

To be eligible for enrollment and resident tuition under HB 1804, the undocumented immigrant student must:

1. have graduated from a public or private high school in Oklahoma (Note: GED or homeschool education will not establish eligibility for any student.);
2. have resided in Oklahoma with a parent or legal guardian while attending a public or private high school in Oklahoma for at least two years prior to graduation;
3. satisfy admission standards, as determined by OSRHE, for the institution in which the student intends to enroll;
4. have secured admission and enrolled in an institution within the Oklahoma State System of Higher Education; and
5. do one of the following:
  - a. provide to the institution a copy of a true and correct application or petition filed with the US Citizenship and Immigration Services to legalize the student's immigration status; or
  - b. file an affidavit with the institution stating that the student will file an application to legalize their immigration status at the earliest opportunity the student is able to do so, but in no case later than:
    - one year after the date on which the student enrolls for study at the institution; or
    - 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 year after the USCIS provides such a formal process.

#### DEFERRED STUDENTS

Students meeting the 2012 Deferred Action criteria will be permitted to apply at OSUIT. Students will need to submit paperwork to the Office of Admissions & Records regarding their status and approval for Deferred Action from US Citizenship and Immigration Services/ Department of Homeland Security.

**NEW STUDENT ORIENTATION**

All students are required to attend Cowboy Up! New Student Orientation prior to or during their first semester of enrollment. OSUIT provides an online orientation option for students enrolled only in online classes. Failure to attend an orientation session will result in an enrollment hold that will prevent enrollment for future semesters.

**STUDENT ID CARDS**

OSUIT issues each new student a photo identification card as part of the enrollment process. This card establishes the student's identity at OSUIT and authorizes access to specific campus facilities and services. The student should carry the card at all times for identification purposes. There is no charge for the first card; however, the University will charge a fee of \$15 for replacement cards.

**PARKING PERMITS**

Each student and employee vehicle parked on campus is required to display a valid OSUIT parking decal. Students and employees are required to purchase a new parking permit every year. These decals may be ordered online at [osuit.edu/parking-permit](http://osuit.edu/parking-permit) and picked up at the OSUIT Police Department dispatch office. Decals are valid from September to August. The first parking permit is free; however, additional or replacement decals are \$15 each.

**BURSAR**

Grady W. Clack Center  
918-293-4681  
1-800-722-4471, Ext. 4681  
[osuit.edu/bursar](http://osuit.edu/bursar)  
[okm-bursar@okstate.edu](mailto:okm-bursar@okstate.edu)

**PAYMENT OF ACCOUNT**

A student must meet all financial obligations incurred at the institution on or before the start of the semester. This allows them to maintain good financial standings with OSUIT and thereby continue to participate in its educational programs, services, and benefits. Therefore, students should pay off their account balance or enroll in a payment plan by the end of the first month of classes. Students who fail to do so in the allotted time will be automatically enrolled in a payment plan by the Bursar's Office. Failure to pay as agreed can result in the cancellation of a student's scheduled classes.

The Bursar's Office sends students monthly billing statements via their O-Key email address. A one-and-a-half percent (1.5%) late fee will be assessed to any past due balance beginning the 20th day of the second month of each semester. Students must have an account balance of less than \$200 or be current on their payment plan to enroll in subsequent semesters.

Payments via check or money order may be mailed to the OSUIT Bursar's Office, Grady W. Clack Center, 1801 East 4th Street, Okmulgee, OK 74447. Mailed payments should include the student's campus ID number. Visa, MasterCard, American Express, and Discover payments may be made online at [my.okstate.edu](http://my.okstate.edu).

Payments by check or ACH that are returned to OSUIT as "unpaid" will be charged back to the student's account. A \$20 fee will be assessed on all returned checks.

Failure to meet the terms of a payment option once a semester has started may entitle OSUIT to:

- declare the student's full balance plus collection costs immediately due and payable by law;
- refuse the student's subsequent registration for any classes;
- drop the student's current classes;
- deny the student's future enrollment in any payment plan; and
- withhold the student's grades, diplomas, or transcripts from being released until the student pays the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs (up to 22% of the original debt) in full.

The University will also exercise the right to request an Oklahoma State Tax refund hold to offset the outstanding debt.

**PAYMENT OPTIONS**

**Payment in Full** - Students may pay their account balance in full online at [my.okstate.edu](http://my.okstate.edu) or in person at the Bursar's Office. There is no additional fee if the student is paying in full.

**Payment Plan** - As a service to students, OSUIT offers the ability to pay student accounts in monthly payments each semester. Students can apply for this service each semester online at [my.okstate.edu](http://my.okstate.edu) through their Bursar account. Students who owe a balance as of the 20<sup>th</sup> of the first month of classes will automatically be enrolled in a payment plan, at no charge, for the remainder of the semester.

Payment amounts are based on the balance due after financial aid is deducted. Additional financial aid will reduce the amount of the following payments, but may not be substituted for a payment.

**Federal Financial Aid** - Students who have met financial aid deadlines by turning in all requested documents and are qualified to receive financial aid will not have their enrollments dropped for non-payment.

**VA Education Benefits** - Veterans and active military students who are utilizing VA education benefits will not have their enrollments dropped for non-payment.

**Third-Party Sponsor/Scholarship** - Students can use a third-party method of payment, under the condition that the Bursar's Office can verify the payment source or the student can provide acceptable documentation of the payment source.

Students with agency sponsorships must provide the Bursar's Office with the proper documentation and/or forms each semester of enrollment to ensure appropriate credit to the student's account. This is the student's responsibility, not

that of the Bursar's Office or the agency. If the agency does not pay the charges billed to them, the charges will be transferred back to the student's account. The student will then be responsible for paying the balance.

**SERVICES**

Refund checks resulting from financial aid disbursements are typically mailed daily (business days only) and should arrive within 7-10 business days. All students are encouraged to enroll for direct deposit for financial aid refunds online at [my.okstate.edu](http://my.okstate.edu). These funds are typically available in the student's bank account within 72 business hours.

Work-study checks are available at the Bursar's Office on payday. A valid OSUIT ID or state-issued photo ID is required to pick up work-study checks. Work-study students may enroll for work-study direct deposit at the Human Resources Office, located across from the Bursar's Office.

**TUITION & FEES**

OSRHE approves OSUIT's required fees and tuition. Fees do not include the costs of individual textbooks, tool kits, uniforms, or other materials, which vary according to the student's program of study.

Students who enroll in programs of study that require individual tool kits, uniforms, or other materials will obtain these items as specified by the instructor. In most cases, students can purchase these items through the institution. These costs will vary from program to program. Incidental and personal expenses for items such as clothing and entertainment will vary with the individual student.

The cost of tuition, fees, and program materials is subject to change without notice. Up-to-date information is available at [osuit.edu/tuition-and-fees](http://osuit.edu/tuition-and-fees), in the most recent Academic Catalog, and from academic program advisors.

**2023-2024 TUITION & FEES**

Residency Status	Total Tuition & Fees Per Semester Credit Hour
Oklahoma Resident	\$192.45
Non-Resident *	\$379.45

\* Non-resident tuition is calculated by adding the non-resident tuition fee of \$187.00 to the Oklahoma general enrollment tuition and fees of \$192.45. Non-resident fee waivers are applied only to the non-resident portion of a student's tuition charges. See resident classification guidelines on page 18.

Mandatory Registration Fees Per Semester Credit Hour	Amount
Campus Health Services Fee	\$1.00
Student Union Fee	\$2.00
Student Activity Fee	\$5.65
Cultural & Scholastic Rec Fee	\$3.00
Library Fee	\$2.00
Library Electronic Resources Fee	\$2.00
Records Fee	\$0.50
College Excellence Fee	\$5.00
Academic Excellence Fee	\$2.50



Parking Fee	\$0.35
IT Infrastructure Fee	\$2.00
Assessment Fee	\$1.00
Technology Fee	\$10.00
Campus Infrastructure Fee	\$3.00
<b>TOTAL</b>	<b>\$40.00</b>

**ADDITIONAL FEES**

Academic Service Fees Per Semester Credit Hour	Amount
Online Course (WEB)* Electronic Media Fee	\$25.00
Hybrid Course (HY) * Electronic Media Fee	\$18.75
Blended Course (BL) * Electronic Media Fee	\$12.50
Developmental Course Fee	\$18.50

\* See distance course delivery method definitions on page 29.

Please note: Additional course-level academic service fees may apply – see course descriptions (page 79) for details. Testing fees may apply to specific programs and/or courses. Please consult department for current information.

Special Fees & Charges	Amount
Parking Permit (annual)	FREE
Replacement Parking Permit	\$15.00
ID Card (First Card)	FREE
Replacement ID Card Charge	\$15.00
Late Enrollment Fee	\$10.00
Returned Check Charge	\$20.00
Diploma Replacement Fee	\$30.00

Assessment & Testing Fees	Amount
ACCUPLACER® Testing (First Visit, Up to Three Tests)	FREE
ACCUPLACER® Retesting	\$5.00 per visit
Remote ACCUPLACER® Testing (Testing for Another Institution)	\$35.00
ACT® On-Campus Test (Registration Required)	\$60.00
CLEP® Exam (Registration Required)	\$128.00
Exam Proctoring	\$35.00
GED® Test (Registration Required)	\$34.00 per section
Nursing Admission Exams	\$135.00
LPN to RN Exam	\$25.00
Prior Learning Assessment Evaluation Fee **	\$5.00 per credit hour

\*\* Additional prior learning assessment fees may be assessed for material costs related to hands-on assessments on a course-by-course basis. Please contact academic advisor for further information.

All charges are due by the first day of class each semester. A late fee of one and a half percent (1.5%) per month will be assessed on delinquent accounts.

Information regarding OSUIT's tuition and fees may be found online at [osuit.edu/tuition-and-fees](https://osuit.edu/tuition-and-fees).

**TUITION/FEE REFUND POLICY**

Tuition/fee refunds are made to those students who withdraw completely from OSUIT in accordance with OSRHE policy.

Students may receive a 100% refund of their tuition and fees if they properly drop or withdraw from all courses during the first ten business days of a full semester or by the equivalent deadline for half-semester or shorter duration terms. Students will not receive a refund if they withdraw from their courses after the 10th business day of a full semester or after the equivalent timeframe of half-semester or shorter duration terms.

Tuition/fee refunds also may be made for individual courses dropped within the first ten business days of the semester for full-semester courses or by the equivalent deadline for half-semester or shorter duration courses.

Students who enroll in one or more courses that do not attend or participate in the course(s) by the end of the refund period will be billed for the course(s). Students must properly drop a course by the appropriate deadline to receive a refund and not be charged for the course.

Non-credit courses dropped prior to the first class meeting will be fully refunded. No refund will be given after the first class meeting.

The above refund schedules apply to full-semester courses. For courses of shorter duration, check with the Admissions Office for a refund schedule. Tuition/fee refund periods are based on the beginning date and length of the individual course(s).

The Bursar's Office is open Monday through Friday, 7:30 a.m. to 4:30 p.m., and may be reached at 918-293-4681.

**RESIDENT CLASSIFICATION**

"In-state" resident status is a classification for a post-secondary student who has a) lived continuously in Oklahoma for at least 12 months not primarily as a post-secondary student, b) has established domicile in Oklahoma, or c) meets requirements associated with in-state status, including sections 3.18.4 and 3.18.7 of OSRHE Policy 3.18 In-State/Out-of-State Status of Enrolled Students (see below).

A person's domicile is their true, fixed, permanent home or habitation. It is where they intend to remain and to which they expect to return. These two factors define it as a "domicile." The burden of proof of residence status or domicile shall be upon the applicant. Applicants who wish to file an appeal for re-classification of their residence status may obtain the appropriate forms from the Registrar's Office.

**3.18.4 Dependent and Independent Persons**

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

student's legal residence is that of their legal guardian.

- B. In-state/out-of-state classification of students with extenuating circumstances (e.g., divorced parents with joint custody when one parent or legal guardian lives out-of-state and/or claimed the student as a dependent on a tax return, etc.) may be considered on a case-by-case basis.
- C. A dependent person may establish independent person status through circumstances including events such as marriage, formal court action, and abandonment by parents. To qualify, a dependent person must have completely separated from the parental or guardian domicile and prove that such separation is complete and permanent. Additionally, the individual must provide evidence that they are responsible for their housing and living expenses. Mere absence from the parental or guardian domicile is not proof of its complete abandonment. If an applicant can provide adequate and satisfactory evidence of independent status and domicile, they may be granted in-state status.
- D. If an independent person can provide evidence of coming to Oklahoma to establish a domicile, the applicant may be granted in-state status at the next enrollment occurring 12 months after establishing a domicile in Oklahoma.

**3.18.7 Uniformed Services and Other Military Service/Training****A. Active Uniformed Services**

The following shall be eligible for in-state status.

- Members of the uniformed services, along with their dependent children and spouse, who provide evidence that they are full-time active duty status of more than 30 days in the uniformed services stationed in Oklahoma or temporarily present through military orders. Further, when members of the armed services are transferred out-of-state, the member, their spouse and dependent children shall continue to be classified as in-state as long as they remain continuously enrolled.
- Regardless of the residency of the student, dependent children or spouse of a person who is currently serving as a member of the active uniformed services of the US on full-time active duty status of more than 30 days for whom Oklahoma is the home of record.
- A person who files with the institution within the State System at which they intend to register a letter of intent to establish residence in the state and who:
  - is entitled to educational or training assistance under Section 3319 of Title 38 of the US Code by virtue of a relationship to a person who is currently serving on active duty; and

b. resides in the state while enrolled in the institution, regardless of the student's formal state of residence or the active service member's home of record.

4. Former full-time active uniformed services personnel who remain in Oklahoma after their service may retain their in-state status without the 12-month requirement if they establish domicile as defined in this policy.

**B. Discharged or Released from Active Uniformed Service (Regardless of the Home of Record)**

A student who files with the institution within the State System at which the student intends to register a letter of intent to establish residence in the state and who resides in the state while enrolled in the institution shall be eligible for in-state status (i.e., in-state tuition), regardless of the residency of the student or home of record, if the student:

1. is a person who:
  - a. was discharged or released from a period of not fewer than 90 days of active duty uniformed service; and
  - b. is pursuing a course of education with educational assistance under Chapters 30 or 33 of Title 38 of the US Code; or
2. is a person who:
  - a. is entitled to assistance under Section 3319 of Title 38 of the US Code by virtue of a relationship to a person who was discharged or released from a period of not fewer than 90 days of active duty uniformed services; and
  - b. is pursuing a course of education with educational assistance under Chapter 35 of Title 38 of the US Code; or
3. is a person who:
  - a. is pursuing a course of education with educational assistance under Chapter 31 of Title 38 of the US Code; or
4. is a member of the uniformed services, or the spouse or dependent of a member of the uniformed services, who has been stationed for more than one year in Oklahoma at any time in the previous 10 years before the date of enrollment in the course(s) concerned.

**C. Discharged or Released from Active Uniformed Service (Oklahoma Home of Record)**

A person, or dependent children or spouse of a person, who was discharged or released from a period of not fewer than 90 days of active uniformed service, less than 10 years before the date of enrollment in the course(s) concerned and for whom Oklahoma is the home of record shall be eligible for in-state status.

**D. Military Reserve Member on Full-Time Active Duty**

Regardless of the residency of the student, dependent children or a spouse of a person who is currently serving as a member of the

military reserve on full-time active duty of more than 30 days and for whom Oklahoma is the home of record shall be eligible for in-state status.

**E. Reserve Officer Training Corps (ROTC)**

A person who is participating in or has received a partial or full scholarship from the Air Force, Army, or the Navy/Marines ROTC shall be eligible for in-state status.

**F. Oklahoma National Guard**

A person who is a current member of the Oklahoma National Guard shall be eligible for in-state status.

**G. To be eligible for in-state status as provided in 3.18.7.A, 3.18.7.B, 3.18.7.C, 3.18.7.D, 3.18.7.E and 3.18.7.F, the student shall:**

1. have secured admission to and enroll full-time or part-time in a program of study; and
2. satisfy admission and retention standards.

**H. A student who meets the eligibility requirements for in-state status shall maintain in-state status if the student remains continuously enrolled at an institution within the State System after the student:**

1. as described in 3.18.7.A or 3.18.7.D, is discharged or released from active duty service; or
2. as described in 3.18.7.B.4 or 3.18.7.C, exceeds the 10-year period after being discharged or released from active duty uniformed service; or
3. as described in 3.18.7.B.1 or 3.18.7.B.3, has exhausted education assistance provided under Chapter 30, 31, or 33 of Title 38 of the US Code; or
4. as described in 3.18.7.A.3 or 3.18.7.B.2, has exhausted education assistance provided under Section 3319 or Chapter 35 of Title 38 of the United States Code.

Students classified upon admission as in-state are eligible to apply for state scholarship and financial aid programs.



## FINANCIAL AID & SCHOLARSHIPS

Grady W. Clack Center  
918-293-4684  
1-800-722-4471, Ext. 5260  
[osuit.edu/financial-aid](https://osuit.edu/financial-aid)  
[osuitfinancialaid@okstate.edu](mailto:osuitfinancialaid@okstate.edu)

### GENERAL POLICIES

Student financial aid awards depend upon two significant factors: financial need (as determined by the applicant's and their family's financial circumstances) and the availability of funds.

All federal- and state-funded financial aid programs listed in this catalog are available to students enrolled in a degree program at OSUIT.

### HOW TO APPLY

The first step in obtaining financial assistance at OSUIT is to file a Free Application for Federal Student Aid (FAFSA). Applications are available on the web at [studentaid.gov](https://studentaid.gov). Students should complete this application before the beginning of December for the best results.

By completing the FAFSA, a degree-seeking student at OSUIT may apply for the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, the Federal Work-Study Program, Federal Direct Loans, and the Oklahoma Tuition Aid Grant.

Students can obtain more information about OSUIT's financial aid services by contacting the Financial Aid & Scholarships Office at 918-293-4684 or [osuitfinancialaid@okstate.edu](mailto:osuitfinancialaid@okstate.edu).

### STUDENT ELIGIBILITY

To be eligible for consideration for student financial aid through any program, an applicant must meet the following requirements.

- The applicant must be enrolled as a regular student in an eligible program of study leading to a degree or certificate.
- The applicant must meet one of the following criteria:
  - is a US citizen or US national (this includes citizens of American Samoa, Swains Island, and Northern Mariana Islands);
  - is a US permanent resident (Form I-151 or I-551 from the US Immigration and Naturalization Services may be requested to prove eligibility for financial assistance);
  - is a citizen of certain Pacific Islands (otherwise-eligible citizens of the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau may receive assistance through Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, and Federal Work-Study); or
  - is an eligible non-citizen (documentation of eligible non-citizen status from the US Immigration and Naturalization Services will be requested to prove eligibility for financial assistance).
- The applicant must maintain satisfactory academic progress in an eligible program of study.
- The applicant must provide a high school

diploma, GED certificate, or proof of completion of a secondary school education in a home school setting.

- The applicant must have a social security number.
- The applicant must sign a statement of educational purpose/certification statement of refunds and default in order to receive federal student aid. A signature warrants that a refund is not owed on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, or Federal Stafford Loan and that the amount borrowed under those loan programs does not exceed the allowable limits. The student also agrees to use student aid only for educational related expenses.
- The applicant must register with the Selective Service. The requirement to register applies to males born on or after January 1, 1960, and are at least 18 years of age, citizens or eligible non-citizens, and not currently on active duty in the armed services. (Citizens of the Federated States of Micronesia, the Marshall Islands, and Palau are exempt from registering.)
- The applicant must demonstrate financial need. Exceptions are eligible for PLUS and Federal Unsubsidized loans.

#### FINANCIAL AID ELIGIBILITY

A student may receive financial assistance for an approved degree program for no more than 150% of the credit hours required to complete that program. Should the maximum number of hours allowed for a degree be exceeded, the student's financial aid will be suspended. A student with extenuating circumstances (e.g., credits lost through a change of major and transfer between institutions) may appeal to the Office of Financial Aid & Scholarships to obtain permission to exceed the maximum credit hour limit.

#### FINANCIAL AID PROGRAMS AVAILABLE

##### Federal Pell Grant

Federal Pell Grants help undergraduate students pay for their education after high school. For Federal Pell Grant purposes, an undergraduate is a student who has not earned a bachelor's or professional degree. Federal Pell Grants provide a foundation of financial aid to which students may add assistance from other federal and non-federal sources. Students do not have to repay federal Pell Grants and can receive Pell Grant funding for the equivalent of six full-time years.

Additional information on Federal Pell Grants can be found on the US Department of Education's website at [studentaid.gov/understand-aid/types/grants/pell](https://studentaid.gov/understand-aid/types/grants/pell).

##### Oklahoma Tuition Aid Grant Program

OSUIT participates in the Oklahoma Tuition Aid Grant program (OTAG), sponsored by OSRHE. Applicants must be residents of the state of Oklahoma. The FAFSA filing deadline for OTAG varies each year but is usually December 1st.

Additional information on OTAG funding can be found online at [secure.okcollegestart.org/financial\\_aid\\_planning/oklahoma\\_grants/oklahoma\\_tuition\\_aid\\_grant.aspx](https://secure.okcollegestart.org/financial_aid_planning/oklahoma_grants/oklahoma_tuition_aid_grant.aspx).

##### Federal Iraq & Afghanistan Service Grant

The Federal Iraq & Afghanistan Service Grant is available to students who are not eligible for a Federal Pell Grant but whose parent or guardian was a member of the US Armed Forces and died due to service performed in Iraq or Afghanistan after September 11, 2001. Students apply for this grant by completing the FAFSA.

Additional information is available from the US Department of Education online at [studentaid.gov/understand-aid/types/grants/iraq-afghanistan-service](https://studentaid.gov/understand-aid/types/grants/iraq-afghanistan-service).

##### Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Supplemental Educational Opportunity Grants are available to undergraduate students with exceptional financial need as determined by the Financial Aid & Scholarships Office. Students do not have to repay these grants; however, funds are limited, and priority is given to Federal Pell Grant recipients.

Additional information on the FSEOG program can be found on the US Department of Education's website at [studentaid.gov/understand-aid/types/grants/fseog](https://studentaid.gov/understand-aid/types/grants/fseog).

##### Federal Work-Study Program

The Federal Work-Study program provides part-time employment for students with financial need who want to earn part of their educational expenses by working at the University. Offices currently hiring work-study students post job openings on the OSUIT website at [osuit.edu/financial-aid/work-study.php](https://osuit.edu/financial-aid/work-study.php).

##### Federal Direct Loans

Federal Direct Loans are low-interest loans made by the federal government to students attending OSUIT at least half-time (enrolled in a minimum of six credit hours per semester). Students must begin repaying Federal Direct Loans six months after graduating, leaving school, or dropping below half-time status.

Federal Subsidized Direct Loans are based on financial need. An applicant's loan amount will depend on their financial need as determined by the University's financial aid office. Subsidized loans do not accrue interest while the student is attending school, but a student can only receive them for 150% of the published time frame of the degree.

Federal Unsubsidized Loans are student loans not based on financial need. The loan amount will depend on the cost of attendance at OSUIT and the amount of other aid the student is receiving. The student is responsible for paying the interest on an Unsubsidized Direct Loan while in school; however, the student can defer payment of the interest while they are enrolled at least half-time.

A student must complete a master promissory note and entrance counseling and must be enrolled in and attending a minimum of six semester credit hours before loans will be disbursed. Additional information can be found online at [studentaid.gov/understand-aid/types/loans](https://studentaid.gov/understand-aid/types/loans).

##### Federal PLUS Loans

Federal PLUS Loans are credit-based and designed for parents who want to borrow funds to help pay for their child's education. These loans provide additional funds for educational expenses and, like Federal Direct Loans, are provided by the Federal Government.

For further information on Federal PLUS loans, contact OSUIT's Financial Aid & Scholarships Office or visit the Federal Student Aid website at [studentaid.gov/understand-aid/types/loans/plus](https://studentaid.gov/understand-aid/types/loans/plus).

##### OKLAHOMA'S PROMISE (OHLAP)

OSUIT is committed to helping academically eligible Oklahoma's Promise recipients achieve the dream of a college education at OSUIT. Oklahoma's Promise, previously known as OHLAP, is administered by OSRHE. Qualifying Oklahoma students in grades 8-10 can sign up to participate in the program. Once a student graduates from high school and completes the curricular and conduct requirements for the program, they will receive funding from to cover the cost of tuition at OSUIT.

All Oklahoma's Promise financial aid recipients will be subject to OSUIT's Satisfactory Academic Progress (SAP) policy (see page 21). If a student is ineligible to receive federal or state financial aid as defined by OSUIT's SAP policy, they will not be eligible to receive Oklahoma's Promise funding. College students receiving the Oklahoma's Promise award are required to maintain a minimum college GPA of 2.0.

For more information, contact Oklahoma's Promise at 405-225-9131 or [okpromise@osrhe.edu](mailto:okpromise@osrhe.edu) or visit the website at [www.okhighered.org/okpromise](https://www.okhighered.org/okpromise).

##### HEROES PROMISE

Oklahoma students who are not already eligible for Oklahoma's Promise and who lost a military parent in the line of duty since January 1, 2000, may qualify for a state award with recipient requirements similar to Oklahoma's Promise. Students can sign up for the award up to age 21, regardless of family income.

For more information please contact OSRHE at 800-858-1840 or [studentinfo@osrhe.edu](mailto:studentinfo@osrhe.edu).

##### UNDOCUMENTED IMMIGRANT STUDENTS

Effective November 1, 2007, HB 1804 provides that an individual who is not lawfully present in the US shall not be eligible on the basis of residence within Oklahoma for any postsecondary education benefit, including (but not limited to) scholarships, financial aid, or resident tuition, except as provided under provisions set forth in HB 1804 and under OSRHE Policy 3.18.6 Undocumented Students.



The new legislation identifies the following two categories of undocumented immigrant students.

**1. Category I**

Students enrolled in a degree program during the 2006-07 year or any prior school year who received a resident tuition benefit pursuant to pre-HB 1804 statute and policy. (Students are "grandfathered" and remain eligible for resident tuition and state financial aid under the pre-HB 1804 law and policy.)

**2. Category II**

Students enrolling in a postsecondary education institution in 2007-08 and thereafter. These students are subject to the new restrictions under HB 1804 and the OSRHE policy that became effective November 1, 2007.

**OKLAHOMA'S PROMISE FOR UNDOCUMENTED STUDENTS**

While students participating in Oklahoma's Promise also fall into either Category I or Category II, SB 820 provides unique treatment of these students with respect to their eligibility to receive the Oklahoma's Promise award.

Should you have questions regarding your eligibility status, please contact the Financial Aid & Scholarships Office at 918-293-4684 or [osuitfinancialaid@okstate.edu](mailto:osuitfinancialaid@okstate.edu).

**SCHOLARSHIPS**

Many types of scholarships are available to graduating high school seniors, transfer and adult students interested in attending OSUIT, and continuing OSUIT students. These scholarship opportunities are provided to OSUIT students by several on- and off-campus organizations and individuals.

The OSUIT Foundation offers scholarships funded by individuals, agencies, and organizations that set the scholarship awarding requirements. Students are not required to complete a separate scholarship application for these scholarships. Students who enroll at least five weeks prior to the beginning of the semester and are enrolled full-time (i.e., 12 semester credit hours or more), meeting satisfactory academic progress, and fulfilling any additional requirements set forth by the donor will be considered for these scholarships.

For further scholarship information, visit the scholarship website at [osuit.edu/financial-aid/scholarships.php](http://osuit.edu/financial-aid/scholarships.php).

**OTHER FINANCIAL ASSISTANCE**

Veterans and students eligible to receive financial benefits under federal- or state-funded rehabilitation programs should contact the funding agency's education liaison representative for assistance and benefits approval. Although OSUIT's Financial Aid & Scholarships staff can assist with providing contact information for many of these agencies, it is the student's responsibility to work directly with the funding agency to process benefits requests.

**SATISFACTORY ACADEMIC PROGRESS (SAP)**

All students attending OSUIT are required to maintain satisfactory academic progress toward successful completion of degree requirements. In order to remain eligible for financial assistance, a student must meet the requirements listed below.

- Not exceed a maximum number of hours to complete the degree program (150% of the total credits required for degree completion).
- Maintain a minimum cumulative retention/graduation GPA as listed below.
- Successfully complete at least 67% of the total cumulative hours attempted as indicated below, including all courses attempted at any college or university.

Total Hours Attempted from All Institutions	1 - 30 Credit Hours	31 or More Credit Hours
Minimum Retention/ Graduation GPA	1.7	ETD or ITD 2.5
		All Other Programs 2.0
Percentage of Total Cumulative Hours Attempted	67%	67%

Satisfactory academic progress is monitored at the end of each semester. Students are responsible for knowing their eligibility status at the end of each academic term.

If students have questions regarding their eligibility status, they should contact the Financial Aid & Scholarships Office at 918-293-4684 or [osuitfinancialaid@okstate.edu](mailto:osuitfinancialaid@okstate.edu).

**FAILURE TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS**

A student who exceeds the maximum number of hours allowed for degree completion will be suspended from future financial aid until the reason for the excessive hours can be adequately documented.

The first time a student fails to either achieve the required cumulative retention/graduation GPA or maintain a completion pace of at least 67% of the total hours attempted, the student will be placed on financial aid warning for the following semester of enrollment at OSUIT. A student may receive financial aid while on warning but must become eligible at the end of the warning semester to continue to qualify for financial aid.

If a student has questions regarding their eligibility status, they should contact the Financial Aid & Scholarships Office at 918-293-4684 or [osuitfinancialaid@okstate.edu](mailto:osuitfinancialaid@okstate.edu).

**FINANCIAL AID SUSPENSION**

A student denied assistance based on the Satisfactory Academic Progress policy can submit a written appeal to the Student Financial Aid Appeals Committee. An appeal form is available in the Grady W. Clack Center or online on the Financial Aid & Scholarships website at [osuit.edu/financial-aid](http://osuit.edu/financial-aid).

The appeal should address:

- the mitigating or extenuating circumstances that affected the student's academic performance (e.g., severe physical injury, mental trauma, etc.);
- why the student has not met satisfactory academic progress; and
- what the student has changed to allow them to meet satisfactory academic progress if the appeal is approved.

Students are highly encouraged to include supporting documentation of any claims.

Students not eligible for financial aid for exceeding the maximum number of hours allowed for a degree completion due to extenuating circumstances should also have their academic advisor complete the Remaining Hours Required for Degree Completion Form and submit it with their appeal. The form is available in the Grady W. Clack Center and online on the Financial Aid website.

The decision of the Student Financial Aid Appeals Committee is final and communicated to the student in writing. If an appeal is approved, the student will be provided with an individualized Plan of Study to serve as a roadmap to ensure they will meet eligibility standards and graduate from OSUIT. An advisor will review the student's Plan of Study at the end of each subsequent semester until they become eligible, graduate, or are suspended for failing to meet the conditions of the plan.

Depending on the timeliness of the appeal, it is possible for a student to have an appeal denied and also not be entitled to a refund of charges if the student chooses to withdraw from classes. A student who enrolls and attends class whose appeal is subsequently denied will be eligible for a refund of charges based solely on the schedule in the Tuition/Fee Refund Policy in the OSUIT catalog (see page 18).

A student not eligible for financial aid for reasons other than exceeding the maximum number of hours for degree completion who does not submit an appeal, or whose appeal is denied, may be reinstated by meeting BOTH of the following criteria:

- achieve the required retention/graduation GPA or the required semester GPA; and
- successfully complete 67% of the total cumulative hours attempted at all institutions attended.

Students may meet these requirements while either attending OSUIT without financial aid or by transferring coursework meeting the requirements to OSUIT from an accredited institution. Transfer work must be reflected on the student's OSUIT transcript to be considered for purposes of financial aid eligibility.

### FINANCIAL AID POLICY ON REPEAT COURSES

OSUIT has a Course Repeat Policy (see page 26) that allows a student to repeat a course and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the GPA.

A student may repeat a previously passed course one time and count it in the enrollment status for financial aid. A student may repeat any failed course until it is passed and have it counted toward enrollment status for financial aid.

### DURATION OF FINANCIAL AID ELIGIBILITY

A student may receive financial assistance for an approved degree program for no longer than 150% of the credit hours required for completing that program. Students may appeal to the Office of Financial Aid & Scholarships to obtain permission to exceed the maximum hours limit due to extenuating circumstances.

### Transfer Students and Maximum Hours

Students who transfer hours and are close to exceeding this limit should complete the Request to Exceed Maximum Hours Form to determine financial aid eligibility.

### IMPORTANT DATES

Many financial aid programs have limited funding and award funds to the earliest applicants. The ideal time for students to apply for financial aid for the following academic year is as soon as possible, after October 1st and before December 1st each year. Applications received after December 1st are subject to the availability of funds.

### ATTENDANCE IN CLASS & FINANCIAL AID ELIGIBILITY

Financial aid is awarded based on enrollment status. A student's failure to maintain attendance in all courses could result in a recalculation and return of financial aid benefits.

### HOW WITHDRAWING (OFFICIALLY &/OR UNOFFICIALLY) AFFECTS STUDENT FINANCIAL AID

In accordance with 34CFR Sec.668.22, any student at OSUIT who completely withdraws from all classes or fails all classes will be subject to the US Department of Education's Return of Title IV Funds policy.

A student earns financial aid based solely on the length of time they have attended the University. Until a student has passed the 60% point of the current semester, they have only earned a portion of their disbursable aid. The amount of aid earned has no relationship to institutional charges or other incurred costs of attendance. A student who officially withdraws before the 60% point of the enrollment period may be required to repay funds, leaving the student with an unpaid Bursar balance.

A student who leaves school and does not notify the school of their withdrawal is considered "unofficially withdrawn." Since OSUIT is required to take attendance, the institution will calculate the student's withdrawal date based on the last



day of class attendance, as applicable, or the date of the last academically related activity in which the student participated.

If a student owes an unpaid payment to the financial aid program, it may result in the student's inability to receive a transcript or re-enroll in classes until the debt is satisfactorily repaid.

Students are encouraged to visit with a Financial Aid counselor prior to withdrawing to see how the withdrawal will affect financial aid. If a student received less Federal Student Aid than the amount earned, the school must offer a post-withdrawal disbursement of the earned aid that the student did not receive. If a student received more Federal Student Aid than the amount earned, the school, the student, or both, must return the unearned funds in the specified order listed below.

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal SEOG Grant
7. Other Institutional or Private Aid Programs
8. The Student

## MILITARY & VETERAN SERVICES

Grady W. Clack Center  
918-293-4972  
1-800-722-4471, Ext. 4972  
[osuit.edu/military](https://osuit.edu/military)  
[vetservices@okstate.edu](mailto:vetservices@okstate.edu)

### VETERAN SERVICES

Our veterans had their mission – to protect our freedoms. OSUIT has established its mission – to provide the training, education, and resources to deploy a workforce-ready, highly marketable veteran with the skills and credentials valued by employers. OSUIT's faculty and staff strive to accomplish this in the shortest possible time by evaluating each veteran's military training and

that experience to create a direct pathway to the veteran's desired college degree. OSUIT has a dedicated Veteran Services Coordinator responsible for helping veterans and family members with benefits and eligibility requirements. OSUIT also offers a Veterans Lounge, located in the Student Union, which is available to the institution's veteran students to study, eat lunch, or visit with other veteran students.

The Student Veterans Association is a campus student organization that meets regularly in the Veterans Lounge to plan and provide support and camaraderie among veteran students and their families. For more information related to Veteran Services or the Student Veterans Association, call 918-293-4972 or email

[vetservices@okstate.edu](mailto:vetservices@okstate.edu).

### PRIOR LEARNING CREDIT POLICY FOR VETERANS

Per Title 38 CFR 21.4253, 21.4254, and 41.4263, VA law requires that every new student interested in utilizing VA Education benefits provide all prior transfer courses, credits, and previous experience for evaluation and review as appropriate to the enrolled course. This documentation includes post-secondary and military transcripts. Students must provide all transcripts to the school before the end of their first semester of enrollment. OSUIT representatives will evaluate these records for opportunities to shorten the length of a student's training program by granting appropriate credit for their previous education and training and advising the student on an appropriate plan of study.

For additional information regarding prior learning credit opportunities, please contact the Office of Academic Affairs at 918-293-5260 or [osuit.academics@okstate.edu](mailto:osuit.academics@okstate.edu) or visit the PLA website at [osuit.edu/pla](https://osuit.edu/pla).

### YELLOW RIBBON

OSUIT has partnered with the Department of Veterans Affairs as a member of the Yellow

Ribbon Program. This program provides additional assistance to Veterans or their designated transferees that are considered non-resident students at OSUIT. Participants must be eligible to receive the maximum benefit rate (based on service requirements).

### **MILITARY SPOUSE CAREER ADVANCEMENT ACCOUNTS**

The Military Spouse Career Advancement Accounts (MYCAA) program provides up to \$4,000 of financial assistance over a two-year period for military spouses who are pursuing degree programs, licenses, or credentials leading to employment in portable career fields.

### **MILITARY LEAVE OF ABSENCE**

State System institutions shall grant a leave of absence to a student who is a member of the active uniformed military services of the US and called to active duty. This leave of absence may not exceed a five-year cumulative period. During this leave of absence, the student shall be eligible to:

- withdraw from any or all courses for the period of active duty service without penalty to admission status or GPA and without loss of institutional financial aid; or
- receive a grade of I for any or all courses for the period of active duty status irrespective of the student's grade at the time the I is awarded, provided the student has completed a minimum of 50% of all coursework prior to being called to active duty and completes all courses upon return from active duty.

The student's admission status and GPA shall not be penalized and the student shall not experience loss of institutional financial aid.

## **REGISTRAR**

Grady W. Clack Center  
918-293-4682  
1-800-722-4471, Ext. 4682  
[osuit.edu/registrar](https://osuit.edu/registrar)  
[osuit.registrar@okstate.edu](mailto:osuit.registrar@okstate.edu)

### **GENERAL ENROLLMENT POLICIES**

The official Academic Calendar, found on page 5 of this catalog, lists important enrollment dates and other key deadlines.

The enrollment process for all new students starts with the Office of Admissions & Records, where the staff provides students with initial career information and academic advisement. Students who are undecided regarding a career choice are referred to the Assessment Center for career exploration services.

After enrollment, a program advisor works with the student to outline a plan of study and identify course requirements. Students should review their academic progress each semester with an advisor from their school. Students may also view their academic progress toward graduation by checking their DegreeWorks academic audit using [my.okstate.edu](https://my.okstate.edu).

Courses used to fulfill general education requirements are identified in the Course Descriptions section by code letters that follow the course prefix and number. These code letters designate the general education category for which students may use the course (see page 9 for category information). Some degree plans require specific general education courses. However, if no specific course is listed, any general education course with that designation may be used.

Occasionally, students will transfer a course that appears to fulfill the criteria and goals for a general education course, but the transcript does not indicate a general education designation. The advisor may request a substitution for this course by submitting a Substitution Form and a course syllabus or course description to the Dean of Arts, Sciences & Health. If approved, the dean will forward a copy of this request to the Registrar's Office.

### **STUDENT PRIVACY RIGHTS**

As required by the Family Educational Rights and Privacy Act (FERPA) of 1974, OSUIT advises students of their privacy rights. OSUIT may disclose information to parents of students in the following ways:

1. by obtaining the student's written consent if the student is independent; or
2. by having the parents sign an affidavit (available from the Registrar's Office) establishing the student's dependency as defined by the Internal Revenue Code of 1954.

OSUIT students have the right to:

- inspect and review the information contained in their educational records;
- challenge the contents of their educational records;
- have a hearing held if the outcome of their challenge is not satisfactory;
- submit an explanatory statement for inclusion in their educational record if the outcome of their hearing is unsatisfactory;
- prevent disclosure, with certain exceptions, of personal information from their educational record; and/or
- secure a copy of the institutional policy, which includes the location of all educational records.

OSUIT has declared the following to be open directory information:

- student's name, local and permanent address or hometown;
- student's telephone number and electronic (email) address assigned/provided by the institution or provided to the University by the student;
- student's year of birth;
- program(s) of study undertaken;
- dates of attendance at OSUIT;
- degrees, honors, and awards granted or received and dates granted or received;
- academic classification such as 1<sup>st</sup> year, 2<sup>nd</sup>

year, etc.;

- status (full-time/part-time);
- most recent educational institution previously attended;
- advisor;
- participation in official organizations and activities; and
- parents' names and addresses (city, state, and zip only).

### **TRANSFER OF CREDIT**

#### **Transfer of Credit from Domestic and International Institutions**

Accreditation is the process used by OSRHE or other entities recognized by the US Department of Education (ED) to ensure postsecondary education providers meet and maintain minimum standards of quality and integrity regarding academics, administration, and related services.

Transcripts of record from colleges and universities accredited by the Higher Learning Commission (HLC) will be given full value.

Transcripts of record from degree-granting institutions accredited by organizations other than the HLC and recognized by the ED for the purpose of accrediting institutions of higher education are subject to review according to published policies and procedures developed by the institution and may transfer on a course-by-course basis.

Transcripts of record from degree-granting institutions not accredited by organizations recognized by the ED for the purpose of accrediting institutions of higher education may be accepted in transfer when appropriate to the student's degree program and when the receiving institution has had an opportunity to validate the courses or programs.

Evaluation of transfer credit is based on course content, as described in the current academic catalog. Evaluation of transfer credit may require additional documentation, such as program requirements and course syllabi, to determine acceptable transfer credit courses.

International transcripts submitted for transfer must be evaluated by a member agency of the National Association of Credential Evaluation Services (NACES, [www.naces.org/members.html](http://www.naces.org/members.html)). Students must submit both the official college transcript and the evaluation summary prepared by the evaluation services agency to the Registrar's Office.

#### **Transfer of Credit within the State System**

Transfer of credit from colleges and universities within the State System accredited by an institutional accreditor will be given full value.

#### **Uniform Course Numbering within the State System**

OSRHE adopted the following uniform numbering convention to identify courses offered at all institutions in the State System. These course numbers provide an effective and efficient system for transferring students' credits among institutions of Oklahoma higher education.



A course number consists of four digits as follows:

- The first digit denotes the course level.
- The second and third digits identify the course within a department.
- The fourth digit, in most cases, indicates the number of semester credit hours awarded for the course.

For example, a course numbered 1123 should be interpreted as a beginning-level course carrying three hours of credit. A course number beginning with zero indicates that the course does not carry University credit. A course number ending in zero means that the course carries variable credit.

#### Transfer of Credit from Non-State System Institutions

Transcripts of record from colleges and universities accredited by the HLC will be given full value.

Transcripts of record from degree-granting institutions accredited by organizations other than the HLC and recognized by the ED for the purpose of accrediting institutions of higher education will be evaluated based upon course content, as described in the current academic catalog. Evaluation of transfer credit may require documentation such as program requirements and course syllabi.

Transcripts of record from degree-granting institutions not accredited by organizations recognized by the ED for the purpose of accrediting institutions of higher education may be accepted in transfer when appropriate to the student's degree program and when the receiving institution has had an opportunity to validate the courses or programs.

#### Transfer of Credit from Oklahoma CareerTech Centers

OSUIT's policies for evaluating, awarding, and accepting technical credit for transfer from the state's CareerTech system are consistent with the college's mission and with the state's focus on aligning coursework to ensure a quality education through common learning outcomes reviewed by faculty experts in the discipline.

OSUIT may only accept the transfer of technical credits from an Oklahoma technology center toward technical major degree requirements in a college technical certificate, an associate in applied science degree, or a bachelor of technology degree offered by OSUIT and in which the institution's faculty have documented expertise.

OSUIT will evaluate the transfer of technical credits from a technology center that is part of the Oklahoma CareerTech system using the Statewide Technical Course Articulation Matrix provided by OSRHE. OSUIT's Office of Admissions will process academic credit earned for technical courses appearing on an official transcript from an Oklahoma technology center and listed on the Statewide Technical Course Articulation Matrix per OSRHE's Undergraduate Transfer and Articulation policy.

Transfer of technical credits based on a different unit of credit than the one used at OSUIT is subject to conversion before being transferred.

Only those transcript and technical course evaluations based upon the OSRHE Statewide Technical Course Articulation Matrix and processed by OSUIT's Office of Admissions are official. Any preliminary reviews by campus personnel are unofficial, not binding, and subject to change.

Technical credits may be subject to minimum grade requirements as determined by accreditation, licensure, or other programmatic requirements of OSUIT. Grades do not transfer in and are not calculated in the student's OSUIT GPA, and a neutral grade of "P" will be recorded instead. Credits earned will be added to the student's overall credit hours earned.

#### Transfer of Credit from Military Experience or Service

OSUIT has a generous policy for awarding credit for military and work experience. When evaluating this experience, the institution follows the American Council on Education (ACE) recommendations and utilizes the following means.

1. Evaluation of military transcripts free-of-charge for application to general education and technical class credits. Military specializations are mapped and evaluated for applicability to technical degree programs.
2. ACE recommendations for military training and experience and awarding credit through examinations.
3. Acceptance of credits earned at accredited institutions for higher learning, including those credits transcribed through prior learning assessments.
4. Council for Adult & Experiential Learning (CAEL) guidelines for awarding prior learning credit for life and work experiences, training, etc.
5. DSST, CLEP, AP, and other industry and/or nationally recognized examinations.
6. Service members may also seek credit through examination. Demonstration of mastery of course content will result in prior learning credit without needing to take the class.

#### LATE ENROLLMENT

Students are allowed and encouraged to enroll well before the beginning of a given term.

Students whose initial enrollment for the term occurs on or after the first day of the class will be charged a late enrollment fee. Initial enrollment for a term will not be permitted after the first three days of classes of that term.

#### COURSE LOAD

Enrollment for a typical semester at OSUIT is between 12 and 18 semester credit hours.

Students who enroll in 12 or more semester credit hours are considered full-time. Typically, students may not enroll in more than 19 credit hours in a

semester. However, in some cases, students may be permitted to enroll in a maximum of 22 credit hours. All exception requests for enrollment in over 19 credit hours in a semester must be approved by the Office of Academic Affairs.

#### ADDING OR DROPPING A COURSE

Students may add courses through midnight of the fifth business day of the full semester or midnight of the third business day of the first or second half semesters. This is subject to maximum credit hour enrollment limitations and the approval of the student's advisor or dean.

Students may drop a course through midnight of the 10th business day of the full semester or midnight of the fifth business day of the first or second half semesters. Some drop requests may require the approval of the student's advisor or academic dean. Students must submit a Change of Enrollment Form to the Office of Admissions & Records or the Registrar's Office before the add/drop deadline for the process to be complete.

For typical full-semester courses, any course dropped before midnight of the 10th business day of classes will have no transcript record.

Students who withdraw from a course after the first ten days of classes and before the end of the 11th week will receive a W grade recorded on their transcript. If a student withdraws from a course after 75% of the term has been completed, a grade of W or F will be assigned, based upon the student's current course grade. A student may not drop or withdraw from a course after a grade has been posted.

The above time frames vary for courses of shorter duration. All add, drop, and withdrawal deadlines are listed in the Academic Calendar on page 5.

#### STUDENT CLASSIFICATION

Undergraduate students will be classified according to the following number of credit hours earned:

Total Credit Hours Earned	Classification*
0 – 30	Freshman
31 – 60	Sophomore
61 – 90	Junior
91 +	Senior

\* Students enrolled in AAS and AS degree programs are limited to classification as freshmen or sophomores.

#### TRANSCRIPTS OF COLLEGE CREDIT

Official transcripts may be ordered via OSUIT's transcript provider, Parchment Inc. ([parchment.com](https://parchment.com)), a credentials platform that allows students, institutions, employers and other entities to send and receive electronic transcripts. The Registrar's Office will also provide transcripts to students who wish to order and pick up their transcript(s) on campus. Transcripts, regardless of ordering and delivery method, will be withheld if the student has outstanding financial obligations to the institution. Copies of transcripts from other institutions cannot be furnished.

## GRADING SYSTEM

Grades are recorded with the letters A, B, C, D, F, I, AU, W, AW, CBE-P, S, P-NP, or N. Letter grades A through F and the method of including them in the calculation of GPAs is shown below. Grades are reported for each student at the closing of each semester.

Grade*	Letter Grade	Comment	Grade Point per Hour
90 - 100	A	Excellent	4
80 - 89	B	Good	3
70 - 79	C	Average	2
60 - 69	D	Below Average	1
0 - 59	F	Failure	0

\* Note: This grading scale does not apply to the Nursing program. See page 45 for additional information.

### Other Grading Symbols

**I** - An incomplete grade may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. It is not a substitute for an F. To receive a grade of I, the student should have a passing grade at the time that the I grade is awarded and have satisfactorily completed 70% of the required coursework for the semester. When reporting an incomplete grade request, the instructor will record the conditions for removal of the I, with time limitations not to exceed two semesters. Grades of I not changed by the instructor to a credit-bearing grade or an F within the specified time limit will revert to the course grade earned at the time of the I grade request.

**AU** - Audit status is used for students who are not interested in obtaining a course grade, but are enrolled to gain course content knowledge. The deadline for a student to change their enrollment status from audit to for-credit is the last day of the course add period for each semester. Students who change their enrollment status from audit to for-credit must meet institutional admission/retention standards as set by OSRHE. The deadline for a student to change their enrollment status from for-credit to audit is the last day of the drop period for each semester. The AU grade is GPA neutral.

**W** - An automatic withdrawal grade of W is issued when a student initiates a withdrawal during the allowable withdrawal period. The withdrawal period for an automatic W begins when approximately one-eighth of the length of the class has been completed. The last day for an automatic W to be assigned, regardless of session length, corresponds to the day when 75% of the class is completed. For any withdrawal accepted after this deadline, a grade of W or F will be assigned depending upon the student's current 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** - An administrative withdrawal (AW) may be approved by the Office of Academic Affairs

and assigned by the Registrar to indicate that a student has been "involuntarily" withdrawn by the institution during the designated semester for disciplinary or financial reasons, inadequate attendance, or demonstrated lack of appropriate concern for satisfactory academic progress toward course program objectives. Administrative withdrawals must be completed within the term's designated withdrawal period. Such institutional penalties must follow formal institutional procedures. The AW grade is GPA neutral.

**CBE-P** - Credit awarded through prior learning assessment is recorded as Credit By Exam - Passing (CBE-P). Hours earned with a CBE-P grade are earned hours, but are not included in GPA or attempted hours. CBE-P grades are GPA neutral.

**S** - OSUIT may elect to use a Satisfactory grade (S) to indicate course requirements of a C grade or higher have been met and credit has been earned. The S grade is GPA neutral; however, it is counted in the total number of attempted hours for retention and the total number of attempted and earned hours for graduation.

**P-NP** - OSUIT may elect to use the grades Pass (P) and Non-Pass (NP) for specified courses or may allow students to elect a P-NP option under circumstances specified by the institution. The P grade equates to a "D" or higher and indicates minimal course requirements have been met and credit has been earned. The grade of NP indicates that a student did not meet the minimum requirements in a course designated for P-NP grading. While both grades P and NP are GPA neutral, they are counted in the total number of attempted hours for retention and the total number of attempted and earned hours for graduation.

**N** - An 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; however, due to the potential negative repercussions to student financial aid and veteran benefits, it is imperative that any N grades be replaced by the appropriate letter grade as soon as possible. The N grade is GPA neutral.

### GRADE POINT AVERAGE (GPA)

The GPA is calculated by dividing the total number of quality points earned by the total number of semester credit hours attempted. For example, a total of 48 quality points earned in a semester by a student officially enrolled in 16 semester credit hours of classes gives a GPA of 3.00 for that semester (48 points/16 credit hours = 3.00 GPA).

The overall (retention/graduation) GPA is calculated similarly using the sum total from all semesters of collegiate-level courses attempted at accredited institutions of higher education, excluding any grades impacted by the institution's academic forgiveness provisions.

The grades I, AU, W, AW, CBE-P, P, NP, S, and N are GPA neutral and are not used to calculate the GPA.

### GRADE CHANGES

An instructor who reports an incorrect grade to the Registrar may request a correction of the error. The request must be in writing on the approved form and must have the approval of the school dean. In no case will the Registrar change a grade after the student has graduated.

### WITHDRAWING FROM COLLEGE

A student may initiate the process to completely and officially withdraw from OSUIT through Admissions, the Registrar's Office, or their academic school. However, to complete the withdrawal process, the student should contact the Bursar's Office, Student Financial Services, Residential Life, the Library, and the student's school. This process ensures that the student makes an informed decision regarding their withdrawal.

Failure to completely and officially withdraw as required under this policy will result in permanent grades being awarded in all classes in which the student is enrolled.

The last dates to withdraw without academic penalties are listed on the academic calendar (see page 5) for each semester.

Students who drop or withdraw from one or all courses are subject to the University's tuition/fee refund policy, found on page 18.

A student may not utilize the online student portal to withdraw from their final/last course of any semester. Instead, the student must see their academic advisor to complete a withdrawal form.

### AUDITING COURSES

Students auditing a class must obtain approval from the school dean and schedule the class as an audit through the Office of Admissions & Records or the Registrar's Office. Course auditing fees are the same as fees for enrolling in for-credit courses. No credit or letter grade will be given for courses audited.

Procedures for auditing a course are administered by the Registrar's Office. No examinations or any other evaluation measures will be required or provided.

The deadline for a student to change their enrollment status from audit to for-credit is the last day of the course add period for each semester. Students who change their enrollment status from audit to for-credit must meet institutional admission/retention standards as set by OSRHE. The deadline for a student to change their enrollment status from for-credit to audit is the last day of the drop period for each semester.

### ACADEMIC FORGIVENESS

Circumstances may justify a student being able to recover from academic problems in ways that do not permanently jeopardize their academic standing. However, the student's academic transcript should be a complete and accurate reflection of the student's academic history.

Therefore, in situations that warrant academic forgiveness, the transcript will reflect all courses for which a student was enrolled and earned grades. The academic forgiveness provisions reflected in such matters determine how the institution calculates the retention/graduation GPA.

For those students receiving academic forgiveness by repeating courses or through academic reprieve or renewal, the transcript will reflect the retention/graduation GPA excluding forgiven course(s) and/or semester(s). The transcript will also note the overall (retention/graduation) GPA, which includes all attempted regularly graded coursework. Once the transcript is changed, academic forgiveness cannot be reversed.

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

### 1. Course Repeat

Under the course repeat policy, a student may repeat a maximum of four courses, not to exceed a total of 18 credit hours, in which the original grade earned was a D or F. For these courses, only the second grade earned will count in the calculation of the overall (retention/graduation) GPA, even if it is lower than the first grade.

If a course is repeated more than once, all grades except the first attempt are included in the GPA. The grade for each course attempt is recorded on the transcript for the semester in which the student earned the grade, along with a notation indicating whether the grade is included or excluded from the GPA.

A student's overall GPA will include the student's grades for any courses repeated over the 18-hour, four-course maximum, courses for which their original grade was a C or better, and their original grades in these courses.

### 2. Academic Reprieve

Academic reprieve is a provision allowing a student who has experienced extraordinary circumstances to disregard up to two semesters in the calculation of their retention/graduation GPA.

A student may request an academic reprieve from OSUIT using the following guidelines.

- At least three years must have elapsed between the time when the grades that the student is requesting a reprieve for were earned and the reprieve request.
- Before requesting the academic reprieve, the student must have earned at least 12 credit hours (not including zero-level courses) with a GPA of 2.0 or higher and no grade lower than a C in any course.
- The request may be for one semester or term of enrollment or two consecutive semesters or terms of enrollment. If the student's request is for two consecutive semesters, the institution may choose to grant a reprieve for only one of the two semesters. The reprieve will include all

grades and hours earned during the enrollment period.

- The student must petition for consideration of an academic reprieve according to institutional policy.
- All courses will remain on the student's transcript, but are not calculated in the student's retention/graduation GPA.
- Coursework with a passing grade included in a reprieved semester may be used to demonstrate competency in the subject matter. However, this coursework may not be used to fulfill credit hour requirements.
- Students who have been granted academic renewal (see below) are not eligible for an academic reprieve.

### 3. Academic Renewal

Academic renewal is a provision that allows a student who was previously academically unsuccessful and who has been out of higher education for several years to re-enter college without penalty.

Under academic renewal, coursework taken prior to a date specified by OSUIT is not counted in the student's graduation/retention GPA.

A student may request an academic renewal from OSUIT using the following guidelines.

- At least five years must have elapsed between the last semester being renewed and the renewal request.
- Prior to requesting academic renewal, and after the elapsed five years, the student must have earned a GPA of 2.0 or higher with no grade lower than a C in all regularly graded coursework (totaling a minimum of 12 credit hours) excluding zero-level, activity, or performance courses.
- The request will apply to all courses completed before the date specified in the request for renewal.
- The student must complete the Academic Forgiveness Form available in the Registrar's Office.
- All courses will 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 coursework may be used to fulfill any degree or graduation requirement.
- Students who have been granted an academic reprieve (see previous section) are not eligible for academic renewal.

### READMISSION OF SUSPENDED STUDENTS

Students academically suspended by OSUIT will not be allowed to re-enter OSUIT for at least one regular semester. Students who wish to waive this requirement may submit an Academic Suspension Appeal to the Office of Academic Affairs (see page 12). Suspended students can be readmitted only one time.

An academically suspended student who has been readmitted will be placed on probationary status. While on probation, the student must maintain a 2.0 GPA each semester attempted or raise their overall (retention/graduation) GPA to

the designated level (see Academic Probation). Any student that fails to meet these requirements will be permanently academically suspended.

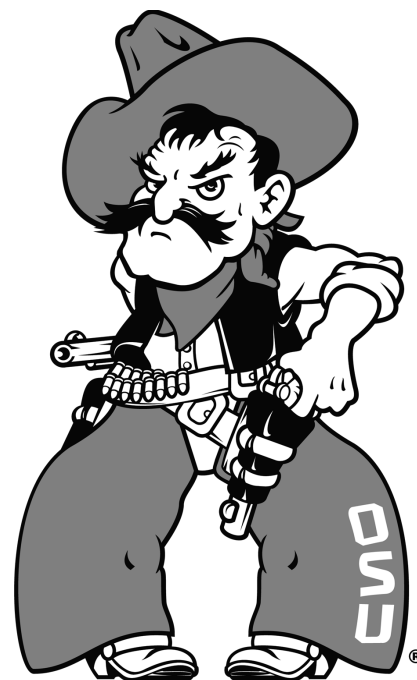
A reinstated student that is academically suspended a second time from OSUIT cannot be readmitted to the institution until they have demonstrated their ability to succeed academically by attending another institution and raising their overall (retention/graduation) GPA to the minimum retention standards.

### REINSTATEMENT OF SUSPENDED TRANSFER STUDENTS

OSUIT's intent is to provide opportunities for all individuals who possess the ability and desire to pursue their educational goals. Research indicates that students suspended from an institution may succeed in a new academic environment. Therefore, students who are suspended from other State System institutions for academic reasons and transfer to OSUIT with an overall (retention/graduation) GPA below 2.0 may be admitted to OSUIT on a probationary basis.

Such transfer students are placed on academic probation. They must maintain a minimum semester GPA of 2.0 in regularly graded coursework or meet the minimum overall (retention/graduation) GPA standard as listed under Academic Probation on page 11 to continue their enrollment at OSUIT. Students not meeting either of these criteria will be immediately placed on academic suspension and may not be reinstated until one regular semester has elapsed.

OSUIT provides appropriate academic services, advisement, counseling, and tutorial assistance to support student success.



**GRADUATION REQUIREMENTS**

OSUIT awards Associate in Science, Associate in Applied Science, and Bachelor of Technology degrees to recognize successful completion of programs of study.

To be eligible to graduate and receive a degree, a student must:

- submit a graduation application to their academic program office by the deadline, which is based upon the semester of graduation (see Academic Calendar on page 5); and
- complete all required courses in their program as listed in the academic catalog coinciding with the appropriate plan of study.

A student who does not submit a graduation application by the appropriate deadline will still be allowed to graduate. However, the student will not be allowed to participate in the graduation ceremony or have their name listed in time-sensitive graduation publications (i.e., programs, newspapers, etc.).

Any student who fails to graduate during their anticipated semester of graduation must submit a new graduation application.

**The minimum degree requirements for graduation follow:**

**Associate in Applied Science**

- Minimum overall 2.0 graduation/retention GPA as shown on the transcript. Note: Some programs may require a higher GPA.
- A minimum of 15 hours (or 25%) of resident credit applied toward the associate’s degree shall be taken at OSUIT.

**Associate in Science**

- Minimum overall 2.0 graduation/retention GPA as shown on the transcript. Note: Some programs may require a higher GPA.
- A minimum of 15 hours (or 25%) of resident credit applied toward the associate’s degree shall be taken at OSUIT.

**Bachelor of Technology**

- Minimum overall 2.5 graduation/retention GPA as shown on the transcript.
- At least 15 of the final 30 credit hours applied toward the degree (or at least 50% of the credit hours required in the program) must be satisfactorily completed at OSUIT.
- A minimum of 30 hours (or 25%) of resident credit applied toward the bachelor’s degree shall be taken at OSUIT.
- A minimum of 60 credit hours (excluding physical education activity courses) must be taken at a baccalaureate degree-granting institution, 40 hours of which must be upper-division coursework (excluding physical education activity courses).

**GRADUATION WITH DISTINCTION**

Students who earn an OSUIT degree can also earn a level of distinction based upon their final retention/graduation GPA. The levels of distinction added to transcripts are indicated below.

Retention/ Graduation GPA	Distinction
3.80 or higher	Summa cum laude
3.50 – 3.79	Magna cum laude
3.00 – 3.49	Cum laude

**CERTIFICATES**

A student may earn a certificate by satisfying all requirements as listed in the certificate curriculum description. A retention/graduation GPA of 2.0 or higher is required for completion of a certificate, and a minimum of 25% of the coursework applied to the certificate must be satisfactorily completed at OSUIT. Certificates are awarded at the end of the semester in which a candidate files for completion. Students who complete certificates are not awarded graduation honors; however, completion of the certificate will be noted on the student’s official transcript.

**WORKFORCE & ECONOMIC DEVELOPMENT**

Reynolds Technology Center  
918-293-5160  
1-800-722-4471, Ext. 5160  
[osuit.edu/workforce](http://osuit.edu/workforce)  
[edtc@okstate.edu](mailto:edtc@okstate.edu)

**ECONOMIC DEVELOPMENT & TRAINING CENTER**

The role of Workforce & Economic Development (WFED) at OSUIT is to foster workforce development through customized training, technology deployment, applied research, strategic planning, best practices, and coordination.

OSUIT’s WFED program has a long history of working with employers to develop customized training solutions for the incumbent workforce and new hires alike. These programs can be geared toward the development of basic entry-level skill sets, advanced training for experienced personnel, or anything in between, and are offered in various disciplines ranging from production workers to managers at all levels.

WFED offers a variety of open enrollment courses for the International Organization for Standardization (ISO), Occupational Safety and Health Administration (OSHA), Leadership in Energy and Environmental Design (LEED), and other disciplines.

OSUIT’s workforce training solutions can be designed as for-credit, non-credit, certificate, or short-term intensive courses of study. This training is fully customizable based on each organization’s needs. WFED personnel are available to assist in the entire process, from needs assessment to program execution.

**ADULT BASIC EDUCATION**

OSUIT’s Adult Basic Education (ABE) program prepares students for a successful transition from the General Educational Development (GED) program into higher education or the workforce. ABE staff provide students with training and support designed to help each individual meet their goals.

The ABE program offers adult learners a flexible schedule, with day and evening classes available. Course topics include GED preparation and development of basic writing, reading, and mathematics skills.

**M-POWER PROGRAM**

The M-Power Program is supported through grant funding from the Department of Human Services. This program assists selected clients with short-term training, college enrollment, job searching, interview, and employment skills.

**ASSESSMENT & TESTING**

**Assessment Center**  
Grady W. Clack Center  
918-293-5248  
1-800-722-4471, Ext. 5248  
[osuit.edu/assessment](http://osuit.edu/assessment)

**PLACEMENT ASSESSMENTS**

Note: The following information and guidelines pertain to the processes utilized by OSUIT to determine academic proficiency. See page 10 for information related to the prior learning assessment processes by which students are awarded prior learning credit for general education and program-specific credit-bearing (non-zero-level) college courses.

OSUIT offers a series of self-paced computerized assessments to determine one’s academic proficiency in Reading, Math, and Writing (English) skills. These assessments can be taken on campus in the OSUIT Assessment Center on weekdays between 8:30 a.m. and 1:30 p.m. No appointment is required, but students are encouraged to call ahead to verify availability.

Modifications to academic placement procedures are immediately and fully applicable to any student applying to OSUIT. Students should contact the Assessment Center regarding placement assessment options.

The following policy applies to all students taking placement assessments.

1. All examinations will be coordinated through the OSUIT Assessment Center and will cover Reading, Math, and Writing (English) skills.
2. There is no charge for the initial exam, but a \$5.00 retesting fee will apply to all other attempts.
3. Initial testing must be completed prior to enrollment, and students must complete any retesting within the first week of the semester. Any changes to a student’s schedule due to retesting must be processed during the first week of the semester. No retesting will be allowed after the fifth day of the academic term.

**CAREER ASSESSMENT**

Comprehensive career assessments are available as a free service to help current and prospective students make informed career decisions. Skilled professionals guide individuals through activities to determine values, interests, abilities, aptitudes, and personality traits.

After these characteristics are aligned with career areas, individuals can examine the salary, current demand, and future outlook of specific jobs. The educational requirements for a particular job and the colleges in Oklahoma and surrounding states with offerings pertinent to those jobs are also identified.



First-time college students, students transferring from other colleges, and persons changing careers will gain valuable insights to assist when making their career choices. All results are confidential.

### ACT ON-CAMPUS TESTING

OSUIT conducts ACT On-Campus Testing for students who 1) are enrolled, 2) have been admitted, or 3) are applying to OSUIT and cannot take the ACT on a regularly scheduled national test date because the date does not meet OSUIT's deadlines.

Students who do not plan to attend an OSU System institution should not take the ACT On-Campus exam on the OSUIT campus.

### OSRHE Policy on ACT On-Campus Testing

Students may only take the ACT On-Campus test once during the year in which the respective ACT On-Campus examination is valid (November 1 through September 30). Students are encouraged to participate in one of the nationally scheduled ACT test dates when possible.

OSUIT provides ACT On-Campus testing at various times during the year on an as-needed basis. Please call the Assessment Center at least a few days in advance to schedule your ACT On-Campus test.

Please note:

- Due to limited seating, students should register for the ACT On-Campus exam by calling 918-293-5254.
- A picture ID is required for admission to the testing room. Examples of picture IDs are a current driver's license, military ID, etc. OSUIT cannot accept faxed copies of IDs.
- The test fee is \$60.00, payable at the Bursar's Office on the testing day. Payment should be in the form of cash, money order, cashier's check, personal check, or credit/debit cards.
- Students should arrive by 8:00 a.m. on the test date, and the test begins promptly at 8:30 a.m. No one will be admitted to the testing room after the timed portion of the test has started.
- ACT permits the use of basic four-function, scientific, or graphing calculators on the Mathematics test. Programmable calculators are not allowed. OSUIT does not provide calculators for use on the test.
- No food, drinks, books, or other materials are allowed in the testing area.

### PEARSON VUE TEST SITE

The Assessment Center is now an authorized Pearson VUE test site and can offer hundreds of exams from various career fields, including GED exams. The GED exams allow individuals to earn a High School Equivalency Certificate and include a battery of tests covering topics related to science, language arts, social studies, and math.

For assistance or additional information, please contact the Assessment Center at 918-293-5248.

### COMPUTER PROFICIENCY REQUIREMENT

OSUIT recognizes that many business, industrial, educational, and personal activities involve the use of computers. Therefore, all OSUIT graduates will demonstrate competency by completing CS 1013 Computer Literacy & Applications or any other course designated by an academic school as meeting this requirement.

The following policy applies to all students interested in seeking prior learning credit for CS 1013 Computer Literacy & Applications.

