

**MESSAGE FROM THE PRESIDENT**

# *Welcome to OSU Institute of Technology*

*To commence means “to start” or “to begin” something new. With this catalog, you are likely commencing your college education with the selection of courses to take from OSUIT. But you won’t be invited to a “commencement ceremony” until the end of your college education when you have completed all of your courses from OSUIT. It seems backwards, but we don’t think of graduation as the end of something but rather the beginning. When our students graduate, they are in actuality beginning a new phase of their lives. They are “commencing” into the real world to make it on their own.*



We believe that students go to college to achieve something more than they can achieve on their own and to become something more than they can become on their own. Like most students, you probably want to be successful in life, and we believe a college education from OSUIT is an excellent place to start.

Graduation is not an end unto itself, but rather a means to an end. There is no inherent pride or satisfaction in simply receiving a piece of paper as you walk across a stage. The paper represents an accomplishment, but it is not the accomplishment per se. The true satisfaction comes in what a college graduate does with that piece of paper. It comes when a graduate uses that college degree and turns it into a meaningful life or career. This is exactly what we want for you.

Please use this catalog to successfully navigate your college education and then use your college education to successfully navigate life. Remember life does not end with college graduation—it commences. This is why I look forward to greeting you on stage at your own commencement ceremony in the near future.

Good luck 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

# Academic Calendar

## FALL SEMESTER

**2016**

Enrollment	May 27 – Sep 6
Cowboy Up! New Student Orientation (50 mile radius)	Aug 31
Labor Day Holiday	Sep 5
Move-In Day/Cowboy Up! New Student Orientation	Sep 6
Classwork Begins	Sep 7
Last Day to Add (1st Half Classes)	Sep 9
Last Day to Add (Full Semester Classes)	Sep 13
Last Day to Drop with Refund (1st Half Classes)	Sep 13
Last Day to Drop with Refund (Full Semester Classes)	Sep 20
Attendance Tracker Opens	Sep 21
Last Day to Withdraw with Auto W Grade (1st Half Classes)	Oct 11
Mid-Semester	Oct 24
Move-In Day/Cowboy Up! New Student Orientation (2nd Half Classes)	Oct 26
Mid-Term & 1st Half Final Grades Due by 4 pm	
Classwork Resumes/2nd Half Classes Begin	Oct 27
Last Day to Add (2nd Half Classes)	Oct 31
Last Day to Drop with Refund (2nd Half Classes)	Nov 2
Last Day to Withdraw with Auto W Grade (Full Semester Classes)	Nov 18
Student Break	Nov 23
Thanksgiving Day Holidays	Nov 24 – 25
Classwork Resumes	Nov 28
Last Day to Withdraw with Auto W Grade (2nd Half Classes)	Dec 6
Instructional Period Ends	Dec 16
Graduation Exercises (2 pm)	Dec 16
Student Break	Dec 19 – Jan 4
All Final Grades Due by 4 pm	Dec 20

## SPRING SEMESTER

**2017**

Enrollment	Oct 19 – Jan 4
Move-In Day/Cowboy Up! New Student Orientation	Jan 4
Classwork Begins	Jan 5
Last Day to Add (1st Half Classes)	Jan 9
Last Day to Add (Full Semester Classes)	Jan 11
Last Day to Drop with Refund (1st Half Classes)	Jan 11
Martin Luther King Holiday	Jan 16
Last Day to Drop with Refund (Full Semester Classes)	Jan 19
Attendance Tracker Opens	Jan 20
Last Day to Withdraw with Auto W Grade (1st Half Classes)	Feb 10
Mid-Semester	Feb 23
Move-In Day/Cowboy Up! New Student Orientation (2nd Half Classes)	Feb 27
Mid-Term & 1st Half Final Grades Due by 4 pm	
Classwork Resumes/2nd Half Classes Begin	Feb 28
Last Day to Add (2nd Half Classes)	Mar 2
Last Day to Drop with Refund (2nd Half Classes)	Mar 6
Spring Break	Mar 13 – 17
Classwork Resumes	Mar 20
Last Day to Withdraw with Auto W Grade (Full Semester Classes)	Mar 28
Last Day to Withdraw with Auto W Grade (2nd Half Classes)	Apr 10
Instructional Period Ends	Apr 21
Graduation Exercises (2 pm)	Apr 21

All Final Grades Due by 4 pm

Apr 25

## SUMMER SEMESTER

**2017**

Enrollment	Feb 21 – May 3
Move-In Day/Cowboy Up! New Student Orientation	May 3
Classwork Begins	May 4
Last Day to Add (1st Half Classes)	May 8
Last Day to Add (Full Semester Classes)	May 10
Last Day to Drop with Refund (1st Half Classes)	May 10
Last Day to Drop with Refund (Full Semester Classes)	May 17
Attendance Tracker Opens	May 18
Memorial Day Holiday	May 29
Interim Session (see dates below)	Jun 1 – Jul 22
Last Day to Withdraw with Auto W Grade (1st Half Classes)	Jun 9
Cowboy Up! New Student Orientation	Jun 21
Mid-Semester	Jun 22
Summer Break	Jun 26 – Jul 7
Mid-Term & 1st Half Final Grades Due by 4 pm	Jun 26
Independence Day Holiday	Jul 4
Move-In Day/Cowboy Up! New Student Orientation (2nd Half Classes)	Jul 10
Classwork Resumes/2nd Half Classes Begin	Jul 11
Last Day to Add (2nd Half Classes)	Jul 13
Last Day to Drop with Refund (2nd Half Classes)	Jul 17
Last Day to Withdraw with Auto W Grade (Full Semester Classes)	Aug 2
Last Day to Withdraw with Auto W Grade (2nd Half Classes)	Aug 14
Instructional Period Ends	Aug 25
Graduation Exercises (2 pm and 7 pm)	Aug 25
All Final Grades Due by 4 pm	Aug 29

## INTERIM SESSION

**2017**

Enrollment	Feb 21 – May 31
Classwork Begins	Jun 1
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 Auto W Grade (Interim Session Only)	Jul 6
Interim Session Ends	Jul 21
All Final Grades Due by 4 pm	Jul 25

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Pre-Professional Studies (AS)

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**42**     **School of Automotive Technologies**  
 Automotive Collision Repair Technology (AAS)  
 Automotive Service Technologies (AAS)  
     Chrysler MOPAR CAP  
     Ford ASSET  
     General Motors ASEP  
     Pro-Tech  
     Toyota T-TEN

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**48**     **School of Construction Technologies**  
 Air Conditioning & Refrigeration Technology (AAS)  
 Construction Technology (AAS)  
     Construction Management Option  
     Electrical Construction Option  
 High Voltage Lineman (AAS)

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**52**     **School of Culinary Arts**  
 Culinary Arts (AAS)

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**53**     **School of Diesel & Heavy Equipment**  
 Diesel and Heavy Equipment (AAS)  
     Aggreko SelecTech  
     CAT® Dealer Prep  
     Komatsu ACT  
     Truck Technician  
     Western Equipment Dealers Association (WEDA) Technician

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**58**     **School of Energy Technologies**  
 Natural Gas Compression (AAS)

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Pipeline Integrity Technology (AAS)  
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**61**     **School of Engineering Technologies**  
 Civil Engineering/Surveying Technology (AAS)  
 Engineering Graphics & Design/Drafting (AAS)  
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     Electrical/Electronics Technologies Option  
     Electromechanical Technologies Option  
     Instrumentation Technology Option  
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# Graduate Performance Guarantee

OSU Institute of Technology certifies that this graduate has achieved graduate competencies identified by the appropriate academic department and its program advisory committee. If the graduate is judged to be lacking in job performance skills identified as exit competencies for the program of study, OSU Institute of Technology will provide up to nine (9) tuition-free credit hours or equivalent of additional education.

Special conditions that apply to the Guarantee are as follows:

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| <p><b>1</b> <i>The graduate must have earned the AAS degree from OSU Institute of Technology beginning April 1993 or thereafter in a technical program identified in the current college catalog.</i></p> <hr/> <p><b>2</b> <i>The graduate must have completed the AAS degree at OSU Institute of Technology with a majority of the credits being earned at OSU Institute of Technology and must have completed the degree within a four (4) year time span.</i></p> <hr/> <p><b>3</b> <i>Graduates must be employed full-time in an area directly related to the program of concentration as certified by the Office of Academic Affairs.</i></p> <hr/> <p><b>4</b> <i>Employment must commence within 12 months of graduation.</i></p> <hr/> <p><b>5</b> <i>The employer must identify deficiencies and certify in writing, within 90 days of the graduate's initial employment that the employee is lacking specific entry-level skills guaranteed by OSU Institute of Technology as a part of the degree program.</i></p> | <p><b>6</b> <i>The employer, graduate, department head, chief academic officer and the appropriate faculty will develop a written educational plan for the needed education.</i></p> <hr/> <p><b>7</b> <i>Education will be limited to nine (9) credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the education plan.</i></p> <hr/> <p><b>8</b> <i>All education must be completed within three (3) semesters from the time the educational plan is agreed upon.</i></p> <hr/> <p><b>9</b> <i>The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, room and board, tools and other course-related expenses.</i></p> <hr/> <p><b>10</b> <i>The Guarantee certifies only that the graduate has achieved competencies identified as appropriate by the academic department and its program advisory committee.</i></p> |
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The Performance Guarantee process can be initiated by an employer's written notification to the OSUIT President:

**OSU Institute of Technology**  
**Office of the President**  
 1801 East 4th Street  
 Okmulgee, OK 74447-3901  
 918-293-5256



# History & Overview of the University

## HISTORY OF OSUIT

OSU Institute of Technology (OSUIT) has a very rich history. In facilities that served as a veteran's hospital during World War II, OSUIT opened its doors in 1946 to alleviate over-crowding 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, and plans were to close the campus when the veterans' demand for training had subsided.

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. 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. Okmulgee is the historical, as well as the present day, national capital city for the Muscogee (Creek) Tribe. The word Okmulgee is Creek for "bubbling water." The Muscogee (Creek) Nation capitol complex is situated approximately two miles from the OSUIT campus.

OSUIT is among very few state-supported, technical colleges with a mission focused primarily on technical-occupational career preparation. The majority of the students enroll with an expectation of employment and positive career advancement upon graduation.

As a branch campus of the Oklahoma State University (OSU) system, OSUIT enjoys a statewide mission. The year-round academic calendar (three [3] full semester terms each year), campus location, and residence facilities encourage a population of full-time, continuously enrolled students. OSUIT awards Associate in Science, Associate in Applied Science, and Bachelor of Technology degrees.

## PHILOSOPHY

OSUIT believes the opportunity to participate in education should be readily available and accessible to every person without regard to race, ethnic origin, religion, gender, handicap or level of income and that these factors should not be impediments to an individual's academic and social growth and development. The institution believes learning is a lifelong process that helps individuals develop their potential and increase their awareness of and capabilities for making

reasoned choices. Differences among persons, particularly in goals, learning styles and attitudes, require a variety of means to satisfy the educational needs of individuals. The institutional environment should be responsive to varied needs of the students and other constituencies the institution serves. To this end, the institution is committed to providing educational opportunities through close collaboration with other educational institutions, the private and public sector, government entities, and the various business and industry-based organizations that serve the residents of Oklahoma.

## 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.

## PHILOSOPHY OF GENERAL EDUCATION

General education at OSUIT employs current technology and diverse learning methods to engage students in interactive learning processes. Students are introduced to broad based knowledge and skills, as well as the analytical and evaluative tools needed to lead productive and fulfilling lives in leadership and community service. This latitude in learning complements each program to enhance students' flexibility and, consequently, provides them with more options in the work place.

## PHILOSOPHY OF ASSESSMENT OF STUDENT LEARNING

Assessment of student learning at OSUIT is driven by the University's mission statement, and is an essential part of the enduring process of enhancing and improving curricular and co-curricular student learning. The academic schools determine student learning objectives and then systematically gather, document, analyze, and interpret evidence of student learning. Assessment is one way that schools and programs affirm their strengths and plan improvements that contribute to the University's overall effectiveness.

## INSTITUTIONAL CORE OUTCOMES

Core outcomes are essential, broad-based workplace skills that cut across occupational and academic disciplines. The assessment of student

learning is held in high regard at OSUIT and, in alignment with requirements of The Higher Learning Commission, faculty have developed six (6) core outcomes that are wholly integrated in the curriculum. These core outcomes are:

1. Effectively communicate electronically, verbally, and in writing;
2. Demonstrate logical, systematic problem-solving techniques;
3. Develop and display a sense of personal, social and professional ethics;
4. Explain the cultural heritage and primary elements of the history and government of the US people, especially as it impacts one's industry or field of study;
5. Access and use technology appropriate to one's industry or field of study;
6. Provide opportunities for students to effectively utilize learned technologies and processes to aid various constituencies in the community.

## ACCREDITATION

OSUIT's programs of study are approved by the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges, the Oklahoma State Regents for Higher Education (OSRHE) and the Oklahoma State Accrediting Agency.

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.ncahlc.org](http://www.ncahlc.org).

## SPECIALIZED ACCREDITATION

### AUTOMOTIVE TECHNOLOGIES – NATEF

The OSUIT Automotive Collision Repair Technology and Automotive Service Technologies degree programs are accredited by the National Automotive Technician's Education Foundation (NATEF).

Founded in 1983 as an independent, non-profit 501(c)(3) organization, the mission of NATEF is to improve the quality of automotive technician training programs nationwide at secondary and post-secondary, public and proprietary schools. To accomplish this mission NATEF 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 be successful in the industry.

NATEF also works with students to increase career awareness opportunities in the automotive repair industry.

Contact Information:

NATEF, 101 Blue Seal Drive, S.E. Suite 101, Leesburg, VA 20175; 1-703-669-6650; [www.natef.org](http://www.natef.org)

### CIVIL ENGINEERING TECHNOLOGY, INSTRUMENTATION ENGINEERING TECHNOLOGY – ABET

The Accreditation Board for Engineering and Technology (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.

Contact Information:

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

### NURSING – ACEN/OBN

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

Contact Information:

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)

### ORTHOTIC & PROSTHETIC TECHNOLOGIES – NCOPE/CAAHEP

The National Commission on Orthotic and Prosthetic Education (NCOPE) is the accreditation body for the orthotics and prosthetics (O&P) profession. As such, its primary mission and obligation is to ensure educational and residency programs meet the minimum standards of quality to prepare individuals to enter the O&P profession.

NCOPE serves in cooperation with the Commission on Accreditation of Allied Health Education Programs (CAAHEP) for accreditation of educational programs. CAAHEP is a nationally recognized non-profit organization that accredits educational programs in 22 allied health disciplines.

The CAAHEP system currently accredits over 2,000 education programs across the nation.

Contact Information:

CAAHEP, 1361 Park Street, Clearwater, FL 33756; 1-727-210-2350; [www.caahep.org](http://www.caahep.org)

NCOPE, 330 John Carlyle St, Suite 200, Alexandria, VA 22314; 1-703-836-7114; [www.ncope.org](http://www.ncope.org)

## SCOPE

OSUIT's scope is college-level, advancing technology curricula and services, co-curricular student life and public service.

Emphasis is placed on:

- Associate and baccalaureate degree programs in advancing technologies that fulfill critical workforce needs for technical professionals;
- General education coursework that contributes 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;
- Programs and services which aid in the development and retention of students;
- Continuing education and public service programs that meet the needs of Oklahoma citizens;
- Technologically-advanced learning resource facilities and educational infrastructure which meet the needs for academic excellence;
- Student experiences which foster leadership, participation and maturity;
- Recruitment and sustenance of a diverse, qualified faculty and staff;
- Institutional planning program review processes that focus on academic excellence and continuous improvement of support services;
- Strategic alliances and partnerships with government, business and industry that serve to enhance economic development;
- External resources that are required to provide program excellence;
- Accountability through assessment of student learning, competency, satisfaction, exit placement and career success.

## GRADUATE PLACEMENT

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.

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.

## DISCLOSURE OF GRADUATION RATES

OSUIT, in compliance with the Student Right-to-Know Act, makes its completion and graduation rates available to any enrolled or prospective student. This information is available from the Office of Academic Affairs upon request.

## ADMISSIONS

### Office of Admissions & Records

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

### ADMISSIONS PROCESS

**When to Apply:** Students are encouraged to apply several months prior to the semester in which they would like to attend.

**How to Apply:** Students can apply online on the Office of Admissions & Records website ([admissions.osuit.edu/apply/](http://admissions.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: [osuit.admissions@okstate.edu](mailto:osuit.admissions@okstate.edu).

### GENERAL POLICIES

All students must meet the criteria for both the high school curricular requirements and the high school performance requirements as defined by OSRHE. The following high school curricular requirements have been established for students seeking admission to Oklahoma colleges and universities:

The 15 units of high school coursework required for college admission to public colleges and universities in the State System. The following high school curricular requirements have been established for students seeking admission to Oklahoma colleges and universities. These include:

- Four (4) units of English (Grammar, Composition, Literature)
- Three (3) units of Mathematics (Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics)
- Three (3) 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 (3) units of History and Citizenship Skills (including one (1) unit of American History and two (2) additional units for subjects of History, Economics, Geography, Government, Non-Western Culture)
- Two (2) additional units of courses that fit into one (1) of the categories above or foreign language or computer science



## SPECIAL PROGRAM REQUIREMENTS

Certain 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 accepted to the institution prior to being reviewed for acceptance into the special program. Additional requirements for admission to restricted programs may be obtained by contacting the respective school office.

OSUIT's admissions process includes submitting an application for admission and all necessary paperwork to complete the applicant's admission requirements, which are determined by the Admission Policies & Requirements.

## IMMUNIZATION RECORDS

All new students are required by Oklahoma law to provide evidence of having been immunized against measles, mumps, and rubella (a two [2] shot series), and against Hepatitis B (a three [3] shot series). If this information is not received during the student's first semester, a hold will be placed on future enrollment until the requirement is met. Students may sign a waiver if shot records cannot be provided.

## 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 (1) of the following admission categories:

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

## FIRST-TIME COLLEGE STUDENTS

A first-time college student is a student with six (6) or fewer attempted credit hours, excluding remedial/developmental education (zero [0]-level courses) or pre-college work and excluding credit hours accumulated by concurrently enrolled high school students.

### Admission of First-Time College Students:

#### Students Seeking Admission to AS, AAS and/or Baccalaureate Degree Programs

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

- 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 General Education Development (GED) certificate;
- Has met the curricular requirements as set forth by OSRHE policy; and
- Has participated in ACT or SAT testing.

### 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;
- Submits an official High School transcript\* and
- Participates in placement exams as explained under Placement Assessments.

#### Non-High School Graduates

A non-high school graduate is eligible for admission, provided he or she is 18 years of age or older, his or her high school class has graduated, and he or she:

- Submits an Application for Admission;
- Participates in ACT testing or SAT testing;
- Submits official transcripts\* of previous academic history including GED certificate if taken; and
- Participates in placement exams as explained under Placement Assessments.

\* 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's official email account: [osuit.admissions@okstate.edu](mailto:osuit.admissions@okstate.edu).

## TRANSFER STUDENTS

A transfer student is any undergraduate student with greater than six (6) attempted credit hours, excluding remedial/developmental education (zero [0]-level courses) or pre-college work and excluding credit hours accumulated by concurrently enrolled high school students.

### 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 and must have a 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 non-resident applicant must be in good standing with the institution from which the applicant plans to transfer;

- Transcripts from colleges and universities accredited by the HLC or other regional associations will be given full value;
- Transcripts from institutions not accredited by a regional association 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 Student Requirements:

Individuals who have enrolled in one (1) or more colleges prior to enrollment at OSUIT must provide the following documentation, dependent upon the number of hours completed at previous colleges.

#### Students with Fewer than 24 Credit Hours

- Submit an Application for Admission;
- Participate in ACT testing or SAT testing;
- Submit an official High School transcript\*;
- Submit an official college transcript\* from each college attended;
- Participate in placement exams as explained under Placement Assessments.

#### Students with 24 or More Credit Hours

- Submit an Application for Admission;
- Participate in ACT testing or SAT testing;
- Submit an official college transcript\* from each college attended;
- Participate in placement exams as explained under Placement Assessments.

\* 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's official email account: [osuit.admissions@okstate.edu](mailto:osuit.admissions@okstate.edu).

## SPECIAL ADMISSION

Under certain circumstances the institution is allowed to admit students under a special admission category. OSRHE allows each institution to determine if the student meets one (1) of the following criteria for special admission to the University.

### Special Non-Degree Seeking Student

Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll in no more than nine (9) credit hours without submitting academic credentials or meeting the academic curricular or performance requirements of the institution of desired entry. Retention standards will be enforced. Once a student has completed the designated number of hours, the student is required to meet the formal admission or transfer criteria for the institution of desired entry in order to enroll in additional 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. Related to the curricular requirements, students admitted under the adult admission category must demonstrate proficiency to the satisfaction of the entering institution in the curricular area the student desires to pursue.

**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.
- The student's high school class of his or her 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 other nonpublic high school which is not accredited by a recognized accrediting agency is eligible for admission as follows:

- The student must have participated in the ACT or SAT test.
- The student's high school class of his or her peers must have graduated.

**CONCURRENT ENROLLMENT OF HIGH SCHOOL JUNIORS & SENIORS**

A high school junior or senior may be enrolled in collegiate level courses provided he or she meets both the admissions and the curricular requirements set by OSRHE. Concurrent students must be able to satisfy all curricular requirements for graduation from high school (including curricular requirements for college admission) no later than the spring semester of their senior year. All concurrent students are required to submit an official High School Transcript and ACT/SAT scores along with the signed Concurrent Application.

**Admission Requirements of Concurrent High School Students****1. High School Seniors**

A senior enrolled in an accredited high school may, if the student meets the requirements set forth by OSRHE, be admitted provisionally as a special student. Minimum standards at OSUIT for concurrent enrollment of high school seniors are an ACT or SAT score at the 42nd percentile OR a high school GPA of 3.0 or higher on a 4.0 scale.

Note: The ACT score is the composite score without the writing component. The SAT score is the combined critical reading and math scores without the writing component.

Classification of "senior" begins the summer after the junior year is completed. Seniors are allowed to enroll during the final semester of

high school, however students that wish to enroll in the summer following graduation are required to complete the admissions process for first-time college students.

**2. High School Juniors**

A junior enrolled in an accredited high school may, if the student meets the requirements set forth by OSRHE, be admitted provisionally as a special student. Minimum standards at OSUIT for concurrent enrollment of high school juniors are an ACT or SAT score at the 58th percentile OR a high school GPA of 3.5 or higher on a 4.0 scale.

Note: The ACT score is the composite score without the writing component. The SAT score is the combined critical reading and math scores without the writing component.

Classification of "junior" begins the summer after the sophomore year is completed.

**3. Home Study or Unaccredited High School Students**

Concurrent students who are receiving instruction at home or from an unaccredited high school must be 17 years of age and meet the requirements for high school seniors (as listed above) or be 16 years of age and meet the requirements for high school juniors (as listed above).

**Course Enrollment Requirements of Concurrent High School Students**

All concurrent students must submit an ACT or SAT score. ACT and/or SAT subject scores are used to determine eligibility for enrollment.

**1. Seniors**

- Minimum composite score of 19 ACT or 900 SAT or have a 3.0 GPA on a 4.0 scale.
- ACT subject score must be a 19 or higher for the area(s) in which they want to enroll.

**2. Juniors**

- Minimum composite score of 21 ACT or 980 SAT or have a 3.5 GPA on a 4.0 scale.
- ACT subject score must be a 19 or higher for the area(s) in which they want to enroll.

Subject tests include English, Reading, Mathematics and Science Reasoning. An ACT subject score of 19 or higher in Reading is required for enrollment in any subject area other than English, Mathematics or Science.

Secondary placement assessments (such as the ACCUPLACER or COMPASS exams) may not be used for student placement into concurrent courses.

Concurrent students may not enroll in remedial (zero [0]-level) coursework offered by colleges and universities and designed to remove high school deficiencies.

**Course Workload for Concurrent High School Students**

A high school student may enroll in a combined number of high school and college level courses per semester not to exceed a full-time college

workload of 19 semester credit hours. For the purpose of calculating workload, one-half high school unit shall be equivalent to three (3) semester credit hours of college work. A student may enroll in a maximum of nine (9) semester credit hours during a summer semester without being enrolled in high school classes during the summer term.