1. All examinations will take place in the OSUIT Assessment Center and will cover the following areas: Windows, Basic Word, Basic Excel, and PowerPoint.
2. Students may take one or more components per visit to the Assessment Center. However, all components of the exam must be completed within a one-week period.
3. Students will be allowed to take the exam (or each component) only once. Note: Students who have previously attempted CS 1013 will not be permitted to seek prior learning credit in the course.
4. Testing must be completed within or prior to the first week of the semester.

For assistance or additional information please contact the Assessment Center at 918-293-5248.

## STUDENT SUPPORT SERVICES

### COUNSELING SERVICES

Students may sometimes experience emotional issues that interfere with their educational and personal goals. When students need help with these issues, counseling offers a safe way to begin addressing their concerns. A master's level counselor is available to assist in finding solutions to problems. Through listening and exploration, counselors can support students as they meet challenges, develop new skills, understand their feelings, and improve their ability to function productively. Some people benefit from a single counseling session, while others may attend regular sessions for a brief period. OSUIT's time-limited counseling services are not appropriate for serious mental health needs which require longer-term therapy. In such cases, we will help students identify more suitable services in the community.

Counseling services are free to all current OSUIT students. Students can visit the counseling office in person or choose to schedule an online appointment. Sessions are confidential with a few exceptions, including court orders, health and safety emergencies, imminent threats of danger to oneself or others, and child or elder abuse cases. Faculty and staff may refer students to Counseling Services by calling 918-293-4988 or emailing [kaitlin.rouk@okstate.edu](mailto:kaitlin.rouk@okstate.edu). Students can find more information on the counseling website at [osuit.edu/counseling](http://osuit.edu/counseling).

### LASSO CENTER

The Learning and Student Success Opportunity (LASSO) Center provides students with tutoring assistance for most OSUIT courses, ACCUPLACER and ACT preparation, and test proctoring services. The LASSO Center also provides student disability services through the Office of Academic Accommodations.

The LASSO Center is integral to the success of students enrolled in gateway mathematics and writing classes (and their related strategies courses). The staff works closely with instructors and students to ensure student success. The LASSO Center also provides Summer Success Camps for entry-level assessment preparation.

The LASSO Center staff uses a hands-on, applied approach to instruction and tutoring. Instruction includes large and small group activities, hands-on materials, and continuous discussion of how general education topics apply to each student's primary field of study. Tutors present each skill in a manner that targets visual, auditory, and kinesthetic learning styles. OSUIT also contracts with Tutor.com to provide 24/7 online tutoring services for students enrolled in select distance education courses.

Additional information related to the LASSO Center can be found online at [osuit.edu/lasso](http://osuit.edu/lasso).

### SERVICES TO STUDENTS WITH ACADEMIC OR PHYSICAL ACCOMMODATIONS

OSUIT is committed to providing equal access to otherwise-qualified students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

OSUIT considers a student "otherwise qualified" and covered under current disability legislation if, with or without reasonable accommodations, they meet the same academic, professional, technical, and behavioral standards as those without disabilities. Equal access is most commonly provided through reasonable academic accommodations and adjustments in the classroom or physical modifications to make classrooms and other learning environments accessible.

#### Definition

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

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

#### Policies and Procedures

It is the responsibility of each student who desires reasonable accommodations at OSUIT to identify themselves as an individual with a disability and to make an accommodation request to the

Director of Academic Accommodations. The Director will meet with the student to discuss the requirements of the student's selected course(s) or degree program and appropriate accommodations.

A student must provide documentation of their disability before accommodations are approved. Documentation must originate from a medical or licensed professional and have been issued within the last three years.

Once accommodations are approved, the Director will work with the student to develop an accommodation plan. This document certifies (but doesn't specifically disclose) the student's disability and lists the reasonable accommodations for each course.

Students should note that they remain responsible for fulfilling all University academic conduct requirements despite receiving accommodations. Each student must visit the Director to develop a new accommodation plan for each semester that they will need accommodations.

There are many options for reasonably accommodating a student. However, OSUIT strives to preserve essential course and degree requirements and maintain a safe learning environment for the benefit of all students. As such, the University considers reasonable accommodations to be those that provide equal access to students living with disabilities that do not:

- make a substantial change to essential course or degree requirements;
- pose a direct threat to the health or safety of others; or
- pose an undue financial or administrative burden on the University.

It is the student's responsibility to inform each of their instructors about the approved accommodation(s) as described in the accommodation letter on file. Each student must pick up new accommodation letters at the beginning of each semester and distribute them to their instructors.

Additional academic and physical accommodations information, including OSUIT's Academic Accommodation Policy and Academic Accommodation Handbook, is available online at [osuit.edu/accommodations](https://osuit.edu/accommodations) or by contacting the Director of Academic Accommodations at 918-293-4855.

## LIBRARY

The Library offers both a virtual and physical place for students to locate information by providing access to a collection of electronic and print materials. Students may find information from books, periodicals, electronic resources, videos, and the Internet. Students may also use the Library as a place to study, read, locate information, receive instruction, and complete class assignments.

The Library offers the following services:

- online and in-person reference service to assist students with locating information;
- Interlibrary Loan to obtain materials not readily available on campus;
- a MakerLab that offers 3D printing, laser engraving and more; and
- other services such as the Tech To-Go Program, photocopying, faxing, scanning, lamination, wireless access, and a color printer.

Students can find additional information about OSUIT's Library and the services it provides online at [library.osuit.edu/](https://library.osuit.edu/).

## ONLINE CLASSROOM

The Online Classroom (Canvas) is OSUIT's online learning management system. OSUIT's instructors use the Online Classroom to share assignments, conduct group discussions, administer tests, and post grades.

Before logging in to the Online Classroom for the first time, students must set up their O-Key accounts. Twenty-four hours later, they will be able to log in to the Online Classroom with their O-Key email address and password. The Online Classroom is accessible at [canvas.okstate.edu](https://canvas.okstate.edu).

## DISTANCE LEARNING

OSUIT offers a range of courses and programs through distance delivery. These courses give students the flexibility to learn when and where it is most convenient for them. OSUIT has designed its distance learning courses to build robust and interactive learning communities which support student learning.

OSUIT offers select degree programs entirely online. The institution also provides an array of individual distance learning courses in three primary formats (online, hybrid, and blended). These formats give students various scheduling options to achieve their learning goals.

- **Online (WEB):** Courses in which 100% of instruction occurs online.
- **Hybrid (HY):** Courses in which at least 75% of instruction time occurs online, with remaining instruction occurring in person.
- **Blended (BL):** Courses in which 20% to 74% of instruction time occurs online, with remaining instruction occurring in person.

OSUIT offers distance courses in synchronous or asynchronous formats. **Synchronous** distance courses are those in which all or some instruction occurs online, with mandatory online class meetings on specific days and times. In **asynchronous** distance courses, each student accesses course materials and interacts with faculty on their own time, with no set class meeting schedule.

Students enrolled in distance learning courses will be assessed an Electronic Media Fee. See fee structure on page 18 for more information.

## OSUIT METAVERSITY

The OSUIT Metaversity is the "digital twin" of OSUIT in the Metaverse. It consists of various virtual meeting, collaborative, and creative spaces and serves as a single deployment platform for all Extended Reality (XR) learning modules, XR experiences and other Metaverse-related tasks for OSUIT students, faculty and staff.

Additional information related to the OSUIT Metaversity and virtual training space can be found at [osuit.edu/xr](https://osuit.edu/xr).

## O-KEY ACCOUNT INFORMATION

The O-Key system is the key to all of the various OSU online student services. It gives students the login information needed to access OSU's online systems, including email, the Online Classroom, student self-service, and the free Microsoft Software website. Students can access these services through OSUIT's online myOKSTATE portal ([my.okstate.edu](https://my.okstate.edu)).

To set up an O-Key account, visit [okekey.okstate.edu](https://okekey.okstate.edu). The OSUIT Service Desk can be reached for assistance at 918-293-4700 or [osuit-servicedesk2@okstate.edu](mailto:osuit-servicedesk2@okstate.edu). Service desk hours are Monday through Friday, 7:30 a.m. to 4:30 p.m.

## STUDENT EMAIL

OSUIT provides all currently enrolled OSUIT students with an OSU email address. Each student selects an email address when setting up their O-Key account. Students can then access university email by logging in with the O-Key email address and password through the myOKSTATE portal.

## STUDENT SELF-SERVICE

The myOKSTATE Self-Service system allows students to access their grades, enroll for classes, view transcript information, request official transcripts, print class schedules, pay tuition online, view and update personal information, view financial aid information, and much more.

## MICROSOFT CAMPUS AGREEMENT

OSU has an agreement with Microsoft. This agreement allows currently enrolled OSUIT students to receive free upgrades for software packages ranging from the latest version of Microsoft Office to the Windows operating system.

## COMPUTER LABORATORIES

OSUIT has a variety of computer labs available on campus for student use.

The Library provides an open access computer lab for all students. Both PCs and Macs are available in this lab, loaded with a variety of software packages, including specific program-related applications. Hours of availability may vary by semester – call 918-293-5080 for more information.

OSUIT provides additional on-campus computer labs in the Wilson Commons, Donald W. Reynolds Technology Center, Noble Center for Advancing Technology, and most academic areas. Hours of availability may vary due to scheduled classes. Contact the appropriate school's office or an instructor for more information regarding the use of these facilities.

Students can also access virtual computer labs at [desktop.okstate.edu](https://desktop.okstate.edu). These virtual labs allow students to utilize the internet and a device with a browser to connect the virtual equivalent to a university lab computer from anywhere, anytime.

### **PETE'S PANTRY**

OSUIT Pete's Pantry promotes student success by providing resources to combat food insecurity. Pantry services include providing nonperishable items, frozen food, meat, bakery items and fresh fruits and vegetables. Pete's Pantry also has a wide variety of gently used clothing, house wear, hygiene products and diapers, and the Pantry staff is certified in SNAP and Sooner Care application assistance.

Pete's Pantry is centrally located on campus in the Workforce building. These services are available for all OSUIT students and employees and there is no application process to quality; however, an OSUIT ID is required. For more information, please visit [osuit.edu/student-life/petes-pantry.php](https://osuit.edu/student-life/petes-pantry.php)

### **CAMPUS HEALTH SERVICES**

#### **Cowboy Care Telehealth Services**

OSUIT has partnered with Academic Live Care to provide medical and counseling services to students through Cowboy Care Telehealth. OSUIT students now have access to 24/7 on-demand telephonic counseling, and virtual visits for therapy, psychiatry, urgent medical care, and nutrition - all at no cost to the student.

Visit <https://osuit.edu/student-union/health/cowboycaretelehealthservices.php> for more information on how to access these services.

#### **Qualification for Use of Cowboy Care Telehealth Services**

OSUIT retirees and alumni are not eligible to use the Cowboy Care Telehealth Services. In addition, visitors to the OSUIT campus or OSUIT camp participants in need of medical services are not eligible to use the Cowboy Care Telehealth Services. These individuals should be referred to Muscogee (Creek) Nation Medical Center.

The following individuals are eligible to use the Cowboy Care Telehealth Services:

- currently enrolled students carrying a minimum of six semester credit hours and their spouses and dependent minor children (children 18 years of age or younger living at home with their parents); and
- currently employed full-time OSUIT faculty and staff and their spouses and dependent minor children (children 18 years of age or younger living at home with their parents).

Understanding the importance of wellness programs for the continuing health and productivity of our valued students and workforce, Student Health Services is committed to empowering its students to make healthy lifestyle choices to reduce health risk and improve their overall quality of life through assessment, education, goal setting, and referrals.

OSUIT is devoted to providing its students with meaningful information, and the motivation and enthusiasm necessary, to adopt and maintain a health and wellness mindset as a part of their long-term lifestyles.

### **Immunizations**

Oklahoma state law requires that all new students who attend Oklahoma colleges and universities for the first time provide proof of immunization for certain diseases. If a student cannot verify their immunization record, they will need to be re-immunized. Medical, religious, and moral exemptions are allowed by law. Such requests must be made in writing using the Certificate of Exemption Form.

This requirement shall not apply to students enrolling in online courses in which OSUIT does not require the student to attend class on campus. International students should contact the Office of International Student Services with questions regarding this notice.

### **STUDENT HEALTH INSURANCE PLAN**

Student health insurance is available to eligible students attending OSUIT. The plan is provided by United Healthcare and is administered by OSU Human Resources – OSU Benefits, 106 Whitehurst, Stillwater Campus (405-744-5449), <https://hr.okstate.edu/student-health-plan>.

#### **How do I know if I am eligible for the Student Health Insurance?**

##### **Domestic Students**

All undergraduate students taking nine or more credit hours (three credit hours in summer) are eligible for Student Health Insurance. Students can find the domestic student insurance brochure on the OSU Benefits page listed above and at the following [link](#).

##### **International Students**

All international students taking one or more credit hours or participating in Optional Practical Training (OPT) are required to have health insurance. All international students will be required to purchase the OSU Student Health Insurance Plan. The premium costs will be billed to the student's Bursar account.

Students can find the international student insurance brochure on the OSU Benefits page listed above and at the following [link](#).

If you have any questions or need additional information, please contact OSUIT's Campus Health Services at 918-293-4946 or see online at [osuit.edu/student-union/health](https://osuit.edu/student-union/health).

## **CAMPUS FACILITIES**

### **STUDENT UNION**

The Student Union is located in the center of campus and houses OSUIT's Cafeteria, Bookstore, Post Office, and Campus Health Services.

In addition, the Student Union has three lounges available for general student use. The PSO Lounge has an attached solarium and provides indoor and outdoor seating. Students use the PSO Lounge as a meeting place in-between classes and as an alternative eating location. The Viersen and ONG Lounges, more removed from areas of activity, are perfect for studying or quiet conversation. The Student Union also houses the Veterans Lounge, which provides a quiet space for the institution's veteran students to eat, study, or relax.

### **THE CAMPUS BOOKSTORE**

The Campus Bookstore maintains a stock of OSU and OSUIT Spirit items, small gift items, clothing and books, tools, and other supplies needed for classes.

The Bookstore is open Monday through Friday, 7:30 a.m. to 4:30 p.m., with extended hours available at the beginning of each semester.

#### **Book Rental Program & the OSUIT Online Bookstore**

Students can order or rent textbooks, supplies, and many other items online. These items can be delivered to the student's home or picked up from the OSUIT bookstore. The online bookstore is accessible at [osuit.edu/bookstore](https://osuit.edu/bookstore).

#### **Book Reservation Program**

Students may take advantage of having their textbooks prepackaged and ready for pick-up by participation in the OSUIT Book Reservation Program by filling out the book reservation form and attaching a copy of their class schedule for the upcoming semester. Students may choose to pay by credit card (MasterCard or Visa) or have their textbooks charged to their Bursar's accounts.

#### **Bookstore Exchanges & Refunds**

The Campus Bookstore will not issue an exchange or refund without a receipt. Refunds on required textbooks will be given during the first two weeks of a semester if the course is dropped by a student or canceled by OSUIT. The textbook must be in new condition and accompanied by a cash register receipt and official proof of a class schedule change.

The Bookstore will credit any cash, check, or credit card refunds to a student's Bursar account. OSUIT will then issue a refund check. There are no cash refunds.

Books must be free of markings other than the Bookstore price label. The Bookstore will be the sole judge when determining the condition of books.



**Student Account Charging**

OSUIT students may charge their textbooks and class supplies to their OSUIT Bursar's account by presenting a current OSUIT student ID card and current class schedule to the Campus Bookstore staff. The Bookstore accepts account charges from the first Monday following the previous semester's graduation through the end of the first two weeks of the semester.

**Defective New Books**

Defective new books will be replaced at once at no charge upon return with a cash register receipt.

**Used Books Are Not Guaranteed**

All sales on used books are final. No returns will be accepted.

**Book Buy Back**

The Campus Bookstore only buys used books during the last three class days of the semester. The Bookstore will only purchase books if they are in good resalable condition and needed for the following semester.

**Check Cashing**

The Bookstore is unable to cash personal or payroll checks.

**Tools**

Tool sales are final and non-returnable.

Students may contact the Campus Bookstore at 918-293-4952 or see the bookstore website at [osuit.edu/bookstore](http://osuit.edu/bookstore) for more information.

**CAMPUS DINING SERVICES**

The Student Union Cafeteria includes a soup and salad bar, hot entrees, fresh vegetables and accompaniments, desserts, a grill for cooked-to-order hamburgers, a sub-style sandwich bar, convenience foods, and a wide variety of beverages.

In addition to the dining facilities provided by OSUIT in the Student Union, the Culinary Arts program offers gourmet dining in the State Room and Tech Room as part of the program's classroom experience. A convenience store is also available in the commons area of the Miller-Kamm Residence Halls.

For more information, please contact Campus Dining Services at 918-293-5087 or visit the website at [osuit.edu/dining](http://osuit.edu/dining).

**University Market Convenience Store**

The University Market Convenience Store is located in the commons area of the campus residence halls. Freshly made sub-style sandwiches and wraps, freshly cooked pizza, and freshly made pastries are only a few of the choices available to students and guests.

Laundry supplies and toiletries are also available through the University Market Convenience Store. Declining balance accounts and cash are accepted for food items and toiletries, but nonfood purchases are cash only.

**University Market Convenience Store Hours**

Monday – Friday: 7:00 am – 10:00 pm  
Saturday – Sunday: 2:30 pm – 10:00 pm

**STATE ROOM & TECH ROOM DINING**

The State Room dining room and Tech Room restaurant, located in the Culinary Arts building, offer unique dining experiences with cuisine prepared by Culinary Arts students.

For reservations, call 918-293-5010, email [okm-dining@okstate.edu](mailto:okm-dining@okstate.edu), or place a reservation online at [osuit.edu/reservations](http://osuit.edu/reservations).

**MAIL SERVICE**

OSUIT operates a contract postal unit located on the southwest end of the Student Union (next to the Student Union Bookstore). Window service hours are Monday through Friday from 9:30 a.m. to 4:15 p.m., except on University or federal holidays. The lobby remains open during building hours.

All regular post office services are available except for cash on delivery (COD) and money orders. Students can rent post office boxes each semester for a small charge based on box size. Box assignments and rental payments are managed through the Campus Post Office.

Students receive mail on campus through a residence hall box, a campus post office box, or general delivery. Students living in the residence halls may receive their mail at their residence hall. Students living in the England and Hannigan Residence Halls are encouraged to obtain a post office box. Students must pick up general Delivery mail at the Campus Post Office window.

Additional information can be found online at [osuit.edu/student-union/post-office.php](http://osuit.edu/student-union/post-office.php).

Questions concerning campus postal services should be directed to the Campus Post Office at 918-293-4980.

**STUDENT LIFE**

The Student Life department plans, promotes, and implements quality programs and activities that serve students' interests. The department provides a wide range of social, recreational, cultural, and civic activities to students at no cost. Student Life staff also work closely with student organizations and serve as advisors to these organizations by providing information concerning the organization's constitution and by-laws, membership, and issues concerning University policy. Programs and facilities operating under the office of Student Life include the Covelle Hall Wellness Center, eSports Arena, National Society of Leadership & Success, Student Clubs & Organizations, and Intramural Sports. Students interested in learning more or getting involved in these programs and activities can visit [osuit.edu/student-life/](http://osuit.edu/student-life/) or contact the Student Life office at 918-293-4942.

**RECREATION & ATHLETIC FACILITIES**

Covelle Hall Wellness Center houses a gymnasium with a regulation-size basketball court, a volleyball court, two racquetball/handball courts, a weight room, an aerobic/cardio workout room, a circuit training workout room, an auditorium, a student lounge, and men's and women's locker rooms. The Covelle Hall

Wellness Center is open for use Monday through Friday 7:30 am to 11:00 pm throughout the Fall and Spring terms, and 7:30 am – 9:00 pm throughout the Summer term.

Degree-seeking students with a current student ID and their spouse and children (under the age of 21) are eligible to use the facilities and check out equipment. All dependent minor children must be accompanied by a parent while using the facility. Guests of current members may purchase a Guest Pass to use the facility for \$5/day. All guests must be 18 years of age to purchase a Guest Pass.

Outdoor facilities include a softball field, a flag football field, and three basketball courts. These facilities also include the Recreational Trails System, consisting of a one-and-a-half-mile exercise trail and a quarter-mile observation garden trail.

**ESPORTS ARENA**

The Student Union houses the campus eSports Arena with 12 gaming PCs, console gaming, and access to a wide variety of game titles and equipment for any students utilizing the space. Degree-seeking students with a current student ID are eligible to use the facility and check out equipment at no additional cost. The eSports Arena is open for use Monday through Friday 10:00 am to 11:00 pm throughout the Fall and Spring terms, and 10:00am – 9:00pm throughout the Summer term. Student Life routinely hosts gaming tournaments and events associated with the gaming interests of our students each term.

**CHILD CARE CENTER**

The OSUIT Child Care Center is located on the southwest corner of campus and is open Monday through Friday from 6:30 a.m. to 5:30 p.m. Students may enroll their children (ages six weeks to 13 years) in the campus Child Care Center.

The OSUIT Child Care Center complies with fire, health, and licensing standards required by the Oklahoma State Department of Human Services and participates in the Oklahoma State Department of Education Child Nutrition Program.

Before and after school care is provided for up to one and a half hours before and after classes. The Child Care Center offers drop-in child care on an occasional basis if space is available.

Additional information concerning the OSUIT Child Care Center can be obtained online at [osuit.edu/child-care-center.php](http://osuit.edu/child-care-center.php) or by contacting the center manager at 918-293-4934.

**VENDING & LAUNDRY SERVICE**

Campus Vending & Laundry Service operates over 50 soft drink, snack, and juice machines in various locations on the OSUIT campus. In addition, Campus Vending & Laundry Service also operates and oversees 40 free-vend laundry machines for students living in OSUIT's residence halls.

Vending and laundry machines are available to students 24 hours a day. If there is an issue with a vending or laundry machine, customers may receive a cash refund for the product at the OSUIT Bursar's Office in the Grady W. Clack Center by writing down the number of the machine, type of machine, and the amount of money lost.

If you have any questions concerning OSUIT Vending Services or need to report a vending or laundry machine problem, please contact the Vending Services office at 918-293-5292.

### CAMPUS GUEST HOUSE

The OSUIT Guest House is located on the southeast corner of campus (just south of Family Housing). Reservations for facility use must be approved by the Student Union & Auxiliary Services Office and are available for use by designated alumni, guests, and select University personnel for academic, administrative, and general operational purposes.

Per University policy, Guest House space may be available for use by/for:

- professional candidates interviewing for employment with OSUIT;
- OSUIT Alumni or guests who the institution has invited to campus to participate in a special event or activity; and
- select University personnel who need to remain on campus during inclement weather or other campus emergencies.

Use of the Campus Guest House is based upon availability and prior approval and must comply with applicable laws and University policies. Any exception to established guidelines must be approved in advance by the University's administration.

For more information, please contact the Student Union & Auxiliary Services office at 918-293-5292.

### RESIDENTIAL LIFE & FOOD SERVICES

Residing on campus is considered an essential part of a student's educational experience. OSUIT's single student housing and family apartments are safe, convenient, and affordable.

All students taking 12 or more semester credit hours are required to live in the dorms unless one of the following applies:

- the student graduated from a high school less than 50 drivable miles from the OSUIT campus;
- the student is 21 or older at the time of application to the University;
- the student is married;
- the student has a child;
- the student has already lived on the OSUIT campus for two semesters; or
- the student is enrolled in 12 or more semester credit hours of online classes.

Students receiving the out-of-state tuition waiver are required to live on campus while receiving the waiver. Exceptions to live off-campus the first year of attendance must be requested in writing, submitted to the housing office, and approved by the exceptions committee. Students are encouraged to apply early for housing, as space can be limited. A deposit of \$150 (\$500 for family apartments) is required to reserve a room in campus housing. Each housing contract is for two semesters. If campus housing is not available, OSUIT may grant a student permission to live off-campus for a specified time, with the understanding that the student will return to live on campus when campus housing becomes available.

OSUIT's on-campus housing facilities are complete with free Internet access, cable access, and local phone service. Students living on campus choose one of four on-campus meal plans depending on individual needs, including a

10-meal, 15-meal, 20-meal, or declining balance meal plan for use at campus food service locations. These locations include the Student Union Cowboy Café (cafeteria), the University Market convenience store, and the State Room and Tech Room in Culinary Arts.

Students who want more information about living in University housing, requesting a housing contract, or arranging a tour should visit [osuit.edu/residential-life](https://osuit.edu/residential-life) or contact the Residential Life Office at 918-293-4939 or 918-293-4912 or via email at [steven.w.hudson@okstate.edu](mailto:steven.w.hudson@okstate.edu).

## STUDENT ORGANIZATIONS & SERVICE LEARNING

### CAMPUS ORGANIZATIONS

OSUIT provides students with opportunities to develop leadership skills through involvement with more than 15 student organizations available on campus. Membership in these clubs is open to all students. For a complete listing of OSUIT's clubs and organizations, go to [osuit.edu/student-life/clubs.php](https://osuit.edu/student-life/clubs.php).

### NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS (NSLS)

The NSLS Chapter at OSUIT is a leadership program designed to teach students about their personal leadership and communication styles. This program interactively leads students through orientation, a leadership training day, a speaker series, and small success networking teams before reaching induction status.

Membership is by invitation only. OSUIT will invite students who have earned at least six college credit hours with a GPA of 2.75 or greater to join NSLS each fall and spring semester. Students can complete the program in one semester, and online students are eligible to participate in a fully online environment with no need to come to campus for the events.



## PHI THETA KAPPA

Phi Theta Kappa has recognized academic excellence in two-year colleges since 1918 and has become the largest and the most prestigious honor society serving two-year colleges worldwide. Membership is based primarily upon academic achievement. OSUIT's President may extend a membership invitation after a student has completed 12 hours of college credit and earned a GPA of 3.5 or greater.

Membership in Phi Theta Kappa Honor Society will open new doors for one's academic journey. The organization offers many opportunities, such as \$35 million in transfer scholarships, intellectual enrichment, and personal development through programs based on Phi Theta Kappa's hallmarks of Scholarship, Leadership, and Service.

## STUDENT GOVERNMENT ASSOCIATION (SGA)

The SGA includes representatives from each academic school, select residence hall groups, and commuter students. SGA leadership consists of a president, vice-president, secretary, and treasurer.

Membership in the SGA is open to any full-time student enrolled at OSUIT, subject to the requirements indicated in the constitution. The SGA promotes activities and programs which contribute to the betterment of the institution's student body.

## SERVICE LEARNING

Service Learning is a form of community service designed to promote student learning and development. Optional Service Learning opportunities stimulate academic performance, increase students' understanding of the responsibilities of living in a democratic society and encourage students to become involved in their communities. Whether students "learn to serve" or "serve to learn," the Service Learning component is valuable for academic growth and success. Additional information about Service Learning activities at OSUIT is available at [osuit.edu/student-life/service-learning.php](http://osuit.edu/student-life/service-learning.php).

## STUDENT CONDUCT

### BREATHE EASY

**OSUIT is a Tobacco-Free campus.** The health and safety of faculty, staff, students, and visitors is a top priority for OSUIT. The United States Surgeon General has determined that tobacco use is the nation's leading preventable cause of premature death and disability. Therefore, OSUIT decided to become a Tobacco-Free campus on July 1, 2010.

**Oklahoma Tobacco Helpline** is a free service available by phone or online for all Oklahomans with a desire to stop smoking or using other tobacco products. Contact the helpline by calling 1-800-QUIT-NOW (1-800-784-8669) or online at [www.okhelpline.com](http://www.okhelpline.com).

## STUDENT RIGHTS & RESPONSIBILITIES

By enrolling at OSUIT, students become members of an academic community in which self-discipline and respect for the rights and privileges of others are essential to the educational process. Therefore, students take on the responsibility to observe and help maintain standards of personal behavior that are a positive contribution to the academic community.

OSUIT expects students to accept responsibility for compliance with all University policies and contracts (including financial obligations to the University), show respect for lawful authority, represent themselves truthfully and accurately, and take responsibility for their actions and the actions of their guests. Students may be held accountable for on-campus violations of institutional policies and local, state, and federal laws and off-campus law violations affecting the campus community or the University's mission.

The Student Rights and Responsibilities Governing Student Behavior document serves to inform the student body of the standards of behavior expected of students in the OSUIT community, the processes for enforcing the rules, and the University's response to violations. The University makes this document available on the Student Life website at [osuit.edu/student-rights-responsibilities](http://osuit.edu/student-rights-responsibilities). Students can request a printed copy of this document from any of the following offices: Academic Affairs, Residential Life, Student Conduct, and the Residential Life Office in each Residence Hall.

## DRUG-FREE SCHOOLS & COMMUNITIES ACT

OSUIT complies with the Drug-Free Schools and Communities Act and expects students to familiarize themselves with standards of conduct, applicable legal and University sanctions, health risks, and treatment options related to the use of illicit drugs and alcohol abuse. Refer to the OSUIT Student Rights and Responsibilities Governing Student Behavior, available online at [osuit.edu/student-rights-responsibilities](http://osuit.edu/student-rights-responsibilities).

## PETS

For health and safety reasons, OSUIT does not permit pets on the University campus, in its residence halls, or in motor vehicles.

## BICYCLES & RECREATIONAL ITEMS

Bicycles, skateboards, Frisbees, roller skates, etc., may not be used in any building on campus, including residence halls.

In accordance with the fire code, students may not store bicycles and motorcycles in hallways, lounges, stairwells, or doorways.

## REGENTS' RESOLUTION ON DISRUPTIVE CONDUCT

On July 11, 1970, the Board of Regents of the Oklahoma Agricultural & Mechanical Colleges adopted a resolution applicable to all students at OSUIT. This statement, known as the "Emergency Disciplinary Procedure in Cases of Disruption to the University's Educational Process," contains the following provisions.

## A. Definition of Disruptive Conduct

OSUIT has long honored the right of the individual to free discussion and expression, peaceful demonstration and petition and peaceful assembly. That these rights are a part of the fabric of this institution and of the nation as stated in the Bill of Rights is not questioned. They must remain secure. It is equally clear, however, that in a community of learning willful disruption of the educational process, destruction of property and interference with the rights of other members of the community cannot be tolerated.

## B. Responsibility of the Student

Any student, who willfully by use of violence, force, coercion, threat, intimidation or fear, obstructs, disrupts, or attempts to obstruct or disrupt the normal operations or functions of the University or who orally or in writing advises, procures or incites others to do so shall be subject to dismissal from the University.

The following, while not intended to be exclusive, illustrates the offenses encompassed herein: occupation of any University building or part thereof with intent to deprive of its use; blocking the entrance or exit of any University building or corridor or room therein; setting fire to or by any other means substantially damaging any University building or property, or display of or attempt or threat to use, or use of firearms, explosives, other weapons or destructive means or devices, except as necessary for law enforcement, in any University building or on the University campus; prevention of convening, continuation or orderly conduct of any University class or activity or of any lawful meeting or assembly in any University building or on the University campus; inciting or organizing attempts to prevent student attendance of classes; and, interfering with or blocking normal pedestrian or vehicular traffic on the University campus.

## C. Responsibility of the President

When it appears that there is a violation of Section A or B, it shall be the duty of the President (and he is fully authorized to act) to take all steps which he deems advisable to protect the assumed and designated interests of OSU and to see that its rules, regulations and policies are enforced. He shall insure that any person or persons found guilty after proper hearing shall be disciplined in accordance with the existing OSUIT Student Rights and Responsibilities Governing Student Behavior. In carrying out these duties, the President may call upon any member of the University administration, any member of the faculty, or any agency of the University created to deal with cases arising under Section A. Action by any state or Federal Court shall not preclude the University from exercising its disciplinary authority.



#### D. Responsibility of the Board of Regents

The Board of Regents recognizes that by the Constitution and Statutes it has the power to make such rules and regulations for the management of the University as it may deem necessary and expedient, not inconsistent with the constitution and laws of the state. While the Regents fully appreciate their obligation in this respect, they further recognize that in dealing with those offenses against the University defined in Section A, hereof, they must impose the duty and authority of enforcing the policies set forth herein in the principal Executive Officer of the University, the President. It will be the responsibility of the Regents to furnish all possible assistance to the President when requested by him.

Subject to the provisions of Sections A through D, it shall be the duty of the President to exercise full authority in the regulation of student conduct and in matters of student discipline. In the discharge of this duty, delegation of such authority may be made by the President to Administrative or other officers of the institution, in such manner and to such extents as may by the President be deemed necessary and expedient; provided, that on the discharge of his duty it shall be the duty of the President to secure to every student the right of due process.

The text of this resolution shall be printed in the Student Regulations sections of the Student Rights and Responsibilities Governing Student Behavior handbook and in the academic catalog. The student handbook may be accessed at [osuit.edu/student-rights-responsibilities](https://osuit.edu/student-rights-responsibilities).

#### OFFICE OF PUBLIC SAFETY

OSUIT Police Department  
918-293-5000  
1-800-722-4471, Ext. 5000  
[osuit.edu/safety](https://osuit.edu/safety)

#### ANNUAL SECURITY REPORT

The OSUIT Annual Security Report is published in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The OSUIT police department publishes this information to inform members of the campus community and other interested parties of incidents of crime and to educate them on effective crime prevention and safety measures so that community members can make informed decisions relative to their safety. The crime statistics reflect incidents that occurred on the OSUIT campus or public property adjacent to the campus.

The OSUIT campus police department has primary responsibility for categorizing, disseminating, and publishing crime statistics collected on campus and includes statistics obtained from various local law enforcement entities, including the Okmulgee Police Department and the Okmulgee County Sheriff's Office.

#### 2020-2022 CAMPUS CRIME STATISTICS

Offense Type (includes attempts)	2020	2021	2022
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Sex Offenses (Forcible)	0	1	0
Sex Offenses (Non-Forcible)	0	0	0
Robbery	0	0	0
Aggravated Assault	1	0	0
Burglary	4	0	10
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Dating Violence	0	0	0
Domestic Violence	0	1	3
Stalking	0	0	1
Hate Crimes	0	0	0

Arrests	2020	2021	2022
Alcohol	5	0	1
Drugs	1	0	0
Weapons	1	0	1

Disciplinary Referrals	2020	2021	2022
Alcohol	0	0	3
Drugs	0	0	3
Weapons	0	0	1

The number of total reports includes reports of other crimes and non-criminal incidents beyond those listed here.

Disciplinary referrals include incidents involving alcohol and weapons that do not involve an arrest. These circumstances did not constitute a crime but rather a violation of institutional policies. Likewise, referrals for incidents involving drugs that do not include an arrest indicate that there was evidence of drugs present but insufficient evidence to support criminal charges.

The full annual report is available online at [osuit.edu/safety/annual-security-report.php](https://osuit.edu/safety/annual-security-report.php).

#### OPERATING VEHICLES ON CAMPUS

The following regulations apply to all students and employees operating vehicles on campus. Any individual who violates any of these regulations will be fined accordingly.

- All vehicles used by students and employees must have a current OSUIT parking permit. Students and employees are required to purchase a new parking permit every year.
- Parking permits may be ordered online at [osuit.edu/parking-permit](https://osuit.edu/parking-permit) and picked up at the OSUIT Police Department.
- Campus parking permits must be visible at all times.
- The fixed permit must be mounted on the front windshield or back glass and readable through tinted glass.
- Repairing, servicing or washing a vehicle on campus is prohibited.
- Abandoning or junking vehicles on the OSUIT campus is prohibited. Any vehicle determined to be abandoned or junked will be towed and stored at the owner's expense after a reasonable effort has been made to contact the owner.

- The speed limit on campus streets is 20 miles per hour unless otherwise posted.
- The parking lot speed limit is 10 miles per hour.
- Parking in spaces reserved for persons with disabilities requires an appropriate permit.
- Bicycles ridden at night must be equipped with lights or have reflectors on the front, rear, and sides.
- Skateboards, inline skates, roller skates, bicycles, scooters, and other personal transportation devices are prohibited on all campus sidewalks. This excludes documented ambulatory aids as prescribed by a medical doctor.

#### TRAFFIC & PARKING VIOLATIONS

A \$25 fine will be charged for each traffic or parking violation, including, but is not limited to, the following.

- Parking without a permit.
- Parking in restricted or prohibited areas, including parking spaces reserved for visitors, service vehicle, and individuals with disabilities.
- Failure to park in a marked parking area. All parking areas are marked with white lines. It is not a legal parking space if it isn't marked as one.
- Parking or driving on the lawn, curbs, or sidewalks.
- Parking vehicles against the normal flow of traffic.
- Double parking.
- Failure to stop for stop signs or a pedestrian in a crosswalk.
- Exceeding the speed limit.
- Careless driving.
- Any other traffic and parking violations. Students and employees are required to comply with all other state traffic laws and Campus Police are authorized to issue county citations for traffic violations.

OSUIT will charge a minimum \$50 fine for parking in handicapped zones; however, drivers could be charged as much as the mandated state law fine of \$500.

Wheel locks will be applied to vehicles that have been ticketed for repeated parking violations or failure to display a parking permit. Damage to wheel locks will be charged to the student's account.

Any student who wishes to bring a trailer or trailered item (such as an ATV, boat, etc.) to campus must first register the trailer or item with the campus police department. A student may register their trailer or trailered item by visiting the campus police office and providing a description of the trailer or item and any identifying information to the campus police dispatch. OSUIT will tow any unregistered trailer or trailered item found on campus at the owner's expense.

# 2023-2024 Programs of Study

## SCHOOL OF ARTS, SCIENCES & HEALTH

General Studies

(Degree Seeking: Undeclared Majors)

- 🎓 Allied Health Sciences (AS) <sup>OL</sup>
- 🎓 Applied Technical Leadership (BT) <sup>OL</sup>
- 🎓 Applied Technology (AAS) <sup>OL</sup>
- 🎓 Business (AS) <sup>OL</sup>
  - Culinary Arts (AAS)
  - Culinary Arts Certificate Programs
    - Foundational Culinary Skills
    - Foundations of Restaurant Management
- 🎓 Enterprise Development (AS) <sup>OL</sup>
  - Business Administration Option
  - General Studies Option
- 🎓 Nursing (AAS) <sup>PR+</sup>
  - Pre-Education (AS) <sup>OL</sup>
  - Pre-Professional Studies (AS) <sup>OL</sup>

## SCHOOL OF CREATIVE & INFORMATION TECHNOLOGIES

- 🎓 3D Modeling & Animation (AAS)
- 🎓 Graphic Design Technology (AAS) <sup>OL</sup>
- 🎓 Information Technologies (AAS) <sup>OL</sup>
- 🎓 Information Technologies (AS) <sup>OL</sup>
- 🎓 Information Technologies (BT) <sup>OL</sup>
  - Cyber Incident Response Option
  - Cybersecurity & Digital Forensics Option
  - Network Infrastructure Option
  - Software Development Option

- 🎓 **Oklahoma Reach Higher adult completion program, qualifies for financial assistance through the Finish Line Scholarship program.**
- OL** Program is available 100% online.
- PR+** Program requirements exceed general admission to OSUIT, such as a competitive selection process or identification of an industry sponsor. Contact the school for additional information.

### AVAILABILITY

All programs listed here are planned for the 2023-2024 academic year. Although every effort is made to present accurate offerings, a listing in this catalog is not a guarantee of availability. OSUIT may revise degree requirements from time to time. The official document will be the electronic catalog posted on the campus website. All programs of study available through OSUIT are offered with the approval of OSRHE.

## SCHOOL OF ENGINEERING & CONSTRUCTION TECHNOLOGIES

- 🎓 Air Conditioning & Refrigeration Technology (AAS)
- 🎓 Civil Engineering/Surveying Technologies (AAS)
- 🎓 Construction Technology (AAS)
  - Construction Management Option
- 🎓 Electrical Construction Technologies (AAS)
- 🎓 Engineering Design Drafting Technologies (AAS)
- 🎓 Engineering Technologies (AAS)
  - Electrical/Electronics Option
  - Instrumentation & Automation Option
- 🎓 Environmental Health & Safety Technologies (AAS)
- 🎓 High Voltage Line Technician (AAS)
- 🎓 Industrial Maintenance Technologies (AAS)
  - Natural Gas Compression Option
- 🎓 Instrumentation Engineering Technology (BT)
  - Pipeline Integrity Technology (AAS)
  - Power Plant Technology (AAS)

## SCHOOL OF TRANSPORTATION & HEAVY EQUIPMENT

- 🎓 CAT® Dealer Prep (AAS) <sup>PR+</sup>
- 🎓 Ford ASSET (AAS) <sup>PR+</sup>
- 🎓 General Motors ASEP (AAS) <sup>PR+</sup>
- 🎓 Komatsu ACT (AAS) <sup>PR+</sup>
- 🎓 MOPAR® CAP (AAS) <sup>PR+</sup>
- 🎓 NAEDA Agricultural Equipment Technician (AAS) <sup>PR+</sup>
- 🎓 Pro-Tech (AAS) <sup>PR+</sup>
- 🎓 Toyota T-TEN (AAS) <sup>PR+</sup>
- 🎓 Truck Technician (AAS) <sup>PR+</sup>

# School of Arts, Sciences & Health

## GENERAL EDUCATION COURSE OFFERINGS

OSUIT's general education courses directly support the University's mission by contributing to the development of critical thinking, lifelong learners whose interpersonal and communication skills, problem-solving abilities, and knowledge of ethics prepare them to be productive employees and citizens.

Each program of study at OSUIT includes a core of required general education courses. These requirements vary by degree program and include coursework from subjects such as communications, humanities, math, science, history, and social and behavioral sciences. Students who are undecided about which program of study to declare can begin by taking general education courses and selecting a major later.

Courses used to fulfill general education requirements are identified by code letters.

Students can find these code letters in the course description section of the catalog listed after the course number of relevant courses. The code letters designate the general education category for which the course may be used (see page 9 for more information).

- Analytical & Quantitative Thought (A)
- Humanities (H)
- Natural Sciences (N)
- Social & Behavioral Sciences (S)
- Diversity (D)
- International Dimension (I)
- Scientific Investigation (L)

Some degree plans require specific general education courses. If no particular course is listed, students may use any general education course with that designation.

Occasionally, students will transfer a course that appears to fulfill the criteria and goals for a general education course, but the transcript does not indicate a general education designation. The advisor may request a substitution for this course by submitting a Substitution Form and a course syllabus or course description to the Dean of Arts, Sciences & Health. If the request is approved, advisors should send a copy of the request to the Registrar's Office for processing.

OSUIT general education courses transfer to state colleges in Oklahoma as outlined by the OSRHE Transfer Matrix. For verification of transferability, visit

<https://www.okhighered.org/CourseSearch/>.

**For more detailed information regarding OSUIT's general education course offerings, please contact Arts, Sciences & Health at 918-293-5185 or visit [osuit.edu/generaleducation](https://osuit.edu/generaleducation).**

## AMERICAN HISTORY & GOVERNMENT

HIST	1483	US History to 1865
HIST	1493	US History since 1865
POLS	1113	US Government

## COMMUNICATIONS

ENGL	1033	Technical Writing I
ENGL	1113	Freshman Composition I*
ENGL	1213	Freshman Composition II* [P]
ENGL	2033	Technical Writing II [P]
ENGL	2413	Introduction to Literature (D,H)
ENGL	2773	Survey of American Literature I (D,H)
ENGL	2883	Survey of American Literature II (D,H)
ENGL	3113	Creative Writing [P]
ENGL	3323	Technical Writing III [P]
ENGL	3413	Survey of Multicultural Literature (D,H)
SPCH	1113	Introduction to Speech Communications*
SPCH	2313	Small Group Communications

\* Recommended for transfer students

## COMPUTER LITERACY

CS	1013	Computer Literacy & Applications
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## FOREIGN LANGUAGE

ASL	1363	American Sign Language I
ASL	1373	American Sign Language II [P]
SPAN	1115	Elementary Spanish I
SPAN	1215	Elementary Spanish II [P]

## GENERAL BUSINESS

ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting [P]
BADM	1113	Introduction to Business (S)
ECON	2103	Microeconomics [P] (S)
ECON	2203	Macroeconomics
MGMT	2243	Introduction to Entrepreneurship & Small Business Management
MGMT	2413	Supervisory Management [P]
MGMT	2913	Leadership & Organizational Behavior (D)

## HEALTH & PHYSICAL EDUCATION

HHP	1113	Personal Health
NSCI	1113	Introduction to Nutrition (N)

## HUMANITIES

ENGL	2413	Introduction to Literature (D,H)
ENGL	2543	Survey of English Literature I (H,I)
ENGL	2643	Survey of English Literature II (H,I)
ENGL	2773	Survey of American Literature I (D,H)
ENGL	2883	Survey of American Literature II (D,H)
ENGL	3413	Survey of Multicultural Literature (D,H)
HIST	1613	Western Civilization to 1500 (H, I)
HIST	1623	Western Civilization after 1500 (H, I)
HUM	1013	Humanities I (H)
HUM	1033	Humanities II [P] (H)
HUM	1113	Music Appreciation (H)
HUM	2243	Native Peoples of North America (D, H)
HUM	2453	Introduction to Film (H)

HUM	2563	Comparative Cultures (H,I)
HUM	2663	Study/Travel/Work across Cultures & Borders (D,H,I)
PHIL	1013	Ethics of Leadership (H,S)
PHIL	1213	Ethics (H,S)

## MATHEMATICS

MATH	1483	Mathematical Functions & Their Uses (A)
MATH	1493	Math for Critical Thinking (A)
MATH	1513	Pre-Calculus (A)
MATH	1613	Trigonometry [P] (A)
MATH	2003	Business Mathematics (A)
MATH	2143	Pre-Discrete Mathematics [P] (A)
MATH	2144	Calculus I [P] (A)
MATH	2153	Calculus II [P] (A)
MATH	2714	Elementary Calculus [P] (A)
MATH	3103	Discrete Mathematics [P] (A)
STAT	2013	Elementary Statistics (A)
STAT	2023	Elementary Statistics for Business & Economics [P] (A)

## ORIENTATION

ORIE	1011	College Strategies
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## SCIENCE

### Life Sciences

BIOL	1014	General Biology (Non-Majors) (L,N)
BIOL	1114	General Biology (L,N)
BIOL	1404	General Botany [P] (L,N)
BIOL	1604	Zoology [P] (L,N)
BIOL	2104	Human Anatomy [P] (L,N)
BIOL	2114	Human Physiology [P] (L,N)
BIOL	2124	General Microbiology [P] (L,N)

### Physical Sciences

CHEM	1314	General Chemistry I [C] (L,N)
CHEM	1515	General Chemistry II [P] (L,N)
GEOL	1014	Earth Science (N)
PHYS	1114	General Physics I [P] (L,N)
PHYS	1204	General Physical Science (N)
PHYS	1214	General Physics II [P] (L,N)

### SOCIAL & BEHAVIORAL SCIENCES

GEOG	2243	Fundamentals of Geography (S)
HIST	2323	Oklahoma History (S)
PSYC	1113	Introductory Psychology (S)
PSYC	2313	Psychology of Personal Adjustment (S)
PSYC	2583	Developmental Psychology [P] (S)
SOC	1113	Introductory Sociology (S)

**ALLIED HEALTH SCIENCES\*****ASSOCIATE IN SCIENCE  
(60 CREDIT HOURS)**

The Allied Health Sciences Associate in Science degree program is the perfect choice for students interested in working in healthcare. The Allied Health Sciences degree encompasses life sciences such as human anatomy, physiology, chemistry, and nutrition. It provides students with the foundational courses and knowledge to pursue a bachelor's degree or enter the healthcare field upon graduation.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**Students must complete all program requirement courses with a grade of C or better and maintain an overall (retention/graduation) GPA of 2.0 or higher to meet graduation requirements.**

**For more information regarding OSUIT's Allied Health Sciences degree, please contact the School of Arts, Sciences & Health at 918-293-4895 or visit [osuit.edu/alliedhealth](https://osuit.edu/alliedhealth).**

**\* This program is offered 100% online.**

**PROGRAM REQUIREMENTS:****22 CREDIT HOURS****GUIDED PROGRAM ELECTIVES  
(22 CREDIT HOURS)**

*Student should consult with an academic advisor to select courses which satisfy curriculum requirements for the student's chosen field of study. Courses may be selected from the following courses and/or additional approved coursework (not utilized to fulfill general education requirements).*

ASL	1363	American Sign Language I
BIOL	2104	Human Anatomy <sup>[P]</sup>
BIOL	2114	Human Physiology <sup>[P]</sup>
BIOL	2124	General Microbiology <sup>[P]</sup>
CHEM	1515	General Chemistry II <sup>[P]</sup>
HHP	1113	Personal Health
MATH	1613	Trigonometry <sup>[P]</sup>
NURS	1113	ECG Interpretation
NURS	1123	Diseases & Diagnostic Methods
NURS	1132	Pre-Nursing Preparation
NURS	1143	Professionalism in Healthcare
NURS	2003	Pharmacology in Nursing <sup>[P]</sup>
NURS	2303	Medical Terminology
PHYS	1114	General Physics I <sup>[P]</sup>
PHYS	1214	General Physics II <sup>[P]</sup>
PSYC	1113	Introductory Psychology
PSYC	2313	Psychology of Personal Adjustment
PSYC	2583	Developmental Psychology <sup>[P]</sup>
SOC	1113	Introductory Sociology
SPCH	1113	Introduction to Speech Communications

**GENERAL EDUCATION REQUIREMENTS:****37 CREDIT HOURS****AMERICAN HISTORY & GOVERNMENT  
(6 CREDIT HOURS)**

HIST	1483	US History to 1865 or
HIST	1493	US History since 1865
POLS	1113	US Government

**COMMUNICATIONS  
(6 CREDIT HOURS)**

*Select from courses listed below or others as approved by program advisor.*

ENGL	1113	Freshman Composition I
ENGL	1213	Freshman Composition II <sup>[P]</sup>

**COMPUTER LITERACY  
(3 CREDIT HOURS)**

CS	1013	Computer Literacy & Applications
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**HUMANITIES  
(6 CREDIT HOURS)**

*Select from courses designated with an "H", "I", or "D," including, but not limited to, courses listed below.*

ENGL	2413	Introduction to Literature
ENGL	2773	Survey of American Literature I
ENGL	2883	Survey of American Literature II
HIST	1613	Western Civilization to 1500
HIST	1623	Western Civilization after 1500
HUM	1013	Humanities I
HUM	1033	Humanities II <sup>[P]</sup>
HUM	1113	Music Appreciation
HUM	2243	Native Peoples of North America
HUM	2453	Introduction to Film
HUM	2563	Comparative Cultures
HUM	2663	Study/Travel/Work across Cultures & Borders
PHIL	1213	Ethics

**MATHEMATICS  
(3 CREDIT HOURS)**

*Select from courses designated with an "A," including, but not limited to, courses listed below.*

MATH	1483	Mathematical Functions & Their Uses
MATH	1493	Math for Critical Thinking
MATH	1513	Pre-Calculus
STAT	2013	Elementary Statistics

**SCIENCE  
(7 CREDIT HOURS)**

*Choose from courses listed below or others designated with an "N" as approved by program advisor. One course selected must be a lab science course.*

BIOL	1114	General Biology
BIOL	1604	Zoology <sup>[P]</sup>
CHEM	1314	General Chemistry I <sup>[C]</sup>
NSCI	1113	Introduction to Nutrition

**APPROVED ELECTIVES  
(6 CREDIT HOURS)**

*Students should consult with an academic advisor for an approved list of electives.*

**INTERDEPARTMENTAL REQUIREMENTS:  
1 CREDIT HOUR****ORIENTATION  
(1 CREDIT HOUR)**

ORIE	1011	College Strategies
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## APPLIED TECHNICAL LEADERSHIP\*

### BACHELOR OF TECHNOLOGY (120 CREDIT HOURS)

The Applied Technical Leadership program is an online, accelerated baccalaureate degree. It prepares learners to develop, lead, and manage current and emerging technologies, technical professionals, and related processes. The program's application-focused projects allow learners to align their learning experiences with their respective career trajectories, employers, and industries.

OSUIT created the Applied Technical Leadership degree in response to the demand for individuals who possess the technical, leadership, management, and entrepreneurial skills necessary to successfully fulfill supervisory and other administrative positions within today's organizations and workforce sectors. According to the Oklahoma Employment Security Commission, General and Operations Managerial jobs are projected to increase by 10.6% by 2024.

Each applicant must meet the following requirements for consideration for acceptance into the Applied Technical Leadership program.

1. Hold an Associate in Applied Science degree or higher.
2. Submit a completed OSUIT Application for Admission.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**The minimum overall (retention/graduation) GPA required for graduation is a 2.50.**

*For more detailed information regarding OSUIT's Applied Technical Leadership program, please contact the School of Arts, Sciences & Health at 918-293-4895 or visit [osuit.edu/at/](http://osuit.edu/at/).*

\* This program is offered 100% online.

### LOWER-DIVISION PROGRAM REQUIREMENTS: 36 CREDIT HOURS

#### APPLIED TECHNICAL LEADERSHIP (6 CREDIT HOURS)

ATLE 1113 Foundations in Technical Leadership  
ATLE 1213 Funding the Technical Enterprise

#### TECHNICAL SPECIALTY ELECTIVES (30 CREDIT HOURS)

*College-level coursework selected from the student's field of interest.*

### UPPER-DIVISION PROGRAM REQUIREMENTS: 34 CREDIT HOURS

#### APPLIED TECHNICAL LEADERSHIP (34 CREDIT HOURS)

ATLE 3101 Orientation to Project Design  
ATLE 3213 Managing Resources in the Technical Enterprise <sup>[P]</sup>  
ATLE 3233 Applied Topics in Technical Resource Management <sup>[C],[P]</sup>  
ATLE 3413 Managing Operations in the Technical Enterprise  
ATLE 3433 Applied Topics in Technical Operations Management <sup>[C],[P]</sup>  
ATLE 3613 Leading the Technical Enterprise <sup>[P]</sup>  
ATLE 3633 Applied Topics in Technical Leadership <sup>[C],[P]</sup>  
ATLE 4113 Legal Aspects of Technical Leadership  
ATLE 4133 Applied Legal Topics in Technical Leadership <sup>[C],[P]</sup>  
ATLE 4313 Expanding the Technical Enterprise  
ATLE 4333 Applied Topics in Technical Enterprise Expansion <sup>[C],[P]</sup>  
ATLE 4903 Applied Technical Leadership Capstone <sup>[P]</sup>

### UPPER-DIVISION PROGRAM ELECTIVES: 6 CREDIT HOURS

#### APPLIED TECHNICAL LEADERSHIP (6 CREDIT HOURS)

ATLE 4513 Process Optimization in the Technical Enterprise *and*  
ATLE 4533 Applied Topics in Technical Process Optimization <sup>[C],[P]</sup> *or*  
ATLE 4613 Project Planning & Implementation in the Technical Enterprise *and*  
ATLE 4633 Applied Topics in Technical Project Planning & Implementation <sup>[C],[P]</sup>

### GENERAL EDUCATION REQUIREMENTS: 40 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST 1483 US History to 1865 *or*  
HIST 1493 US History since 1865  
POLS 1113 US Government

#### COMMUNICATIONS (9 CREDIT HOURS)

ENGL 1113 Freshman Composition I *and*  
ENGL 1213 Freshman Composition II <sup>[P]</sup> *or*  
ENGL 1033 Technical Writing I *and*  
ENGL 2033 Technical Writing II <sup>[P]</sup>  
SPCH 1113 Introduction to Speech Communications *or*  
SPCH 2313 Small Group Communications

#### HUMANITIES (6 CREDIT HOURS)

PHIL 1213 Ethics  
Humanities Elective (3 Credit Hours)

#### MATHEMATICS & STATISTICS (6 CREDIT HOURS)

#### SCIENCE (7 CREDIT HOURS)

*One course selected must be a lab science course.*

#### SOCIAL & BEHAVIORAL SCIENCES (3 CREDIT HOURS)

BADM 1113 Introduction to Business

#### UPPER-DIVISION GENERAL EDUCATION ELECTIVE (3 CREDIT HOURS)

*Course may be selected from any 3000- or 4000-level general education coursework not utilized to fill any of the above requirements.*

### INTERDEPARTMENTAL REQUIREMENTS: 4 CREDIT HOURS

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS 1013 Computer Literacy & Applications *or*  
CS 2103 Computer Concepts & Applications for Business

#### ORIENTATION (1 CREDIT HOUR)

ORIE 1011 College Strategies



## APPLIED TECHNOLOGY\*

### ASSOCIATE IN APPLIED SCIENCE (60 CREDIT HOURS)

The AAS in Applied Technology and supporting degree options facilitate degree completion by Oklahomans who:

- have received an industry recognized credential;
- have earned previous college-level credit in a technical field;
- have completed coursework through an Oklahoma CareerTech center approved for transfer of technical college credit; or
- require cross-disciplinary training to serve a current or emerging industry need not accommodated by existing OSUIT programs.

Program advisement is provided through the Office of Academic Affairs. The office collaborates with OSUIT faculty and academic leadership to develop an individualized plan of study that fulfills each student's unique career goals. This individualized study plan combines general education coursework with specific technical knowledge and skills in preparation for employment, career advancement, or entry into OSUIT's Bachelor of Technology in Applied Technical Leadership program.

#### Degree Options

Students will enroll in one of the following degree options, as determined by their previous technical training, related industry-recognized credentials, and future career goals.

- Business & Digital Technologies
- Health & Human Services
- Industrial Technologies
- Transportation Technologies

#### Program Learning Outcomes

In addition to satisfying the institutional core learning outcomes, program graduates will:

- know and be able to apply the terminology and conceptual frameworks related to common organizational structures and basic operations in the workplace;
- have the technical skills expected of entry-level employees in their field of study; and
- demonstrate the professional and ethical behaviors of essential workplace skills.

**For more information regarding OSUIT's Applied Technology degree, please contact Academic Affairs at 918-293-5260 or visit [osuit.edu/appliedtechnology](https://osuit.edu/appliedtechnology).**

\* This program is offered 100% online.

### PROGRAM REQUIREMENTS: 42 CREDIT HOURS

Students will consult with program advisor for development of an individualized plan of study and guidance on appropriate course selection.

#### TECHNICAL SPECIALTY COURSEWORK (9-42 CREDIT HOURS)

*Students are required to complete a minimum core of 9 credit hours in a specific technical discipline. This credit may be awarded via prior completion of college-level technical coursework, prior learning assessment\*, transfer of technical credit from the Oklahoma CareerTech system\*\*, and/or completion of technical courses selected from OSUIT's course portfolio.*

#### TECHNICAL RELATED COURSEWORK (0-33 CREDIT HOURS)

*Students are required to complete additional related and/or cross-disciplinary technical and specialty courses selected from OSUIT's course portfolio, bringing the total number of credit hours completed for the degree to 60. Related and/or cross-disciplinary college-level transfer coursework and credit awarded via prior learning assessment\* and/or through the transfer of technical credit from the Oklahoma CareerTech system\*\* may also be applied to meet this requirement.*

### GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST 1483 US History to 1865 or  
HIST 1493 US History since 1865  
POLS 1113 US Government

#### COMMUNICATIONS (6 CREDIT HOURS)

ENGL 1033 Technical Writing I and  
ENGL 2033 Technical Writing II [P] or  
BADM 2373 Business Communications or  
ENGL 1113 Freshman Composition I and  
ENGL 1213 Freshman Composition II [P] or  
BADM 2373 Business Communications

#### APPROVED ELECTIVES (6 CREDIT HOURS)

*Students should consult with an academic advisor for an approved list of electives.*

### PRIOR LEARNING ASSESSMENT AND THE TRANSFER OF TECHNICAL CREDIT FROM THE OKLAHOMA CAREERTECH SYSTEM

#### ♦ Prior Learning Assessment

The amount of prior learning credit awarded toward the AAS in Applied Technology will vary by individual and is based upon presentation and institutional review of a student portfolio of approved licenses, certifications, and other industry-recognized credentials. Credit granted for this review of third-party credentials will be awarded in block format with a prefix of BDPL (Business & Digital Technologies), HHPL (Health & Human Services), INPL (Industrial Technologies), or TTPL (Transportation Technologies), assigned a GPA-neutral grade of "CBE-P," and appropriately identified by source and method on the OSUIT transcript.

In some instances, students may request an evaluation of prior learning through completion of a written and/or skills-based institutional challenge exam and/or review of a portfolio demonstrating evidence of prior college-level learning (to include previous military training and experience). These evaluations are developed and administered by OSUIT faculty. Credit granted in this manner will be awarded for existing OSUIT courses assigned a GPA-neutral grade of "CBE-P" and appropriately identified by source and method on the OSUIT transcript. See Credit for Prior Learning on page 10 or visit the Prior Learning Assessment & Articulation Services website at [osuit.edu/pla](https://osuit.edu/pla) for more information.

#### ♦♦ Transfer of Technical Credit from the Oklahoma CareerTech System

OSUIT has partnered with Oklahoma's technology center campuses to develop articulation agreements for inclusion on the statewide Technical Course Articulation Matrix. This course transfer matrix allows students who have completed OSRHE-approved CareerTech coursework to transfer technical credit to OSUIT. CareerTech students can utilize the Technical Course Articulation Matrix to leverage their training toward an AAS degree where their educational preparation aligns with the rigor and learning outcomes of college-level coursework but may not lead to an industry-recognized credential.

The course articulations included on the statewide Technical Course Articulation Matrix have been evaluated and validated by OSUIT faculty subject experts. Technical transfer credit will be awarded for existing OSUIT courses, assigned a GPA-neutral grade of "P," and appropriately identified by their source on the OSUIT transcript. See Transfer of Credit from Oklahoma CareerTech Centers on page 24 or visit the Prior Learning Assessment & Articulation Services website at [osuit.edu/pla](https://osuit.edu/pla) for more information.

#### Credit Limits

A student may earn a maximum of 75% of degree requirements (45 credit hours) through a combination of prior learning assessment and transfer credit.

#### Approved Industry Credentials and CareerTech Courses

A current list of credentials and CareerTech courses approved for application toward the AAS in Applied Technology is provided on the OSUIT Prior Learning Assessment & Articulation Services website ([osuit.edu/pla](https://osuit.edu/pla)).

**BUSINESS\*****ASSOCIATE IN SCIENCE  
(60 CREDIT HOURS)**

An Associate in Science degree in Business provides students with the courses and knowledge to pursue a bachelor's degree or enter the workforce upon graduation.

While earning credit that will count toward a bachelor's degree, Business students learn the fundamentals of accounting, economics, management, and administration.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**Students must earn a grade of C or better in all program courses (Program Requirements and Program Electives) and maintain an overall (retention/graduation) GPA of 2.0 or higher to meet graduation requirements.**

*For more detailed information regarding OSUIT's Business program, please contact the School of Arts, Sciences & Health at 918-293-4895 or visit [osuit.edu/business](https://osuit.edu/business).*

\* This program is available 100% online.

**PROGRAM REQUIREMENTS:****18 CREDIT HOURS****ACCOUNTING  
(6 CREDIT HOURS)**

ACCT 2103 Financial Accounting  
ACCT 2203 Managerial Accounting <sup>[P]</sup>

**BUSINESS ADMINISTRATION  
(3 CREDIT HOURS)**

BADM 1113 Introduction to Business

**ECONOMICS  
(6 CREDIT HOURS)**

ECON 2103 Microeconomics <sup>[P]</sup>  
ECON 2203 Macroeconomics

**MANAGEMENT  
(3 CREDIT HOURS)**

MGMT 2243 Introduction to Entrepreneurship & Small Business Management

**PROGRAM ELECTIVES:  
3 CREDIT HOURS**

*Business program electives require School Dean's approval if not included on this list.*

BADM 2153 Marketing Principles  
MGMT 2413 Supervisory Management <sup>[P]</sup>  
MGMT 2913 Leadership & Organizational Behavior

**GENERAL EDUCATION REQUIREMENTS:  
39 CREDIT HOURS****AMERICAN HISTORY & GOVERNMENT  
(6 CREDIT HOURS)**

HIST 1483 US History to 1865 *or*  
HIST 1493 US History since 1865  
POLS 1113 US Government

**COMMUNICATIONS  
(9 CREDIT HOURS)**

ENGL 1113 Freshman Composition I  
ENGL 1213 Freshman Composition II <sup>[P]</sup>  
SPCH 1113 Introduction to Speech Communications

**COMPUTER LITERACY  
(3 CREDIT HOURS)**

CS 1013 Computer Literacy & Applications

**HUMANITIES  
(6 CREDIT HOURS)**

*Select from courses designated with an "H", "I", or "D," including, but not limited to, courses listed below.*

ENGL 2413 Introduction to Literature  
ENGL 2543 Survey of English Literature I  
ENGL 2653 Survey of English Literature II  
ENGL 2773 Survey of American Literature I  
ENGL 2883 Survey of American Literature II  
HIST 1613 Western Civilization to 1500  
HIST 1623 Western Civilization after 1500  
HUM 1013 Humanities I  
HUM 1033 Humanities II <sup>[P]</sup>  
HUM 1113 Music Appreciation  
HUM 2243 Native Peoples of North America  
HUM 2453 Introduction to Film  
HUM 2563 Comparative Cultures  
HUM 2663 Study/Travel/Work across Cultures & Borders  
PHIL 1213 Ethics

**MATHEMATICS  
(3 CREDIT HOURS)**

*Select from courses designated with an "A," including, but not limited to, courses listed below.*

MATH 1483 Mathematical Functions & Their Uses  
MATH 1493 Math for Critical Thinking  
MATH 1513 Pre-Calculus  
STAT 2013 Elementary Statistics

**ORIENTATION  
(1 CREDIT HOUR)**

ORIE 1011 College Strategies

**SCIENCE  
(8 CREDIT HOURS)**

*Choose from courses listed below or additional coursework as approved by program advisor. One course selected must be a lab course.*

BIOL 1014 General Biology (Non-Majors)  
BIOL 1114 General Biology  
BIOL 1404 General Botany <sup>[P]</sup>  
BIOL 1604 Zoology <sup>[P]</sup>  
BIOL 2104 Human Anatomy <sup>[P]</sup>  
BIOL 2114 Human Physiology <sup>[P]</sup>  
BIOL 2124 General Microbiology <sup>[P]</sup>  
CHEM 1314 General Chemistry I <sup>[C]</sup>  
CHEM 1515 General Chemistry II <sup>[P]</sup>  
GEOL 1014 Earth Science  
PHYS 1114 General Physics I <sup>[P]</sup>  
PHYS 1204 General Physical Science  
PHYS 1214 General Physics II <sup>[P]</sup>

**SOCIAL & BEHAVIORAL SCIENCES  
(3 CREDIT HOURS)**

PSYC 1113 Introductory Psychology *or*  
SOC 1113 Introductory Sociology



## CULINARY ARTS

### ASSOCIATE IN APPLIED SCIENCE (73 CREDIT HOURS)

OSUIT's Culinary Arts program prepares students with the skills and knowledge necessary for an exciting career in the growing foodservice industry. Students learn through hands-on training utilizing the latest technology in fully equipped kitchen labs. The diverse faculty brings many years of executive chef experience, and students gain valuable experience operating two restaurants open to the public. The State Room showcases gourmet buffet experiences, and the Tech Room features a seasonal a la carte menu.

Graduates are in high demand by resorts, casinos, restaurants, institutions, country clubs, and bakeries, to name just a few. Program graduates are well prepared to begin their careers with a solid foundation in the skills and knowledge necessary for success.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees. Degree-seeking students will have priority when enrolling in Culinary Arts coursework. Non-degree seeking students may enroll the day before the beginning of class each semester.