**2016-2017 BACHELOR OF TECHNOLOGY ADMISSION STANDARDS**

Students wishing to undertake a Bachelor of Technology degree are required to meet or exceed the following admissions standards in addition to specific program requirements.

- ACT score of 19 or above, or SAT score of 480 or above, in all exam subcomponents, or
- An equivalent score on a nationally-normed academic computerized placement test (contact the OSUIT Assessment Center for information on available assessments and related placement scores); or
- Successful completion of any required developmental coursework.

Students may be admitted to a Bachelor of Technology program contingent upon completion of an Associate in Applied Science degree or higher and submission of both OSUIT and Bachelor of Technology admission applications.

**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 (USDE) to ensure postsecondary education providers meet and maintain minimum standards of quality and integrity regarding academics, administration, and related services.

Acceptable transfer credit is evaluated on a course-by-course basis for college-level credit earned at institutions who are fully accredited by any of the recognized six (6) US regional associations.

The evaluation is based on course content, as described in the catalog of the institution. 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.htm](http://www.naces.org/members.htm)). 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 the HLC or other regional associations will be given full value.

### Uniform Course Numbering within the State System

In order to provide for a more effective and efficient system of the transfer of students' credits among institutions of Oklahoma higher education, OSRHE adopted the following uniform system of numbering for identification of courses offered at all institutions in the State System.

A course number will consist of four (4) digits as follows:

- The first digit will denote the course level.
- The second and third digits will be used to identify the course within a department.
- The fourth digit, in most cases, will denote the number of semester credit hours of the course.

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

Transcripts from institutions outside the State System will be evaluated based on course content, as described in the catalog of the institution. Evaluation of transfer credit may require documentation such as program requirements and course syllabi to determine acceptable transfer credit courses.

Acceptable transfer credit is evaluated on a course-by-course basis for college-level credit earned at institutions who are fully accredited by any of the recognized six (6) US regional associations.

Transcripts from institutions not accredited by a regional association 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 Military Experience or Service

OSUIT has a generous policy for awarding credits for military and work experience, and follows the American Council on Education (ACE) recommendations through use of 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 assessment 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 "challenge" courses and take a proctored exam. Demonstrating mastery will result in advanced placement credit without the need to take the class.

### CREDIT FOR PRIOR LEARNING

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. Advanced standing credit may be obtained by successfully passing a prior learning assessment (PLA). Advanced standing credit can be applied to a student's transcript upon the successful completion of 12 semester credit hours (not including zero [0]-level courses) at the institution.

An individual who has applied to OSUIT as a degree-seeking student can request a prior learning assessment through one (1) 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))
- DANTES Subject Standardized Tests (DSST) ([getcollegecredit.com](http://getcollegecredit.com))
- Excelsior College Examinations (ECE) ([www.excelsior.edu/exams](http://www.excelsior.edu/exams))

#### 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. These challenge exams are given in a supervised setting following institutional guidelines.

#### 3. Transcribed Credit

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

#### 4. Evaluation of Military Training and Experience

Advanced standing credit for military experience is based on criteria and recommendations contained in publications of the American Council on Education (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
- The Defense Activity for Non-Traditional Education Support (DANTES)

### 5. Individual Student Portfolios

Individual portfolios using Council for Adult and Experiential Learning (CAEL) or other standardized guidelines.

For more information on Prior Learning Assessment at OSUIT, contact the PLA Coordinator at 918-293-3809 or [osuit.pla@okstate.edu](mailto:osuit.pla@okstate.edu), or visit the website at [go.osuit.edu/pla](http://go.osuit.edu/pla).

#### Advanced Standing Credit

All advanced standing credit awarded as credit for prior learning meets the following requirements:

- Advance standing credit awarded to a student must be validated by successful completion of 12 or more semester hours (not including zero [0]-level courses) of academic work at OSUIT;
- All credit earned through advanced standing shall be so designated the neutral grades of pass (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; and
- Credit awarded for prior learning may be applied to a degree program subject to meeting the requirements of the institution conferring the degree.

### ACADEMIC PROFICIENCY

All students at OSUIT are required to prove academic proficiency. Academic proficiency determines one's eligibility to enroll in certain programs of study, or placement in developmental courses during a student's first semester of enrollment.

Students must prove academic proficiency in reading, writing, and mathematics in one (1) of five (5) ways:

1. Transferring in credits that prove academic proficiency in a subject area.
2. Submitting ACT test scores that prove academic proficiency with a score of 19 or above in subtest areas.
3. Submitting SAT test scores that prove academic proficiency with a score of 450 or above in subtest areas.
4. Taking the ACCUPLACER assessment and scoring at or above the minimum required score on each component as listed below:

Reading Comprehension	75
Writing Skills	80 or 70-79 plus WritePlacer score of 5 or above
Arithmetic	70
Elementary Algebra	74

5. Taking the COMPASS assessment and scoring at or above the minimum required score on each component as listed below:

Reading Comprehension	81
English (Sentence Skills)	74
Arithmetic (Pre-Algebra)	46
Elementary Algebra	68
College Algebra	45

Students that do not meet these requirements will be required to take developmental courses to remove their deficiencies.

Modifications to academic placement procedures are fully applicable to any student applying to OSUIT after the changes are made. Contact the Assessment Center for current 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 prepared for college-level coursework in the respective subject area. The Vice President of Academic Affairs may allow exceptions on an individual basis for students with extenuating circumstances.

Unless otherwise specified, students must remove academic deficiencies within the first 24 semester credit hours attempted. Transfer students are required to remove curricular deficiencies within the first 12 semester credit hours attempted. Students may enroll in collegiate level courses within the deficiency's discipline area only after the deficiency is satisfied.

### 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, institutions consider the following non-academic criteria in deciding if first-time applicants or transfer students should be granted admission:

- Whether applicants have been expelled, suspended, denied admission or denied readmission by any other educational institutions;
- Whether applicants have been convicted of a felony or convicted of any lesser crime involving moral turpitude; and/or
- Whether applicants have conducted themselves in a manner so that if at the time of such conduct applicants had been students at the institution, their course of conduct would have been grounds for expulsion, suspension, dismissal or denial of readmission at the institution where application is being made.

Should any of said criteria should be present, then the institution may deny admission to applicants if it decides that any of the circumstances described indicates the

applicant's unfitness, at the time of application, to be accepted as a student at the institution.

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:

- The applicant must be advised of the grounds of the denial;
- The applicant must be informed of the facts which form the basis of the denial; and
- The applicant must be afforded an opportunity to appeal their admission denial before a committee.

## INTERNATIONAL ADMISSIONS

### International Student Services

Grady W. Clack Center  
918-293-4998  
1-800-722-4471, Ext. 4998  
[go.osuit.edu/international](http://go.osuit.edu/international)  
osuit.international@okstate.edu

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

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

### ADMISSION OF INTERNATIONAL STUDENTS

Students must meet one (1) 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.

Results of the TOEFL taken at international testing centers and special testing centers will be accepted at all State System colleges and universities. 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 testing center or an 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 weeks must be instruction at an advanced level.

A list of OSRHE approved IEPs can be found in OSRHE's Academic Affairs Procedures Handbook, available online at [www.okhighered.org/state-system/policy-procedures/](http://www.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 competency through OSRHE Policy 3.20, 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 that is located in a country where English is a primary language and recognized by professional organizations in the US involved in admissions and international education for a minimum of 24 semester credit hours with passing grades and also meet other transfer requirements.

#### 2. Native English Speakers

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

### 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; 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 (2) 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 enrollment for 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 918-293-4998.

### ADMISSION OF UNDOCUMENTED IMMIGRANTS

In accordance with Title 70, O.S., 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 postsecondary 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 (2) 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 (1) 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 (1) 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 (1) 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.

## ASSESSMENT & TESTING

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

### PLACEMENT ASSESSMENTS

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

Modifications to academic placement procedures are fully applicable to any student applying to OSUIT after the changes are made. Students should contact the Assessment Center for current placement assessment options.

The following policy applies to all students taking placement assessments:

1. All examinations will be coordinated through OSUIT Assessment Center and will cover the following areas: Reading, Math, and Writing (English) skills.
2. Students will be allowed to take the exam (or each component) up to three (3) times. 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 retesting must be completed 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.

4. Retesting will not be allowed in a subject area after a student has enrolled in a course, earned a grade for the course or withdrawn from the course.

### CAREER ASSESSMENT

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

After these characteristics are aligned with career areas, the salary, current demand and future outlook of specific jobs can be examined. The educational requirements for a specific 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 in making career choices. All results are confidential.

### ACT RESIDUAL TESTING

Residual ACT Testing at OSUIT is conducted 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 Residual ACT on the OSUIT campus.

### OSRHE Policy on ACT Residual Testing

Students may only take the ACT Residual test once during the year in which the respective ACT Residual examination is valid (November 1 through September 30) and the test date shall not coincide with a national ACT test date. Students are encouraged to participate in one (1) of the six (6) the national ACT test dates when possible.

ACT Residual testing on the OSUIT campus is available at various times during the year. A schedule of test dates is available on the Assessment Center web page: [go.osuit.edu/student/assessment/act\\_residual\\_test](http://go.osuit.edu/student/assessment/act_residual_test).

Please note:

- Due to limited seating, students should register for the ACT 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 \$40.00, payable at the cashier's window the day of the test. Payment should be in the form of cash, money order, cashier's check, or personal check. The cashier cannot process credit card or debit card payments.

- 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 begun.
- ACT permits the use of calculators on the Mathematics test. Acceptable calculators include basic four (4) function, scientific, or graphing calculators. Programmable calculators are not permitted. 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 a variety of career fields, including GED exams. The GED exams provide an opportunity for individuals to earn a High School Equivalency Certificate and includes 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 in the use of a computer to perform one (1) or more of the following functions:

- Word processing,
- Database management,
- Programming,
- Spreadsheet use,
- Multimedia and graphic design, and/or
- Presentations

A student may satisfy the computer proficiency requirement by completing the course CS 1013 Computer Literacy & Applications or any other course designated by an academic school as satisfying this requirement.

The following policy applies to all students interested in seeking Advanced Standing 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 Power Point. Students may take one (1) or more components per visit to the Assessment Center. However, all components of the exam must be completed within a one (1) week period.
2. Students will be allowed to take the exam (or each component) once. Note: Students who have previously enrolled in CS 1013 Computer Literacy & Applications will not be permitted to seek Advanced Standing in the course.
3. 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.

## REGISTRAR

### Office of the Registrar

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

### GENERAL ENROLLMENT POLICIES

Important enrollment dates and deadlines are shown on the official Academic Calendar on page 2, and additional information can be obtained through the Office of Admissions & Records.

The enrollment process for all new students starts with the Office of Admissions & Records, where the staff provide 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, an advisor works with the student to outline a plan of study and identify course requirements. Students are urged to review their academic progress each semester with an advisor from their school. Students who are currently enrolled may pre-enroll for the subsequent semester during the final weeks of each semester.

Courses used to fulfill general education requirements are identified by code letters that appear preceding the course title listed in the back of the catalog. The code letters designate the general education category for which the course may be used.

- **Analytical and Quantitative Thought (A)**  
The study of systems of logic and the mathematical sciences.
- **Humanities (H)**  
These courses concentrate on the ideas, beliefs, arts and literatures that bring cultures to life.
- **Natural Sciences (N)**  
A systematic study of natural processes and the mechanisms and consequences of human intervention in those processes.
- **Social & Behavioral Sciences (S)**  
Human behavior in relation to the social and physical environment.
- **Diversity (D)**  
These courses emphasize socially constructed groups in the US.
- **International Dimension (I)**  
These courses emphasize contemporary cultures outside the US.
- **Scientific Investigation (L)**  
Laboratory experience aimed at interpreting scientific hypotheses.

Some degree plans require specific general education courses. 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 substitution by this course by submitting a Substitution Form, along with a course syllabus or course description, to the Dean of Arts & Sciences. A copy of this request should also be sent to the Registrar's Office.

### LATE ENROLLMENT

Initial enrollment for a semester will not be permitted after the first three (3) days of classes of that semester. A late fee will be assessed for those students enrolling during the first three (3) days of class.

### RESIDENT CLASSIFICATION

"In-state" resident status is a classification for a postsecondary student who has lived continuously in Oklahoma for at least 12 months not primarily as a postsecondary student, has established domicile in Oklahoma, or meets requirements associated with in-state status including sections 3.17.4 and 3.17.7 of OSRHE Policy 3.17, In-State/Out-of-State Status of Enrolled Students (see below).

A person's domicile is his or her true, fixed, permanent home or habitation. It is the place where he or she intends to remain and to which he or she expects to return. These two (2) factors define it as a "domicile." The burden of proof of residence status or domicile shall be upon the applicant. Students filing an appeal for re-classification of their residence status shall do so on forms provided in the Registrar's Office.

#### 3.17.4 Dependent and Independent Persons

- A. The legal residence of a dependent person is the student's parents, the residence of 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 those other than the parents, the legal residence is that of the student's legal guardian.
- B. In-state/out-of-state classification of students with extenuating circumstances (e.g., divorced parents with joint custody when one (1) 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, abandonment by parents, etc. 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 domicile, the applicant may be granted in-state status at the next enrollment occurring after expiration of 12 months following establishment of domicile in Oklahoma.

### 3.17.7 Uniformed Services and Other Military Service/Training

- A. Active Uniformed Services and Discharged or Released from Active Uniformed Service from whom Oklahoma is the Home of Record  
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.
- 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 uninformed service, less than five (5) years before the date of enrollment in the course(s) concerned and for whom Oklahoma is the home of record.
- 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:

- Is a person who:
  - was discharged or released from a period of not fewer than 90 days of active duty uniformed service, less than five (5) years before the date of enrollment in the course(s) concerned, and

- is pursuing a course of education with educational assistance under Chapters 30 or 33 of Title 38 of the US Code while living in Oklahoma; or

- Is a person who:

- is entitled to assistance under Section 3311(b)(9) or 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
- enrolls in the course(s) concerned within five (5) years of the date the related person was discharged or released from a period of not fewer than 90 days of active duty uniformed services.

- C. 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.

- D. 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.

- E. To maintain eligibility for in-state status as provided in 3.17.7.A, 3.17.7.B, 3.17.7.C, and 3.17.7.D, the student shall:

- Have secured admission to and enroll full-time or part-time in a program of study; and
- Satisfy admission and retention standards.

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

### ADDING OR DROPPING A COURSE

Students may add courses during the first five (5) business days of the full semester, or during the first three (3) business days of the first or second half semesters. This is subject to maximum enrollment limitations and the approval of the student's advisor or academic dean.

Students may drop a course during the first 10 business days of the full semester, or during the first five (5) business days of the first or second half semesters. Some courses may require the approval of the student's advisor or academic dean. A Change of Enrollment Form must be processed through the Office of Admissions & Records or the Registrar's Office prior to the add/drop deadline for the process to be complete.

For typical 15-week courses, any course dropped during the first 10 business days of classes will have no transcript record. Any course dropped after the first 10 days of classes and prior to the end of the 11th week will result in a grade of W being recorded on the student's transcript.

After the beginning of the 12th week of a 15-week semester, a student may withdraw from a course. A grade of W or F will be assigned. All deadlines are posted in the Academic Calendar on page 2.

For courses of shorter duration, the above dates may vary. A course may not be dropped or withdrawn after a grade is assigned.

### WITHDRAWING FROM COLLEGE

To completely withdraw from OSUIT, a student may initiate the process in Admissions, the Registrar's Office, or with their academic school. However, to complete the withdrawal process, contact should be made with the Bursar's Office, Student Financial Services, Residential Life, the Library, and the student's school. This process ensures that the student is making an informed decision re: his or her withdrawal.

Failure to completely 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 for each semester.

Students dropping or withdrawing from one (1) or all courses are subject to the University's refund policy, found on page 23.

### 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. Fees for auditing are the same as fees for credit courses. No credit or letter grade will be given for courses audited.

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

Persons auditing courses may not change their enrollment to credit after the end of the course add period. Students enrolled in courses for credit may change to audit status only during the period approved for dropping courses.

### CLASS ATTENDANCE

A primary part of OSUIT's mission is to prepare graduates to be "competitive members of a world-class workforce." In addition to preparing students to meet this goal, dedication to class attendance also assists in an individual's academic 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. This policy applies to both face-to-face and online courses. Students receiving support from government agencies or other sponsors must also adhere to policies stipulated by the specific sponsor.

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.

### COURSE LOAD

A typical enrollment at OSUIT is between 12 and 18 semester credit hours. Students who enroll in 12 or more semester credit hours are considered full-time. Normally, students may not enroll in more than 19 credit hours in a semester. However, in special cases students may be permitted to enroll in a maximum of 22 credit hours. Enrollment in over 19 credit hours must be approved by the Vice President of Academic Affairs.

### GRADUATION REQUIREMENTS

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

- Submit a graduation application to his or her academic advisor prior to his or her last semester of study (or within the first two [2] weeks of the final semester); and
- Complete all required courses in his or her major(s) as listed in the catalog.

At least 15 of the final 30 credit hours applied toward the degree or 50% of the major must be satisfactorily completed in residence at OSUIT.

The minimum requirements for graduation follow:

#### Associate in Applied Science

- Minimum overall 2.0 grade point average (GPA) in all courses listed in the plan of study for the major.
- Note: Some programs may require a higher GPA.

#### Associate in Science

- Minimum overall 2.0 graduation/retention GPA as shown on the transcript.
- Note: Some programs may require a higher GPA.

#### 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 must be satisfactorily completed at OSUIT.
- A minimum of 30 hours 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).

### DEGREES AWARDED

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

### TRANSCRIPTS OF COLLEGE CREDIT

The Registrar's Office will provide up to 10 copies of a student's transcript upon the student's request. Transcripts will be withheld if the student has outstanding financial obligations to the institution and/or has not completed the Direct Loan Exit Interview (if required).

### GRADING SYSTEM

Grades are recorded with the letters A, B, C, D, F, I, AU, W, AW, P-NP, P-F 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: Grading scale does not apply to the Nursing program. See page 78 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, and no student may be failing a course at the time that a grade of I is awarded. To receive a grade of I, the student should have satisfactorily completed a substantial portion of the required coursework for the semester. When reporting an I, the instructor will record in detail the conditions for removal of the I, with time limitations not to exceed two (2) semesters. Grades of I not changed by the instructor to a credit-bearing grade or an F within the specified time limit will remain as a permanent I and will not contribute to the student's GPA.

**AU** - Audit status is used for the student not interested in obtaining a course grade, but who is enrolled to get course content knowledge. The allowable time to change an enrollment status from audit to credit is the last day of the course add period for each semester. Students who change their enrollment status from audit to credit must meet institutional admission/retention standards as set by OSRHE. The allowable time to change an enrollment status from 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 the 11th day of classes (approximately one-

eighth of the session) for classes meeting the full length of regular sessions. The withdrawal period for classes of shorter duration begins the day following approximately one-eighth of the length of the class. The last day for an automatic W is the last day of the 11th week (approximately 75% of the class length) for classes meeting the full length of a regular semester. For classes of shorter duration, the last day for an automatic W corresponds to the day that coincides with 75% of the class. For any drop or withdrawal accepted after this deadline, a W or F will be assigned depending upon the student's standing in the class. If an F grade is assigned, it is calculated in the student's GPA. The W grade is GPA neutral.

**AW** - Administrative withdrawal may be approved by the Vice President 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, for inadequate attendance, or for demonstrated lack of appropriate concern for satisfactory academic progress toward course program objectives. Such institutional penalties must follow formal institutional procedures. Administrative withdrawals (AW) are GPA neutral.

**P-NP** - An institution 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 is neutral indicating minimal course requirements have been met and credit has been earned. The P grade may also be used to indicate credit earned through advanced standing examinations. The grade of NP indicates that a student did not meet 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.

**P-F** - An institution may elect to use pass-fail (P-F) as an option for students in specified courses. The pass grade of P indicates hours earned but does not contribute to the GPA. The fail grade is an F and is calculated into the GPA.

**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. The N grade is GPA neutral.



**MILITARY LEAVE OF ABSENCE**

State System institutions shall grant a leave of absence, which shall not exceed a cumulative five (5) years, to a student who is a member of the active uniformed military services of the US and called to active duty. 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 an 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, however, that the student has completed a minimum of 50% of all coursework prior to being called to active duty and the student 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.

**GRADE POINT AVERAGE (GPA)**

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

Cumulative GPA is calculated similarly using the sum total from all semesters of all collegiate-level courses attempted at all accredited institutions of higher education.

In either case, the grades P, W, I, N, AU and AW 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 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.

**GRADUATION WITH DISTINCTION**

Students who earn an OSUIT degree can also earn a level of distinction based upon the final graduation grade-point average. The levels of distinction added to transcripts are indicated below.

Graduation Grade Point Average	Distinction
3.8 or higher	Summa cum laude
3.5 – 3.79	Magna cum laude
3.0 – 3.49	Cum laude

**CHANGES IN DEGREE REQUIREMENTS**

Modifications to degree requirements are fully applicable to any student entering the degree program after the changes are made. These modifications are also applicable to students already enrolled in the program 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 (1) semester without penalty as long as that program is active. Students who do not return for two (2) or more semesters will be required to re-enter under the new degree plan.

From time to time, degree programs are deleted. When this happens active students are given a deadline to complete the program, and after the final deletion date for the program the program is no longer available. Any student (active or inactive) who fails to finish the requirements by the established deadline will have to convert to an active degree program.

**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.

**STUDENT APPEAL OF FINAL GRADE**

Upon the completion of a course in which a student is officially enrolled and upon receipt of the final grade, a student who feels his or her grade is incorrect may appeal the receipt of said grade through use of the following appeal mechanism.

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

The academic appeal process must be formally initiated within four (4) months after the grade was assigned or six (6) weeks after a student begins a new semester, whichever comes first. Otherwise, the grade awarded will be assumed to be correct and an appeal will not be granted.

**ACADEMIC REGULATIONS****RETENTION STANDARDS**

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

**ACADEMIC NOTICE**

Students attempting 30 or fewer credit hours and having a cumulative 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 academic progress difficulties. Academic notice does not lead to academic suspension.

**ACADEMIC PROBATION**

Any student whose cumulative GPA falls below the level designated below 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	Cumulative GPA Requirement
0 – 30 semester hours	1.7
31 + semester hours	2.0

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

Any student not maintaining satisfactory progress toward his or her academic objective as indicated above will be placed on probation for one (1) 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 cumulative GPA standard required above) in order to continue enrollment as a student at OSUIT. Students not meeting either of these criterion will be immediately placed on academic suspension and may not be reinstated until one (1) regular semester has elapsed.

**ACADEMIC SUSPENSION**

Any student who was on academic probation the previous semester and who fails to raise his or her GPA to the required cumulative level or to 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 his or her 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 Vice President of Academic Affairs.

### Academic Suspension Appeals Policy

Those students who are academically suspended from the institution will be ineligible to enroll for a minimum of one (1) regular semester. However, the human equation involved in such actions dictates that an appeals procedure be afforded suspended students. If students win such an appeal, they will be immediately eligible for readmission.

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

In order to initiate an appeal, the suspended student must complete an Academic Exception Appeal Request Form describing the extraordinary personal circumstances that contributed to his or her academic deficiencies. Such events must be highly unusual, such as the death of an immediate relative, a serious illness, severe financial distress, or personal crisis. The student must provide appropriate documentation of such circumstances and must provide evidence showing how these circumstances were a factor in his or her 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 be submitted to the Vice President of Academic Affairs prior to the beginning of the desired semester of entry. The Vice President of Academic Affairs will make an administrative ruling relative to the request.

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.

### Readmission of Suspended Students

Students who are academically suspended by OSUIT will not be allowed to re-enter OSUIT for at least one (1) regular semester except as noted above. Suspended students can be readmitted only one (1) time.

A student who is readmitted on probationary status must maintain a 2.0 GPA each semester attempted while on probation or raise his or her cumulative GPA to the designated level. Any student that fails to meet these requirements will be permanently academically suspended.

Should a reinstated student be suspended a second time from the institution, he or she cannot be readmitted to the institution until such time as he or she has demonstrated, by attending another institution, the ability to succeed academically by raising his or her cumulative GPA to the minimum retention standards.

### Reinstatement of Suspended Transfer Students

The intent of OSUIT is to provide opportunities for all individuals with 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 a cumulative GPA below 2.0 may be admitted to OSUIT on a probationary basis.

Such transfer students are placed on academic probation and must maintain a minimum semester GPA of 2.0 in regularly graded coursework (or meet the minimum cumulative GPA standard as listed under Academic Probation on page 17) in order to continue enrollment as a student at OSUIT. Students not meeting either of these criterion will be immediately placed on academic suspension and may not be reinstated until one (1) regular semester has elapsed.

Appropriate academic services, advisement, counseling and tutorial assistance will be available to support student success.

### ACADEMIC FORGIVENESS PROVISION

Circumstances may justify a student being able to recover from academic problems in ways that do not permanently jeopardize his or her academic standing. However, the student's academic transcript should be a full and accurate reflection of the student's academic history. Therefore, in situations which warrant academic forgiveness, the transcript will reflect all courses in which a student was enrolled and for which grades were earned. The academic forgiveness provisions reflected in such matters determine how the retention and graduation GPA is calculated.

Specifically, 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 cumulative GPA, which includes all attempted regularly graded coursework.

Academic forgiveness may be warranted for currently enrolled undergraduate students in three (3) specific circumstances:

#### 1. Course Repeat

A student may repeat courses and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the retention/graduation GPA.

A maximum of four (4) courses, not to exceed a total of 18 credit hours, may be repeated in which the original grade earned was a D or F. The original grade and replacement grade shall both be recorded on the transcript for the semester in which each grade was earned.

If a student repeats an individual course more than once, all grades earned (with the exception of the original grade) are used to calculate the retention/graduation GPA. Grades for any courses repeated after the first four (4) courses (or 18 credit hours) that the student repeats will be averaged with original grades.

#### 2. Academic Reprieve

Academic reprieve is a provision allowing a student who has experienced extraordinary circumstances to disregard up to two (2) semesters in the calculation of his or her retention/graduation GPA.

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

- At least three (3) years must have elapsed between the period in which the grades for which the student is requesting a reprieve were earned and the reprieve request.
- Prior to requesting the academic reprieve, the student must have earned at least 12 semester credit hours (not including zero [0]-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 (1) semester or term of enrollment or for two (2) consecutive semesters or terms of enrollment. If the reprieve is awarded, all grades and hours during the enrollment period are included. If the student's request is for two (2) consecutive semesters, the institution may choose to reprieve only one (1) semester.
- The student must petition for consideration of an academic reprieve according to institutional policy.
- All courses 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 academic reprieve.

#### 3. Academic Renewal

Academic renewal is a provision allowing a student who has not been academically successful previously and who has been out of higher education for a number of 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 academic renewal from OSUIT using the following guidelines.

- At least five (5) years must have elapsed between the last semester being renewed and the renewal request.
- Prior to requesting academic renewal, and after the elapsed five (5) 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 hours) excluding zero (0)-level, activity, or performance courses.
- The request will be for 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 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 academic reprieve (see previous) are not eligible for academic renewal.

## FINANCIAL AID & SCHOLARSHIPS

### Office of Financial Aid & Scholarships

Grady W. Clack Center  
918-293-4684  
1-800-722-4471, Ext. 4684  
[www.osuit.edu/sfs/](http://www.osuit.edu/sfs/)  
osuitfinancialaid@okstate.edu

### GENERAL POLICIES

Student financial aid awards depend upon two (2) major factors: financial need and the availability of funds. To determine need, an evaluation must be made of the financial circumstances of both the applicant and the applicant's family.

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 [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This should be done before the beginning of March for best results.

By completing the FASFA, 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 various financial aid programs and 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 (1) of the following criteria:
  - A US citizen or US national (This includes citizens of American Samoa, Swains Island and Northern Mariana Islands.)
  - A US permanent resident (Documentation of the Form I-151 or Form I-551 from the US Immigration and Naturalization Services may be requested to prove eligibility for financial assistance.)
  - 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 Grant (SEOG) and Federal Work-Study.)
  - 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 have a high school diploma or a GED certificate or provide proof of completion of a secondary school education in a home school setting.
- Applicant must have a social security number.
- 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 SEOG, 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.
- Applicant must register with the Selective Service. The requirement to register applies to males who were born on or after January 1, 1960, are at least 18 years of age, are citizens or eligible non-citizens, and are not currently on active duty in the armed services. (Citizens of the Federated States of Micronesia, the Marshall Islands, or Palau are exempt from registering.)
- 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 longer than a maximum of 150% of the credit hours required to complete that program. Should the maximum number of hours allowed for a degree be exceeded, the student will be suspended from financial aid. A student with extenuating circumstances may appeal to the Office of Financial Aid & Scholarships to obtain permission to exceed the maximum hours limit.

## FINANCIAL AID PROGRAMS AVAILABLE

### Federal Pell Grant

Federal Pell Grants are available to 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 aid from other federal and non-federal sources may be added. Federal Pell Grants do not have to be repaid, and students can receive Pell Grant funding for the equivalent of six (6) full-time years.

Additional information on Federal Pell Grants can be found on the US Department of Education's website at [www2.ed.gov/programs/fpg](http://www2.ed.gov/programs/fpg).

### 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 normally March 1st.

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

### Federal Iraq & Afghanistan Service Grant

A student who is not eligible for a Federal Pell Grant, but whose parent or guardian was a member of the US Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001, may receive this grant. Students apply by completing the FAFSA.

Additional information is available from the US Department of Education online at [studentaid.ed.gov/sa/types/grants-scholarships/iraq-afghanistan-service](http://studentaid.ed.gov/sa/types/grants-scholarships/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. Priority must be given to Federal Pell Grant recipients. Federal SEOG grants do not have to be repaid. Funds are limited.

Additional information on the FSEOG program can be found on the US Department of Education's website at [www2.ed.gov/programs/fseog/index](http://www2.ed.gov/programs/fseog/index).

### 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. Offices that are currently hiring work study students will place job postings on the OSUIT website at [go.osuit.edu/employees/workstudy](http://go.osuit.edu/employees/workstudy).

### Federal Direct Loans

Federal Direct Loans are low-interest loans made to students attending OSUIT at least half-time (enrolled in a minimum of six [6] credit hours per semester). These loans are made by the federal government.

Federal Direct Loans must be repaid beginning six (6) months after graduating, leaving school, or dropping below half-time (six [6] semester credit hours) status.

The Federal Subsidized Direct Loan is based on financial need. The loan amount will depend on financial need as determined by the University's financial aid office. Subsidized loans do not accrue interest while the student is attending school, but can only be received for 150% of the published time frame of the degree.

The Federal Unsubsidized Loan is a student loan that is 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 has the option to 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 (6) semester credit hours before loans will be disbursed.

Additional information can be found online at [www.direct.ed.gov](http://www.direct.ed.gov).

### Federal PLUS Loans

Federal PLUS Loans are for parents who want to borrow 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.

Parent PLUS loans are credit-based. For further information on Federal PLUS loans contact OSUIT's Financial Aid & Scholarships Office or visit the Federal Student Aid website at [www.direct.ed.gov/parent](http://www.direct.ed.gov/parent).

### 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, he or she will receive funding from Oklahoma's Promise 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. If you are ineligible to receive federal or state financial aid as defined by OSUIT's SAP policy, you 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 courses taken through their sophomore year and a minimum college GPA of 2.5 for courses taken during the junior year and thereafter.

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](http://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 be eligible 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 3.17.6, Undocumented Students.

The new legislation identifies two (2) 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 the pre-HB 1804 statute and pre-HB 1804 policy. (Students are "grandfathered" and remain eligible for resident tuition and state financial aid under the pre-HB 1804 law and pre-HB 1804 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

Various types of scholarships may be offered to graduating high school seniors, transfer and adult students interested in attending OSUIT, and to continuing OSUIT students. Several on- and off-campus organizations and individuals also offer scholarships to OSUIT students.

OSUIT Foundation scholarships are funded by individuals, agencies, and organizations who set the scholarship awarding requirements. A separate scholarship application is not required for these scholarships. Students who are enrolled full-time (i.e., 12 hours or more) and are meeting satisfactory academic progress, as well as any additional requirements set forth by the donor, will be considered for these scholarships. Students must be enrolled at least five (5) weeks prior to the start of the semester for scholarship consideration.

For further scholarship information, visit our scholarship website at [go.osuit.edu/student/financial\\_aid\\_scholarships/scholarships](http://go.osuit.edu/student/financial_aid_scholarships/scholarships).

### OTHER FINANCIAL ASSISTANCE

Veterans and students who are 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); and
- Maintain a cumulative Graduation/Retention GPA as listed below; and
- Successfully complete at least 75% of the total cumulative hours attempted as indicated below, including all courses attempted at any college or university.

<b>Total Hours Attempted from All Institutions</b>	1 -30 Credit Hours	31 or more Credit Hours
<b>Minimum Graduation/Retention GPA</b>	1.7	IT/ET 2.5
		All other programs 2.0
<b>Percentage of Total Cumulative Hours Attempted</b>	75%	75%

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 either fails to achieve the required cumulative graduation/retention GPA or to maintain a completion pace of at least 75% 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 meet specific minimum requirements at the end of the warning semester to continue to be eligible for financial aid.

#### **CONTINUED ELIGIBILITY WHILE ON WARNING**

To continue to receive aid after being placed on warning, a student must:

- Not exceed a maximum number of hours to complete the degree program (150% of the total credits required for degree completion); and
- Achieve the required cumulative graduation/retention GPA; and
- Successfully complete at least 75% of the total cumulative hours attempted at all institutions.

A student on warning has one (1) semester to reach the required standards indicated above. If these standards are not met the student will be placed on Financial Aid Suspension. Satisfactory academic progress is monitored at the end of each semester and students are responsible for knowing their eligibility status.

If a student has questions regarding her or his eligibility status, he or she 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 [www.osuit.edu/sfs/](http://www.osuit.edu/sfs/).

The appeal should address mitigating or extenuating circumstances that affected the student's academic performance (e.g., severe physical injury, mental trauma, etc.). The appeal should include information regarding why satisfactory academic progress has not been met and what has changed that will allow satisfactory academic progress to be met if the appeal is approved. A student is highly encouraged to include supporting documentation of any claims.

A student not eligible for financial aid for exceeding the maximum number of hours allowed for a degree completion should also have his or her academic advisor complete the Remaining Hours Required for Degree Completion Form if extenuating circumstances require the student to exceed the maximum hours limit. 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 is communicated to the student in writing.

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 23).

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

- Achieve the required Graduation/Retention GPA or the required Semester GPA; and
- Successfully complete 75% of the total cumulative hours attempted at all institutions attended.

These requirements may be met while either attending OSUIT for the semester 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 18) 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 (1) 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 a maximum of 150% of the credit hours required for completing that program. Should the maximum number of hours allowed for a degree be exceeded, a student with extenuating circumstances may appeal to the Office of Financial Aid & Scholarships to obtain permission to exceed the maximum hours limit.

Students are eligible to obtain two (2) degrees at the associate level and one (1) degree at the bachelor's level at OSUIT while maintaining financial aid eligibility. A student's financial aid eligibility will terminate after two (2) associate degrees and one (1) bachelor's degree have been earned.

#### **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.

#### **Financial Aid Eligibility for Students with a Previous Degree**

Students who have received an associate degree or higher from any institution may complete a Request to Receive Financial Aid with a Previous Degree Form to determine financial aid eligibility.

#### **Undeclared, Degree-Seeking Students**

To allow students to explore their options and still receive a degree within the maximum time frame of 150% of the credit hours required to obtain a degree, a student who transfers to OSUIT with less than 24 hours may enroll as an undeclared, degree-seeking student for financial aid purposes. The student must follow the guidelines for students with an undeclared program and choose a major by the second semester.

Students with more than 24 hours may submit an appeal to the Financial Aid & Scholarships Office to enter as an undeclared major for one (1) semester.

#### **IMPORTANT DATES**

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

## ATTENDANCE IN CLASS & FINANCIAL AID ELIGIBILITY

Financial aid is awarded based on enrollment status. Failure to attend course(s) could result in a recalculation and return of your financial aid.

## HOW WITHDRAWING (OFFICIALLY AND/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 he or she has attended the University. Until a student has passed the 60% point of the current semester, only a portion of the student's disburseable aid has been earned. The amount of earned aid 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. This could leave the student with an unpaid Bursar's balance.

A student who leaves school and does not notify the school of his or her withdrawal is considered to be "unofficially withdrawn." As OSUIT is required to take attendance, the withdrawal date will be calculated on the last day of class attendance, as applicable, or the last date of an academically related activity in which the student participated.

A payment owed but not paid by the student to the financial aid program may result in the inability to receive a transcript or to 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 their aid. If a student received less Federal Student Aid than the amount earned, the school must offer a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement. 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

## BURSAR

### Bursar's Office

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

### PAYMENT OF ACCOUNT

To maintain good financial standings with OSUIT and thereby continue to participate in its educational programs, services, and benefits, a student must meet all financial obligations incurred at the institution on or before the start of the semester. Therefore, students must select a payment option prior to the start of a given semester. Failure to do so will result in cancellation of a student's scheduled classes.

Monthly billings statements are sent via the student's OKEY email address. A one percent (1%) monthly service charge will be assessed to any unpaid balance beginning the 15th of the second month of each semester. Accounts must be paid in full 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 E. 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 [osuit.edu/web4students](http://osuit.edu/web4students).

Payments by check that are returned as insufficient will be charged back to the student's account. A \$20 insufficient check 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 full balance plus collection costs immediately due and payable by law, refuse subsequent registration for any classes, drop current classes, deny future enrollment in any payment plan, and withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs (up to 22% of the original debt) are paid 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 on Web4Students 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 your accounts in monthly payments each semester. Students will need to apply for this service each semester online at [osuit.edu/web4students](http://osuit.edu/web4students). Students must enroll in the payment plan program each semester.

A \$20 Payment Plan Fee will be assessed each semester for enrolling in the payment plan. Veterans with certified enrollment from Veterans

Services will have the \$20 Payment Plan Fee waived. Failure to pay an installment within 10 days of the due date may result in termination of the program and assessment of additional fees.

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.

**Third Party Sponsor/Scholarship** - Students can use third party method of payment under the conditions that the Bursar's Office can verify the payment source or that 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 proper credit to the student's account. This is the responsibility of the student, not the Bursar's Office nor the agency. If the agency does not pay the charges that were billed to them, the charges will be transferred back to the student. The student will then be responsible to pay the balance.

### SERVICES

Refund checks resulting from financial aid disbursements are mailed out every Wednesday. Work study paychecks are available at the Bursar's Office every other Friday. A valid OSUIT ID is required to pick up work study checks.

All students are encouraged to enroll in direct deposit. Students may enroll for work study direct deposit at the Human Resources Office located across from the Bursar's Office. Students may enroll for financial aid refund direct deposit online at [osuit.edu/web4students](http://osuit.edu/web4students).

### PARKING PERMITS

Each student and employee vehicle that is parked on campus is required to display a valid parking decal. These decals may be obtained at the Bursar's Office. Decals are valid from September to August. The first decal is issued at no charge. Replacement decals are \$15.

## COST OF TUITION & FEES

The required fees and tuition for OSUIT are established by OSRHE. 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 these items can be purchased through the institution. The costs will vary from program to program and are subject to change without notice.

Incidental and personal expenses for items such as clothing and entertainment will vary with the individual student.

### 2016-2017 TUITION & FEES

Residency Status	Total Tuition & Fees Per Semester Credit Hour
Oklahoma Resident	\$170.00
Non-Resident **	\$357.00

\*\* Non-resident tuition is calculated by adding the non-resident tuition fee of \$187.00 to the Oklahoma general enrollment tuition and fees of \$170.00. Non-resident fee waivers are applied only to the non-resident portion of a student's tuition charges.

### ADDITIONAL FEES (PER CREDIT HOUR)

Remedial Supplementary Fee	\$18.50
Prior Learning Assessment Evaluation Fee *	\$5.00
Late Enrollment Fee	\$10.00
Off-Campus (Online Course) Electronic Media Fee	\$25.00
Blended Course Electronic Media Fee	\$12.50
Select GRD, MMT, PHO & VIS Courses	\$25.00

\* Additional prior learning assessment fees may be assessed for material costs related to hands-on assessments on a course-by-course basis. Please contact the Prior Learning Assessment office at 918-293-3809 or [osuit\\_pla@okstate.edu](mailto:osuit_pla@okstate.edu) for further information.

Please note: Additional lab and materials fees may apply to specific programs and/or courses. Tuition and fees will vary based on program and are subject to change without notice.

All charges are due by the first day of class each semester. A finance charge of one percent (1%) per month will be assessed on delinquent accounts.

### TUITION/FEE REFUND POLICY

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

Total tuition and fees for a 15-week semester may be reduced by 100% if proper withdrawal is made during the first 10 business days. No reduction will be made after the 10th business day of a 15-week semester.

Tuition/fee refunds also may be made for individual courses dropped within the first 10 business days of the semester for 15-week semester courses.

Students who enroll in one (1) or more courses and do not attend/participate by the conclusion of the refund period for that course will be billed for the course. Students must drop within the first 10 business days of the semester in order 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 15-week courses. For courses of shorter duration, check

with the Admissions Office for a refund schedule. Students with courses scheduled to meet less than the full 15-week semester will have adjusted refund periods based on the beginning date and length of the individual course(s).

Information regarding tuition, fees, and room and board costs may be found online at: [go.osuit.edu/student/admissions/paying\\_for\\_college](http://go.osuit.edu/student/admissions/paying_for_college).

The Bursar's Office is open Monday through Friday, 8:30 a.m. to 4:30 p.m., and may be reached at 918-293-4681.

## GENERAL POLICIES

### STUDENT PRIVACY RIGHTS

As required by the Family Educational Rights and Privacy Act of 1974, OSUIT advises students of their privacy rights. OSUIT may disclose information to parents of students in three (3) ways:

1. By obtaining the student's written consent, if the student is independent.
2. By having the parents sign an affidavit establishing the student's dependency as defined by Internal Revenue Code of 1954. This form is available from the Registrar's Office.
3. By having the student grant proxy access rights to a parent, guardian, or other person by logging into [my.okstate.edu](http://my.okstate.edu) and selecting "Self-Service," and then selecting the "Proxy Access" tab.

Students of OSUIT have the right to:

- inspect and review 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 1st year, 2nd year, etc.
- status (full-time/part-time)
- most recent educational institution previously attended
- advisor
- participation in official organizations and activities
- parents' names and addresses (city, state and zip only)

### 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 is 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), to show respect for lawful authority, to represent themselves truthfully and accurately at all times, and to take responsibility for their actions and the actions of their guests. Students may be held accountable for violations of institutional, local, state, and federal laws on campus and for law violations that occur off campus that affect the campus community or the University's mission.

The purpose of the Student Rights and Responsibilities Governing Student Behavior document is to inform the student body of the standards of behavior expected of students in the OSUIT community, the processes in place for enforcing the rules, and the University's response to violations. The University makes this document available on the website at [www.osuit.edu/academics/forms/student\\_rights\\_responsibility.pdf](http://www.osuit.edu/academics/forms/student_rights_responsibility.pdf). Additionally, printed copies are available in the following offices: Academic Affairs, Residential Life, Student Conduct, and the Residential Life Office in each Residence Hall.

## ACADEMIC SERVICES

### ACADEMIC ADVISORS

Each student with a declared major is assigned an advisor who can help make decisions concerning course load and course selection. The advisor also helps with plans of study, career goals and transfer options and may sign enrollment, drop/add and withdrawal forms.

Students are urged to meet with their advisor each semester. Advisors are assigned by academic school deans. Students with undecided majors enroll through the Admissions Office.

### COUNSELING SERVICES

At times, students may experience emotional issues that interfere with their educational and personal goals. For students who need help

dealing 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 while 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 of time. Our time-limited 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. Sessions are confidential with a few exceptions, including court orders, health and safety emergencies, imminent threats of danger to oneself or to others, and cases of child or elder abuse.

Faculty and staff may refer students to Counseling Services by calling 918-293-4988. More information can be found on the counseling website at [go.osuit.edu/counseling](http://go.osuit.edu/counseling).

### SERVICE LEARNING

Service learning is a special form of community service designed to promote student learning and development. Optional service learning opportunities stimulate academic performance, increase students' understanding of the responsibilities of living in a democratic society, and encourage students to become involved in the social problems facing their communities. Whether students "learn to serve" or "serve to learn," the service learning component is a valuable tool for academic growth and success.

### 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.

Students are considered "otherwise qualified" and covered under current disability legislation if, with or without reasonable accommodations, they meet the same academic, professional, technical and behavioral standards as those without disabilities.

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 one (1) or more reasonable accommodations if he or she has a disability and is 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 which substantially limits one (1) 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 accommodation at OSUIT to identify themselves as an individual with a disability and to make a request for accommodation through the Director of Academic Accommodations. The Director will then meet with the student to discuss the requirements of the student's selected course(s) or degree program and appropriate accommodations.

Students 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 (3) years.

Once accommodations are approved, the Director will work with the student to develop an accommodation plan, which is a document certifying (but not specifically disclosing) the student's disability and the reasonable accommodations to be provided for each course.

It should be noted that students remain responsible for fulfilling all other University academic conduct requirements despite receiving accommodations, and students must visit with the Director to develop a new accommodation plan for each semester that they will need accommodations.

While there are many options for reasonably accommodating a student, OSUIT strives to preserve essential course and degree requirements and to maintain a safe learning environment for the benefit of all students. As such, reasonable accommodations are considered those that provide equal access to disabled students without:

- Making a substantial change to essential course or degree requirements,
- Posting a direct threat to the health or safety of others, or
- Posing an undue financial or administrative burden on the University.

It is the student's responsibility to inform each of their instructors that they have an accommodation letter on file. Accommodation letters are contained in a secure folder on the University's shared drive. The file only contains information on approved accommodations and is limited to instructor access. No confidential information is contained within the file.

Additional information related to academic and physical accommodations, including OSUIT's Academic Accommodation Policy and Academic Accommodation Handbook, can be found online at [go.osuit.edu/student/accommodations](http://go.osuit.edu/student/accommodations).

For further information, contact the Director of Academic Accommodations at 918-293-4855.

### LASSO CENTER

The Learning and Student Success Opportunity (LASSO) Center provides students special tutoring assistance for most OSUIT courses, ACCUPLACER and ACT test preparation, and test proctoring. The Office for Academic Accommodations (Student Disability Services) is also contained within the LASSO Center.

The LASSO Center is integral to the success of those students enrolled in college preparatory classes (developmental classes), and staff work closely with instructors and students to ensure student success. The LASSO Center also provides Summer Success Camps for entry-level assessment preparation in an effort to eliminate a student's need to enroll in college preparatory classes.

In conjunction with the college preparatory instructors, LASSO staff use a hands-on, applied approach to instruction and tutoring. Instruction includes hands-on materials, large and small group activities, and continuous discussion of topics and how they relate to the student's primary field of study. Every effort is made to present each skill using the three (3) learning styles: visual, auditory and kinesthetic.

### 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.

Reference service is provided both online and physically to assist students with locating information.

Interlibrary Loan is offered as a service by the Library to obtain materials not readily available on campus.

Other services available include 3D printing, the Tech To-Go Program, photocopying, faxing, scanning, lamination, wireless access, and a color printer.

### OKEY ACCOUNT INFORMATION

The OKEY system is the key to all of the various OSU online student services. It gives students the login information they need to access OSU's online systems, including email, the Online Classroom (OC), Web 4 Students, and the free Microsoft Software website. All of these services can be accessed through OSUIT's online myOKSTATE portal ([my.okstate.edu](http://my.okstate.edu)).

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



**STUDENT EMAIL**

All currently enrolled OSUIT students are given an OSU email address. Students select an email address when setting up their OKEY account. Email can then be accessed by logging in with the OKEY email address and password through myOKSTATE.

**STUDENT SELF-SERVICE**

The myOKSTATE Self-Service system allows students to access their grades, enroll for classes, view transcript information and 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 that allows currently enrolled OSUIT students to receive free software upgrades ranging from the latest version of Microsoft Office to the Windows operating system.