**Students must complete all program requirement and program elective courses with a grade of C or better and maintain an overall (retention/graduation) GPA of 2.0 or higher to meet graduation requirements.**

**For more detailed information regarding OSUIT's Culinary Arts programs, please contact a program advisor at 918-293-5030 or visit [osuit.edu/culinary](http://osuit.edu/culinary).**

### PROGRAM REQUIREMENTS:

#### 51 CREDIT HOURS

#### CULINARY ARTS REQUIREMENTS (45 CREDIT HOURS)

CUA	1136	Skill Development I	❖
CUA	1146	Skill Development II	[P] ❖
CUA	1373	Baking Fundamentals	[P]
CUA	1416	Dining Room Operations	★
CUA	2103	Sustainable Gardening	
CUA	2123	Advanced Baking	[P]
CUA	2314	Advanced Cooking	[P]
CUA	2474	Regional Cuisine	[P]
CUA	2563	Foundations of Hospitality Management	[P] ★
CUA	2621	Culinary Arts Capstone	[C],[P]
CUA	2806	Culinary Internship	[C],[P]

#### APPROVED PROGRAM ELECTIVES (6 CREDIT HOURS)

*Selected from courses not utilized to meet other program requirements, as approved by the program advisor.*

CUA	1293	Breakfast Cookery	[P]
CUA	1313	Meat Fabrication	[P]
CUA	2113	Seasonal Kitchen	[P]
CUA	2163	Tortes & Gateaux	[P]
CUA	2183	Showpieces	[P]
CUA	2253	Artisan Breads	[P]
NSCI	1113	Introduction to Nutrition	
HHP	1113	Personal Health	

### GENERAL EDUCATION REQUIREMENTS: 21 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST	1483	US History to 1865	or
HIST	1493	US History since 1865	
POLS	1113	US Government	

#### COMMUNICATIONS (6 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

ENGL	1113	Freshman Composition I	and
ENGL	1213	Freshman Composition II	[P] or
SPCH	1113	Introduction to Speech Communications	or
ENGL	1033	Technical Writing I	and
ENGL	2033	Technical Writing II	[P] or
SPCH	1113	Introduction to Speech Communications	or
SPCH	2313	Small Group Communications	

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications	★
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#### HUMANITIES (3 CREDIT HOURS)

*Select from courses designated with an "H", "I", or "D" as approved by program advisor.*

#### MATHEMATICS (3 CREDIT HOURS)

*Select from courses designated with an "A," including, but not limited to, courses listed below.*

MATH	1483	Mathematical Functions & Their Uses
MATH	1493	Math for Critical Thinking
MATH	1513	Pre-Calculus

### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

#### ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
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- ❖ Course is included in the embedded certificate Foundational Culinary Skills (see following page).
- ★ Course is included in the embedded certificate Foundations of Restaurant Management (see following page).





## CULINARY ARTS CERTIFICATE PROGRAMS

Employers continually struggle to find qualified culinarians who possess the skills needed to meet the demands of Oklahoma's restaurant and hospitality industry. To produce employees to fill this critical workforce gap, OSUIT has collaborated with industry partners to develop a set of stackable credentials embedded within OSUIT's Associate in Applied Science in Culinary Arts. These certificate programs produce skilled cooks, culinarians, and entry-level food service workers who can safely, efficiently, and competently operate in a variety of restaurant, hospitality, and food service-related environments.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**Students must complete all program requirements with a grade of C or better and maintain an overall (retention/graduation) GPA of 2.0 or higher to meet graduation requirements.**

*For more detailed information regarding OSUIT's Culinary Arts programs, please contact a program advisor at 918-293-5030 or visit [osuit.edu/culinary](https://osuit.edu/culinary).*

## FOUNDATIONAL CULINARY SKILLS (12 CREDIT HOURS)

CUA	1136	Skill Development I
CUA	1146	Skill Development II <sup>[P]</sup>

## FOUNDATIONS OF RESTAURANT MANAGEMENT (12 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
CUA	1416	Dining Room Operations
CUA	2563	Foundations of Hospitality Management <sup>[P]</sup>



## ENTERPRISE DEVELOPMENT - BUSINESS ADMINISTRATION OPTION\*

### ASSOCIATE IN SCIENCE (60 CREDIT HOURS)

As part of Oklahoma's Reach Higher program, OSUIT offers an Associate in Science in Enterprise Development. The program, which can transfer seamlessly into a Bachelor's degree, is designed for working adults or those who are time- or place-bound and unable to pursue education through traditional means. OSRHE approves the statewide curriculum, and OSUIT accepts transfer credits into the program from any two-year institution in Oklahoma.

Minimum program entry requirements:

- 18 hours of earned college credit
- 2.0 overall (retention/graduation) college GPA\*
- Completion of any necessary developmental coursework

\* NOTE: A provisional admission status may be granted to a student with a minimum 1.70 retention/graduation GPA, provided that an institutional review has been conducted to ensure the student could attain the requisite 2.0 retention/graduation GPA at the completion of all required coursework.

Program features:

- Personalized schedules and courses of study that meet career goals
- Flexible enrollment periods year-round

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

***If you have any questions about the Enterprise Development Adult Degree Completion program, please contact the School of Arts, Sciences & Health at 918-293-4895 or visit [osuit.edu/enterprisedevelopment](http://osuit.edu/enterprisedevelopment).***

\* This program is available 100% online.

### PROGRAM REQUIREMENTS: 23 CREDIT HOURS

#### CAPSTONE (2 CREDIT HOURS)

BADM 2232 Enterprise Development Business Capstone

#### INTERNSHIP (3 CREDIT HOURS)

BADM 2903 Business/Occupational Internship

#### ACCOUNTING (6 CREDIT HOURS)

ACCT 2103 Financial Accounting  
ACCT 2203 Managerial Accounting <sup>[P]</sup>

#### ECONOMICS (6 CREDIT HOURS)

ECON 2103 Microeconomics <sup>[P]</sup>  
ECON 2203 Macroeconomics

#### MARKETING (3 CREDIT HOURS)

BADM 2153 Marketing Principles

#### STATISTICS (3 CREDIT HOURS)

STAT 2023 Elementary Statistics for Business & Economics <sup>[P]</sup>

### GENERAL EDUCATION REQUIREMENTS: 37 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST 1483 US History to 1865 *or*  
HIST 1493 US History since 1865  
POLS 1113 US Government

#### COMMUNICATIONS (9 CREDIT HOURS)

ENGL 1113 Freshman Composition I  
ENGL 1213 Freshman Composition II <sup>[P]</sup>  
SPCH 1113 Introduction to Speech Communications

#### HUMANITIES (6 CREDIT HOURS)

*Select from courses designated with an "H", "I", or "D," including, but not limited to, courses listed below.*

ENGL 2413 Introduction to Literature  
ENGL 2773 Survey of American Literature I  
ENGL 2883 Survey of American Literature II  
HIST 1613 Western Civilization to 1500  
HIST 1623 Western Civilization after 1500  
HUM 1013 Humanities I  
HUM 1033 Humanities II <sup>[P]</sup>  
HUM 1113 Music Appreciation  
HUM 2243 Native Peoples of North America  
HUM 2453 Introduction to Film  
HUM 2563 Comparative Cultures  
HUM 2663 Study/Travel/Work across Cultures & Borders  
PHIL 1213 Ethics

### MATHEMATICS (3 CREDIT HOURS)

*Select from courses designated with an "A" or from any approved Math Pathways course. See program advisor for additional information.*

MATH 1483 Mathematical Functions & Their Uses  
MATH 1493 Math for Critical Thinking  
MATH 1513 Pre-Calculus  
STAT 2013 Elementary Statistics

### SCIENCE (7 CREDIT HOURS)

*One course selected must be a lab course.*

BIOL 1014 General Biology (Non-Majors)  
BIOL 1114 General Biology  
BIOL 1404 General Botany <sup>[P]</sup>  
BIOL 1604 Zoology <sup>[P]</sup>  
BIOL 2104 Human Anatomy <sup>[P]</sup>  
BIOL 2114 Human Physiology <sup>[P]</sup>  
BIOL 2124 General Microbiology <sup>[P]</sup>  
CHEM 1314 General Chemistry I <sup>[C]</sup>  
CHEM 1515 General Chemistry II <sup>[P]</sup>  
GEOL 1014 Earth Science  
NSCI 1113 Introduction to Nutrition  
PHYS 1114 General Physics I <sup>[P]</sup>  
PHYS 1204 General Physical Science  
PHYS 1214 General Physics II <sup>[P]</sup>

### SOCIAL & BEHAVIORAL SCIENCES, TECHNOLOGY & LANGUAGE (6 CREDIT HOURS)

CS 1013 Computer Literacy & Applications  
GEOG 2243 Fundamentals of Geography  
PSYC 1113 Introductory Psychology  
PSYC 2313 Psychology of Personal Adjustment  
PSYC 2583 Developmental Psychology <sup>[P]</sup>  
SOC 1113 Introductory Sociology  
SPAN 1115 Elementary Spanish I  
SPAN 1215 Elementary Spanish II <sup>[P]</sup>

*Students should consult with program advisor for guidance on course selection.*

## ENTERPRISE DEVELOPMENT - GENERAL STUDIES OPTION\*

### ASSOCIATE IN SCIENCE (60 CREDIT HOURS)

As part of Oklahoma's Reach Higher program, OSUIT offers an Associate in Science in Enterprise Development. The program, which can transfer seamlessly into a Bachelor's degree, is designed for working adults or those who are time- or place-bound and unable to pursue education through traditional means. OSRHE approves the statewide curriculum, and OSUIT accepts transfer credits into the program from any two-year institution in Oklahoma.

Minimum program entry requirements:

- 18 hours of earned college credit
- 2.0 overall (retention/graduation) college GPA\*
- Completion of any necessary developmental coursework

\* NOTE: A provisional admission status may be granted to a student with a minimum 1.70 retention/graduation GPA, provided that an institutional review has been conducted to ensure the student could attain the requisite 2.0 retention/graduation GPA at the completion of all required coursework.

Program features:

- Personalized schedules and courses of study that meet career goals
- Flexible enrollment periods year-round

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

***If you have any questions about the Enterprise Development Adult Degree Completion program, please contact the School of Arts, Sciences & Health at 918-293-4895 or visit [osuit.edu/enterprisedevelopment](http://osuit.edu/enterprisedevelopment).***

\* This program is available 100% online.

### PROGRAM REQUIREMENTS: 23 CREDIT HOURS

*College-level coursework selected from the student's field of interest.*

### GENERAL EDUCATION REQUIREMENTS: 37 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST 1483 US History to 1865 or  
HIST 1493 US History since 1865  
POLS 1113 US Government

#### COMMUNICATIONS (9 CREDIT HOURS)

ENGL 1113 Freshman Composition I  
ENGL 1213 Freshman Composition II <sup>[P]</sup>  
SPCH 1113 Introduction to Speech Communications

#### HUMANITIES (6 CREDIT HOURS)

*Select from courses designated with an "H", "I", or "D," including, but not limited to, courses listed below.*

ENGL 2413 Introduction to Literature  
ENGL 2773 Survey of American Literature I  
ENGL 2883 Survey of American Literature II  
HIST 1613 Western Civilization to 1500  
HIST 1623 Western Civilization after 1500  
HUM 1013 Humanities I  
HUM 1033 Humanities II <sup>[P]</sup>  
HUM 1113 Music Appreciation  
HUM 2243 Native Peoples of North America  
HUM 2453 Introduction to Film  
HUM 2563 Comparative Cultures  
HUM 2663 Study/Travel/Work across Cultures & Borders  
PHIL 1213 Ethics

### MATHEMATICS (3 CREDIT HOURS)

*Select from courses designated with an "A" or from any approved Math Pathways course. See program advisor for additional information.*

MATH 1483 Mathematical Functions & Their Uses  
MATH 1493 Math for Critical Thinking  
MATH 1513 Pre-Calculus  
STAT 2013 Elementary Statistics

### SCIENCE (7 CREDIT HOURS)

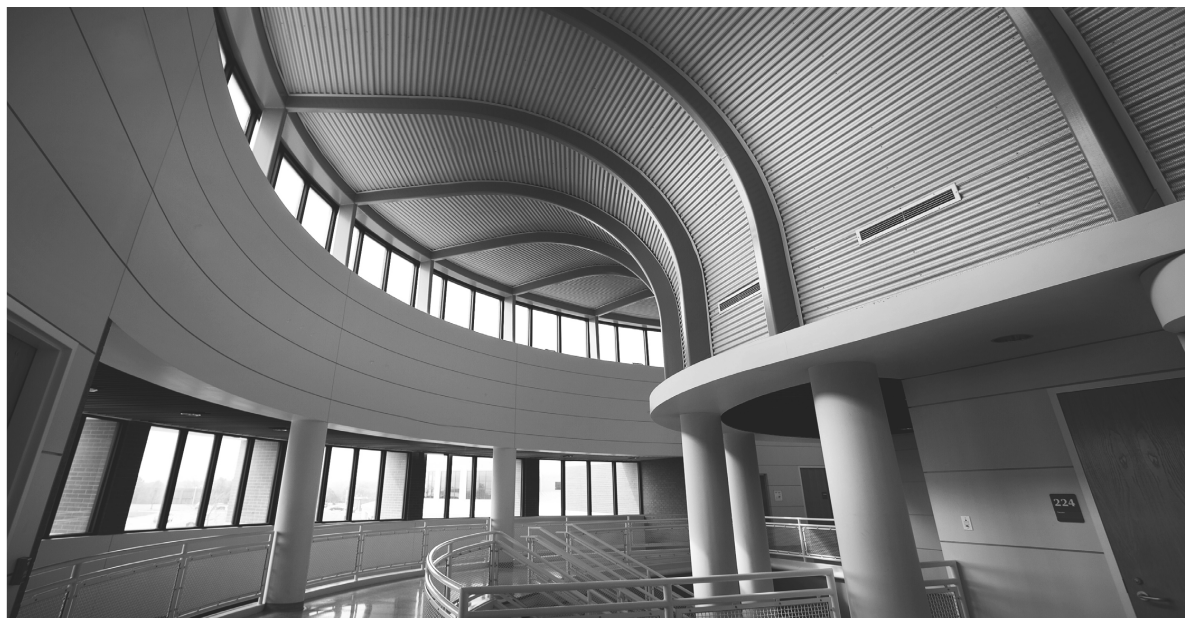
*One course selected must be a lab course.*

BIOL 1014 General Biology (Non-Majors)  
BIOL 1114 General Biology  
BIOL 1404 General Botany <sup>[P]</sup>  
BIOL 1604 Zoology <sup>[P]</sup>  
BIOL 2104 Human Anatomy <sup>[P]</sup>  
BIOL 2114 Human Physiology <sup>[P]</sup>  
BIOL 2124 General Microbiology <sup>[P]</sup>  
CHEM 1314 General Chemistry I <sup>[C]</sup>  
CHEM 1515 General Chemistry II <sup>[P]</sup>  
GEOL 1014 Earth Science  
NSCI 1113 Introduction to Nutrition  
PHYS 1114 General Physics I <sup>[P]</sup>  
PHYS 1204 General Physical Science  
PHYS 1214 General Physics II <sup>[P]</sup>

### SOCIAL & BEHAVIORAL SCIENCES, TECHNOLOGY & LANGUAGE (6 CREDIT HOURS)

CS 1013 Computer Literacy & Applications  
GEOG 2243 Fundamentals of Geography  
PSYC 1113 Introductory Psychology  
PSYC 2313 Psychology of Personal Adjustment  
PSYC 2583 Developmental Psychology <sup>[P]</sup>  
SOC 1113 Introductory Sociology  
SPAN 1115 Elementary Spanish I  
SPAN 1215 Elementary Spanish II <sup>[P]</sup>

*Students should consult with program advisor for guidance on course selection.*





## NURSING (TRADITIONAL TRACK)

### ASSOCIATE IN APPLIED SCIENCE (72 CREDIT HOURS)

The OSUIT Associate Degree in Nursing (ADN) program is accredited by the Accreditation Commission for Education in Nursing and is approved by the Oklahoma Board of Nursing.

Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. Oklahoma licensing requirements, including residency requirements, can be found at [nursing.ok.gov](http://nursing.ok.gov).

Oklahoma is a member of the Nurse Licensure Compact (NLC), which enables graduates of the OSUIT nursing program to seek a multistate license allowing practice in all NLC member states. For more information about the NLC, including a map of current member states, please visit [nursecompact.com](http://nursecompact.com). Students residing in or intending to pursue licensure in a non-NLC member state are responsible for reviewing state education and licensing requirements, as requirements vary.

#### PROGRAM ADMISSION REQUIREMENTS

##### Advisement

All students declaring a Nursing major are assigned to the Nursing department for advisement.

##### Application to the Program

Students wishing to be considered for the Nursing program must apply for admission to OSUIT, meet with a Nursing advisor, and have the following documentation in their file in the Nursing department by the final closing date of the application period.

1. Signed and dated Nursing Application
2. Demonstration of academic proficiency via the Next-Generation ACCUPLACER exam (as indicated on page 10)
3. All official college transcripts from every college attended (it is the responsibility of the student to ensure that all transcripts from any college attended are on file)

Students applying to the OSUIT Nursing program are selected on the basis of a point system. Once selected, students are made a conditional offer of acceptance contingent upon further guidelines that must be met once the student is accepted.

It is strongly recommended that all science courses be completed prior to the beginning of the nursing program. To be considered for admission to the program, students must have and maintain a minimum GPA of 2.0 in all required general education and nursing support courses. Successful completion of the Nursing program requires a grade of C in all courses related to the AAS in Nursing. A student cannot be admitted to the program with a D in any required course.

The following items identify the minimum physical and mental qualifications necessary to be considered for admission into and progression through the OSUIT Nursing program. They include, but are not limited to the following.

1. The ability to independently lift weights of up to 35% of recommended body weight.
2. The ability to facilitate movement in client's room and work areas.
3. Visual acuity sufficient to observe and assess client behavior, prepare and administer medications, and accurately read monitors and utilize equipment.
4. Auditory acuity sufficient to hear instructions, requests, and monitoring alarms, and to auscultate heart tones, breathe sounds, and bowel sounds.
5. The motor ability necessary to manipulate equipment and supplies and to utilize palpation and percussion in client assessment.
6. The ability to proficiently speak, write, and comprehend the English language.
7. The ability to communicate in a professional manner, establish rapport with clients and colleagues, use problem-solving skills, and function effectively under stress.
8. A negative criminal history background check, negative drug screen, and documentation that all clinical requirements have been met will be required upon student's acceptance into the nursing program.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**For more detailed information regarding OSUIT's Nursing program, please contact a program advisor at 918-293-5337 or visit [osuit.edu/nursing](http://osuit.edu/nursing).**

#### PROGRAM REQUIREMENTS:

### 39 CREDIT HOURS

#### NURSING (39 CREDIT HOURS)

*(Must pass courses with a grade of C or better.)*

NURS 1128	Foundations of Nursing <sup>[C],[P]</sup>
NURS 1229	Nursing Care of Families <sup>[P]</sup>
NURS 1322	Nursing Dosage Calculation <sup>[C]</sup>
NURS 2129	Nursing Care of Adults I <sup>[P]</sup>
NURS 2229	Nursing Care of Adults II <sup>[C],[P]</sup>
NURS 2222	Nursing Capstone Seminar <sup>[C]</sup>

#### GENERAL EDUCATION REQUIREMENTS:

### 33 CREDIT HOURS

*(Must pass courses with a grade of C or better.)*

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST 1483	US History to 1865 or
HIST 1493	US History since 1865
POLS 1113	US Government

#### COMMUNICATIONS (6 CREDIT HOURS)

ENGL 1113	Freshman Composition I
ENGL 1213	Freshman Composition II <sup>[P]</sup>

#### NUTRITIONAL SCIENCE (3 CREDIT HOURS)

NSCI 1113	Introduction to Nutrition
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#### SCIENCE (12 CREDIT HOURS)

BIOL 2104	Human Anatomy <sup>[P]</sup>
BIOL 2114	Human Physiology <sup>[P]</sup>
BIOL 2124	General Microbiology <sup>[P]</sup>

#### SOCIAL & BEHAVIORAL SCIENCES (6 CREDIT HOURS)

PSYC 1113	Introductory Psychology
PSYC 2583	Developmental Psychology <sup>[P]</sup>

#### GRADING SCALE

Score	Letter Grade
92-100	A
84-91	B
75-83	C
66-74	D
0-65	F





## NURSING (LPN TO RN TRANSITION TRACK)

### ASSOCIATE IN APPLIED SCIENCE (72 CREDIT HOURS)

The OSUIT Associate Degree in Nursing (ADN) program is accredited by the Accreditation Commission for Education in Nursing and is approved by the Oklahoma Board of Nursing.

Individuals who have an unencumbered Licensed Practical Nurse (LPN) license from the State of Oklahoma may complete the ADN program through the LPN to RN Transition track, a one-year course of study. Classes are offered during the day in a traditional classroom setting.

Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. Oklahoma licensing requirements, including residency requirements, can be found at [nursing.ok.gov](http://nursing.ok.gov).

Oklahoma is a member of the Nurse Licensure Compact (NLC), which enables graduates of the OSUIT nursing program to seek a multistate license allowing practice in all NLC member states. For more information about the NLC, including a map of current member states, please visit [nursecompact.com](http://nursecompact.com). Students residing in or intending to pursue licensure in a non-NLC member state are responsible for reviewing state education and licensing requirements, as requirements vary.

#### PROGRAM ADMISSION REQUIREMENTS

##### Advisement

All students declaring a Nursing major are assigned to the Nursing department for advisement.

##### Application to the Program

Applicants must hold an active and unencumbered LPN license from Oklahoma or a NLC member state to be eligible for acceptance to and progression through the Nursing program. LPN students wishing to be considered for the Nursing program must apply for admission to OSUIT, meet with a Nursing advisor, and have the following documentation in their file in the Nursing department by the final closing date of the application period:

1. Signed and dated Nursing Application;
2. Demonstration of academic proficiency via the Next-Generation ACCUPLACER exam (as indicated on page 10);
3. Student score at or above the 55<sup>th</sup> percentile ranking on the Kaplan Fundamentals Examination (students are only allowed to

take the exam one time per application period); and

4. All official college transcripts from every college attended (it is the responsibility of the student to ensure that all transcripts from any college attended are on file).

Students applying to the OSUIT Nursing program are selected on the basis of a point system. Once selected, students are made a conditional offer of acceptance contingent upon further guidelines that must be met once the student is accepted.

It is strongly recommended that all science courses be completed prior to the beginning of the Nursing program. To be considered for admission to the program, students must have and maintain a minimum GPA of 2.0 in all required general education and nursing support courses. Successful completion of the Nursing program requires a grade of C in all courses related to the AAS in Nursing. A student cannot be admitted to the program with a D in any required course.

The following items identify the minimum physical and mental qualifications necessary to be considered for admission into and progression through the OSUIT Nursing program. They include, but are not limited to the following.

1. The ability to independently lift weights of up to 35% of recommended body weight.
2. The ability to facilitate movement in client's room and work areas.
3. Visual acuity sufficient to observe and assess client behavior, prepare and administer medications, and accurately read monitors and utilize equipment.
4. Auditory acuity sufficient to hear instructions, requests, and monitoring alarms, and to auscultate heart tones, breathe sounds, and bowel sounds.
5. The motor ability necessary to manipulate equipment and supplies and to utilize palpation and percussion in client assessment.
6. The ability to proficiently speak, write, and comprehend the English language.
7. The ability to communicate in a professional manner, establish rapport with clients and colleagues, use problem-solving skills, and function effectively under stress.
8. A negative criminal history background check, negative drug screen, and documentation that all clinical requirements have been met will be required upon student's acceptance into the nursing program.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

#### Prior Learning Credit

LPN to RN Transition students may receive 16 credit hours of prior learning credit upon successful completion of NURS 1133 LPN to RN Transition that will apply to the following courses: NURS 1128 Foundations of Nursing, NURS 1322 Nursing Dosage Calculation, and NURS 1229 Nursing Care of Families.

**For more detailed information regarding OSUIT's Nursing program, please contact a program advisor at 918-293-5337 or visit [osuit.edu/nursing](http://osuit.edu/nursing).**

#### PROGRAM REQUIREMENTS: 39 CREDIT HOURS

##### NURSING (39 CREDIT HOURS)

*(Must pass courses with a grade of C or better.)*

- NURS 1133 LPN to RN Transition <sup>[P]</sup>  
 NURS 2129 Nursing Care of Adults I <sup>[P]</sup>  
 NURS 2229 Nursing Care of Adults II <sup>[C],[P]</sup>  
 NURS 2222 Nursing Capstone Seminar <sup>[C]</sup>

*Students are eligible to receive up to 16 credit hours for the courses listed below through Prior Learning Assessment.*

- NUPL 1226 Nursing Care of Families Seminar  
 NURS 1128 Foundations of Nursing <sup>[C],[P]</sup>  
 NURS 1322 Nursing Dosage Calculation <sup>[C]</sup>

#### GENERAL EDUCATION REQUIREMENTS: 33 CREDIT HOURS

*(Must pass courses with a grade of C or better.)*

##### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

- HIST 1483 US History to 1865 *or*  
 HIST 1493 US History since 1865  
 POLS 1113 US Government

##### COMMUNICATIONS (6 CREDIT HOURS)

- ENGL 1113 Freshman Composition I  
 ENGL 1213 Freshman Composition II <sup>[P]</sup>

##### NUTRITIONAL SCIENCE (3 CREDIT HOURS)

- NSCI 1113 Introduction to Nutrition

##### SCIENCE (12 CREDIT HOURS)

- BIOL 2104 Human Anatomy <sup>[P]</sup>  
 BIOL 2114 Human Physiology <sup>[P]</sup>  
 BIOL 2124 General Microbiology <sup>[P]</sup>

##### SOCIAL & BEHAVIORAL SCIENCES (6 CREDIT HOURS)

- PSYC 1113 Introductory Psychology  
 PSYC 2583 Developmental Psychology <sup>[P]</sup>

#### GRADING SCALE

Score	Letter Grade
92-100	A
84-91	B
75-83	C
66-74	D
0-65	F

**PRE-EDUCATION\*****ASSOCIATE IN SCIENCE  
(60 CREDIT HOURS)**

An Associate in Science degree in Pre-Education is designed for students interested in pursuing a career in education. Students who want to become a teacher in Oklahoma must complete specific college coursework that will provide them with a solid knowledge base of core subjects such as mathematics, language arts, science, and social and behavioral sciences. These courses fulfill 60 of the 124 credit hours for a bachelor's degree in education and meet the general education requirements for teaching in early childhood, elementary and special education. Students interested in teaching in middle school and high school will also be able to transfer these credits toward a bachelor's degree in education.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**Students must complete all program requirement courses with a C or better and maintain a 2.0 overall (retention/graduation) GPA.**

*For more detailed information regarding OSUIT's Pre-Education degree, please contact the School of Arts, Sciences & Health at 918-293-4895 or visit [osuit.edu/preeducation](http://osuit.edu/preeducation).*

\* This program is available 100% online.

**PROGRAM REQUIREMENTS:  
45 CREDIT HOURS**

**Courses taken in English and language arts, mathematics, science and social & behavioral sciences must be completed with a grade of C or higher for the course to satisfy degree requirements.**

**AMERICAN HISTORY & GOVERNMENT  
(6 CREDIT HOURS)**

HIST 1483 US History to 1865 or  
HIST 1493 US History since 1865  
POLS 1113 US Government

**COMMUNICATIONS  
(9 CREDIT HOURS)**

ENGL 1113 Freshman Composition I  
ENGL 1213 Freshman Composition II [P]  
SPCH 1113 Introduction to Speech Communications

**COMPUTER LITERACY  
(3 CREDIT HOURS)**

CS 1013 Computer Literacy & Applications

**HEALTH & PHYSICAL EDUCATION  
(3 CREDIT HOURS)**

HHP 1113 Personal Health or  
NSCI 1113 Introduction to Nutrition

**HUMANITIES  
(6 CREDIT HOURS)**

*Select from courses designated with an "H", "I", or "D," including, but not limited to, courses listed below.*

ENGL 2413 Introduction to Literature  
ENGL 2773 Survey of American Literature I  
ENGL 2883 Survey of American Literature II  
HIST 1613 Western Civilization to 1500  
HIST 1623 Western Civilization after 1500  
HUM 1013 Humanities I  
HUM 1033 Humanities II [P]  
HUM 1113 Music Appreciation  
HUM 2243 Native Peoples of North America  
HUM 2453 Introduction to Film  
HUM 2563 Comparative Cultures  
HUM 2663 Study/Travel/Work across Cultures & Borders  
PHIL 1213 Ethics

**MATHEMATICS  
(3 CREDIT HOURS)**

*Select from courses designated with an "A," including, but not limited to, courses listed below.*

MATH 1483 Mathematical Functions & Their Uses  
MATH 1493 Math for Critical Thinking  
MATH 1513 Pre-Calculus  
STAT 2013 Elementary Statistics

**ORIENTATION  
(1 CREDIT HOUR)**

ORIE 1011 College Strategies

**SCIENCE  
(8 CREDIT HOURS)**

*Must select one course from each area. One course selected must be a lab course.*

**Life Sciences**

BIOL 1014 General Biology (Non-Majors)  
BIOL 1114 General Biology  
BIOL 1404 General Botany [P]  
BIOL 1604 Zoology [P]

**Physical Sciences**

CHEM 1314 General Chemistry I [C]  
GEOL 1014 Earth Science  
PHYS 1114 General Physics I [P]  
PHYS 1204 General Physical Science

**SOCIAL & BEHAVIORAL SCIENCES  
(6 CREDIT HOURS)**

*Select from courses designated with an "S."*

GEOG 2243 Fundamentals of Geography  
PSYC 1113 Introductory Psychology  
PSYC 2583 Developmental Psychology [P]  
SOC 1113 Introductory Sociology

**GUIDED PROGRAM ELECTIVES:  
15 CREDIT HOURS**

*Choose from courses listed below or additional coursework as approved by program advisor.*

*Students should select courses which satisfy the transfer requirements for the baccalaureate degree at the institution to which they will transfer. Students should choose courses that were NOT used to satisfy the general education requirements.*

HIST 2323 Oklahoma History ♦

*(Note: This course satisfies the Oklahoma State Department of Education requirement for teacher certification.)*

ASL 1363 American Sign Language I ♦  
ASL 1373 American Sign Language II [P]  
BIOL 1014 General Biology (Non-Majors)  
BIOL 1114 General Biology  
BIOL 1404 General Botany [P]  
BIOL 1604 Zoology [P]  
CHEM 1314 General Chemistry I [C]  
GEOL 1014 Earth Science  
MATH 1613 Trigonometry [P]  
MATH 2143 Pre-Discrete Mathematics [P]  
MATH 2144 Calculus I [P]  
PHYS 1114 General Physics I [P]  
PHYS 1204 General Physical Science  
PSYC 2313 Psychology of Personal Adjustment  
PSYC 2583 Developmental Psychology [P]  
SOC 1113 Introductory Sociology  
SPAN 1115 Elementary Spanish I ♦  
SPAN 1215 Elementary Spanish II [P]

♦ Recommended for transfer students

*Students should consult with program advisor for guidance on course selection.*

## PRE-PROFESSIONAL STUDIES\*

### ASSOCIATE IN SCIENCE (60 CREDIT HOURS)

OSUIT offers an Associate in Science in Pre-Professional Studies through which students may earn the first two years of a bachelor's degree in a variety of disciplines at this campus with the assurance that all courses will transfer to another Oklahoma college offering a bachelor's degree.

The OSUIT Pre-Professional Studies program is a significant first step in completing the first two years of a variety of four-year degrees. This degree also saves the student considerable time, travel, and money by allowing the student to remain closer to home for the first two years of study while fulfilling necessary degree requirements.

Rest assured that the Pre-Professional Studies degree has been carefully coordinated with other colleges to make the transfer of the 60 semester credit hours earned at this campus a seamless and straightforward process.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**For more detailed information regarding OSUIT's Pre-Professional Studies program, please contact the School of Arts, Sciences & Health at 918-293-4895 or visit [osuit.edu/preprofessional](http://osuit.edu/preprofessional).**

\* This program is available 100% online.

### PROGRAM REQUIREMENTS:

#### 21 CREDIT HOURS

#### GUIDED PROGRAM ELECTIVES (21 CREDIT HOURS)

*Courses may be selected from the following courses and/or additional approved coursework (not utilized to fulfill general education requirements) which satisfies pre-major requirements at the four-year institution to which the student is transferring.*

ASL	1363	American Sign Language I
ASL	1373	American Sign Language II [P]
BIOL	1404	General Botany [P]
BIOL	1604	Zoology [P]
BIOL	2104	Human Anatomy [P]
BIOL	2114	Human Physiology [P]
BIOL	2124	General Microbiology [P]
CHEM	1314	General Chemistry I [C]
CHEM	1515	General Chemistry II [P]
GEOG	2243	Fundamentals of Geography
HHP	1113	Personal Health
HIST	2323	Oklahoma History
MATH	1613	Trigonometry [P]
MATH	2144	Calculus I [P]
MATH	2153	Calculus II [P]
NSCI	1113	Introduction to Nutrition
PHYS	1114	General Physics I [P]
PHYS	1214	General Physics II [P]
PSYC	2313	Psychology of Personal Adjustment
PSYC	2583	Developmental Psychology [P]
SOC	1113	Introductory Sociology
SPAN	1115	Elementary Spanish I
SPAN	1215	Elementary Spanish II [P]

### GENERAL EDUCATION REQUIREMENTS:

#### 38 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST	1483	US History to 1865 or
HIST	1493	US History since 1865
POLS	1113	US Government

#### COMMUNICATIONS (9 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

ENGL	1113	Freshman Composition I
ENGL	1213	Freshman Composition II [P]
SPCH	1113	Introduction to Speech Communications

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
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### HUMANITIES (6 CREDIT HOURS)

*Select from courses designated with an "H", "I", or "D," including, but not limited to, courses listed below.*

ENGL	2413	Introduction to Literature
ENGL	2773	Survey of American Literature I
ENGL	2883	Survey of American Literature II
HIST	1613	Western Civilization to 1500
HIST	1623	Western Civilization after 1500
HUM	1013	Humanities I
HUM	1033	Humanities II [P]
HUM	1113	Music Appreciation
HUM	2243	Native Peoples of North America
HUM	2453	Introduction to Film
HUM	2563	Comparative Cultures
HUM	2663	Study/Travel/Work across Cultures & Borders
PHIL	1213	Ethics

### MATHEMATICS (3 CREDIT HOURS)

*Select from courses designated with an "A," including, but not limited to, courses listed below.*

MATH	1483	Mathematical Functions & Their Uses
MATH	1493	Math for Critical Thinking
MATH	1513	Pre-Calculus
STAT	2013	Elementary Statistics

### SCIENCE (8 CREDIT HOURS)

*Select from courses listed below or others designated with an "N" as approved by program advisor. One course selected must be a lab science course.*

BIOL	1014	General Biology (Non-Majors)
BIOL	1114	General Biology
BIOL	1404	General Botany [P]
BIOL	1604	Zoology [P]
BIOL	2104	Human Anatomy [P]
BIOL	2114	Human Physiology [P]
BIOL	2124	General Microbiology [P]
CHEM	1314	General Chemistry I [C]
CHEM	1515	General Chemistry II [P]
GEOG	1014	Earth Science
PHYS	1114	General Physics I [P]
PHYS	1204	General Physical Science
PHYS	1214	General Physics II [P]

### SOCIAL & BEHAVIORAL SCIENCES (3 CREDIT HOURS)

*Select from courses designated with an "S."*

GEOG	2243	Fundamentals of Geography
PSYC	1113	Introductory Psychology
PSYC	2583	Developmental Psychology [P]
SOC	1113	Introductory Sociology

### INTERDEPARTMENTAL REQUIREMENTS:

#### 1 CREDIT HOUR

#### ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
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# School of Creative & Information Technologies

## 3D MODELING & ANIMATION\*

### ASSOCIATE IN APPLIED SCIENCE (79 CREDIT HOURS)

Are you looking for a career in games, films, architecture, product modeling, special effects, pre-visualization, environmental design, or illustration?

Get your foot in the door by completing OSUIT's revised and expanded 3D Modeling & Animation curriculum, where you will receive a comprehensive immersion into 3D modeling and animation as you earn this associate in applied science degree.

We offer an industry-focused education where potential employers guide the program curriculum. Low student-to-faculty ratios make for more personalized instructor interaction. An internship spent working in the industry under the guidance of a professional modeler or animator is required to graduate.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**Applicants must complete a personal interview in order to be considered for entrance into the 3D Modeling & Animation program.**

**For more detailed information regarding OSUIT's 3D Modeling & Animation program, please contact the School of Creative & Information Technologies at 918-293-5050 or visit [osuit.edu/3dmodeling](http://osuit.edu/3dmodeling).**

### PROGRAM REQUIREMENTS: 60 CREDIT HOURS

*A minimum overall (retention/graduation) GPA of 2.0, with a minimum grade of a C in each departmental course, is required for graduation.*

#### GRAPHIC DESIGN (9 CREDIT HOURS)

- GRD 1133 Basic Drawing  
GRD 1143 Basic Design  
GRD 1243 Advanced Drawing <sup>[P]</sup>

#### MULTIMEDIA TECHNOLOGY (42 CREDIT HOURS)

- MMT 1113 Introduction to 3D  
MMT 1153 Introduction to Video Editing  
MMT 1223 3D Modeling I <sup>[P]</sup>  
MMT 1323 3D Modeling II <sup>[P]</sup>  
MMT 1433 2D Animation <sup>[P]</sup>  
MMT 1453 Storyboarding <sup>[P]</sup>  
MMT 1463 Introduction to Digital Sculpting <sup>[P]</sup>  
MMT 2113 Game Design Fundamentals <sup>[P]</sup>  
MMT 2143 3D Motion Graphics & Special Effects <sup>[P]</sup>  
MMT 2433 3D Animation I <sup>[P]</sup>  
MMT 2533 3D Animation II <sup>[P]</sup>  
MMT 2716 Multimedia Capstone <sup>[P]</sup>  
MMT 2803 Multimedia Internship <sup>[P]</sup>

#### VISUAL COMMUNICATIONS (9 CREDIT HOURS)

- VIS 1373 Digital Imaging  
VIS 2433 3D Modeling & Animation Practicum  
VIS 2533 Advanced Digital Imaging <sup>[P]</sup>

### GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

- HIST 1483 US History to 1865 or  
HIST 1493 US History since 1865  
POLS 1113 US Government

#### COMMUNICATIONS (6 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

- ENGL 1113 Freshman Composition I and  
ENGL 1213 Freshman Composition II <sup>[P]</sup> or  
ENGL 1033 Technical Writing I and  
ENGL 2033 Technical Writing II <sup>[P]</sup>

#### HUMANITIES (3 CREDIT HOURS)

*Select from courses designated with an "H", "I", or "D" as approved by program advisor, including, but not limited to, course(s) listed below.*

- PHIL 1213 Ethics

#### MATHEMATICS (3 CREDIT HOURS)

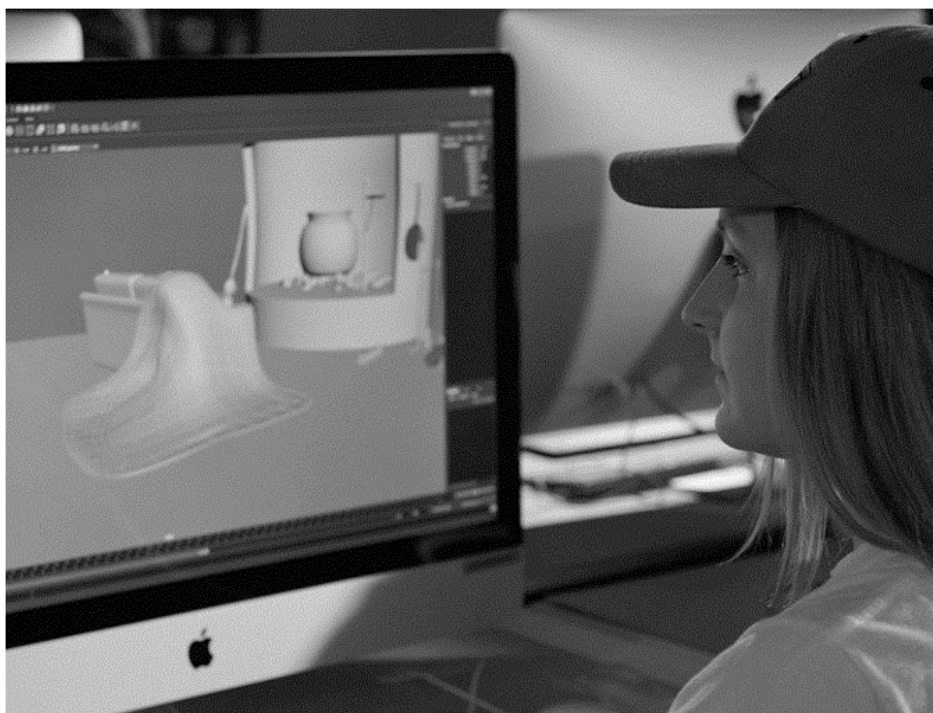
*Select from courses designated with an "A" as approved by program advisor, including, but not limited to, courses listed below.*

- MATH 1493 Math for Critical Thinking or  
MATH 1513 Pre-Calculus

### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

#### ORIENTATION (1 CREDIT HOUR)

- GTGE 1111 College Cornerstone





## GRAPHIC DESIGN TECHNOLOGY\*

### ASSOCIATE IN APPLIED SCIENCE (82 CREDIT HOURS)

The complexity of today's technology requires precise communication. The function of the graphic designer is to apply creative skills and technical knowledge to attract and influence the consumer through visual stimulation. These responsibilities require a thorough understanding of conventional and electronic applications for design, layout, and production. The ability to be a creative problem solver is essential for today's graphic designer.

Visual media communicators form the nucleus of the broadest field of applied arts, whether it is called graphic design, commercial art, or visual communications. To be a graphic designer requires knowledge and skills in drawing, design, typography, computer, and mechanical production.

Recent graduates have attained recognition as layout artists, designers, illustrators, and art directors with leading advertising agencies, industrial graphic departments, and publishers. Graduates with experience can establish successful and satisfying careers as graphic designers, art directors, creative directors for advertising agencies and design studios, or freelance designers.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

\* This program is offered 100% online.

For more detailed information regarding OSUIT's Graphic Design Technology program, please contact the School of Creative & Information Technologies at 918-293-5050 or visit [osuit.edu/graphicdesign](http://osuit.edu/graphicdesign).

### PROGRAM REQUIREMENTS: 63 CREDIT HOURS

A minimum overall (retention/graduation) GPA of 2.0, with a minimum grade of a C in each departmental course, is required for graduation.

#### GRAPHIC DESIGN (36 CREDIT HOURS)

GRD	1133	Basic Drawing
GRD	1143	Basic Design
GRD	1213	Advertising Design I <sup>[P]</sup>
GRD	1333	Design Production <sup>[P]</sup>
GRD	2413	Advertising Design II <sup>[C],[P]</sup>
GRD	2423	Advanced Design Production <sup>[C],[P]</sup>
GRD	2523	Branding/Identity Design <sup>[C],[P]</sup>
GRD	2543	Graphic Design Practicum <sup>[C],[P]</sup>
GRD	2623	Consumer Design <sup>[P]</sup>
GRD	2696	Graphic Design Capstone <sup>[C],[P]</sup>
GRD	2803	Graphic Design Internship <sup>[P]</sup>

#### MULTIMEDIA TECHNOLOGY (9 CREDIT HOURS)

MMT	1143	Introduction to Motion Graphics <sup>[P]</sup>
MMT	2423	Introduction to Online Media Design <sup>[P]</sup>
MMT	2453	Interface Design <sup>[P]</sup>

#### VISUAL COMMUNICATIONS (18 CREDIT HOURS)

VIS	1123	Publishing I
VIS	1203	Introduction to Typography <sup>[P]</sup>
VIS	1223	Publishing II <sup>[P]</sup>
VIS	1343	Digital Illustration <sup>[P]</sup>
VIS	1373	Digital Imaging
VIS	2533	Advanced Digital Imaging <sup>[P]</sup>

### GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST	1483	US History to 1865 or
HIST	1493	US History since 1865
POLS	1113	US Government

#### COMMUNICATIONS (6 CREDIT HOURS)

Select from courses listed below or others as approved by program advisor.

ENGL	1113	Freshman Composition I and
ENGL	1213	Freshman Composition II <sup>[P]</sup> or
ENGL	1033	Technical Writing I and
ENGL	2033	Technical Writing II <sup>[P]</sup>

#### HUMANITIES (3 CREDIT HOURS)

Select from courses designated with an "H", "I", or "D" as approved by program advisor, including, but not limited to, course(s) listed below.

PHIL	1213	Ethics
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#### MATHEMATICS (3 CREDIT HOURS)

Select from courses designated with an "A" as approved by program advisor, including, but not limited to, courses listed below.

MATH	1493	Math for Critical Thinking or
MATH	1513	Pre-Calculus

### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

#### ORIENTATION (1 CREDIT HOUR)

GTGE	1111	College Cornerstone
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[C],[P]: Course has [C]orequisite and/or [P]rerequisite requirement(s). See Course Description for details.

## INFORMATION TECHNOLOGIES\*

### ASSOCIATE IN APPLIED SCIENCE (61 CREDIT HOURS)

Virtually every industry today depends on computers. Consequently, few other career pursuits empower individuals to work in such a wide array of industries and environments.

The Information Technologies program works closely with industry partners to incorporate the latest business practices, emerging technologies, and professional certifications into authentic learning environments. OSUIT has designed the Associate in Applied Science in Information Technologies with a unique project-based, customer-focused approach to preparing individuals for exciting and successful careers. If you fall into one or more of the following categories, the AAS in Information Technologies is for you!

1. You plan to launch a career in IT as soon as possible.
2. You intend to pursue the Bachelor of Technology in Information Technologies at OSUIT.
3. You wish to build on considerable work experience and complete a degree to further their career.
4. You want to prepare for one or more professional industry certifications.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**Students must complete all technical coursework with a grade of C or better and maintain an overall (retention/graduation) GPA of 2.50 or higher to meet graduation requirements.**

*For the latest program information, please contact the School of Creative & Information Technologies at 918-293-5440 or [infotech@okstate.edu](mailto:infotech@okstate.edu), or visit [osuit.edu/it](https://osuit.edu/it).*

\* This program is available 100% online.

### PROGRAM REQUIREMENTS: 33 CREDIT HOURS

#### INFORMATION TECHNOLOGIES CORE REQUIREMENTS (27 CREDIT HOURS)

ITD	1033	Computer Logic & Flowcharting
ITD	1213	Hardware Systems Support
ITD	1223	Network Systems <sup>[P]</sup>
ITD	1243	Principles of Information Security <sup>[C]</sup>
ITD	1353	Web Development
ITD	1403	Cyber Ethics & Law <sup>[P]</sup>
ITD	2203	Database Systems <sup>[P]</sup>
ITD	2223	Operating Systems
ITD	2313	Script Programming <sup>[P]</sup>

#### INFORMATION TECHNOLOGIES APPROVED TECHNICAL ELECTIVES (6 CREDIT HOURS)



### GENERAL EDUCATION REQUIREMENTS: 27 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST	1483	US History to 1865 or
HIST	1493	US History since 1865
POLS	1113	US Government

#### COMMUNICATIONS (9 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

ENGL	1113	Freshman Composition I and
ENGL	1213	Freshman Composition II <sup>[P]</sup> or
ENGL	1033	Technical Writing I and
ENGL	2033	Technical Writing II <sup>[P]</sup>
SPCH	1113	Introduction to Speech Communications or
SPCH	2313	Small Group Communications

#### HUMANITIES (6 CREDIT HOURS)

*Select from courses designated with an "H", "I", or "D" as approved by program advisor.*

#### MATHEMATICS (3 CREDIT HOURS)

MATH	1513	Pre-Calculus
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#### APPROVED ELECTIVES ♦ (3 CREDIT HOURS)

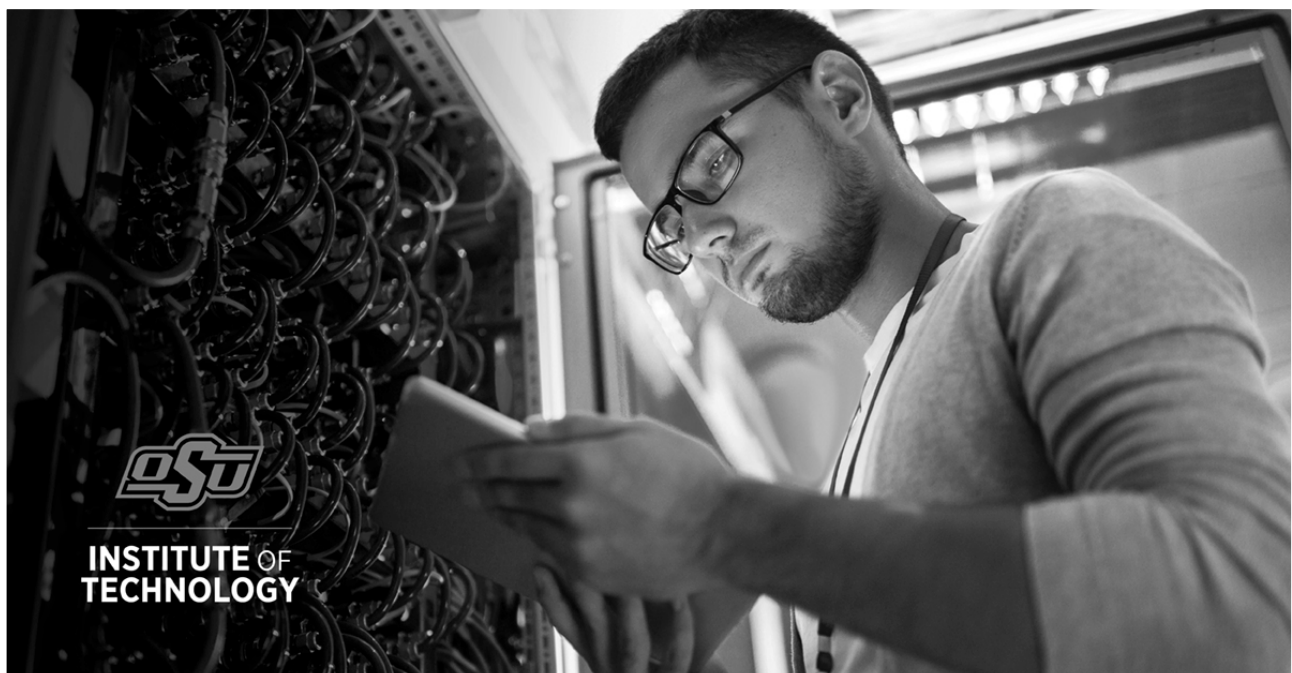
From Social & Behavioral Sciences, Foreign Language or Fine Arts.

♦ See General Education course offerings on page 36.

#### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

#### ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
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[C],[P]: Course has [C]orequisite and/or [P]rerequisite requirement(s). See Course Description for details.

## INFORMATION TECHNOLOGIES\*

### ASSOCIATE IN SCIENCE (63 CREDIT HOURS)

Well-trained individuals with high-level information technology skills will always be in demand, especially as computers and the Internet play increasingly important roles in contemporary society. Considerable expertise in and experience with information technologies are becoming indispensable to most professionals.

The Associate in Science in Information Technologies is designed primarily for individuals who want to take advantage of the program's unique approach to computer education and fall into one or more of the following categories.

1. Intend to pursue a bachelor's degree at another college or university.
2. Wish to build on considerable work experience and complete a degree to further their career.
3. Wish to prepare for one or more professional industry certifications.

As with any associate in science degree, students are encouraged to check the specific requirements of the college or university to which they plan to transfer.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**Students must complete all technical coursework with a grade of C or better and maintain an overall (retention/graduation) GPA of 2.50 or higher to meet graduation requirements.**

*For the latest program information, please contact the School of Creative & Information Technologies at 918-293-5440 or [infotech@okstate.edu](mailto:infotech@okstate.edu), or visit [osuit.edu/it](http://osuit.edu/it).*

\* This program is available 100% online.



### PROGRAM REQUIREMENTS:

#### 24 CREDIT HOURS

#### INFORMATION TECHNOLOGIES CORE REQUIREMENTS (21 CREDIT HOURS)

ITD	1033	Computer Logic & Flowcharting
ITD	1213	Hardware Systems Support
ITD	1223	Network Systems <sup>[P]</sup>
ITD	1243	Principles of Information Security <sup>[C]</sup>
ITD	1353	Web Development
ITD	1403	Cyber Ethics & Law <sup>[P]</sup>
ITD	2223	Operating Systems

#### INFORMATION TECHNOLOGIES APPROVED TECHNICAL ELECTIVE (3 CREDIT HOURS)

### GENERAL EDUCATION REQUIREMENTS:

#### 38 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST	1483	US History to 1865 or
HIST	1493	US History since 1865
POLS	1113	US Government

#### COMMUNICATIONS (9 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

ENGL	1113	Freshman Composition I
ENGL	1213	Freshman Composition II <sup>[P]</sup>
SPCH	1113	Introduction to Speech Communications or
SPCH	2313	Small Group Communications

#### HUMANITIES (6 CREDIT HOURS)

*Select from courses designated with an "H", "I", or "D" as approved by program advisor.*

#### MATHEMATICS (3 CREDIT HOURS)

MATH	1513	Pre-Calculus
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#### SCIENCE (8 CREDIT HOURS)

*Select from courses listed below or others designated with an "N" as approved by program advisor. One course selected must be a lab science course.*

BIOL	1014	General Biology (Non-Majors)
BIOL	1114	General Biology
BIOL	1404	General Botany <sup>[P]</sup>
BIOL	1604	Zoology <sup>[P]</sup>
BIOL	2104	Human Anatomy <sup>[P]</sup>
CHEM	1314	General Chemistry I <sup>[C]</sup>
GEOL	1014	Earth Science
PHYS	1204	General Physical Science

#### APPROVED ELECTIVES ♦ (6 CREDIT HOURS)

One course (3 credit hours) must be chosen from Social & Behavioral Sciences, Foreign Language or Fine Arts.

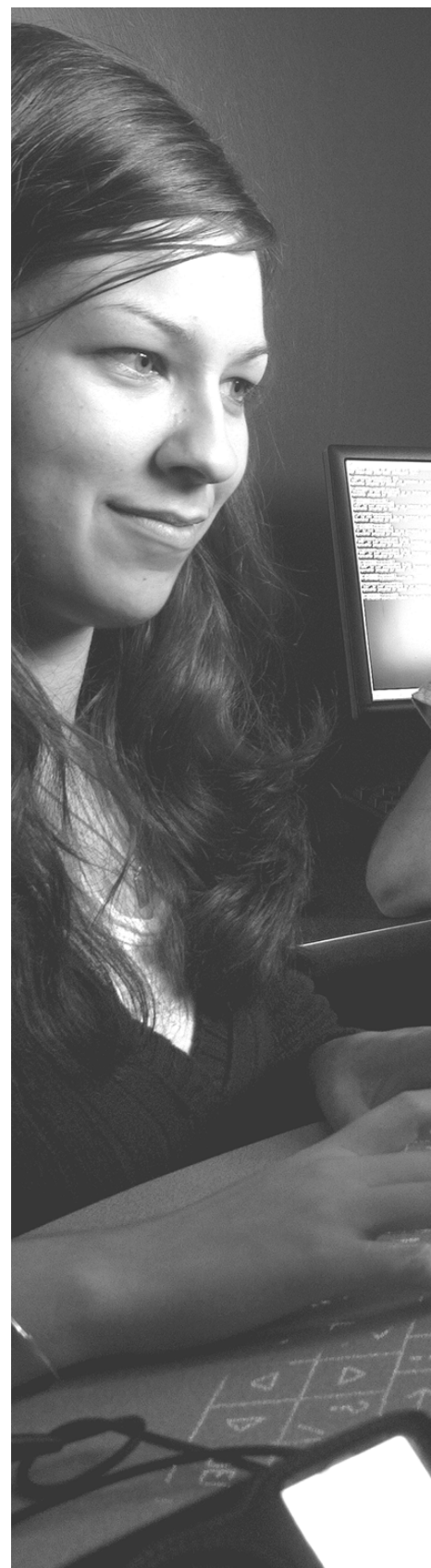
♦ See General Education course offerings on page 36.

### INTERDEPARTMENTAL REQUIREMENTS:

#### 1 CREDIT HOUR

#### ORIENTATION (1 CREDIT HOUR)

ORIE 1011 College Strategies





## INFORMATION TECHNOLOGIES\*

### BACHELOR OF TECHNOLOGY (121 CREDIT HOURS)

Information technology systems are becoming more complex. As organizations expand their use of networks and the Internet to improve their competitiveness, efficiency, and quality of service, their need for individuals with the right skills, knowledge, and credentials also increases. This degree prepares individuals for various professional opportunities within the information technology field and offers the following program options.

#### Cyber Incident Response

This option prepares individuals for the detection, mitigation, and response of cyber incidents. Topics include threat detection techniques, malware analysis, traffic analysis, computer security incident management, incident response, vulnerability assessment, and management.

Sample employment opportunities include Penetration Tester, Security Administrator, Source Code Auditor, Incident Responder, Vulnerability Assessor, Security Manager, Security Auditor, and Chief Information Security Officer.

#### Cybersecurity & Digital Forensics

This option prepares individuals to assess computer and network security, implement appropriate measures to address security vulnerabilities and investigate cybercriminal activities. Topics include network intrusion detection systems, malware, pen testing, HIPAA, mobile device forensics, Forensic Toolkit (FTK), social engineering, cyber law, cryptography, and control systems security.

Sample employment opportunities include Systems Assurance Auditor, Information Security Officer, IT Security Analyst, Network Security Architect, and Computer Forensics Analyst.

#### Network Infrastructure

This option prepares individuals to design, implement, and manage virtual and physical network infrastructure, operations, and services. Topics include Cisco, Linux, open-source technologies, VMware, TCP/IP, Active Directory, network administration, virtual private networks, and wireless technologies.

Sample employment opportunities include Network Architect, Infrastructure Analyst, Network Administrator, Infrastructure Engineer, and Network Operations Analyst.

#### Software Development

This option prepares individuals to design, develop, document, test, implement and maintain mobile, computer, database, and web applications. Topics include C, C#, .NET, SQL, scripting languages, mobile development, dynamic web programming, and client-server application development.

Sample employment opportunities include Programmer/Analyst, Applications Developer, Software Engineer, Systems Analyst, Database Analyst, Webmaster, and Web Administrator.

#### PROGRAM ENTRY REQUIREMENTS:

Students will be admitted to the Bachelor of Technology program contingent upon the following requirements:

- completion of an Associate in Applied Science degree or higher;
- submission of both an OSUIT and Bachelor of Technology application; and
- submission of a BT in IT background review and release.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**Students must complete all technical coursework with a grade of C or better and maintain an overall (retention/graduation) GPA of 2.50 or higher to meet graduation requirements.**

*For the latest program information, please contact the School of Creative & Information Technologies at 918-293-5440 or [infotech@okstate.edu](mailto:infotech@okstate.edu), or visit [osuit.edu/it](https://osuit.edu/it).*

\* This program is available 100% online.



Computing  
Accreditation  
Commission

#### Information Technologies Baccalaureate Program Educational Objectives (PEO):

The Information Technologies (IT) program will enable its graduates to:

- develop and maintain through life-long learning technical, problem-solving, and soft skills;
- gain an applied foundation in core information technologies;
- apply professional, ethical, legal, social, and cultural movements to this discipline; and
- identify, develop, and implement information technology-based solutions.

#### IT Student Outcomes (SO):

The graduates of the IT program will have the ability to:

- apply knowledge of computing and mathematics appropriate to the program's student outcomes and the discipline;
- analyze a problem and identify and define the computing requirements appropriate to its solution;
- design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs;
- function effectively on teams to accomplish a common goal;
- develop an understanding of professional, ethical, legal, security, and social issues and responsibilities;
- communicate effectively with a range of audiences;
- analyze the local and global impact of computing on individuals, organizations, and society;
- recognize the need for and an ability to engage in continuing professional development;
- use current techniques, skills, and tools necessary for the computing practice;
- use and apply current technical concepts and practices in the core information technologies of human-computer interaction, information management, programming, networking, and web systems and technologies;
- identify and analyze user needs and take them into account in the selection, creation, evaluation, and administration of computer-based systems;
- effectively integrate IT-based solutions into the user environment;
- develop an understanding of best practices and standards and their application; and
- assist in the creation of an effective project plan.



## INFORMATION TECHNOLOGIES - CYBER INCIDENT RESPONSE OPTION

### PROGRAM REQUIREMENTS: 70 CREDIT HOURS

#### LOWER-DIVISION IT CORE REQUIREMENTS (27 CREDIT HOURS)

- ITD 1033 Computer Logic & Flowcharting
- ITD 1213 Hardware Systems Support
- ITD 1223 Network Systems <sup>[P]</sup>
- ITD 1243 Principles of Information Security <sup>[C]</sup>
- ITD 1353 Web Development
- ITD 1403 Cyber Ethics & Law <sup>[P]</sup>
- ITD 2203 Database Systems <sup>[P]</sup>
- ITD 2223 Operating Systems
- ITD 2313 Script Programming <sup>[P]</sup>

#### LOWER-DIVISION CYBER INCIDENT RESPONSE OPTION REQUIREMENTS (6 CREDIT HOURS)

Approved Lower-Division Technical Electives  
(6 Credit Hours)

#### UPPER-DIVISION IT CORE REQUIREMENTS (19 CREDIT HOURS)

- ITD 3201 Employment Orientation<sup>[P]</sup>
- ITD 3453 Information Systems & Architecture <sup>[P]</sup>
- ITD 3793 IT Project Management <sup>[P]</sup>
- ITD 4753 Applied Research & Development <sup>[P]</sup>
- ITD 4809 IT Internship <sup>[P]</sup>

#### UPPER-DIVISION CYBER INCIDENT RESPONSE OPTION REQUIREMENTS (18 CREDIT HOURS)

- ITD 3543 Enterprise Networking <sup>[P]</sup>
- ITD 3643 Data Center/Cloud Implementation <sup>[P]</sup>
- ITD 3653 Malware Analysis <sup>[P]</sup>
- ITD 4203 Cyber Defense & Incident Response <sup>[P]</sup>
- ITD 4223 Penetration Testing & Ethical Hacking <sup>[P]</sup>

Approved Upper-Division Technical Elective  
(3 Credit Hours)

## INFORMATION TECHNOLOGIES - CYBERSECURITY & DIGITAL FORENSICS OPTION

### PROGRAM REQUIREMENTS: 70 CREDIT HOURS

#### LOWER-DIVISION IT CORE REQUIREMENTS (27 CREDIT HOURS)

- ITD 1033 Computer Logic & Flowcharting
- ITD 1213 Hardware Systems Support
- ITD 1223 Network Systems <sup>[P]</sup>
- ITD 1243 Principles of Information Security <sup>[C]</sup>
- ITD 1353 Web Development
- ITD 1403 Cyber Ethics & Law <sup>[P]</sup>
- ITD 2203 Database Systems <sup>[P]</sup>
- ITD 2223 Operating Systems
- ITD 2313 Script Programming <sup>[P]</sup>

#### LOWER-DIVISION CYBERSECURITY & DIGITAL FORENSICS OPTION REQUIREMENTS (6 CREDIT HOURS)

ITD 2413 Enterprise Security Management <sup>[P]</sup>

Approved Lower-Division Technical Elective  
(3 Credit Hours)

#### UPPER-DIVISION IT CORE REQUIREMENTS (19 CREDIT HOURS)

- ITD 3201 Employment Orientation<sup>[P]</sup>
- ITD 3453 Information Systems & Architecture <sup>[P]</sup>
- ITD 3793 IT Project Management <sup>[P]</sup>
- ITD 4753 Applied Research & Development <sup>[P]</sup>
- ITD 4809 IT Internship <sup>[P]</sup>

#### UPPER-DIVISION CYBERSECURITY & DIGITAL FORENSICS OPTION REQUIREMENTS (18 CREDIT HOURS)

- ITD 3433 Digital Forensics <sup>[P]</sup>
- ITD 3443 Network Security <sup>[P]</sup>
- ITD 3523 Introduction to Cryptography <sup>[P]</sup>
- ITD 3533 Secure System Administration <sup>[P]</sup>

Approved Upper-Division Technical Electives  
(6 Credit Hours)

## INFORMATION TECHNOLOGIES - NETWORK INFRASTRUCTURE OPTION

### PROGRAM REQUIREMENTS: 70 CREDIT HOURS

#### LOWER-DIVISION IT CORE REQUIREMENTS (27 CREDIT HOURS)

- ITD 1033 Computer Logic & Flowcharting
- ITD 1213 Hardware Systems Support
- ITD 1223 Network Systems <sup>[P]</sup>
- ITD 1243 Principles of Information Security <sup>[C]</sup>
- ITD 1353 Web Development
- ITD 1403 Cyber Ethics & Law <sup>[P]</sup>
- ITD 2203 Database Systems <sup>[P]</sup>
- ITD 2223 Operating Systems
- ITD 2313 Script Programming <sup>[P]</sup>

#### LOWER-DIVISION NETWORK INFRASTRUCTURE OPTION REQUIREMENTS (6 CREDIT HOURS)

ITD 2133 Network Support Management <sup>[P]</sup>

Approved Lower-Division Technical Elective  
(3 Credit Hours)

#### UPPER-DIVISION IT CORE REQUIREMENTS (19 CREDIT HOURS)

- ITD 3201 Employment Orientation<sup>[P]</sup>
- ITD 3453 Information Systems & Architecture <sup>[P]</sup>
- ITD 3793 IT Project Management <sup>[P]</sup>
- ITD 4753 Applied Research & Development <sup>[P]</sup>
- ITD 4809 IT Internship <sup>[P]</sup>

#### UPPER-DIVISION NETWORK INFRASTRUCTURE OPTION REQUIREMENTS (18 CREDIT HOURS)

- ITD 3153 LAN/WAN Routing & Switching <sup>[P]</sup>
- ITD 3253 Server Administration <sup>[P]</sup>
- ITD 3533 Secure System Administration <sup>[P]</sup>
- ITD 3543 Enterprise Networking <sup>[P]</sup>

Approved Upper-Division Technical Electives  
(6 Credit Hours)

## INFORMATION TECHNOLOGIES - SOFTWARE DEVELOPMENT OPTION

### PROGRAM REQUIREMENTS: 70 CREDIT HOURS

#### LOWER-DIVISION IT CORE REQUIREMENTS (27 CREDIT HOURS)

- ITD 1033 Computer Logic & Flowcharting
- ITD 1213 Hardware Systems Support
- ITD 1223 Network Systems <sup>[P]</sup>
- ITD 1243 Principles of Information Security <sup>[C]</sup>
- ITD 1353 Web Development
- ITD 1403 Cyber Ethics & Law <sup>[P]</sup>
- ITD 2203 Database Systems <sup>[P]</sup>
- ITD 2223 Operating Systems
- ITD 2313 Script Programming <sup>[P]</sup>

#### LOWER-DIVISION SOFTWARE DEVELOPMENT OPTION REQUIREMENTS (6 CREDIT HOURS)

ITD 1203 Introduction to C Programming <sup>[P]</sup>

ITD 2343 Object-Oriented Programming Using C# <sup>[P]</sup>

#### UPPER-DIVISION IT CORE REQUIREMENTS (19 CREDIT HOURS)

- ITD 3201 Employment Orientation<sup>[P]</sup>
- ITD 3453 Information Systems & Architecture <sup>[P]</sup>
- ITD 3793 IT Project Management <sup>[P]</sup>
- ITD 4753 Applied Research & Development <sup>[P]</sup>
- ITD 4809 IT Internship <sup>[P]</sup>

#### UPPER-DIVISION SOFTWARE DEVELOPMENT OPTION REQUIREMENTS (18 CREDIT HOURS)

- ITD 3243 Server-Side Web Programming <sup>[P]</sup>
- ITD 3333 Application Development Using .NET <sup>[P]</sup>
- ITD 3663 Mobile Programming <sup>[P]</sup>
- ITD 3773 Software Systems Integration <sup>[P]</sup>

Approved Upper-Division Technical Electives  
(6 Credit Hours)

## INFORMATION TECHNOLOGIES COMMON CORE REQUIREMENTS - ALL OPTIONS

### GENERAL EDUCATION REQUIREMENTS: 50 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST 1483 US History to 1865 or  
HIST 1493 US History since 1865

POLS 1113 US Government

#### COMMUNICATIONS (9 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

ENGL 1113 Freshman Composition I and  
ENGL 1213 Freshman Composition II <sup>[P]</sup> or

ENGL 1033 Technical Writing I and  
ENGL 2033 Technical Writing II <sup>[P]</sup>

SPCH 1113 Introduction to Speech  
Communications or

SPCH 2313 Small Group Communications

#### HUMANITIES (6 CREDIT HOURS)

*Select from courses designated with an "H", "I", or "D" as approved by program advisor.*

#### MATHEMATICS (9 CREDIT HOURS)

MATH 1513 Pre-Calculus

MATH 2143 Pre-Discrete Mathematics <sup>[P]</sup>

MATH 3103 Discrete Mathematics <sup>[P]</sup>

#### SCIENCE (8 CREDIT HOURS)

*Select from courses listed below or others designated with an "N" as approved by program advisor. One course selected must be a lab science course.*

BIOL 1014 General Biology (Non-Majors)

BIOL 1114 General Biology

BIOL 1404 General Botany <sup>[P]</sup>

BIOL 1604 Zoology <sup>[P]</sup>

BIOL 2104 Human Anatomy <sup>[P]</sup>

CHEM 1314 General Chemistry I <sup>[C]</sup>

GEOL 1014 Earth Science

PHYS 1204 General Physical Science

#### APPROVED GENERAL EDUCATION ELECTIVES ♦ (12 CREDIT HOURS)

*Consult with program advisor for an approved list of electives. A minimum of three credit hours must be selected from Social & Behavioral Sciences, Foreign Language or Fine Arts courses.*

♦ See General Education course offerings on page 36.

#### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

##### ORIENTATION (1 CREDIT HOUR)

ORIE 1011 College Strategies

# School of Engineering & Construction Technologies

## AIR CONDITIONING & REFRIGERATION TECHNOLOGY

### ASSOCIATE IN APPLIED SCIENCE (85 CREDIT HOURS)

Reap the career rewards of job security and variety and make great money with an AAS in Air Conditioning & Refrigeration Technology from OSUIT. For the next ten years, the construction industry nationwide needs at least 35,000 new HVAC technicians each year to meet its needs, resulting in high demand for program graduates.

The national average yearly salary is \$45,110 (\$21.69 per hour), and some technicians make \$75,000 or more per year. Recent graduates averaged about \$46,000 per year during their first year in the field (2018 graduate data). Employers in this industry also provide insurance, retirement benefits, transportation, and many even offer pay bonuses.

With an Air Conditioning Refrigeration & Technology degree, graduates may work for a small company with one or two technicians or a Fortune 500 firm. This career option provides the graduate with the flexibility to do a wide range of jobs, from working on ice-making machines down the street to setting a large piece of equipment on top of a high-rise building with a helicopter.

An Air Conditioning Refrigeration & Technology degree will prepare you to work in many specialty areas, including more than 25 different positions. These specialties include Residential Heating and Air Conditioning Service, Commercial Heating and Air Conditioning Service, Industrial Process Refrigeration, Commercial/Supermarket Refrigeration, Restaurant Equipment Service, Manufacturer Testing/Lab Testing, Air Testing and Balancing, Building Automation/Controls, and System Commissioning.

OSUIT has produced quality HVAC technicians for more than 70 years. Remarkably, the program has placed 90% of graduates for the last 25 years. One hundred percent of the program's recent graduates who wanted a job were employed, and many of them had multiple job offers. OSUIT's four classrooms, eight working labs, and broad curriculum set it apart from other programs in many ways.

Sample topics from the program curriculum include:

- Residential and Commercial Air Conditioning
- Unitary Refrigeration (the training facilities include 20 ice machines)
- Systems Controls (teaching DOC and Energy Management Systems)
- Commercial Refrigeration and related equipment

The program includes classroom work and ample hands-on lab work. The program curriculum includes two half-semester company-sponsored internships, where students can often make \$14.00 or more per hour. While these internships may help you pay for your education, other financial help is available.

With an Air Conditioning Refrigeration & Technology degree from OSUIT, you can have the great career you deserve.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**Enrollment in internships requires department approval and a minimum overall (retention/graduation) 2.0 GPA.**

**For more detailed information regarding OSUIT's Air Conditioning & Refrigeration Technology program – including the required tool list – please contact a program advisor at 918-293-5150 or visit [osuit.edu/acr](http://osuit.edu/acr).**

### PROGRAM REQUIREMENTS: 66 CREDIT HOURS

#### AIR CONDITIONING & REFRIGERATION TECHNOLOGY (63 CREDIT HOURS)

ACR	1111	EPA Certification Information
ACR	1121	Introduction to Air Conditioning & Refrigeration Technology
ACR	1126	ACR System Applications
ACR	1203	Electrical Controls
ACR	1206	Electrical Control Applications <sup>[C]</sup>
ACR	1336	Residential Air Conditioning & Heating Systems <sup>[P]</sup>
ACR	1343	Electronic Control Applications <sup>[P]</sup>
ACR	1344	Unitary Refrigeration <sup>[P]</sup>
ACR	2406	Commercial Refrigeration Applications <sup>[P]</sup>
ACR	2443	Systems Controls <sup>[P]</sup>
ACR	2513	Air Systems Design
ACR	2603	Commercial Air Conditioning <sup>[P]</sup>
ACR	2623	Mechanical Codes <sup>[P]</sup>
ACR	2653	Air Conditioning & Refrigeration Technology Capstone <sup>[C],[P]</sup>
ACR	2806	ACR Internship I <sup>[P]</sup> and
ACR	2906	ACR Internship II <sup>[P]</sup>
		or
ACR	2912	ACR Internship <sup>[P]</sup> (12 credit hours)

### APPROVED TECHNICAL ELECTIVE (3 CREDIT HOURS)

CNS	1213	Construction Safety OSHA 30 Hour or
GTCT	1183	Welding

### GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST	1483	US History to 1865 or
HIST	1493	US History since 1865
POLS	1113	US Government

#### COMMUNICATIONS (6 CREDIT HOURS)

Select from courses listed below or others as approved by program advisor.

ENGL	1113	Freshman Composition I or
ENGL	1033	Technical Writing I
SPCH	1113	Introduction to Speech Communications or
SPCH	2313	Small Group Communications

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
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### APPROVED GENERAL EDUCATION ELECTIVE (3 CREDIT HOURS)

Consult with program advisor for an approved list of electives.

### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

#### ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
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[C],[P]: Course has [C]orequisite and/or [P]rerequisite requirement(s). See Course Description for details.

## CIVIL ENGINEERING/SURVEYING TECHNOLOGIES

### ASSOCIATE IN APPLIED SCIENCE (67 CREDIT HOURS)

Civil survey technicians are the backbone of their industry. They may work in construction or manufacturing or for a municipality or state government. Survey technicians operate, adjust, and calculate and record readings from the equipment they use at surveying job sites. Many industries depend on the surveying and mapping skills provided by surveying technicians.

The specific academic areas included in the AAS in Civil Engineering/Surveying Technologies include design/drafting, surveying, and civil engineering technology. Courses in these areas are taught by faculty with years of industry experience and solid academic credentials.

Technicians are charged with implementing the design strategies of engineers and, therefore, must learn the application portion of the engineering discipline. OSUIT students learn to apply engineering technology in state-of-the-art laboratories using the latest equipment.

The surveying curriculum teaches students to utilize advanced problem-solving and technical skills in a constantly changing environment, ranging from indoor office work to outdoor fieldwork. Students use the latest surveying tool technologies, including the global positioning system (GPS), geographic information systems (GIS), and total stations. The program prepares students to utilize this technology in a variety of surveying tasks, including property line location, topographic surveys, and construction applications.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**Students must complete all technical courses with a grade of C or better and maintain a 2.50 overall (retention/graduation) GPA.**

**For more detailed information regarding OSUIT's Civil Engineering/Surveying Technologies program – including the required tool list – please contact a program advisor at 918-293-5150 or visit [osuit.edu/civil](http://osuit.edu/civil).**

### PROGRAM REQUIREMENTS: 48 CREDIT HOURS

#### TECHNICAL COURSE REQUIREMENTS (36 CREDIT HOURS)

CET	2123	Properties of Soils	[P]
CET	2212	Transportation	[P]
CET	2323	Statics	[P]
CET	2806	Internship	[P]
ETDG	1143	Introduction to Design/Drafting	[C]
ETDG	1192	Applied AutoCAD	[P]
ETDG	2663	Civil Technology Applications	[P]
ETDG	2674	Civil Drafting	[P]
SURV	1011	Introduction to Surveying	
SURV	1223	Land Law I	
SURV	2223	Land Law II	[P]
SURV	2303	Surveying I	[P]

#### APPROVED TECHNICAL ELECTIVES (12 CREDIT HOURS)

*Selected from technical courses not utilized to meet other program requirements, as approved by the program advisor.*

#### GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

##### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST	1483	US History to 1865	or
HIST	1493	US History since 1865	
POLS	1113	US Government	

##### COMMUNICATIONS (6 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

ENGL	1113	Freshman Composition I	or
ENGL	1033	Technical Writing I	
SPCH	1113	Introduction to Speech Communications	or
SPCH	2313	Small Group Communications	

##### MATHEMATICS (6 CREDIT HOURS)

MATH	1513	Pre-Calculus	
MATH	1613	Trigonometry	[P]

#### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

##### ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
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## CONSTRUCTION TECHNOLOGY - CONSTRUCTION MANAGEMENT OPTION

### ASSOCIATE IN APPLIED SCIENCE (87 CREDIT HOURS)

The need for construction managers continues to grow due to the ongoing expansion of construction activity at the state and national levels. Population and business growth will result in the construction of new residences, office buildings, retail outlets, hospitals, schools, infrastructure, restaurants, and other structures over the coming decade.

The entry-level salaries for OSUIT grads typically start in the upper \$40Ks, and some start as high as \$55,000 a year. It is also common for new hires to receive a signing bonus, moving allowance, and benefits.

Current students and alums agree on the quality of the program. Program graduate Brian Kizzia states, "I don't think my company would ever have even looked at me as a project manager if I hadn't gotten this degree. You're not going to learn everything for your job while in college, but it teaches you how to learn, and it shows your employer that you're committed."

Adam Jobe, another program graduate, says, "My CareerTech instructor saw that I was kind of a leader in the class. He said, 'I think you'll make a good supervisor one day. I think you have the skills.' I didn't have any idea of going to college, but he encouraged me and told me about the Construction Management program here."

The ideal recruit has a good work ethic, is a hands-on learner and a problem solver, and has good people skills. A construction background and a minority or female status are pluses.

Graduates from the Construction Management program begin careers in the industry as entry-level managers and can expect opportunities with general contractors, subcontractors, material suppliers, or other industry-related businesses. The degree program emphasizes supervisory, administrative, and management responsibilities coupled with technical hands-on knowledge.

Graduates can qualify for positions such as office engineer, field engineer, safety engineer, assistant superintendent, project engineer, supervisor, estimator, scheduler, expeditor, inspector, or independent contractor.

#### Fast Facts:

- Future employment of construction managers is expected to remain strong.
- The 2019 national median annual salary for construction managers was \$95,260, with a job outlook projected to grow by 10% from 2018 to 2028 (US Department of Labor).
- Great hands-on labs and real-life situations are integrated into each course.
- The program includes two paid internships where students gain real-world experience.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.



**Enrollment in internships requires department approval and a minimum overall (retention/graduation) 2.5 GPA.**

**For more detailed information regarding OSUIT's Construction Management program – including the required tool list – please contact a program advisor at 918-293-5150 or visit [osuit.edu/constructionmanagement](https://osuit.edu/constructionmanagement).**

#### PROGRAM REQUIREMENTS: 62 CREDIT HOURS

##### CONSTRUCTION TECHNOLOGIES CORE (30 CREDIT HOURS)

- CNS 1113 Construction Materials & Procedures
- CNS 1123 Field Engineering I
- CNS 1213 Construction Safety OSHA 30 Hour
- CNS 1263 Construction Blueprints & Specifications
- CNS 2413 Mechanical Systems
- CNS 2806 Construction Internship <sup>[P]</sup>
- CNS 2906 Construction Internship <sup>[P]</sup>

Approved Technical Elective (3 credit hours)

*Selected from technical courses not utilized to meet other program requirements, as approved by the program advisor.*

##### CONSTRUCTION MANAGEMENT OPTION (32 CREDIT HOURS)

- BLD 2303 Estimating II <sup>[P]</sup>
- BLD 2503 Wall & Roof Systems <sup>[P]</sup>
- BLD 2513 Interior Finishes & Specialties <sup>[P]</sup>
- CNS 1223 Field Engineering II <sup>[P]</sup>
- CNS 1303 Estimating I <sup>[P]</sup>
- CNS 2123 Soils in Construction <sup>[P]</sup>
- CNS 2403 Project Scheduling <sup>[P]</sup>
- CNS 2432 Construction Documents & Shop Drawing Review <sup>[P]</sup>
- CNS 2543 Concrete Construction <sup>[P]</sup>
- CNS 2683 Construction Management Capstone Experience <sup>[P]</sup>
- CNS 2693 Principles of Construction Management <sup>[P]</sup>

#### TECHNICAL SUPPORT COURSES: 6 CREDIT HOURS

##### COMMUNICATIONS (3 CREDIT HOURS)

- SPCH 1113 Introduction to Speech Communications or
- SPCH 2313 Small Group Communications

##### COMPUTER LITERACY (3 CREDIT HOURS)

- CS 1013 Computer Literacy & Applications

#### GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

##### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

- HIST 1483 US History to 1865 or
- HIST 1493 US History since 1865
- POLS 1113 US Government

##### COMMUNICATIONS (6 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

- ENGL 1113 Freshman Composition I and
- ENGL 1213 Freshman Composition II <sup>[P]</sup> or
- ENGL 1033 Technical Writing I and
- ENGL 2033 Technical Writing II <sup>[P]</sup>

##### MATHEMATICS (6 CREDIT HOURS)

- MATH 1513 Pre-Calculus
- MATH 1613 Trigonometry <sup>[P]</sup>

#### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

##### ORIENTATION (1 CREDIT HOUR)

- ORIE 1011 College Strategies

## ELECTRICAL CONSTRUCTION TECHNOLOGIES

### ASSOCIATE IN APPLIED SCIENCE (88 CREDIT HOURS)

The skills and education needed to make an excellent salary, work anywhere in the world, or start a business are as close as an AAS in Electrical Construction Technologies from OSUIT. The Electrical Construction Technologies program prepares graduates to become electricians and industry leaders.

The growing demand for licensed electricians creates an excellent opportunity for someone wanting to make a good living as an electrician. In the last several years, graduates who desired to work have received well-paying jobs, with an average starting salary of \$35,000 to \$65,000 a year.

This degree prepares the graduate to work in all areas of the electrical industry – as a residential, commercial, or industrial electrician, field safety engineer or national electrical code inspector, or in estimating and design.

Graduates may work as:

- an electrical apprentice for an electrical contractor;
- a design and engineering assistant for an engineering firm;
- a maintenance electrician for a manufacturing plant; or
- a substation electrician.

Those who advance and earn a journeyman and then electrical contractor license can earn a higher salary at each level.

During the program, students experience two half-semester internships at a company where they commonly make approximately \$16.00 an hour. These internships are a great way to help pay for tuition; however, other financial help is also available.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**For more detailed information regarding OSUIT's Electrical Construction Technologies program – including the required tool list – please contact a program advisor at 918-293-5150 or visit [osuit.edu/electricalconstruction](http://osuit.edu/electricalconstruction).**

### PROGRAM REQUIREMENTS: 69 CREDIT HOURS

CNS	1213	Construction Safety OSHA 30 Hour
CNS	1263	Construction Blueprints & Specifications
CNS	2413	Mechanical Systems
CNS	2806	Construction Internship <sup>[P]</sup>
CNS	2906	Construction Internship <sup>[P]</sup>
ECNT	1013	Introduction to the Electrical Trades
ECNT	1103	DC & AC Circuit Analysis
ECNT	1113	Basic Electrical Wiring Methods
ECNT	1213	Alternative Energy <sup>[P]</sup>
ECNT	1233	Electrical Motors & Controls <sup>[P]</sup>
ECNT	1253	Electrical Wiring Methods I – Residential
ECNT	1313	National Electrical Codes <sup>[P]</sup>
ECNT	2123	Electrical Calculations <sup>[P]</sup>
ECNT	2203	Testing & Commissioning <sup>[P]</sup>
ECNT	2213	Electrical Motors & Controls II <sup>[P]</sup>
ECNT	2473	Electrical Wiring Methods II – Commercial <sup>[P]</sup>
ECNT	2533	Electrical Wiring Methods III – Industrial <sup>[P]</sup>
ECNT	2603	Electrical Construction Capstone Experience <sup>[P]</sup>
ECNT	2613	Programmable Logic Controllers (PLC) for Electricians <sup>[P]</sup>
SEIM	1233	Instrumentation & Controls
Approved Technical Elective (3 credit hours)		

*Selected from technical courses not utilized to meet other program requirements, as approved by the program advisor.*

### GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST	1483	US History to 1865 or
HIST	1493	US History since 1865
POLS	1113	US Government

#### COMMUNICATIONS (6 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

ENGL	1033	Technical Writing I or
ENGL	1113	Freshman Composition I
SPCH	1113	Introduction to Speech Communications or
SPCH	2313	Small Group Communications

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
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#### MATHEMATICS (3 CREDIT HOURS)

*Select from courses designated with an "A," including, but not limited to, courses listed below.*

MATH	1493	Math for Critical Thinking or
MATH	1513	Pre-Calculus

### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

#### ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
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## ENGINEERING DESIGN DRAFTING TECHNOLOGIES

### ASSOCIATE IN APPLIED SCIENCE (72 CREDIT HOURS)

21st-century employees must work together to master new technologies and continually make their organizations more effective and profitable. They must acquire and process essential information, analyze and troubleshoot systems, think creatively and critically, and communicate and work well with others across the organization. The ability to learn and change is critical.

Nearly all high-performance employers report a significant shortage of skilled workers to fill these critical jobs in their organizations, and the lack of skilled workers will continue to grow for many years. Recent studies indicate that the need for highly trained technicians will be greater than the number of qualified workers. This need presents excellent career opportunities for graduates from the Engineering Design Drafting Technologies program. Graduates from this program are prepared to enter careers in the architectural, mechanical, or civil design/drafting fields. OSUIT has designed the program such that students can complete the core coursework for multiple specializations. The career opportunities in each area are substantial and projected to continue seeing strong growth and demand.

The construction industry continues to be an integral part of Oklahoma's economy. The industry needs design/drafters that can efficiently provide high-quality drawings and documentation. Graduates from this program work side-by-side with architects and engineers, converting their concepts and calculations into documents that will be used in the field to bring those ideas to reality.

Students utilize industry-standard software (AutoCAD, SolidWorks, etc.) to experience a realistic multi-disciplinary learning environment involving manufacturing, construction, and surveying techniques.

The program integrates engineering technology competency areas and employability skills. Instead of lecturing, faculty members facilitate learning using a contextual approach where students learn by doing. Students work as individuals and in teams in realistic laboratory environments to solve challenging "real world" problems. Students can expect to become more than just experts in computer-aided design (CAD) software. This multi-disciplinary program produces graduates who become highly productive team members in their industry, often bridging the gap between engineers and the laypeople who implement their designs.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.



**Students must maintain an overall (retention/graduation) GPA of 2.50 or higher to meet graduation requirements.**

***For current program information – including the required tool list – please contact an Engineering Design Drafting Technologies advisor at 918-293-5150 or visit [osuit.edu/designdrafting](http://osuit.edu/designdrafting).***

### PROGRAM REQUIREMENTS: 49 CREDIT HOURS

#### ENGINEERING GRAPHICS TECHNOLOGY (49 CREDIT HOURS)

CET	2323	Statics <sup>[P]</sup>
ETD	2411	Employment Exploration
ETDG	1143	Introduction to Design/Drafting <sup>[C]</sup>
ETDG	1192	Applied AutoCAD <sup>[P]</sup>
ETDG	1253	Technical Drawing <sup>[P]</sup>
ETDG	1523	Architectural Design <sup>[P]</sup>
ETDG	2143	Architectural Modeling <sup>[C]</sup>
ETDG	2223	Piping Drafting & Design <sup>[P]</sup>
ETDG	2293	Mechanical Design <sup>[P]</sup>
ETDG	2423	SolidWorks <sup>[P]</sup>
ETDG	2523	Design Drafting Capstone <sup>[P]</sup>
ETDG	2623	Building Structures <sup>[P]</sup>
ETDG	2674	Civil Drafting <sup>[P]</sup>
ETDG	2812	Design Drafting Internship <sup>[P]</sup> (12 credit hours)

### GENERAL EDUCATION REQUIREMENTS: 22 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST	1483	US History to 1865 <i>or</i>
HIST	1493	US History since 1865
POLS	1113	US Government

#### COMMUNICATIONS (6 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

ENGL	1113	Freshman Composition I <i>or</i>
ENGL	1033	Technical Writing I
SPCH	2313	Small Group Communications

#### MATHEMATICS (6 CREDIT HOURS)

MATH	1513	Pre-Calculus
MATH	1613	Trigonometry <sup>[P]</sup>

#### SCIENCE (4 CREDIT HOURS)

PHYS	1114	General Physics I <sup>[P]</sup>
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### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

#### ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
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## ENGINEERING TECHNOLOGIES - ELECTRICAL/ELECTRONICS OPTION

### ASSOCIATE IN APPLIED SCIENCE (74 CREDIT HOURS)

Most industries rely on highly technical electronic, communication, and manufacturing equipment to create products and provide essential services. The Engineering Technologies program's Electrical/Electronics option at OSUIT prepares students for various careers in designing, evaluating, maintaining, and repairing these highly technical electrical and electronic systems. The program integrates engineering technology competencies and employability skills to produce highly skilled graduates in both technology and business concepts.

Faculty members facilitate learning using a hands-on approach where students learn by doing. Students work as individuals and in teams in realistic laboratory environments to solve challenging "real world" problems. This multi-disciplinary program produces graduates who become highly productive team members in their industry, often bridging the gap between engineers and the laypeople who implement their designs.

Students explore the design, implementation, and diagnosis of industrial and process automation and instrumentation through real-world projects using state-of-the-art equipment. Industry support of the program allows for current industry-standard equipment in the classroom, enabling graduates to enter the workplace prepared to be successful.

Program graduates find opportunities in the design, research, evaluation, testing, repair, and maintenance of electrical, mechanical, and automation systems that span most industrial and manufacturing disciplines. They are typically employed in a variety of sectors, including energy, petroleum, biomedical, chemical, cyber, electrical, industrial, and manufacturing disciplines, and often work for some of the world's largest corporations.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**Students must complete all technical courses with a grade of C or better and maintain a 2.50 overall (retention/graduation) GPA.**

***For more detailed information – including the required tool list – please contact an Engineering Technologies program advisor at 918-293-5150 or visit [osuit.edu/engineering](https://osuit.edu/engineering).***

### PROGRAM REQUIREMENTS: 45 CREDIT HOURS

#### ENGINEERING TECHNOLOGIES CORE REQUIREMENTS (26 CREDIT HOURS)

ETD	1012	Safety Applications
ETDE	1283	AC/DC Circuits I <sup>[C]</sup>
ETDE	1293	AC/DC Circuits II <sup>[C],[P]</sup>
ETDE	1343	Motors & Controls <sup>[C],[P]</sup>
ETDE	1363	Electronic Devices & Standards <sup>[P]</sup>
ETDE	1373	Digital Systems & Microcontrollers <sup>[P]</sup>
ETDE	2113	Introduction to PLCs <sup>[P]</sup>
ETDE	2253	Hydraulics & Pneumatics <sup>[P]</sup>
ETDG	1143	Introduction to Design/Drafting <sup>[C]</sup>

#### ELECTRICAL/ELECTRONICS OPTION REQUIREMENTS (19 CREDIT HOURS)

ETD	2411	Employment Exploration
ETDE	1003	Introduction to Instrumentation Technology
ETDE	2223	Electrical Power Distribution <sup>[C],[P]</sup>
ETDE	2273	Electronic Control Devices <sup>[P]</sup>
ETDE	2809	Electrical/Electronics Internship <sup>[P]</sup>

### GENERAL EDUCATION REQUIREMENTS: 28 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST	1483	US History to 1865 or
HIST	1493	US History since 1865
POLS	1113	US Government

#### COMMUNICATIONS (6 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

ENGL	1113	Freshman Composition I or
ENGL	1033	Technical Writing I
SPCH	1113	Introduction to Speech Communications or
SPCH	2313	Small Group Communications

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
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#### HUMANITIES (3 CREDIT HOURS)

*Select from courses designated with an "H", "I", or "D" as approved by program advisor, including, but not limited to, course(s) listed below.*

PHIL	1213	Ethics
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#### MATHEMATICS (6 CREDIT HOURS)

MATH	1513	Pre-Calculus
MATH	1613	Trigonometry <sup>[P]</sup>

#### SCIENCE (4 CREDIT HOURS)

PHYS	1114	General Physics I <sup>[P]</sup>
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### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

#### ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
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## ENGINEERING TECHNOLOGIES - INSTRUMENTATION & AUTOMATION OPTION

### ASSOCIATE IN APPLIED SCIENCE (74 CREDIT HOURS)

The Engineering Technologies program's Instrumentation & Automation option teaches students problem-solving and technical skills in an application-focused, team-based environment using industry-approved curriculum and laboratories. OSUIT has designed the program to facilitate a seamless path to the Bachelor of Technology degree in Instrumentation Engineering Technology.

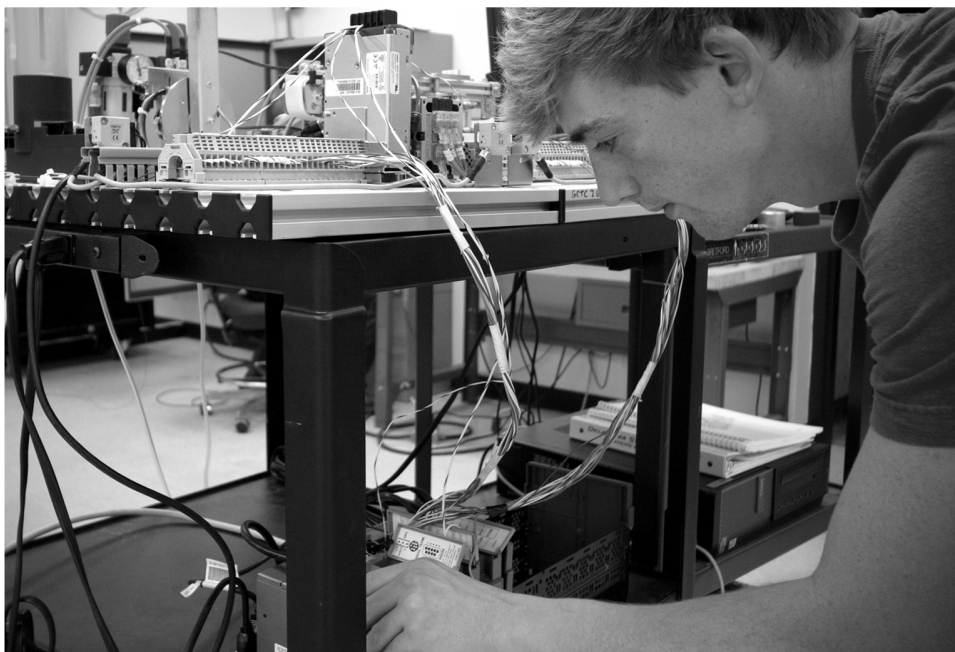
The industries that hire our graduates require technologists who possess knowledge of automation and control and strive to maintain their production facilities and processes productively and efficiently. Automation Control Technologists install, operate, repair, and maintain industrial equipment and processes to produce products. These technologists are called upon to work on various systems, including measurement instruments, programmable controls, hydraulic systems, pneumatic systems, robotics, and similar technology. The International Society of Automation (ISA) notes positions in automation and control offer above-average pay and benefits because of the skill level and responsibility involved.

OSUIT's experienced instructors work closely with industry leaders to incorporate the latest business practices and emerging technologies into the program. Faculty provide students with one-on-one instruction, theory, hands-on technical skills, and general education classes that position graduates to quickly move to the top of their field.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**Students must complete all technical courses with a grade of C or better and maintain a 2.50 overall (retention/graduation) GPA.**

**For more detailed information – including the required tool list – please contact an Engineering Technologies program advisor at 918-293-5150 or visit [osuit.edu/engineering](http://osuit.edu/engineering).**



### PROGRAM REQUIREMENTS: 45 CREDIT HOURS

#### ENGINEERING TECHNOLOGIES CORE REQUIREMENTS (26 CREDIT HOURS)

ETD	1012	Safety Applications
ETDE	1283	AC/DC Circuits I <sup>[C]</sup>
ETDE	1293	AC/DC Circuits II <sup>[C],[P]</sup>
ETDE	1343	Motors & Controls <sup>[C],[P]</sup>
ETDE	1363	Electronic Devices & Standards <sup>[P]</sup>
ETDE	1373	Digital Systems & Microcontrollers <sup>[P]</sup>
ETDE	2113	Introduction to PLCs <sup>[P]</sup>
ETDE	2253	Hydraulics & Pneumatics <sup>[P]</sup>
ETDG	1143	Introduction to Design/Drafting <sup>[C]</sup>

#### INSTRUMENTATION & AUTOMATION OPTION REQUIREMENTS (19 CREDIT HOURS)

ETDE	1003	Introduction to Instrumentation Technology
ETDE	2133	Instrumentation <sup>[P]</sup>
ETDE	2223	Electrical Power Distribution <sup>[C],[P]</sup>
ETDE	2273	Electronic Control Devices <sup>[P]</sup>
MATH	2714	Elementary Calculus <sup>[P]</sup>
Approved Lower-Division Technical Elective (3 credit hours)		
<i>Selected from technical courses not utilized to meet other program requirements, as approved by the program advisor.</i>		



Setting the Standard for Automation™

### GENERAL EDUCATION REQUIREMENTS: 28 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST	1483	US History to 1865 or
HIST	1493	US History since 1865
POLS	1113	US Government

#### COMMUNICATIONS (6 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

ENGL	1113	Freshman Composition I or
ENGL	1033	Technical Writing I
SPCH	1113	Introduction to Speech Communications or
SPCH	2313	Small Group Communications

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
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#### HUMANITIES (3 CREDIT HOURS)

*Select from courses designated with an "H", "I", or "D" as approved by program advisor, including, but not limited to, course(s) listed below.*

PHIL	1213	Ethics
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#### MATHEMATICS (6 CREDIT HOURS)

MATH	1513	Pre-Calculus
MATH	1613	Trigonometry <sup>[P]</sup>

#### SCIENCE (4 CREDIT HOURS)

PHYS	1114	General Physics I <sup>[P]</sup>
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### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

#### ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
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## ENVIRONMENTAL HEALTH & SAFETY TECHNOLOGIES

### ASSOCIATE IN APPLIED SCIENCE (73 CREDIT HOURS)

Environmental, Health and Safety Technicians (EHST) protect employees and the public by mitigating hazards in the workplace. EHST professionals apply the principles of math, science, engineering, communications and economics to the protection of people, property and the environment. The EHST program at OSUIT focuses on environmental, health and safety regulations and compliance with state and federal regulations. Graduates of the EHST Program are trained to assist employers in the management of hazardous materials and wastes, protect workers and the environment, and minimize the organization's economic output.

The Environmental, Health and Safety Technologies degree is designed for graduates who wish to obtain an entry-level management position in the areas of training, accident investigations, safety inspections, job hazards (safety) analysis, and regulatory compliance. The EHST program at OSUIT provides graduates with excellent career opportunities and an academic pathway to four-year institutions.

*For more detailed information please contact an Environmental Health & Safety Technologies program advisor at 918-293-5150 or visit [osuit.edu/ehs](https://osuit.edu/ehs).*

### PROGRAM REQUIREMENTS: 48 CREDIT HOURS

EHST	1113	General Industry Regulations & Standards
EHST	1123	Construction Regulations & Standards
EHST	1233	Hazardous Material Handling & Emergency Response
EHST	1243	Environmental Regulations
EHST	1312	Environmental Health & Safety Internship <sup>[P]</sup> (12 credit hours)
EHST	1453	Emergency Preparedness & Planning
EHST	2143	HAZWOPER & Associated Regulations
EHST	2153	Incident & Accident Investigation
EHST	2203	Root Cause Analysis <sup>[P]</sup>
EHST	2253	Lean Processes
EHST	2263	Electro-Mechanical Safety
EHST	2273	Principles of Industrial Hygiene
SEIM	1123	AC/DC Circuit Analysis

### GENERAL EDUCATION REQUIREMENTS: 24 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST	1483	US History to 1865 or
HIST	1493	US History since 1865
POLS	1113	US Government

#### COMMUNICATIONS (6 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

ENGL	1033	Technical Writing I or
ENGL	1113	Freshman Composition I
SPCH	1113	Introduction to Speech Communications or
SPCH	2313	Small Group Communications

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
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#### MATHEMATICS (3 CREDIT HOURS)

*Select from courses designated with an "A," including, but not limited to, courses listed below.*

MATH	1493	Math for Critical Thinking or
MATH	1513	Pre-Calculus

#### LEADERSHIP & MANAGEMENT ELECTIVE (3 CREDIT HOURS)

*Select from course(s) listed below or others as approved by program advisor.*

ATLE	1113	Foundations in Technical Leadership
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#### APPROVED GENERAL EDUCATION ELECTIVE (3 CREDIT HOURS)

*Select from course(s) listed below or others as approved by program advisor.*

PSYC	1113	Introductory Psychology
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#### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

#### ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
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## HIGH VOLTAGE LINE TECHNICIAN

### ASSOCIATE IN APPLIED SCIENCE (76 CREDIT HOURS)

A better life is within reach with an associate in applied science degree from the High Voltage Line Technician program at OSUIT.

Job opportunities and the demand for qualified individuals in this field are steady, and high voltage line technician jobs begin, on average, at \$45,000 a year. Many recent graduates have reported an annual salary that averages \$57,400 (this includes overtime pay). Journeyman line technicians working for larger companies can average around \$75,000/year (without overtime), with an annual income of approximately \$100k (income varies by region). Most companies also offer a benefits package that includes health insurance, sick leave, paid vacations, and a retirement plan.

The most reliable businesses in the country – public service companies, utility construction companies, and power generating plants – want graduates from OSUIT. Earning this degree can place graduates in an exciting, well-paying career with immediate advancement potential.

The High Voltage Line Technician Program is two years in length and features hands-on instruction with equipment used in the industry. Along with classroom and lab work, students gain experience in the field through four paid company-sponsored internships – which could fund most of your educational costs. Students commonly make an average of \$16.00 per hour while on internship and work an average of 1,800 hours during the four semesters, totaling \$28,000 – and with overtime, it is possible to make even more.

In keeping with the institution's mission statement, OSUIT is committed to ensuring that its students have personalized faculty and peer interaction. To this end, the high voltage line technician program limits the number of students accepted in any term to 25 students admitted on a first-come, first-served basis. This highly competitive program can be subject to a waiting list. Prospective students are encouraged to contact the program advisor to be added to the waiting list at least a year in advance. High school students who wish to enroll in the program should request that they be added to the waitlist no later than their junior year.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**Enrollment in internships requires department approval, a minimum overall (retention/graduation) 2.5 GPA, and a current CDL license.**

*For more detailed information regarding OSUIT's High Voltage Line Technician program – including the required tool list – please contact a program advisor at 918-293-4742 or visit [osuit.edu/highvoltage](https://osuit.edu/highvoltage).*

### PROGRAM REQUIREMENTS:

#### 57 CREDIT HOURS

#### HIGH VOLTAGE LINE TECHNICIAN PROGRAM (57 CREDIT HOURS)

HVLP	1121	Introduction to High Voltage Line Technician Program
HVLP	1132	High Voltage Safety <sup>[P]</sup>
HVLP	1216	High Voltage Internship I <sup>[P]</sup>
HVLP	1243	High Voltage Pole Climbing Techniques
HVLP	1316	High Voltage Internship II <sup>[P]</sup>
HVLP	1353	AC/DC for High Voltage
HVLP	2416	High Voltage Internship III <sup>[P]</sup>
HVLP	2483	Principles of Operation of High Voltage Distribution Systems <sup>[P]</sup>
HVLP	2516	High Voltage Internship IV <sup>[P]</sup>
HVLP	2553	Underground Distribution Systems <sup>[C], [P]</sup>
HVLP	2563	Overhead Distribution Systems <sup>[C], [P]</sup>
HVLP	2643	Advanced Distribution Systems <sup>[P]</sup>
HVLP	2663	Heavy Construction Equipment & Operation <sup>[P]</sup>
HVLP	2673	Transmission Principles <sup>[P]</sup>
HVLP	2726	High Voltage Capstone Experience <sup>[P]</sup>

### GENERAL EDUCATION REQUIREMENTS:

#### 18 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST	1483	US History to 1865 or
HIST	1493	US History since 1865
POLS	1113	US Government

#### COMMUNICATIONS (6 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

ENGL	1113	Freshman Composition I or
ENGL	1033	Technical Writing I
SPCH	1113	Introduction to Speech Communications or
SPCH	2313	Small Group Communications

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
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#### MATHEMATICS (3 CREDIT HOURS)

*Select from courses designated with an "A," including, but not limited to, courses listed below.*

MATH	1493	Math for Critical Thinking or
MATH	1513	Pre-Calculus

### INTERDEPARTMENTAL REQUIREMENTS:

#### 1 CREDIT HOUR

#### ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
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## INDUSTRIAL MAINTENANCE TECHNOLOGIES - NATURAL GAS COMPRESSION OPTION

### ASSOCIATE IN APPLIED SCIENCE (70 CREDIT HOURS)

Students enrolled in OSUIT's Natural Gas Compression program receive individualized hands-on instruction on the industry's most current technologies. OSUIT's experienced faculty deliver the program in a 24,000 square foot state-of-the-art training facility and have designed it to prepare graduates for a long, successful career in the gas compression industry.

This five-semester program incorporates two semesters of mechanical systems training and two semesters of electrical, electronics, and instrumentation training, followed by one full semester of paid internship experience. The program internship serves to strengthen the student's technical education.

The Natural Gas Compression program receives strong industry support, and GPA/GPSA member companies serve to reinforce industry expectations for professional service technicians. Students participate in school-sponsored career fairs, advisory board meetings, and classroom training sessions. These industry-focused activities connect students with industry partners and assist in building meaningful networking relationships that lead to an internship and employment after graduation.

GPA/GPSA and GCA member companies provide learning opportunities through program internships. Internships allow students to apply what they have learned during the previous classroom/lab sessions in a real-world setting. The Natural Gas Compression program has a high job placement rate because OSUIT program graduates are in high demand in this industry. Most employers provide medical insurance, retirement benefits, transportation, and potential pay bonuses.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**For current program information – including the required tool list – please contact a Natural Gas Compression advisor at 918-293-4742 or visit [osuit.edu/gascompression](https://osuit.edu/gascompression).**

### PROGRAM REQUIREMENTS: 45 CREDIT HOURS

#### INDUSTRIAL MAINTENANCE TECHNOLOGIES CORE REQUIREMENTS (27 CREDIT HOURS)

SEIM 1103	Fundamentals of Industrial Maintenance
SEIM 1123	AC/DC Circuit Analysis
SEIM 1233	Instrumentation & Controls
SEIM 2423	Electronic Control Devices <sup>[C]</sup>
SEIM 2513	Programmable Logic Controllers (PLCs) <sup>[P]</sup>
SEIM 2533	Industrial Maintenance Capstone <sup>[P]</sup>
SEGC 2609	Gas Compression Internship <sup>[P]</sup> or
SEPM 2659	Plant Maintenance Internship <sup>[P]</sup>

#### NATURAL GAS COMPRESSION OPTION REQUIREMENTS (18 CREDIT HOURS)

SEGC 1123	Engine Principles
SEGC 1133	Advanced Engine Technology
SEGC 1213	Engine Air, Fuel & Starting Systems <sup>[C]</sup>
SEGC 1243	Gas Compressors
SEGC 1313	Advanced Gas Compressors <sup>[P]</sup>
SEGC 2523	Engine Electrical <sup>[P]</sup>



### GENERAL EDUCATION REQUIREMENTS: 24 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST 1483	US History to 1865 or
HIST 1493	US History since 1865
POLS 1113	US Government

#### COMMUNICATIONS (9 CREDIT HOURS)

Select from courses listed below or others as approved by program advisor.

ENGL 1113	Freshman Composition I and
ENGL 1213	Freshman Composition II <sup>[P]</sup> or
ENGL 1033	Technical Writing I and
ENGL 2033	Technical Writing II <sup>[P]</sup>
SPCH 1113	Introduction to Speech Communications or
SPCH 2313	Small Group Communications

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS 1013	Computer Literacy & Applications
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#### HUMANITIES (3 CREDIT HOURS)

Select from courses designated with an "H", "I", or "D" as approved by program advisor, including, but not limited to, course(s) listed below.

PHIL 1213	Ethics
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#### MATHEMATICS (3 CREDIT HOURS)

Select from courses designated with an "A," including, but not limited to, courses listed below.

MATH 1493	Math for Critical Thinking or
MATH 1513	Pre-Calculus

### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

#### ORIENTATION (1 CREDIT HOUR)

ORIE 1011	College Strategies
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## INSTRUMENTATION ENGINEERING TECHNOLOGY

### BACHELOR OF TECHNOLOGY (126 CREDIT HOURS)

The Instrumentation Engineering Technology program prepares students to meet the technical demands of our increasingly automated society. Program graduates will gain expertise in automation and process control technologies, PLC programming, process troubleshooting, industrial IT networks, measurement instrumentation, discrete and analog control systems, microcontrollers, robotics, and electrical power distribution.

Program graduates will design, research, evaluate, test, repair, and maintain many types of electrical, mechanical, and automation systems that span most industrial and manufacturing disciplines. Program graduates can find employment opportunities in the energy, petroleum, biomedical, chemical, cyber, electrical, industrial, and manufacturing disciplines, working for some of the world's largest corporations.

The Bureau of Labor Statistics predicts the job market for instrumentation technologists will continue to grow. The International Society of Automation notes positions in automation and control offer above-average pay and benefits because of the level of skill and responsibility involved. Bachelor of Technology graduates have excellent opportunities for advancement into management positions due to their broad understanding of production processes, business acumen, and problem-solving skills as companies continue to install and upgrade high-tech production systems. Companies are adding sophisticated instrumentation and control systems to existing oil and gas production, food and chemical processing, and power generation facilities. Program graduates play a crucial part in this process, which extends the life of these facilities and enables them to meet stringent environmental requirements.

OSUIT's experienced instructors work closely with industry leaders to incorporate the latest business practices and emerging technologies into the program. Faculty provide students with one-on-one instruction, theory, hands-on technical skills, and general education classes that position graduates to quickly move to the top of their field.

#### PROGRAM ENTRY REQUIREMENTS:

1. Hold an Associate in Applied Science degree or higher that meets one of the following criteria:
  - a. Graduates with an AAS in Engineering Technologies from OSUIT have the option of articulating directly into the BT program. A specific sequence of courses is required to ensure a seamless transition from the AAS to BT degree; or

- b. Graduates from other AAS degrees may be required to take bridge courses prior to entering the BT program.
2. Complete the OSUIT admission process (i.e., application for general admission and admission to the BT program, housing, etc.).

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**Students must complete all technical courses with a grade of C or better and maintain a 2.50 overall (retention/graduation) GPA.**

**For more detailed information regarding the BT in Instrumentation Engineering Technology – including a required tool list – please contact a program advisor at 918-293-5150 or visit [osuit.edu/instrumentation](https://osuit.edu/instrumentation).**

#### PROGRAM REQUIREMENTS: 84 CREDIT HOURS

##### INSTRUMENTATION ENGINEERING TECHNOLOGY (78 CREDIT HOURS)

ETD	1012	Safety Applications
ETD	2411	Employment Exploration
ETDE	1003	Introduction to Instrumentation Technology
ETDE	1283	AC/DC Circuits I <sup>[C]</sup>
ETDE	1293	AC/DC Circuits II <sup>[C],[P]</sup>
ETDE	1343	Motors & Controls <sup>[C],[P]</sup>
ETDE	1363	Electronic Devices & Standards <sup>[P]</sup>
ETDE	1373	Digital Systems & Microcontrollers <sup>[P]</sup>
ETDE	2113	Introduction to PLCs <sup>[P]</sup>
ETDE	2133	Instrumentation <sup>[P]</sup>
ETDE	2223	Electrical Power Distribution <sup>[C],[P]</sup>
ETDE	2253	Hydraulics & Pneumatics <sup>[P]</sup>
ETDE	2273	Electronic Control Devices <sup>[P]</sup>
ETDE	3143	PLC Applications <sup>[P]</sup>
ETDE	3213	Project Management & Engineering Economics
ETDE	3223	Industrial Networks <sup>[C],[P]</sup>
ETDE	3233	Liquid & Gas Flow Measurement <sup>[P]</sup>
ETDE	3313	Heat Transfer & Fluid Mechanics <sup>[P]</sup>
ETDE	3513	Programming for Instrumentation <sup>[P]</sup>
ETDE	4112	Electrical/Electronics Instrumentation Internship <sup>[P]</sup> (12 credit hours)
ETDE	4133	Process Measurement & Control <sup>[P]</sup>
ETDE	4313	Process Management <sup>[P]</sup>
ETDE	4813	Instrumentation Capstone <sup>[P]</sup>
ETDG	1143	Introduction to Design/Drafting <sup>[C]</sup>

#### APPROVED TECHNICAL ELECTIVES (6 CREDIT HOURS)

*Selected from technical courses not utilized to meet other program requirements, as approved by the program advisor.*

Lower-Division Technical Elective (3 credit hours)  
Upper-Division Technical Elective (3 credit hours)

#### GENERAL EDUCATION REQUIREMENTS: 42 CREDIT HOURS

##### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST	1483	US History to 1865 or
HIST	1493	US History since 1865
POLS	1113	US Government

##### COMMUNICATIONS (6 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

ENGL	1113	Freshman Composition I or
ENGL	1033	Technical Writing I
SPCH	1113	Introduction to Speech Communications or
SPCH	2313	Small Group Communications

##### COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
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##### HUMANITIES (6 CREDIT HOURS)

*Select from courses designated with an "H", "I", or "D" as approved by program advisor, including, but not limited to, course(s) listed below.*

PHIL	1213	Ethics
Humanities Elective (3 credit hours)		

##### MATHEMATICS (10 CREDIT HOURS)

MATH	1513	Pre-Calculus
MATH	1613	Trigonometry <sup>[P]</sup>
MATH	2714	Elementary Calculus <sup>[P]</sup>

##### SCIENCE (8 CREDIT HOURS)

CHEM	1314	General Chemistry I <sup>[C]</sup>
PHYS	1114	General Physics I <sup>[P]</sup>

##### SOCIAL & BEHAVIORAL SCIENCES (3 CREDIT HOURS)

*Select from courses designated with an "S" as approved by program advisor, including, but not limited to, course(s) listed below.*

PSYC	1113	Introductory Psychology
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**BT in Instrumentation Engineering Technology (IET) Program Educational Objectives:**

The IET program focuses on the application of electronics and computer technology to instrumentation, industrial automation, and process control systems. The IET program prepares graduates:

- who have a sound knowledge base and the skill sets needed to develop and expand professional careers in fields related to instrumentation technologies, process control, and industrial processes automation;
- who are well-rounded individuals with strong personal skills, competent in all forms of communication, able to work in team environments, and who possess a strong sense of professionalism;
- who will meet industry expectations in managing ethical, societal, and environmental issues in the practice of instrumentation engineering technology; and
- capable of career advancement and professional development who understand the importance of life-long learning.

**IET Student Learning Outcomes:**

The graduates in IET will have the ability to:

- apply the concepts of chemistry, physics, and electricity/electronics to measurement and control systems;
- design and implement systems utilizing analog and digital control devices;
- apply concepts of automatic control, including measurement, feedback, and feed-forward regulation for the operation of continuous and discrete systems;
- solve technical problems and be proficient in the analysis, design, testing, and implementation of instrumentation and control systems utilizing appropriate software and hardware tools and devices;
- conduct information searching and processing, and develop the ability for life-long learning;
- effectively communicate technical information and details verbally and in writing and be able to work in a team;
- apply the concepts of mechanics, fluid mechanics, and heat transfer to the design of process control systems;

- understand and utilize programmable logic controllers (PLC), distributed control systems (DCS), and supervisory control systems for control of manufacturing and processing systems;
- utilize modern and effective management skills for performing investigation, analysis, and synthesis in the implementation of automatic control systems;
- understand and uphold professional, ethical, and societal responsibilities; and
- conduct, analyze, and interpret experimental results to improve processes.



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Technology  
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## PIPELINE INTEGRITY TECHNOLOGY

### ASSOCIATE IN APPLIED SCIENCE (72 CREDIT HOURS)

The world is dependent on oil and gas for a majority of its energy source. The movement of these products safely and efficiently is critical to the global economy. Using over two million miles of pipeline and associated equipment to transport hydrocarbon products, the pipeline industry is a large sector of the energy business.

The large majority of the world's pipeline infrastructure is approaching 40 years of age. These pipelines will be called upon to continue to operate for many more decades as demand increases and new sources of products are discovered. The integrity and security of these structures must be well maintained and managed.

The need for skilled technicians to operate, maintain, repair, and manage the integrity and security of pipelines is increasing as federal, state, and local regulations impact the daily operation of pipelines. This program prepares students to be contributing members of the energy industry as Pipeline Integrity technicians, with a primary focus on the safety of the pipeline assets, environment, and general public.

Students will develop the skills and knowledge required to be successful in the pipeline integrity industry by completing this five-semester program. Key topics include assessing pipeline damage and risk, corrosion control, regulations, safety, design, and integrity management.

Faculty use a variety of learning approaches, including lecture and lab experiences. Students work individually and in teams using realistic laboratory environments and current technology to solve challenging "real world" problems. This multi-disciplinary program produces graduates who become highly productive team members in their industry, often bridging the gap between engineers and the laypeople who implement their designs.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**For current program information – including required industry PPE – please contact a Pipeline Integrity Technology program advisor at 918-293-4742 or visit [osuit.edu/pipeline](https://osuit.edu/pipeline).**

### PROGRAM REQUIREMENTS:

#### 50 CREDIT HOURS

#### PIPELINE INTEGRITY TECHNOLOGY (47 CREDIT HOURS)

SEPL	1113	Introduction to Pipelines & Facilities
SEPL	1123	Pipeline Materials & Components
SEPL	1213	Processing & Product Handling
SEPL	1223	Introduction to Corrosion Control
SEPL	2112	Internship <sup>[P]</sup> (12 credit hours)
SEPL	2413	Regulations & Compliance <sup>[P]</sup>
SEPL	2423	Integrity Management Concepts I <sup>[P]</sup>
SEPL	2513	Pipeline Hazard Recognition & Risk Management
SEPL	2523	Pipeline Maintenance & Repair <sup>[P]</sup>
SEPL	2533	Integrity Management Concepts II <sup>[P]</sup>
SEPL	2542	NACE CP1 Prep <sup>[P]</sup>
SEPL	2553	Capstone <sup>[P]</sup>
SEPL	2563	Project Management

#### ENERGY TECHNOLOGIES (3 CREDIT HOURS)

SEIM	1123	AC/DC Circuit Analysis <i>or</i>
SEPP	1113	Introduction to Electrical/Electronics

#### GENERAL EDUCATION REQUIREMENTS: 21 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST	1483	US History to 1865 <i>or</i>
HIST	1493	US History since 1865
POLS	1113	US Government

#### COMMUNICATIONS (6 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

ENGL	1113	Freshman Composition I <i>or</i>
ENGL	1033	Technical Writing I
SPCH	1113	Introduction to Speech Communications <i>or</i>
SPCH	2313	Small Group Communications

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
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#### HUMANITIES (3 CREDIT HOURS)

*Select from courses designated with an "H", "I", or "D" as approved by program advisor, including, but not limited to, course(s) listed below.*

PHIL	1213	Ethics
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#### MATHEMATICS (3 CREDIT HOURS)

*Select from courses designated with an "A" as approved by program advisor, including, but not limited to, courses listed below.*

MATH	1493	Math for Critical Thinking <i>or</i>
MATH	1513	Pre-Calculus

#### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

#### ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
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## POWER PLANT TECHNOLOGY

### ASSOCIATE IN APPLIED SCIENCE (77 CREDIT HOURS)

Electricity plays a vital role in modern American life, and the demand for this valuable resource continues to grow throughout Oklahoma and the US. In recent years, power generation organizations have become dependent on increasingly complex information technologies, confronted new governmental regulations, and, like many workforce sectors, faced retirements among large numbers of their current workers. Not surprisingly, these changes have significantly impacted the availability of a sufficient number of well-prepared power production technical professionals.

Job prospects are expected to be favorable as many workers retire while the industry continues to build new plants. The gap between the skilled technicians that the industry workforce currently has and those needed by 2025 is substantial, and the power plant industry faces significant challenges in meeting the need for experienced technicians and continuing their training in advancing technologies (Oklahoma Office of Workforce Development, 2019).

Graduates of OSUIT's Power Plant Technology program are the workforce of the future, operating, maintaining, and expanding the power generation capacity of this state and country. Students utilize the same cutting-edge technology and equipment for hands-on training that they will later encounter in their careers as skilled plant operators. Sponsored on-site internships, a requirement for those in the program, ensure students learn and gain real-world experience before they graduate.

Students explore all aspects of plant operations, from water chemistry to electrical distribution, in the two-year program. Students develop a broad understanding of plant instrumentation and mechanical and electrical systems. With ten power plants within a one-hour drive of the OSUIT campus, site visits are part of the curriculum. Students have a chance to tour multiple plants and speak with operators. Many guest speakers from surrounding power companies provide students with current operations knowledge.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**For more detailed information regarding OSUIT's Power Plant Technology program, please contact a program advisor at 918-293-4742 or visit [osuit.edu/powerplant](https://osuit.edu/powerplant).**



#### PROGRAM REQUIREMENTS: 57 CREDIT HOURS

##### POWER PLANT TECHNOLOGY (57 CREDIT HOURS)

SEPP	1113	Introduction to Electrical/Electronics
SEPP	1123	Introduction to Power Plants
SEPP	1133	Piping & Instrument Diagrams
SEPP	1223	Electrical Motors & Controls
SEPP	1233	Power Plant Computer Applications
SEPP	1312	Internship <sup>[P]</sup> (12 Credit Hours)
SEPP	2403	Plant Operations
SEPP	2413	Compliance Regulations <sup>[P]</sup>
SEPP	2423	Mechanical Systems <sup>[P]</sup>
SEPP	2443	Boilers & Prime Movers
SEPP	2503	Balance of Plant
SEPP	2523	Water Systems & Processes
SEPP	2543	Plant Chemicals & Water Quality
SEPP	2553	Safety Competency & Qualifications
SEPP	2623	Advanced Plant Operations
SEPP	2633	Power Plant Capstone

#### GENERAL EDUCATION REQUIREMENTS: 19 CREDIT HOURS

##### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST	1483	US History to 1865 or
HIST	1493	US History since 1865
POLS	1113	US Government

##### COMMUNICATIONS (6 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

ENGL	1113	Freshman Composition I or
ENGL	1033	Technical Writing I
SPCH	1113	Introduction to Speech Communications or
SPCH	2313	Small Group Communications

##### MATHEMATICS (3 CREDIT HOURS)

MATH	1513	Pre-Calculus
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##### SCIENCE (4 CREDIT HOURS)

*Select from laboratory science courses designated with an "N" as approved by program advisor.*

#### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

##### ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
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# School of Transportation & Heavy Equipment

## CAT® DEALER PREP

### ASSOCIATE IN APPLIED SCIENCE (75 CREDIT HOURS)

CAT® Dealer Prep is a Caterpillar dealer-sponsored heavy equipment technician program. An essential feature of the program is that a student alternates one half of each semester on campus and the other half of the semester at the dealership. This intensive method of study and practice prepares high-performance technicians that the participating Caterpillar dealers demand. After six semesters of on-campus classes and on-site internships, graduates typically stay with the sponsoring dealership as full-time employees.

Technicians diagnose problems, disassemble equipment, examine it for defects and excessive wear, and recondition or replace parts. They test and adjust components and systems to ensure proper operation and prevent failures. Technicians use sophisticated diagnostic equipment and computers for diagnostics, record keeping, and communications within the shops and offices and with customers.

Individuals completing this program will find many opportunities with Caterpillar dealerships. Some of the areas of specialization available within a dealership include truck engines, industrial engines, heavy equipment, agricultural equipment, and component specialist.

**Students must obtain an approved industry sponsor before enrolling in the program.**

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**For current program information, please contact a CAT® Dealer Prep program advisor at 918-293-4710 or visit [osuit.edu/cat](http://osuit.edu/cat).**



### PROGRAM REQUIREMENTS:

#### 56 CREDIT HOURS

#### CAT DEALER PREP CORE (41 CREDIT HOURS)

- DHEC 1124 Introduction to Caterpillar
- DHEC 1134 CAT Electrical Fundamentals
- DHEC 1213 CAT Hydraulic Fundamentals <sup>[P]</sup>
- DHEC 1223 CAT Fuel Systems
- DHEC 1323 CAT Engine Fundamentals
- DHEC 1333 CAT Machine Hydraulic Systems
- DHEC 2413 CAT Engine Diagnostics & Repair
- DHEC 2423 CAT Machine Electronic Systems <sup>[P]</sup>
- DHEC 2524 CAT Power Train I
- DHEC 2532 CAT Mobile Air Conditioning <sup>[P]</sup>
- DHEC 2603 CAT Power Train II <sup>[P]</sup>
- DHEC 2636 CAT Capstone

#### PROGRAM INTERNSHIPS\* (15 CREDIT HOURS)

*Student should consult with program advisor to select internship course(s) which satisfy program curriculum requirements.*

\* Course credit may be available through prior learning assessment. Contact advisor for more information.

#### GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

- HIST 1483 US History to 1865 or
- HIST 1493 US History since 1865
- POLS 1113 US Government

#### COMMUNICATIONS (6 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

- ENGL 1113 Freshman Composition I or
- ENGL 1033 Technical Writing I
- SPCH 1113 Introduction to Speech Communications or
- SPCH 2313 Small Group Communications

#### COMPUTER LITERACY (3 CREDIT HOURS)

- CS 1013 Computer Literacy & Applications

#### MATHEMATICS (3 CREDIT HOURS)

*Select from courses designated with an "A," including, but not limited to, courses listed below.*

- MATH 1493 Math for Critical Thinking or
- MATH 1513 Pre-Calculus

#### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

#### ORIENTATION (1 CREDIT HOUR)

- GTGE 1111 College Cornerstone





## FORD ASSET

### ASSOCIATE IN APPLIED SCIENCE (80 CREDIT HOURS)

The ASSET (Automotive Student Service Educational Training) program is an automotive service technician program sponsored by Ford Motor Company. The student spends the six-semester program alternating one half of the semester in study and practice on campus and the other half as an intern at a sponsoring Ford Motor Company dealership. This unique design allows each potential technician to immediately apply automotive service principles and techniques to real-world situations.

When completed, students earn an associate in applied science degree and become technicians for a Ford Motor Company dealership, usually at the same location as their internships.

**New student enrollments are only accepted for the fall semester. Students must obtain an approved industry sponsor before enrolling in the program.**

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**For more detailed information regarding OSUIT's Ford ASSET program, please contact a program advisor at 918-293-4710 or visit [osuit.edu/ford](http://osuit.edu/ford).**



### PROGRAM REQUIREMENTS:

#### 61 CREDIT HOURS

#### FORD ASSET CORE (41 CREDIT HOURS)

AUMF	1011	Career Cornerstone: Introduction to Automotive Service
AUMF	1034	Ford Basic Electrical
AUMF	1113	Ford Engine Repair
AUMF	1233	Ford Base & Electrical Suspension & Steering
AUMF	1243	Ford Electronic System Diagnosis
AUMF	1353	Ford Engine Performance Theory & Operation
AUMF	1363	Ford Manual Trans/Transaxle & Driveline Repair
AUMF	2453	Ford Engine Performance Diagnosis & Testing
AUMF	2473	Ford Brake Systems & Advanced Brake Diagnosis
AUMF	2533	Ford Diesel Engine Performance Diagnosis
AUMF	2573	Ford Transfer Case/4WD Diagnosis & System Repair
AUMF	2613	Ford Automatic Transmission Repair & Electrical
AUMF	2683	Ford Capstone
AUMF	2693	Ford Climate Control

#### PROGRAM INTERNSHIPS\* (20 CREDIT HOURS)

*Student should consult with program advisor to select internship course(s) which satisfy program curriculum requirements.*

\* Course credit may be available through prior learning assessment. Contact advisor for more information.



## Education Foundation

### GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST	1483	US History to 1865 or
HIST	1493	US History since 1865
POLS	1113	US Government

#### COMMUNICATIONS (6 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

ENGL	1113	Freshman Composition I or
ENGL	1033	Technical Writing I
SPCH	1113	Introduction to Speech Communications or
SPCH	2313	Small Group Communications

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
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#### MATHEMATICS (3 CREDIT HOURS)

*Select from courses designated with an "A," including, but not limited to, courses listed below.*

MATH	1493	Math for Critical Thinking or
MATH	1513	Pre-Calculus

### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

#### ORIENTATION (1 CREDIT HOUR)

GTGE	1111	College Cornerstone
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## GENERAL MOTORS ASEP

### ASSOCIATE IN APPLIED SCIENCE (78 CREDIT HOURS)

GM ASEP (Automotive Student Education Program) is sponsored by General Motors and prepares students to become automotive service technicians in high-tech General Motors dealerships located throughout the country.

Students enroll in alternating half-semester sessions of on-campus study and on-site internships for six semesters as they complete their associate in applied science degree. This method of alternating on-campus study with internships is a highly successful method of quickly preparing new technicians for this rapidly growing field. Most graduates start work as GM technicians at the dealership where they interned.

**New student enrollments are only accepted for the fall semester. Students must obtain an approved industry sponsor before enrolling in the program.**

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**For current program information, please contact a General Motors ASEP program advisor at 918-293-4710 or visit [osuit.edu/gm](http://osuit.edu/gm).**



Education Foundation



### PROGRAM REQUIREMENTS: 56 CREDIT HOURS

#### GENERAL MOTORS CORE (36 CREDIT HOURS)

- AUMG 1063 Introduction to GM Fundamentals
- AUMG 1123 GM Automotive Engines
- AUMG 1143 GM Automotive Brake Systems
- AUMG 1163 GM Automotive Electrical & Electronic Systems I
- AUMG 1273 GM Manual Drivetrains
- AUMG 1293 GM Suspension & Steering
- AUMG 1303 GM Automotive Electrical & Electronic Systems II
- AUMG 2523 GM Automatic Transmissions & Transaxles
- AUMG 2533 GM Automotive Heating & Air Conditioning
- AUMG 2583 GM Automotive Engine Performance
- AUMG 2653 GM Automotive Diesel Systems
- AUMG 2683 GM ASEP Capstone

#### PROGRAM INTERNSHIPS\* (20 CREDIT HOURS)

*Student should consult with program advisor to select internship course(s) which satisfy program curriculum requirements.*

\* Course credit may be available through prior learning assessment. Contact advisor for more information.

### GENERAL EDUCATION REQUIREMENTS: 21 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

- HIST 1483 US History to 1865 or
- HIST 1493 US History since 1865
- POLS 1113 US Government

#### COMMUNICATIONS (6 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

- ENGL 1113 Freshman Composition I or
- ENGL 1033 Technical Writing I
- SPCH 1113 Introduction to Speech Communications or
- SPCH 2313 Small Group Communications

#### COMPUTER LITERACY (3 CREDIT HOURS)

- CS 1013 Computer Literacy & Applications

#### MATHEMATICS (3 CREDIT HOURS)

*Select from courses designated with an "A," including, but not limited to, courses listed below.*

- MATH 1493 Math for Critical Thinking or
- MATH 1513 Pre-Calculus

#### LEADERSHIP & MANAGEMENT ELECTIVE (3 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

- ATLE 1113 Foundations in Technical Leadership or
- BADM 1113 Introduction to Business or
- MGMT 2243 Introduction to Entrepreneurship & Small Business Management

### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

#### ORIENTATION (1 CREDIT HOUR)

- GTGE 1111 College Cornerstone



## KOMATSU ACT

### ASSOCIATE IN APPLIED SCIENCE (78 CREDIT HOURS)

KOMATSU ACT (Advanced Career Training) is a Komatsu America International Company and Komatsu distributor-sponsored heavy equipment technician program. An essential feature of the program is that a student alternates one half of each semester on campus and the other half of the semester on-site at the sponsoring distributor's location. This intensive method of study and practice prepares a high-performance technician that the participating Komatsu distributors demand. After six semesters of on-campus classes and on-site internships, graduates typically stay with the sponsoring Komatsu distributor as full-time employees.

Komatsu technicians maintain, service, diagnose and repair machines and equipment used in all forms of construction, mining, materials handling, and other industrial activities. They diagnose problems, disassemble equipment, examine it for defects and excessive wear, and recondition or replace parts. Technicians test and adjust components and systems to ensure proper operation and prevent failures. They use sophisticated diagnostic equipment and computers for diagnostics, record keeping, and communications within the shops and offices and with customers.

Typical progression within a company includes journeyman technician, field technician, and specialist/master technician. Potential management advances include foreman/supervisor, service manager, parts manager, product support manager, trainer, and various executive-level positions.

#### Students must obtain an approved industry sponsor before enrolling in the program.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**For more detailed information regarding OSUIT's Komatsu ACT program, please contact a program advisor at 918-293-4710 or visit [osuit.edu/komatsu](https://osuit.edu/komatsu).**



### PROGRAM REQUIREMENTS: 59 CREDIT HOURS

#### KOMATSU ACT CORE (44 CREDIT HOURS)

DHEK 1104	Komatsu General Basics
DHEK 1124	Komatsu Parts & Service Publications
DHEK 1216	Komatsu Engines & Fuel Systems
DHEK 1324	Komatsu Basic Hydraulics <sup>[P]</sup>
DHEK 1333	Komatsu Basic Electrical Systems <sup>[P]</sup>
DHEK 1352	Vehicle Air Conditioning Systems <sup>[P]</sup>
DHEK 2416	Komatsu Wheel Loaders - Advanced Hydraulics & Power Train <sup>[P]</sup>
DHEK 2516	Komatsu Hydraulic Excavators <sup>[P]</sup>
DHEK 2603	Komatsu Advanced Diesel Emissions <sup>[P]</sup>
DHEK 2626	Komatsu Capstone <sup>[P]</sup>

#### PROGRAM INTERNSHIPS\* (15 CREDIT HOURS)

*Student should consult with program advisor to select internship course(s) which satisfy program curriculum requirements.*

\* Course credit may be available through prior learning assessment. Contact advisor for more information.

#### GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

##### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST 1483	US History to 1865 or
HIST 1493	US History since 1865
POLS 1113	US Government

##### COMMUNICATIONS (6 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

ENGL 1113	Freshman Composition I or
ENGL 1033	Technical Writing I
SPCH 1113	Introduction to Speech Communications or
SPCH 2313	Small Group Communications

##### COMPUTER LITERACY (3 CREDIT HOURS)

CS 1013	Computer Literacy & Applications
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##### MATHEMATICS (3 CREDIT HOURS)

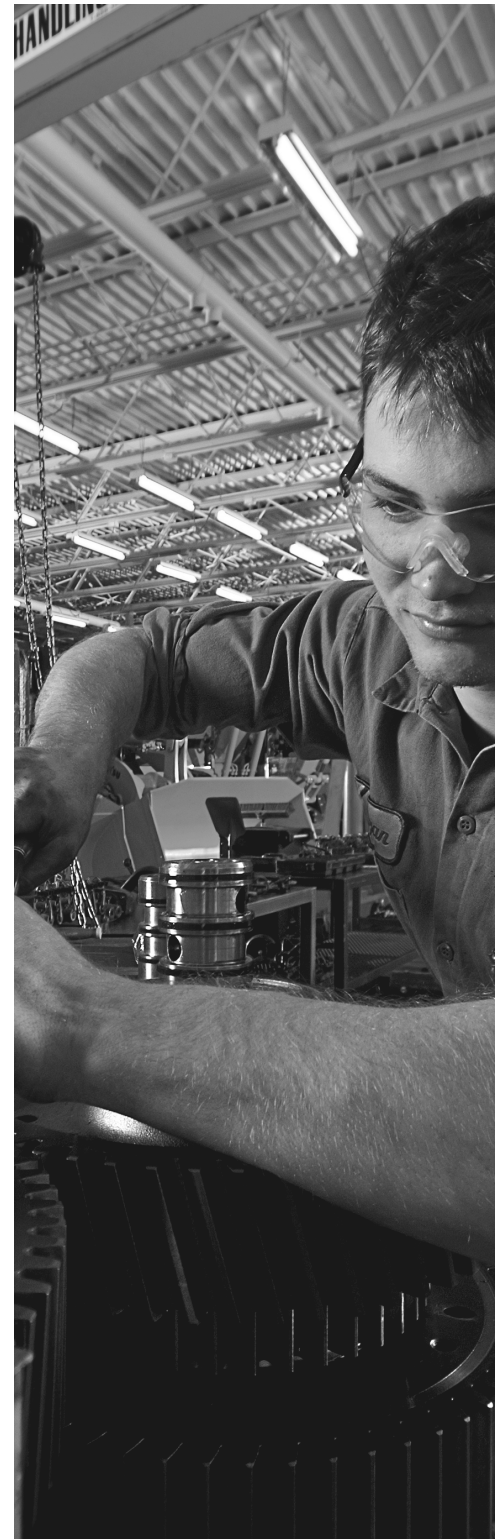
*Select from courses designated with an "A," including, but not limited to, courses listed below.*

MATH 1493	Math for Critical Thinking or
MATH 1513	Pre-Calculus

#### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

##### ORIENTATION (1 CREDIT HOUR)

GTGE 1111	College Cornerstone
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## MOPAR® CAP

### ASSOCIATE IN APPLIED SCIENCE (73 CREDIT HOURS)

The MOPAR® Career Automotive Program (MCAP) is a six-semester associate in applied science degree program designed to prepare graduates to work as a Chrysler, Dodge, Jeep® Ram, or FIAT® Service Technician.

The unique aspect of this program is its alternating internships. A student intensively studies and applies service techniques in OSU Institute of Technology's outstanding automotive service technology facilities for half of each semester and spends the other half of each semester on an on-site internship at the sponsoring dealership. This repeating model builds students' competency levels by allowing them to immediately apply what they learned in the classroom in a real-world setting until graduation. Upon graduation, the internship typically converts to full-time employment.

**New student enrollments are only accepted for the fall semester. Students must obtain an approved industry sponsor before enrolling in the program.**

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

*For more detailed information regarding OSUIT's MOPAR® CAP program, please contact a program advisor at 918-293-4710 or visit [osuit.edu/mopar](http://osuit.edu/mopar).*

### PROGRAM REQUIREMENTS: 54 CREDIT HOURS

#### MOPAR® CAP CORE (39 CREDIT HOURS)

AUMC 1003	Fundamentals of Electrical
AUMC 1103	Automotive Service Fundamentals
AUMC 1163	Steering & Suspension Systems
AUMC 1203	Brake Systems
AUMC 1243	Automotive Electronic Systems I
AUMC 1263	Automotive Electronic Systems II
AUMC 1303	Advanced Automotive Drivelines I
AUMC 1323	Advanced Automotive Drivelines II
AUMC 2413	Heating & Air Conditioning Systems
AUMC 2503	Engine Performance Theory & Operation
AUMC 2543	Engine Systems Theory & Operation
AUMC 2603	Diesel Engine & Fuel Injection Systems
AUMC 2613	MOPAR CAP Capstone

#### PROGRAM INTERNSHIPS\* (15 CREDIT HOURS)

*Student should consult with program advisor to select internship course(s) which satisfy program curriculum requirements.*

\* Course credit may be available through prior learning assessment. Contact advisor for more information.



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### GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST 1483	US History to 1865 or
HIST 1493	US History since 1865
POLS 1113	US Government

#### COMMUNICATIONS (6 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

ENGL 1113	Freshman Composition I or
ENGL 1033	Technical Writing I
SPCH 1113	Introduction to Speech Communications or
SPCH 2313	Small Group Communications

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS 1013	Computer Literacy & Applications
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#### APPROVED GENERAL EDUCATION ELECTIVE (3 CREDIT HOURS)

*Consult with program advisor for an approved list of electives.*

### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

#### ORIENTATION (1 CREDIT HOUR)

GTGE 1111	College Cornerstone
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## NAEDA AGRICULTURAL EQUIPMENT TECHNICIAN

### ASSOCIATE IN APPLIED SCIENCE (76 CREDIT HOURS)

The North American Equipment Dealers Association (NAEDA) was established by a progressive group of independent hardware, farm implement, and mercantile dealers to help increase their profitability and solve common problems.

Ask any agricultural and industrial equipment dealer about the most significant challenges they face, and you'll find that the lack of qualified service technicians is a frequent answer. Each year, as equipment becomes more technologically advanced, the need for skilled technicians grows. NAEDA addresses this problem with the industrial and agricultural equipment technician program at OSU Institute of Technology. The technicians produced by this program maintain, service, diagnose, and repair machines and equipment used in all forms of agricultural and industrial activities.

An essential feature of the program is that a student alternates one half of each semester on campus and the other half of the semester on-site at the sponsoring distributor's location. This intensive method of study and practice prepares a high-performance technician that the participating NAEDA distributors demand. After six semesters of on-campus classes and on-site internships, graduates typically stay with the sponsoring NAEDA distributor as full-time employees.

**Students must obtain an approved industry sponsor before enrolling in the program.**

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**For current program information, please contact a NAEDA Technician program advisor at 918-293-4710 or visit [osuit.edu/naeda](http://osuit.edu/naeda).**



### PROGRAM REQUIREMENTS: 54 CREDIT HOURS

#### NAEDA AG EQUIPMENT TECHNICIAN TRAINING CORE (39 CREDIT HOURS)

DSER	1123	Fundamentals of Maintenance
DSER	1133	Pre-Delivery & Preventive Maintenance
DSER	1143	Principles of GPS Applications
DSER	1223	Wiring Circuits, Charging & Starting Systems
DSER	1233	Hydraulic Principles
DSER	1323	Electronic Systems [P]
DSER	1333	Hydraulic Systems [P]
DSER	2416	Engines & Fuel Systems
DSER	2512	Mobile Air Conditioning [P]
DSER	2514	Power Train
DSER	2603	Yield Monitoring, Variable Rate & Auto Steer Diagnostics
DSER	2633	Capstone

#### PROGRAM INTERNSHIPS\* (15 CREDIT HOURS)

*Student should consult with program advisor to select internship course(s) which satisfy program curriculum requirements.*

\* Course credit may be available through prior learning assessment. Contact advisor for more information.

#### GENERAL EDUCATION REQUIREMENTS: 21 CREDIT HOURS

##### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST	1483	US History to 1865 or
HIST	1493	US History since 1865
POLS	1113	US Government

##### COMMUNICATIONS (6 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

ENGL	1113	Freshman Composition I or
ENGL	1033	Technical Writing I
SPCH	1113	Introduction to Speech Communications or
SPCH	2313	Small Group Communications

##### COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
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##### MATHEMATICS (3 CREDIT HOURS)

*Select from courses designated with an "A," including, but not limited to, courses listed below.*

MATH	1493	Math for Critical Thinking or
MATH	1513	Pre-Calculus

##### LEADERSHIP & MANAGEMENT ELECTIVE (3 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

ATLE	1113	Foundations in Technical Leadership or
BADM	1113	Introduction to Business or
MGMT	2243	Introduction to Entrepreneurship & Small Business Management

### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

#### ORIENTATION (1 CREDIT HOUR)

GTGE 1111 College Cornerstone



**PRO-TECH****ASSOCIATE IN APPLIED SCIENCE  
(76 CREDIT HOURS)**

The Pro-Tech automotive service technologies program is a cooperative two-year college-level student technician-training program leading to an applied science degree associate. The School of Transportation & Heavy Equipment administers the program's activities while working closely with automotive service industry associations, suppliers, and distributors.

The program is developed by and for professional automotive independent service centers. The student spends six semesters alternating study and practice on campus and at an independent service center. This unique design allows each potential technician to immediately apply automotive service principles and techniques to real-world situations.

The plan of study calls for students to spend one half of each semester on campus and the other half of the semester as an intern at a sponsoring independent service center. This repeating model builds students' competency levels by allowing them to immediately apply what they learned in the classroom in a real-world setting until graduation. Upon graduation, the internship typically converts to full-time employment.

**New student enrollments are only accepted for the fall semester. Students must obtain an approved industry sponsor before enrolling in the program.**

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**For current program information, please contact a Pro-Tech program advisor at 918-293-4710 or visit [osuit.edu/protech](http://osuit.edu/protech).**

**PROGRAM REQUIREMENTS:****54 CREDIT HOURS****PRO-TECH CORE  
(39 CREDIT HOURS)**

AUMP	1003	Automotive Service Fundamentals
AUMP	1053	Automotive Engines
AUMP	1073	Electrical/Electronics Training I
AUMP	1083	Electrical/Electronics Training II
AUMP	1203	Electrical Diagnosis
AUMP	1233	Automotive Brake Systems
AUMP	1283	Automotive Steering & Suspension
AUMP	1373	Automotive Manual Drivetrain
AUMP	1393	Automotive Automatic Transmissions & Transaxles
AUMP	2473	Automotive Engine Performance
AUMP	2593	Automotive Heating, Ventilation & Air Conditioning
AUMP	2693	Automotive Capstone
AUMP	2783	Advanced Automotive Diagnostics

**PROGRAM INTERNSHIPS\*  
(15 CREDIT HOURS)**

*Student should consult with program advisor to select internship course(s) which satisfy program curriculum requirements.*

\* Course credit may be available through prior learning assessment. Contact advisor for more information.



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**GENERAL EDUCATION REQUIREMENTS:****21 CREDIT HOURS****AMERICAN HISTORY & GOVERNMENT  
(6 CREDIT HOURS)**

HIST	1483	US History to 1865 or
HIST	1493	US History since 1865
POLS	1113	US Government

**COMMUNICATIONS  
(6 CREDIT HOURS)**

*Select from courses listed below or others as approved by program advisor.*

ENGL	1113	Freshman Composition I or
ENGL	1033	Technical Writing I
SPCH	1113	Introduction to Speech Communications or
SPCH	2313	Small Group Communications

**COMPUTER LITERACY  
(3 CREDIT HOURS)**

CS	1013	Computer Literacy & Applications
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**LEADERSHIP & MANAGEMENT ELECTIVE  
(3 CREDIT HOURS)**

*Select from courses listed below or others as approved by program advisor.*

ATLE	1113	Foundations in Technical Leadership or
BADM	1113	Introduction to Business or
MGMT	2243	Introduction to Entrepreneurship & Small Business Management

**APPROVED GENERAL EDUCATION ELECTIVE  
(3 CREDIT HOURS)**

*Consult with program advisor for an approved list of electives.*

**INTERDEPARTMENTAL REQUIREMENTS:****1 CREDIT HOUR****ORIENTATION  
(1 CREDIT HOUR)**

GTGE	1111	College Cornerstone
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## TOYOTA T-TEN

### ASSOCIATE IN APPLIED SCIENCE (83 CREDIT HOURS)

The student who enrolls in and completes the Toyota T-TEN (Technician Training and Education Network) program can expect to graduate in two years with an associate in applied science degree. This program is unique because it allows a student to alternate on-campus learning experiences with on-site dealership internship experiences for a half-semester at a time.

**New student enrollments are only accepted for the fall semester. Students must obtain an approved industry sponsor before enrolling in the program.**

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**For more detailed information regarding OSUIT's Toyota T-TEN program, please contact a program advisor at 918-293-4710 or visit [osuit.edu/toyota](https://osuit.edu/toyota).**

### PROGRAM REQUIREMENTS: 64 CREDIT HOURS

#### TOYOTA T-TEN CORE (54 CREDIT HOURS)

TTEN	1345	Toyota Steering & Suspension
TTEN	1405	Toyota Electrical Systems I
TTEN	1724	Introduction to Automotive Technology
TTEN	1805	Toyota Electrical Systems II
TTEN	1825	Toyota Brake Systems
TTEN	1915	Toyota Engine Repair
TTEN	2235	Toyota Manual Drivetrains
TTEN	2245	Toyota Automatic Transmissions
TTEN	2425	Toyota Engine Performance I
TTEN	2475	Capstone - Toyota Engine Performance II
TTEN	2925	Toyota Climate Control Systems

#### PROGRAM INTERNSHIPS (10 CREDIT HOURS)

*Student should consult with program advisor to select internship course(s) which satisfy program curriculum requirements.*

### GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST	1483	US History to 1865 or
HIST	1493	US History since 1865
POLS	1113	US Government

#### COMMUNICATIONS (6 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

ENGL	1113	Freshman Composition I or
ENGL	1033	Technical Writing I
SPCH	1113	Introduction to Speech Communications or
SPCH	2313	Small Group Communications

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
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#### MATHEMATICS (3 CREDIT HOURS)

*Select from courses designated with an "A," including, but not limited to, courses listed below.*

MATH	1493	Math for Critical Thinking or
MATH	1513	Pre-Calculus

### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

#### ORIENTATION (1 CREDIT HOUR)

GTGE	1111	College Cornerstone
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## TRUCK TECHNICIAN

### ASSOCIATE IN APPLIED SCIENCE (61 CREDIT HOURS)

Over-the-road trucks are becoming more advanced and require highly trained technicians to ensure proper diagnosis and repair. Service technicians must possess a thorough knowledge of math, science, reading comprehension, and writing skills to maintain, diagnose and repair these new technologies.

Today's service technicians also require interpersonal skills to communicate with customers, peers, and management as front-line employees with direct customer contact. In addition to the

se soft skills, program graduates also acquire an advanced understanding of engines and engine controls, transmissions, differentials, electrical and electronic systems, chassis, air conditioning, brakes, and steering.

Students can complete the Truck Technician program in five semesters, which includes four semesters of on-campus instruction and one semester as an intern at a sponsoring dealership.

**Students must obtain an approved industry sponsor before enrolling in their final semester.**

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

**For more detailed information regarding OSUIT's Truck Technician program, please contact a program advisor at 918-293-4710 or visit [osuit.edu/trucktechnician](https://osuit.edu/trucktechnician).**

### PROGRAM REQUIREMENTS: 42 CREDIT HOURS

#### TRUCK TECHNICIAN CORE (30 CREDIT HOURS)

DHEU 1143	Maintenance & Inspections
DHEU 1153	Maintenance Fundamentals
DHEU 1213	Introduction to Fluid Power
DHEU 1253	Electrical Circuits, Charging & Starting Systems Diagnostics & Repair
DHEU 1313	Power Train Systems
DHEU 1343	Brake Systems
DHEU 2452	Air Conditioning Systems
DHEU 2523	Diesel Engine & Fuel Systems
DHEU 2524	Capstone - Electronic Systems Interface
DHEU 2533	Diesel Engine Overhaul Techniques

#### PROGRAM INTERNSHIPS\* (12 CREDIT HOURS)

*Student should consult with program advisor to select internship course(s) which satisfy program curriculum requirements.*

\* Course credit may be available through prior learning assessment. Contact advisor for more information.

### GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

#### AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST 1483	US History to 1865 or
HIST 1493	US History since 1865
POLS 1113	US Government

#### COMMUNICATIONS (6 CREDIT HOURS)

*Select from courses listed below or others as approved by program advisor.*

ENGL 1113	Freshman Composition I or
ENGL 1033	Technical Writing I
SPCH 1113	Introduction to Speech Communications or
SPCH 2313	Small Group Communications

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS 1013	Computer Literacy & Applications
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#### APPROVED GENERAL EDUCATION ELECTIVE (3 CREDIT HOURS)

*Consult with program advisor for an approved list of electives.*

### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

#### ORIENTATION (1 CREDIT HOUR)

GTGE 1111	College Cornerstone
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# Course Descriptions

## ARRANGEMENT

The course descriptions are grouped in alphabetical order by prefix – for example, Accounting (ACCT) – and in numerical order within the prefix.

## SAMPLE

A sample course description and key is provided below.

**SAMP 1011**  
**SAMPLE COURSE**  
 Theory | 1 Credit Hour | **WEB**

④ The course description focuses on course content and informs the student about the subject matter, approach, breadth and applicability of the course.  
 ⑥ Prerequisite: SAMP 1003.  
 ⑦ Corequisite: SAMP 1014.  
 ⑧ Academic Service Fee: \$7.00

① Course Number (see below)  
 ② Course Title  
 ③ Course Type  
 ④ Number of Credit Hours  
 ⑤ WEB = Available Fully Online (Availability Varies by Term)  
 ⑥ Course Description  
 ⑦ Course Prerequisite and Corequisite Requirements (see below)  
 ⑧ Academic Service Fee (see below)

## COURSE NUMBER

Each course consists of a two- to four-letter prefix (discipline) plus a four digit course number following the prefix. The first digit of the course number designates the general course level:

- 1 – Freshman
- 2 – Sophomore
- 3 – Junior
- 4 – Senior

Course numbers that begin with a 0 designate nontransferable courses that do not apply to program requirements.

The second and third digits identify the course within a department.

The fourth digit to the right, in most cases, designates the number of credit hours awarded for the course. A course number ending in 0 designates a course with variable credit.

## PREREQUISITES & COREQUISITES

Some courses have requirements that students must meet prior to or at the time of enrollment in that course. The academic catalog lists these requirements at the end of the course description as “prerequisites” or “corequisites.”

Although not stated for every course, students may obtain the School Dean’s approval to enroll in place of a prerequisite or corequisite course if the student has satisfied the requirement by other means.

## Prerequisite

A prerequisite is a course (or qualification) that a student must successfully complete before they may register for a subsequent course. It is the student’s responsibility to comply with the prerequisites of all courses they enroll in.

The most stringent placement restrictions are prerequisites. If a course lists a prerequisite requirement, the department has determined that students who lack the prerequisite are unlikely to succeed in the course. Therefore, the student must meet the prerequisite or demonstrate that they have satisfied the requirement by other means before enrolling in the course.

## Corequisite

A corequisite is a course that students must take prior to or at the same time as another course. If a course lists a corequisite requirement, the department has determined that students who lack the corequisite are unlikely to succeed in the course. Therefore, the student must have taken the corequisite prior to enrollment in the course, co-enroll in the corequisite course in the same term, or demonstrate that the requirement has been satisfied by other means before enrolling in the course.

## ACADEMIC SERVICE FEE

Academic service fees cover a portion of the actual costs of the instructional services provided by the institution. These fees are charged for specific courses and used to offset the costs of special instruction, testing, and provision of laboratory supplies and materials. Academic service fees vary by course and are approved by OSRHE.

## SCHEDULING

OSUIT does not offer all courses every semester. Therefore, students are encouraged to follow their degree plan of study and work closely with a program advisor to develop their class schedule.

## CODE LETTERS

The letters next to the General Education course names are code letters that designate the general education category for which the course may be used.

- Analytical & Quantitative Thought (A)
- Humanities (H)
- Natural Sciences (N)
- Social & Behavioral Sciences (S)
- Diversity (D)
- International Dimension (I)
- Scientific Investigation (L)

## COURSE PREFIX KEY

<b>ACCT</b>	Accounting
<b>ACR</b>	Air Conditioning & Refrigeration
<b>ATLE</b>	Applied Technical Leadership
<b>ASL</b>	American Sign Language
<b>AUMC</b>	MOPAR® CAP
<b>AUMF</b>	Ford ASSET
<b>AUMG</b>	GM ASEP
<b>AUMP</b>	Pro-Tech
<b>AUPL</b>	Automotive Prior Learning
<b>BADM</b>	Business Administration
<b>BDPL</b>	Business & Digital Technologies Prior Learning
<b>BIOL</b>	Biology
<b>BLD</b>	Building Construction
<b>CET</b>	Civil Engineering Technology
<b>CHEM</b>	Chemistry
<b>CNS</b>	Construction Technology
<b>CS</b>	Computer Literacy
<b>CUA</b>	Culinary Arts
<b>DHE</b>	Diesel & Heavy Equipment
<b>DHEC</b>	CAT® Dealer Prep
<b>DHEK</b>	Komatsu ACT
<b>DER</b>	NAEDA Agricultural Equipment Technician
<b>DHEU</b>	Truck Technician
<b>ECNT</b>	Electrical Construction
<b>ECON</b>	Economics
<b>EHST</b>	Environmental Health & Safety
<b>ENGL</b>	English
<b>ETD</b>	Engineering Technologies
<b>ETDE</b>	Electrical & Electronics
<b>ETDG</b>	Engineering Design Drafting
<b>GEN</b>	General Studies
<b>GEOG</b>	Geography
<b>GEOG</b>	Geology
<b>GRD</b>	Graphic Design
<b>GTAC</b>	General Technology - Air Conditioning
<b>GTAU</b>	General Technology - Automotive
<b>GTCT</b>	General Technology - Construction
<b>GTET</b>	General Technology - Engineering
<b>GTGE</b>	General Technology
<b>HHP</b>	Health & Human Performance
<b>HHPL</b>	Health & Human Services Prior Learning
<b>HIST</b>	History
<b>HUM</b>	Humanities

<b>HVLP</b>	High Voltage Line Technician
<b>INPL</b>	Industrial Technologies Prior Learning
<b>ITD</b>	Information Technologies
<b>MATH</b>	Mathematics
<b>MGMT</b>	Management
<b>MMT</b>	Multimedia Technology
<b>NSCI</b>	Nutritional Sciences
<b>NUPL</b>	Nursing Prior Learning
<b>NURS</b>	Nursing
<b>ORIE</b>	Orientation
<b>PHIL</b>	Philosophy
<b>PHYS</b>	Physical Science
<b>POLS</b>	Political Science
<b>PSYC</b>	Psychology
<b>READ</b>	Reading
<b>SEGC</b>	Natural Gas Compression
<b>SEIM</b>	Industrial Maintenance
<b>SEPL</b>	Pipeline Integrity
<b>SEPM</b>	Plant Maintenance
<b>SEPP</b>	Power Plant
<b>SOC</b>	Sociology
<b>SPAN</b>	Spanish
<b>SPCH</b>	Speech
<b>STAT</b>	Statistics
<b>SURV</b>	Surveying
<b>TTEN</b>	Toyota T-TEN
<b>TTPL</b>	Transportation Technologies Prior Learning
<b>VIS</b>	Visual Communications

## ACCOUNTING (ACCT)

### ACCT 2090

#### SPECIAL PROJECTS

Theory/Lab | 1-9 Credit Hours

Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of accounting with credit hours assigned based on level and amount of effort involved.

**Prerequisite:** School Dean's approval.

**Academic Service Fee:** \$7.00 per credit hour, as determined by course credit

### ACCT 2103

#### FINANCIAL ACCOUNTING

Theory | 3 Credit Hours | **WEB**

The theory and practice of measuring and recording financial data for an economic unit; journalizing transactions; adjusting entries for revenue and expense items, inventories, depreciation, internal control with an emphasis on cash, current and long-term liabilities and accounting for corporation stock transactions. Emphasis is on the preparation and use of the income statement, balance sheet and statement of cash flows.

**Academic Service Fee:** \$21.00

### ACCT 2203

#### MANAGERIAL ACCOUNTING

Theory | 3 Credit Hours | **WEB**

A study of the theory and practice of managerial accounting including analysis of cost behavior with an emphasis on the accumulation of product costs and budgeting for planning and performance evaluation. Other topics covered include job order costing, process costing, cost-volume analysis, capital budgeting, standard costs and departmentalization.

**Prerequisite:** ACCT 2103.

**Academic Service Fee:** \$21.00

## AIR CONDITIONING & REFRIGERATION (ACR)

### ACR 1111

#### EPA CERTIFICATION INFORMATION

Theory | 1 Credit Hour

Instruction concerning EPA rules and regulations is given to provide the student an opportunity to take and pass the EPA Certification test. Current rules and regulations concerning ozone depletion, CAA, and Montreal Protocol are taught.

**Academic Service Fee:** \$33.00

### ACR 1121

#### INTRODUCTION TO AIR CONDITIONING & REFRIGERATION TECHNOLOGY

Theory | 1 Credit Hour

An orientation into the world of Air Conditioning and Refrigeration technology, including career opportunity exploration, licensing requirements, safety, tools and your college strategies.

**Academic Service Fee:** \$33.00

### ACR 1126

#### ACR SYSTEM APPLICATIONS

Theory/Lab | 6 Credit Hours

This course covers the use of hand tools and industry specific tools, as well as copper tube flaring, swaging, cutting and brazing. It includes the theory of the compression refrigeration cycle to include components which make up a refrigeration system, and the operation and analysis of basic refrigeration systems including evacuation, charging, recovery, control adjustments and efficiency checks. Also emphasizes career opportunities in the air conditioning and refrigeration fields.

**Academic Service Fee:** \$198.00

### ACR 1203

#### ELECTRICAL CONTROLS

Theory/Lab | 3 Credit Hours

A study of basic electrical properties and their behavior in series, parallel, and combination circuits. Theories of operation of electrical components common to air conditioning and refrigeration systems such as switches, relays, contactors, starter boxes, transformers, time delay relays, defrost timers, motors of various types, capacitors and motor starting relays are also examined.

**Academic Service Fee:** \$99.00

### ACR 1206

#### ELECTRICAL CONTROL APPLICATIONS

Theory/Lab | 6 Credit Hours

Electrical components and circuits and how they relate to air conditioning and refrigeration systems form the basis of instruction. Emphasis is on actual wiring and troubleshooting of basic circuits, with techniques for troubleshooting 'live' circuits with volt meters and amp meters practiced. Students also gain experience designing and wiring circuits using common electrical components studied in ACR 1203.

**Corequisite:** ACR 1203.

**Academic Service Fee:** \$198.00

### ACR 1336

#### RESIDENTIAL AIR CONDITIONING & HEATING SYSTEMS

Theory/Lab | 6 Credit Hours

Individual projects examining residential air conditioning and heating systems with respect to: installation, operation, and servicing of split system equipment, package equipment, unitary equipment, gas heating, electric heating, hydronic heating, and oil heating are discussed and/or reviewed in the lab. Topics including R-22 and R-410A Systems are discussed and analyzed. A strong emphasis is put on wiring diagrams, control circuits and troubleshooting.

**Prerequisites:** ACR 1126, ACR 1203 and ACR 1206.

**Academic Service Fee:** \$198.00

### ACR 1343

#### ELECTRONIC CONTROL APPLICATIONS

Theory/Lab | 3 Credit Hours

Solid state electronic controls, bridge-circuits and direct digital controls as applied to air conditioning and refrigeration. Emphasis is devoted to wiring and testing system components and control circuits.

**Prerequisites:** ACR 1203 and ACR 1206.

**Academic Service Fee:** \$99.00

### ACR 1344

#### UNITARY REFRIGERATION

Theory/Lab | 4 Credit Hours

Operation, diagnosis and service of unitary systems. Emphasis is devoted to ice makers, slush machines, ice cream units and their related controls.

**Prerequisites:** ACR 1126, ACR 1203 and ACR 1206.

**Academic Service Fee:** \$132.00

### ACR 2090

#### SPECIAL PROJECTS

Theory/Lab | 1-9 Credit Hours

Individual study may be arranged under the supervision of an instructor, with credit hours to be designated. Projects may be undertaken in any area of air conditioning.

**Prerequisite:** School Dean's approval.

**Academic Service Fee:** \$33.00 per credit hour, as determined by course credit

### ACR 2406

#### COMMERCIAL REFRIGERATION APPLICATIONS

Theory/Lab | 6 Credit Hours

Applies to the selection, calibration, servicing, installation, application and operation of commercial refrigeration systems and display cases. Also included: adjustment of temperature, pressure, defrost controls,



load calculations, pipe sizing and bidding procedures. Diagnosis and troubleshooting electrical and pressure operated devices are included.

**Prerequisites:** ACR 1126, ACR 1343 and ACR 1344.

**Academic Service Fee:** \$198.00

### ACR 2443 SYSTEMS CONTROLS

Theory/Lab | 3 Credit Hours

Topics include the operation, calibration, and servicing of equipment with direct digital control systems.

Systems with both dedicated and programmable controls are covered. Special emphasis is placed on checking inputs and outputs to individual control systems.

**Prerequisite:** ACR 1343.

**Academic Service Fee:** \$99.00

### ACR 2513 AIR SYSTEMS DESIGN

Theory/Lab | 3 Credit Hours

Heat load calculations using ASHRAE data from Manual J for residential homes and duct layout and design using Manual D form the basis of instruction on air systems design. Heat loads are calculated by use of forms and the computer.

**Academic Service Fee:** \$99.00

### ACR 2603 COMMERCIAL AIR CONDITIONING

Theory/Lab | 3 Credit Hours

Covers the operation, service and maintenance of commercial reciprocating, centrifugal and absorption Can chilled water systems. Also taught are commercial controls, starting systems and energy management.

**Prerequisites:** ACR 1343 and ACR 2806.

**Academic Service Fee:** \$99.00

### ACR 2623 MECHANICAL CODES

Theory | 3 Credit Hours

This course is a concentrated study of the HVAC Mechanical Codes, including the International Mechanical Codes and International Fuel Gas Codes. Students will also gain an understanding of mathematical operations associated with pipefitting, industry-related OSHA 1926 safety standards, and all aspects of the Oklahoma Mechanical Journeyman testing and licensing procedure.

**Prerequisite:** ACR 1336.

**Academic Service Fee:** \$99.00

### ACR 2653 AIR CONDITIONING & REFRIGERATION TECHNOLOGY CAPSTONE

Theory/Lab | 3 Credit Hours

Involves individual and team capstone projects involving the application, operation, service, and repair of air-to-air heat pumps and dual fuel heat pumps. Course content also includes exit assessments and other graduation requirements.

**Prerequisite:** ACR 2603.

**Corequisite:** ACR 2623.

**Academic Service Fee:** \$99.00

### ACR 2806 ACR INTERNSHIP I

Internship | 6 Credit Hours

A supervised cooperative industry experience, which allows students the opportunity to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines.

**Prerequisites:** Student must be in good academic standing with a minimum of a 2.0 overall (retention/graduation) GPA and have completed ACR 1126, ACR 1203, ACR 1206 and ACR 1336.

**Academic Service Fee:** \$198.00

### ACR 2906 ACR INTERNSHIP II

Internship | 6 Credit Hours

A supervised cooperative industry experience, which allows students the opportunity to utilize and refine skills previously learned in their educational process.

All work is performed in accordance with industry standards and guidelines.

**Prerequisites:** Student must be in good academic standing with a minimum of a 2.0 overall (retention/graduation) GPA and have completed ACR 1336 and ACR 2806.

**Academic Service Fee:** \$198.00

### ACR 2912 ACR INTERNSHIP

Internship | 12 Credit Hours

A supervised cooperative industry experience, which allows students the opportunity to utilize and refine skills previously learned in their educational process.

All work is performed in accordance with industry standards and guidelines.

**Prerequisites:** Student must be in good academic standing with a minimum of a 2.0 overall (retention/graduation) GPA and have completed ACR 1126, ACR 1203, ACR 1206 and ACR 1336.

**Academic Service Fee:** \$396.00

## AMERICAN SIGN LANGUAGE (ASL)

### ASL 1363 AMERICAN SIGN LANGUAGE I

Theory | 3 Credit Hours

An introduction to ASL (American Sign Language) which emphasizes basic signs, alphabet, numbers, and culture of the d/Deaf (deaf and hard of hearing) as well as facial and body expressions.

**Academic Service Fee:** \$21.00

### ASL 1373 AMERICAN SIGN LANGUAGE II

Theory | 3 Credit Hours

A continuation of ASL (American Sign Language) which continues to emphasize basic signs, alphabet, numbers, and culture of the d/Deaf (deaf and hard of hearing) as well as facial and body expressions.

**Prerequisite:** ASL 1363 or instructor's approval.

**Academic Service Fee:** \$21.00

## APPLIED TECHNICAL LEADERSHIP (ATLE)

### ATLE 1113 FOUNDATIONS IN TECHNICAL LEADERSHIP

Theory | 3 Credit Hours | **WEB**

Establishes key concepts for leadership development in a technology enterprise. Explores internal and external factors involved in becoming a successful leader, including globalization and diversity topics.

**Academic Service Fee:** \$21.00

### ATLE 1213 FUNDING THE TECHNICAL ENTERPRISE

Theory | 3 Credit Hours | **WEB**

Introduces the principles and best practices of financial resource management. Surveys concepts and tools of accounting, budgeting and marketing.

**Academic Service Fee:** \$21.00

### ATLE 3101 ORIENTATION TO PROJECT DESIGN

Theory | 1 Credit Hour | **WEB**

Develops foundational project planning skills. Prepares students to produce quality deliverables in project-based applied topics courses.

**Academic Service Fee:** \$7.00

### ATLE 3213 MANAGING RESOURCES IN THE TECHNICAL ENTERPRISE

Theory | 3 Credit Hours | **WEB**

Advances students' knowledge of resource management, emphasizing capital and human resource theories, issues, and practices. Equips the developing leader to manage the valuable resources of the technical enterprise.

**Prerequisite:** ATLE 1213.

**Academic Service Fee:** \$21.00

### ATLE 3233 APPLIED TOPICS IN TECHNICAL RESOURCE MANAGEMENT

Theory/Lab | 3 Credit Hours | **WEB**

Guides students to design, develop, and implement projects that relate theoretical knowledge to authentic resource management problems. Projects will demonstrate resource management best practices in a technology enterprise setting.

**Prerequisite:** ATLE 3101.

**Corequisite:** ATLE 3213.

**Academic Service Fee:** \$21.00

### ATLE 3413 MANAGING OPERATIONS IN THE TECHNICAL ENTERPRISE

Theory | 3 Credit Hours | **WEB**

Advances students' knowledge of technical enterprise operations management, emphasizing quality and supply chain management theories, issues and practices. Equips the developing leader to manage the critical operations of the enterprise.

**Academic Service Fee:** \$21.00

### ATLE 3433 APPLIED TOPICS IN TECHNICAL OPERATIONS MANAGEMENT

Theory/Lab | 3 Credit Hours | **WEB**

Engages students in the design, development, and implementation of projects that relate theoretical knowledge to real-world operations problems. Projects will demonstrate operations management best practices in a technology enterprise setting.

**Prerequisite:** ATLE 3101.

**Corequisite:** ATLE 3413.

**Academic Service Fee:** \$21.00

### ATLE 3613 LEADING THE TECHNICAL ENTERPRISE

Theory | 3 Credit Hours | **WEB**

Advances students' knowledge of technical enterprise leadership theories, emphasizing core leadership skills. Equips the developing leader to purposefully build a sustainable high-performing organizational culture.

**Prerequisite:** ATLE 1113.

**Academic Service Fee:** \$21.00

### ATLE 3633 APPLIED TOPICS IN TECHNICAL LEADERSHIP

Theory/Lab | 3 Credit Hours | **WEB**

Engages students in the design, development, and implementation of projects that relate theoretical knowledge to authentic real-world leadership challenges. Projects will demonstrate leadership best practices in a technology enterprise setting.

**Prerequisite:** ATLE 3101.

**Corequisite:** ATLE 3613.

**Academic Service Fee:** \$21.00

### ATLE 4113 LEGAL ASPECTS OF TECHNICAL LEADERSHIP

Theory | 3 Credit Hours | **WEB**

Advances students' knowledge of ethical and legal responsibilities to various enterprise stakeholders, including associates, customers, and community. Equips the developing leader to make strategic decisions that sustain a healthy environment.

**Academic Service Fee:** \$21.00

**ATLE 4133****APPLIED LEGAL TOPICS IN TECHNICAL LEADERSHIP**Theory/Lab | 3 Credit Hours | **WEB**

Engages students via a case that relates theoretical knowledge to an ethically challenging scenario.

Students will evaluate various options in terms of ethics, legality, and leadership best practices in a technology enterprise setting.

**Prerequisite:** ATLE 3101.

**Corequisite:** ATLE 4113.

**Academic Service Fee:** \$21.00

**ATLE 4313****EXPANDING THE TECHNICAL ENTERPRISE**Theory | 3 Credit Hours | **WEB**

Develops students' visioning capacity and knowledge of growth initiative theories, emphasizing business models and plans. Empowers the developing leader to adopt the entrepreneurial mindset needed to expand and sustain the enterprise.

**Academic Service Fee:** \$21.00

**ATLE 4333****APPLIED TOPICS IN TECHNICAL ENTERPRISE EXPANSION**Theory/Lab | 3 Credit Hours | **WEB**

Students design and develop a business plan that relates theoretical knowledge to authentic real-world growth scenarios. Plans will demonstrate growth initiative best practices in a technology enterprise setting.

**Prerequisite:** ATLE 3101.

**Corequisite:** ATLE 4313.

**Academic Service Fee:** \$21.00

**ATLE 4513****PROCESS OPTIMIZATION IN THE TECHNICAL ENTERPRISE**Theory | 3 Credit Hours | **WEB**

Investigates quality management theories as they relate to supply chain processes and planning.

**Academic Service Fee:** \$21.00

**ATLE 4533****APPLIED TOPICS IN TECHNICAL PROCESS OPTIMIZATION**Theory/Lab | 3 Credit Hours | **WEB**

Projects will analyze process optimization best practices from award-winning enterprises and apply lessons learned to each student's chosen field.

**Prerequisite:** ATLE 3101.

**Corequisite:** ATLE 4513.

**Academic Service Fee:** \$21.00

**ATLE 4613****PROJECT PLANNING & IMPLEMENTATION IN THE TECHNICAL ENTERPRISE**Theory | 3 Credit Hours | **WEB**

Investigates project management theories as they relate to optimizing project life cycles and resource allocation.

**Academic Service Fee:** \$21.00

**ATLE 4633****APPLIED TOPICS IN TECHNICAL PROJECT PLANNING & IMPLEMENTATION**Theory/Lab | 3 Credit Hours | **WEB**

Projects will demonstrate project optimization best practices. Students will complete a project management assignment using a tool that fits the needs of their chosen technical industry.

**Prerequisite:** ATLE 3101.

**Corequisite:** ATLE 4613.

**Academic Service Fee:** \$21.00

**ATLE 4903****APPLIED TECHNICAL LEADERSHIP CAPSTONE**Theory/Lab | 3 Credit Hours | **WEB**

Culmination of studies in the Applied Technical Leadership program. Students analyze real-world problems, propose solutions, and develop authentic change initiative deliverables for their chosen technology field, synthesizing leadership theories and management best practices.

**Prerequisite:** Course must be taken in final semester.

**Academic Service Fee:** \$21.00

**MOPAR® CAP (AUMC)****AUMC 1003****FUNDAMENTALS OF ELECTRICAL**

Theory/Lab | 3 Credit Hours

Designed to develop fundamental electrical knowledge and skills for the MOPAR® CAP student and to prepare the student for successful completion of the FCA Fundamentals of Electrical Skills Gateway Assessment. Areas of instruction include: Ohm's Law, electrical measurements, reading and understanding wiring diagrams, meter usage and circuit analysis for diagnostics.

**Academic Service Fee:** \$90.00

**AUMC 1103****AUTOMOTIVE SERVICE FUNDAMENTALS**

Theory/Lab | 3 Credit Hours

Automotive Service Fundamentals prepares the MOPAR® CAP student to understand and develop skills necessary to diagnose and repair Chrysler built vehicles. Areas of instruction include: Safety, Hand and Power Tools, Special Equipment, Fastening Devices, Service Information, Semi and Precision Measuring, Scan Tools, New Vehicle Preparation, Light Vehicle Maintenance, and Application of the Chrysler Six-Step Diagnostic Process.

**Academic Service Fee:** \$90.00

**AUMC 1163****STEERING & SUSPENSION SYSTEMS**

Theory/Lab | 3 Credit Hours

Steering & Suspension Systems provides the MOPAR® CAP student with a theoretical understanding of basic steering and suspension geometry and principles and instills practical skills needed to identify, diagnose, adjust, align, remove, and repair components of the steering and suspension systems. This course provides specific diagnostic methods used to troubleshoot steering and suspension systems, including wheel and tire wear concerns. Emphasis is placed on service procedures, using service information, special tools and equipment for diagnosis and repair.

**Academic Service Fee:** \$90.00

**AUMC 1203****BRAKE SYSTEMS**

Theory/Lab | 3 Credit Hours

Brake Systems provides the MOPAR® CAP student with the theory of basic brake operation and hydraulic principles. Students will gain knowledge on the proper use of service information, special tools, and brake service equipment. Practical applications include diagnosis, adjustment, removal, and repair of brake components. Emphasis is placed on how to use a systematic approach to diagnose and repair the root cause of vehicle base brake hardware, brake hydraulics, electronic anti-lock brake systems, traction control systems, and vehicle stabilization control systems, as well as root causes of vehicle noise, vibration, and harshness (NVH) concerns.

**Academic Service Fee:** \$90.00

**AUMC 1213****MOPAR INTERNSHIP I**

Internship | 3 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$90.00

**AUMC 1243****AUTOMOTIVE ELECTRONIC SYSTEMS I**

Theory/Lab | 3 Credit Hours

Automotive Electronic Systems I provides the MOPAR® CAP student with the theory and application of advanced auto electricity, which covers the theory, testing, diagnosis and repair of body electrical systems. Emphasis for this course is placed on current controller area network (CAN) bus vehicles. Service information and special tools are emphasized to help in electronic systems diagnosis and repairs. Circuit architecture, power supply methods, communications, bus architecture, power distribution, passive restraints and electronic sub-systems will be covered in this course.

**Academic Service Fee:** \$90.00

**AUMC 1263****AUTOMOTIVE ELECTRONIC SYSTEMS II**

Theory/Lab | 3 Credit Hours

Automotive Electronic Systems II provides the MOPAR® CAP student with the theory and application of advanced auto electricity, which covers the identification, function, operation, and repair of power accessories, including the service of power sliding doors, lift gates, power windows, locking assemblies, cruise control, interior/exterior lighting, audio systems and related power accessories. Topics that emphasize hybrid vehicle high voltage safety, starting/charging systems, and batteries are discussed within this course. Activities focus on system diagnosis and failure analysis, including the proper use of service information, electrical meters, scopes, precision measurement devices and other specialized equipment. Safety is stressed.

**Academic Service Fee:** \$90.00

**AUMC 1291-1292 (1-2 CREDIT HOURS)****ADVANCED MOPAR INTERNSHIP I**

Internship | 1-2 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the MOPAR® CAP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

**AUMC 1303****ADVANCED AUTOMOTIVE DRIVELINES I**

Theory/Lab | 3 Credit Hours

This course prepares MOPAR® CAP students by giving them the skills needed to diagnose, adjust, remove and repair components of advanced or updated driveline components found on automobiles. Components include automatic transmissions/transaxles, manual transmissions/transaxles, differentials, all-wheel drive (AWD) and four-wheel drive components. This course

includes a focus on how to use a systematic approach to diagnose and repair the root cause of driveline failures. Service information procedures and the use of special tools are emphasized to help in the diagnosis and repair of advanced automotive drivelines.

**Academic Service Fee:** \$90.00

### **AUMC 1313 MOPAR INTERNSHIP II**

Internship | 3 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$90.00

### **AUMC 1323 ADVANCED AUTOMOTIVE DRIVELINES II**

Theory/Lab | 3 Credit Hours

This course prepares MOPAR® CAP students by giving them the skills needed to diagnose, adjust, remove and repair components of advanced or updated driveline components found on FCA automobiles. Components include automatic transmissions/transaxles, manual transmissions/transaxles, differentials, all-wheel drive (AWD) and four-wheel drive components. This course includes interactive diagnosis, disassembly, component inspection, failure analysis, sub-assembly testing and unit reassembly. Strong emphasis is placed on scan tool and data recording usage to diagnose the operation and faults on computer controlled units. Shop safety is stressed.

**Academic Service Fee:** \$90.00

### **AUMC 1391-1392 (1-2 CREDIT HOURS) ADVANCED MOPAR INTERNSHIP II**

Internship | 1-2 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the MOPAR® CAP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

### **AUMC 2090 SPECIAL PROJECTS**

Theory/Lab | 1-9 Credit Hours

Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of automotive service with credit hours assigned based on level and amount of effort involved.

**Prerequisite:** School Dean's approval.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

### **AUMC 2413 HEATING & AIR CONDITIONING SYSTEMS**

Theory/Lab | 3 Credit Hours

Heating & Air Conditioning Systems provides the MOPAR® CAP student with the theory and application of heating and air conditioning systems found on FCA automobiles and light trucks. Principles of refrigeration, air flow, heating and various climate control component operations are also covered. The inspection, testing,

servicing and diagnosis of climate control system components, as well as automatic temperature control systems are emphasized. Safety is stressed.

**Academic Service Fee:** \$90.00

### **AUMC 2423 MOPAR INTERNSHIP III**

Internship | 3 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$90.00

### **AUMC 2491-2492 (1-2 CREDIT HOURS) ADVANCED MOPAR INTERNSHIP III**

Internship | 1-2 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the MOPAR® CAP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

### **AUMC 2503 ENGINE PERFORMANCE THEORY & OPERATION**

Theory/Lab | 3 Credit Hours

Engine Performance Theory & Operation provides the MOPAR® CAP student with the theory, demonstration and application of FCA ignition systems, electronic fuel injection and emission control systems. It includes the use of service information and scan tools, as well as the advanced use of lab scopes and specialized testing equipment. Emphasis is placed on diagnosis, failure analysis and service of components including, fuel delivery, fuel injection, emission control devices and sub-systems that control engine, fuel, and exhaust components according to manufacturer specifications. Safety is stressed.

**Academic Service Fee:** \$90.00

### **AUMC 2513 MOPAR INTERNSHIP IV**

Internship | 3 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$90.00

### **AUMC 2543 ENGINE SYSTEMS THEORY & OPERATION**

Theory/Lab | 3 Credit Hours

Engines Systems Theory & Operation provides the MOPAR® CAP student with the theory, demonstration and application of engine repair procedures according to the manufacturer specifications, which includes disassembly, cleaning, inspection, measurement, service and reassembly. Emphasis is given to system diagnosis and failure analysis and includes the proper

use of hand tools, precision measurement devices and other specialized equipment. Safety is stressed.

**Academic Service Fee:** \$90.00

### **AUMC 2591-2592 (1-2 CREDIT HOURS) ADVANCED MOPAR INTERNSHIP IV**

Internship | 1-2 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the MOPAR® CAP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

### **AUMC 2603 DIESEL ENGINE & FUEL INJECTION SYSTEMS**

Theory/Lab | 3 Credit Hours

Diesel Engine & Fuel Injection Systems provides the MOPAR® CAP student with the knowledge and skills necessary to diagnose and service current FCA diesel engine and fuel related performance concerns. The primary focus for this course is diagnosing diesel internal engine and cylinder head failures and diesel fuel delivery systems, including fuel injectors, fuel pumps, pump timing, and computer and related electrical systems. Emphasis is placed on the use of service information, diagnostic flow charts and specific diagnostic procedures to evaluate engine condition and performance. Safety is stressed.

**Academic Service Fee:** \$90.00

### **AUMC 2613 MOPAR CAP CAPSTONE**

Theory/Lab | 3 Credit Hours

Provides the MOPAR® CAP student with the knowledge and skills necessary to diagnose and service components and sub-systems on current production Chrysler vehicles, and is used to reinforce the ASE vehicle service areas in engines, engine performance, steering, suspension, brakes, electrical, automatic transmissions and manual transmissions, including drive train systems. An emphasis is placed on proper use of service information and special tools used in the diagnosis and repair procedures.

**Academic Service Fee:** \$90.00

### **AUMC 2623 MOPAR INTERNSHIP V**

Internship | 3 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$90.00

### **AUMC 2691-2692 (1-2 CREDIT HOURS) ADVANCED MOPAR INTERNSHIP V**

Internship | 1-2 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the MOPAR® CAP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by



industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

## FORD ASSET (AUMF)

### AUMF 1011 CAREER CORNERSTONE: INTRODUCTION TO AUTOMOTIVE SERVICE

Theory | 1 Credit Hour

An overview of the automotive field with detailed specifics focused on Ford Motor Company, and includes historical information, understanding how the dealership functions, efficiency, productivity, time and labor guide usage, VIN codes, service manual usage, introduction to scan tool devices, pre-delivery inspection, precision measurement usage and safety. Its emphasis is on career networking focusing on the variety of related career opportunities within the automotive service industry.

**Academic Service Fee:** \$30.00

### AUMF 1034 FORD BASIC ELECTRICAL

Theory/Lab | 4 Credit Hours

The theory and application of electrical principles and concepts. Subjects covered include proper use of digital multimeters, OHM's Law, series circuits, parallel circuits and series parallel circuits. Emphasis is placed on diagnostic procedures through on-bench and practical exercises using automotive applications.

**Academic Service Fee:** \$120.00

### AUMF 1104 INTERNSHIP I

Internship | 4 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required AUMF core courses.

**Academic Service Fee:** \$120.00

### AUMF 1113 FORD ENGINE REPAIR

Theory/Lab | 3 Credit Hours

Theory, demonstration and lab work covering the operation and principles of two- and four-stroke engines, and engine systems, including the identification of engine parts, diagnosis and service of the cooling, fuel (gas and diesel), lubrication, ignition, diesel fuel injection and valve-train systems, with special emphasis on cylinder head service. The operation and service of turbo-chargers and superchargers are also covered as they pertain to Ford vehicles, as well as the diagnosis of common engine noises.

**Academic Service Fee:** \$90.00

### AUMF 1191-1193 (1-3 CREDIT HOURS) ADVANCED FORD INTERNSHIP I

Internship | 1-3 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the Ford ASSET program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic

standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

### AUMF 1204 INTERNSHIP II

Internship | 4 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have completed all previous required AUMF core courses.

**Academic Service Fee:** \$120.00

### AUMF 1233 FORD BASE & ELECTRICAL SUSPENSION & STEERING

Theory/Lab | 3 Credit Hours

The theory and application of component and system, function, operation, adjustment, diagnosis and repair of suspension and steering systems used on current Ford cars and light trucks, and includes principles of suspension, geometry, alignment angles, electronic suspension and steering, CV joints, and wheel and axle bearings. Emphasis is on preventive maintenance, system diagnosis and failure analysis and also includes electrical and electronic principles needed for diagnosis and repair of these systems. It involves operation of wheel balancers and alignment machines, as well as other special shop tools, equipment and Ford diagnostic testers. Proper automobile lifting and support procedures and shop safety are stressed.

**Academic Service Fee:** \$90.00

### AUMF 1243 FORD ELECTRONIC SYSTEM DIAGNOSIS

Theory/Lab | 3 Credit Hours

The theory and application of semiconductor devices, batteries, starting systems and service manual usage. Subjects covered include diodes, transistors, microprocessors and basic automotive systems. Emphasis is placed on diagnostic procedures through on-bench and practical exercises using automotive applications.

**Academic Service Fee:** \$90.00

### AUMF 1291-1293 (1-3 CREDIT HOURS) ADVANCED FORD INTERNSHIP II

Internship | 1-3 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the Ford ASSET program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

### AUMF 1304 INTERNSHIP III

Internship | 4 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic

standing and have completed all previous required AUMF core courses.

**Academic Service Fee:** \$120.00

### AUMF 1353 FORD ENGINE PERFORMANCE THEORY & OPERATION

Theory/Lab | 3 Credit Hours

The theory and application of Ford electronic and computer control of engine, body and chassis system. Detailed examinations of various sensing and controlling devices used in Ford electronic systems are included, particularly as they relate to overall engine performance.

**Academic Service Fee:** \$90.00

### AUMF 1363 FORD MANUAL TRANS/TRANSAXLE & DRIVELINE REPAIR

Theory/Lab | 3 Credit Hours

A theoretical demonstration and application of Ford manual transmissions/transaxles and other drive train components. Also included are component and system operation, as well as overhaul and service procedures on clutches, manual transmissions/transaxles, differentials and NVH diagnosis and repair. Electronic testing of electrical/electronic shifting controls is included.

**Academic Service Fee:** \$90.00

### AUMF 1391-1393 (1-3 CREDIT HOURS) ADVANCED FORD INTERNSHIP III

Internship | 1-3 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the Ford ASSET program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

### AUMF 2090 SPECIAL PROJECTS

Theory/Lab | 1-9 Credit Hours

Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of automotive service with credit hours assigned based on level and amount of effort involved.

**Prerequisite:** School Dean's approval.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

### AUMF 2104 INTERNSHIP IV

Internship | 4 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have completed all previous required AUMF core courses.

**Academic Service Fee:** \$120.00

### AUMF 2191-2193 (1-3 CREDIT HOURS) ADVANCED FORD INTERNSHIP IV

Internship | 1-3 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the Ford ASSET program. This

internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

### **AUMF 2204 INTERNSHIP V**

Internship | 4 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have completed all previous required AUMF core courses.

**Academic Service Fee:** \$120.00

### **AUMF 2291-2293 (1-3 CREDIT HOURS) ADVANCED FORD INTERNSHIP V**

Internship | 1-3 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the Ford ASSET program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

### **AUMF 2453 FORD ENGINE PERFORMANCE DIAGNOSIS & TESTING**

Theory/Lab | 3 Credit Hours

The theory and application of Ford electronic and computer control, and includes the study of multiplexing with further diagnosis and testing using Ford's Integrated Diagnostic System (IDS) in relationship to improved engine performance.

**Academic Service Fee:** \$90.00

### **AUMF 2473 FORD BRAKE SYSTEMS & ADVANCED BRAKE DIAGNOSIS**

Theory/Lab | 3 Credit Hours

A theoretical demonstration and application of Ford brake system operation, diagnosis and service, including principles of hydraulics. Service and repair of Ford ABS including electrical and electronic principles needed for diagnosis and repair of anti-lock brake and traction control systems are also taught. General shop safety is stressed.

**Academic Service Fee:** \$90.00

### **AUMF 2533 FORD DIESEL ENGINE PERFORMANCE DIAGNOSIS**

Theory/Lab | 3 Credit Hours

A theoretical demonstration and application of Ford diesel engine terminology, operating principles and maintenance. Ford direct injection fuel system diagnostics, repair, and maintenance procedures are taught. Students use performance flow charts and specific diagnostic procedures to evaluate engine condition and performance. Use of electronic service

publications is emphasized. General shop safety is stressed.

**Academic Service Fee:** \$90.00

### **AUMF 2573 FORD TRANSFER CASE/4WD DIAGNOSIS & SYSTEM REPAIR**

Theory/Lab | 3 Credit Hours

The theory and application of Ford drivetrain components, including system operation and overhaul/service procedures on transfer cases and 4WD front hubs. Also included are testing of electronic shifting controls and NVH diagnosis and repair. Safety is stressed.

**Academic Service Fee:** \$90.00

### **AUMF 2613 FORD AUTOMATIC TRANSMISSION REPAIR & ELECTRICAL**

Theory/Lab | 3 Credit Hours

The theory and application of Ford automatic transmissions and transaxles, which includes the principles of planetary gear sets and ALT power flow hydraulics. The diagnosis, testing and total overhaul of all current Ford car and light truck automatic transmissions and transaxles are covered, including the service of electrical/electronic 'E' class transmissions and transaxles. Safety is stressed.

**Academic Service Fee:** \$90.00

### **AUMF 2683 FORD CAPSTONE**

Theory/Lab | 3 Credit Hours

Designed to allow students to utilize and refine skills previously learned in their educational process. Students complete the Career Passport and exit assessment instruments.

**Academic Service Fee:** \$90.00

### **AUMF 2693 FORD CLIMATE CONTROL**

Theory/Lab | 3 Credit Hours

The theory and application of heating/air conditioning systems found on Ford automobiles and light trucks. Principles of refrigeration, air flow, heating and various climate control components operations are also covered. The inspection, testing, servicing and diagnosis of climate control system components, as well as automatic temperature control systems are emphasized. Safety is stressed.

**Academic Service Fee:** \$90.00

## **GENERAL MOTORS ASEP (AUMG)**

### **AUMG 1063 INTRODUCTION TO GM FUNDAMENTALS**

Theory/Lab | 3 Credit Hours

This course provides an orientation to the GM program and a foundation for students to build upon to adequately equip them for industry. Includes an introduction to basic dealership operations, service literature/information, shop safety, hand and power tool usage, automotive basics, automotive lubrication service fundamentals and automotive measuring devices and systems, including precision instruments, metric and decimal systems.

**Academic Service Fee:** \$90.00

### **AUMG 1123 GM AUTOMOTIVE ENGINES**

Theory/Lab | 3 Credit Hours

The theory, demonstration and application of the principles of engine operation and engine repair procedures according to manufacturer's specifications. Includes the identification of engine parts and component functions of the cooling, lubrication, fuel, ignition, emission, mechanical, electrical and electronic systems, with emphasis given to diagnosis, failure analysis and service, as well as disassembly, cleaning, inspection, measurement, service and reassembly and

R&R. Emphasis is given to system diagnosis and failure analysis and includes the proper use of hand tools, precision measurement devices and other specialized equipment. Safety is stressed.

**Academic Service Fee:** \$90.00

### **AUMG 1143 GM AUTOMOTIVE BRAKE SYSTEMS**

Theory/Lab | 3 Credit Hours

The theory and application of the operation and repair of conventional automotive brake systems, anti-lock brake systems, front and rear automated braking systems and traction control systems used in GM vehicles, with an emphasis given to preventive maintenance, system diagnosis, failure analysis and proper service procedures. It includes the discussion and operation of specialized shop tools and equipment. Shop safety is stressed.

**Academic Service Fee:** \$90.00

### **AUMG 1163 GM AUTOMOTIVE ELECTRICAL & ELECTRONIC SYSTEMS I**

Theory/Lab | 3 Credit Hours

The theory and application of electrical principles and concepts, batteries, and starting and charging systems used on GM vehicles. Subjects covered include proper use of digital multimeters, Ohm's Law, series, parallel and series parallel circuits, and battery and starting system testing, service, and diagnosis. Emphasis is placed on diagnostic procedures through on-bench and practical exercises using automotive application, as well as system operation, proper test equipment usage, and diagnostic and safety procedures.

**Academic Service Fee:** \$90.00

### **AUMG 1191-1193 (1-3 CREDIT HOURS) ADVANCED GM INTERNSHIP I**

Internship | 1-3 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the General Motors ASEP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

### **AUMG 1214 GM INTERNSHIP I**

Internship | 4 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required AUMG core courses.

**Academic Service Fee:** \$120.00

### **AUMG 1273 GM MANUAL DRIVETRAINS**

Theory/Lab | 3 Credit Hours

The theory and application of manual transmissions/transaxles, helical gear set operation, planetary gear set operation and power flow. Includes an overview, discussion and hands-on diagnosis and repair of various manual transmissions and transaxles, as well as the diagnosis and repair of final drives, differentials, driveline, 4-wheel drive systems and vibration analysis. Emphasis is given to preventive

maintenance, system diagnosis, failure analysis and proper service procedures and includes the discussion and operation of specialized shop tools and equipment. Shop safety is stressed.

**Academic Service Fee:** \$90.00

### **AUMG 1293 GM SUSPENSION & STEERING**

Theory/Lab | 3 Credit Hours

The theory, demonstration and application of component and system function, operation, adjustment, diagnosis and service, which includes principles of suspension geometry and alignment angles. Advanced topics address the demonstration and application of GM steering and suspension system operation, diagnosis and service, including electronic steering and suspension, CV joint wheels, tires and axles related to noise, vibration and harshness. The use of specialized tools and equipment, proper vehicle lifting, and supporting procedures are involved, and the latest product considerations are discussed. Emphasis is given to preventive maintenance, system diagnosis and failure analysis. Safety is stressed.

**Academic Service Fee:** \$90.00

### **AUMG 1303 GM AUTOMOTIVE ELECTRICAL & ELECTRONIC SYSTEMS II**

Theory/Lab | 3 Credit Hours

The theory and application of semiconductor devices, service manual usage and advanced automotive electricity. Subjects covered include diodes, transistors, microprocessors and basic automotive systems, as well as the theory, testing, diagnosis and repair of body electrical accessories including power windows and seats, windshield wipers, cruise controls, audio systems and computer controlled body electronics. Emphasis is placed on diagnostic procedures through on-bench and practical exercises using automotive applications.

**Academic Service Fee:** \$90.00

### **AUMG 1314 GM INTERNSHIP II**

Internship | 4 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previously required AUMG core courses.

**Academic Service Fee:** \$120.00

### **AUMG 1391-1393 (1-3 CREDIT HOURS) ADVANCED GM INTERNSHIP II**

Internship | 1-3 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the General Motors ASEP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

### **AUMG 2090 SPECIAL PROJECTS**

Theory/Lab | 1-9 Credit Hours

Special projects are conducted as individual study under the supervision of an instructor. Projects may be

undertaken in any area of automotive service with credit hours assigned based on level and amount of effort involved.

**Prerequisite:** School Dean's approval.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

### **AUMG 2214 GM INTERNSHIP III**

Internship | 4 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required AUMG core courses.

**Academic Service Fee:** \$120.00

### **AUMG 2523 GM AUTOMATIC TRANSMISSIONS & TRANSAXLES**

Theory/Lab | 3 Credit Hours

An introduction into the theory and application of automatic transmissions and transaxles, which includes an overview discussion and hands-on activities with the various components that make up the automatic transmission and how they function, as well as the logical process to diagnose a malfunction. Interactive diagnosis, disassembly, component inspection, failure analysis, reassembly of transmissions/transaxles is taught. Strong emphasis is placed on the diagnosis of and scan tool operation on computer controlled transmissions and transaxles. The proper use of transmission specialty tools and shop procedures, as well as safety is emphasized.

**Academic Service Fee:** \$90.00

### **AUMG 2533 GM AUTOMOTIVE HEATING & AIR CONDITIONING**

Theory/Lab | 3 Credit Hours

The theory, demonstration and application of GM climate control components and systems operation, adjustment, diagnosis and service, to include common HVAC principles and service. Emphasis is given to preventive maintenance, system diagnosis and failure analysis, and the use of specialized tools and equipment. Safety is stressed.

**Academic Service Fee:** \$90.00

### **AUMG 2544 GM INTERNSHIP IV**

Internship | 4 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required AUMG core courses.

**Academic Service Fee:** \$120.00

### **AUMG 2583 GM AUTOMOTIVE ENGINE PERFORMANCE**

Theory/Lab | 3 Credit Hours

The theory and application of GM electronic engine controls. Subjects include GM fuel and ignition systems as related to current GM engines. Emphasis is on diagnosis and repair procedures using computer diagnostic scan tools, electrical meters, scopes and infrared diagnostic equipment.

**Academic Service Fee:** \$90.00

### **AUMG 2591-2593 (1-3 CREDIT HOURS) ADVANCED GM INTERNSHIP IV**

Internship | 1-3 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the General Motors ASEP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

### **AUMG 2653 GM AUTOMOTIVE DIESEL SYSTEMS**

Theory/Lab | 3 Credit Hours

Provides the GM ASEP student with the knowledge and skills necessary to diagnose and service current GM diesel engine and fuel related performance concerns. Course focuses upon diagnosing diesel internal engine and cylinder head failures, as well as diesel fuel delivery systems, including fuel injectors, fuel pumps, pump timing, computer and related electrical systems. Emphasis is placed on the use of service information, diagnostic flow charts and specific diagnostic procedures to evaluate engine condition and performance. Safety is stressed.

**Academic Service Fee:** \$90.00

### **AUMG 2683 GM ASEP CAPSTONE**

Theory/Lab | 3 Credit Hours

GM ASEP Capstone is designed to allow students to utilize and refine skills previously learned in their educational process. Included are the diagnosis and servicing of the advanced electronically controlled systems found on today's vehicles, the proper use of special tools and information used to make repairs to industry standards, discussion of student goals and duties specific to the industry, and specific competencies demonstrated during the course. Students complete updated courses and exit assessments.

**Academic Service Fee:** \$90.00

### **AUMG 2891-2893 (1-3 CREDIT HOURS) ADVANCED GM INTERNSHIP III**

Internship | 1-3 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the General Motors ASEP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

### **AUMG 2904 GM INTERNSHIP V**

Internship | 4 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic



standing and have successfully completed all previous required AUMG core courses.

**Academic Service Fee:** \$120.00

### **AUMG 2991-2993 (1-3 CREDIT HOURS) ADVANCED GM INTERNSHIP V**

Internship | 1-3 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the General Motors ASEP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

## **PRO-TECH (AUMP)**

### **AUMP 1003 AUTOMOTIVE SERVICE FUNDAMENTALS**

Theory/Lab | 3 Credit Hours

This course prepares the Pro-Tech student to understand and develop skills necessary to diagnose and repair automotive vehicles. Areas of instruction include: Safety, Hand and Power Tools, Special Equipment, Fastening Devices, Service Information, Semi and Precision Measuring, Scan Tools, New Vehicle Preparation, Light Vehicle Maintenance, and Application of the Six-Step Diagnostic Process.

**Academic Service Fee:** \$90.00

### **AUMP 1013 PRO-TECH INTERNSHIP I**

Internship | 3 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required AUMP core courses.

**Academic Service Fee:** \$90.00

### **AUMP 1053 AUTOMOTIVE ENGINES**

Theory/Lab | 3 Credit Hours

The theory, demonstration and application of engine repair procedures according to manufacturer's specifications, which includes disassembly, cleaning, inspection, measurement, service, reassembly and R&R. Emphasis is given to system diagnosis and failure analysis including the proper use of hand tools, precision measurement devices and other specialized equipment. Safety is stressed.

**Academic Service Fee:** \$90.00

### **AUMP 1073 ELECTRICAL/ELECTRONICS TRAINING I**

Theory/Lab | 3 Credit Hours

The theory and application of electrical principles and concepts. Subjects covered include proper use of digital multimeters, OHM's Law, series circuits, parallel circuits and series parallel circuits. Emphasis is placed on diagnostic procedures through on-bench and practical exercises using automotive applications.

**Academic Service Fee:** \$90.00

### **AUMP 1083 ELECTRICAL/ELECTRONICS TRAINING II**

Theory/Lab | 3 Credit Hours

The theory and application of semiconductor devices, batteries, starting systems and service manual usage. Subjects covered include diode, transistors, microprocessor and basic automotive system. Emphasis is placed on diagnostic procedures through on-bench and practical exercises using automotive applications.

**Academic Service Fee:** \$90.00

### **AUMP 1091-1094 (1-4 CREDIT HOURS) ADVANCED PRO-TECH INTERNSHIP I**

Internship | 1-4 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the Pro-Tech program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

### **AUMP 1113 PRO-TECH INTERNSHIP II**

Internship | 3 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previously required AUMP core courses.

**Academic Service Fee:** \$90.00

### **AUMP 1203 ELECTRICAL DIAGNOSIS**

Lab | 3 Credit Hours

Emphasizes hands on learning in the areas of electrical diagnosis, diagnostic procedures, information retrieval, component accessibility and diagnostic equipment usage.

**Academic Service Fee:** \$90.00

### **AUMP 1213 PRO-TECH INTERNSHIP III**

Internship | 3 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required AUMP core courses.