**DESIRE2LEARN (D2L) ONLINE CLASSROOM**

The Desire2Learn (D2L) Online Classroom is OSUIT's online learning management system. OSUIT's instructors use D2L to post assignments, conduct group discussions, administer tests and post grades.

To log in to D2L, students must first set up their OKEY accounts. Twenty-four hours later, they will be able to log in to D2L with their OKEY email address and password. Desire2Learn is accessible at [online.okstate.edu](http://online.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 online courses are designed to build strong, interactive learning communities, which support student learning.

OSUIT offers full degree programs as well as a large array of individual courses online. Online courses at OSUIT provide students with additional scheduling options to achieve their learning goals and are offered in three (3) formats: online, hybrid and blended.

- **Online** courses are conducted fully online with no on-campus participation required.
- **Hybrid** courses are conducted primarily online with a maximum of three (3) required on-campus visits.
- **Blended** courses meet one (1) or two (2) days a week on campus with the remainder of the coursework taking place online.

Students enrolled in any online or hybrid course will be assessed a \$25.00 per credit hour Electronic Media Fee. A \$12.50 per credit hour fee will be assessed to students enrolled in any blended course.

To learn more about online courses, including enrollment information, instructions for access

and a current list of courses, go to [go.osuit.edu/academics/online](http://go.osuit.edu/academics/online).

**COMPUTER LABORATORIES**

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

The Library has an open access computer lab for all students. Both PCs and Macs are available with a variety of software, including specific program-related applications. Hours of availability may vary by semester. Call 918-293-5384 or 918-293-5080 for more information.

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

**MILITARY & VETERAN SERVICES****Office of Military & Veteran Services**

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

**VETERAN SERVICES**

Our veterans had their mission: To protect our freedoms. And OSUIT has 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. This is accomplished in the shortest possible time span by evaluating his or her military training and experience for college credit and creating 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 our Veteran students to study, eat lunch, or visit with other veteran students.

The Student Veterans Association is a student organization on campus 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).

**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).

For more information please visit the Veteran Service page at [go.osuit.edu/military](http://go.osuit.edu/military).

**MILITARY SPOUSE CAREER ADVANCEMENT ACCOUNTS (MYCAA)**

The Military Spouse Career Advancement Accounts (MYCAA) program provides up to \$4,000 of financial assistance over a two (2) year period for military spouses who are pursuing degree programs, licenses, or credentials leading to employment in portable career fields. For more information, visit the Veterans Services page at [go.osuit.edu/military](http://go.osuit.edu/military).

**SERVICE MEMBERS OPPORTUNITY COLLEGES**

The Service Members Opportunity Colleges (SOC) is a consortium of over 1,900 institutions pledged to working with service members and veterans earning degrees while pursuing demanding, transient careers. As a member, OSUIT is committed to easing the transfer of relevant course credits, providing flexible academic residency requirements and crediting learning from appropriate military training and work experiences.

SOC is sponsored by 15 national higher education associations. The military service branches, the National Guard Bureau and the Office of the Secretary of Defense serve as cooperative agencies.

**STUDENT ORGANIZATIONS****CAMPUS ORGANIZATIONS**

Students are given opportunities to develop leadership skills through involvement with more than 20 student organizations available on campus. Membership to these clubs is open to all students. For a complete listing of OSUIT's clubs and organizations, go to: [go.osuit.edu/student/life/clubs](http://go.osuit.edu/student/life/clubs).

**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 around the world. Membership is based primarily upon academic achievement. Invitation to membership may be extended by OSUIT's President 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 a myriad of opportunities, such as \$35 million in transfer scholarships, intellectual enrichment, and personal development through programs based on Phi Theta Kappa's three (3) hallmarks of Scholarship, Leadership and Service.

**STUDENT SENATE**

The Student Senate is made up of representatives from each academic school, select residence hall groups, and commuter

students. Senate leadership consists of a president, vice-president, secretary and treasurer.

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

## 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 Surgeon General of the US has determined that tobacco use is the nation's leading preventable cause of premature death and disability, and as such, OSUIT made the decision 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).

## CAMPUS FACILITIES

### STUDENT UNION

Located in the center of campus, the Student Union houses OSUIT's Cafeteria, Bookstore, Post Office, Copy Center, and Campus Health Services.

In addition, the Student Union has three (3) lounges available for use. The PSO Lounge has an attached solarium and both 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 quiet and perfect for studying or quiet conversation.

### THE CAMPUS BOOKSTORE

The Campus Bookstore maintains a stock of OSU and OSUIT Spirit items, small gift items and clothing in addition to tools and 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 text books, supplies, and many other items online and have them delivered at home or pick them up from the OSUIT bookstore. The online bookstore is accessible at [www.osuit.edu/bookstore](http://www.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

No exchanges or refunds will be made without a receipt. Refunds on required textbooks will be given during the first two (2) weeks of a semester if the course is dropped by a student or cancelled by OSUIT, provided the book is in new condition and accompanied by cash register receipt and official proof of a class schedule change.

Any cash, check or credit card refunds will be credited to a student's bursar account and a check will be issued by OSUIT. 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. Account charges are accepted from the first Monday following the previous semester's graduation through the first two (2) weeks of the semester.

### Defective New Books

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

### Used Books Are Not Guaranteed

All sales on used books are final. No returns.

### Book Buy Back

Used books are only bought by the Campus Bookstore during the last three (3) class days of the semester. Books will only be bought if they are in good resalable condition and are needed for the following semester.

### Check Cashing

The Bookstore is unable to cash personal or payroll checks.

### Tools

Tool sales are final and nonreturnable. For more information, please contact the Campus Bookstore at 918-293-4952 or see our website at [go.osuit.edu/student/union/services/bookstore](http://go.osuit.edu/student/union/services/bookstore).

### 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 School of Culinary Arts offers gourmet dining as part of

their classroom experience in the State Room and Tech Room. A convenience store is also provided 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 [go.osuit.edu/student/union/dining](http://go.osuit.edu/student/union/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. In addition, 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.

The University Market Convenience Store hours are:

Monday – Friday:	7:00 a.m. – 10:00 p.m.
Saturday – Sunday:	2:30 p.m. – 10:00 p.m.

### STATE ROOM & TECH ROOM DINING

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

For reservations, call the message line at 918-293-5010, email [okm-dining@okstate.edu](mailto:okm-dining@okstate.edu), or place a reservation online at [go.osuit.edu/academics/culinary\\_arts/dining/reservations](http://go.osuit.edu/academics/culinary_arts/dining/reservations).

### CAMPUS HEALTH SERVICES

The OSUIT Infirmary, located in the Student Union, is open Monday through Friday when school is in session, from 11:30 a.m. until the doctor has seen all patients who are waiting.

Students may obtain medical advice from the college physician. Students who need hospitalization, x-rays or lab work are referred to the Muscogee (Creek) Nation Medical Center and must pay for the cost of the services received. The college physician and nurse practitioner can write a prescription to the pharmacy of the student's choice but the student is responsible for payment.

### Qualifications for Use of Campus Health Services

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

The following individuals are eligible to use Campus Health Services:

- Currently enrolled students carrying a minimum of 6 semester credit hours, their spouses and dependent minor children.

- Currently employed full-time OSUIT faculty and staff, their spouses and dependent minor children (dependent children are considered to be 18 years of age or younger living at home with their parents).

Campus Health Services understands the importance of wellness programs for the continuing health and productivity of our valued students and workforce and is committed to empowering its students, faculty and staff 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, faculty and staff 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 his or her immunizations he or she will need to be re-immunized. Medical, religious and moral exemptions are allowed by law, and such requests must be made in writing using the Certificate of Exemption Form.

This requirement shall not apply to students enrolling in courses delivered via the Internet or distance learning in which the student is not required 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 Academic Health Plans and underwritten by United Healthcare.
- The plan is administered by OSU Human Resources (405-744-6247).
- For more information on the student insurance plan please visit My AHP Care at [okstate.myahpcare.com](http://okstate.myahpcare.com).

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

#### Domestic Students

All undergraduate students taking nine (9) or more credit hours (three [3] hours in Summer).

#### International Students

All international students taking one (1) or more credit hours are required to have health insurance. All international students will be required to purchase the OSU Student Health Insurance Plan and the plan costs will be billed to the student's Bursar's account.

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

### COPY CENTER

The Copy Center, located in the Student Union, offers duplicating, collating and binding services to the campus. Black and white and color copiers are available for copy needs. The Copy Center has a wide selection of paper to choose from and can accommodate projects ranging from resumes and reports to formal presentations. All services must be paid for when orders are placed. For more information contact the Copy Center at 918-293-5036 or see the website at [go.osuit.edu/student/union/services/copy\\_center](http://go.osuit.edu/student/union/services/copy_center).

### 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 normal post office services are available except for cash on delivery (C.O.D.) and money orders. Post office boxes can be rented for a small charge per semester and the charge is based on box size. Box assignments and rental payments are made at the Campus Post Office.

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

Additional information can be found online at [go.osuit.edu/student/union/services/post\\_office](http://go.osuit.edu/student/union/services/post_office).

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

### STUDENT ID CARDS

Each new student is issued a photo identification card as part of the enrollment process. This card is used to establish the student's identity at OSUIT and authorizes access to certain campus facilities and services. The card should be carried by the student at all times for identification. There is no charge for the first card. A fee of \$15 is charged for replacement cards.

### RECREATION & ATHLETIC FACILITIES

Covelle Hall houses a gymnasium with a regulation size basketball court, a volleyball court, two (2) racquetball/handball courts, a weight room, an aerobic/cardio workout room, an auditorium, men's and women's locker rooms and a coed sauna.

Students with a current student ID and their spouse and/or children (under the age of 21) are eligible to use the facilities and to check out the equipment. Children under the age of 16 must be accompanied and supervised by a parent.

Outdoor facilities include a softball field, a flag football field, three (3) basketball courts, and the Recreational Trails System which includes a 1.5-mile exercise trail and a 1/4 mile observation garden trail.

### 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 [6] weeks to 13 years) in the campus Child Care Center.

The OSUIT Child Care Center is in compliance 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 available for up to one and a half (1 1/2) hours before and after classes.

Drop-in child care is offered, if space is available, on an occasional basis.

Additional information concerning the OSUIT Child Care Center can be obtained online at [go.osuit.edu/student/union/services/child\\_care\\_center](http://go.osuit.edu/student/union/services/child_care_center) 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 a variety of locations on the OSUIT campus. In addition, Campus Vending and Laundry Service also operates and oversees 40 card- and coin-operated laundry machines on campus.

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 that was lost.

If you have any questions concerning OSUIT Vending Services or need to report a problem with a vending or laundry machine, 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 personnel of the University for academic, administrative and general operational purposes.

In accordance with University policy, Guest House space may be available for use by/for:

- Professional candidates interviewing for employment with OSUIT;

- OSUIT Alumni who have been invited by the University to campus to participate in a special event or activity;
- Guests of OSUIT who have been invited by the University to campus to participate in a special event or activity; and
- Select university personnel in need of remaining on campus during inclement weather or during other campus emergency situations.

Alumni, guests, clients and select University personnel will be allowed to use the Campus Guest House based upon availability and prior approval. Use of the Campus Guest House 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 important 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 hours are required to live in the dorms unless one of the following apply to you:

- Where you graduated high school is less than 50 drivable miles from the OSU Institute of Technology campus, or
- You are 21 or older at the time of application to the University, or
- You are married, or
- You have a child, or
- You have already lived on the OSUIT campus two (2) semesters, or
- You are enrolled in 12 or more hours of on-line classes.

If you are receiving the out-of-state tuition waiver you are required to live on campus while receiving the waiver. Exceptions to live off campus your first year 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. To reserve a room in housing students must make a deposit of \$150 (\$500 for family apartments). Each housing contract is for two (2) semesters. If campus housing is not available, permission may be granted 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.

All of the on-campus housing facilities are complete with free Internet access, cable access, and local phone service. Students living on campus choose one (1) of four (4) on-campus meal plans, depending on individual needs. Students select 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. For complete information concerning living in housing, to request a contract, or to arrange a tour, contact the Residential Life Office at 918-293-4939, 918-293-4912 or via email at <mailto:steven.w.hudson@okstate.edu>.

### STUDENT LIFE

The Student Life department plans, promotes and implements quality programs and activities that serve student's interests. The department provides a wide range of social, recreational, cultural and civic activities to students at no cost. Student Life also works closely with student organizations and serves as advisor to these organizations by providing information concerning their constitution and by-laws, membership and issues concerning University policy.

Students may request an official OSUIT Activities Transcript through the Student Life office during their last semester of enrollment. The Activities Transcript is an official record of the out-of-class, extracurricular activities and accomplishments of students.

### PETS

For reasons of health and safety, pets are not permitted on the OSUIT campus, in residence halls or 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, bicycles and motorcycles may not be stored in hallways, lounges, stairwells or doorways.

## REGENTS' RESOLUTION ON DISRUPTIVE CONDUCT

Be it resolved by the Board of Regents of the Oklahoma Agricultural & Mechanical Colleges that this statement, known as the "Emergency Disciplinary Procedure in Cases of Disruption to the University's Educational Process," contains the following provisions be enacted.

### 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 OSU Student Disciplinary Regulations.

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 Handbook of the University and in the Institutional Catalog. The Student Handbook may be accessed at [www.osuit.edu/academics/forms/student\\_rights\\_responsibility.pdf](http://www.osuit.edu/academics/forms/student_rights_responsibility.pdf).

## TRAFFIC & PARKING VIOLATIONS

A \$25 fine is charged for each traffic or parking violation. This includes but is not limited to the following:

- Parking without a permit. Parking permits are available online through the Bursar's Office website ([go.osuit.edu/bursar](http://go.osuit.edu/bursar)).
- Parking in restricted or prohibited areas.
- Failure to park in a marked parking area. All parking areas are marked with white or yellow stripes. If not marked as a space, it is not a legal parking space.
- Failure to stop for stop sign or pedestrian in crosswalk.
- Exceeding speed limit.
- Careless driving.
- Repairing vehicle or changing oil.
- Any other traffic and parking violations. (Campus Police are authorized to issue county citations as well for traffic violations.)

A \$50 fine is assessed for parking in handicapped zones; however, drivers could be charged as much as the mandated state law fine of \$500.

## OPERATING VEHICLES ON CAMPUS

The following regulations are applicable to all students and employees operating vehicles on campus:

- All vehicles used by students and employees must have a current OSUIT parking permit.
- Parking permits are available online through the Bursar's Office website and will be mailed to the address provided on your application.
- Campus parking permits are to be visible at all times.

- The fixed permit must be mounted on the front windshield or back glass and must be readable through tinted glass.
- Parking permits may not be transferred between vehicles.
- Washing vehicles on campus is prohibited.
- Abandoning and/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.
- Speed limit on campus streets is 20 miles per hour unless otherwise posted.
- Parking lot speed limit is 10 miles per hour.
- Double parking is prohibited.
- Parking in spaces reserved for visitors is prohibited.
- Parking in spaces reserved for persons with disabilities requires an appropriate permit.
- Motorists must stop for pedestrians in crosswalks.
- 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 any other personal transportation device, excluding documented ambulatory aids as prescribed by a medical doctor, are prohibited on all campus sidewalks.
- Parking and/or driving on the lawn, curbs, or sidewalks is prohibited.
- Parking in service vehicle parking spaces is prohibited.
- All parking spaces are marked with white or yellow lines. If not marked as a space, it is not a legal parking space.
- Students and employees are required to comply with all other state traffic laws.
- Wheel locks will be applied to vehicles which have been ticketed for repeated parking violations and/or failure to display a parking permit. Damage to wheel locks will be charged to the student's account.
- Parking vehicles against the normal flow of traffic is prohibited.

Any individual who violates any of the above regulations will be fined accordingly.

## CAMPUS POLICE

**Office of Public Safety**  
 OSUIT Police Department  
 918-293-5000  
 1-800-722-4471, Ext. 5000  
[go.osuit.edu/safety](http://go.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 in 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 on public property adjacent to the campus.

OSUIT provides residential dormitories and facilities for on campus student housing. 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 Okmulgee police department as well as the Okmulgee County Sheriff's office.

The full annual report is available online at [go.osuit.edu/safety/annual\\_security\\_report](http://go.osuit.edu/safety/annual_security_report).

### 2013-2015 CAMPUS CRIME STATISTICS

Offense	2013	2014	2015
Homicide	0	0	0
Manslaughter	0	0	0
Sex Offenses (Forcible)	1	1	0
Sex Offenses (Non-Forcible)	0	0	0
Robbery	0	0	0
Simple Assault	1	1	1
Aggravated Assault	1	1	0
Burglary	0	0	0
Larceny	9	12	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Stalking	1	0	1
Domestic Assault & Battery	0	2	2
Date Rape	0	0	0

Totals			
<b>Criminal Incidents</b>	<b>67</b>	<b>52</b>	<b>27</b>
<b>Non-Criminal Incidents</b>	<b>95</b>	<b>67</b>	<b>62</b>
<b>Total Reports</b>	<b>162</b>	<b>119</b>	<b>89</b>
Arrests	2013	2014	2015
Alcohol	7	13	1
Drugs	4	2	1
Weapons	3	0	0
Traffic	2	0	0
All Others	2	1	2
<b>Total Arrests</b>	<b>18</b>	<b>16</b>	<b>4</b>

Disciplinary Referrals	2013	2014	2015
Alcohol	31	20	28
Drugs	8	0	3
Weapons	4	2	1
<b>Total Disciplinary Referrals</b>	<b>43</b>	<b>22</b>	<b>32</b>

Disciplinary referrals for incidents involving alcohol and weapons that do not include an arrest indicate the circumstances did not actually 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 number of total reports includes reports other than those listed. They include reports of other crimes and non-criminal incidents.

## OSUIT AT THE MIDAMERICA INDUSTRIAL PARK

### OSUIT-MAIP

MidAmerica Industrial Park  
4059 Redden Street  
Pryor, OK 74361  
918-825-4678  
[maip.osuit.edu](http://maip.osuit.edu)

### BACKGROUND

OSUIT developed a unique partnership with the MidAmerica Industrial Park (MAIP) in Pryor, Oklahoma, in 1998 and has been offering a multitude of services and programs since that time.

The 9,000-acre MAIP is one of the largest rural industrial parks in the country and is home to over 75 manufacturing and processing companies. The park is operated and administered by the Oklahoma Ordinance Works Authority, who extended an invitation to OSUIT to offer coursework on-site and has supported the University's endeavors at the park by constructing a 25,000 square foot facility for the OSUIT Advanced Training Center at MAIP (OSUIT-MAIP).

This center offers Associate in Applied Science degrees in Engineering Technologies, as well as

training certificate programs in subject areas that cater to the prevailing technical skills required by the companies within the park and surrounding communities.

OSUIT-MAIP is the perfect place for the local student who is looking to increase skill sets and earning potential. The University maintains close relationships with the employers within the park and is the go-to place when searching for high skilled technical employees.

For additional information contact the OSUIT-MAIP offices at 918-825-4678 or visit [maip.osuit.edu](http://maip.osuit.edu).

### PROGRAMS OFFERED AT OSUIT-MAIP

#### Associate in Applied Science Degrees

- Engineering Technologies (AAS)
  - Electromechanical Technologies Option
- Manufacturing Technologies (AAS)

#### OSUIT-MAIP Certificates

- Certified Production Technician
- Industrial Maintenance Technology
- Machining Technologies

#### Youth Programming

- Introduction to Engineering & Technology

# 2016-2017 Programs of Study



## SCHOOL OF ARTS & SCIENCES

General Studies  
 (Degree Seeking: Undeclared Majors)  
 Allied Health Sciences (AS)  
 Business (AS)  
 Enterprise Development (AS)  
   Business Administration Option  
   General Studies Option  
 Pre-Education (AS)  
 Pre-Professional Studies (AS)

## SCHOOL OF AUTOMOTIVE TECHNOLOGIES

Automotive Collision Repair Technology (AAS)  
 Automotive Service Technologies (AAS)  
   Chrysler MOPAR CAP  
   Ford ASSET  
   General Motors ASEP  
   Pro-Tech  
   Toyota T-TEN

## SCHOOL OF CONSTRUCTION TECHNOLOGIES

Air Conditioning & Refrigeration Technology (AAS)  
 Construction Technology (AAS)  
   Construction Management Option  
   Electrical Construction Option  
 High Voltage Lineman (AAS)

## SCHOOL OF CULINARY ARTS

Culinary Arts (AAS)

## SCHOOL OF DIESEL & HEAVY EQUIPMENT

Diesel & Heavy Equipment (AAS)  
   Aggreko SelecTech  
   CAT® Dealer Prep  
   Komatsu ACT  
   Truck Technician  
   Western Equipment Dealers Association  
   (WEDA) Technician

## SCHOOL OF ENERGY TECHNOLOGIES

Natural Gas Compression (AAS)  
 Pipeline Integrity Technology (AAS)  
 Power Plant Technology (AAS)

## SCHOOL OF ENGINEERING TECHNOLOGIES

Civil Engineering/Surveying Technologies (AAS)  
 Engineering Graphics & Design Drafting Technologies (AAS)  
 Engineering Technologies (AAS)  
   Electrical/Electronics Technologies Option  
   Electromechanical Technologies Option  
   Instrumentation Technology Option  
 Manufacturing Technologies (AAS)  
 Watchmaking & Microtechnology (AAS)  
 Civil Engineering Technology (BT)  
 Instrumentation Engineering Technology (BT)

## SCHOOL OF INFORMATION TECHNOLOGIES

Information Technologies (AAS)  
 Information Technologies (AS)  
 Information Technologies (BT)  
   Cybersecurity & Digital Forensics Option  
   IT Enterprise Management Option  
   Network Infrastructure Option  
   Software Development Option

## SCHOOL OF NURSING & HEALTH SCIENCES

Nursing (AAS)  
 Orthotic & Prosthetic Technologies (AAS)

## SCHOOL OF VISUAL COMMUNICATIONS

3D Modeling & Animation (AAS)  
 Graphic Design Technology (AAS)  
 Photography Technology (AAS)

## AVAILABILITY

All programs listed here are planned for the 2016-2017 academic year. Although every effort is made to present accurate offerings, a listing in this catalog is not a guarantee of availability. Degree requirements may be revised from time to time, and 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.

## THE CORNERSTONE TO CAPSTONE EXPERIENCE

OSUIT is committed to the success of its students academically and professionally. For this reason the campus has instituted a unique, full-spectrum process called the "Cornerstone to Capstone Experience," designed to enable students to see the "light at the end of the tunnel" from their very first semester.

This approach encourages students to explore career options, to integrate technology into learning and to synthesize theory and practice.

## COLLEGE CORNERSTONE

The first step in this process is the College Cornerstone course. In this course students learn to use the leading edge technology available on campus to become savvy, self-motivated learners and to assess their strengths as learners and technical high performers.

With the guidance of Cornerstone facilitators and their technical advisors, students evaluate where they are, where employers expect them to be upon graduation, and how they can begin the journey to reaching their goal.

### CAREER CORNERSTONE

Like College Cornerstone, Career Cornerstone continues building on students' awareness and strengths, emphasizing current trends and expected competencies in their field of study. Students become familiar with real-world expectations as they build competencies in communications, teamwork and career options.

OSUIT's close alliance with industry leaders through the advisory board process informs students of the expectations of today's and tomorrow's employers.

### INTERNSHIPS

Employer-based internship experiences at OSUIT formally integrate academic study with authentic work experience. Internships are sponsored by a large number of Oklahoma employers as well as by employers throughout the region.

During the internship period, the student is in contact with an OSUIT faculty member. In addition, the employer provides the student with a mentor who will be available for advice and support throughout the internship experience.

Students earn college credit during the internship period and most student interns are paid. Internship sites are pre-approved by OSUIT to assure a quality educational experience. The number and structure of those internships varies with each program of study. Students must contact the appropriate school office for details on program-specific internships.

### CAPSTONE

The Capstone Experience is the culmination of student success at OSUIT, where students apply the knowledge from their internships, classes, labs and life experiences to real-world problems and concerns. Students work in teams on projects designed to integrate all they have learned and who they have become during their education.

Through the Cornerstone to Capstone Experience, OSUIT students build layer upon layer of knowledge, skill and technology awareness. They become the self-directed and self-motivated learners and workers that employers hire and keep.





# School of Arts & Sciences

## GENERAL EDUCATION COURSE OFFERINGS

Each technical program of study at OSU Institute of Technology requires General Education courses. These courses include English, math, science, history and social and behavioral sciences. Students who are undecided about which program of study can take General Education courses first and select a major later. The institution offers day, evening, weekend, and online courses to allow students flexibility in planning for their educational needs.

Arts & Sciences offers a full 15-week summer semester, half-semester, and 8-week courses during the months of June and July. These courses are especially appealing to high school students completing their junior year, recent high school graduates, college students that are home for the summer, and anyone who has mornings and/or afternoons free.

OSUIT General Education courses often transfer to all state colleges. For verification of transferability, reference the OSRHE Transfer matrix at [www.okhighered.org/transfer-students/course-transfer.shtml](http://www.okhighered.org/transfer-students/course-transfer.shtml).

*For more detailed information, please contact Arts & Sciences at 918-293-4768 or visit [go.osuit.edu/academics/arts\\_sciences](http://go.osuit.edu/academics/arts_sciences).*

## AMERICAN HISTORY & GOVERNMENT

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

## COMPUTER LITERACY

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

## ENGLISH & LANGUAGE ARTS

ENGL	0143	English Fundamentals
ENGL	1033	Technical Writing I
ENGL	1113	Freshman Composition I*
ENGL	1213	Freshman Composition II*
ENGL	2033	Technical Writing II
ENGL	2113	Creative Writing
ENGL	2413	Introduction to Literature
ENGL	2773	Survey of American Literature I
ENGL	2883	Survey of American Literature II
ENGL	3323	Technical Writing III
READ	0143	Reading Fundamentals
SPCH	1113	Introduction to Speech Communications *
SPCH	2313	Small Group Communications

\* Recommended for transfer students

## FOREIGN LANGUAGE

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

## GENERAL BUSINESS

BADM	1113	Introduction to Business
ECON	2103	Microeconomics
ECON	2203	Macroeconomics

## HEALTH & PHYSICAL EDUCATION

HHP	1113	Personal Health
NSCI	1113	Introduction to Nutrition

## HUMANITIES

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
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	1013	Ethics of Leadership
PHIL	1213	Ethics

## MATHEMATICS

MATH	0143	Math Fundamentals
MATH	0153	Algebra Fundamentals
MATH	0163	Intermediate Algebra
MATH	1493	Math for Critical Thinking
MATH	1513	College Algebra
MATH	1613	Trigonometry
MATH	2003	Business Mathematics
MATH	2144	Calculus I
MATH	2153	Calculus II
MATH	2713	Elementary Calculus
MATH	3103	Discrete Mathematics
STAT	2013	Elementary Statistics
STAT	2023	Elementary Statistics for Business and Economics

## ORIENTATION

ORIE	1011	College Strategies
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## SCIENCE

### Life Sciences

BIOL	1014	General Biology (Non-Majors)
BIOL	1114	General Biology
BIOL	1404	General Botany
BIOL	1604	Zoology
BIOL	2104	Human Anatomy
BIOL	2114	Human Physiology
BIOL	2124	General Microbiology

### Physical Sciences

CHEM	1314	General Chemistry I
CHEM	1515	General Chemistry II
GEOL	1014	Earth Science
PHYS	0123	Science
PHYS	1114	General Physics I
PHYS	1204	General Physical Science
PHYS	1214	General Physics II

## SOCIAL & BEHAVIORAL SCIENCES

GEOG	2243	Fundamentals of Geography
HIST	1613	Western Civilization to 1500
HIST	1623	Western Civilization after 1500
HIST	2323	Oklahoma History
PSYC	1113	Introductory Psychology
PSYC	2313	Psychology of Personal Adjustment
PSYC	2583	Developmental Psychology
SOC	1113	Introductory Sociology

## GENERAL EDUCATION CORE REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREES

1. **English & Language Arts (6 hours)**  
ENGL 1113 and ENGL 1213
2. **American History & Government (6 hours)**  
HIST 1483 or HIST 1493  
POLS 1113
3. **Science (6 hours)**  
One course must be a laboratory science
4. **Humanities (6 hours)**  
Chosen from non-performance courses defined as Humanities by the institution granting the associate degree.
5. **Mathematics (3 hours)**
6. At least one (1) course from the following areas (3 hours)
  - Psychology
  - Social & Behavioral Sciences
  - Foreign Languages
  - Fine Arts (Art, Music, Drama)
7. Additional liberal arts and sciences courses as needed to meet the minimum total of 60 credit hours required to complete an Associate in Science transfer degree.

Courses used to fulfill general education requirements are identified by code letters that appear preceding the course title listed in the back of the catalog. The code letters designate the general education category for which the course may be used.

- **Analytical and Quantitative Thought (A)**  
The study of systems of logic and the mathematical sciences.
- **Humanities (H)**  
These courses concentrate on the ideas, beliefs, arts and literatures that bring cultures to life.
- **Natural Sciences (N)**  
A systematic study of natural processes and the mechanisms and consequences of human intervention in those processes.
- **Social & Behavioral Sciences (S)**  
Human behavior in relation to the social and physical environment.
- **Diversity (D)**  
These courses emphasize socially constructed groups in the US.
- **International Dimension (I)**  
These courses emphasize contemporary cultures outside the US.
- **Scientific Investigation (L)**  
Laboratory experience aimed at interpreting scientific hypotheses.

Some degree plans require specific general education courses. 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 substitution by this course by submitting a Substitution Form, along with a course syllabus or course description, to the Dean of Arts & Sciences. A copy of this request should also be sent to the Registrar's Office.



## ALLIED HEALTH SCIENCES

### ASSOCIATE IN SCIENCE (61 CREDIT HOURS)

The Allied Health Sciences AS degree program was developed in response to statistics showing that allied health professionals and technicians are in high demand in Oklahoma, especially rural Oklahoma, and across the nation. In fact, in 2012 Oklahoma experienced a shortage of more than 11,000 health care personnel in selected professions.

The term "Allied Health" is used to identify a cluster of health professions encompassing as many as 200 health careers. There are 5 million allied health care providers in the US who work in more than 80 different professions and represent approximately 60% of all health care providers – but this is just a drop in the bucket in terms of how many allied health care workers are needed to meet current and future healthcare needs in America.

The field of healthcare is rapidly growing and constantly in need of skilled healthcare professionals. For those considering a career in healthcare, this degree is designed to expose students to a broad education in general studies combined with an emphasis on life science subjects such as anatomy and physiology, chemistry, and nutrition. According to Yahoo's Education page, "graduates with recession-proof degrees in health care find great success."

OSUIT's AS degree in Allied Health Sciences is the perfect launch for any individual wishing to pursue a bachelor's degree in any health care field, as this degree provides a seamless foundation.

**Students must complete all program requirement courses with a C or better and maintain a 2.50 overall GPA.**

*For more detailed information, please contact Arts & Sciences at 918-293-5370 or visit [go.osuit.edu/academics/arts\\_sciences](http://go.osuit.edu/academics/arts_sciences).*

### PROGRAM REQUIREMENTS: 25 CREDIT HOURS

The Associate in Science in Allied Health Sciences is a transfer degree. Choose one (1) of the following concentrations or provide your advisor with a degree plan from the senior institution to which you wish to transfer.

Deviations must be approved by the Faculty Advisor or Dean.

#### PRE-NUTRITIONAL SCIENCES (25 CREDIT HOURS)

CHEM 1515 General Chemistry II  
BIOL 2114 Human Physiology  
BIOL 2124 General Microbiology  
NSCI 1113 Introduction to Nutrition  
NURS 2303 Medical Terminology  
PSYC 1113 Introductory Psychology  
SOC 1113 Introductory Sociology

#### PRE-NUCLEAR MEDICINE, RADIATION THERAPY, RADIOGRAPHY & SONOGRAPHY (25 CREDIT HOURS)

BIOL 2104 Human Anatomy  
BIOL 2114 Human Physiology  
ENGL 1033 Technical Writing I  
NURS 2303 Medical Terminology  
PHYS 1114 General Physics I  
PSYC 1113 Introductory Psychology  
SOC 1113 Introductory Sociology  
Elective Course (1 Credit Hour)

#### PRE-PHYSICAL & OCCUPATIONAL THERAPY (25 CREDIT HOURS)

BIOL 2104 Human Anatomy  
BIOL 2114 Human Physiology  
PHYS 1114 General Physics I  
PHYS 1214 General Physics II  
PSYC 1113 Introductory Psychology  
PSYC 2583 Developmental Psychology  
STAT 2013 Elementary Statistics

#### PRE-COMMUNICATION SCIENCES & DISORDERS (25 CREDIT HOURS)

BIOL 2104 Human Anatomy  
BIOL 2114 Human Physiology  
BIOL 2124 General Microbiology  
NURS 2303 Medical Terminology  
PHYS 1114 General Physics I  
PSYC 1113 Introductory Psychology  
SOC 1113 Introductory Sociology

### GENERAL EDUCATION REQUIREMENTS: 36 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

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS 1013 Computer Literacy & Applications

#### ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)

ENGL 1113 Freshman Composition I  
ENGL 1213 Freshman Composition II

#### HUMANITIES (6 CREDIT HOURS)

*Select two (2) courses from courses designated with an "H", "I", or "D".*

HUM 2243 Native Peoples of North America \*  
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  
HUM 1113 Music Appreciation  
HUM 2453 Introduction to Film  
HUM 2563 Comparative Cultures  
HUM 2663 Study/Travel/Work across Cultures & Borders  
PHIL 1213 Ethics

#### MATHEMATICS (3 CREDIT HOURS)

MATH 1513 College Algebra

#### ORIENTATION (1 CREDIT HOUR)

ORIE 1011 College Strategies

#### SCIENCE (8 CREDIT HOURS)

*Must select one (1) course from each area.*

##### Life Sciences (4 Credit Hours)

BIOL 1114 General Biology  
BIOL 1604 Zoology

##### Physical Sciences (4 Credit Hours)

CHEM 1314 General Chemistry I

#### APPROVED ELECTIVES (3 CREDIT HOURS)

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

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

This degree option allows students to earn the first two (2) years of a bachelor's degree in business at OSU Institute of Technology with assurances that all courses will transfer to another Oklahoma college offering a bachelor's degree in business.

The strength of this associate degree is that it saves the student considerable time, travel and money by allowing the student to remain closer to home for the first two (2) years of study.

OSUIT's Business degree program has been carefully coordinated with other colleges to make the transfer of the 60 semester credit hours earned at this campus a simple and seamless process.

Whether one's goal is to explore careers in accounting, sales, marketing or finance, the solid core of business courses offered by OSUIT is a great first step.

**For more detailed information, please contact Arts & Sciences at 918-293-4768 or visit [go.osuit.edu/academics/arts\\_sciences](http://go.osuit.edu/academics/arts_sciences).**

\* This program is available 100% online.

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

ACCT 2103 Financial Accounting  
ACCT 2203 Managerial Accounting

**ECONOMICS  
(6 CREDIT HOURS)**

ECON 2103 Microeconomics  
ECON 2203 Macroeconomics

**STATISTICS  
(3 CREDIT HOURS)**

STAT 2013 Elementary Statistics

**PROGRAM ELECTIVES:  
3 CREDIT HOURS**

*Business Program Electives require School Dean's approval if not included on this list.*

BADM 2063 Business Law I  
BADM 2373 Business Communications  
MATH 2144 Calculus I  
MGMT 2313 Principles of Management  
MGMT 2603 Human Resources Management  
MGMT 2913 Leadership and Organizational Behavior

**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

**COMPUTER LITERACY  
(3 CREDIT HOURS)**

CS 2103 Computer Concepts & Applications for Business

**ENGLISH & LANGUAGE ARTS  
(9 CREDIT HOURS)**

ENGL 1113 Freshman Composition I  
ENGL 1213 Freshman Composition II  
SPCH 1113 Introduction to Speech Communications

**HEALTH & PHYSICAL EDUCATION  
(3 CREDIT HOURS)**

HHP 1113 Personal Health or  
NSCI 1113 Introduction to Nutrition

**HUMANITIES  
(6 CREDIT HOURS)**

*Select two (2) courses from courses designated with an "H", "I", or "D".*

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  
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 one (1) course from courses designated with an "A."*

MATH 1513 College Algebra  
MATH 1613 Trigonometry  
MATH 2713 Elementary Calculus

**ORIENTATION  
(1 CREDIT HOUR)**

ORIE 1011 College Strategies

**SCIENCE  
(8-9 CREDIT HOURS)**

*One (1) course selected must be a lab course.*

**Life Sciences (4 Credit Hours)**

BIOL 1014 General Biology (Non-Majors)  
BIOL 1114 General Biology  
BIOL 1404 General Botany  
BIOL 1604 Zoology  
BIOL 2104 Human Anatomy  
BIOL 2114 Human Physiology  
BIOL 2124 General Microbiology

**Physical Sciences (4-5 Credit Hours)**

CHEM 1314 General Chemistry I  
CHEM 1515 General Chemistry II  
GEOL 1014 Earth Science  
PHYS 1114 General Physics I  
PHYS 1204 General Physical Science

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

PSYC 1113 Introductory Psychology or  
SOC 1113 Introductory Sociology

## 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 degree in Enterprise Development with a concentration in business administration or general studies.

The program is designed for working adults or those who are time- or place-bound and unable to pursue education through traditional means. The curriculum is approved by OSRHE and OSUIT accepts transfer credits from any of the 14 two-year institutions in Oklahoma.

This degree can transfer seamlessly into a bachelor's degree!

Minimum requirements:

- 18 hours of earned college credit
- 2.0 cumulative college GPA
- Developmental work completed

Program features:

- Personalized schedules and courses of study that meet career goals
- Flexible enrollment periods year-round

*If you have any questions about the Enterprise Development Adult Degree Completion Program, contact the Reach Higher Advisor directly at 918-293-4768 or visit [go.osuit.edu/academics/arts\\_sciences](http://go.osuit.edu/academics/arts_sciences).*

### 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

#### ECONOMICS (6 CREDIT HOURS)

ECON 2103 Microeconomics  
ECON 2203 Macroeconomics

#### MARKETING (3 CREDIT HOURS)

BADM 2153 Marketing Principles

#### STATISTICS (3 CREDIT HOURS)

STAT 2023 Elementary Statistics for Business and Economics

### 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

#### ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)

ENGL 1113 Freshman Composition I  
ENGL 1213 Freshman Composition II  
SPCH 1113 Introduction to Speech Communications

#### HUMANITIES (6 CREDIT HOURS)

*Select two (2) courses from courses designated with an "H", "I", or "D".*

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  
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 one (1) course from courses designated with an "A."*

MATH 1493 Math for Critical Thinking  
MATH 1513 College Algebra

#### SCIENCE (8 CREDIT HOURS)

*Must select one (1) course from each area.)*

##### Life Sciences (4 Credit Hours)

BIOL 1014 General Biology (Non-Majors)  
BIOL 1114 General Biology  
BIOL 1404 General Botany  
BIOL 1604 Zoology  
BIOL 2104 Human Anatomy  
BIOL 2114 Human Physiology  
BIOL 2124 General Microbiology

##### Physical Sciences (4-5 Credit Hours)

CHEM 1314 General Chemistry I  
CHEM 1515 General Chemistry II  
GEOL 1014 Earth Science  
PHYS 1114 General Physics I  
PHYS 1204 General Physical Science

#### 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  
SOC 1113 Introductory Sociology  
SPAN 1115 Elementary Spanish I  
SPAN 1215 Elementary Spanish II

*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 degree in Enterprise Development with a concentration in business administration or general studies.

The program is designed for working adults or those who are time- or place-bound and unable to pursue education through traditional means. The curriculum is approved by OSRHE and OSUIT accepts transfer credits from any of the 14 two-year institutions in Oklahoma.

This degree can transfer seamlessly into a bachelor's degree!

Minimum requirements:

- 18 hours of earned college credit
- 2.0 cumulative college GPA
- Developmental work completed

Program features:

- Personalized schedules and courses of study that meet career goals
- Flexible enrollment periods year-round

***If you have any questions about the Enterprise Development Adult Degree Completion Program, contact the Reach Higher Advisor directly at 918-293-4768 or visit [go.osuit.edu/academics/arts\\_sciences](http://go.osuit.edu/academics/arts_sciences).***

### 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

#### ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)

ENGL 1113 Freshman Composition I  
ENGL 1213 Freshman Composition II  
SPCH 1113 Introduction to Speech Communications

#### HUMANITIES (6 CREDIT HOURS)

*Select two (2) courses from courses designated with an "H", "I", or "D".*

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  
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 one (1) course from courses designated with an "A."*

MATH 1493 Math for Critical Thinking  
MATH 1513 College Algebra  
STAT 2013 Elementary Statistics

#### SCIENCE (7 CREDIT HOURS)

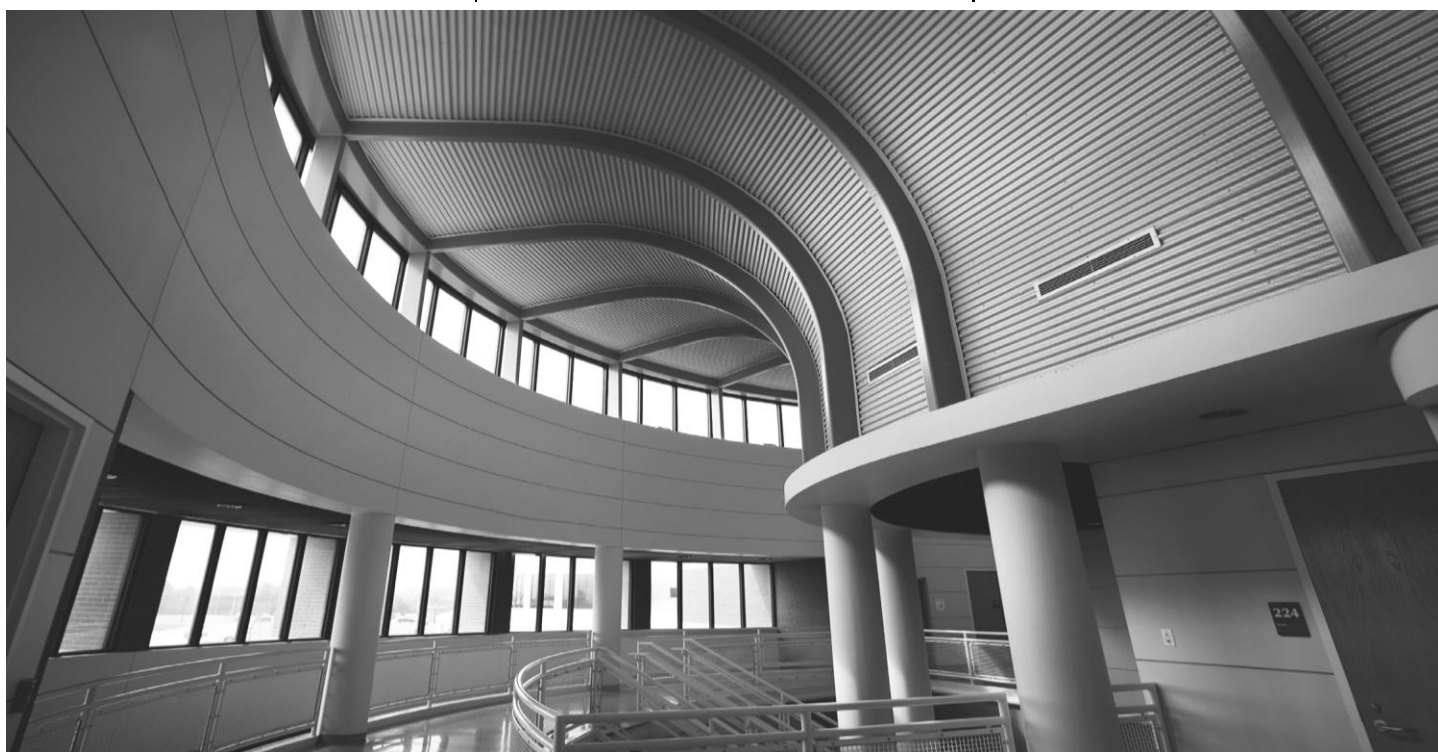
*One (1) course selected must be a lab course.*

BIOL 1014 General Biology (Non-Majors)  
BIOL 1114 General Biology  
BIOL 1404 General Botany  
BIOL 1604 Zoology  
BIOL 2104 Human Anatomy  
BIOL 2114 Human Physiology  
BIOL 2124 General Microbiology  
CHEM 1314 General Chemistry I  
CHEM 1515 General Chemistry II  
GEOL 1014 Earth Science  
PHYS 1114 General Physics I  
PHYS 1204 General Physical Science

#### 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  
SOC 1113 Introductory Sociology  
SPAN 1115 Elementary Spanish I  
SPAN 1215 Elementary Spanish II

*Students should consult with program advisor for guidance on course selection.*



## PRE-EDUCATION \* (ELEMENTARY, EARLY CHILDHOOD OR SPECIAL EDUCATION EMPHASIS)

### ASSOCIATE IN SCIENCE (60 CREDIT HOURS)

OSU Institute of Technology offers an Associate in Science degree in Pre-Education where students earn the first two (2) years of a bachelor's degree in education at this campus with assurance that all courses will transfer to another Oklahoma college offering a bachelor's degree in education.

This Pre-Education degree from OSUIT saves the student considerable time, travel and money by allowing the student to remain closer to home for the first two (2) years of study.

OSUIT's Pre-Education degree has been carefully coordinated with other colleges to make the transfer of the 60 semester credit hours earned at this campus a simple and seamless process.

The OSUIT Pre-Education program offers a wide range of course choices for education majors, but is vigilant in its offerings to ensure the student will meet necessary state requirements in math, English, science, social and behavioral sciences and foreign language at four-year institutions.

Whether one's goal is to explore a career as an elementary, secondary or college educator, the solid core of education and general studies courses offered by OSUIT is a great first step.

**For more detailed information, please contact Arts & Sciences at 918-293-4768 or visit [go.osuit.edu/academics/arts\\_sciences](http://go.osuit.edu/academics/arts_sciences).**

**\* This program is available primarily online, with the exception of one (1) required laboratory science course.**

**Notes for students desiring to obtain this degree primarily online:**

- To meet the six (6) hour math requirement, MATH 1513 College Algebra and STAT 2013 Elementary Statistics are both available online.
- To meet eight (8) of the 12 hour science requirement, BIOL 1014 General Biology (Non-Majors) and PHYS 1204 General Physical Science are both available online. The remaining required lab science course can be taken face-to-face at OSUIT or transferred in from another institution.

Those students majoring in Elementary Education, Early Childhood Education, or Special Education who seek certification in Oklahoma must take 12 credit hours in each of the four (4) areas: English, Math, Science, and Social and Behavioral Studies.

These students must also demonstrate listening and speaking skills in a foreign language at the novice-high level. Successful completion of SPAN 1115 or SPAN 1225 would satisfy this

requirement.

### PROGRAM REQUIREMENTS:

#### 55 CREDIT HOURS

Courses taken in English and language arts, mathematics, science and social and 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

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS 1013 Computer Literacy & Applications

#### ENGLISH & LANGUAGE ARTS (12 CREDIT HOURS)

##### Required Courses (9 Credit Hours)

ENGL 1113 Freshman Composition I  
ENGL 1213 Freshman Composition II  
SPCH 1113 Introduction to Speech  
Communications

##### Elective Courses (3 Credit Hours)

ENGL 2113 Creative Writing  
ENGL 2413 Introduction to Literature  
ENGL 2773 Survey of American Literature I  
ENGL 2883 Survey of American Literature II

#### HEALTH & PHYSICAL EDUCATION (3 CREDIT HOURS)

HHP 1113 Personal Health *or*  
NSCI 1113 Introduction to Nutrition

#### HUMANITIES (6 CREDIT HOURS)

*Select two (2) courses from courses designated with an "H", "I", or "D".*

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  
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 (6 CREDIT HOURS)

*Select two (2) courses from courses designated with an "A."*

MATH 1493 Math for Critical Thinking  
MATH 1513 College Algebra  
MATH 1613 Trigonometry  
MATH 2713 Elementary Calculus  
MATH 2144 Calculus I  
STAT 2013 Elementary Statistics

**ORIENTATION  
(1 CREDIT HOUR)**

ORIE 1011 College Strategies

**SCIENCE  
(12 CREDIT HOURS)***Must select one (1) course from each area. One (1) course selected must be a lab course.***Life Sciences**

BIOL 1014 General Biology (Non-Majors)  
 BIOL 1114 General Biology  
 BIOL 1404 General Botany  
 BIOL 1604 Zoology  
 BIOL 2104 Human Anatomy  
 BIOL 2114 Human Physiology  
 BIOL 2124 General Microbiology

**Physical Sciences**

CHEM 1314 General Chemistry I  
 CHEM 1515 General Chemistry II

**PRE-EDUCATION \*  
(SECONDARY EDUCATION EMPHASIS)****ASSOCIATE IN SCIENCE  
(60 CREDIT HOURS)**

OSU Institute of Technology offers an Associate in Science degree in Pre-Education where students earn the first two (2) years of a bachelor's degree in education at this campus with assurance that all courses will transfer to another Oklahoma college offering a bachelor's degree in education.