**Academic Service Fee:** \$90.00

### **AUMP 1233 AUTOMOTIVE BRAKE SYSTEMS**

Theory/Lab | 3 Credit Hours

The theory and application of the operation and repair of conventional automotive brake systems, anti-lock brake systems and traction control systems used in vehicles will be taught, with emphasis given to preventive maintenance, system diagnosis, failure analysis and proper service procedures. The course includes an overview, discussion and hands-on activities that expose students to the variety of components that make up the brake systems used in

today's diverse automobiles. Course also includes the discussion and operation of specialized shop tools and equipment. Shop safety is stressed.

**Academic Service Fee:** \$90.00

### **AUMP 1283 AUTOMOTIVE STEERING & SUSPENSION**

Theory/Lab | 3 Credit Hours

The theory, demonstration and application of component and system function of steering and suspension systems will be taught, including service and diagnosis of steering and suspension components. Alignment fundamentals and application will be covered, with topics including alignment machine training and diagnosis of tire wear and pull conditions. Emphasis is given to preventative maintenance, system diagnosis, and failure analysis.

**Academic Service Fee:** \$90.00

### **AUMP 1291-1294 (1-4 CREDIT HOURS) ADVANCED PRO-TECH INTERNSHIP II**

Internship | 1-4 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the Pro-Tech program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

### **AUMP 1373 AUTOMOTIVE MANUAL DRIVETRAIN**

Theory/Lab | 3 Credit Hours

This course serves as an introduction to the theory and application of manual transmissions/transaxles, helical gearset operation, planetary gearset operation and powerflow. Course material also includes a detailed look at and interaction with the manual drivetrain field, both in theory and application. The focus is on the diagnosis and repair of final drives, differentials, drivelines, four wheel drive systems and vibration analysis. Emphasis is given to preventive maintenance, system diagnosis, failure analysis and proper service procedures, and the discussion and operation of specialized shop tools and equipment is also included. Shop safety is stressed.

**Academic Service Fee:** \$90.00

### **AUMP 1393 AUTOMOTIVE AUTOMATIC TRANSMISSIONS & TRANSAXLES**

Theory/Lab | 3 Credit Hours

An introduction into the theory and application of automatic transmissions and transaxles, which includes an overview discussion and hands-on activities involving the various components that make up the automatic transmission, how they function and the logical process to diagnose a malfunction. Interactive diagnosis, disassembly, component inspection, failure analysis, and reassembly are covered. Strong emphasis is placed on the diagnosis of, and scan tool operation on, computer controlled transmissions and transaxles. The proper use of transmission specialty tools, shop procedures, and safety are emphasized.

**Academic Service Fee:** \$90.00

**AUMP 1491-1494 (1-4 CREDIT HOURS)  
ADVANCED PRO-TECH INTERNSHIP III**

Internship | 1-4 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the Pro-Tech program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

**AUMP 2003  
PRO-TECH INTERNSHIP IV**

Internship | 3 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required AUMP core courses.

**Academic Service Fee:** \$90.00

**AUMP 2013  
PRO-TECH INTERNSHIP V**

Internship | 3 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and is supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required AUMP core courses.

**Academic Service Fee:** \$90.00

**AUMP 2090  
SPECIAL PROJECTS**

Theory/Lab | 1-9 Credit Hours

Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of automotive service with credit hours assigned based on level and amount of effort involved.

**Prerequisite:** School Dean's approval.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

**AUMP 2391-2394 (1-4 CREDIT HOURS)  
ADVANCED PRO-TECH INTERNSHIP IV**

Internship | 1-4 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the Pro-Tech program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

**AUMP 2473  
AUTOMOTIVE ENGINE PERFORMANCE**

Theory/Lab | 3 Credit Hours

The theory and application of electronic engine control, including tune ups, throttle body and multiple injection systems, electronic and computer controlled ignition systems, direct injection, and variable timing systems. Emphasis is on diagnosis, adjustments and repair procedures using electrical meters, scopes and scan tool diagnostic equipment. Emission and catalyst service testing and diagnosis are performed.

**Academic Service Fee:** \$90.00

**AUMP 2491-2494 (1-4 CREDIT HOURS)  
ADVANCED PRO-TECH INTERNSHIP V**

Internship | 1-4 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the Pro-Tech program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all previous required core courses.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

**AUMP 2593  
AUTOMOTIVE HEATING, VENTILATION & AIR  
CONDITIONING**

Theory/Lab | 3 Credit Hours

The theory, demonstration and application of HVAC components, system operation and adjustment, climate control systems operation, and diagnosis and service, including automatic temperature controls. Emphasis is given to preventive maintenance, system diagnosis and failure analysis, and hand-on activities involve the use of specialized tools and equipment. Safety is stressed.

**Academic Service Fee:** \$90.00

**AUMP 2693  
AUTOMOTIVE CAPSTONE**

Theory/Lab | 3 Credit Hours

Designed to allow students to utilize and refine skills previously learned in the educational process. Included are the diagnosis and servicing of electronically controlled systems found on today's vehicles, as well as the proper use of special tools and information used to make repairs to industry standards. Includes discussion of student goals and duties specific to the industry, and specific competencies demonstrated during the course. Students complete the Career Passport, post-tests and exit assessments.

**Academic Service Fee:** \$90.00

**AUMP 2783  
ADVANCED AUTOMOTIVE DIAGNOSTICS**

Theory/Lab | 3 Credit Hours

The theory and application of electronic engine control as they apply to OBD II systems. Advanced theory on electronic fuel systems with further diagnosis and testing using scan tools and advanced use of lab scopes and specialized testing equipment are emphasized.

**Academic Service Fee:** \$90.00

**AUTOMOTIVE PRIOR LEARNING (AUPL)****AUPL 1101-1105 (1-5 CREDIT HOURS)  
BEGINNING AUTOMOTIVE INTERNSHIP I<sup>o</sup>**

Prior Learning Credit | 1-5 Credit Hours

This course is utilized to award prior learning credit for application toward an automotive service technology AAS degree, and reflects an evaluation of a student's cumulative prior learning experiences as they pertain to their chosen degree program. These experiences must incorporate work performed in accordance with industry standards and reflect university level content and rigor, and may include industry certifications, technical and on-the-job training, workshops, military training, and independent study.

**AUPL 1201-1205 (1-5 CREDIT HOURS)  
BEGINNING AUTOMOTIVE INTERNSHIP II<sup>o</sup>**

Prior Learning Credit | 1-5 Credit Hours

This course is utilized to award prior learning credit for application toward an automotive service technology AAS degree, and reflects an evaluation of a student's cumulative prior learning experiences as they pertain to their chosen degree program. These experiences must incorporate work performed in accordance with industry standards and reflect university level content and rigor, and may include industry certifications, technical and on-the-job training, workshops, military training, and independent study.

**AUPL 1301-1305 (1-5 CREDIT HOURS)  
BEGINNING AUTOMOTIVE INTERNSHIP III<sup>o</sup>**

Prior Learning Credit | 1-5 Credit Hours

This course is utilized to award prior learning credit for application toward an automotive service technology AAS degree, and reflects an evaluation of a student's cumulative prior learning experiences as they pertain to their chosen degree program. These experiences must incorporate work performed in accordance with industry standards and reflect university level content and rigor, and may include industry certifications, technical and on-the-job training, workshops, military training, and independent study.

**AUPL 1401-1405 (1-5 CREDIT HOURS)  
BEGINNING AUTOMOTIVE INTERNSHIP IV<sup>o</sup>**

Prior Learning Credit | 1-5 Credit Hours

This course is utilized to award prior learning credit for application toward an automotive service technology AAS degree, and reflects an evaluation of a student's cumulative prior learning experiences as they pertain to their chosen degree program. These experiences must incorporate work performed in accordance with industry standards and reflect university level content and rigor, and may include industry certifications, technical and on-the-job training, workshops, military training, and independent study.

**AUPL 1501-1505 (1-5 CREDIT HOURS)  
BEGINNING AUTOMOTIVE INTERNSHIP V<sup>o</sup>**

Prior Learning Credit | 1-5 Credit Hours

This course is utilized to award prior learning credit for application toward an automotive service technology AAS degree, and reflects an evaluation of a student's cumulative prior learning experiences as they pertain to their chosen degree program. These experiences must incorporate work performed in accordance with industry standards and reflect university level content and rigor, and may include industry certifications, technical and on-the-job training, workshops, military training, and independent study.

<sup>o</sup> Course is offered through prior learning assessment and is not available on the OSUIT campus.

## BUSINESS ADMINISTRATION (BADM)

### BADM 1113 (S)

#### INTRODUCTION TO BUSINESS

Theory | 3 Credit Hours | **WEB**

Acquaints students with the US business system, including areas of management, organization, human resources, marketing, finance, and ethics in the global economy.

**Academic Service Fee:** \$21.00

### BADM 2063

#### BUSINESS LAW I

Theory | 3 Credit Hours

Business Law I introduces students to the law and enforcement agencies. It includes business law for contracts, agencies, employment, personal property and bailments.

**Academic Service Fee:** \$21.00

### BADM 2153

#### MARKETING PRINCIPLES

Theory | 3 Credit Hours | **WEB**

Examines the methods and principles used by professional marketing executives. Careers in marketing and business administration and how they relate to the business environment are examined.

**Academic Service Fee:** \$21.00

### BADM 2232

#### ENTERPRISE DEVELOPMENT BUSINESS

#### CAPSTONE

Theory | 2 Credit Hours

A study of applied problems that are of particular interest to the business environment.

**Academic Service Fee:** \$14.00

### BADM 2373

#### BUSINESS COMMUNICATIONS

Theory | 3 Credit Hours | **WEB**

Emphasizes composition and preparation of written business communications. Elements of cultural diversity, proofreading and listening skills are also addressed.

**Academic Service Fee:** \$21.00

### BADM 2903

#### BUSINESS/OCCUPATIONAL INTERNSHIP

Internship | 3 Credit Hours

Students work in a supervised business environment performing live assignments. Students are required to schedule, complete, and interview with workplace supervisor prior to the intern experience.

**Academic Service Fee:** \$21.00

## BUSINESS & DIGITAL TECHNOLOGIES PRIOR LEARNING (BDPL)

### BDPL 1101-1142 (1-42 CREDIT HOURS) PLA BUSINESS & DIGITAL TECHNOLOGIES<sup>o</sup>

Prior Learning Credit | 1-42 Credit Hours

This course is utilized to award block credit via prior learning assessment for application toward AAS in Applied Technology program requirements. The amount of credit awarded will vary by individual, and is based upon an evaluation of a student's cumulative prior learning experiences as they pertain to their chosen career field. These experiences must incorporate work performed in accordance with industry standards and reflect university-level content and rigor, and may include industry certifications, technical and on-the-job training, workshops, military training, and independent study.

<sup>o</sup> Course is offered through prior learning assessment and is not available on the OSUIT campus.

## BIOLOGY (BIOL)

### BIOL 1014 (L, N)

#### GENERAL BIOLOGY (NON-MAJORS)

Theory/Lab | 4 Credit Hours | **WEB**

An introduction to various topics in biological science, including basic chemistry, cellular biology, studies of animals, plants, protists, and fungi, human biology, genetics and heredity, and environmental/population studies.

**Academic Service Fee:** \$53.00

### BIOL 1114 (L, N)

#### GENERAL BIOLOGY

Theory/Lab | 4 Credit Hours | **WEB**

Involves biological principles, population, man and the environment. Genetics, reproduction, development, concepts of evolution, selection, adaptation, speciation, taxonomy, and various concepts involving ecosystems are studied.

**Academic Service Fee:** \$53.00

### BIOL 1404 (L, N)

#### GENERAL BOTANY

Theory/Lab | 4 Credit Hours

Morphology and anatomy of plants. Plant functioning: photosynthesis, water relations, translocation, hormonal regulations, and photoperiodism. Survey of the plant division, algae and fungi.

**Prerequisite:** BIOL 1114 or School Dean's approval.

**Academic Service Fee:** \$53.00

### BIOL 1604 (L, N)

#### ZOOLOGY

Theory/Lab | 4 Credit Hours

Morphology, physiology, ecology, embryological development, behavior, life histories and importance to man of representatives of major groups. Evolution of systems and mechanisms which have allowed animals to survive and adapt to diverse habitats.

**Prerequisite:** BIOL 1114 or School Dean's approval.

**Academic Service Fee:** \$53.00

### BIOL 2104 (L, N)

#### HUMAN ANATOMY

Theory/Lab | 4 Credit Hours | **WEB**

An introductory study of the human body's structure and function with the emphasis on anatomical principles. Topics of study begin at the cellular level and follow development through the major organ system.

**Prerequisite:** BIOL 1114 or School Dean's approval.

**Academic Service Fee:** \$53.00

### BIOL 2114 (L, N)

#### HUMAN PHYSIOLOGY

Theory/Lab | 4 Credit Hours | **WEB**

An introductory study of the integrative nature of physiology and the cooperative functions of multiple body systems while maintaining homeostasis. Integrates physiology with the cellular and molecular levels of biology.

**Prerequisite:** BIOL 1114 or School Dean's approval.

**Academic Service Fee:** \$53.00

### BIOL 2124 (L, N)

#### GENERAL MICROBIOLOGY

Theory/Lab | 4 Credit Hours | **WEB**

The fundamentals of microbiology, including a selection of representative microorganisms, microbial control and the importance of microorganisms to people. A laboratory concerned with techniques of observation and control of microorganisms.

**Prerequisites:** BIOL 1114 or equivalent and CHEM 1314 or equivalent, or School Dean's approval.

**Academic Service Fee:** \$53.00

### BIOL 2134 (L, N)

#### MICROBIOLOGICAL INVESTIGATIONS & RESEARCH

Theory/Lab | 4 Credit Hours

Students are given the opportunity to conduct scientific research for a semester over the topic of microorganism isolation and identification. Microbes of fungal and bacteria found in the areas of water and soil reclamation projects are the focus of our research.

Discussion topics also include the importance of bacteria, environmental concerns of aquatic habitats, and the differences in soil from disturbed areas of land.

Students involved in the laboratory also work in collaboration with college students at Southeastern Oklahoma State University.

**Academic Service Fee:** \$53.00

## BUILDING CONSTRUCTION (BLD)

### BLD 1503

#### CONSTRUCTION EXPERIENCE &/OR TRADE SKILLS EDUCATION I<sup>o</sup>

Prior Learning Credit | 3 Credit Hours

A cooperative agreement between industry and education, which allows the students to utilize either construction life experience and/or trade-specific education skills in carpentry, electrical, masonry, mechanical and plumbing. All work is performed in accordance with industry standards and is supervised by construction contractors or other approved industry professionals.

### BLD 1603

#### CONSTRUCTION EXPERIENCE &/OR TRADE SKILLS EDUCATION II<sup>o</sup>

Prior Learning Credit | 3 Credit Hours

A cooperative agreement between industry and education, which allows the students to utilize either construction life experience and/or trade-specific education skills in carpentry, electrical, masonry, mechanical and plumbing. All work is performed in accordance with industry standards and is supervised by construction contractors or other approved industry professionals.

### BLD 2090

#### SPECIAL PROJECTS

Theory/Lab | 1-9 Credit Hours

Individual study under the supervision of an instructor may be arranged with credit hours to be determined. Projects may be undertaken in any area of the building construction field.

**Prerequisite:** School Dean's approval.

**Academic Service Fee:** \$32.00 per credit hour, as determined by course credit

### BLD 2303

#### ESTIMATING II

Theory/Lab | 3 Credit Hours

Extensive use is made of contract documents for quantity take off, pricing and bid preparation. Students also learn the development of unit labor and material prices, output and production, methods of approximate estimating and how subcontractors and material suppliers bid and give quotations.

**Prerequisites:** CNS 1303 and CS 1013.

**Academic Service Fee:** \$96.00

### BLD 2503

#### WALL & ROOF SYSTEMS

Theory/Lab | 3 Credit Hours

Techniques of exterior and interior wall construction, including structural steel framing, metal buildings, wood masonry and other wall systems. Other specific roof systems include steel joist, metal deck, wood trusses, tee-slabs, roof insulation, built-up roofing, shingles and metal roofing systems.

**Prerequisites:** CNS 1113, CNS 1223 and CNS 1263.

**Academic Service Fee:** \$96.00

**Note:** Courses marked with **WEB** are offered online. Check course schedule for availability.



### BLD 2513 INTERIOR FINISHES & SPECIALTIES

Theory/Lab | 3 Credit Hours

Interior finishes for walls and ceiling systems are featured, as well as specialty items including: trim, finish hardware, millwork, doors and frames.

**Prerequisites:** CNS 1113, CNS 1223 and CNS 1263.

**Academic Service Fee:** \$96.00

° *Course is offered through prior learning assessment and is not available on the OSUIT campus.*

### CIVIL ENGINEERING TECHNOLOGY (CET)

#### CET 2090 SPECIAL PROJECTS

Theory/Lab | 1-9 Credit Hours

Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of civil engineering technology with credit hours assigned based on level and amount of effort involved.

**Prerequisite:** School Dean's approval.

#### CET 2123 PROPERTIES OF SOILS

Theory/Lab | 3 Credit Hours

Students learn and apply properties of soils in related engineering problems. It includes the study of critical properties of soils, soil types/soil structure, soil classification, site investigation, movement of water through soil, stress analysis, shear strength, foundations, site improvement and soil stability in slopes.

**Prerequisite:** MATH 1513.

#### CET 2212 TRANSPORTATION

Theory | 2 Credit Hours

Students learn and apply design components of modern roadway and other transportation systems.

**Prerequisites:** MATH 1613 and SURV 2303.

#### CET 2323 STATICS

Theory | 3 Credit Hours | **WEB**

Students learn and apply concepts of forces, moments, reactions, free-body diagrams, friction, internal forces and moments of inertia.

**Prerequisite:** MATH 1613.

#### CET 2805 INTERNSHIP

Internship | 5 Credit Hours

A cooperative agreement between industry and education allows students to utilize and refine skills previously learned in their education process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Successful completion of a minimum of three semesters of related coursework or School Dean's approval.

### CHEMISTRY (CHEM)

#### CHEM 1314 (L, N) GENERAL CHEMISTRY I

Theory/Lab | 4 Credit Hours

General Chemistry I is an algebra-based course. This course includes nomenclature, atomic and molecular structure, stoichiometry, chemical bonding, states of matter, thermochemistry, acids and bases, and gas laws, and includes laboratory exercises. A minimum of 75% of the lab component must be traditional face-to-face instruction (as opposed to online instruction).

**Corequisite:** MATH 1513 or School Dean's approval.

**Academic Service Fee:** \$53.00

#### CHEM 1515 (L, N) GENERAL CHEMISTRY II

Theory/Lab | 5 Credit Hours

A continuation of General Chemistry I; requires an understanding of the fundamental laws and theories dealing with the structure and interactions of matter.

These principles are used in understanding the properties of gases using Boyle's Law, Charles' Law, Gay-Lussac's Law and Dalton's Law. Liquids and solids are examined with respect to interionic and intermolecular forces. Solutions are discussed with respect to solubility of substances and the effects of temperature and pressure. Factors involved with reaction rates and chemical equilibrium are studied. Nomenclature, definitions, control and measurement of pH of acids and bases are presented. Determination of oxidizing and reducing agents. Selected topics involving the fundamentals of nuclear, organic, and biochemistry are studied. Fundamental principles are applied to the solution of quantitative problems related to chemistry.

**Prerequisite:** CHEM 1314.

**Academic Service Fee:** \$66.25

### CONSTRUCTION TECHNOLOGY (CNS)

#### CNS 1111 INTRODUCTION TO CONSTRUCTION

Theory | 1 Credit Hour

Study targets the general concepts, ideas, history and relationships of the construction trade, including employment opportunities, job descriptions, general safety and standards.

**Academic Service Fee:** \$32.00

#### CNS 1113 CONSTRUCTION MATERIALS & PROCEDURES

Theory | 3 Credit Hours | **WEB**

The latest information on materials, systems and methods used in the construction industry. It is formatted around the Construction Specifications Institute (CSI) divisions.

**Academic Service Fee:** \$96.00

#### CNS 1123 FIELD ENGINEERING I

Theory/Lab | 3 Credit Hours

The principles and procedures of site layout to include establishing grades for bulk excavation, building pads, site drainage, site utilities and site improvement are examined. Also includes extensive use of the transit level, builder's level and laser.

**Academic Service Fee:** \$96.00

#### CNS 1213 CONSTRUCTION SAFETY OSHA 30 HOUR

Theory | 3 Credit Hours

Job site construction safety and current OSHA standards for the construction industry are studied and applied.

**Academic Service Fee:** \$96.00

#### CNS 1223 FIELD ENGINEERING II

Theory/Lab | 3 Credit Hours

Techniques and procedures of construction project layout is emphasized, including linear and angular measurements, erection of batter boards and other layout reference points for interior and exterior layout. Assignments involve the use of construction plans and specifications.

**Prerequisite:** CNS 1123.

**Academic Service Fee:** \$96.00

#### CNS 1263 CONSTRUCTION BLUEPRINTS & SPECIFICATIONS

Theory | 3 Credit Hours

The course emphasizes the study of the symbolic language and different components of blueprints including floor plan elevations and details for the

Architectural, Structural and MEP drawings. The coursework will also include the study of the specifications and their relation to building projects.

**Academic Service Fee:** \$96.00

#### CNS 1303 ESTIMATING I

Theory/Lab | 3 Credit Hours

Quantity take-off with emphasis on excavation, concrete, masonry, structural steel, rough carpentry, HM/wood doors with hardware and miscellaneous specialty items are studied.

**Prerequisites:** CNS 1113, CNS 1263 and MATH 1513.

**Academic Service Fee:** \$96.00

#### CNS 1333 FIELD ENGINEERING III

Theory/Lab | 3 Credit Hours

An introduction and application of plane surveying procedures and field problems related to linear and angular measurements, including coordinate geometry, differential leveling and topographic surveys.

Application of theory involves the use of modern survey equipment including Total Stations and Data Collectors.

**Prerequisites:** CNS 1223 and MATH 1613.

**Academic Service Fee:** \$96.00

#### CNS 2090 SPECIAL PROJECTS

Theory/Lab | 1-9 Credit Hours

Individual study under the supervision of an instructor is arranged with credit hours to be determined. Projects may be undertaken in any area of the Construction Technology degree options.

**Prerequisite:** School Dean's approval.

**Academic Service Fee:** \$32.00 per credit hour, as determined by course credit

#### CNS 2123 SOILS IN CONSTRUCTION

Theory/Lab | 3 Credit Hours

Students learn properties and applications of soils and how they relate to certain construction operations. Laboratory testing exercises provide hands-on practice of basic principles and procedures.

**Prerequisites:** CNS 1123 and MATH 1513.

**Academic Service Fee:** \$96.00

#### CNS 2403 PROJECT SCHEDULING

Theory/Lab | 3 Credit Hours

Project schedules are developed, which include bar method and the (CPM) critical path method. Selected assignments require computer utilization. Shop drawings and material submittals scheduling are also included.

**Prerequisites:** CNS 1303 and CNS 2432.

**Academic Service Fee:** \$96.00

#### CNS 2413 MECHANICAL SYSTEMS

Theory | 3 Credit Hours | **WEB**

An in-depth examination of the identification, application and function of mechanical systems. Emphasis is placed on plumbing, heating, cooling, air distribution and ventilation systems.

**Academic Service Fee:** \$96.00

#### CNS 2432 CONSTRUCTION DOCUMENTS & SHOP DRAWING REVIEW

Theory/Lab | 2 Credit Hours

A study of the submittal process, which includes reviewing specifications for items that need to be submitted, creating a submittal tracking log and the checking of submittals. Closeout process, which includes as-builts, warranties and owner manuals are covered. Course also covers the division zero (0) and

**Note:** Courses marked with **WEB** are offered online. Check course schedule for availability.

one specifications as they relate to bidding, bonds, insurance and the general conditions.

**Prerequisites:** CS 1013, CNS 1113 and CNS 1263.

**Academic Service Fee:** \$64.00

### **CNS 2543**

#### **CONCRETE CONSTRUCTION**

Theory/Lab | 3 Credit Hours

Reinforced concrete construction techniques, including forming systems, concrete placement and finishing are covered, with an emphasis on slabs, walls, beams, columns, curb and gutter, bridge and highway construction. Pre-case and tilt-up systems are also included.

**Prerequisite:** CNS 1113.

**Academic Service Fee:** \$96.00

### **CNS 2683**

#### **CONSTRUCTION MANAGEMENT CAPSTONE EXPERIENCE**

Theory/Lab | 3 Credit Hours

Designed for the graduating student, this course includes the fundamental theories and strategies of construction management and administration. It expands the concepts presented in previous construction coursework through simulation and actual problem resolution practice. The student completes their Career Passport, exit assessment instruments and other graduation requirements.

**Prerequisites:** CNS 1213, CNS 2403, BLD 2303 and at least one internship.

**Academic Service Fee:** \$96.00

### **CNS 2693**

#### **PRINCIPLES OF CONSTRUCTION MANAGEMENT**

Theory | 3 Credit Hours | **WEB**

Students study construction management principles and techniques and learn the application of these principles through lecture, case studies and laboratory experiences. Topics covered include planning, organizing, staffing, directing, cost and risk control, subcontractor management, purchasing and project start up and close out procedures for a commercial construction project.

**Prerequisite:** CNS 2432.

**Academic Service Fee:** \$96.00

### **CNS 2800**

#### **CONSTRUCTION INTERNSHIP**

Internship | 1-12 Credit Hours

A cooperative agreement between industry and education, which allows the students to utilize and refine skills learned in their educational process. All work is performed in accordance with industry standards, and supervised by construction contractors and school representatives.

**Prerequisites:** School Dean's approval and an overall (retention/graduation) GPA of 2.5 or greater.

**Academic Service Fee:** \$32.00 per credit hour, as determined by course credit

### **CNS 2806**

#### **CONSTRUCTION INTERNSHIP**

Internship | 6 Credit Hours

A cooperative agreement between industry and education, which allows the students to utilize and refine skills learned in their educational process. All work is performed in accordance with the industry standards and supervised by construction contractors and school representatives.

**Prerequisites:** School Dean's approval and an overall (retention/graduation) GPA of 2.5 or greater.

**Academic Service Fee:** \$192.00

### **CNS 2900**

#### **CONSTRUCTION INTERNSHIP**

Internship | 1-12 Credit Hours

A cooperative agreement between industry and education, which allows the students to utilize and refine skills learned in their educational process. All work is performed in accordance with industry standards and supervised by construction contractors and school representatives.

**Prerequisites:** School Dean's approval and an overall (retention/graduation) GPA of 2.5 or greater.

**Academic Service Fee:** \$32.00 per credit hour, as determined by course credit

### **CNS 2906**

#### **CONSTRUCTION INTERNSHIP**

Internship | 6 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills learned in their educational process. All work is performed in accordance with the industry standards and supervised by construction contractors and school representatives.

**Prerequisites:** School Dean's approval and an overall (retention/graduation) GPA of 2.5 or greater.

**Academic Service Fee:** \$192.00

## **COMPUTER LITERACY (CS)**

### **CS 1013**

#### **COMPUTER LITERACY & APPLICATIONS**

Theory | 3 Credit Hours | **WEB**

An applied exploration of personal computing in which students learn system operation and maintenance, Internet technologies and primary desktop applications.

**Academic Service Fee:** \$21.00

### **CS 2103**

#### **COMPUTER CONCEPTS & APPLICATIONS FOR BUSINESS**

Theory | 3 Credit Hours | **WEB**

Students are provided with up-to-date materials about information technology (IT) in their personal world, both at home and at work. Students are exposed to knowledge they need to know about IT, along with knowledge they want to learn about how to use computers and associated IT for their direct benefit. Special emphasis is placed upon personal computers use and security with respect to Internet access and use. Students learn Microsoft Office skills they can use to enhance their lives, both at home and at work.

**Academic Service Fee:** \$21.00

## **CULINARY ARTS (CUA)**

### **CUA 1136**

#### **SKILL DEVELOPMENT I**

Theory/Lab | 6 Credit Hours

In this course students will learn the foundations of cooking to include culinary knife skills and proper production methods of stocks, sauces, soups, vegetables, and starches using commercial equipment. This course teaches and demonstrates the importance of professional standards including safety and sanitation, personal hygiene and food quality. Students are also expected to use proper culinary terminology and communicate effectively in a commercial kitchen environment.

**Academic Service Fee:** \$540.00

### **CUA 1146**

#### **SKILL DEVELOPMENT II**

Theory/Lab | 6 Credit Hours

This course teaches fundamental cooking methods of proteins to include beef, pork, chicken, and fish and reinforce competencies from CUA 1136 Skill Development I. Students will be introduced to basic butchering techniques and fabrication. Students will perform sauce, vegetable, and starch cookery in

addition to fresh pasta production to accompany the proteins appropriately. The professional standards of sanitation, personal hygiene, knife skills and communication with culinary terminology are reinforced.

**Prerequisite:** CUA 1136.

**Academic Service Fee:** \$540.00

### **CUA 1293**

#### **BREAKFAST COOKERY**

Theory/Lab | 3 Credit Hours

This course is designed to teach the student culinary breakfast concepts including instruction and practical application of a variety of competencies. Students will learn egg cookery, omelet production, pancakes & waffles, breakfast potatoes & proteins, and hot cereals. Students are also introduced to sausages & production, breakfast beverages, crepes, quiches, poached egg dishes and quick breads. The emphasis is on applying culinary techniques to cook and present quality breakfast dishes for buffet and a la carte presentations.

**Prerequisite:** CUA 1146.

**Academic Service Fee:** \$270.00

### **CUA 1313**

#### **MEAT FABRICATION**

Theory/Lab | 3 Credit Hours

Students will learn to identify and fabricate a variety of proteins, including beef, pork, lamb, chicken, and fish into standard food service cuts. Students will fabricate primal cuts into steaks & chops, fabricate whole chicken into parts, and will learn techniques for filleting both round and flat fish. They will then demonstrate and practice appropriate cooking methods for each fabricated protein. In addition, students will gain an understanding of the importance of proper knife care, federal inspection standards and the grading system used for food service purchasing.

**Prerequisite:** CUA 1146.

**Academic Service Fee:** \$270.00

### **CUA 1373**

#### **BAKING FUNDAMENTALS**

Theory/Lab | 3 Credit Hours

This course is an introduction to baking, with an emphasis on applying basic formulas, fundamentals, and procedures to produce consistent bakery products. Students will learn proper usage of all bakery equipment. Students will prepare classical pastries and breads for service and a variety of decorated desserts including plated, individual, and frozen desserts. Additional emphasis is placed on restaurant production of pies, cakes, variety breads, fillings, sweet doughs and specialty items.

**Prerequisite:** CUA 1146.

**Academic Service Fee:** \$270.00

### **CUA 1416**

#### **DINING ROOM OPERATIONS**

Theory/Lab | 6 Credit Hours

This course serves as an exploration of the front of the house service component to a restaurant operation. In this course, students will review the evolution of the restaurant industry, identify various segments and service styles within those segments, be able to apply strategic techniques to menu creation, and understand the role of beverages in the hospitality industry. Elements of a successful restaurant service will be applied in the lab restaurant including: appropriate setting, traffic flow, proper dining atmosphere, side duties, teamwork, effective communication, and proper guest interaction, while establishing and maintaining high standards and personal and industry sanitation and safety.

**Academic Service Fee:** \$90.00

**CUA 2090****SPECIAL PROJECTS**

Theory/Lab | 1-9 Credit Hours

Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of culinary arts with credit hours assigned based on level and amount of effort involved.

**Prerequisite:** School Dean's approval.**Academic Service Fee:** \$15.00 per credit hour, as determined by course credit**CUA 2103****SUSTAINABLE GARDENING**

Theory/Lab | 3 Credit Hours

This course will explore topics related to local and sustainable food systems that work to conserve resources, minimize waste, and lessen the impact on the environment. Students will grow herbs, microgreens, and edible flowers using both aquaponic and hydroponic systems. Learners will gain a fundamental understanding of gardening by planning, planting, and harvesting seasonal vegetables in outdoor gardens. Upon completion of the course, students will be familiar with both terminology and techniques related to maintaining a kitchen garden.

**Academic Service Fee:** \$270.00**CUA 2113****SEASONAL KITCHEN**

Theory/Lab | 3 Credit Hours

This course will explore topics related to seasonality in contemporary kitchens. Students will study the historical influences of food as it relates to cuisine. Some of the topics explored will be farm to table, plant-based cuisine, foraging, and sustainability. Through a combination of lectures, site visits, and kitchen activities students will gain a fundamental understanding of a wide range of topics that are popular and important to the American food movement. Upon completion of the course, students will be familiar in both the terminology and techniques related to a seasonal kitchen.

**Prerequisites:** CUA 1146 and CUA 1313.**Academic Service Fee:** \$270.00**CUA 2123****ADVANCED BAKING**

Theory/Lab | 3 Credit Hours

Students will utilize skills learned in CUA 1373 to prepare more complex and challenging desserts and pastries. Students will learn cake decorating techniques, including piping, fondant and tiered cake production. Students will develop skills producing mousse cakes, entremets, laminated doughs, chocolates, and confections. They will also experiment and develop modern platings of traditional desserts.

**Prerequisite:** CUA 1373.**Academic Service Fee:** \$270.00**CUA 2163****TORTES & GATEAUX**

Theory/Lab | 3 Credit Hours

This course will emphasize an understanding of the preparation and production of classic European cakes and modern entremets. Students will review creaming, foaming, and blending mixing techniques, with an emphasis on preparing simple to complex unfilled cakes, filled cakes, and multi-layered tortes. Students will be evaluated on proper development of appropriate flavor profiles, as well as final assembly, garnishing and presentation.

**Prerequisite:** CUA 2123.**Academic Service Fee:** \$270.00**CUA 2183****SHOWPIECES**

Theory/Lab | 3 Credit Hours

Students develop skills needed to plan, execute, and

display artistic showpieces made from food products. Mediums covered are pulled sugar, cast sugar, pastillage, ice, chocolate, tallow, and salt dough. Basic uses of color, form, and design are covered. Students prepare pieces for display in the dining room, as well as for competitions.

**Prerequisite:** CUA 1146.**Academic Service Fee:** \$270.00**CUA 2253****ARTISAN BREADS**

Theory/Lab | 3 Credit Hours

In this course students will develop skills required for the production of various yeast breads. Students will learn appropriate mixing methods and shaping techniques used to enhance the flavor and eye appeal of classic European style breads. Baking science will be covered, with an emphasis on fermentation, ingredient interaction, and temperature. Students will learn about developing appropriate cultures and starters for a variety of artisan breads.

**Prerequisite:** CUA 2123.**Academic Service Fee:** \$270.00**CUA 2314****ADVANCED COOKING**

Theory/Lab | 4 Credit Hours

Students demonstrate advanced cooking methods and techniques while operating an on-site public restaurant. Students will plan, requisition, and execute menus, to include preparing a variety of soups, sauces, proteins, vegetables, starches and garnishes for buffet and a la carte service. Emphasis is on applying knowledge of culinary procedure, proper mise en place, production, sanitation, and the dedication to quality needed to produce consistent, fresh, appealing, and flavorful meals.

**Prerequisites:** CUA 1146.**Academic Service Fee:** \$360.00**CUA 2474****REGIONAL CUISINE**

Theory/Lab | 4 Credit Hours

This course introduces students to distinctive ingredients, flavor profiles, and culinary techniques from various regions of the world, both domestic and international. Students will practice creating these regional cuisines while operating an on-site public restaurant, during which students will plan, requisition, and execute menus, to include preparing a variety of regional soups, sauces, proteins, vegetables, starches and garnishes for buffet and a la carte service.

**Prerequisites:** CUA 1373 and CUA 2314.**Academic Service Fee:** \$360.00**CUA 2563****FOUNDATIONS OF HOSPITALITY MANAGEMENT**

Theory | 3 Credit Hours

This course will introduce managing the various human and financial aspects of the restaurant business. The physical features of restaurant facility management will be covered as well as hiring, training, developing, and leading a team to execute exceptional food and service keeping in mind best practices and legal aspects. This course will also emphasize the importance of proper cost control as a means to maximize profitability of restaurants.

**Prerequisite:** CUA 1416.**Academic Service Fee:** \$45.00**CUA 2621****CULINARY ARTS CAPSTONE**

Lab | 1 Credit Hour

This course is a comprehensive assessment of abilities learned throughout the culinary program. Students will demonstrate successful preparation of high quality products utilizing industry standards for proper knife skills, stock making, cooking methods, and sauce making. Students will also demonstrate proper

planning, preparation and presentation of a variety of baked goods. Projects and assignments are designed to assess student readiness for entry into the workforce. Students must have a minimum 2.0 overall (retention/graduation) GPA.

**Prerequisites:** CUA 2123 and CUA 2314.**Corequisite:** CUA 2806.**Academic Service Fee:** \$90.00**CUA 2806****CULINARY INTERNSHIP**

Internship | 6 Credit Hours

Students work in industry with supervised employment and observation. All program requirements must be complete before enrolling in this course. Student must have a minimum 2.0 overall (retention/graduation) GPA.

**Prerequisites:** CUA 2123 and CUA 2314.**Corequisite:** CUA 2621.**Academic Service Fee:** \$90.00**DIESEL & HEAVY EQUIPMENT (DHE)****DHE 2033****DIESEL SKILLS I °**

Prior Learning Credit | 3 Credit Hours

A comprehensive coverage of safety issues as they pertain to the diesel industry. Specific safety rules, maintaining a safe work environment, following company policies and procedures and maintaining tools and equipment are stressed. Additionally, workplace relationships are examined and students are exposed to basic academic skills such as problem-solving, reading comprehension and writing skills necessary to be successful within the diesel industry.

**DHE 2043****DIESEL SKILLS II °**

Prior Learning Credit | 3 Credit Hours

The student demonstrates an ability to perform preventive and predictive maintenance on diesel vehicles. Maintenance and use of reference materials, pre-delivery inspections, scheduled maintenance inspections, scheduled services and the preparation of documentation of maintenance services are studied.

**DHE 2053****DIESEL SKILLS III °**

Prior Learning Credit | 3 Credit Hours

Students study electrical circuits and charging and starting systems. Diagnosis, service and repair of electrical and electronic systems are performed. Students learn the use of meters and test equipment in troubleshooting electrical systems. Identifying electrical symbols used on wiring diagrams and schematics are covered. Students also diagnose, service, and repair starting systems and charging systems.

**DHE 2090****SPECIAL PROJECTS**

Theory/Lab | 1-9 Credit Hours

An individual study is conducted under the supervision of an instructor. Projects may be undertaken in any area of diesel and heavy equipment with credit hours assigned according to level and amount of effort required.

**Prerequisites:** Written instructor-student plan and the School Dean's approval.**DHE 2800****INTERNSHIP**

Internship | 1-12 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned during their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must have successfully completed all previous core and academic courses as

**Note: Courses marked with WEB are offered online. Check course schedule for availability.**

listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

### DHE 2900 INTERNSHIP

Internship | 1-12 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned during their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

° *Course is offered through prior learning assessment and is not available on the OSUIT campus.*

## CAT® DEALER PREP (DHEC)

### DHEC 1113 INTERNSHIP I

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

**Academic Service Fee:** \$90.00

### DHEC 1124 INTRODUCTION TO CATERPILLAR

Theory/Lab | 4 Credit Hours

A review of the OSUIT Student Handbook, and discussions of OSUIT: class, lab, and internship policies and procedures. Upon completion, students demonstrate the ability to administer and use the Caterpillar Literature Library. Critical literature, such as service and parts manuals and reporting systems like SIMS (Service Information Management System) is included. Students identify hardware and tools, and describe proper uses, which includes a pre-test, an introduction to Caterpillar and participating dealer history, and career exploration.

**Academic Service Fee:** \$120.00

### DHEC 1134 CAT ELECTRICAL FUNDAMENTALS

Theory/Lab | 4 Credit Hours

The theory and application of basic electrical concepts, the use of diagnostic tools, troubleshooting and wiring repair procedures. Emphasis is put on electrical systems analysis, along with preventive and predictive maintenance. Students locate and identify machine components from schematics. Students also analyze charging and starting system faults.

**Academic Service Fee:** \$120.00

### DHEC 1213 CAT HYDRAULIC FUNDAMENTALS

Theory/Lab | 3 Credit Hours

Introduces the laws and principles of fluid mechanics. Students locate and identify machine components from schematics, draw and read schematics, and identify fittings, seals and components used in hydraulic systems on Caterpillar equipment. Pascal's Law is

used to calculate force-pressure-area relationships. Students also calculate energy-work-power relationships.

**Prerequisite:** DHEC 1124.

**Academic Service Fee:** \$90.00

### DHEC 1223 CAT FUEL SYSTEMS

Theory/Lab | 3 Credit Hours

A thorough examination of Caterpillar fuel systems, including forged body, sleeve metering, scroll types and unit injection. Operation, testing and adjusting are stressed.

**Academic Service Fee:** \$90.00

### DHEC 1233 INTERNSHIP II

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

**Academic Service Fee:** \$90.00

### DHEC 1313 INTERNSHIP III

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

**Academic Service Fee:** \$90.00

### DHEC 1323 CAT ENGINE FUNDAMENTALS

Theory/Lab | 3 Credit Hours

An introduction to Caterpillar engine terminology and operating principles, and includes the identification and function of components and engine systems. Safety, precision measurements, use of hand tools, and technical manuals are stressed. Students disassemble, determine reusability, assemble and adjust components. Engine servicing and preventive maintenance are examined.

**Academic Service Fee:** \$90.00

### DHEC 1333 CAT MACHINE HYDRAULIC SYSTEMS

Theory/Lab | 3 Credit Hours

Designed to teach the systems operation, and the testing and adjusting procedures for the pilot operated hydraulic systems, the load sensing pressure compensated hydraulic system, the electro-hydraulic system and the hydrostatic system. Students identify different systems, trace the oil flow through the systems and state the systems operation. Students also identify system components and are able to discuss their operation.

**Academic Service Fee:** \$90.00

### DHEC 2413 CAT ENGINE DIAGNOSTICS & REPAIR

Theory/Lab | 3 Credit Hours

The application of repair procedures for Caterpillar internal combustion engines is emphasized. Parts evaluation, reusability, failure analysis, and diagnostics are covered. Safety, special tools, and service literature are stressed.

**Academic Service Fee:** \$90.00

### DHEC 2423 CAT MACHINE ELECTRONIC SYSTEMS

Theory/Lab | 3 Credit Hours

Examines the application and operation of electronic systems used by Caterpillar for engines, transmissions, hydraulic systems, and monitoring systems. Diagnosis, system analysis and repairs are emphasized.

**Prerequisite:** DHEC 1134 and DHEC 1333.

**Academic Service Fee:** \$90.00

### DHEC 2433 INTERNSHIP IV

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

**Academic Service Fee:** \$90.00

### DHEC 2513 INTERNSHIP V

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

**Academic Service Fee:** \$90.00

### DHEC 2524 CAT POWER TRAIN I

Theory/Lab | 4 Credit Hours

The basic components and operations of power train systems used in Caterpillar machines are discussed, and includes basic components, couplings, manual shift transmissions and power shift transmissions. Basic components and component function are explained as they relate to the operation of various power train systems.

**Academic Service Fee:** \$120.00

### DHEC 2532 CAT MOBILE AIR CONDITIONING

Theory/Lab | 2 Credit Hours

Examines theory and application of refrigeration principles as applied to Caterpillar mobile equipment. Emphasis is placed on preventive maintenance, diagnostics, repair, and regulation compliance.

**Prerequisite:** DHEC 1134.

**Academic Service Fee:** \$60.00



**DHEC 2603****CAT POWER TRAIN II**

Theory/Lab | 3 Credit Hours

The methods for transferring power are discussed. Mechanical power train components include differentials, brakes, final drives, and undercarriage. Hydraulically driven machines are also included. The content is treated as general information for power train components in all Caterpillar machines.

**Prerequisite:** DHEC 2524.**Academic Service Fee:** \$90.00**DHEC 2636****CAT CAPSTONE**

Theory/Lab | 6 Credit Hours

An applied research project, and includes improvements in diagnostics, service and maintenance processes, technical support systems, emerging technology, etc. The technical aspect of study includes verification of competencies in areas such as: air conditioning, engines, drive train, electronics, hydraulic systems and safety. Project management is stressed as a key to completing the objectives. Diagnostic tooling is used to evaluate machine system operation. Students also participate in a post-test to determine technical competency gain.

**Academic Service Fee:** \$180.00**KOMATSU ACT (DHEK)****DHEK 1104****KOMATSU GENERAL BASICS**

Theory/Lab | 4 Credit Hours

A study of Metric and English precision measurement, tool and fastener identification and use, personal safety, equipment safety and shop safety. Course is designed to acquaint students with the federal safety regulations relating to maintenance safety: EPA, OSHA, Hazardous Materials and Waste. Included is a review of the OSUIT Student Handbook and discussions of class, lab and internship policies and procedures. This is a Career Cornerstone course that includes a technical pre-test, an introduction to Komatsu history, career exploration and information for the student's Career Passport.

**Academic Service Fee:** \$120.00**DHEK 1124****KOMATSU PARTS & SERVICE PUBLICATIONS**

Theory/Lab | 4 Credit Hours

An explanation of the purpose and use of Komatsu Publications, including operations manuals, maintenance manuals, reusability guides, service management publications, microfiche and computer based CSS and CARE. Students become familiar with Komatsu terminology, machine and engine nomenclature and the part numbering system. Students practice locating information using Komatsu publications and complete service reports, pre-delivery reports and receiving reports. An introduction to customer service skills is included.

**Academic Service Fee:** \$120.00**DHEK 1143****KOMATSU INTERNSHIP I**

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

**Academic Service Fee:** \$90.00**DHEK 1216****KOMATSU ENGINES & FUEL SYSTEMS**

Theory/Lab | 6 Credit Hours

A study of the operation, maintenance and repair of engines and related fuel systems used in Komatsu equipment. Presents terminology, concepts and techniques needed to properly diagnose and repair engines, and emphasizes the rebuilding procedures and testing of engines and fuel systems. It includes cleaning, inspection, measurement, troubleshooting techniques, tune-up procedures, and failure analysis. The proper usage of tools, precision measurement devices, safety, and service publications is stressed.

**Academic Service Fee:** \$180.00**DHEK 1243****KOMATSU INTERNSHIP II**

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

**Academic Service Fee:** \$90.00**DHEK 1324****KOMATSU BASIC HYDRAULICS**

Theory/Lab | 4 Credit Hours

A study of the fundamentals, theory and application of mobile hydraulic principles. Students locate and identify machine components from schematics, draw and read schematics, and identify fittings, seals and components used in hydraulic systems on Komatsu equipment. Pascal's Law is used to calculate energy-work-power relationships. Hydraulic principles and operation of pumps, control valves, actuators, fluid conditioners used on Komatsu equipment are covered, as well as failure analysis, diagnostics and reconditioning of hydraulic components.

**Prerequisite:** DHEK 1104.**Academic Service Fee:** \$120.00**DHEK 1333****KOMATSU BASIC ELECTRICAL SYSTEMS**

Theory/Lab | 3 Credit Hours

An introductory study of electricity and electrical components and circuits that introduces the student to electrical principles and electrical and electronic diagnostic tools. Students use Ohm's Law to calculate volts, amps and ohms within series and parallel circuits, and interpret and draw schematics using common electrical symbols. Students locate and identify machine components using schematics and diagnose and repair wiring circuits and starting and charging system faults.

**Prerequisite:** DHEK 1104.**Academic Service Fee:** \$90.00**DHEK 1343****KOMATSU INTERNSHIP III**

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a

valid driver's license, or have School Dean or designee's approval.

**Academic Service Fee:** \$90.00**DHEK 1352****VEHICLE AIR CONDITIONING SYSTEMS**

Theory/Lab | 2 Credit Hours

The basics of compression refrigeration systems in cars, trucks, and mobile equipment. The use of hand tools and other specialized air conditioning/refrigeration tools are emphasized in the laboratory, as well as identification of sealed system components and their function, and system maintenance and repair.

**Prerequisite:** DHEK 1333.**Academic Service Fee:** \$60.00**DHEK 2416****KOMATSU WHEEL LOADERS - ADVANCED HYDRAULICS & POWER TRAIN**

Theory/Lab | 6 Credit Hours

A study of the structure and function of Komatsu wheel loaders. Students identify and locate power train and hydraulic components, troubleshoot torque converters, transmissions, and hydraulic systems, and examine the application, operation, maintenance and troubleshooting of the components in Komatsu wheel loaders. Students learn components and theory of operation, as well as disassembly and assembly techniques. Students diagnose and repair differentials, brakes and planetary drives and practice repair procedures on the articulated joint. Hydraulic systems are reviewed with an emphasis on the steering system. Students study how to use test results for diagnosis purposes, and how to use Komatsu publications to determine which attachments can be used for special applications. Students use PM Clinic Test Kit.

**Prerequisites:** DHEK 1216, DHEK 1324 and DHEK 1333.**Academic Service Fee:** \$180.00**DHEK 2443****KOMATSU INTERNSHIP IV**

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

**Academic Service Fee:** \$90.00**DHEK 2516****KOMATSU HYDRAULIC EXCAVATORS**

Theory/Lab | 6 Credit Hours

A basic study of the structure and function of Komatsu designed hydraulic excavators which requires the student to select and use the correct Komatsu troubleshooting charts for diagnose and repair of electronic systems and to test and adjust hydraulic controlling components and engine systems. Students identify, locate and troubleshoot electronic sensors and switches. Students use onboard monitors for diagnostic purposes, learn the proper use of Komatsu Electrical "T" Adapter Kits for use with digital volt/ohm meters, and use electrical repair kits and crimping tools. Students also use Komatsu publications to determine which attachments can be used for special applications, and study how to use test results for diagnoses purposes.

**Prerequisite:** DHEK 2416.**Academic Service Fee:** \$180.00

**Note:** Courses marked with **WEB** are offered online. Check course schedule for availability.

**DHEK 2543  
KOMATSU INTERNSHIP V**

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

**Academic Service Fee:** \$90.00**DHEK 2603  
KOMATSU ADVANCED DIESEL EMISSIONS**

Theory/Lab | 3 Credit Hours

This course begins with a basic explanation of diesel particulate filters (DPFs), continues by detailing the DPF system components and normal operation of the DPF, and concludes with fault diagnosis and the operator interface display. Course also introduces selective catalytic reduction (SCR) and reviews system components and operation, operator indications, maintenance considerations, and diagnostics.

**Prerequisite:** DHEK 1216.**Academic Service Fee:** \$90.00**DHEK 2626  
KOMATSU CAPSTONE**

Theory/Lab | 6 Credit Hours

An applied research project identified during internships as a work based problem in need of improvement. Research can include improvements in diagnostics, service and maintenance processes, technical support systems, etc. The technical areas of study include the evolution of Komatsu crawler tractor design, including structure and function. Students identify and locate power train and hydraulic components, troubleshoot and adjust damper, torque converter and transmission. Students diagnose, service and repair differentials, final drives and steering brakes, controls and linkages, remove, repair and install powerpacks, identify, evaluate, service, repair and adjust undercarriage components, study the wear characteristics of undercarriage components, and evaluate competitive track design. Before going on their final internship, students participate in a post-test to determine technical competency gain.

**Prerequisite:** DHEK 2516.**Academic Service Fee:** \$180.00**NAEDA AGRICULTURAL EQUIPMENT  
TECHNICIAN (DHER)****DHER 1113  
NAEDA INTERNSHIP I**

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

**Academic Service Fee:** \$120.00**DHER 1123  
FUNDAMENTALS OF MAINTENANCE**

Theory/Lab | 3 Credit Hours

An introduction to the skills and knowledge required by all service technicians including: precision measurement; environmental and safety regulation compliance; safety and personal protection equipment; fastener identification; hand and power tool identification, use and safety; lifting and blocking; torque wrench use; tapping, threading, and thread inserts. Students receive forklift operation training and testing, and demonstrate the ability to follow written instructions, complete business forms and perform basic math skills. Includes a review of the OSUIT Student Rights and Responsibilities.

**Academic Service Fee:** \$120.00**DHER 1133  
PRE-DELIVERY & PREVENTIVE MAINTENANCE**

Theory/Lab | 3 Credit Hours

Includes a review of pre-delivery, preventive maintenance (PM) and the responsibilities of the service technician to ensure that all PM items are performed to a benchmark standard. Students review pre-delivery and PM standards established by equipment manufacturers and associations, and use manufacturer service and maintenance software and literature to determine proper pre-delivery and PM procedures, as well as oil sampling etc. They perform walk around inspections and pre-delivery inspections, test coolant, and learn proper disposal methods for used oil, filters, coolant, batteries, etc. Course introduces correct machine operation, specifically related to safety precautions listed in the operators manual, as well as regulations for safe machine transportation to include tie-down, flagging, permitting and weight distribution.

**Academic Service Fee:** \$120.00**DHER 1143  
PRINCIPLES OF GPS APPLICATIONS**

Theory/Lab | 3 Credit Hours

An explanation of how the GPS system works, sources of errors, and methods used for improving the basic accuracy of the system, including Differential GPS. The wide range of GPS agricultural applications is introduced and the main types and features of various GPS receivers are discussed. Students identify proper manufacturer terminology used in GPS applications.

**Academic Service Fee:** \$120.00**DHER 1213  
NAEDA INTERNSHIP II**

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

**Academic Service Fee:** \$120.00**DHER 1223  
WIRING CIRCUITS, CHARGING & STARTING SYSTEMS**

Theory/Lab | 3 Credit Hours

Introduces electrical laws and principles, and includes the use of digital volt/ohm meters, amp probes, wiring diagrams and electrical schematics, wire and connector repair methods, and semiconductors. Students learn to diagnose, maintain, and repair electrical circuits, charging circuits, and starting

circuits. Emphasis is on diagnostics, preventive maintenance, and correct repair procedures.

**Academic Service Fee:** \$120.00**DHER 1233  
HYDRAULIC PRINCIPLES**

Theory/Lab | 3 Credit Hours

A study of the fundamentals, theory and application of mobile hydraulic principles. Students locate and identify machine components from schematics; draw and read schematics; and identify fittings, seals and components used in hydraulic systems on agricultural and construction equipment. Pascal's Law is used to calculate energy-work-power relationships. Hydraulic principles and operation of pumps, control valves, actuators, fluid conditioners used on modern equipment are covered, as well as failure analysis, diagnostics and reconditioning of hydraulic components.

**Academic Service Fee:** \$120.00**DHER 1313  
NAEDA INTERNSHIP III**

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

**Academic Service Fee:** \$120.00**DHER 1323  
ELECTRONIC SYSTEMS**

Theory/Lab | 3 Credit Hours

The student is required to use diagnostic testing as specified by manufacturer software, literature, troubleshooting charts and wiring diagrams to complete required service, repair, or replacement procedures on agricultural and construction equipment electronic systems. Students identify, locate, service, test and repair connectors, sensors, actuators, switches and control modules, and use onboard diagnostic systems, T-adaptor Kits, Digital Volt/Ohm Meters, electrical repair kits, crimper tools and the EST service tool.

**Prerequisite:** DHER 1223.**Academic Service Fee:** \$120.00**DHER 1333  
HYDRAULIC SYSTEMS**

Theory/Lab | 3 Credit Hours

Designed to teach the systems operation and the testing, adjusting, maintenance and repair procedures for pilot operated hydraulic systems, load sensing pressure compensated hydraulic systems, electro-hydraulic systems and hydrostatic systems specific to agricultural and construction equipment. Students identify system components and discuss their operation and application, and identify different systems and troubleshoot live units, trace the oil flow through the systems and state the systems operation and application. Students use onboard diagnostic systems, T adaptor Kits, Digital Volt/Ohm Meters, flow meters, pressure gauges, and hydraulic schematics tools to diagnose hydraulic system malfunctions.

**Prerequisite:** DHER 1233.**Academic Service Fee:** \$120.00

**DHER 2413  
NAEDA INTERNSHIP IV**

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

**Academic Service Fee:** \$120.00**DHER 2416  
ENGINES & FUEL SYSTEMS**

Theory/Lab | 6 Credit Hours

An introduction to engine terminology, operating principles and maintenance; engine systems are examined along with diagnostic, repair and maintenance procedures. The student is given an understanding of the theory, operation, troubleshooting and repair of diesel engine intake, exhaust and fuel systems used in equipment. The function and operation of various types of fuel systems, fuel system maintenance and basic troubleshooting is covered. The application of repair procedures for engines is emphasized. Disassembly, parts evaluation and reusability, failure analysis, assembly, tune-up procedures, and troubleshooting are covered, along with the proper use of the EST service tool. Safety, special tool use, and the use of service publications are stressed.

**Academic Service Fee:** \$240.00**DHER 2512  
MOBILE AIR CONDITIONING**

Theory/Lab | 2 Credit Hours

A study of the theory, application, and repair of mobile air conditioning and refrigeration systems. Emphasis is on preventive maintenance, design, failure analysis, troubleshooting, proper repair and refrigerant recovery recycle methods.

**Prerequisite:** DHER 1223.**Academic Service Fee:** \$80.00**DHER 2513  
NAEDA INTERNSHIP V**

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

**Academic Service Fee:** \$120.00**DHER 2514  
POWER TRAIN**

Theory/Lab | 4 Credit Hours

Discussion of the basic components, operations, maintenance, diagnostics with the EST service tool and the repair of power train systems used in agricultural and construction equipment using proper special tooling. The basic components, couplings, clutches, manual transmissions, torque converters, and power shift transmissions, hydrostatic transmissions, differentials, brakes, and final drives are included, as well as hydraulically driven machines.

**Academic Service Fee:** \$160.00**DHER 2603  
YIELD MONITORING, VARIABLE RATE & AUTO  
STEER DIAGNOSTICS**

Theory/Lab | 3 Credit Hours

Summarizes how GPS integrates with guidance systems, yield monitoring systems, and variable rate technologies, also provides an explanation of the components of yield monitoring, variable rate, and auto steer systems along with the integration of machine electronics and hydraulics into those systems. System design, principles of operation, sensors, calibration, and system diagnostics are studied.

**Academic Service Fee:** \$120.00**DHER 2633  
CAPSTONE**

Theory/Lab | 3 Credit Hours

An applied research project identified during internships, as a work-based problem in need of improvement. Research can include improvements in diagnostic, service, and maintenance processes, technical support systems, customer service, etc. Advanced application of diagnostics principles relating to engine, power train, electrical systems, electronics, hydraulics, brakes and other equipment systems, and development of preventive maintenance systems are included.

**Academic Service Fee:** \$120.00**TRUCK TECHNICIAN (DHEU)****DHEU 1143  
MAINTENANCE & INSPECTIONS**

Theory/Lab | 3 Credit Hours

This course will review pre-delivery, preventive maintenance (PM), commercial vehicle inspection program (CVIP), and the responsibilities of the service technician to ensure that all PM items are performed to benchmark standards. Students will review PM standards established by the Commercial Motor Vehicle Safety Act (CMVSA) American Standard Inspection Procedures for Motor Vehicles, Trailers, and Semi-Trailers operated on Public Highways (ANSI) the National Highway Traffic Safety Administration (NHTSA) and the Commercial Vehicle Safety Alliance (CVSA) Vehicle Out-of-Service Criteria. Students will perform: basic steering, alignment and suspension inspections; walk-around inspections; A, B, C and D inspections; trailer inspections; and pre-delivery inspections. They will also test coolant; and describe proper disposal methods for used oil, filters, coolant, batteries, etc.

**Academic Service Fee:** \$90.00**DHEU 1153  
MAINTENANCE FUNDAMENTALS**

Theory/Lab | 3 Credit Hours

An introduction to the skills and knowledge required by all service technicians, including precision measurement, safety regulation compliance, lifting and blocking, torque wrench use, Kenworth product identification, and service literature usage. The career cornerstone course includes a review of the OSUIT Handbook, a technical pre-test, development of the career passport, and career exploration.

**Academic Service Fee:** \$90.00**DHEU 1213  
INTRODUCTION TO FLUID POWER**

Theory/Lab | 3 Credit Hours

This course introduces the theory and application of mobile hydraulics and pneumatics. The differences and similarities between hydraulics and pneumatics are identified. Students will locate and identify components from schematics, draw and read schematics, and identify fittings, seals and components used in mobile hydraulic and pneumatic systems. Pascal's Law will be used to calculate energy-work-power relationships.

Operation, maintenance, repair, and diagnostics of pumps, compressors, control valves, actuators and fluid conditioners in power steering and hydraulic and brake systems is emphasized.

**Academic Service Fee:** \$90.00**DHEU 1253  
ELECTRICAL CIRCUITS, CHARGING & STARTING  
SYSTEMS DIAGNOSTICS & REPAIR**

Theory/Lab | 3 Credit Hours

Introduces electrical laws and principles, and includes the use of digital volt/ohm meters, amp probes, wiring diagrams and electrical schematics, wire and connector repair methods, and semiconductors. Students learn to diagnose, maintain, and repair electrical circuits, charging circuits, and starting circuits. Emphasis is on diagnostics, preventive maintenance, and correct repair procedures.

**Academic Service Fee:** \$90.00**DHEU 1313  
POWER TRAIN SYSTEMS**

Theory/Lab | 3 Credit Hours

An introduction to clutches, manual transmissions, drivelines and differentials. Emphasis is on power flow, diagnostics, disassembly, inspection, failure analysis, repair and assembly.

**Academic Service Fee:** \$90.00**DHEU 1343  
BRAKE SYSTEMS**

Theory/Lab | 3 Credit Hours

A review of hydraulic and pneumatic principles as they apply to braking systems, including anti-skid and traction control. Maintenance and repair of the air brake systems components and medium duty hydraulic brake system components is covered. Students perform foundation brake maintenance.

**Academic Service Fee:** \$90.00**DHEU 2433  
INTERNSHIP IV**

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

**Academic Service Fee:** \$90.00**DHEU 2452  
AIR CONDITIONING SYSTEMS**

Theory/Lab | 2 Credit Hours

A study of the theory, application, and repair of mobile air conditioning and refrigeration systems. Emphasis is on preventive maintenance, design, failure analysis, troubleshooting, proper repair and refrigerant recovery recycle methods.

**Academic Service Fee:** \$60.00**DHEU 2523  
DIESEL ENGINE & FUEL SYSTEMS**

Theory/Lab | 3 Credit Hours

An introduction to diesel engine terminology, operating principles and maintenance. Engine systems are examined along with diagnostic, repair, and maintenance procedures. Students study fuel injection systems used by major diesel engine manufacturers, as well as the function and operation of various types of fuel systems, fuel system maintenance and basic troubleshooting.

**Academic Service Fee:** \$90.00**DHEU 2524****Note: Courses marked with WEB are offered online. Check course schedule for availability.**

**CAPSTONE - ELECTRONIC SYSTEMS INTERFACE**

Theory/Lab | 4 Credit Hours

Course represents a culmination of the program of study and provides students with opportunity to solve theoretical and real-world problems through utilization of advanced applications and diagnostic principles related to engines, emissions after treatment, power trains, brakes, air conditioning and other electronic controlled or monitored truck systems.

**Academic Service Fee:** \$120.00**DHEU 2533****DIESEL ENGINE OVERHAUL TECHNIQUES**

Theory/Lab | 3 Credit Hours

Emphasizes the application of repair procedures for diesel engines. Disassembly, parts evaluation and reusability, failure analysis, assembly, tune up procedures and troubleshooting are covered. Safety, special tool use, and use of service publications are stressed.

**Academic Service Fee:** \$90.00**DHEU 2612****TRUCK TECHNICIAN INTERNSHIP**

Internship | 12 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

**Academic Service Fee:** \$360.00**ELECTRICAL CONSTRUCTION (ECNT)****ECNT 1013****INTRODUCTION TO THE ELECTRICAL TRADES**

Theory | 3 Credit Hours

An introduction in electricity, study targets the general concepts, ideas, history and relationships of the electrical trade, including employment opportunities, job descriptions, general safety and standards.

**Academic Service Fee:** \$96.00**ECNT 1103****DC & AC CIRCUIT ANALYSIS**

Theory/Lab | 3 Credit Hours

A study of electricity involving electrical laws, units, components, impedance and magnetism.

**Academic Service Fee:** \$96.00**ECNT 1113****BASIC ELECTRICAL WIRING METHODS**

Theory/Lab | 3 Credit Hours

An introduction to the wiring methods that are common in all areas of electrical work. This class will prepare the student for area-specific wiring methods to be taught in the following semester.

**Academic Service Fee:** \$96.00**ECNT 1213****ALTERNATIVE ENERGY**

Theory/Lab | 3 Credit Hours

An introduction to the codes, methods, and safety of generation, integration and storage of electricity from various alternative energy sources

**Prerequisite:** ECNT 1103.**Academic Service Fee:** \$96.00**ECNT 1233****ELECTRICAL MOTORS & CONTROLS**

Theory/Lab | 3 Credit Hours

An in-depth study of single phase, 3-phase and DC motors; stop/start stations; forward and reverse; hard and soft start and ladder diagrams are taught.

**Prerequisite:** ECNT 1103.**Academic Service Fee:** \$96.00**ECNT 1253****ELECTRICAL WIRING METHODS I - RESIDENTIAL**

Theory/Lab | 3 Credit Hours

An examination, study and implementation of electrical wiring and wiring devices found in various types of residential structures. Study to include National Electrical Code as it applies for these occupancies.

**Academic Service Fee:** \$96.00**ECNT 1313****NATIONAL ELECTRICAL CODES**

Theory | 3 Credit Hours

An in-depth study of the latest National Electrical Code is taught, with emphasis on the total code and the licenses that can be obtained in this state and others.

**Prerequisite:** ECNT 1253.**Academic Service Fee:** \$96.00**ECNT 2123****ELECTRICAL CALCULATIONS**

Theory | 3 Credit Hours

The study of electrical calculations required to troubleshoot circuits, perform complex conduit bends, and calculate voltage drops and sizing of conduits, conductors, motor circuits, transformers, over-current protection, and electrical service.

**Prerequisites:** ECNT 1233 and ECNT 2473.**Academic Service Fee:** \$96.00**ECNT 2203****TESTING & COMMISSIONING**

Theory/Lab | 3 Credit Hours

Introduction to the process of electrical testing, documentation, and safe start-up of electrical equipment.

**Prerequisite:** ECNT 1233.**Academic Service Fee:** \$96.00**ECNT 2213****ELECTRICAL MOTORS & CONTROLS II**

Theory/Lab | 3 Credit Hours

Builds on the knowledge built in Electrical Motors & Controls, incorporating additional instruction in three-phase, soft starts and drives, troubleshooting and maintenance procedures.

**Prerequisite:** ECNT 1233.**Academic Service Fee:** \$96.00**ECNT 2473****ELECTRICAL WIRING METHODS II - COMMERCIAL**

Theory/Lab | 3 Credit Hours

Analysis of electric power distribution of transformer secondary systems as it pertains to the construction of commercial installations is focused on, and includes feeder and service calculation as required by National Electrical Code.

**Prerequisite:** ECNT 1253.**Academic Service Fee:** \$96.00**ECNT 2533****ELECTRICAL WIRING METHODS III - INDUSTRIAL**

Theory/Lab | 3 Credit Hours

An in-depth study of hazardous locations, more detailed coverage of branch circuits and their associated calculations, site lighting and industrial light fixtures, lighting protection, plus the study of panel board, motor control bus ways and other industrial products and centers, tools.

**Prerequisites:** ECNT 1253 and ECNT 2473.**Academic Service Fee:** \$96.00**ECNT 2603****ELECTRICAL CONSTRUCTION CAPSTONE EXPERIENCE**

Theory/Lab | 3 Credit Hours

An in-depth examination of all studied wiring systems, layouts and characteristics. The use of blueprints to make estimates of materials and labor costs is stressed. Special emphasis is placed on integration of all fundamental and general education classes (i.e. math, English, technical writing). The course is arranged so the student has a solid understanding of the electrical contracting business. The National Electrical Code, safety, and the electrical methods taught in previous classes are used, and the student completes the exit assessment instrument and other graduation requirements.

**Prerequisites:** ECNT 1253, ECNT 2473, ECNT 2533 and completion of one internship, or approval by the School Dean.

**Academic Service Fee:** \$96.00**ECNT 2613****PROGRAMMABLE LOGIC CONTROLLERS (PLC) FOR ELECTRICIANS**

Theory/Lab | 3 Credit Hours

Industry has traditionally relied on engineers and instrumentation and control technicians to design, build, operate, maintain, and repair Programmable Logic Controller (PLC) systems. As PLC's have evolved, many organizations have found it beneficial for other maintenance groups such as electricians and mechanical technicians to help support engineers and I&C technicians in the area of PLC's. Designed for incumbent work force technicians and student technicians not traditionally responsible for PLC systems, but require basic skills and knowledge for entering into PLC support roles. Focus is placed on fundamental programming and wiring of PLC systems.

**Prerequisite:** ECNT 1233.**Academic Service Fee:** \$96.00**ECONOMICS (ECON)****ECON 2103 (S)****MICROECONOMICS**Theory | 3 Credit Hours | **WEB**

An introduction to the general concepts of economic reasoning, emphasizing microeconomic theory of the US system. Includes allocation of resources, distribution of final output to the individual, overall functioning of price system, and the relationship of price, quantity and profit in a capitalistic market economy.

**Prerequisite:** ECON 2203.**Academic Service Fee:** \$21.00**ECON 2203****MACROECONOMICS**Theory | 3 Credit Hours | **WEB**

An introduction to the general concepts of economic reasoning emphasizing macroeconomic theory of the US system. Includes monetary policy, national income and employment, money and banking, economic growth policies and interrelationships with the world economy.

**Academic Service Fee:** \$21.00**ENVIRONMENTAL HEALTH & SAFETY (EHST)****EHST 1113****GENERAL INDUSTRY REGULATIONS & STANDARDS**

Theory | 3 Credit Hours

This OSHA 30-hour General Industry Outreach Training course is a comprehensive safety training program designed for those working within general industry. The course design structure and content provides vital information for those working as safety



directors, forepersons, and field supervisors. The course provides complete information on OSHA compliance issues, and how to navigate the Code of Federal Regulations set forth by the Department of Labor.

**EHST 1123**  
**CONSTRUCTION REGULATIONS & STANDARDS**  
Theory | 3 Credit Hours

This OSHA 30-hour Construction Industry Outreach Training is designed for anyone in the construction industry. The course is specifically made to meet the requirements for safety directors, forepersons, and field supervisors. The course provides complete information on OSHA compliance issues, and how to navigate the Code of Federal Regulations set forth by the Department of Labor.

**EHST 1233**  
**HAZARDOUS MATERIAL HANDLING & EMERGENCY RESPONSE**  
Theory | 3 Credit Hours

This course will focus on the examination of issues concerning the use of hazardous materials in construction and industrial environments and includes information on the Department of Transportation (DOT) regulatory requirements related to the handling and management of hazardous materials. Chemical and physical properties and issues related to the transportation of these materials will be covered.

**EHST 1243**  
**ENVIRONMENTAL REGULATIONS**  
Theory/Lab | 3 Credit Hours

This course is geared to the new environmental professional and designed to introduce environmental regulatory requirements and addresses the environmental regulations applicable to general industry related to air emissions, waste disposal, water management, spill management and associated reporting requirements. Practical and hands-on examples of real-world regulatory activities will be provided.

**EHST 1312**  
**ENVIRONMENTAL HEALTH & SAFETY INTERNSHIP**  
Internship | 12 Credit Hours

This course expands further into the various principles and applications learned in the classroom and lab environments as students complete an applied internship in the environmental health and safety industry.

**Prerequisites:** EHST 1113 and EHST 1123.

**EHST 1453**  
**EMERGENCY PREPAREDNESS & PLANNING**  
Theory | 3 Credit Hours

This course studies the emergencies which create a variety of hazards for workers. The various causes of emergencies (natural disasters, severe weather, and specific hazards such as chemical, biological, diseases and radiation) are discussed. Preparation and practice for emergencies and the role of planning including the necessary equipment needed, evacuation procedures and safety during emergencies are addressed.

**EHST 2143**  
**HAZWOPER & ASSOCIATED REGULATIONS**  
Theory/Lab | 3 Credit Hours

This course provides a comprehensive look at regulatory requirements and effective environmental management strategies necessary to lead an effective environmental compliance program. In this course, a more detailed look at the core environmental regulations and the application of requirements to facilities will be covered.

**EHST 2153**  
**INCIDENT & ACCIDENT INVESTIGATION**  
Theory | 3 Credit Hours

This course provides students with a practical approach to investigating workplace accidents by emphasizing how to conduct a thorough investigation, find the root cause(s) and make effective recommendations to prevent similar instances from reoccurring. This course will also cover proper protocols in filing forms and reports with local, state, and federal entities.

**EHST 2203**  
**ROOT CAUSE ANALYSIS**  
Theory | 3 Credit Hours

In this course, students will learn various methods of solving problems that are utilized to diagnose faults, variations, and indifferences across an array of industries. Multiple tools for determining root cause will be presented in the course.

**Prerequisite:** EHST 2153.

**EHST 2253**  
**LEAN PROCESSES**  
Theory | 3 Credit Hours

This course provides students with the applications of Lean in manufacturing and across various service areas/industries. The main focus of the Lean philosophy is the reduction of waste, improvement of quality and the reduction of production time and cost in order to improve stakeholder value.

**EHST 2263**  
**ELECTRO-MECHANICAL SAFETY**  
Theory/Lab | 3 Credit Hours

This course is a comprehensive safety class designed for students who will be involved in the electrical or mechanical safety fields. Special emphasis will be placed on electric vehicle/agricultural equipment safety protocols, charging stations, industry specific electro-mechanically driven equipment, and power grid safety requirements.

**EHST 2273**  
**PRINCIPLES OF INDUSTRIAL HYGIENE**  
Theory | 3 Credit Hours

This course provides an introduction to the field and will familiarize students with the various techniques and procedures involved in the practice of industrial hygiene. Content focuses on terminology, concepts, and methodology in the practices of industrial hygiene.

**ENGLISH (ENGL)**

**ENGL 0102**  
**TECHNICAL WRITING STRATEGIES**  
Theory | 2 Credit Hours | Non-Credit Bearing | **WEB**

This corequisite strategies course provides learning support and supplemental instruction for students co-enrolled in ENGL 1033 Technical Writing I. Eligibility is determined by student's college readiness placement exam scores. This course does not count toward graduation or any degree program.

**Corequisite:** ENGL 1033.

**Academic Service Fee:** \$51.00

**ENGL 0112**  
**FRESHMAN COMPOSITION STRATEGIES**  
Theory | 2 Credit Hours | Non-Credit Bearing | **WEB**

This corequisite strategies course provides learning support and supplemental instruction for students co-enrolled in ENGL 1113 Freshman Composition I. Eligibility is determined by student's college readiness placement exam scores. This course does not count toward graduation or any degree program.

**Corequisite:** ENGL 1113.

**Academic Service Fee:** \$51.00

**ENGL 1033**  
**TECHNICAL WRITING I**  
Theory | 3 Credit Hours | **WEB**

This course focuses on the writing process and strategies for improving writing. The emphasis is on clear, concise writing for specific audiences and purposes. The assignments and activities reflect real-world work situations and writing requirements such as letters and memoranda.

**Academic Service Fee:** \$21.00

**ENGL 1113**  
**FRESHMAN COMPOSITION I**  
Theory | 3 Credit Hours | **WEB**

Course focuses on the writing process and strategies for improving writing. The assignments reflect the fundamentals of expository writing, with an emphasis on structure, organization, and style.

**Academic Service Fee:** \$21.00

**ENGL 1213**  
**FRESHMAN COMPOSITION II**  
Theory | 3 Credit Hours | **WEB**

Course continues to focus on the writing skills learned in ENGL 1113, as well as research skills and argumentative writing. The emphasis is on technique, style, and form.

**Prerequisite:** ENGL 1113 or School Dean's approval.

**Academic Service Fee:** \$21.00

**ENGL 2033**  
**TECHNICAL WRITING II**  
Theory | 3 Credit Hours | **WEB**

This course continues the emphasis on the writing process taught in ENGL 1033 and includes a brief review of composition techniques. The assignments include various types of technical reports, with emphasis on preparation, data collection and research, organization, style, format, graphics, and formal report writing.

**Prerequisite:** ENGL 1033 or School Dean's approval.

**Academic Service Fee:** \$21.00

**ENGL 2413 (D, H)**  
**INTRODUCTION TO LITERATURE**  
Theory | 3 Credit Hours | **WEB**

A study in fiction, drama/film, and poetry. Written critical exercises and discussion.

**Academic Service Fee:** \$21.00

**ENGL 2543 (H, I)**  
**SURVEY OF ENGLISH LITERATURE I**  
Theory | 3 Credit Hours

Selected reading of major English writers to 1800. A survey of key works, authors, genres, literary history and criticism.

**Academic Service Fee:** \$21.00

**ENGL 2653 (H, I)**  
**SURVEY OF ENGLISH LITERATURE II**  
Theory | 3 Credit Hours

Selected reading of major English writers from 1800 to present. A survey of key works, authors, genres, literary history and criticism.

**Academic Service Fee:** \$21.00

**ENGL 2773 (D, H)**  
**SURVEY OF AMERICAN LITERATURE I**  
Theory | 3 Credit Hours | **WEB**

An introduction to the works of the chief American writers from colonial days through the Civil War, with attention both to the historical context and to selected works chosen for close analysis.

**Academic Service Fee:** \$21.00

**ENGL 2883 (D, H)**  
**SURVEY OF AMERICAN LITERATURE II**  
Theory | 3 Credit Hours | **WEB**

An introduction to the works of the chief American writers from the Civil War to the present, with attention

both to the historical context and to selected works chosen for close analysis.

**Academic Service Fee:** \$21.00

### ENGL 3113 CREATIVE WRITING

Theory | 3 Credit Hours | **WEB**

The focus is on improving students' abilities to develop creative writings while learning techniques for reading like writers. Assignments reflect the vocabulary of writers, and class is structured primarily as a workshop for students to read and critique their peers' writing. This course offers instruction for invention, genre exploration, revision, and appropriate etiquette in a workshop setting.

**Prerequisite:** ENGL 1113 or ENGL 1033.

**Academic Service Fee:** \$21.00

### ENGL 3323 TECHNICAL WRITING III

Theory | 3 Credit Hours | **WEB**

This course reviews the basics of technical writing and recognizable workplace formats. The course also focuses on the ethical and accurate transfer of information to technical and non-technical audiences, problem-solving strategies, critical thinking skills, revision and editing strategies, as well as using visual aids to convey accurate information.

**Prerequisite:** ENGL 1213 or ENGL 2033; or School Dean's approval.

**Academic Service Fee:** \$21.00

### ENGL 3413 (D, H) SURVEY OF MULTICULTURAL LITERATURE

Theory | 3 Credit Hours | **WEB**

This survey course examines works of literature by and about people of diverse cultural backgrounds, and will include the exploration of cultural and individual identities. Course will emphasize analysis of works, authors, and themes through a historical and cultural lens.

**Academic Service Fee:** \$21.00

## ENGINEERING TECHNOLOGIES (ETD)

### ETD 1012 SAFETY APPLICATIONS

Theory | 2 Credit Hours | **WEB**

Students learn OSHA regulations and practice safety procedures in the following areas: hazard recognition and control, materials handling, flammables, fire protection, electrical safety, machine guarding, confined spaces, personal protective equipment, and accident investigation and reporting, lock out tag out, and general first aid.

**Academic Service Fee:** \$70.00

### ETD 1102 BASIC MECHANICS

Theory/Lab | 2 Credit Hours

Introduces students to general shop safety and practices, proper use and care of general hand tools, soldering techniques, applications of precision measuring and layout, and proper use and care of general power tools such as drill presses and grinders.

**Academic Service Fee:** \$70.00

### ETD 2090 SPECIAL PROJECTS

Theory/Lab | 1-9 Credit Hours

An individual study under the supervision of an instructor. Projects are undertaken in any area of the engineering technology field with credit hours determined by the level and amount of effort required.

**Academic Service Fee:** \$35.00 per credit hour, as determined by course credit

### ETD 2411 EMPLOYMENT EXPLORATION

Theory | 1 Credit Hour

Students develop effective résumé and cover letter writing skills, as well as interview techniques. Intended to assist students with focusing on their search for full-time employment (AAS students) or internship opportunities (BT students).

**Academic Service Fee:** \$35.00

### ETD 3090 SPECIAL PROJECTS

Theory/Lab | 1-9 Credit Hours

An individual study under the supervision of an instructor. Projects are undertaken in any area of the engineering technology field with credit hours determined by the level and amount of effort required.

**Academic Service Fee:** \$35.00 per credit hour, as determined by course credit

### ETD 4414 CAPSTONE

Theory/Lab | 4 Credit Hours

The culminating student experience in Engineering Technologies, and utilizes applied research projects identified during student internships. Students work in teams to investigate alternatives for real problems which have the potential to increase employer productivity. The student teams analyze potential, design alternative solutions, test the most viable alternative, interpret the findings, document the best practices and promote deployment back to employers. Faculty assists students in the design and conduct of their applied research efforts.

**Prerequisites:** Course should be taken in the semester of graduation or with the School Dean's approval, and the student must have a minimum 2.0 overall (retention/graduation) GPA.

**Academic Service Fee:** \$140.00

## ELECTRICAL & ELECTRONICS (ETDE)

### ETDE 1003 INTRODUCTION TO INSTRUMENTATION TECHNOLOGY

Theory/Lab | 3 Credit Hours

This course will introduce the student to the role of instrumentation engineering in various industries. The student will learn how instrumentation is used to measure and control properties of processes. Basic trade skills common to the field will be reviewed. Students will learn to create flowcharts, develop algorithms, read basic code and use various computer tools to acquire and analyze measurement data.

**Academic Service Fee:** \$105.00

### ETDE 1283 AC/DC CIRCUITS I

Theory/Lab | 3 Credit Hours

This course covers the fundamentals of DC and AC electric circuit theory. This includes detailed coverage of direct current, alternating current, Ohm's law, energy and power relationships, and series, parallel and combinational resistive circuit laws. An introduction to magnetism and electromagnetism and their roles in DC and AC motor and generator operation will be introduced. Inductance and capacitance and their fundamental applications will also be introduced, as well as troubleshooting and safety in electrical circuits. Students will be introduced to electronic test equipment and its proper operation, including the digital multimeter, oscilloscope, function generator and DC power supplies. Exposure to these topics in a laboratory setting is included using onsite facilities and hardware and software simulation tools.

**Corequisite:** MATH 1513.

**Academic Service Fee:** \$105.00

### ETDE 1293 AC/DC CIRCUITS II

Theory/Lab | 3 Credit Hours

This course is a continuation of EDTE 1283 AC/DC Circuits I, and introduces students to circuit analysis techniques in DC and AC electric circuits. This includes detailed coverage of rules and laws such as Kirchhoff's Voltage and Current Laws, loaded voltage dividers, Thevenin's Theorem, maximum power transfer theorem, superposition principle, and Wheatstone bridges. The student will analyze combinational inductive, reactive, and resistive circuits. Power factor will be introduced, along with basic passive AC circuits, such as filters, integrators and differentiators. Fundamental transformer theory will be introduced. Exposure to these topics in a laboratory setting is included using onsite facilities and hardware and software simulation tools.

**Prerequisites:** ETDE 1283 and MATH 1513.

**Corequisite:** MATH 1613.

**Academic Service Fee:** \$105.00

### ETDE 1333 INDUSTRIAL ELECTRICAL SYSTEMS

Theory/Lab | 3 Credit Hours

Designed to give the student a broad overview and exposure to a variety of electrical and electronic principles and practices. A combination of classroom activities, study and research, and hands-on applications so the student has a clear understanding of the topics, as well as the ability to manipulate appropriate tools, software and equipment.

**Academic Service Fee:** \$112.00

### ETDE 1343 MOTORS & CONTROLS

Theory/Lab | 3 Credit Hours

Introduces the fundamental concepts of electrical motors and associated electrical controls. Topics include ladder diagrams, schematic diagrams, contactors, motor starters, control relays, timing relays, pilot control devices, AC/DC motors and related control devices. Upon completion, students should be able to properly select, install and troubleshoot motors and associated control systems.

**Prerequisite:** ETDE 1283.

**Corequisite:** ETDE 1293.

**Academic Service Fee:** \$112.00

### ETDE 1363 ELECTRONIC DEVICES & STANDARDS

Theory/Lab | 3 Credit Hours

Students learn to identify, specify, and troubleshoot electronic devices used in power supplies, amplifiers, oscillators, sensor circuits, electro-optical, and industrial control circuits. Students learn how to research and use manufacturer specification sheets. Device measurements are made with multimeters, oscilloscopes, frequency counters and other test equipment. Students are introduced to standards development for measurements and devices. An overview of professional organizations such as American National Standards Institute, International Standards Organization, and National Institute of Standards and Technology is included. Students complete a course project integrating devices into a working system. Technical reports and presentations are vital components of the course.

**Prerequisite:** ETDE 1293.

**Academic Service Fee:** \$105.00

### ETDE 1373 DIGITAL SYSTEMS & MICROCONTROLLERS

Theory/Lab | 3 Credit Hours

Introduces digital logic, number systems, and circuits as they relate to computing, memory, and control systems. Topics include numbering systems, logic gates, flip-flops, counters, shift registers, latches, decoders, multiplexers, interfaces, displays, I/O, and

timing circuits. Students learn how to research and use manufacturer specification sheets. Students learn computer communication systems, communication standards, and troubleshooting. Microprocessors, microcontrollers, and embedded systems are introduced. Students complete a course project using a microcontroller that demonstrates hardware control and software programming. Technical reports and presentations are vital components of the course.  
**Prerequisite:** ETDE 1363.  
**Academic Service Fee:** \$105.00

### ETDE 2113 INTRODUCTION TO PLCs

Theory/Lab | 3 Credit Hours  
An introductory course in programmable logic controllers (PLCs) and their applications in industrial environments. Topics include ladder logic programming, input and output modules, power supplies, selection and installation of controllers, and interfacing controllers with equipment. Upon successful completion, the student should be able to install PLC's and create basic programs.  
**Prerequisite:** ETDE 1343.  
**Academic Service Fee:** \$105.00

### ETDE 2133 INSTRUMENTATION

Theory/Lab | 3 Credit Hours  
The fundamentals of industrial instrumentation. Topics include the operation and calibration of electric, electronic and pneumatic instruments as well as the basic physical laws of temperature, pressure, flow and level. Upon successful completion the student is able to design, install, maintain and calibrate basic instruments and control devices.  
**Prerequisite:** ETDE 2113.  
**Academic Service Fee:** \$105.00

### ETDE 2223 ELECTRICAL POWER DISTRIBUTION

Theory/Lab | 3 Credit Hours  
Students study the physical properties of electromagnetic and electromechanical energy conversion devices and their application to conventional rotating machines. Electrical energy generation, transmission and distribution and relay technology are also covered.  
**Prerequisite:** ETDE 1293.  
**Corequisite:** ETDE 1363.  
**Academic Service Fee:** \$105.00

### ETDE 2253 HYDRAULICS & PNEUMATICS

Theory/Lab | 3 Credit Hours  
Hydraulic principles, types of hydraulic fluids and their characteristics are covered. Describes components of the hydraulic system and their functions, including filters and strainers, reservoirs and accumulators, pumps, piping, tubing and hoses, control valves, relief valves, and actuating devices. Covers a variety of operating principles of reciprocating, positive displacement, rotary, and dynamic air compressors. Covers primary and secondary air treatment. Includes valves, logic devices, cylinders, and air motors.  
**Prerequisites:** ETDE 1283 and MATH 1513.  
**Academic Service Fee:** \$105.00

### ETDE 2273 ELECTRONIC CONTROL DEVICES

Theory/Lab | 3 Credit Hours  
An introduction to a wide range of electronic devices and industrial automatic controls. Emphasis is placed on motor speed/position controls and programmable devices. Topics include specialized switches, sensors, stepper motors, stepper motor controllers, variable frequency drives, and control systems common to the industrial environment. Upon completion, the learner is

able to install, troubleshoot, and program variable frequency drives and stepper control systems. Students also analyze how variable speed drives save energy and maintenance costs in industrial applications.  
**Prerequisites:** ETDE 1343 and ETDE 1363.  
**Academic Service Fee:** \$105.00

### ETDE 2808 ELECTRICAL/ELECTRONICS INTERNSHIP

Internship | 8 Credit Hours  
An internship is a cooperative agreement between industry and education which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines and is supervised by industry and school representatives.  
**Prerequisites:** Recommendation by program instructor and a minimum overall (retention/graduation) GPA of 2.5.  
**Academic Service Fee:** \$280.00

### ETDE 2812 ELECTRICAL/ELECTRONICS INTERNSHIP

Internship | 12 Credit Hours  
An internship is a cooperative agreement between industry and education which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines and is supervised by industry and school representatives.  
**Prerequisites:** Recommendation by program instructor and a minimum overall (retention/graduation) GPA of 2.5.  
**Academic Service Fee:** \$420.00

### ETDE 3143 PLC APPLICATIONS

Theory/Lab | 3 Credit Hours  
Programmable logic controllers (PLCs) and their applications in industrial environments. Topics include basic programming, hardware specifications, and wiring. After successful completion, the student is able to program and troubleshoot fundamental PLC systems and related control devices.  
**Prerequisite:** EDTE 2113.  
**Academic Service Fee:** \$105.00

### ETDE 3153 PRINCIPLES OF ELECTRIC VEHICLE TECHNOLOGY

Theory | 3 Credit Hours  
The study of the technology behind electric vehicles. Topics include the working principle of electric vehicles, roles played by motors, power electronics and power management, battery technology, EV charging and future trends in the development of electric cars.  
**Academic Service Fee:** \$105.00

### ETDE 3213 PROJECT MANAGEMENT & ENGINEERING ECONOMICS

Theory | 3 Credit Hours  
The principles and techniques of managing engineering projects are presented, and emphasis is placed on project teams, design process, estimates, project budgeting, scheduling, proposals, and Microsoft project.  
**Academic Service Fee:** \$105.00

### ETDE 3223 INDUSTRIAL NETWORKS

Theory/Lab | 3 Credit Hours  
Students learn the fundamentals of local area networks and their operation in the industrial control environment. Topics include the characteristics of network topologies, system hardware (repeaters, bridges, routers, and gateways), system configuration, and installation and administration of the LAN. Upon completion, students are able to install, maintain, and

manage typical industrial control networks.  
**Prerequisite:** ETDE 2273.

**Corequisite:** ETDE 3143.  
**Academic Service Fee:** \$105.00

### ETDE 3233 LIQUID & GAS FLOW MEASUREMENT

Theory/Lab | 3 Credit Hours  
Provides guidelines for the selection and use of liquid and gas flow meters and their theory of operation, advantages/disadvantages. Topics include methods and equipment that are used for accurate calibration, gas and liquid flow calculations, fluid properties, and the use of primary and secondary flow standards.  
**Prerequisites:** ETDE 3313 and PHYS 1114.  
**Academic Service Fee:** \$105.00

### ETDE 3253 PRINCIPLES OF MANUFACTURING SYSTEMS

Theory | 3 Credit Hours  
This course is a quantitative and qualitative study of industrial automation & manufacturing systems. Topics will include selected manufacturing processes, industrial control systems, mechatronics, flexible manufacturing systems, quality management, and product design. Students will research and complete a project focused on product and process development.  
**Academic Service Fee:** \$105.00

### ETDE 3313 HEAT TRANSFER & FLUID MECHANICS

Theory/Lab | 3 Credit Hours  
A calculus-based course offering fundamental principles of thermal-fluid sciences important to the design synthesis and operation of process control systems. Students analyze fluid systems using Bernoulli and general energy equations, laminar and turbulent flows, flow and pressure measurements and flow forces. Students also study heat transfer by conduction, convection, and radiation.  
**Prerequisites:** ETDE 2253, MATH 2714 and PHYS 1114.  
**Academic Service Fee:** \$105.00

### ETDE 3513 PROGRAMMING FOR INSTRUMENTATION

Theory/Lab | 3 Credit Hours  
Introduces students to computer-based data acquisition and process control using graphical programming to automatically measure physical properties encountered in instrumentation engineering technology.  
**Prerequisite:** ETDE 2133.  
**Academic Service Fee:** \$105.00

### ETDE 4112 ELECTRICAL/ELECTRONICS INSTRUMENTATION INTERNSHIP

Internship | 12 Credit Hours  
An internship is a cooperative agreement between industry and education which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines and is supervised by industry and school representatives.  
**Prerequisites:** ETD 2411, recommendation by program instructor, and a minimum overall (retention/graduation) GPA of 2.5.  
**Academic Service Fee:** \$420.00

### ETDE 4133 PROCESS MEASUREMENT & CONTROL

Theory/Lab | 3 Credit Hours  
An advanced course in electronic/pneumatic instrumentation devices commonly used in process measurement and control systems. Students work in a teaming environment to apply various control methodologies (i.e., PID, etc.) to monitor and control process variables in solving real world problems. Upon successful completion, the student is able to design,

install, maintain and calibrate process measurement and control systems.

**Prerequisites:** ETDE 3223, ETDE 3233, ETDE 3513 and MATH 2714.

**Academic Service Fee:** \$105.00

### ETDE 4313

#### PROCESS MANAGEMENT

Theory/Lab | 3 Credit Hours

This course will give the student an overview of Distributed Control Systems (DCS) and Supervisory Control and Data Acquisition (SCADA) systems, along with practical applications of these systems. Topics include expanded communication platforms and protocols, advanced programming languages, cloud based systems, an introduction to IIOT, an introduction to Safety Integrated Systems, and Control System security.

**Prerequisites:** ETDE 3223 and MATH 2714.

**Academic Service Fee:** \$105.00

### ETDE 4813

#### INSTRUMENTATION CAPSTONE

Theory/Lab | 3 Credit Hours

The capstone course is the culminating student experience in Instrumentation Engineering. Students work in teams from the project's conception phase, through design and construction, to completion. Through these phases students employ principles and techniques acquired in ETDE 3213 Project Management and Engineering Economics. Faculty serve as technical advisors to assist students in the design and conduct of their applied research efforts.

**Prerequisites:** ETDE 3213, ETDE 3223, ETDE 3513, School Dean's approval and a minimum overall (retention/graduation) GPA of 2.5.

**Academic Service Fee:** \$105.00

## ENGINEERING DESIGN DRAFTING (ETDG)

### ETDG 1143

#### INTRODUCTION TO DESIGN/DRAFTING

Theory/Lab | 3 Credit Hours | **WEB**

Students learn basic use and application of AutoCAD as a drafting tool through the creation of geometrical shapes, parts, drawings, and electrical symbols and schematics. Students also gain a basic understanding of the fields of civil, mechanical, and architectural design and drafting.

**Corequisite:** MATH 1513.

**Academic Service Fee:** \$150.00

### ETDG 1192

#### APPLIED AUTOCAD

Theory/Lab | 2 Credit Hours | **WEB**

Each learner produces geometric figures using basic AutoCAD drawing and editing commands, and progresses to advanced AutoCAD features that enhance productivity and accuracy. Drawings are scaled and plotted according to industry standards. All learners use the Windows operating system to manage drawing files, and compare their time on a project with the minimum acceptable time allotted to a practicing technician for completion of the same task. In order to improve life-long learning skills, the learner uses written or online resources to independently determine a solution when presented with an unknown concept.

**Prerequisite:** ETDG 1143.

**Academic Service Fee:** \$100.00

### ETDG 1253

#### TECHNICAL DRAWING

Theory/Lab | 3 Credit Hours | **WEB**

Using visualization skills and considering spatial relationships each learner creates technical drawings that include orthographic, section and auxiliary views. Complete dimensioned drawings are created according to ANSI and other industry standards. Using Microsoft

software, all learners produce a bill of material, calculate unit conversions and perform Internet research.

**Prerequisite:** ETDG 1143.

**Academic Service Fee:** \$150.00

### ETDG 1523

#### ARCHITECTURAL DESIGN

Theory/Lab | 3 Credit Hours | **WEB**

Students use architectural theories to design an aesthetic and structurally sound light commercial building, and apply drafting standards to produce construction documents while maintaining ADA specifications for the purpose of building a commercial structure. Students also use software that provides early exploration of design concepts and forms and the ability to more accurately maintain the designer's vision through the design, documentation, and construction process. This software allows the designer to make a change and automatically update it across the project, which is an essential element in the building information modeling (BIM) process. The software taught supports sustainable design, clash detection, and construction planning and fabrication.

**Prerequisites:** ETDG 1143 and ETDG 2143.

**Academic Service Fee:** \$150.00

### ETDG 2090

#### SPECIAL PROJECTS

Theory/Lab | 1-9 Credit Hours

An individual study under the supervision of an instructor. Projects are undertaken in any area of the engineering technology field with credit hours determined by the level and amount of effort required.

**Academic Service Fee:** \$35.00 per credit hour, as determined by course credit

### ETDG 2143

#### ARCHITECTURAL MODELING

Theory/Lab | 3 Credit Hours | **WEB**

Students learn to use software that provides early exploration of design concepts and forms and the ability to more accurately maintain the designer's vision through the design, documentation and construction process. This software allows the designer to make a change and automatically update it across the project, which is an essential element in the building information modeling (BIM) process. This software provides support to sustainable design, clash detection, construction planning and fabrication.

**Corequisite:** MATH 1513.

**Academic Service Fee:** \$150.00

### ETDG 2223

#### PIPING DRAFTING & DESIGN

Theory/Lab | 3 Credit Hours | **WEB**

The principles of piping systems function and design, preparation of pipe drawings from sketches and specifications, and bills of material handling and preparation. It also includes introduction of heat exchangers, calculation of pipe and equipment for drawings and design requirements using industry standards.

**Prerequisite:** ETDG 1143.

**Academic Service Fee:** \$150.00

### ETDG 2293

#### MECHANICAL DESIGN

Theory/Lab | 3 Credit Hours | **WEB**

The design of machine systems using the principles of mechanical design ergonomics, economics and production processes. Students increase their drafting and design competency through development of detail and assembly drawings and associated technical documents.

**Prerequisites:** ETDG 1192, ETDG 1253 and ETDG 2423.

**Academic Service Fee:** \$150.00

### ETDG 2423

#### SOLIDWORKS

Theory/Lab | 3 Credit Hours | **WEB**

Students use SolidWorks, a mechanical design automation software, to create parametric, solid models of parts and assemblies, while taking into consideration design intent and file naming conventions. Mechanical assemblies and detail drawings are derived from individual solid parts. Solid model part files are converted to an appropriate format for use in manufacturing processes.

**Corequisite:** MATH 1513.

**Academic Service Fee:** \$150.00

### ETDG 2523

#### DESIGN DRAFTING CAPSTONE

Theory/Lab | 3 Credit Hours | **WEB**

The culminating experience in the fundamental theories and practices in Design Drafting. Expands the concepts presented in previous coursework through simulation and actual problem resolution.

**Prerequisites:** Program instructor approval and a minimum overall (retention/graduation) GPA of 2.5.

**Academic Service Fee:** \$150.00

### ETDG 2623

#### BUILDING STRUCTURES

Theory/Lab | 3 Credit Hours | **WEB**

Students create construction documents of structural steel framework and support systems of commercial and industrial buildings using their own design for beam-to-girder and beam-to-column connections. Students calculate dimensional and design information using the Manual of Steel Construction as a reference. Students create fabrication drawings of the individual components of framework and support systems of buildings for manufacturing and delivery to the construction site.

**Prerequisite:** ETDG 1253.

**Academic Service Fee:** \$150.00

### ETDG 2663

#### CIVIL TECHNOLOGY APPLICATIONS

Theory/Lab | 3 Credit Hours | **WEB**

Students learn and apply knowledge in the field of land surveying drafting and civil drafting. Includes the study of converting field notes to drawings, developing plans and profiles for underground utilities, and paving and developing site grading plans.

**Prerequisite:** ETDG 1192.

**Academic Service Fee:** \$150.00

### ETDG 2674

#### CIVIL DRAFTING

Theory/Lab | 4 Credit Hours | **WEB**

Students develop an understanding of the field of civil drafting, which includes standard procedures, plan and profile sheets, alignments, and other key elements of the civil design field. Students also use a computer aided design program to gather, analyze, compile and manipulate data to create accurate and fully integrated Geographic Information Systems (GIS) mapping projects.

**Prerequisite:** ETDG 1192.

**Academic Service Fee:** \$200.00

### ETDG 2812

#### DESIGN DRAFTING INTERNSHIP

Internship | 12 Credit Hours

An internship is a cooperative agreement between industry and education which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines and is supervised by industry and school representatives.

**Prerequisites:** Recommendation by program instructor and a minimum overall (retention/graduation) GPA of 2.5.

**Academic Service Fee:** \$600.00



## GENERAL STUDIES (GEN)

### GEN 2090

#### SPECIAL PROJECTS

Theory/Lab | 1-9 Credit Hours

Individual study under the supervision of an instructor with credit hours to be arranged. Projects relevant to the student's major area of study may be selected.

**Prerequisite:** School Dean's approval.

**Academic Service Fee:** \$7.00 per credit hour, as determined by course credit

## GEOGRAPHY (GEOG)

### GEOG 2243 (S)

#### FUNDAMENTALS OF GEOGRAPHY

Theory | 3 Credit Hours | **WEB**

An introduction to basic geographic concepts, with an emphasis on the interrelationships of people with their physical and cultural environment.

**Academic Service Fee:** \$21.00

## GEOLOGY (GEOL)

### GEOL 1014 (N)

#### EARTH SCIENCE

Theory | 4 Credit Hours

The study of sciences related to earth and our solar system – geology, meteorology, oceanography, and astronomy. Note: Physical Science elective.

**Academic Service Fee:** \$53.00

## GRAPHIC DESIGN (GRD)

### GRD 1133

#### BASIC DRAWING

Theory/Lab | 3 Credit Hours | **WEB**

Basic Drawing is the start of an ongoing exploration of drawing skills as they relate to visual communications fields. Beginning studies deal with the principles of linear perspective and the use of light and shadow. Through sketching, students will look for line, tone, and texture. Subjects include still life studies and outdoor sketches.

**Academic Service Fee:** \$90.00

### GRD 1143

#### BASIC DESIGN

Theory/Lab | 3 Credit Hours | **WEB**

The study of design elements and principles, as well as foundational design elements including shape, form, and line.

**Academic Service Fee:** \$90.00

### GRD 1213

#### ADVERTISING DESIGN I

Theory/Lab | 3 Credit Hours | **WEB**

Understanding the fundamentals of advertising creation is at the core of this course. Students learn how the design principles shape advertising layout, how engagement techniques persuade readers, and how to research the demographics of the target audience and media outlets to find suitable environments to effectively communicate a product's message to its intended consumer. Projects include exercises in copywriting, layout and design using traditional methods, as well as applications on the computer.

**Prerequisites:** GRD 1133, GRD 1143 and VIS 1123.

**Academic Service Fee:** \$90.00

### GRD 1243

#### ADVANCED DRAWING

Theory/Lab | 3 Credit Hours | **WEB**

After a brief refresher on perspective and form, students focus on the human figure and learning to see like an artist. In-class projects include gesture drawings from live models, drawing from statues and toys, as well as self-portraits; out-of-class projects include copying old masters, keeping a sketchbook, and one research

project.

**Prerequisite:** GRD 1133.

**Academic Service Fee:** \$90.00

### GRD 1333

#### DESIGN PRODUCTION

Theory/Lab | 3 Credit Hours | **WEB**

Print production has the responsibility of turning a creative idea into printed material including, but not limited to, magazine and newspaper ads, brochures, outdoor signage, and posters. Advanced page layout production techniques in the preparation of job printing from one to four-color print designs, as well as principles of pre-press processes are covered while the student achieves the three targets of production: time, quality, and costs.

**Prerequisites:** GRD 1143, GRD 1213 and VIS 1203.

**Academic Service Fee:** \$90.00

### GRD 2413

#### ADVERTISING DESIGN II

Theory/Lab | 3 Credit Hours | **WEB**

Advertising agencies, newspapers, magazines, outdoor, electronic/digital, and other communications media are studied. The course strives to develop the conceptualization, interpersonal skills, and ability to work in creative team environments that are the mainstay of the industry.

**Prerequisites:** GRD 1213, GRD 1333, VIS 1343 and VIS 1373.

**Corequisite:** GRD 2423 or School Dean's approval.

**Academic Service Fee:** \$90.00

### GRD 2423

#### ADVANCED DESIGN PRODUCTION

Theory/Lab | 3 Credit Hours | **WEB**

Students are expected to synthesize advanced skills in order to produce a multi-page publication, as well as related print works. Students explore and apply concepts in print production from planning through job completion. Students develop problem-solving techniques, organization, time management, and production and design mechanics that are applied to each project.

**Prerequisites:** GRD 1333, VIS 1343 and VIS 1373.

**Corequisite:** GRD 2413 or School Dean's approval.

**Academic Service Fee:** \$90.00

### GRD 2523

#### BRANDING/IDENTITY DESIGN

Theory/Lab | 3 Credit Hours | **WEB**

The foundation of the course emphasizes branding solutions in identity design. It involves the creation of thumbnails through comprehensive layout stages and final production which are used in presentations. The course includes several Identity projects that are conceptualized, designed, and produced for real and/or hypothetical companies which provide a product or service.

**Prerequisites:** GRD 2413 and GRD 2423.

**Corequisite:** GRD 2543.

**Academic Service Fee:** \$90.00

### GRD 2543

#### GRAPHIC DESIGN PRACTICUM

Lab | 3 Credit Hours | **WEB**

Students work to address actual client needs through client meetings, visual research, and prototype development. Students are involved with projects from the initial meeting with the client through delivery of the finished work. Projects are designed to further develop the students' interpersonal communication and production knowledge while working in a design studio team environment.

**Prerequisites:** GRD 2413 and GRD 2423, or School Dean's approval.

**Corequisite:** GRD 2523 or School Dean's approval.

**Academic Service Fee:** \$90.00

### GRD 2623

#### CONSUMER DESIGN

Theory/Lab | 3 Credit Hours | **WEB**

Emphasizes conceptual design solutions for projects ranging from thumbnail stage to super-comprehensives for 3D pieces, such as packaging and product display, and 2D pieces, such as magazine advertisements and annual reports. Solutions include design rationales that involve writing, marketing and printing production.

**Prerequisites:** GRD 2523 and GRD 2543, or the School Dean's approval.

**Academic Service Fee:** \$90.00

### GRD 2696

#### GRAPHIC DESIGN CAPSTONE

Theory/Lab | 6 Credit Hours | **WEB**

Represents the final culmination of the program of study involving either hypothetical or live assignments and incorporates all of the learning objectives. A resume, branded portfolio, interactive CD, and web site of work produced will be required for job preparation and real job interviewing. Post-tests will be administered and included in the student's final grade. Participation in an industry portfolio review and multiple industry interviews are required.

**Prerequisites:** All required courses on GRD plan of study.

**Corequisite:** GRD 2623 or School Dean's approval.

**Academic Service Fee:** \$180.00

### GRD 2800

#### GRAPHIC DESIGN INTERNSHIP

Internship | 1-12 Credit Hours

On-the-job training in industry that emphasizes supervised employment and observation.

**Prerequisites:** GRD 2543 or the School Dean's approval and a minimum overall (retention/graduation) GPA of 2.0.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

## GENERAL TECHNOLOGY - CONSTRUCTION (GTCT)

### GTCT 1183

#### WELDING

Theory/Lab | 3 Credit Hours

This course is designed to develop knowledge and basic skills in the welding of ferrous and non-ferrous metals using the arc process of stick electrodes. Basic use and understanding of MIG (Microwire Inert Gas) welding processes and the use of oxygen-acetylene cutting torches are included.

**Academic Service Fee:** \$138.00

## GENERAL TECHNOLOGY (GTGE)

### GTGE 1111

#### COLLEGE CORNERSTONE

Theory | 1 Credit Hour | **WEB**

College Cornerstone serves as the foundation for students to build upon during their time at OSUIT, and is delivered through the student's home department. Students must document, defend, or demonstrate the ability to perform tasks required to meet the objectives of each unit, including e-mail proficiency, library research, resource tools, learning styles and study strategies, career exploration, and time and money management.

### GTGE 2030

#### OCCUPATIONAL PRACTICUM

Theory/Lab | 1-9 Credit Hours

An individualized experience in the student's area of specialization under the supervision of an instructor, with hours and responsibilities to be arranged. This experience is normally associated with employment.

**Prerequisite:** The School Dean's approval.

**GTGE 2040  
WORKSHOPS**

Theory/Lab | 1-9 Credit Hours

Designed for a variety of workshop experiences. Specific topics are designated as the workshop is scheduled and are based on expressed needs.

**GTGE 2050****DIRECTED INDIVIDUAL PROBLEMS**

Theory/Lab | 1-9 Credit Hours

Individual problems under the direction of an instructor with specific responsibilities to be arranged. Problems are normally related to the individual's specialty area.

**Prerequisite:** The School Dean's approval.

**GTGE 2060****SEMINARS**

Theory/Lab | 1-9 Credit Hours

A variety of seminars and/or research experiences with specific topics designated as the workshop is scheduled and based on expressed needs.

**GTGE 2070****TECHNOLOGICAL DEVELOPMENTS**

Theory/Lab | 1-9 Credit Hours

Individual projects directed by an instructor with responsibilities to be determined. Projects are normally associated with some significant development within the individual's area of specialization.

**Prerequisite:** The School Dean's approval.

**HEALTH & HUMAN PERFORMANCE (HHP)****HHP 1113****PERSONAL HEALTH**Theory | 3 Credit Hours | **WEB**

A comprehensive study of personal health with emphasis on mental health, human sexuality, growth and development, psychoactive drugs, communicable diseases, degenerative diseases, consumer, and community health resulting in a positive change in the health attitudes and practices of students.

**Academic Service Fee:** \$21.00

**HEALTH & HUMAN SERVICES PRIOR  
LEARNING (HHPL)****HHPL 1101-1142 (1-42 CREDIT HOURS)  
PLA HEALTH & HUMAN SERVICES °**

Prior Learning Credit | 1-42 Credit Hours

This course is utilized to award block credit via prior learning assessment for application toward AAS in Applied Technology program requirements. The amount of credit awarded will vary by individual, and is based upon an evaluation of a student's cumulative prior learning experiences as they pertain to their chosen career field. These experiences must incorporate work performed in accordance with industry standards and reflect university-level content and rigor, and may include industry certifications, technical and on-the-job training, workshops, military training, and independent study.

° *Course is offered through prior learning assessment and is not available on the OSUIT campus.*

**HISTORY (HIST)****HIST 1483****US HISTORY TO 1865**Theory | 3 Credit Hours | **WEB**

The history of the US from European colonization through the Civil War period. One section is usually offered each semester with an emphasis on Native American contributions to the US History.

**Academic Service Fee:** \$21.00

**HIST 1493****US HISTORY SINCE 1865**Theory | 3 Credit Hours | **WEB**

The history of the US from the reconstruction period to the present is discussed. Emphasis is given to the growth of industry and its impact on domestic and foreign affairs.

**Academic Service Fee:** \$21.00

**HIST 1613 (H, I)****WESTERN CIVILIZATION TO 1500**Theory | 3 Credit Hours | **WEB**

An exploration of western civilization from the ancient world to the Reformation with a multicultural perspective on the study of mankind.

**Academic Service Fee:** \$21.00

**HIST 1623 (H, I)****WESTERN CIVILIZATION AFTER 1500**Theory | 3 Credit Hours | **WEB**

A continuation of HIST 1613 with an emphasis on the period from the Reformation to the present.

**Academic Service Fee:** \$21.00

**HIST 2323 (S)****OKLAHOMA HISTORY**Theory | 3 Credit Hours | **WEB**

Development of the state of Oklahoma from prehistory to present is discussed. Among the material covered relating to Oklahoma are the geography and geology, prehistoric cultures, Native American heritage, Civil War, Cimarron Territory, Indian Territory, Oklahoma Territory, statehood, development of political institutions, ethnic diversity, economic development, politics and other aspects contributing to the formation of the state. Course satisfies the Oklahoma State Department of Education requirement for teacher certification.

**Academic Service Fee:** \$21.00

**HUMANITIES (HUM)****HUM 1013 (H)****HUMANITIES I**Theory | 3 Credit Hours | **WEB**

Themes of human expression as reflected through art, sculpture, architecture, music and literature from the classical period through the Renaissance with emphasis on an appreciation of their significance in human experience.

**Academic Service Fee:** \$21.00

**HUM 1033 (H)****HUMANITIES II**Theory | 3 Credit Hours | **WEB**

Themes of human expression as reflected through art, sculpture, architecture, music, and literature from the Renaissance period through Modernism with emphasis on an appreciation of their significance in human experience.

**Prerequisite:** HUM 1013 (preferred but not required) or School Dean's approval.

**Academic Service Fee:** \$21.00

**HUM 1113 (H)****MUSIC APPRECIATION**Theory | 3 Credit Hours | **WEB**

A course designed to give students an appreciation of music through analysis of the impact of music over various time periods of the civilization of humankind throughout the world.

**Academic Service Fee:** \$21.00

**HUM 2243 (D, H)****NATIVE PEOPLES OF NORTH AMERICA**Theory | 3 Credit Hours | **WEB**

A study of the history and cultures of Native Americans from pre-colonial to present times. Emphasis is on tribal cultures, traditions, and experiences, conflicts with European explorers and settlers, and US

government relations. Students discuss cultural differences, as well as legal and political issues affecting Native Americans today.

**Academic Service Fee:** \$21.00

**HUM 2453 (H)****INTRODUCTION TO FILM**

Theory | 3 Credit Hours

An introduction to the basics of motion pictures, film theory, history and appreciation.

**Academic Service Fee:** \$21.00

**HUM 2563 (I, H)****COMPARATIVE CULTURES**

Theory | 3 Credit Hours

Comparison of environments, economies, social and political organizations and other aspects of culture among selected literate and preliterate societies.

**Academic Service Fee:** \$21.00

**HUM 2663 (I, H, D)****STUDY/TRAVEL/WORK ACROSS CULTURES & BORDERS**

Theory | 3 Credit Hours

In today's world, interaction with people of other cultures is no longer an exceptional event, but an increasingly familiar occurrence. Often these interactions occur at the local supermarket or even with a routine customer service phone call. Also, it is ever more common for Americans to interact across cultures as part of their personal or work travels to other countries. Prepares participants to more effectively engage with people of other cultures and cope with the inevitable challenges faced when crossing political and social borders.

**Academic Service Fee:** \$21.00

**HIGH VOLTAGE LINE TECHNICIAN (HVLP)****HVLP 1121****INTRODUCTION TO HIGH VOLTAGE LINE  
TECHNICIAN PROGRAM**

Theory | 1 Credit Hour

High voltage industry career opportunities, including salary information, placement requirements, current trends, research on companies and the physical, mental, and social needs in the high voltage industry are covered. Topics related to being successful in college and a career cornerstone experience that emphasizes networking with professionals and student organizations are included.

**Academic Service Fee:** \$35.50

**HVLP 1132****HIGH VOLTAGE SAFETY**

Theory/Lab | 2 Credit Hours

Pole top rescue, bucket truck rescue, and the many safety hazards that exist, including heat exhaustion, heat stroke, insect bite or stings in the High Voltage industry are covered. Administering first aid, training opportunities that must occur, and the proper use of different types of fall protection are studied.

**Prerequisite:** HVLP 1243.

**Academic Service Fee:** \$71.00

**HVLP 1216****HIGH VOLTAGE INTERNSHIP I**

Internship | 6 Credit Hours

A cooperative agreement between industry and education, which allows the student to utilize and define skills learned in their educational process. All work is performed in accordance with the industry standards and is supervised by an electrical line foreman or utility worker. Students work with different types of companies and with various types of material and equipment.

**Prerequisites:** HVLP 2563, departmental approval, an overall (retention/graduation) GPA of 2.5 or greater, and a current CDL.

**Academic Service Fee:** \$213.00

**Note:** Courses marked with **WEB** are offered online. Check course schedule for availability.

**HVLP 1243****HIGH VOLTAGE POLE CLIMBING TECHNIQUES**

Theory/Lab | 3 Credit Hours

Strength and flexibility training needed to perform the duties of a line technician, as well as wooden pole climbing techniques, tool recognition and proper use, material recognition, and knot tying are covered. Students work with various types of material and equipment. Safety instructions are emphasized and required safety equipment is used while in the pole climbing area.

**Academic Service Fee:** \$106.50**HVLP 1316****HIGH VOLTAGE INTERNSHIP II**

Internship | 6 Credit Hours

A cooperative agreement between industry and education which allows the student to utilize and define skills learned during their educational process. All work is performed in accordance with the industry standards and is supervised by an electrical line foreman or utility worker. Students work for different types of companies and with various types of material and equipment.

**Prerequisites:** HVLP 2483, departmental approval, an overall (retention/graduation) GPA of 2.5 or greater, and a current CDL.

**Academic Service Fee:** \$213.00**HVLP 1353****AC/DC FOR HIGH VOLTAGE**Theory | 3 Credit Hours | **WEB**

A study of overhead electricity introduces principles of alternating current through step-up, step-down transformers, substations, long distance transmission, and distribution from power generation to the consumer and through the power line circuit. Atomic theory of electron flow characteristics will also be covered.

**Academic Service Fee:** \$106.50**HVLP 2416****HIGH VOLTAGE INTERNSHIP III**

Internship | 6 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and define skills previously learned in their educational process. All work is performed in accordance with industry standards and supervised by an electrical line foreman or utility worker. Students work for different types of companies and with various types of material and equipment.

**Prerequisites:** HVLP 2483, departmental approval, an overall (retention/graduation) GPA of 2.5 or greater, and a current CDL.

**Academic Service Fee:** \$213.00**HVLP 2483****PRINCIPLES OF OPERATION OF HIGH VOLTAGE DISTRIBUTION SYSTEMS**

Theory/Lab | 3 Credit Hours

Study of overhead and underground high voltage systems, transformer configurations, line voltage drops and the installation of overhead and underground systems are covered. Safety practices are emphasized and students will work with various types of material and equipment in this hands-on course.

**Prerequisites:** HVLP 2563 and HVLP 2663.

**Academic Service Fee:** \$106.50**HVLP 2516****HIGH VOLTAGE INTERNSHIP IV**

Internship | 6 Credit Hours

A cooperative agreement between industry and education, which allows the student to utilize and define skills learned in their educational process. All work is performed in accordance with the industry standards and supervised by an electrical line foreman or utility worker. Students work for different types of companies and with various types of material and

equipment.

**Prerequisites:** Departmental approval, an overall (retention/graduation) GPA of 2.5 or greater, and a current CDL.

**Academic Service Fee:** \$213.00**HVLP 2553****UNDERGROUND DISTRIBUTION SYSTEMS**

Theory/Lab | 3 Credit Hours

While similar in nature to overhead systems, an underground system has its own requirements. Construction techniques, tools and equipment and traffic control are given extensive coverage. Troubleshooting maintenance and care of personal equipment are covered with special emphasis on safety. Students work with various types of material and equipment.

**Prerequisite:** HVLP 2483.

**Academic Service Fee:** \$106.50**HVLP 2563****OVERHEAD DISTRIBUTION SYSTEMS**

Theory/Lab | 3 Credit Hours

An in depth study of construction techniques, tools equipment and personal protective equipment used in overhead distribution systems. Safety practices are emphasized while students work with various types of material and equipment in this hands-on course.

**Prerequisite:** HVLP 1243.

**Corequisite:** HVLP 1353.

**Academic Service Fee:** \$106.50**HVLP 2643****ADVANCED DISTRIBUTION SYSTEMS**

Theory/Lab | 3 Credit Hours

A study of high voltage and the distribution electrical field. High voltage equipment, tools, distribution equipment and safety procedures are covered. Local rules and regulations, as well as electrical codes are covered as they pertain to these two types of installations. Students work with various types of material and equipment.

**Prerequisites:** HVLP 2553, HVLP 2563, and completion of two High Voltage internships.

**Academic Service Fee:** \$106.50**HVLP 2663****HEAVY CONSTRUCTION EQUIPMENT & OPERATION**

Theory/Lab | 3 Credit Hours

A study of the Class A Commercial Driver's License (CDL) driving regulations and various types of equipment used in overhead and underground high voltage systems. Safety practices are emphasized while students drive and back equipment in this hands-on course.

**Prerequisite:** Departmental approval and a current CDL permit.

**Academic Service Fee:** \$136.50**HVLP 2673****TRANSMISSION PRINCIPLES**

Theory/Lab | 3 Credit Hours

An in-depth study of construction techniques, tools, equipment, and care of personal protective equipment used in transmission construction, which includes building and maintaining different transmission structures. Students learn the skills required for hot-sticking at different voltages 69Kv to 138Kv lines using hook-ladders and baker-boards.

**Prerequisite:** HVLP 2483.

**Academic Service Fee:** \$106.50**HVLP 2726****HIGH VOLTAGE CAPSTONE EXPERIENCE**

Theory/Lab | 6 Credit Hours

The designing of distribution, transmission and underground systems, and includes the procuring and estimating of the material involved in these systems. Local rules and regulations, as well as electrical codes

are covered as they pertain to these types of installations. Reviews the high voltage line technician procedures learned in previous courses as needed. Safety practices are emphasized as students work with various types of material and equipment in this hands-on course.

**Prerequisite:** HVLP 2516.

**Academic Service Fee:** \$213.00**HVLP 2812****HIGH VOLTAGE INTERNSHIP**

Internship | 12 Credit Hours

A cooperative agreement between industry and education, which allows the student to utilize and define skills learned in their educational process. All work is performed in accordance with the industry standards and is supervised by an electrical line foreman or utility worker.

**Prerequisites:** Departmental approval, an overall (retention/graduation) GPA of 2.5 or greater, and a current CDL.

**Academic Service Fee:** \$426.00**INDUSTRIAL TECHNOLOGIES PRIOR LEARNING (INPL)****INPL 1101-1142 (1-42 CREDIT HOURS) PLA INDUSTRIAL TECHNOLOGIES<sup>o</sup>**

Prior Learning Credit | 1-42 Credit Hours

This course is utilized to award block credit via prior learning assessment for application toward AAS in Applied Technology program requirements. The amount of credit awarded will vary by individual, and is based upon an evaluation of a student's cumulative prior learning experiences as they pertain to their chosen career field. These experiences must incorporate work performed in accordance with industry standards and reflect university-level content and rigor, and may include industry certifications, technical and on-the-job training, workshops, military training, and independent study.

<sup>o</sup> *Course is offered through prior learning assessment and is not available on the OSUIT campus.*

**INFORMATION TECHNOLOGIES (ITD)****ITD 1013****FUNDAMENTALS OF INFORMATION TECHNOLOGIES**

Theory/Lab | 3 Credit Hours

This course will introduce students to IT literacy, environmental and safety concepts, operating systems, software, hardware, networking, alternative technologies, security, and computational thinking.

**Academic Service Fee:** \$45.00**ITD 1033****COMPUTER LOGIC & FLOWCHARTING**Theory/Lab | 3 Credit Hours | **WEB**

Introductory course in structured logic techniques. Topics to be covered include principles of problem solving, flowcharts, pseudo code, common language structures, internal and external documentation, debugging, using variables and constants, data types and the hierarchy of math operations.

**Academic Service Fee:** \$45.00**ITD 1203****INTRODUCTION TO C PROGRAMMING**Theory/Lab | 3 Credit Hours | **WEB**

A course in procedural programming taught in C language. This course includes basic control structures, files, input/output, single and multi-dimensional arrays, searching and sorting. Content includes a procedural design process.

**Prerequisite:** ITD 1033.

**Academic Service Fee:** \$45.00

**Note: Courses marked with WEB are offered online. Check course schedule for availability.**

**ITD 1213****HARDWARE SYSTEMS SUPPORT**Theory/Lab | 3 Credit Hours | **WEB**

Focus is on the management and maintenance of hardware and operating system environments. Topics include user administration, security, backup/recovery, and advanced systems performance evaluation and troubleshooting.

**Academic Service Fee:** \$45.00**ITD 1223****NETWORK SYSTEMS**Theory/Lab | 3 Credit Hours | **WEB**

Students examine network concepts, standards, technologies, media, protocols and topologies. Topics include connectivity, network devices, basic security, local and wide area networks, network design, transmission media, structured cabling, IP addressing and Open System Interface (OSI) model.

**Prerequisite:** ITD 1213.**Academic Service Fee:** \$45.00**ITD 1243****PRINCIPLES OF INFORMATION SECURITY**Theory/Lab | 3 Credit Hours | **WEB**

Students explore the principles of cyber security, with an emphasis on current threats and vulnerabilities. Topics include infrastructure and operational security; cryptography; legal and ethical issues; and security policies, practices and procedures.

**Corequisite:** ENGL 1033 or ENGL 1113.**Academic Service Fee:** \$45.00**ITD 1333****OBJECT-ORIENTED PROGRAMMING USING JAVA**

Theory/Lab | 3 Credit Hours

Students learn how to design, code and test applications in Java using object-oriented programming techniques. Topics include classes, data types, variables, methods, recursion, operators, control statements, inheritance and polymorphism, arrays, packages, interfaces, exception handling, Input/Output, Java applets and strings.

**Academic Service Fee:** \$45.00**ITD 1353****WEB DEVELOPMENT**Theory/Lab | 3 Credit Hours | **WEB**

Students learn web development through the application of various development principles, tools and technologies. Topics include image formats; HTML; Dynamic HTML; FTP; CSS; and JavaScript.

**Academic Service Fee:** \$45.00**ITD 1373****VOICE, DATA & WIRELESS CONCEPTS**

Theory/Lab | 3 Credit Hours

Students investigate telecommunication, data and wireless systems, technologies and policies. Topics include network architectures, transmission and media, protocols, operations, security and emerging technologies.

**Academic Service Fee:** \$45.00**ITD 1403****CYBER ETHICS & LAW**Theory/Lab | 3 Credit Hours | **WEB**

Course topics include developments and ethical issues affecting IT professionals and influencing professional ethics, such as state licensing, cyberterrorism, hacktivism, erosion of privacy due to electronic surveillance, positive and negative impacts of social networking, design and implementation of safety-critical systems, impact of IT on the standard of living, worker productivity, and health care.

**Prerequisite:** ENGL 1033 or ENGL 1113.**Academic Service Fee:** \$45.00**ITD 2090****SPECIAL PROJECTS**

Theory/Lab | 1-9 Credit Hours

Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of information technologies with credit hours assigned based on level and amount of effort involved.

**Prerequisite:** School Dean's approval.**Academic Service Fee:** \$15.00 per credit hour, as determined by course credit**ITD 2133****NETWORK SUPPORT MANAGEMENT**Theory/Lab | 3 Credit Hours | **WEB**

Focuses on network troubleshooting techniques and advanced network protocol configurations. Topics include router and switch configurations, IP version 6, OSPF, RIP, RIP2, EIGRP protocols, network devices management, and IOS license management.

**Prerequisite:** ITD 1223.**Academic Service Fee:** \$45.00**ITD 2183****APPLICATION DEVELOPMENT USING JAVA**

Theory/Lab | 3 Credit Hours

Students explore advanced programming techniques using Java. Topics include JDBC, file processing, graphical user interfaces, network programming and sockets, thread, security, servlets, swing, properties, introspection, collections and architectures.

**Prerequisite:** ITD 1333.**Academic Service Fee:** \$45.00**ITD 2203****DATABASE SYSTEMS**Theory/Lab | 3 Credit Hours | **WEB**

An introduction to database systems with emphasis on data modeling, design, construction, and use of efficient relational databases. Topics include database architecture, entity-relationship (ER) models, normalization, indexing, security, and SQL query development and validation.

**Prerequisite:** ITD 1033.**Academic Service Fee:** \$45.00**ITD 2223****OPERATING SYSTEMS**Theory/Lab | 3 Credit Hours | **WEB**

Focuses on operating systems and system security. Topics include operating system installation, configuration and implementation, and operating system security architectures.

**Academic Service Fee:** \$45.00**ITD 2263****GRAPHICAL USER INTERFACE DEVELOPMENT**Theory/Lab | 3 Credit Hours | **WEB**

Students learn how to design, develop and evaluate interactive application interfaces. Topics include events, regular expressions, exception handling, debugging, and testing.

**Prerequisite:** ITD 2343.**Academic Service Fee:** \$45.00**ITD 2313****SCRIPT PROGRAMMING**Theory/Lab | 3 Credit Hours | **WEB**

Students learn to develop and execute scripts. Topics include parsing command line arguments, regular expressions, program logic, functions, error handling, file processing and other scripting techniques.

**Prerequisite:** ITD 1033.**Academic Service Fee:** \$45.00**ITD 2343****OBJECT-ORIENTED PROGRAMMING USING C#**Theory/Lab | 3 Credit Hours | **WEB**

Students learn how to design, code, and test applications in C# using object-oriented programming techniques. Topics include classes, data types, variables, methods, recursion, operators, control statements, inheritance, polymorphism, arrays, packages, interfaces, Input/Output, and strings.

**Prerequisite:** ITD 1033.**Academic Service Fee:** \$45.00**ITD 2413****ENTERPRISE SECURITY MANAGEMENT**Theory/Lab | 3 Credit Hours | **WEB**

Students learn the basic principles and governance aspects of securing information systems through research and application of regulatory compliance requirements and standards. Topics include security policy and continuity plan development, national and international standards, ethical issues, and published best practices.

**Prerequisite:** ITD 1243.**Academic Service Fee:** \$45.00**ITD 3090****SPECIAL PROJECTS**

Theory/Lab | 1-9 Credit Hours

Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of information technologies with credit hours assigned based on level and amount of effort involved.

**Prerequisite:** School Dean's approval.**Academic Service Fee:** \$15.00 per credit hour, as determined by course credit**ITD 3123****LINUX WORKSTATION & SERVER OS**Theory/Lab | 3 Credit Hours | **WEB**

Focuses on Linux workstation and server Linux operating systems. Topics include operating system installation, configuration, maintenance and security.

**Prerequisite:** ITD 2223.**Academic Service Fee:** \$45.00**ITD 3153****LAN/WAN ROUTING & SWITCHING**Theory/Lab | 3 Credit Hours | **WEB**

An advanced course on the configuration and maintenance of switches, routers, virtual and local area networks (VLANs and LANs), and wide area networks (WANs). Topics include: VLAN and LAN operation and troubleshooting, WAN operation and troubleshooting, and advanced routing protocols and switching.

**Prerequisite:** ITD 1223.**Academic Service Fee:** \$45.00**ITD 3163****IT ENTERPRISE OPERATIONS**Theory/Lab | 3 Credit Hours | **WEB**

Students gain a working knowledge of the roles, functions, structures and constituencies of IT organizations. Topics include major IT systems and terminology, planning, compliance, quality assurance, environmental responsibility and internal/external customer relations.

**Prerequisite:** ITD 1213.**Academic Service Fee:** \$45.00**ITD 3201****EMPLOYMENT ORIENTATION**Theory | 1 Credit Hour | **WEB**

Focuses on IT employment and career readiness. Students demonstrate job readiness, the ability to articulate their professional goals, and develop the materials and soft skills necessary to secure appropriate IT employment. Topics include employment procedures and guidelines, career



planning and job searches, and common workplace issues.

**Prerequisites:** Students must have a minimum 2.5 overall (retention/graduation) GPA and department approval.

**Academic Service Fee:** \$15.00

### ITD 3223

#### INTERNET OF THINGS FUNDAMENTALS (IOT)

Theory/Lab | 3 Credit Hours | **WEB**

Students gain a comprehensive understanding of Internet of Things (IoT) technologies through the development and assessment of end-to-end IoT systems. Topics include designing an IoT solution and collecting, storing, and visualizing data obtained from IoT sensors.

**Prerequisites:** ITD 1223, ITD 2223 and ITD 2313.

**Academic Service Fee:** \$45.00

### ITD 3243

#### SERVER-SIDE WEB PROGRAMMING

Theory/Lab | 3 Credit Hours | **WEB**

Students learn server-side web programming through the application of advanced development principles, tools and technologies. Topics include PHP; database manipulation; Secure Sockets Layer (SSL); cookies; and JavaScript.

**Prerequisites:** ITD 1353 and ITD 2203.

**Academic Service Fee:** \$45.00

### ITD 3253

#### SERVER ADMINISTRATION

Theory/Lab | 3 Credit Hours | **WEB**

Focuses on server administration. Topics include: installing and configuring Active Directory; monitoring, troubleshooting and optimizing system performance; and establishing system policies and procedure.

**Prerequisite:** ITD 2223.

**Academic Service Fee:** \$45.00

### ITD 3263

#### ITIL FOUNDATIONS

Theory/Lab | 3 Credit Hours | **WEB**

Students will explore the ITIL framework as well as the best practices to more effectively manage IT service delivery to customers. Topics include: identifying opportunities to develop IT processes using ITIL guidelines, interacting with IT teams using ITIL terminology and concepts, exploring IT service management processes, and recognizing the importance of IT and business integration.

**Prerequisite:** ITD 1213.

**Academic Service Fee:** \$45.00

### ITD 3323

#### ENTERPRISE FRAMEWORK PROGRAMMING

Theory/Lab | 3 Credit Hours | **WEB**

Students gain a working knowledge of advanced topics in C#. Topics include: C#, XML, database programming and multithreading.

**Prerequisites:** ITD 1203 and ITD 2203.

**Academic Service Fee:** \$45.00

### ITD 3333

#### APPLICATION DEVELOPMENT USING .NET

Theory/Lab | 3 Credit Hours | **WEB**

Students learn to develop enterprise applications using .NET. Topics include: data structures, web applications, and interprocess communication.

**Prerequisites:** ITD 1353, ITD 2203 and ITD 2343.

**Academic Service Fee:** \$45.00

### ITD 3423

#### SECURE ELECTRONIC COMMERCE

Theory/Lab | 3 Credit Hours | **WEB**

This course will explore electronic commerce technology models and issues, facilitation of secure online communications, and threats to web security. Topics include cryptography, digital signatures,

certificates and public key infrastructures (PKI), security-conscious programming for web-based applications, cryptocurrencies, tokenization and mobile payment protocols.

**Prerequisites:** ITD 1353, ITD 2203 and ITD 2313.

**Academic Service Fee:** \$45.00

### ITD 3433

#### DIGITAL FORENSICS

Theory/Lab | 3 Credit Hours | **WEB**

Students are introduced to the procedures and techniques used to identify, extract, validate, document and preserve electronic evidence. Topics include forensic tools, resources, policies and procedures.

**Prerequisites:** ITD 1223, ITD 1243 and ITD 2223.

**Academic Service Fee:** \$45.00

### ITD 3443

#### NETWORK SECURITY

Theory/Lab | 3 Credit Hours | **WEB**

Students examine network security and attacks. Topics include advisories and targets, network mapping, attack types and vulnerabilities, covert channels, network monitoring, network hardening, security techniques, and countermeasures.

**Prerequisite:** ITD 2223.

**Academic Service Fee:** \$45.00

### ITD 3453

#### INFORMATION SYSTEMS & ARCHITECTURE

Theory/Lab | 3 Credit Hours | **WEB**

Students learn to apply systems thinking and information system concepts to applications and enterprise solutions for a business environment. Topics include: common system components, business-driven solutions, systems integration, and enterprise architecture.

**Prerequisites:** ITD 1033 and ITD 1223.

**Academic Service Fee:** \$45.00

### ITD 3463

#### ADVANCED DATABASE APPLICATIONS

Theory/Lab | 3 Credit Hours | **WEB**

Students create secure database applications using advanced database development tools and techniques. Topics include variable types, logic structures, creating and working with program units, subprograms and functions, Dynamic SQL, database development and utilization, access control and database security utilities.