This Pre-Education degree from OSUIT saves the student considerable time, travel and money by allowing the student to remain closer to home for the first two (2) years of study.

OSUIT's Pre-Education degree has been carefully coordinated with other colleges to make the transfer of the 60 semester credit hours earned at this campus a simple and seamless process.

The OSUIT Pre-Education program offers a wide range of course choices for education majors, but is vigilant in its offerings to ensure the student will meet necessary state requirements in math, English, science, social and behavioral sciences and foreign language at four-year institutions.

Whether one's goal is to explore a career as an elementary, secondary or college educator, the solid core of education and general studies courses offered by OSUIT is a great first step.

**For more detailed information, please contact Arts & Sciences at 918-293-4768 or visit [go.osuit.edu/academics/arts\\_sciences](http://go.osuit.edu/academics/arts_sciences).**

\* This program is available 100% online.

GEOL 1014 Earth Science  
 PHYS 1114 General Physics I  
 PHYS 1204 General Physical Science

**SOCIAL & BEHAVIORAL SCIENCES  
(6 CREDIT HOURS)***Select two (2) courses from courses designated with an "S."*

GEOG 2243 Fundamentals of Geography  
 PSYC 1113 Introductory Psychology  
 PSYC 2583 Developmental Psychology  
 SOC 1113 Introductory Sociology

**PROGRAM ELECTIVES:  
5-8 CREDIT HOURS**

**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**

**PROGRAM REQUIREMENTS:  
45 CREDIT HOURS**

**Courses taken in English and language arts, mathematics, science and social and 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

**COMPUTER LITERACY  
(3 CREDIT HOURS)**

CS 1013 Computer Literacy &amp; Applications

**ENGLISH & LANGUAGE ARTS  
(9 CREDIT HOURS)**

ENGL 1113 Freshman Composition I  
 ENGL 1213 Freshman Composition II  
 SPCH 1113 Introduction to Speech Communications

**HEALTH & PHYSICAL EDUCATION  
(3 CREDIT HOURS)**

HHP 1113 Personal Health *or*  
 NSCI 1113 Introduction to Nutrition

**HUMANITIES  
(6 CREDIT HOURS)***Select two (2) courses from courses designated with an "H", "I", or "D".*

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  
 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

**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 \*  
 PSYC 2313 Psychology of Personal Adjustment  
 PSYC 2583 Developmental Psychology  
 SOC 1113 Introductory Sociology  
 SPAN 1115 Elementary Spanish I \*  
 SPAN 1215 Elementary Spanish II

\* Recommended for transfer students

*Students should consult with program advisor for guidance on course selection.*

**MATHEMATICS  
(3 CREDIT HOURS)***Select one (1) course from courses designated with an "A."*

MATH 1513 College Algebra  
 MATH 1613 Trigonometry  
 MATH 2713 Elementary Calculus

**ORIENTATION  
(1 CREDIT HOUR)**

ORIE 1011 College Strategies



**SCIENCE  
(8-9 CREDIT HOURS)**

*Must select one (1) course from each area.*

**Life Sciences (4 Credit Hours)**

BIOL	1014	General Biology (Non-Majors)
BIOL	1114	General Biology
BIOL	1404	General Botany
BIOL	1604	Zoology
BIOL	2104	Human Anatomy
BIOL	2114	Human Physiology
BIOL	2124	General Microbiology

**Physical Sciences (4-5 Credit Hours)**

CHEM	1314	General Chemistry I
CHEM	1515	General Chemistry II
GEOL	1014	Earth Science
PHYS	1114	General Physics I
PHYS	1204	General Physical Science

**PRE-PROFESSIONAL STUDIES \*****ASSOCIATE IN SCIENCE  
(60 CREDIT HOURS)**

OSU Institute of Technology offers an Associate in Science degree in Pre-Professional Studies where students earn the first two (2) years of a bachelor's degree in variety of disciplines at this campus with assurance that all courses will transfer to another Oklahoma college offering a bachelor's degree.

The OSUIT Pre-Professional Studies program is a great first step in beginning 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 (2) years of study, while fulfilling important degree requirements.

Rest assured that the OSUIT's 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 simple and seamless process.

***For more detailed information, please contact Arts & Sciences at 918-293-4768 or visit [go.osuit.edu/academics/arts\\_sciences](http://go.osuit.edu/academics/arts_sciences).***

\* This program is available 100% online.

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

*Select two (2) courses from courses designated with an "S."*

GEOG	2243	Fundamentals of Geography
PSYC	1113	Introductory Psychology
PSYC	2583	Developmental Psychology
SOC	1113	Introductory Sociology

**SUPPORT AND RELATED  
REQUIREMENTS:  
15 CREDIT HOURS****ELECTIVES  
(15 CREDIT HOURS)**

**Students should select courses which satisfy the transfer requirements for the baccalaureate degree at the institution to which they will transfer. Students should**

**PROGRAM REQUIREMENTS:  
22 CREDIT HOURS****ORIENTATION  
(1 CREDIT HOUR)**

ORIE	1011	College Strategies
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**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 (4) year institution to which the student is transferring.**

ASL	1363	American Sign Language I
BIOL	1404	General Botany
BIOL	1604	Zoology
CHEM	1515	General Chemistry II
HHP	1113	Personal Health
HIST	2323	Oklahoma History
MATH	2144	Calculus I
MATH	2153	Calculus II
NSCI	1113	Introduction to Nutrition
PHYS	1214	General Physics II
PSYC	2313	Psychology of Personal Adjustment
SPAN	1115	Elementary Spanish I
SPAN	1215	Elementary Spanish II
STAT	2013	Elementary Statistics

**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

**COMPUTER LITERACY  
(3 CREDIT HOURS)**

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

**ENGLISH & LANGUAGE ARTS  
(9 CREDIT HOURS)**

ENGL	1113	Freshman Composition I
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**choose courses that were NOT used to satisfy the general education requirements.**

HIST	2323	Oklahoma History *
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**(Note: This course satisfies the Oklahoma State Department of Education requirement for teacher certification.)**

ASL	1363	American Sign Language I *
PSYC	2313	Psychology of Personal Adjustment
PSYC	2583	Developmental Psychology
SOC	1113	Introductory Sociology
SPAN	1115	Elementary Spanish I *
SPAN	1215	Elementary Spanish II

\* Recommended for transfer students

*Students should consult with program advisor for guidance on course selection.*

ENGL	1213	Freshman Composition II
SPCH	1113	Introduction to Speech Communications

**HUMANITIES  
(6 CREDIT HOURS)**

*Select two (2) courses from courses designated with an "H", "I", or "D".*

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  
 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 one (1) course from courses designated with an "A."*

MATH 1513 College Algebra  
 MATH 1613 Trigonometry  
 MATH 2713 Elementary Calculus

**SCIENCE  
(8 CREDIT HOURS)**

*Must select one (1) course from each area.*

**Life Sciences (4 Credit Hours)**

BIOL 1014 General Biology (Non-Majors)  
 BIOL 1114 General Biology  
 BIOL 2104 Human Anatomy  
 BIOL 2114 Human Physiology  
 BIOL 2124 General Microbiology

**Physical Sciences (4 Credit Hours)**

CHEM 1314 General Chemistry I  
 GEOL 1014 Earth Science  
 PHYS 1114 General Physics I  
 PHYS 1204 General Physical Science

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

*Select one (1) course from courses designated with an "S."*

GEOG 2243 Fundamentals of Geography  
 PSYC 1113 Introductory Psychology  
 PSYC 2583 Developmental Psychology  
 SOC 1113 Introductory Sociology

# School of Automotive Technologies

## AUTOMOTIVE COLLISION REPAIR TECHNOLOGY

### ASSOCIATE IN APPLIED SCIENCE (81 CREDIT HOURS)

Automotive Collision Repair technicians repair and refinish vehicles that have been involved in accidents. Students in this program will learn how to repair the vehicles to pre-accident condition. Repair of damaged vehicles requires repair, replacement and refinishing of exterior and interior vehicle body components.

Graduates of the program are employed as collision technicians and refinishing specialists. With experience, graduates qualify for positions as body shop managers, paint specialists, material and equipment representatives, insurance adjusters, shop owners, and refinish equipment specialists.

Students may not have more than two (2) academic deficiencies at the time of enrollment into Automotive Collision Repair Technology.

**New student enrollments are only accepted for the fall and spring semesters.**

*For more detailed information, please contact Automotive Technologies at 918-293-5390 or visit [osuit.edu/automotive](http://osuit.edu/automotive).*



### PROGRAM REQUIREMENTS: 53 CREDIT HOURS

#### AUTO COLLISION REPAIR TECHNOLOGY (53 CREDIT HOURS)

AUC	1031	Collision Computer Based Training
AUC	1032	Sectioning Welded Panels
AUC	1062	Refinishing Procedures & Detailing
AUC	1101	Collision Career Cornerstone
AUC	1102	Chassis Analysis
AUC	1111	Vehicle Design & Energy Management
AUC	1112	Panel Straightening & Filler Application
AUC	1121	Collision Estimating
AUC	1131	Mechanical & Electrical Service & Replacement Procedures
AUC	1212	Refinishing Equipment & Processes
AUC	1222	Color Analysis
AUC	1232	Gas Metal Arc Welding
AUC	1252	Panel Replacement & Alignment
AUC	1262	Advanced Metal Repair
AUC	1302	Suspension Alignment & Fundamentals
AUC	2101	Structural Alignment Procedures
AUC	2131	Non-Structural Recycled Panels
AUC	2156	Internship I *
AUC	2161	Advanced Refinishing Processes I
AUC	2201	Structural Replacement Procedures
AUC	2211	Collision Industry Updates & Trends
AUC	2231	Plastic Repair & Panel Bond
AUC	2256	Internship II *
AUC	2261	Advanced Refinishing Processes II
AUC	2356	Internship III *
AUC	2411	Refinishing Capstone
AUC	2521	Non-Structural Capstone
AUC	2631	Structural Capstone

\* Students who have earned prior learning credit in Automotive Collision Repair Technology may enroll in the following alternate internship courses.

**AUC 2156 Internship I** may be replaced by:  
AUC 2401 Beginning Internship I # AND  
AUC 2415 Advanced Internship I ##

**AUC 2256 Internship II** may be replaced by:  
AUC 2531 Beginning Internship II # AND  
AUC 2535 Advanced Internship II ##

**AUC 2356 Internship III** may be replaced by:  
AUC 2641 Beginning Internship III # AND  
AUC 2645 Advanced Internship III ##

# Course available through prior learning assessment. Contact advisor for more information.

## Course available on the OSUIT campus.

### 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

#### ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)

ENGL	1033	Technical Writing I or
ENGL	1113	Freshman Composition I
SPCH	1113	Introduction to Speech Communications

#### GENERAL BUSINESS (3 CREDIT HOURS)

BADM	1113	Introduction to Business or
ECON	2103	Microeconomics or
ECON	2203	Macroeconomics or
MGMT	2243	Small Business Management

#### HUMANITIES (3 CREDIT HOURS)

PHIL	1213	Ethics
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#### MATHEMATICS (3 CREDIT HOURS)

MATH	1513	College Algebra or
MATH	2003	Business Mathematics

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

PSYC	1113	Introductory Psychology or
PSYC	2313	Psychology of Personal Adjustment or
SOC	1113	Introductory Sociology

### INTERDEPARTMENTAL REQUIREMENTS: 4 CREDIT HOURS

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
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#### GENERAL TECHNOLOGIES (1 CREDIT HOUR)

GTGE	1111	College Cornerstone
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## AUTOMOTIVE SERVICE TECHNOLOGIES - CHRYSLER MOPAR CAP

### ASSOCIATE IN APPLIED SCIENCE (89 CREDIT HOURS)

The College Automotive Program (CAP) is a six (6) semester Associate in Applied Science degree program designed to prepare graduates to work as a Chrysler, Jeep or Dodge 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. The other half of each semester is spent in a paid internship at a dealer in the hometown area of the student, where the student is able to immediately apply what was learned.

This rotation is repeated for six (6) semesters with the level of competency development increasing until graduation when the student internship is typically converted to full time employment.

**New student enrollments are only accepted for the fall semester.**

#### PROGRAM ENTRY REQUIREMENTS:

1. Meet institutional enrollment requirements; and
2. Obtain an approved industry sponsor.

**For more detailed information, please contact Automotive Technologies at 918-293-5390 or visit [osuit.edu/automotive](http://osuit.edu/automotive).**



### PROGRAM REQUIREMENTS: 61 CREDIT HOURS

#### CHRYSLER MOPAR CAP (61 CREDIT HOURS)

AUMC 1101	Technology Fundamentals
AUMC 1102	Steering & Suspension II
AUMC 1141	Introduction to Electrical Systems
AUMC 1151	Body Mechanical Diagnosis & Adjustments
AUMC 1161	Steering & Suspension I
AUMC 1201	Brake Systems I
AUMC 1215	Internship I
AUMC 1221	Brake Systems II
AUMC 1241	Electronic Control Systems
AUMC 1251	Vehicle Communication
AUMC 1261	Body Electrical Systems
AUMC 1271	Body Systems Diagnosis and Adjustments
AUMC 1301	Manual Transmissions I
AUMC 1305	Internship II
AUMC 1321	Automatic Transmissions I
AUMC 1402	Manual Transmissions II
AUMC 1412	Automatic Transmissions II
AUMC 2401	Heating and Air Conditioning I
AUMC 2403	Advanced Drivelines
AUMC 2405	Internship III
AUMC 2412	Heating and Air Conditioning II
AUMC 2501	Engine Performance
AUMC 2505	Internship IV
AUMC 2521	Engine Fuel Systems
AUMC 2542	Engines I
AUMC 2602	Diesel Mechanical & Fuel Injection Systems
AUMC 2605	Internship V
AUMC 2614	Capstone
AUMC 2662	Engines II

### 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	

#### ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)

ENGL	1113	Freshman Composition I
SPCH	1113	Introduction to Speech Communications

#### GENERAL BUSINESS (3 CREDIT HOURS)

BADM	1113	Introduction to Business	or
ECON	2103	Microeconomics	or
ECON	2203	Macroeconomics	or
MGMT	2243	Small Business Management	

#### HUMANITIES (3 CREDIT HOURS)

PHIL	1213	Ethics
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#### MATHEMATICS (3 CREDIT HOURS)

MATH	1513	College Algebra	or
MATH	2003	Business Mathematics	

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

PSYC	1113	Introductory Psychology	or
PSYC	2313	Psychology of Personal Adjustment	or
SOC	1113	Introductory Sociology	

### INTERDEPARTMENTAL REQUIREMENTS: 4 CREDIT HOURS

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
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#### GENERAL TECHNOLOGIES (1 CREDIT HOUR)

GTGE	1111	College Cornerstone
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## AUTOMOTIVE SERVICE TECHNOLOGIES - FORD ASSET

### ASSOCIATE IN APPLIED SCIENCE (89 CREDIT HOURS)

The ASSET program is an automotive service technician program sponsored by Ford Motor Company. The student spends six (6) semesters alternating study and practice on campus and at a dealership. This unique design allows each potential technician to immediately apply automotive service principles and techniques to the real world of work.

Students spend seven and a half (7 ½) weeks of each semester on campus and seven and a half weeks (7 ½) as a paid intern at a Ford Motor Company dealership.

When successfully completed, students earn an Associate in Applied Science degree and become technicians for a Ford Motor Company dealership, usually at the same location as the internship.

**New student enrollments are only accepted for the fall semester.**

#### PROGRAM ENTRY REQUIREMENTS:

1. Meet institutional enrollment requirements; and
2. Obtain an approved industry sponsor.

**For more detailed information, please contact Automotive Technologies at 918-293-5390 or visit [osuit.edu/automotive](http://osuit.edu/automotive).**



### PROGRAM REQUIREMENTS: 61 CREDIT HOURS

#### FORD ASSET (61 CREDIT HOURS)

AUMF 1011	Career Cornerstone: Introduction to Automotive Service
AUMF 1034	Ford Basic Electrical
AUMF 1104	Internship I
AUMF 1113	Ford Engine Repair
AUMF 1204	Internship II
AUMF 1233	Ford Base and Electrical Suspension & Steering
AUMF 1243	Ford Electronic System Diagnosis
AUMF 1304	Internship III
AUMF 1353	Ford Engine Performance Theory & Operation
AUMF 1363	Ford Manual Trans/Transaxle & Driveline Repair
AUMF 2104	Internship IV
AUMF 2204	Internship V
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

## 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

### ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)

ENGL 1033 Technical Writing I *and*  
ENGL 2033 Technical Writing II *or*  
SPCH 1113 Introduction to Speech  
Communications *or*  
ENGL 1113 Freshman Composition I *and*  
ENGL 1213 Freshman Composition II

### GENERAL BUSINESS (3 CREDIT HOURS)

BADM 1113 Introduction to Business *or*  
ECON 2103 Microeconomics *or*  
ECON 2203 Macroeconomics *or*  
MGMT 2243 Small Business Management

### HUMANITIES (3 CREDIT HOURS)

PHIL 1213 Ethics

### MATHEMATICS (3 CREDIT HOURS)

MATH 1513 College Algebra *or*  
MATH 2003 Business Mathematics

### SOCIAL & BEHAVIORAL SCIENCES

### (3 CREDIT HOURS)

PSYC 1113 Introductory Psychology *or*  
PSYC 2313 Psychology of Personal Adjustment  
*or*  
SOC 1113 Introductory Sociology

## INTERDEPARTMENTAL REQUIREMENTS: 4 CREDIT HOURS

### COMPUTER LITERACY (3 CREDIT HOURS)

CS 1013 Computer Literacy & Applications

### GENERAL TECHNOLOGIES (1 CREDIT HOUR)

GTGE 1111 College Cornerstone



## AUTOMOTIVE SERVICE TECHNOLOGIES - GENERAL MOTORS ASEP

### ASSOCIATE IN APPLIED SCIENCE (89 CREDIT HOURS)

GM ASEP (Automotive Student Education Program) is a program sponsored by General Motors which prepares students to become automotive service technicians in high tech General Motors dealerships located throughout the country.

Alternating sessions of on-campus study and paid internships for six (6) semesters lead to the Associate in Applied Science degree. This method of alternating 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.**

#### PROGRAM ENTRY REQUIREMENTS:

1. Meet institutional enrollment requirements; and
2. Obtain an approved industry sponsor.

**For more detailed information, please contact Automotive Technologies at 918-293-5390 or**

visit [osuit.edu/automotive](http://osuit.edu/automotive).



## PROGRAM REQUIREMENTS: 62 CREDIT HOURS

### GENERAL MOTORS (62 CREDIT HOURS)

AUMG 1062 College & Career Cornerstone: Introduction to GM Automotive Service  
AUMG 1122 GM Automotive Engines I  
AUMG 1132 GM Automotive Engines II  
AUMG 1142 GM Automotive Brake Systems I  
AUMG 1152 GM Automotive Brake Systems II  
AUMG 1162 GM Specialized Electronics Training I  
AUMG 1172 GM Specialized Electronics Training II  
AUMG 1214 Internship  
AUMG 1272 GM Manual Drivetrain I  
AUMG 1292 GM Steering & Suspension I  
AUMG 1302 GM Automotive Electrical Systems I  
AUMG 1312 GM Manual Drivetrain II  
AUMG 1314 Internship  
AUMG 1322 GM Steering & Suspension II  
AUMG 1342 GM Automotive Electrical Systems II  
AUMG 2522 GM Automatic Transmissions & Transaxles I  
AUMG 2532 GM Automotive Heating & Air Conditioning I  
AUMG 2544 Internship  
AUMG 2582 GM Automotive Engine Performance  
AUMG 2632 GM Automatic Transmissions & Transaxles II

AUMG 2672 GM Automotive Heating & Air  
Conditioning II

AUMG 2682 GM Capstone

AUMG 2812 Internship (12 credit hours)

## **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

### **ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)**

ENGL 1033 Technical Writing I *or*

ENGL 1113 Freshman Composition I

ENGL 2033 Technical Writing II *or*

SPCH 1113 Introduction to Speech  
Communications

### **GENERAL BUSINESS (3 CREDIT HOURS)**

BADM 1113 Introduction to Business *or*

ECON 2103 Microeconomics *or*

ECON 2203 Macroeconomics *or*

MGMT 2243 Small Business Management

### **HUMANITIES (3 CREDIT HOURS)**

PHIL 1213 Ethics

### **MATHEMATICS (3 CREDIT HOURS)**

MATH 1513 College Algebra *or*

MATH 2003 Business Mathematics

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

PSYC 1113 Introductory Psychology *or*

PSYC 2313 Psychology of Personal Adjustment  
*or*

SOC 1113 Introductory Sociology

## **INTERDEPARTMENTAL REQUIREMENTS: 3 CREDIT HOURS**

### **COMPUTER LITERACY (3 CREDIT HOURS)**

CS 1013 Computer Literacy & Applications



## AUTOMOTIVE SERVICE TECHNOLOGIES - PRO-TECH

### ASSOCIATE IN APPLIED SCIENCE (89 CREDIT HOURS)

The Pro-Tech Automotive Service Technologies Program is a cooperative two-year college level student technician-training program, which leads to an Associate in Applied Science degree.

The School of Automotive Technologies administers the Program's activities while working in close relationship with automotive service industry associations, suppliers and distributors.

The program is developed by and for professional automotive independent service centers. The student spends six (6) 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 the real world of work.

The plan calls for seven and a half (7 ½) weeks of each semester on campus and seven and a half (7 ½) weeks as a paid intern at an independent service center.

**New student enrollments are only accepted for the fall semester.**

#### PROGRAM ENTRY REQUIREMENTS:

1. Meet institutional enrollment requirements; and
2. Obtain an approved industry sponsor.

*For more detailed information, please contact Automotive Technologies at 918-293-5390 or visit [osuit.edu/automotive](http://osuit.edu/automotive).*



### PROGRAM REQUIREMENTS: 62 CREDIT HOURS

#### AUTOMOTIVE TECHNOLOGY (62 CREDIT HOURS)

AUMP 1002	Career & College Cornerstone
AUMP 1051	Automotive Engines I
AUMP 1052	Automotive Engines II
AUMP 1055	Internship I *
AUMP 1072	Electrical/Electronics Training I
AUMP 1082	Electrical/Electronics Training II
AUMP 1202	Electrical Diagnosis
AUMP 1231	Automotive Brake Systems I
AUMP 1242	Automotive Brake Systems II
AUMP 1281	Automotive Suspension & Steering I
AUMP 1282	Automotive Suspension & Steering II
AUMP 1285	Internship II *
AUMP 1371	Automotive Manual Drivetrain I
AUMP 1372	Automotive Manual Drivetrain II
AUMP 1391	Automotive Automatic Transmissions & Transaxles I
AUMP 1392	Automotive Automatic Transmissions & Transaxles II
AUMP 1395	Internship III *
AUMP 2162	Advanced Automotive Drivelines
AUMP 2471	Automotive Engine Performance I
AUMP 2472	Automotive Engine Performance II
AUMP 2475	Internship IV *
AUMP 2591	Automotive Heating & Air Conditioning I
AUMP 2592	Automotive Heating & Air Conditioning II
AUMP 2595	Internship V *
AUMP 2694	Automotive Capstone
AUMP 2782	Advanced Automotive Diagnostics

\* Students who have earned prior learning credit in Automotive Service Technologies may enroll in the following alternate internship courses.