**Prerequisites:** ITD 2203 and ITD 2343.

**Academic Service Fee:** \$45.00

### ITD 3523

#### INTRODUCTION TO CRYPTOGRAPHY

Theory/Lab | 3 Credit Hours | **WEB**

Students learn the concepts behind modern cryptographic standards and how to apply them in information technology-based scenarios. Topics include symmetric and public-key encryption, hash functions, digital signatures and certificates, key management, cryptographic modes and attack types, and common cryptographic protocols and applications.

**Prerequisites:** ITD 1243 and ITD 2223.

**Academic Service Fee:** \$45.00

### ITD 3533

#### SECURE SYSTEM ADMINISTRATION

Theory/Lab | 3 Credit Hours | **WEB**

Students apply techniques of threat landscapes that impact networks today. Topics include: firewall policies, security fabric, user authentication, SSL, VPN, dial-up IPsec VPN, security profiles such as IPS, antivirus, web filtering, and application control.

**Prerequisites:** ITD 1243 and ITD 2223.

**Academic Service Fee:** \$45.00

### ITD 3543

#### ENTERPRISE NETWORKING

Theory/Lab | 3 Credit Hours | **WEB**

Implementation, analysis and administration of a virtual infrastructure. Topics include server implementations and configuration; creating, configuring and managing virtual machines, virtual networks and storage devices; resource allocation, balancing resources utilization and performance management tool technologies.

**Prerequisites:** ITD 1223 and ITD 2223.

**Academic Service Fee:** \$45.00

### ITD 3613

#### EMERGING & CONVERGING TECHNOLOGIES

Theory/Lab | 3 Credit Hours | **WEB**

Students are provided with opportunities to explore IT best practices, processes and their implications.

**Prerequisite:** ITD 1213.

**Academic Service Fee:** \$45.00

### ITD 3623

#### CONTROL SYSTEMS SECURITY

Theory/Lab | 3 Credit Hours | **WEB**

Students gain a working knowledge of several control systems security issues, including common risks and mitigation strategies. Topics include: process control network communications, vulnerability identification, network monitoring and incident management.

**Prerequisite:** ITD 1243.

**Academic Service Fee:** \$45.00

### ITD 3633

#### IT ORGANIZATIONAL TRAINING

Theory/Lab | 3 Credit Hours | **WEB**

Students apply learning theory and instructional design principles to the development, delivery and evaluation of information technology-related training. Topics include needs analysis, learning theory, instructional techniques and technologies, implementation and evaluation.

**Prerequisite:** ITD 1213.

**Academic Service Fee:** \$45.00

### ITD 3643

#### DATA CENTER/CLOUD IMPLEMENTATION

Theory/Lab | 3 Credit Hours | **WEB**

Students acquire a working knowledge of the processes and procedures necessary to design, install and maintain data center environments. Topics include: virtual and physical computing infrastructure, cloud deployment models, fire detection and suppression, environmental controls and impact, power systems, physical security and system monitoring.

**Prerequisites:** ITD 1223 and ITD 2223.

**Academic Service Fee:** \$45.00

### ITD 3653

#### MALWARE ANALYSIS

Theory/Lab | 3 Credit Hours | **WEB**

Students learn to apply software tools and techniques to perform static and dynamic analysis of a suspected malware binary to determine its purpose and scope. Topics include sandbox environments, analysis tools, system calls, machine code, and stack analysis.

**Prerequisites:** ITD 1243 and ITD 2313.

**Academic Service Fee:** \$45.00

### ITD 3663

#### MOBILE PROGRAMMING

Theory/Lab | 3 Credit Hours | **WEB**

Students learn to write programs for mobile devices, as well as key issues and concepts involved with mobile system programming. Topics include user interface design, data access models, network and device performance, and sometimes-connected networks.

**Prerequisites:** ITD 1203 and ITD 1353.

**Academic Service Fee:** \$45.00

**ITD 3673****IT ENTERPRISE MANAGEMENT**Theory/Lab | 3 Credit Hours | **WEB**

Focuses on the management of an IT enterprise, and topics include strategic planning and sourcing, needs assessment, vendor relations, budget and contract administration, project portfolio management, managing personnel and change, sustainability and major management/leadership methodologies.

**Prerequisite:** ITD 3163.**Academic Service Fee:** \$45.00**ITD 3683****MOBILE DEVICE FORENSICS**Theory/Lab | 3 Credit Hours | **WEB**

Students apply advanced digital forensics techniques and technologies to complex information systems. Topics include mobile devices, alternating operation systems, and incident response.

**Prerequisite:** ITD 2223.**Academic Service Fee:** \$45.00**ITD 3713****SOFTWARE DEVELOPMENT MANAGEMENT**Theory/Lab | 3 Credit Hours | **WEB**

Students learn to manage complex software development projects. Topics include software development project management, software engineering tools and techniques, and design patterns.

**Prerequisites:** ITD 3323 and ITD 3333.**Academic Service Fee:** \$45.00**ITD 3773****SOFTWARE SYSTEMS INTEGRATION**Theory/Lab | 3 Credit Hours | **WEB**

Introductory course in Software Systems Integration. Topics to be covered include principles of systems integration, methodologies, systems testing, integration platforms, process documentation, data integration and best practices.

**Prerequisites:** ITD 1243, ITD 2313 and ITD 2203.**Academic Service Fee:** \$45.00**ITD 3793****IT PROJECT MANAGEMENT**Theory/Lab | 3 Credit Hours | **WEB**

Introduces students to the principles and application of project management techniques with an emphasis on the design and management of computer information systems projects. Topics include project planning, work team design, project estimation techniques, project reporting, identifying and controlling project risks, budgets, and quality assurance.

**Prerequisite:** ITD 1243.**Academic Service Fee:** \$45.00**ITD 4203****CYBER DEFENSE & INCIDENT RESPONSE**Theory/Lab | 3 Credit Hours | **WEB**

Course explores the roles required during a cyber incident which investigate, analyze, and respond to cyber incidents within the network environment.

**Prerequisite:** ITD 3643.**Academic Service Fee:** \$45.00**ITD 4223****PENETRATION TESTING & ETHICAL HACKING**Theory/Lab | 3 Credit Hours | **WEB**

Students will learn how to perform detail reconnaissance, exploit systems to gain access and measure real business risks, and scan target networks using best practices.

**Prerequisite:** ITD 3543 and ITD 3653.**Academic Service Fee:** \$45.00**ITD 4753****APPLIED RESEARCH & DEVELOPMENT (CAPSTONE COURSE)**Theory/Lab | 3 Credit Hours | **WEB**

The culminating educational experience in Information Technologies, in which students work on substantial, applied research projects to investigate alternate solutions to real problems relating to employer productivity. The various projects may require student teams to analyze potential design alternatives, interpret results, document best practices, and report their findings.

**Prerequisites:** ITD 3793, a minimum 2.5 overall (retention/graduation) GPA, enrollment in the final semester of the BT in Information Technologies program, and department approval.**Academic Service Fee:** \$45.00**ITD 4800****IT INTERNSHIP**

Internship | 1-12 Credit Hours

A cooperative agreement between IT industry and education in which students utilize and refine previously learned skills, and gain a working knowledge of and experience with contemporary industry culture, standards and practices.

**Prerequisites:** ITD 3201, a minimum 2.5 overall (retention/graduation) GPA, and department approval.**Academic Service Fee:** \$15.00 per credit hour, as determined by course credit**ITD 4900****ADVANCED IT INTERNSHIP**

Internship | 1-12 Credit Hours

A cooperative agreement between IT industry and education in which students utilize and refine previously learned skills, and gain a working knowledge of and experience with contemporary industry culture, standards and practices.

**Prerequisites:** ITD 4800, a minimum 2.5 overall (retention/graduation) GPA, and department approval.**Academic Service Fee:** \$15.00 per credit hour, as determined by course credit**MATHEMATICS (MATH)****MATH 0142****MATH FOR CRITICAL THINKING STRATEGIES**Theory | 2 Credit Hours | Non-Credit Bearing | **WEB**

This corequisite strategies course provides learning support and supplemental instruction for students co-enrolled in MATH 1493 Math for Critical Thinking. Eligibility is determined by student's college readiness placement exam scores. This course does not count toward graduation or any degree program.

**Corequisite:** MATH 1493.**Academic Service Fee:** \$51.00**MATH 0152****PRE-CALCULUS STRATEGIES**Theory | 2 Credit Hours | Non-Credit Bearing | **WEB**

This corequisite strategies course provides learning support and supplemental instruction for students co-enrolled in MATH 1513 Pre-Calculus. Eligibility is determined by student's college readiness placement exam scores. This course does not count toward graduation or any degree program.

**Corequisite:** MATH 1513.**Academic Service Fee:** \$51.00**MATH 0182****MATHEMATICAL FUNCTIONS STRATEGIES**Theory | 2 Credit Hours | Non-Credit Bearing | **WEB**

This corequisite strategies course provides learning support and supplemental instruction for students co-enrolled in MATH 1483 Mathematical Functions & Their Uses. Eligibility is determined by student's college readiness placement exam scores. This course

does not count toward graduation or any degree program.

**Corequisite:** MATH 1483.**Academic Service Fee:** \$51.00**MATH 0202****BUSINESS MATHEMATICS STRATEGIES**Theory | 2 Credit Hours | Non-Credit Bearing | **WEB**

This corequisite strategies course provides learning support and supplemental instruction for students co-enrolled in MATH 2003 Business Mathematics.

Eligibility is determined by student's college readiness placement exam scores. This course does not count toward graduation or any degree program.

**Corequisite:** MATH 2003.**Academic Service Fee:** \$51.00**MATH 1223 (A)****APPLIED TECHNICAL MATHEMATICS**

Theory | 3 Credit Hours

This course addresses the basic mathematical skills that are required by technicians who operate or maintain electrical or mechanical equipment which is utilized in modern power generation and manufacturing facilities. The course is designed to be taught in conjunction with electrical and mechanical courses. It places a strong emphasis upon practical application of the mathematical concepts being taught. Topics in the course include basic arithmetic/shop mathematics and applied algebra, solid geometry, trigonometry, basic graphs, statistics, and computer number systems.

**Academic Service Fee:** \$21.00**MATH 1483 (A)****MATHEMATICAL FUNCTIONS & THEIR USES**Theory | 3 Credit Hours | **WEB**

This course features the study of equations and functions (linear, polynomial, rational, exponential, and logarithmic) from various perspectives (symbolic, verbal, numerical, and graphical). Digital techniques are used for graphing functions, solving questions, and modeling data through regression methods.

**Academic Service Fee:** \$21.00**MATH 1493 (A)****MATH FOR CRITICAL THINKING**Theory | 3 Credit Hours | **WEB**

Math for Critical Thinking prepares students to apply basic mathematics skills to problems frequently encountered in daily life. Emphasis is on solving real-world problems through calculation, analysis, and interpretation of quantitative information. Topics include numeracy, financial literacy, basic statistical reasoning, and graphing strategies.

**Academic Service Fee:** \$21.00**MATH 1513 (A)****PRE-CALCULUS**Theory | 3 Credit Hours | **WEB**

The study of equations and functions (polynomial, rational, radical, exponential, logarithmic) and systems of equations.

**Academic Service Fee:** \$21.00**MATH 1613 (A)****TRIGONOMETRY**Theory | 3 Credit Hours | **WEB**

The study of trigonometric functions and their inverses, trigonometric identities, solutions of triangles, and applications.

**Prerequisite:** MATH 1513.**Academic Service Fee:** \$21.00**MATH 2003 (A)****BUSINESS MATHEMATICS**Theory | 3 Credit Hours | **WEB**

Applications of mathematical principles of business are discussed. Topics covered include trade and cash discounts, mark up and mark down, payroll and simple and compound interest.

**Note:** Courses marked with **WEB** are offered online. Check course schedule for availability.

**Academic Service Fee:** \$21.00

### **MATH 2143 (A)**

#### **PRE-DISCRETE MATHEMATICS**

Theory | 3 Credit Hours | **WEB**

Topics from trigonometry, to include trigonometric functions and inverses, graphs and identities; also includes logic, sets, probability, and combinatorics.

**Prerequisite:** MATH 1513.

**Academic Service Fee:** \$21.00

### **MATH 2144 (A)**

#### **CALCULUS I**

Theory | 4 Credit Hours | **WEB**

An introduction to derivatives, integrals, and their applications.

**Prerequisite:** MATH 1613.

**Academic Service Fee:** \$28.00

### **MATH 2153 (A)**

#### **CALCULUS II**

Theory | 3 Credit Hours | **WEB**

Integration and its applications; the calculus of transcendental functions; techniques of integration; and the introduction to differential equations.

**Prerequisite:** MATH 2144.

**Academic Service Fee:** \$21.00

### **MATH 2423 (A)**

#### **MATH CONCEPTS FOR EDUCATORS**

Theory | 3 Credit Hours

Designed to provide the foundations for teaching arithmetic and geometry on the elementary level.

Origins of numerals, number bases, systems of whole numbers, integers, rational numbers, real numbers, and intuitive geometry are some of the topics included. Also focuses on current issues in mathematics education and research, as well as the use of microcomputers in mathematics education.

**Academic Service Fee:** \$21.00

### **MATH 2714 (A)**

#### **ELEMENTARY CALCULUS**

Theory | 4 Credit Hours

Differential and integral calculus including trigonometric, exponential, logarithmic, and inverse functions and their applications. Also includes an introduction to ordinary differential equations.

**Prerequisite:** MATH 1613 or equivalent, or School Dean's approval.

**Academic Service Fee:** \$28.00

### **MATH 3103 (A)**

#### **DISCRETE MATHEMATICS**

Theory | 3 Credit Hours | **WEB**

Students investigate discrete mathematical concepts, to include: logic, Boolean algebra, probability and combinatorics, set theory, proofs, proof techniques, relations, functions, graph theory and trees.

**Prerequisites:** MATH 2143 or School Dean's approval.

**Academic Service Fee:** \$21.00

## **MANAGEMENT (MGMT)**

### **MGMT 2243**

#### **INTRODUCTION TO ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT**

Theory | 3 Credit Hours | **WEB**

Designed for individuals considering going into business for themselves. Emphasis is given to governmental regulations, financial needs, location factors, purchasing and pricing, inventory, advertising, bookkeeping, tax records and reports, banking, choosing personnel and credit and collections.

**Academic Service Fee:** \$21.00

### **MGMT 2313**

#### **PRINCIPLES OF MANAGEMENT**

Theory | 3 Credit Hours | **WEB**

An introduction to the basic theory and principles of management. Emphasis is on the functions of management: planning, organizing, staffing, directing, and controlling. A survey approach to current trends in management and possible future developments in organization and administration is used.

**Academic Service Fee:** \$21.00

### **MGMT 2413**

#### **SUPERVISORY MANAGEMENT**

Theory | 3 Credit Hours

The problems of first-line managers are covered, as well as skills needed to lead, coordinate, direct, and control the work of others to achieve organizational goals.

**Prerequisite:** PSYC 1113 or PSYC 2313, or School Dean's approval.

**Academic Service Fee:** \$21.00

### **MGMT 2603**

#### **HUMAN RESOURCE MANAGEMENT**

Theory | 3 Credit Hours | **WEB**

An interactive study of the operating environments, policy development and other functions typical of the expanding field of Human Resource Management (HRM) and Development (HRD).

**Academic Service Fee:** \$21.00

### **MGMT 2913 (D)**

#### **LEADERSHIP & ORGANIZATIONAL BEHAVIOR**

Theory | 3 Credit Hours | **WEB**

Students gain an advanced understanding of organizational and behavioral dynamics in contemporary professional environments, as well as develop and enhance their own organizational and leadership skills. Topics include leadership patterns, resource management, diversity, professional growth, motivation, organizational development and change implementation, group dynamics and performance improvement.

**Academic Service Fee:** \$21.00

## **MULTIMEDIA TECHNOLOGY (MMT)**

### **MMT 1113**

#### **INTRODUCTION TO 3D**

Theory/Lab | 3 Credit Hours | **WEB**

Students are introduced to basic 3D design software and learn fundamental techniques to model objects, environments, and characters; and utilize primitive elements to build more sophisticated pieces. Proper procedure, workflow, modeling tools, texture mapping, and basic lighting to create 3D models are covered.

**Academic Service Fee:** \$90.00

### **MMT 1143**

#### **INTRODUCTION TO MOTION GRAPHICS**

Theory/Lab | 3 Credit Hours | **WEB**

An introduction to terminology and concepts of Motion Graphics. Students gain hands-on experience learning core concepts of making things move on screen to communicate emotions and ideas.

**Prerequisite:** GRD 1143.

**Academic Service Fee:** \$90.00

### **MMT 1153**

#### **INTRODUCTION TO VIDEO EDITING**

Theory/Lab | 3 Credit Hours | **WEB**

Using provided footage, students learn solid fundamentals for building sequence and story through the use of editing techniques. Class activities include the study of classic movies and a variety of approaches to editing, spacing, meaning, and emotional content.

**Academic Service Fee:** \$90.00

### **MMT 1223**

#### **3D MODELING I**

Theory/Lab | 3 Credit Hours | **WEB**

A continuation of Introduction to 3D, this course refines the student's understanding of polygons, NURBS and Sub-Divisions to model more complex objects and environments. Students work in greater depth on texture mapping, UV editing and shader networks.

**Prerequisites:** GRD 1133, GRD 1143 and MMT 1113.

**Academic Service Fee:** \$90.00

### **MMT 1323**

#### **3D MODELING II**

Theory/Lab | 3 Credit Hours | **WEB**

Covers the creation, development and execution of an original character, suitable props and related environments following the industry standard process for development. Basic Rigging concepts will also be introduced.

**Prerequisites:** GRD 1243 and MMT 1223.

**Academic Service Fee:** \$90.00

### **MMT 1433**

#### **2D ANIMATION**

Theory/Lab | 3 Credit Hours | **WEB**

An introduction to the techniques, concepts and terminology of animation based on the 12 Principles of Animation. Starting with simple animations of squares and circles, the class will progress to character animation and storytelling.

**Prerequisites:** GRD 1133 and GRD 1143.

**Academic Service Fee:** \$90.00

### **MMT 1453**

#### **STORYBOARDING**

Theory/Lab | 3 Credit Hours | **WEB**

Covers the basics of staging and continuity, with an emphasis on dramatic storytelling. Final boards are timed in motion software to produce an animatic.

**Prerequisite:** GRD 1243.

**Academic Service Fee:** \$90.00

### **MMT 1463**

#### **INTRODUCTION TO DIGITAL SCULPTING**

Theory/Lab | 3 Credit Hours | **WEB**

This course focuses on the creative and technical use of ZBrush. ZBrush is a powerful, industry standard 3D sculpting application. Students learn the fundamentals of sculpting objects and how the ZBrush application integrates with other programs such as Maya and Substance Painter. The class works in tandem with MMT 1323.

**Prerequisites:** GRD 1243 and MMT 1223.

**Academic Service Fee:** \$90.00

### **MMT 2090**

#### **SPECIAL PROJECTS**

Theory/Lab | 1-9 Credit Hours

Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of multimedia technologies with credit hours assigned based on level and amount of effort involved.

**Prerequisite:** School Dean's approval.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit

### **MMT 2113**

#### **GAME DESIGN FUNDAMENTALS**

Theory/Lab | 3 Credit Hours | **WEB**

Students learn and execute the fundamentals of styles of play, rules of engagement, development of scenes, interface design, storytelling, various types of interactive environments, and the user experience.

**Prerequisites:** GRD 1243 and MMT 1453.

**Academic Service Fee:** \$90.00

**MMT 2143****3D MOTION GRAPHICS & SPECIAL EFFECTS**Theory/Lab | 3 Credit Hours | **WEB**

Using industry standard software, students combine various types of footage (stills, 3D animation, live footage, text, etc.) into motion graphic sequences, adding special light and motion effects, as well as creating new material within the software.

**Prerequisites:** MMT 1153, MMT 1453 and MMT 2433.**Academic Service Fee:** \$90.00**MMT 2423****INTRODUCTION TO ONLINE MEDIA DESIGN**Theory/Lab | 3 Credit Hours | **WEB**

Students are introduced to the concepts of content creation for use in online social media and advertising. Primary emphasis is on the use of imagery, video and post creation to tell their customer's story and aid in online efforts to promote and communicate to an intended audience.

**Prerequisites:** MMT 2453, VIS 1123 and VIS 1373.**Academic Service Fee:** \$90.00**MMT 2433****3D ANIMATION I**Theory/Lab | 3 Credit Hours | **WEB**

After an object is modeled, textured, and rigged, it's time to animate it. The class concentrates on introducing the techniques and principles of classic animation and how to achieve them via 3D software.

**Prerequisites:** MMT 1323, MMT 1433 and MMT 1453.**Academic Service Fee:** \$90.00**MMT 2453****INTERFACE DESIGN**Theory/Lab | 3 Credit Hours | **WEB**

Students learn basic design principles for user-friendly, intuitive interfaces across a variety of devices. Topics include navigation, legibility, accessibility, and authoring of content architecture based on targeted end-users.

**Prerequisites:** GRD 1143 and VIS 1373, or School Dean's approval.**Academic Service Fee:** \$90.00**MMT 2533****3D ANIMATION II**Theory/Lab | 3 Credit Hours | **WEB**

Students continue to refine animation skills: conceiving, storyboarding, and animating an original animation. Basic lighting and rendering are also introduced.

**Prerequisite:** MMT 2433.**Academic Service Fee:** \$90.00**MMT 2716****MULTIMEDIA CAPSTONE**Theory/Lab | 3 Credit Hours | **WEB**

The final culmination of the program of study involving either hypothetical or live assignments, and incorporating all of the learning objectives. A resume, branded digital portfolio, interactive CD, and web site of work produced are required for job preparation and real job interviewing. Post-tests are administered and included in the student's final grade. Participation in an industry portfolio review and multiple industry interviews are required.

**Prerequisites:** All required courses on 3D plan of study or the School Dean's approval.**Academic Service Fee:** \$180.00**MMT 2800****MULTIMEDIA INTERNSHIP**

Internship | 1-12 Credit Hours

The internship consists of on-the-job training in the industry, and emphasizes supervised employment and observation.

**Prerequisites:** VIS 2433 or the School Dean's

approval and a minimum overall (retention/graduation) GPA of 2.0.

**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit**NUTRITIONAL SCIENCES (NSCI)****NSCI 1113 (N)****INTRODUCTION TO NUTRITION**Theory | 3 Credit Hours | **WEB**

Explores functions of the nutrients in human life processes and their relationship to disease and health conditions, including nutrient relationship to health as a basis for food choices.

**Academic Service Fee:** \$39.75**NURSING PRIOR LEARNING (NUPL)****NUPL 1226****NURSING CARE OF FAMILIES SEMINAR °**

Prior Learning Credit | 6 Credit Hours

This course provides prior learning credit to the Licensed Practical Nurse for the theoretical knowledge of the nursing processes and clinical skills needed to meet the individual needs of the client during the developmental processes of pregnancy, birthing, and the post-partum period as well as care of the pediatric and psychiatric/mental health client.

° *Course is offered through prior learning assessment and is not available on the OSUIT campus.*

**NURSING (NURS)****NURS 1113****ECG INTERPRETATION**Theory | 3 Credit Hours | **WEB**

A discussion of the physiology of cardiac conduction, and the basics of how to read an ECG strip, and the normal components of the ECG waveform. We examine basic cardiac dysrhythmias, including atrial and ventricular dysrhythmias, and blocks. Finally, selected nursing diagnoses for patients with dysrhythmias are offered, along with suggested associated nursing interventions.

**NURS 1123****DISEASES & DIAGNOSTIC METHODS**Theory | 3 Credit Hours | **WEB**

Examines the etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention of selected diseases and disorders for each body system.

**NURS 1128****FOUNDATIONS OF NURSING**

Theory/Lab-Simulation/Clinical | 8 Credit Hours

Introduces the student to the roles of the nurse as a provider of care, a manager of care, and a member within the discipline of nursing. As a provider of care, the student learns to assist the client to meet their needs when health fluctuates on the wellness-illness continuum. An overview of the nursing process is presented as a method for planning care for clients throughout the life span along with the significance of providing culturally competent nursing care. Emphasis is placed on establishing nurse/client relationships and therapeutic communications. Skills associated with the role of the nurse are the primary focus. Admittance to the nursing program is required.

**Prerequisite/Corequisite:** Concurrent enrollment in NURS 1322 required, unless previously completed.**Academic Service Fee:** \$547.50**NURS 1132****PRE-NURSING PREPARATION**Theory | 2 Credit Hours | **WEB**

Designed to promote success in the nursing program. Students are assisted in evaluating their own learning styles and discovering their most effective study

methods. An explanation of cognitive levels of test questions is included, with emphasis on application-style questions found in nursing course exams, as well as in the national licensure exam, and exercises in critical thinking are integrated. Exposure to the use of nursing informatics and time management skills further enhances the student's probability of success in the nursing program. Student must have completed all developmental coursework prior to enrolling for course.

**NURS 1133****LPN TO RN TRANSITION**

Theory/Lab | 3 Credit Hours

Designed to provide career mobility for the eligible licensed practical nurse, and provides an introduction to the nursing process with a focus on man's adaptation to meet his basic needs. Skills in interpersonal relationships and physical assessment are developed with special emphasis on nursing process, communication, values clarification and role change. A review of dosage calculation methods also occur.

**Prerequisites:** Admittance to the Nursing program and an unencumbered Oklahoma LPN license.**Academic Service Fee:** \$297.50**NURS 1143****PROFESSIONALISM IN HEALTHCARE**Theory | 3 Credit Hours | **WEB**

Provides an understanding of the importance of professionalism and the need to perform in a professional, ethical, legal, and competent manner. Describes professional standards that apply to all health care workers – the "common ground" that everyone shares in providing the highest quality of health care and service excellence for patients, visitors, and guests.

**NURS 1229****NURSING CARE OF FAMILIES**

Theory/Lab-Simulation/Clinical | 9 Credit Hours

The student utilizes theoretical knowledge, nursing process and clinical skills to meet the individual needs of the client during the developmental processes of pregnancy, birthing, post-partum, pediatric care, and psychiatric/mental health nursing. Growth and development and the management of common disease/abnormality processes of these components are addressed. The students explore coping assistance and psychological considerations and abnormalities, including cultural factors. The role of the student, as a member of the profession, is expanded through the recognition of: 1) accountability, 2) identification, and 3) the desire for personal and professional development. Clinical, laboratory, skills, and theory are incorporated to enable the students to plan provide safe, quality nursing care for clients and their families in the above specified settings. The clinical component utilizes theory content from NURS 1229 Nursing Care of Families.

**Prerequisites:** NURS 1128 and NURS 1322.**Academic Service Fee:** \$597.50**NURS 1322****NURSING DOSAGE CALCULATION**Theory | 2 Credit Hours | **WEB**

Designed to introduce the nursing major to the mathematical skills essential for calculating medication dosages. Content includes conversion between metric, apothecaries, and household systems of measurement; calculation of oral and parenteral dosages; intravenous flow rate calculations; pediatric calculations; and intensive care calculations. Students must demonstrate academic proficiency in math or complete all math developmental course requirements prior to enrolling in course.

**Corequisite:** Course must be completed with a passing grade before or concurrently with NURS 1128



prior to advancing to NURS 1229.

**Academic Service Fee:** \$100.00

### **NURS 2003 PHARMACOLOGY IN NURSING**

Theory | 3 Credit Hours | **WEB**

Designed to present basic concepts and principles of pharmacology and terminology used in pharmacology as related to the role of the nurse. Included are sources of drug manufacturing, introduction to drug classifications, and the usage of drugs in the health status of individuals throughout the life span. Other related concepts include legal and ethical responsibilities and considerations, and utilization of the nursing process when administering medication therapy. Pharmacology is also integrated throughout the nursing curriculum.

**Prerequisites:** NURS 1128 and acceptance into the OSUIT Nursing Program.

### **NURS 2091 OR 2092 INDIVIDUALIZED STUDY/SPECIAL PROJECTS**

Theory | 1 or 2 Credit Hours | **WEB**

Provides the study and/or analysis of selected topics in nursing to include individual and/or group study to assist a student in strengthening their knowledge base in a specific nursing topic. This can be accomplished through independent assignments in nursing literature, films, computer-assisted instruction, web-based research, reading, and/or mentoring. Course may be repeated with a different topic up to 9 credit hours. Individualized study is open to OSUIT enrolled Nursing Students only.

### **NURS 2129 NURSING CARE OF ADULTS I**

Theory/Lab-Simulation/Clinical | 9 Credit Hours

The student utilizes theoretical knowledge, nursing process and clinical skills to meet the biological-psychological-sociological needs of individual adults experiencing medical-surgical disorders. Theory related to an expanded assessment is presented and emphasis is placed on the students functioning more independently when providing client care within an interdisciplinary framework. Professional growth and personal accountability are stressed. The clinical content utilizes theory content from NURS 2129 Nursing Care of Adults I. Theory and campus laboratory skills enable the student to plan and provide care for clients with acute and chronic illnesses in the clinical setting.

**Prerequisite:** NURS 1229.

**Academic Service Fee:** \$597.50

### **NURS 2222 NURSING CAPSTONE SEMINAR**

Theory | 2 Credit Hours | **WEB**

The student uses the nursing process to analyze current trends and issues influencing nursing, and examines the impact of social and technologic changes in relation to the nursing profession and discusses ethical and legal issues; analyze concepts common to effective leadership and management; and assist in NCLEX-RN preparation.

**Corequisite:** NURS 2229.

**Academic Service Fee:** \$100.00

### **NURS 2229 NURSING CARE OF ADULTS II**

Theory/Lab-Simulation/Clinical | 9 Credit Hours

Focuses on the provision of advanced care for adult clients in complex settings. The student demonstrates an internalization of the nursing process in the coordination of care for individuals and groups of clients. In the roles of provider and manager of care the student is provided the opportunity to practice accountability for their own nursing judgments and actions. The clinical component utilizes theory from NURS 2229 Nursing Care of Adults

II. Selected clinical experiences provide management and critical care opportunities for the student to apply concepts, principles, and skills acquired in related theory classes. Theory and campus laboratory skills/simulation enable the student to provide management and critical care for adult clients in complex settings.

**Prerequisite:** NURS 2129.

**Corequisite:** NURS 2222.

**Academic Service Fee:** \$597.50

### **NURS 2303 MEDICAL TERMINOLOGY**

Theory | 3 Credit Hours | **WEB**

Focuses on development of competence in medical terminology, including root words in light of anatomy, physiology, pathology, procedures of body systems, diagnostic procedures, abbreviations, documentation guidelines, and pharmacology.

## **ORIENTATION (ORIE)**

### **ORIE 1011 COLLEGE STRATEGIES**

Theory | 1 Credit Hour | **WEB**

This course focuses on providing the foundation for students during the college years. The assignments reflect the transition into fundamentals of college life. The course offers a brief overview of the OSUIT campus and services with a focus on basic survival skills to meet the collegiate expectations.

**Academic Service Fee:** \$7.00

## **PHILOSOPHY (PHIL)**

### **PHIL 1013 (H, S) ETHICS OF LEADERSHIP**

Theory | 3 Credit Hours | **WEB**

Designed to provide emerging and existing leaders the opportunity to explore philosophies of leadership and ethics in order to develop and improve their leadership skills. Emphasis is on integrity, personal morality, honest, and social responsibility, and integrates readings from the humanities, experiential exercises, films, and case studies.

**Academic Service Fee:** \$21.00

### **PHIL 1213 (H, S) ETHICS**

Theory | 3 Credit Hours | **WEB**

Examines the types of situations that pose ethical problems in the workplace. Emphasis is on integrity, personal morality, honesty and social responsibility. Case studies and comparison/contrast of legal/ethical issues are also discussed.

**Academic Service Fee:** \$21.00

## **PHYSICAL SCIENCE (PHYS)**

### **PHYS 0123 SCIENCE**

Theory/Lab | 3 Credit Hours | Non-Credit Bearing | **WEB**

Designed to prepare students for entry into a college level science course, and familiarizes the student with the basic concepts of physics, chemistry, earth science and life science. Students learn proper laboratory proceedings and are able to apply the scientific method in solving problems in lab experiments. Does not count toward graduation or any degree program. Placement is determined by entry assessment scores.

**Academic Service Fee:** \$95.25

### **PHYS 1114 (L, N) GENERAL PHYSICS I**

Theory/Lab | 4 Credit Hours

Emphasizes the areas of mechanics and thermodynamics. The laboratory portion utilizes computer-generated data and graphs.

**Prerequisite:** MATH 1613 or the School Dean's

approval.

**Academic Service Fee:** \$53.00

### **PHYS 1204 (N) GENERAL PHYSICAL SCIENCE**

Theory | 4 Credit Hours | **WEB**

General Physical Science is a lecture/demonstration course for non-science majors. This course presents concepts from two or more of the fields of astronomy, chemistry, geology, meteorology and physics.

**Academic Service Fee:** \$53.00

### **PHYS 1214 (L, N) GENERAL PHYSICS II**

Theory/Lab | 4 Credit Hours

A continuation of PHYS 1114 General Physics I, and includes topics from electricity, magnetism, light, optics and modern physics.

**Prerequisites:** MATH 1613 and PHYS 1114, or the School Dean's approval.

**Academic Service Fee:** \$53.00

## **POLITICAL SCIENCE (POLS)**

### **POLS 1113 US GOVERNMENT**

Theory | 3 Credit Hours | **WEB**

Provides an overview of the American constitutional government. The role of the political parties and pressure groups, the legislative, executive and judicial branches and the role of national government in foreign affairs, fiscal-monetary policies and civil rights are examined.

**Academic Service Fee:** \$21.00

## **PSYCHOLOGY (PSYC)**

### **PSYC 1113 (S) INTRODUCTORY PSYCHOLOGY**

Theory | 3 Credit Hours | **WEB**

An introduction presenting the principles, theories, vocabulary and applications of the science of psychology. Heredity and environment, development of personality, behavior, learning applications and lifespan development are discussed.

**Academic Service Fee:** \$21.00

### **PSYC 2313 (S) PSYCHOLOGY OF PERSONAL ADJUSTMENT**

Theory | 3 Credit Hours | **WEB**

A beginning course in psychology which emphasizes basic principles of personality, motivation, attitude development and positive problem-solving models in personal, social and career settings.

**Academic Service Fee:** \$21.00

### **PSYC 2583 (S) DEVELOPMENTAL PSYCHOLOGY**

Theory | 3 Credit Hours | **WEB**

A study of the nature and course of development of human behavior from birth through childhood, adolescence, adulthood and old age.

**Prerequisite:** PSYC 1113 or the School Dean's approval.

**Academic Service Fee:** \$21.00

## **READING (READ)**

### **READ 0143 READING FUNDAMENTALS**

Theory | 3 Credit Hours | Non-Credit Bearing

Reviews the fundamentals of reading with an emphasis toward the improvement of reading comprehension and vocabulary skills. This is a competency-based course and placement is determined by entry assessment scores. Does not count toward graduation or any degree program.

**Academic Service Fee:** \$76.50

## NATURAL GAS COMPRESSION (SEGC)

### SEGC 1123

#### ENGINE PRINCIPLES

Theory/Lab | 3 Credit Hours

A study of operation and application of two- and four-stroke cycle engines to include engine cooling and lubrication systems, lube oil analysis, startup procedures, tune-up procedures, preventive and predictive maintenance. Proper alignment and installation of large stationary engines are included.

**Academic Service Fee:** \$126.00

### SEGC 1133

#### ADVANCED ENGINE TECHNOLOGY

Theory/Lab | 3 Credit Hours

Introduces the overhaul procedures for reciprocating natural gas engines, which includes disassembly, inspection, measurements, failure analysis, and reassembly. The use of hand tools, special tools, precision measurement tools, shop safety, and usage of manuals is stressed. Also includes an introduction to gas turbine engine operating principles and systems.

**Academic Service Fee:** \$126.00

### SEGC 1213

#### ENGINE AIR, FUEL & STARTING SYSTEMS

Theory/Lab | 3 Credit Hours

Students study the intake, exhaust, fuel and starting systems used on natural gas engines including an introduction to air/fuel ratio control systems. Theory of operation and development of skills in the repair, adjustment and testing of the component parts of these systems is also included. The effects of fuel properties, air/fuel ratio, and emissions on both rich burn and lean burn natural gas engines are studied.

**Corequisite:** SEGC 1243.

**Academic Service Fee:** \$126.00

### SEGC 1243

#### GAS COMPRESSORS

Theory/Lab | 3 Credit Hours

Introduces the theory, application, maintenance, and repair of the reciprocating, rotary, and centrifugal natural gas compressor, including operating principles, identification of the component parts and their functions, design characteristics, methods of balancing, and lubrication systems. Calculations of gas flow, rod loads, compressor sizing, horsepower ratings and compressor analysis charts are included. Safety, precision measurement, use of the manuals, use of tools, and proper adjustments are included with overhaul exercises.

**Academic Service Fee:** \$126.00

### SEGC 1313

#### ADVANCED GAS COMPRESSORS

Theory/Lab | 3 Credit Hours

This course expands upon the fundamentals of reciprocating, rotary screw, and centrifugal natural gas compressor operation. Special emphasis is placed on disassembly, reassembly, operating procedures, applications, lubrication systems analysis, and alignment between the driver and compressor. Safety procedures, use of online applications and tools, and proper sizing procedures are included in the course.

**Prerequisite:** SEGC 1243.

**Academic Service Fee:** \$126.00

### SEGC 2523

#### ENGINE ELECTRICAL

Theory/Lab | 3 Credit Hours

Students study the theory and application of the ignition systems from magnetos to CPUs, electronic governors, air fuel ratio control systems and control panels used on natural gas engines with emphasis on maintenance, diagnostics, and repair of the systems and components.

**Prerequisites:** SEGC 1213 and SEIM 1123.

**Academic Service Fee:** \$126.00

### SEGC 2609

#### GAS COMPRESSION INTERNSHIP

Internship | 9 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

**Academic Service Fee:** \$378.00

## INDUSTRIAL MAINTENANCE (SEIM)

### SEIM 1103

#### FUNDAMENTALS OF INDUSTRIAL MAINTENANCE

Theory/Lab | 3 Credit Hours

Students will gain a basic understanding of industrial maintenance. Equipment identification and function, safety, OSHA, EPA, hazardous materials, and waste regulations are included. Tools, fasteners, pipe, pipe fittings, valves, tubing, tubing fittings, imperial and metric precision measurement and fork lift operation are studied.

**Academic Service Fee:** \$126.00

### SEIM 1123

#### AC/DC CIRCUIT ANALYSIS

Theory/Lab | 3 Credit Hours

The basic principles of AC/DC electrical circuits are covered. Subjects included are: electrical safety, operating characteristics of the circuit components, use of symbols in schematics, electrical laws, series, parallel, and series/parallel circuits, DVOM electrical measurement, transformers, magnetism, and impedance.

**Academic Service Fee:** \$126.00

### SEIM 1233

#### INSTRUMENTATION & CONTROLS

Theory/Lab | 3 Credit Hours

The study of the basics of pneumatics, electrical analog and digital modes of control; and hands-on practical exercises in calibrating, tuning, aligning, and troubleshooting. Data acquisition and data communications are also included.

**Academic Service Fee:** \$126.00

### SEIM 2423

#### ELECTRONIC CONTROL DEVICES

Theory/Lab | 3 Credit Hours

This course provides a study of the operation, types and maintenance of various AC and DC motors and generators. Topics include NFPA 70E: Standard for Electrical Safety in the Workplace, LOTO, reversing, timing and counting functions, stopping methods, load, torque and power quality requirements, reduced-voltage starting circuits, motor drive circuits, wiring configurations, power transformers, and preventive and predictive maintenance.

**Corequisite:** SEIM 1123.

**Academic Service Fee:** \$126.00

### SEIM 2433

#### MOTORS & CONTROLS

Theory/Lab | 3 Credit Hours

This course provides a comprehensive study of the principles and techniques of electromechanical devices such as switches, circuit protection devices, relays, smart relays, and solenoids. In addition, the course introduces NFPA 70E electrical safety, ladder logic, wiring diagrams, and circuit troubleshooting.

**Corequisite:** SEIM 1123.

**Academic Service Fee:** \$126.00

### SEIM 2513

#### PROGRAMMABLE LOGIC CONTROLLERS (PLCs)

Theory/Lab | 3 Credit Hours

An introductory course in programmable logic controllers (PLCs) and their applications in industrial environments. Course topics include PLC programming, hardware specifications, wiring, PLC ladder logic diagrams, sensors, input and output modules, control devices, rack configuration and programming rungs with addresses. PLC configuration and troubleshooting techniques are also covered.

**Prerequisite:** SEIM 2423.

**Academic Service Fee:** \$126.00

### SEIM 2533

#### INDUSTRIAL MAINTENANCE CAPSTONE

Theory/Lab | 3 Credit Hours

Students research employability skills, prepare and critique job applications and resumes, and develop interview skills and portfolios. While preparing their resumes and portfolios students will review and be tested over all previous technical classes and discuss how to best present the knowledge and skills acquired in these classes. This class prepares students for internship and full-time employment.

**Prerequisites:** Student must have successfully completed all previous core and academic courses, except Internship, as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA or have School Dean or designee's approval.

**Academic Service Fee:** \$126.00

## PIPELINE INTEGRITY (SEPL)

### SEPL 1113

#### INTRODUCTION TO PIPELINES & FACILITIES

Theory | 3 Credit Hours

An introduction to the basics of the pipeline industry and duties of a Pipeline Integrity Technologist. Students gain an understanding about pipelines, products transported in pipelines, basic pipeline design and pipeline terminology.

**Academic Service Fee:** \$150.00

### SEPL 1123

#### PIPELINE MATERIALS & COMPONENTS

Theory/Lab | 3 Credit Hours

A study of the physical basics of a pipeline. Materials and processes used to manufacture pipe, and basic maintenance are discussed in detail. Students must have taken or be enrolled in Intermediate Algebra or higher.

**Academic Service Fee:** \$150.00

### SEPL 1213

#### PROCESSING & PRODUCT HANDLING

Theory/Lab | 3 Credit Hours

Students explore pipeline equipment maintenance schedules, operations and maintenance activities, failure investigation and a variety of maintenance and repair topics.

**Academic Service Fee:** \$150.00

### SEPL 1223

#### INTRODUCTION TO CORROSION CONTROL

Theory/Lab | 3 Credit Hours

An introduction to the various types of corrosion found in the pipeline industry. Students study the different types of corrosion, the basics of cathodic protection, in-line inspections, coatings, and a variety of pipeline inspection techniques. Also examine both the application and management of pipeline corrosion. Students also learn appropriate assessment and repair methods for pipeline corrosion.

**Academic Service Fee:** \$150.00

**SEPL 2112  
INTERNSHIP**

Internship | 12 Credit Hours

A cooperative agreement between industry and education which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing and have successfully completed all required Pipeline Integrity and general education courses.

**Academic Service Fee:** \$600.00**SEPL 2413  
REGULATIONS & COMPLIANCE**

Theory/Lab | 3 Credit Hours

Students examine the federal regulations that govern the operation of liquid and gas pipelines. Also included are industry specifications and applicable guidelines.

**Prerequisite:** SEPL 1223.**Academic Service Fee:** \$150.00**SEPL 2423  
INTEGRITY MANAGEMENT CONCEPTS I**

Theory/Lab | 3 Credit Hours

An examination of methodologies used to identify and evaluate pipeline defects. Topics covered include pipeline evaluation techniques including pigging, ultrasonic, sampling, and leak detection surveys.

**Prerequisite:** SEPL 1223.**Academic Service Fee:** \$150.00**SEPL 2513  
PIPELINE HAZARD RECOGNITION & RISK  
MANAGEMENT**

Theory | 3 Credit Hours

This course teaches pipeline construction site safety procedures, work practices and controls including work site preparation, safety data sheets (SDS) review, hazard recognition, front end operational hazards, rigging and hoisting. On-ground and in-trench pipe hazards, pipe assembly and coating hazards.

**Academic Service Fee:** \$150.00**SEPL 2523  
PIPELINE MAINTENANCE & REPAIR**

Theory/Lab | 3 Credit Hours

Students examine general pipeline repair activities, mitigation/remediation of exposed pipeline, coatings, and the creation of assessment reports.

**Prerequisite:** SEPL 1223.**Academic Service Fee:** \$150.00**SEPL 2533  
INTEGRITY MANAGEMENT CONCEPTS II**

Theory/Lab | 3 Credit Hours

Students create assessment reports, and inline inspection programs, document predictive vs. actual anomalies, identify preventative/mitigative measures and explore requirements necessary to prevent pipeline incidents.

**Prerequisite:** SEPL 2423.**Academic Service Fee:** \$150.00**SEPL 2542  
NACE CP1 PREP**

Theory/Lab | 2 Credit Hours

Students prepare for the National Association of Corrosion Engineer's level one examination.

**Prerequisite:** SEPL 2413.**Academic Service Fee:** \$100.00**SEPL 2553  
CAPSTONE**

Theory/Lab | 3 Credit Hours

The culminating experience in Pipeline Integrity Technology, which includes the fundamental theories and practices of pipeline integrity and expands the concepts presented in previous work through

simulation and actual problem resolution.

**Prerequisite:** SEPL 2423.**Academic Service Fee:** \$150.00**SEPL 2563  
PROJECT MANAGEMENT**

Theory | 3 Credit Hours

Students learn and apply their knowledge of economic principles in making decisions and choosing among alternatives. Project schedules are developed using both the bar method and the critical path method. This includes study of basis of equivalent worth, rate of return, payback analysis and estimating a project through completion.

**Academic Service Fee:** \$150.00**PLANT MAINTENANCE TECHNOLOGIES  
(SEPM)****SEPM 2659****PLANT MAINTENANCE INTERNSHIP**

Internship | 9 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

**POWER PLANT (SEPP)****SEPP 1113****INTRODUCTION TO ELECTRICAL/ELECTRONICS**

Theory/Lab | 3 Credit Hours

A general survey of basic electrical technology. Terminology, tools and equipment, safety procedures, and fundamental electrical concepts are covered. Students see fundamental concepts demonstrated through hands-on projects. The class develops practical skills in selecting circuit components, circuit construction, and measuring instruments. A basic understanding of series and parallel circuits, electromagnetic induction and application, and the configuration of the power grid is achieved.

**Academic Service Fee:** \$75.00**SEPP 1123****INTRODUCTION TO POWER PLANTS**

Theory | 3 Credit Hours

An introduction to electric power generation and power plant systems and processes. Students will survey the many types of power generation facilities, from traditional to renewable energy. Emphasis is placed on combined cycle generation, Rankine cycle generation, and plant systems, layouts and flow paths. Students visit facilities and interact with industry personnel on topics such as employee expectations, organizational structure, communication, career paths, and culture.

**Academic Service Fee:** \$75.00**SEPP 1133****PIPING & INSTRUMENT DIAGRAMS**

Theory/Lab | 3 Credit Hours

Students develop proficiency in the reading, understanding, and application of system Piping and Instrumentation Diagrams (P&ID). Students gain proficiency in reading P&ID's for tracing and troubleshooting systems and Lock-out/Tag-out of equipment. Safety programs and OSHA regulations are reinforced within plant system walk-downs as part of the curriculum.

**Academic Service Fee:** \$75.00**SEPP 1223****ELECTRICAL MOTORS & CONTROLS**

Theory/Lab | 3 Credit Hours

Students achieve an understanding of the fundamental concepts of motors, motor starters, and control circuits. Topics include AC/DC motors and starters, motor control circuits and interfaces with plant instrumentation and control, and interpretation of technical documentation (such as built prints, control documentation, and manufacturer manuals).

**Academic Service Fee:** \$75.00**SEPP 1233****POWER PLANT COMPUTER APPLICATIONS**

Theory/Lab | 3 Credit Hours

This course is an applied exploration of software and computer skills used in the energy industry. Students are taught the use and application of operating systems and programs for writing, communications, and data collection, organization and analysis. Topics include spreadsheet development and PowerPoint presentations, as well as common work order management and Work Permit, Hot Work, Confined Space, LOTO, and Job Hazard Analysis form development, storage, and retrieval. Students will be introduced to communication, scheduling, and organizational skills through the use of email planning and scheduling programs.

**Academic Service Fee:** \$75.00**SEPP 1312****INTERNSHIP**

Internship | 12 Credit Hours

A cooperative agreement between industry and education allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA, or have the School Dean or instructor's approval.

**Academic Service Fee:** \$300.00**SEPP 2403****PLANT OPERATIONS**

Theory/Lab | 3 Credit Hours

This class is designed as a transition from descriptive to operational characteristics of power plants. The focus is on the operation of combustion turbines, steam turbines, and generators. This includes the operation of auxiliary equipment associated with this large equipment.

**Academic Service Fee:** \$75.00**SEPP 2413****COMPLIANCE REGULATIONS**Theory | 3 Credit Hours | **WEB**

Students gain competencies in the understanding and application of compliance regulations associated with the power generation industry. NERC and environmental compliance regulations are emphasized.

**Prerequisite:** SEPP 1133.**Academic Service Fee:** \$75.00**SEPP 2423****MECHANICAL SYSTEMS**

Theory | 3 Credit Hours

Students gain competency in the practical use, operation, and maintenance of mechanical equipment related to power generation facilities. Topics include basic mechanics, fans, blowers, pumps, valves, heat exchangers, conveying equipment, bearings, and lubricants.

**Prerequisite:** SEPP 1133.**Academic Service Fee:** \$75.00

**SEPP 2443****BOILERS & PRIME MOVERS**Theory | 3 Credit Hours | **WEB**

Students expand their knowledge of how plant systems and equipment interact and gain competency in the theory of boilers used in the generation of electricity. Topics include the classification, design, and construction of boilers, combustion turbines, and steam turbines.

**Academic Service Fee:** \$75.00**SEPP 2503****BALANCE OF PLANT**

Theory | 3 Credit Hours

This course teaches students to prepare the plant to synchronize to the power grid. Students learn the concepts of steam generation (boilers and condensers), cooling (cooling towers, circulating water, and cooling water), electrical production (synchronization and transmission), and environmental operations.

**Academic Service Fee:** \$75.00**SEPP 2523****WATER SYSTEMS & PROCESSES**

Theory/Lab | 3 Credit Hours

Students gain competency in practical use, operation, and maintenance of various water systems typically found in power plant facilities. Topics include steam/water cycle, condenser and circulating water, cooling towers, feed water components and cycle operation. Water treatment, clarification and demineralization and basic water lab skills are covered.

**Academic Service Fee:** \$75.00**SEPP 2543****PLANT CHEMICALS & WATER QUALITY**

Theory/Lab | 3 Credit Hours

This course covers the proper handling, storage, dosage, and analysis of chemicals common to the power industry. Topics covered include plant permitting and water chemistry related to corrosion, corrosion control, boiler water, circulating water, makeup water, and wastewater. Students are taught in a lab setting to calibrate, operate, and maintain lab equipment. Emphasis is placed on following policies and procedures and documentation.

**Academic Service Fee:** \$75.00**SEPP 2553****SAFETY COMPETENCY & QUALIFICATION**

Theory | 3 Credit Hours

This course is designed to provide students with training that leads to qualifications and certifications for OSHA 10 or OSHA 30 (Industrial), First Aid and Safety, CPR, HAZWOPER, and Forklift & Man Lift Operation.

**Academic Service Fee:** \$75.00**SEPP 2623****ADVANCED PLANT OPERATIONS**

Theory/Lab | 3 Credit Hours

Students gain the knowledge necessary to comprehend overall plant operations and respond to situations that call for corrective action as well as opportunities to enhance plant production. Students will learn skills and techniques for continuous improvement while learning and critiquing responses to operating scenarios out of the norm. Students will use existing knowledge of equipment, systems, and instrumentation to understand the operation of an entire unit in a facility. Students study concepts related to commissioning, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the process technician's individual and team role in performing tasks associated with these concepts within an operating unit.

**Academic Service Fee:** \$75.00**SEPP 2633****POWER PLANT CAPSTONE**

Theory/Lab | 3 Credit Hours

The culmination of the Power Plant program and preparation for full-time employment. Students complete understanding and achievement of program objectives, research employment opportunities, and prepare for job placement. During preparation of personal resumes and portfolios, students discuss how to best present the skills acquired in their previous classes, as well as how to describe the knowledge and experience they have gained, in preparation for starting their career at a power plant facility.

**Academic Service Fee:** \$75.00**SEPP 2800****POWER PLANT INTERNSHIP**

Internship | 1-12 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA, or have the School Dean or instructor's approval.

**Academic Service Fee:** \$25.00 per credit hour, as determined by course credit**SEPP 2900****ADVANCED POWER PLANT INTERNSHIP**

Internship | 1-12 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA, or have the School Dean or instructor's approval.

**Academic Service Fee:** \$25.00 per credit hour, as determined by course credit**SOCIOLOGY (SOC)****SOC 1113 (S)****INTRODUCTORY SOCIOLOGY**Theory | 3 Credit Hours | **WEB**

Assists the student in understanding the social influences on day-to-day life by examining the sciences of human society. Major emphasis is placed on the study of group behaviors.

**Academic Service Fee:** \$21.00**SPANISH (SPAN)****SPAN 1115****ELEMENTARY SPANISH I**Theory | 5 Credit Hours | **WEB**

Offers college level instruction in the fundamentals of pronunciation, elements of grammar, easy reading and conversation.

**Academic Service Fee:** \$35.00**SPAN 1215****ELEMENTARY SPANISH II**Theory | 5 Credit Hours | **WEB**

A continuation of SPAN 1115 Elementary Spanish I which includes instruction in pronunciation, grammar, more difficult reading and advanced conversation.

**Prerequisite:** SPAN 1115 or the School Dean's approval.**Academic Service Fee:** \$35.00**SPEECH (SPCH)****SPCH 1113****INTRODUCTION TO SPEECH COMMUNICATIONS**Theory | 3 Credit Hours | **WEB**

This course offers instruction on preparation and delivery with a focus on extemporaneous speeches. Emphasis is on audience and purpose analysis, topic research, visual aids, and delivery methods. Activities include delivering various speeches before an audience.

**Academic Service Fee:** \$21.00**SPCH 2313****SMALL GROUP COMMUNICATIONS**Theory | 3 Credit Hours | **WEB**

This course focuses on enhancing student understanding of and skills for participation in small group interaction. This course addresses various social dimensions of group processes such as group development, leadership, conflict resolution, and verbal and nonverbal communication strategies. Particular emphasis is on task-oriented groups.

**Academic Service Fee:** \$21.00**STATISTICS (STAT)****STAT 0212****ELEMENTARY STATISTICS STRATEGIES**Theory | 2 Credit Hours | Non-Credit Bearing | **WEB**

This corequisite strategies course provides learning support and supplemental instruction for students co-enrolled in STAT 2013 Elementary Statistics. Eligibility is determined by student's college readiness placement exam scores. This course does not count toward graduation or any degree program.

**Corequisite:** STAT 2013.**Academic Service Fee:** \$51.00**STAT 2013 (A)****ELEMENTARY STATISTICS**Theory | 3 Credit Hours | **WEB**

An introduction to descriptive statistics, basic probability concepts, statistical distributions samplings, estimations, hypothesis testing, correlation, and regression.

**Academic Service Fee:** \$21.00**STAT 2023 (A)****ELEMENTARY STATISTICS FOR BUSINESS & ECONOMICS**

Theory | 3 Credit Hours

Basic statistics for undergraduate business majors. Descriptive statistics, basic probability, discrete and continuous distributions, point and interval estimation, hypothesis testing, correlation and simple linear regression. No credit available for students with credit in STAT 2013.

**Prerequisite:** MATH 1513.**Academic Service Fee:** \$21.00**SURVEYING (SURV)****SURV 1011****INTRODUCTION TO SURVEYING**

Theory/Lab | 1 Credit Hour

Each learner demonstrates the proper procedures of use and the capabilities of several different surveying instruments, including a transit, theodolite, total station, and a builder's level. Each learner also performs mathematic computations to solve surveying related problems.

**SURV 1223****LAND LAW I**Theory | 3 Credit Hours | **WEB**

Each learner determines how the concepts of boundary creation, ownership transfer, and description of real property, easements, and the history of boundaries are applied to the practice of land surveying.



**SURV 2223****LAND LAW II**

Theory | 3 Credit Hours

Each learner understands the role of the surveyor in the legal system and applies the legal principles of locating conveyances, and boundaries in the field to the practice of surveying.

**Prerequisite:** SURV 1223.**SURV 2303****SURVEYING I**

Theory/Lab | 3 Credit Hours

An introduction to and application of plane surveying procedures and field problems related to linear and angular measurements, differential leveling and topographic surveys. Students gain competency through a series of practical and real world field applications.

**Prerequisites:** MATH 1513 and SURV 1011.**TOYOTA T-TEN (TTEN)****TTEN 1345****TOYOTA STEERING & SUSPENSION**

Theory/Lab | 5 Credit Hours

The theory, demonstration and application of Toyota steering and suspension systems. Operation, diagnosis, adjustments and servicing are emphasized using proper procedures, special equipment and tools. A holistic approach to Toyota vehicle suspension systems, including noise, vibration and harshness (NVH) analysis using Toyota diagnostic tools, is taught and safety is stressed.

**Academic Service Fee:** \$150.00**TTEN 1405****TOYOTA ELECTRICAL SYSTEMS I**

Theory/Lab | 5 Credit Hours

The theory and application of electrical principles and concepts, batteries, and starting and charging systems used on Toyota vehicles. Subjects covered include proper use of multimeter, Ohm's Law, series, parallel and series parallel circuits, charging and starting system testing, service, and diagnosis. Emphasis is placed on diagnostic procedures, electrical diagram usage, and diagnosis of various on car faults.

**Academic Service Fee:** \$150.00**TTEN 1724****INTRODUCTION TO AUTOMOTIVE TECHNOLOGY**

Theory/Lab | 4 Credit Hours

This course provides an introduction to the Toyota T-TEN program and a foundation for students to build upon to adequately equip them for industry. Includes an introduction to basic dealership operations, service literature/information, shop safety, hand and power tool usage, automotive basics, automotive maintenance, light repair, and lubrication service fundamentals.

**Academic Service Fee:** \$120.00**TTEN 1805****TOYOTA ELECTRICAL SYSTEMS II**

Theory/Lab | 5 Credit Hours

The theory, demonstration and application of electrical circuit operation and testing on Toyota simulators and vehicles using meters, interactive wiring diagrams, and oscilloscopes, as well as the Toyota Information System. Testing is performed according to Toyota specifications and includes wire repair and component testing, with an emphasis on systematic testing, failure analysis, diagnosis and service according to Toyota specifications. Safety is stressed.

**Academic Service Fee:** \$150.00**TTEN 1822****TOYOTA INTERNSHIP I**

Internship | 2 Credit Hours

A cooperative agreement between industry and education which allows T-TEN students to utilize and refine skills previously learned in their educational

process. All work is performed to industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing, completed previous required T-TEN core courses and must have a valid driver's license.

**Academic Service Fee:** \$60.00**TTEN 1825****TOYOTA BRAKE SYSTEMS**

Theory/Lab | 5 Credit Hours

The theory, demonstration and application of Toyota brake systems operation, diagnosis, preventive maintenance and service. Includes proper use of specialized tools and equipment for Toyota. Power brakes, load sensing braking systems, as well as anti-lock brake systems, and skid control, are taught, with an emphasis given to system diagnosis, failure analysis and Toyota recommended service procedures. Safety is stressed.

**Academic Service Fee:** \$150.00**TTEN 1842****TOYOTA INTERNSHIP II**

Internship | 2 Credit Hours

A cooperative agreement between industry and education which allows T-TEN students to utilize and refine skills previously learned in their educational process. All work is performed to industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing, completed previous required T-TEN core courses and must have a valid driver's license.

**Academic Service Fee:** \$60.00**TTEN 1915****TOYOTA ENGINE REPAIR**

Theory/Lab | 5 Credit Hours

The theory, demonstration and application of Toyota engine repair and service procedures. Subjects included are identification, diagnosis, inspection, disassembly, measurement and assembly with emphasis given to the use of the Toyota Information System (TIS), special tools, precision measurement device, troubleshooting techniques and shop safety.

**Academic Service Fee:** \$150.00**TTEN 2090****SPECIAL PROJECTS**

Theory/Lab | 1-9 Credit Hours

Individual study is arranged under the supervision of an instructor with credit hours to be determined. Projects may be undertaken in any area of Automotive Technology.

**Prerequisite:** School Dean's approval.**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit**TTEN 2122****TOYOTA INTERNSHIP III**

Internship | 2 Credit Hours

A cooperative agreement between industry and education which allows T-TEN students to utilize and refine skills previously learned in their educational process. All work is performed to industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing, completed previous required T-TEN core courses and must have a valid driver's license.

**Academic Service Fee:** \$60.00**TTEN 2232****TOYOTA INTERNSHIP IV**

Internship | 2 Credit Hours

A cooperative agreement between industry and education which allows T-TEN students to utilize and refine skills previously learned in their educational process. All work is performed to industry standards

and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing, completed previous required T-TEN core courses and must have a valid driver's license.

**Academic Service Fee:** \$60.00**TTEN 2235****TOYOTA MANUAL DRIVETRAINS**

Theory/Lab | 5 Credit Hours

The theory, demonstration and application of Toyota manual transmissions and transaxles and other related drivetrain components. Component/system operation, service, adjustments and overhaul are covered.

Emphasis is given to system maintenance, diagnosis and failure analysis and involves the use of specialized tools and equipment. Safety is stressed.

**Academic Service Fee:** \$150.00**TTEN 2245****TOYOTA AUTOMATIC TRANSMISSIONS**

Theory/Lab | 5 Credit Hours

The theory, demonstration and application of Toyota automatic transmissions/ transaxles and related drivetrain components. Includes component and system operation, testing, and minor service, as well as transmission disassembly/assembly. Electronic control operation and diagnosis are emphasized, and involve the use of specialized tools and equipment. Safety is stressed.

**Academic Service Fee:** \$150.00**TTEN 2252****TOYOTA INTERNSHIP V**

Internship | 2 Credit Hours

A cooperative agreement between industry and education which allows T-TEN students to utilize and refine skills previously learned in their educational process. All work is performed to industry standards and guidelines, and supervised by industry and school representatives.

**Prerequisites:** Student must be in good academic standing, completed previous required T-TEN core courses and must have a valid driver's license.

**Academic Service Fee:** \$60.00**TTEN 2425****TOYOTA ENGINE PERFORMANCE I**

Theory/Lab | 5 Credit Hours

The theory, demonstration and application of the component functions of Toyota ignition, electronic fuel injection and emission control systems. Includes the use of Toyota special tools, simulators and vehicles, with an emphasis on system diagnosis, failure analysis and service according to Toyota specifications. Safety is stressed.

**Academic Service Fee:** \$150.00**TTEN 2475****CAPSTONE - TOYOTA ENGINE PERFORMANCE II**

Theory/Lab | 5 Credit Hours

Course represents a culmination of the program of study and provides students with opportunity to solve theoretical and real-world problems through utilization of the theory, demonstration and application of Toyota engine control components including the ignition system, fuel injection system and emission control system using the Toyota Techstream and other specialized equipment available to the Toyota technician. Emphasis is on maintenance, service and diagnosis using Toyota specifications. Safety is stressed.

**Academic Service Fee:** \$150.00

**TTEN 2925****TOYOTA CLIMATE CONTROL SYSTEMS**

Theory/Lab | 5 Credit Hours

The theory, demonstration and application of Toyota vehicle heating, ventilating and air conditioning (HVAC) systems. Includes basic heating, refrigeration and air conditioning, component identification and function, air flow systems, electrical circuits related to HVAC systems, special tools and equipment usage, as well as system service, repair and adjustments, recovery, recycling and charging and performance testing. Emphasis is also placed on diagnosis and safety.

**Academic Service Fee:** \$150.00**TRANSPORTATION TECHNOLOGIES PRIOR LEARNING (TTPL)****TTPL 1101-1142 (1-42 CREDIT HOURS) PLA TRANSPORTATION TECHNOLOGIES<sup>o</sup>**

Prior Learning Credit | 1-42 Credit Hours

This course is utilized to award block credit via prior learning assessment for application toward AAS in Applied Technology program requirements. The amount of credit awarded will vary by individual, and is based upon an evaluation of a student's cumulative prior learning experiences as they pertain to their chosen career field. These experiences must incorporate work performed in accordance with industry standards and reflect university-level content and rigor, and may include industry certifications, technical and on-the-job training, workshops, military training, and independent study.

<sup>o</sup> Course is offered through prior learning assessment and is not available on the OSUIT campus.

**VISUAL COMMUNICATIONS (VIS)****VIS 1123****PUBLISHING I**Theory/Lab | 3 Credit Hours | **WEB**

Students are introduced to the Macintosh operating system, file management, basic typography, basic typesetting, and desktop printer output for single and multi-page documents. A basic overview of industry-appropriate applications is covered.

**Academic Service Fee:** \$90.00**VIS 1203****INTRODUCTION TO TYPOGRAPHY**Theory/Lab | 3 Credit Hours | **WEB**

Type measurement, methods of type, production, historical survey of type, legibility and typographic design are covered.

**Prerequisites:** GRD 1133, GRD 1143 and VIS 1123.**Academic Service Fee:** \$90.00**VIS 1223****PUBLISHING II**Theory/Lab | 3 Credit Hours | **WEB**

A project-driven course emphasizing page layout software. Students create multi-page color layouts for print and digital media. Projects incorporate keyboard shortcuts, file management, typographic rules, grids, style sheets, and master pages using multiple industry-appropriate applications.

**Prerequisite:** VIS 1123 or School Dean's approval.**Academic Service Fee:** \$90.00**VIS 1343****DIGITAL ILLUSTRATION**Theory/Lab | 3 Credit Hours | **WEB**

Covering digital illustration and drawing. Primary emphasis is on the use of illustration software. Various peripheral devices will be used including scanners and color printers.

**Prerequisite:** VIS 1123.**Academic Service Fee:** \$90.00**VIS 1373****DIGITAL IMAGING**Theory/Lab | 3 Credit Hours | **WEB**

Designed to develop a working knowledge of scanning and photo enhancement software on computer publishing systems. The course uses a problem-oriented approach in handling digital images as used in design. Alternative illustration techniques are included, combining stock digital images and created images. Includes an introduction to prepress requirements and four color process.

**Academic Service Fee:** \$90.00**VIS 2090****SPECIAL PROJECTS**

Theory/Lab | 1-9 Credit Hours

Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of visual communications with credit hours assigned based on level and amount of effort involved.

**Prerequisite:** School Dean's approval.**Academic Service Fee:** \$30.00 per credit hour, as determined by course credit**VIS 2433****3D MODELING & ANIMATION PRACTICUM**Lab | 3 Credit Hours | **WEB**

Explores a variety of 3D applications for any number of projects or activities. Students experience working in a producer/client relationship, as well as organizing, planning and producing a variety of projects. Other items emphasized will be developing interpersonal communication skills, and time management, pipeline and management capabilities.

**Academic Service Fee:** \$90.00**VIS 2533****ADVANCED DIGITAL IMAGING**Theory/Lab | 3 Credit Hours | **WEB**

Explores advanced digital imaging using problem-solving techniques as they pertain to design, color correction, color theory, image restoration and repair, special effects/filters, and advanced masking/channel techniques. It includes a comprehensive knowledge of prepress and web output requirements and four-color/web-color space conversion issues as well as various aspects of color theory.

**Prerequisite:** VIS 1373 or School Dean's approval.**Academic Service Fee:** \$90.00

# Administration, Faculty & Staff

OSUIT is a branch campus of the OSU system. The campus's academic programs and policies are governed by the Board of Regents for Oklahoma State University and the A&M Colleges.

OSU serves a supervisory and advisory function in areas of administration that involve coordination of policy. OSRHE is the coordinating board for all public higher education institutions.

Matters of general governance as they affect students are under the jurisdiction of the President of OSUIT.

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