**AUMP 1055 Internship I** may be replaced by:  
AUMP 1901 Internship I # AND  
AUMP 1904 Electrical/Electronics Skills ##

**AUMP 1285 Internship II** may be replaced by:  
AUMP 1913 Internship II # AND  
AUMP 1912 Brake Skills I ##

**AUMP 1395 Internship III** may be replaced by:  
AUMP 1931 Internship III # AND  
AUMP 1934 Suspension & Steering Skills ##

**AUMP 2475 Internship IV** may be replaced by:  
AUMP 1923 Internship IV # AND  
AUMP 1922 Brake Skills II ##

**AUMP 2595 Internship V** may be replaced by:  
AUMP 1941 Internship V # AND  
AUMP 1944 Engine Performance Skills ##

# Course available through prior learning assessment. Contact advisor for more information.

## Course available on the OSUIT campus.

### 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

#### ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)

ENGL 1113	Freshman Composition I
SPCH 1113	Introduction to Speech Communications

#### GENERAL BUSINESS (3 CREDIT HOURS)

BADM 1113	Introduction to Business or
ECON 2103	Microeconomics or
ECON 2203	Macroeconomics or
MGMT 2243	Small Business Management

#### HUMANITIES (3 CREDIT HOURS)

PHIL 1213	Ethics
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#### MATHEMATICS (3 CREDIT HOURS)

MATH 1513	College Algebra or
MATH 2003	Business Mathematics

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

PSYC 1113	Introductory Psychology or
PSYC 2313	Psychology of Personal Adjustment or
SOC 1113	Introductory Sociology

### INTERDEPARTMENTAL REQUIREMENTS: 3 CREDIT HOURS

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS 1013	Computer Literacy & Applications
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## AUTOMOTIVE SERVICE TECHNOLOGIES - TOYOTA T-TEN

### ASSOCIATE IN APPLIED SCIENCE (84 CREDIT HOURS)

The student who enrolls in and successfully completes the Toyota T-TEN (Technician Training and Education Network) program can expect to graduate in two (2) years with an Associate in Applied Science degree.

This program is unique because it allows a student to alternate on-campus learning experience with paid dealership internship experiences for seven and one-half (7 ½) weeks at a time.

This perfect combination of study and application for six (6) semesters leads to a job as a highly qualified Toyota or Lexus technician.

**New student enrollments are only accepted for the fall semester.**

#### PROGRAM ENTRY REQUIREMENTS:

1. Meet institutional enrollment requirements; and
2. Obtain an approved industry sponsor.

**For more detailed information, please contact Automotive Technologies at 918-293-5390 or visit [osuit.edu/automotive](http://osuit.edu/automotive).**



Toyota • Scion • Lexus  
TECHNICIAN DEVELOPMENT

### PROGRAM REQUIREMENTS: 59 CREDIT HOURS

#### TOYOTA T-TEN (59 CREDIT HOURS)

TTEN	1631	Brake Fundamentals
TTEN	1641	Suspension Fundamentals
TTEN	1651	Electrical Fundamentals
TTEN	1661	Measurement Fundamentals
TTEN	1671	Engine Fundamentals
TTEN	1702	Dealer Service Information/ Professional Technician Portfolio
TTEN	1704	Toyota Electrical Systems
TTEN	1723	Toyota Minor Service
TTEN	1812	Toyota Body Electrical
TTEN	1823	Toyota Brake Systems
TTEN	1824	Internship
TTEN	1913	Toyota Engine Repair
TTEN	1923	Toyota Climate Control System
TTEN	1943	Internship
TTEN	2114	Toyota EFI and Computer Control Systems
TTEN	2133	Toyota Engine Control Diagnosis
TTEN	2134	Internship
TTEN	2233	Toyota Manual Drivetrains
TTEN	2234	Toyota Automatic Transmissions
TTEN	2253	Internship
TTEN	2343	Toyota Suspensions/NVH
TTEN	2353	Toyota Capstone

### GENERAL EDUCATION REQUIREMENTS: 18 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

#### ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)

ENGL	1033	Technical Writing I <i>and</i>
ENGL	2033	Technical Writing II <i>or</i>
SPCH	1113	Introduction to Speech Communications <i>or</i>
ENGL	1113	Freshman Composition I <i>and</i>
ENGL	1213	Freshman Composition II <i>or</i>
SPCH	1113	Introduction to Speech Communications <i>or</i>

#### MATHEMATICS (3 CREDIT HOURS)

MATH	1513	College Algebra <i>or</i>
MATH	2003	Business Mathematics

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

PSYC	1113	Introductory Psychology <i>or</i>
PSYC	2313	Psychology of Personal Adjustment <i>or</i>
SOC	1113	Introductory Sociology

### INTERDEPARTMENTAL REQUIREMENTS: 7 CREDIT HOURS

#### BUSINESS ADMINISTRATION OR HUMANITIES (3 CREDIT HOURS)

BADM	2063	Business law I <i>or</i>
PHIL	1213	Ethics

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
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#### GENERAL TECHNOLOGIES (1 CREDIT HOUR)

GTGE	1111	College Cornerstone
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# School of Construction Technologies

## AIR CONDITIONING & REFRIGERATION TECHNOLOGY

### ASSOCIATE IN APPLIED SCIENCE (90 CREDIT HOURS)

Reap the career rewards of job security and variety and make great money with an Associate in Applied Science degree in Air Conditioning and Refrigeration Technology from OSU Institute of Technology.

Graduates are sought after in this field because the construction industry nationwide needs at least 35,000 new technicians each year for the next 10 years to meet its demands.

The national average pay is \$35,000 to \$45,000, and some make \$75,000 or more. Recent graduates averaged about \$38,000 to \$50,000 per year.

Businesses in this field also provide insurance and benefits and many pay bonuses.

With an ACR Technology degree, graduates may work for a small company with one or two technicians or a Fortune 500 firm. This career option allows the graduate the flexibility to work on ice-making machines down the street or an oil platform in the Gulf of Mexico.

An ACR Technology degree will prepare you to work in nine (9) specialty areas that include more than 25 different positions.

OSUIT has produced quality technicians for more than 60 years. Remarkably, the program has placed 90% of graduates for the last 20 years.

One hundred percent of our recent graduates who wanted a job, got one, and many had multiple job offers. OSUIT's four (4) classrooms and eight (8) working labs set us apart from other programs.

Some of these are:

- Electrical controls with many, many trainers
- Unitary refrigeration with 20 ice machines
- Systems controls (teaching DDC and Energy Management Systems)
- Commercial refrigeration and its equipment

The program includes classroom work and ample hands-on lab work. You will have two (2) eight (8) week paid company-sponsored internships where you will make \$10 to \$15 per hour. While this will help you pay for your education, other financial help is available.

With an ACR Technology degree from OSUIT, you can have the great career you want.

Enrollment in internships requires department approval and 2.5 GPA.

Contact the Air Conditioning & Refrigeration Technology program for more detailed information at 918-293-5304 or visit [osuit.edu/acr](http://osuit.edu/acr).

### PROGRAM REQUIREMENTS: 63 CREDIT HOURS

#### AIR CONDITIONING & REFRIGERATION TECHNOLOGY (63 CREDIT HOURS)

ACR	1111	EPA Certification Information
ACR	1121	Introduction to Air Conditioning and Refrigeration Technology
ACR	1126	ACR System Applications
ACR	1203	Electrical Controls
ACR	1206	Electrical Control Applications
ACR	1336	Residential Air Conditioning and Heating Systems
ACR	1343	Electronic Control Applications
ACR	1344	Unitary Refrigeration
ACR	2406	Commercial Refrigeration Applications
ACR	2443	Systems Controls
ACR	2513	Air Systems Design
ACR	2603	Commercial Air Conditioning
ACR	2616	Air Conditioning and Refrigeration Technology Capstone
ACR	2806	ACR Internship I and
ACR	2906	ACR Internship II
		or
ACR	2912	Internship (Fall Semester) (12 credit hours)

### PROGRAM ELECTIVES: 3 CREDIT HOURS

### 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

#### ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)

ENGL	1113	Freshman Composition I and
ENGL	1213	Freshman Composition II or
ENGL	1033	Technical Writing I and
ENGL	2033	Technical Writing II
SPCH	1113	Introduction to Speech Communications or
SPCH	2313	Small Group Communications

#### HUMANITIES (3 CREDIT HOURS)

HUM	1013	Humanities I or
HUM	1033	Humanities II or
HUM	2243	Native Peoples of North America or
PHIL	1213	Ethics

#### MATHEMATICS (3 CREDIT HOURS)

MATH	1513	College Algebra or
MATH	2003	Business Mathematics

### INTERDEPARTMENTAL REQUIREMENTS: 3 CREDIT HOURS

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
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## CONSTRUCTION TECHNOLOGY - CONSTRUCTION MANAGEMENT OPTION

### ASSOCIATE IN APPLIED SCIENCE (90 CREDIT HOURS)

Construction managers will be needed as overall construction activity expands. Population and business growth will result in the construction of new residences, office buildings, retail outlets, hospitals, schools, restaurants, and other structures over the coming decade.

The entry level salary range for OSUIT grads is in the \$40Ks, and some start out as high as \$52,000 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.

Recent 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 recent program graduate, says, "My career tech 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 option 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, foreman, estimator, scheduler, expeditor, quality control engineer, inspector, or independent contractor.

- Future employment of construction managers is expected to remain strong
- 2015 median annual wage for construction managers was \$87,400, or \$42.02 per hour.
- Great hands on labs & real life situations in each course.
- Two paid internships in which students get real world experiences and make an average of \$10,080

Enrollment in internships requires department approval and 2.5 GPA.

For more details information, contact Construction Technologies at 918-293-4742 or visit [osuit.edu/construction](http://osuit.edu/construction).

### PROGRAM REQUIREMENTS: 72 CREDIT HOURS

#### CONSTRUCTION TECHNOLOGIES CORE (27 CREDIT HOURS)

CNS	1113	Construction Materials and Procedures
CNS	1123	Field Engineering I
CNS	1213	Construction Safety OSHA 30 Hour
CNS	1263	Construction Blueprints and Specifications
CNS	2413	Mechanical Systems
CNS	2806	Construction Internship
CNS	2906	Construction Internship

#### CONSTRUCTION MANAGEMENT OPTION (36 CREDIT HOURS)

CNS	1111	Introduction to Construction
CNS	1223	Field Engineering II
CNS	1303	Estimating I
CNS	1333	Field Engineering III
CNS	2123	Soils in Construction
CNS	2403	Project Scheduling
CNS	2432	Construction Documents and Shop Drawing Review
CNS	2543	Concrete Construction
CNS	2683	Construction Management Capstone Experience
CNS	2693	Principles of Construction Management
BLD	2303	Estimating II
BLD	2503	Wall and Roof Systems
BLD	2513	Interior Finishes and Specialties

#### HUMANITIES (3 CREDIT HOURS)

HUM	1013	Humanities I or
HUM	1033	Humanities II or
PHIL	1213	Ethics

#### ENGLISH & LANGUAGE ARTS (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
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#### GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

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

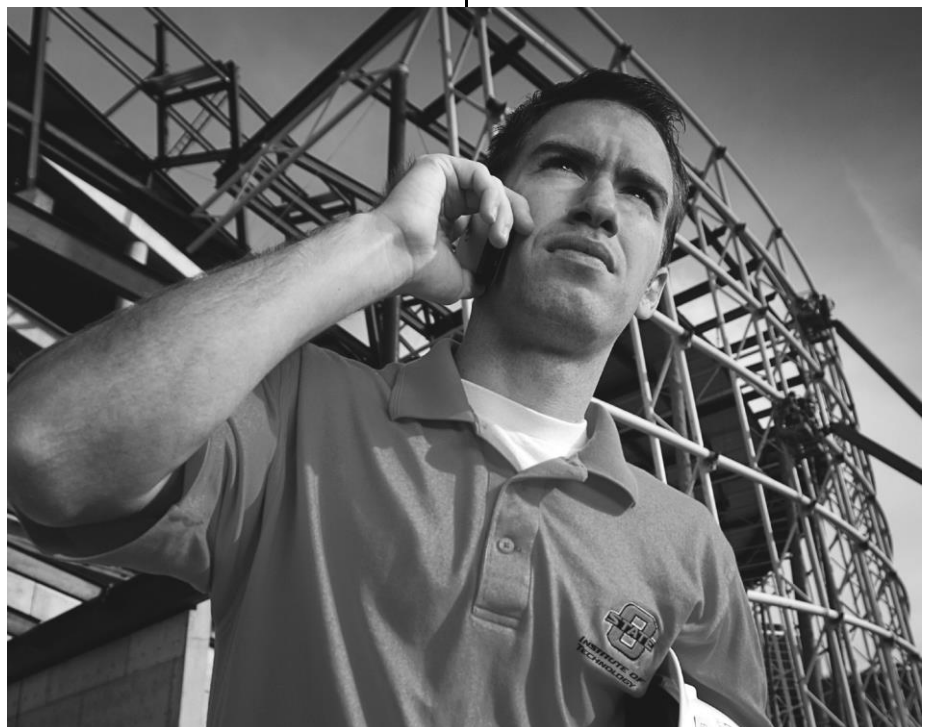
HIST	1483	US History to 1865 or
HIST	1493	US History since 1865
POLS	1113	US Government

##### ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)

ENGL	1113	Freshman Composition I and
ENGL	1213	Freshman Composition II or
ENGL	1033	Technical Writing I and
ENGL	2033	Technical Writing II

##### MATHEMATICS (6 CREDIT HOURS)

MATH	1513	College Algebra
MATH	1613	Trigonometry



School of Construction Technologies

## CONSTRUCTION TECHNOLOGY - ELECTRICAL CONSTRUCTION OPTION

### ASSOCIATE IN APPLIED SCIENCE (90 CREDIT HOURS)

The skills and education needed to make a great salary, work anywhere in the world, or start a business are as close as an Associate in Applied Science degree in Construction Technologies with an Electrical Construction option from OSU Institute of Technology.

Electrical construction technicians are in great demand all across the country, so let this degree put you in high demand.

The current aging electrician workforce is reaching retirement age. The number retiring is exceeding the number of new electricians entering the trade. This in conjunction with the growing demand for more licensed electricians creates a golden opportunity for someone wanting to make a good living as an electrician.

In the last several years, graduates who desired to work have been placed in well paying positions. The pay is excellent, with an average starting salary of \$30,000 to \$50,000 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.

Occupational variety is another reason to consider entering this field. Graduates work in many individual areas of specialty.

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

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 (2) eight (8) week internships at a company where they make approximately \$14 an hour. This is a great way to help pay for tuition; however, other financial help is also available.

**Enrollment in internships requires department approval and 2.5 GPA.**

**For more details information, contact Construction Technologies at 918-293-4742 or visit [osuit.edu/construction](http://osuit.edu/construction).**

### PROGRAM REQUIREMENTS: 72 CREDIT HOURS

#### CONSTRUCTION TECHNOLOGIES CORE (27 CREDIT HOURS)

CNS	1113	Construction Materials and Procedures
CNS	1123	Field Engineering I
CNS	1213	Construction Safety OSHA 30 Hour
CNS	1263	Construction Blueprints and Specifications
CNS	2413	Mechanical Systems
CNS	2806	Construction Internship
CNS	2906	Construction Internship

#### ELECTRICAL CONSTRUCTION OPTION (32 CREDIT HOURS)

ECNT	1102	Introduction to the Electrical Trades
ECNT	1103	DC & AC Circuit Analysis
ECNT	1233	Electrical Motors and Controls
ECNT	1253	Electrical Wiring Methods I – Residential
ECNT	1313	National Electrical Codes
ECNT	2473	Electrical Wiring Methods II – Commercial
ECNT	2533	Electrical Wiring Methods III – Industrial
ECNT	2613	Programmable Logic Controllers (PLC) for Electricians
ECNT	2616	Electrical Construction Capstone Experience
GTCT	1183	Welding

#### APPROVED ELECTIVES (MINIMUM OF 4 CREDIT HOURS)

ACR	1126	ACR System Applications
BADM	1113	Introduction to Business
BADM	2373	Business Communications
BLD	1503	Construction Experience and/or Trade Skills Education I
BLD	1603	Construction Experience and/or Trade Skills Education II
BLD	2090	Special Projects
BLD	2303	Estimating II
CNS	1303	Estimating I
CNS	2403	Project Scheduling
ETDE	1243	DC Electronics and Metrology
ETDE	1263	AC Electronics and Photonics
ETDE	2113	Introduction to PLCS
ETDE	2123	PLC Applications
ETDG	1143	Introduction to Design/Drafting
ETDG	2143	Architectural Modeling
MGMT	2243	Small Business Management
MGMT	2313	Principles of Management
PSYC	1113	Introductory Psychology
PSYC	2313	Psychology of Personal Adjustment

**COMPUTER LITERACY  
(3 CREDIT HOURS)**

CS 1013 Computer Literacy & Applications

**ENGLISH & LANGUAGE ARTS  
(3 CREDIT HOURS)**

SPCH 1113 Introduction to Speech  
Communications *or*

SPCH 2313 Small Group Communications

**HUMANITIES  
(3 CREDIT HOURS)**

HUM 1013 Humanities I *or*

HUM 1033 Humanities II *or*

PHIL 1213 Ethics

**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

**ENGLISH & LANGUAGE ARTS  
(6 CREDIT HOURS)**

ENGL 1113 Freshman Composition I *and*

ENGL 1213 Freshman Composition II *or*

ENGL 1033 Technical Writing I *and*

ENGL 2033 Technical Writing II

**MATHEMATICS  
(6 CREDIT HOURS)**

MATH 1513 College Algebra

MATH 1613 Trigonometry



## HIGH VOLTAGE LINEMAN

### ASSOCIATE IN APPLIED SCIENCE (90 CREDIT HOURS)

A better life is within reach with an Associate in Applied Science degree from the High Voltage Lineman program at OSU Institute of Technology.

Job opportunities and the demand for qualified individuals in this field are steady, and high voltage lineman 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).

The most reliable businesses in the country – public service companies, utility construction companies, and power generating plants – want graduates from OSUIT.

Earning this degree from OSUIT can place graduates in an exciting, well-paying career with immediate advancement potential.

The High Voltage Program is two (2) 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 company-sponsored paid internships.

The program includes five (5) paid internships. On average, students make \$14.00 per hour while on internship, and work an average of 1,800 hours during the five (5) semesters, totaling \$25,200. With overtime it is possible to make even more. These internships could pay for most of your education cost.

In keeping with our mission statement, OSUIT is committed to ensuring that our students are able to have personalized faculty and peer interaction. To this end, the high voltage program limits the number of students accepted in any term to 25 students. Students are admitted on a first-come, first-served basis, and must meet additional requirements beyond those for admission to the University.

**Enrollment in internships requires department approval and 2.5 GPA.**

**For more details information, contact Construction Technologies at 918-293-4742 or visit [osuit.edu/construction](http://osuit.edu/construction).**

### PROGRAM REQUIREMENTS: 63 CREDIT HOURS

#### HIGH VOLTAGE LINEMAN PROGRAM (63 CREDIT HOURS)

HVLP 1121	Introduction to High Voltage Lineman Program
HVLP 1132	High Voltage Lineman Safety
HVLP 1216	High Voltage Internship I
HVLP 1243	High Voltage Pole Climbing Techniques
HVLP 1316	High Voltage Internship II
HVLP 1353	Introduction to Overhead Electricity
HVLP 2416	High Voltage Internship III
HVLP 2483	Principles of Operation of High Voltage Distribution Systems
HVLP 2516	High Voltage Internship IV
HVLP 2553	Underground Distribution Systems
HVLP 2563	Overhead Distribution Systems
HVLP 2643	Advanced Distribution Systems
HVLP 2663	Heavy Construction Equipment and Operation
HVLP 2673	Transmission Principles
HVLP 2716	High Voltage Internship V
HVLP 2726	High Voltage Lineman Capstone Experience

### 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

#### ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)

ENGL 1113	Freshman Composition I <i>and</i>
ENGL 1213	Freshman Composition II <i>or</i>
ENGL 1033	Technical Writing I <i>and</i>
ENGL 2033	Technical Writing II

SPCH 1113	Introduction to Speech Communications <i>or</i>
SPCH 2313	Small Group Communications

#### HUMANITIES (3 CREDIT HOURS)

HUM 1013	Humanities I <i>or</i>
HUM 1033	Humanities II <i>or</i>
PHIL 1213	Ethics

#### MATHEMATICS (3 CREDIT HOURS)

MATH 1513	College Algebra <i>or</i>
MATH 2003	Business Mathematics

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

PSYC 1113	Introductory Psychology <i>or</i>
PSYC 2313	Psychology of Personal Adjustment <i>or</i>
SOC 1113	Introductory Sociology

### INTERDEPARTMENTAL REQUIREMENTS: 3 CREDIT HOURS

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS 1013	Computer Literacy & Applications
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School of Construction Technologies

# School of Culinary Arts



## CULINARY ARTS

### ASSOCIATE IN APPLIED SCIENCE (90 CREDIT HOURS)

This program provides skills and knowledge for the food service industry. Graduates are qualified for food production and supervisory employment. Culinary Arts students learn through hands-on experience in the institution's food service facilities under the direction of a faculty of experienced chefs. Our facilities include The State Room featuring gourmet buffet experience, and The Tech Room featuring a gourmet ala carte menu, and both serve weekday luncheons. Students demonstrate their creative culinary skills to several hundred diners each week.

Our Graduates are actively recruited by restaurants, country clubs, hotels, schools, and quick serve restaurants. Typical opportunities for recent graduates have included cooks, sous chefs and food production supervisors.

Students cannot have more than one (1) deficiency at the time of enrollment into the Culinary Arts program.

Enrollment is accepted for the Fall, Spring and Summer terms and is limited to 50 new students each term. Enrollment into the program is on a first-come, first-served basis.

Degree seeking students will have first priority when enrolling in Culinary Arts coursework. Non-degree seeking students may enroll the day prior to the beginning of class each semester.

**For more detailed information, please contact Culinary Arts at 918-293-5030 or visit [osuit.edu/culinary](http://osuit.edu/culinary).**

### PROGRAM REQUIREMENTS: 62 CREDIT HOURS

#### CULINARY ARTS (62 CREDIT HOURS)

CUA	1102	Culinary Theory
CUA	1135	Skill Development I
CUA	1145	Skill Development II
CUA	1151	Food Safety
CUA	1162	Food Service Management
CUA	1294	Breakfast Cookery
CUA	1311	Meat Fabrication
CUA	1375	Bread and Pastry Production
CUA	1415	Dining Room Operations
CUA	2415	Garde Manger
CUA	2473	American Cuisine
CUA	2552	Purchasing
CUA	2623	Culinary Arts Capstone
CUA	2809	Culinary Internship

### ADDITIONAL PROGRAM REQUIREMENTS: 10 CREDIT HOURS

Select two (2) courses from the choices below.

CUA	2315	Buffet Cookery
CUA	2575	International Cookery
CUA	2595	Culinary Soft Skills *

\* Enrollment with School Dean's approval only.

### ENRICHMENT COURSES

Course availability varies by semester.

CUA	1243	Introduction to Basic Fruit and Vegetable Carving
CUA	2101	Exploring Wines
CUA	2123	Advanced Baking
CUA	2183	Showpieces
CUA	2213	Contemporary American Restaurant
CUA	2285	Modern Cuisine Experimental Kitchen

### DEPARTMENTAL APPROVED ELECTIVES (6 CREDIT HOURS)

Choose courses from Culinary Arts, General Business, Health & Physical Education, Humanities, Social & Behavioral Sciences, or

other approved field of study.



**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

**ENGLISH & LANGUAGE ARTS  
(6 CREDIT HOURS)**

ENGL 1113 Freshman Composition I *and*  
ENGL 1213 Freshman Composition II *or*  
SPCH 1113 Introduction to Speech  
Communications  
*or*  
ENGL 1033 Technical Writing I *and*  
ENGL 2033 Technical Writing II *or*  
SPCH 1113 Introduction to Speech  
Communications *or*  
SPCH 2313 Small Group Communications

**HUMANITIES  
(3 CREDIT HOURS)**

PHIL 1213 Ethics

**MATHEMATICS  
(3 CREDIT HOURS)**

MATH 1513 College Algebra *or*  
MATH 2003 Business Mathematics

**INTERDEPARTMENTAL REQUIREMENTS:  
4 CREDIT HOURS****COMPUTER LITERACY  
(3 CREDIT HOURS)**

CS 1013 Computer Literacy & Applications

**GENERAL TECHNOLOGIES  
(1 CREDIT HOUR)**

GTGE 1111 College Cornerstone *or*  
ORIE 1011 College Strategies

# School of Diesel & Heavy Equipment

## AGGREKO SELECTECH

### ASSOCIATE IN APPLIED SCIENCE (88 CREDIT HOURS)

Aggreko has the world's largest fleet of rental generators, rental chillers, cooling towers, heaters, dehumidifiers and air handlers backed by the support of over 2,500 people in 29 countries from 118 locations. Aggreko generators range in size from 10 KW to 2 MW, and can be used for applications ranging from simple standalone power packages up to 100 MW power stations for grids. Aggreko supplies load banks and a complete range of accessories.

Industries which frequently use Aggreko solutions include: manufacturing, shipping and ship-building, utilities, events, entertainment and movies, petro-chemical, oil & gas exploration and mining, military, disaster relief and service industries, construction, and telecommunications.

Technical training on Aggreko-serviced equipment and components include the latest developments in: Preventive and Predictive Maintenance, Diesel Engine Systems, Engine Electronic Systems, Power Generation Systems, York and Trane Chillers, Electric Motors and Motor Controls, Electrical Distribution, Synchronization and Load Sharing, and Diagnostic Procedures.

The two (2) year, six (6) semester program incorporates approximately one-half of the time designated for technical/academic education. The remaining time is allocated for internships at Aggreko Service Centers. Each block of technical education and general education coursework is followed by an internship experience that reinforces the technical education. Students can expect nearly 100% job placement, low faculty/student ratio, and paid internships.

#### PROGRAM ENTRY REQUIREMENTS:

1. Obtain an approved industry sponsor.
2. Complete the OSUIT admission process (i.e., application for admission, housing, etc.)
3. Demonstrate appropriate academic preparedness level by one (1) of the following methods:
  - a. Score 19 or better on all ACT sub-scores or 480 or better on all SAT sub-scores; or
  - b. Achieve an equivalent score on a nationally-normed academic computerized placement test (contact the OSUIT Assessment Center for information on available assessments and related placement scores); or
  - c. Successfully complete all required

developmental coursework.

*For more detailed information, please contact Diesel & Heavy Equipment at 918-293-4710 or visit [osuit.edu/hevi](http://osuit.edu/hevi).*

### PROGRAM REQUIREMENTS: 60 CREDIT HOURS

#### AGGREKO TECHNICIAN TRAINING (60 CREDIT HOURS)

DHEA	1113	Maintenance Fundamentals
DHEA	1123	Diesel Engine I – Diesel Fundamentals and Maintenance
DHEA	1133	Internship I
DHEA	1213	DC/AC Electrical Fundamentals
DHEA	1233	Internship II or
DHE	2033	Diesel Skills I *
DHEA	1313	Generator Systems I – Theory & Operation
DHEA	1323	Aggreko Basic Refrigeration
DHEA	1343	SEA Units and New Generation II Air Conditioners
DHEA	2412	Internship III (12 credit hours)
DHEA	2413	Aggreko Motor Starting and Motor Controls
DHEA	2423	Electrical Distribution
DHEA	2433	Internship IV or
DHE	2043	Diesel Skills II *
DHEA	2523	Diesel Engine II – Troubleshooting & Repair/Replacement
DHEA	2533	Internship V or
DHE	2053	Diesel Skills III *
DHEA	2543	Oil Free Air Compressors – Theory & Operation
DHEA	2613	Generator Systems II – Advanced Generator Controls
DHEA	2623	Aggreko Capstone

\* Course available through prior learning assessment. Contact advisor for more information.

### 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

#### ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)

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

#### GENERAL BUSINESS (3 CREDIT HOURS)

BADM	1113	Introduction to Business <i>or</i>
MGMT	2243	Small Business Management <i>or</i>
MGMT	2413	Supervisory Management <i>or</i>
MGMT	2913	Leadership and Organizational Behavior

#### MATHEMATICS (3 CREDIT HOURS)

MATH	1513	College Algebra <i>or</i>
MATH	2003	Business Mathematics

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

PSYC	1113	Introductory Psychology <i>or</i>
PSYC	2313	Psychology of Personal Adjustment <i>or</i>
SOC	1113	Introductory Sociology

### INTERDEPARTMENTAL REQUIREMENTS: 4 CREDIT HOURS

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
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#### GENERAL TECHNOLOGIES (1 CREDIT HOUR)

GTGE	1111	College Cornerstone
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## CAT® DEALER PREP

### ASSOCIATE IN APPLIED SCIENCE (87 CREDIT HOURS)

CAT Dealer Prep is a Caterpillar dealer-sponsored heavy equipment technician program. An important feature of the program is that each semester a student alternates seven and one-half (7 ½) weeks on campus and seven and one-half (7 ½) weeks at the dealership. This intensive method of study and practice prepares a high performance technician that the participating Caterpillar dealers demand. After six (6) semesters of on-campus classes and paid internships, graduates typically stay with the dealership as a full time employee.

Technicians diagnose problems, disassemble and examine for defects and excessive wear, recondition or replace parts. They test and adjust components and systems to insure proper operation and to prevent failures. They use sophisticated diagnostic equipment. Personal computers are used for diagnostics, record keeping and communications within the shops, offices and with customers.

Individuals completing this program will find many opportunities with Caterpillar dealerships. Some of the areas within a dealership include truck engines, industrial engines, heavy equipment, agricultural equipment, and component specialist. A student can expect a nearly 100% job placement rate, low faculty/student ratio and paid student internships.

#### PROGRAM ENTRY REQUIREMENTS:

1. Obtain an approved industry sponsor.
2. Complete the OSUIT admission process (i.e., application for admission, housing, etc.)
3. Demonstrate appropriate academic preparedness level by one (1) of the following methods:
  - a. Score 19 or better on all ACT sub-scores or 480 or better on all SAT sub-scores; or
  - b. Achieve an equivalent score on a nationally-normed academic computerized placement test (contact the OSUIT Assessment Center for information on available assessments and related placement scores); or
  - c. Successfully complete all required developmental coursework.

**For more detailed information, please contact Diesel & Heavy Equipment at 918-293-4710 or visit [osuit.edu/hevi](http://osuit.edu/hevi).**



### PROGRAM REQUIREMENTS: 56 CREDIT HOURS

#### CAT DEALER PREP (56 CREDIT HOURS)

- DHEC 1113 Internship I
- DHEC 1124 Introduction to Caterpillar
- DHEC 1134 CAT Electrical Fundamentals
- DHEC 1213 CAT Hydraulic Fundamentals
- DHEC 1223 CAT Fuel Systems
- DHEC 1233 Internship II
- DHEC 1313 Internship III *or*
- DHE 2033 Diesel Skills I \*
- DHEC 1323 CAT Engine Fundamentals
- DHEC 1333 CAT Machine Hydraulic Systems
- DHEC 2413 CAT Engine Diagnostics and Repair
- DHEC 2423 CAT Machine Electronic Systems
- DHEC 2433 Internship IV *or*
- DHE 2043 Diesel Skills II \*
- DHEC 2513 Internship V *or*
- DHE 2053 Diesel Skills III \*
- DHEC 2524 CAT Power Train I
- DHEC 2532 CAT Mobile Air Conditioning
- DHEC 2603 CAT Power Train II
- DHEC 2636 CAT Capstone

\* Course available through prior learning assessment. Contact advisor for more information.

### 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

#### ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)

- ENGL 1033 Technical Writing I *and*
- ENGL 2033 Technical Writing II *or*
- ENGL 1113 Freshman Composition I *and*
- ENGL 1213 Freshman Composition II
- SPCH 1113 Introduction to Speech Communications *or*
- SPCH 2313 Small Group Communications

#### HUMANITIES (3 CREDIT HOURS)

- PHIL 1213 Ethics

#### MATHEMATICS (3 CREDIT HOURS)

- MATH 1513 College Algebra *or*
- MATH 2003 Business Mathematics

#### SOCIAL & BEHAVIORAL SCIENCES

#### (3 CREDIT HOURS)

- PSYC 1113 Introductory Psychology *or*
- PSYC 2313 Psychology of Personal Adjustment *or*
- SOC 1113 Introductory Sociology

## INTERDEPARTMENTAL REQUIREMENTS: 7 CREDIT HOURS

### COMPUTER LITERACY (3 CREDIT HOURS)

CS 1013 Computer Literacy & Applications

### GENERAL TECHNOLOGIES (4 CREDIT HOURS)

GTCT 1183 Welding

GTGE 1111 College Cornerstone



## KOMATSU ACT

### ASSOCIATE IN APPLIED SCIENCE (87 CREDIT HOURS)

KOMATSU ACT is a Komatsu America International Company and Komatsu distributor sponsored heavy equipment technician program. An important feature of the program is that each semester a student alternates seven and one-half (7 ½) weeks on campus and seven and one-half (7 ½) weeks at the sponsoring distributor. The intensive method of study and practice prepares a high performance technician that the participating Komatsu distributors demand. After six (6) semesters of on-campus classes and paid internships, graduates typically stay with the Komatsu distributor as a full time employee.

Komatsu technicians maintain, service, diagnose and repair machines and equipment used in all forms of construction, mining, materials handling

and other industrial activities. Technicians diagnose problems, disassemble and examine for defects and excessive wear, recondition or replace parts. They test and adjust components and systems to insure proper operation and to prevent failures. They use sophisticated diagnostic equipment. Personal computers are used for diagnostics, record keeping and communication within the shops, 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. A student can expect nearly 100% job placement rate, low faculty/student ratio and paid student internships.

### PROGRAM ENTRY REQUIREMENTS:

1. Obtain an approved industry sponsor.
2. Complete the OSUIT admission process (i.e., application for admission, housing, etc.)
3. Demonstrate appropriate academic preparedness level by one (1) of the following methods:
  - a. Score 19 or better on all ACT sub-scores or 480 or better on all SAT sub-scores; or
  - b. Achieve an equivalent score on a nationally-normed academic computerized placement test (contact the OSUIT Assessment Center for information on available assessments and related placement scores); or
  - c. Successfully complete all required developmental coursework.

For more detailed information, please contact Diesel & Heavy Equipment at 918-293-4710 or visit [osuit.edu/hevi](http://osuit.edu/hevi).

**PROGRAM REQUIREMENTS:  
56 CREDIT HOURS**

**KOMATSU  
(56 CREDIT HOURS)**

- DHEK 1104 Komatsu General Basics
- DHEK 1124 Komatsu Parts and Service Publications
- DHEK 1143 Komatsu Internship I
- DHEK 1216 Komatsu Engines and Fuel Systems
- DHEK 1243 Komatsu Internship II
- DHEK 1323 Komatsu Basic Hydraulics
- DHEK 1333 Komatsu Basic Electrical Systems
- DHEK 1343 Komatsu Internship III or
- DHE 2033 Diesel Skills I \*
- DHEK 2416 Komatsu Wheel Loaders
- DHEK 2443 Komatsu Internship IV or
- DHE 2043 Diesel Skills II \*
- DHEK 2516 Komatsu Hydraulic Excavators
- DHEK 2543 Komatsu Internship V or
- DHE 2053 Diesel Skills III \*
- DHEK 2626 Komatsu Capstone
- DHEK 2653 Vehicle Air Conditioning Systems

\* Course available through prior learning assessment. Contact advisor for more information.



**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

**ENGLISH & LANGUAGE ARTS  
(9 CREDIT HOURS)**

- ENGL 1033 Technical Writing I and
- ENGL 2033 Technical Writing II or
- ENGL 1113 Freshman Composition I and
- ENGL 1213 Freshman Composition II
- SPCH 1113 Introduction to Speech Communications or
- SPCH 2313 Small Group Communications

**HUMANITIES  
(3 CREDIT HOURS)**

- PHIL 1213 Ethics

**MATHEMATICS  
(3 CREDIT HOURS)**

- MATH 1513 College Algebra or
- MATH 2003 Business Mathematics

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

- PSYC 1113 Introductory Psychology or
- PSYC 2313 Psychology of Personal Adjustment or
- SOC 1113 Introductory Sociology

**INTERDEPARTMENTAL REQUIREMENTS:  
7 CREDIT HOURS**

**COMPUTER LITERACY  
(3 CREDIT HOURS)**

- CS 1013 Computer Literacy & Applications

**GENERAL TECHNOLOGIES  
(4 CREDIT HOURS)**

- GTCT 1183 Welding
- GTGE 1111 College Cornerstone



All students must complete each semester (7 ½ weeks of classes on campus, then the remainder of the semester at their Sponsoring Company on a paid internship.

This intensive method of instruction prepares a high performance technician that the trucking

industry demands. Graduates typically stay with the Sponsoring Company as a full-time employee. Over-the-road trucks are becoming more advanced and require highly trained technicians to insure proper diagnosis and repair. To maintain, diagnose and repair these new technologies, service technicians require a thorough knowledge of math, science, reading/

comprehension and writing skills to acquire an advanced understanding of engines and engine controls, transmissions, differentials, electrical and electronic systems, chassis, air conditioning, brakes and steering.

As front line employees with direct customer contact, today's service technician also requires interpersonal skills to communicate with customers, peers and management.

The student can expect a nearly 100% job placement rate, low faculty/student ratio and paid internships.

**PROGRAM ENTRY REQUIREMENTS:**

1. Obtain an approved industry sponsor.
2. Complete the OSUIT admission process (i.e., application for admission, housing, etc.)
3. Demonstrate appropriate academic preparedness level by one (1) of the following methods:
  - a. Score 19 or better on all ACT sub-scores or 480 or better on all SAT sub-scores; or
  - b. Achieve an equivalent score on a nationally-normed academic computerized placement test (contact the OSUIT Assessment Center for information on available assessments and related placement scores); or
  - c. Successfully complete all required developmental coursework.

**For more detailed information, please contact Diesel & Heavy Equipment at 918-293-4710 or visit [osuit.edu/hevi](http://osuit.edu/hevi).**

**PROGRAM REQUIREMENTS:  
42 CREDIT HOURS**

**TRUCK TECHNICIAN PROGRAM  
(42 CREDIT HOURS)**

DHEU	1113	Internship I
DHEU	1143	Maintenance and Inspections
DHEU	1153	Maintenance Fundamentals
DHEU	1213	Introduction to Fluid Power
DHEU	1233	Internship II <i>or</i>
DHE	2033	Diesel Skills I *
DHEU	1253	Electrical Circuits, Charging and Starting Systems Diagnostics and Repair
DHEU	1313	Power Train Systems
DHEU	1333	Internship III <i>or</i>
DHE	2043	Diesel Skills II *
DHEU	1343	Brake Systems
DHEU	2433	Internship IV <i>or</i>
DHE	2053	Diesel Skills III *
DHEU	2452	Air Conditioning Systems
DHEU	2523	Diesel Engine and Fuel Systems
DHEU	2524	Capstone - Electronic Systems Interface
DHEU	2533	Diesel Engine Overhaul Techniques

\* Course available through prior learning assessment. Contact advisor for more information.

**GENERAL EDUCATION REQUIREMENTS:  
27 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

**ENGLISH & LANGUAGE ARTS  
(9 CREDIT HOURS)**

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

**GENERAL BUSINESS  
(3 CREDIT HOURS)**

MGMT	2413	Supervisory Management
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**HUMANITIES  
(3 CREDIT HOURS)**

PHIL	1213	Ethics
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**MATHEMATICS  
(3 CREDIT HOURS)**

MATH	1513	College Algebra <i>or</i>
MATH	2003	Business Mathematics

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

PSYC	1113	Introductory Psychology <i>or</i>
PSYC	2313	Psychology of Personal Adjustment <i>or</i>
SOC	1113	Introductory Sociology

**INTERDEPARTMENTAL REQUIREMENTS:  
4 CREDIT HOURS**

**COMPUTER LITERACY  
(3 CREDIT HOURS)**

CS	1013	Computer Literacy & Applications
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**GENERAL TECHNOLOGIES  
(1 CREDIT HOUR)**

GTGE	1111	College Cornerstone
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## WESTERN EQUIPMENT DEALERS ASSOCIATION (WEDA) TECHNICIAN

### ASSOCIATE IN APPLIED SCIENCE (88 CREDIT HOURS)

Founded in 1889, the Western Equipment Dealers Association was established by a progressive group of independent hardware and farm implement/mercantile dealers to help increase their profitability and solve common problems. While the Association's scope of interest has evolved over time, the basic concept of working together for the common good remains the same.

Ask any group of farm and industrial equipment dealers about the biggest challenges they face, and the lack of qualified service technicians is a frequent answer. Each year, as equipment becomes more technologically advanced, the need for skilled technicians grows. Western Equipment Dealers Association is addressing this problem with the new Industrial and Farm Equipment Technician Program at OSU Institute of Technology.

An important feature of the program is that each semester a student alternates seven and one-half (7 ½) weeks on campus and seven and one-half (7 ½) weeks at the sponsoring WEDA distributor. The intensive method of study and practice prepares a high performance technician that the participating WEDA distributors demand. After six (6) semesters of on-campus classes and five (5) paid internships, graduates typically stay with the WEDA distributor as a full time employee. Technicians maintain, service, diagnose and repair machines and equipment used in all forms of agricultural and industrial activities. A student can expect a nearly 100% job placement rate, low faculty/student ratio and paid internships.

#### PROGRAM ENTRY REQUIREMENTS:

1. Obtain an approved industry sponsor.
2. Complete the OSUIT admission process (i.e., application for admission, housing, etc.)
3. Demonstrate appropriate academic preparedness level by one (1) of the following methods:
  - a. Score 19 or better on all ACT sub-scores or 480 or better on all SAT sub-scores; or
  - b. Achieve an equivalent score on a nationally-normed academic computerized placement test (contact the OSUIT Assessment Center for information on available assessments and related placement scores); or
  - c. Successfully complete all required developmental coursework.

**For more detailed information, please contact Diesel & Heavy Equipment at 918-293-4710 or visit [osuit.edu/hevi](http://osuit.edu/hevi).**

### PROGRAM REQUIREMENTS: 54 CREDIT HOURS

#### WEDA TECHNICIAN TRAINING (54 CREDIT HOURS)

DSER	1113	Internship I
DSER	1123	Fundamentals of Maintenance
DSER	1133	Pre-Delivery & Preventive Maintenance
DSER	1143	Principles of GPS Applications
DSER	1213	Internship II
DSER	1223	Wiring Circuits, Charging and Starting Systems
DSER	1233	Hydraulic Principles
DSER	1313	Internship III or
DHE	2033	Diesel Skills I *
DSER	1323	Electronic Systems
DSER	1333	Hydraulic Systems
DSER	2413	Internship IV or
DHE	2043	Diesel Skills II *
DSER	2416	Engines and Fuel Systems
DSER	2512	Mobile Air Conditioning
DSER	2513	Internship V or
DHE	2053	Diesel Skills III *
DSER	2514	Power Train
DSER	2603	Yield Monitoring, Variable Rate, and Auto Steer Diagnostics
DSER	2633	Capstone

\* Course available through prior learning assessment. Contact advisor for more information.

### 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

#### ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)

ENGL	1033	Technical Writing I and
ENGL	2033	Technical Writing II or

ENGL	1113	Freshman Composition I and
ENGL	1213	Freshman Composition II

SPCH	1113	Introduction to Speech Communications or
SPCH	2313	Small Group Communications

#### GENERAL BUSINESS (3 CREDIT HOURS)

BADM	1113	Introduction to Business
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### HUMANITIES (3 CREDIT HOURS)

PHIL	1213	Ethics
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### MATHEMATICS (3 CREDIT HOURS)

MATH	1513	College Algebra or
MATH	2003	Business Mathematics

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

PSYC	1113	Introductory Psychology or
PSYC	2313	Psychology of Personal Adjustment or
SOC	1113	Introductory Sociology

### INTERDEPARTMENTAL REQUIREMENTS: 7 CREDIT HOURS

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
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#### GENERAL TECHNOLOGIES (4 CREDIT HOURS)

GTCT	1183	Welding
GTGE	1111	College Cornerstone



# School of Energy Technologies

## NATURAL GAS COMPRESSION

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

The two (2) year, five (5) semester program incorporates two (2) semesters of mechanical systems training and two (2) semesters of electrical, electronics and instrumentation training followed by a full semester of paid internship experience, which serves to reinforce the student's technical education.

Since considerable time is spent at the GPA/GPSA member facility, it is a requirement of the program that a student have a sponsoring GPA/GPSA member prior to the summer internship. Students who are not sponsored when they enter the program will participate in a career fair held prior to spring break to assist in attaining a summer internship sponsor. The primary responsibility for the GPA/GPSA member is to provide training-related employment for the students during their learning/work experience, internship.

The internship allows students to apply, in a real world setting, what they have learned during the previous classroom/lab sessions. In addition, students become familiar with the GPA/GPSA member company environment, its organizational structure and the competencies that are expected of a professional service technician.

### PROGRAM ENTRY REQUIREMENTS:

1. Complete the OSUIT admission process (i.e., application for admission, housing, etc.)
2. Demonstrate appropriate academic preparedness level by one (1) of the following methods:
  - a. Score 19 or better on all ACT sub-scores or 480 or better on all SAT sub-scores; or
  - b. Achieve an equivalent score on a nationally-normed academic computerized placement test (contact the OSUIT Assessment Center for information on available assessments and related placement scores); or
  - c. Successfully complete all required developmental coursework.

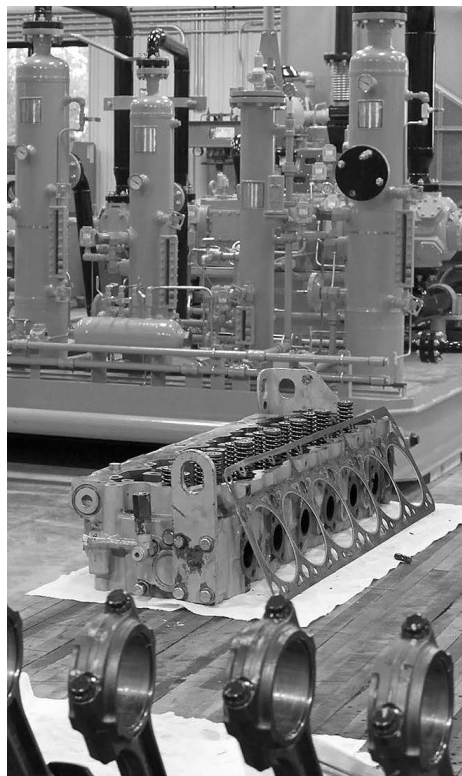
**For more detailed information, please contact Energy Technologies at 918-293-3812 or visit [osuit.edu/ngc](http://osuit.edu/ngc).**

### PROGRAM REQUIREMENTS: 45 CREDIT HOURS

#### NATURAL GAS COMPRESSION (45 CREDIT HOURS)

SEGC	1113	Fundamentals of Maintenance
SEGC	1123	Engine Principles
SEGC	1133	Advanced Engine Technology
SEGC	1213	Engine Air, Fuel and Starting Systems
SEGC	1243	Gas Compressors
SEGC	1233	Instrumentation and Controls
SEGC	2413	DC/AC Circuit Analysis
SEGC	2423	Electrical Devices and Controls
SEGC	2433	Electrical Motors, Generators and Alternators
SEGC	2513	Programmable Logic Controllers (PLC)
SEGC	2523	Engine Electrical
SEGC	2533	Gas Compression Capstone
SEGC	2609	Internship or
DHE	2033	Diesel Skills I * and
DHE	2043	Diesel Skills II * and
DHE	2053	Diesel Skills III *

\* Course available through prior learning assessment. Contact advisor for more information.



### 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

#### ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)

ENGL	1113	Freshman Composition I and
ENGL	1213	Freshman Composition II or
ENGL	1033	Technical Writing I and
ENGL	2033	Technical Writing II
SPCH	1113	Introduction to Speech Communications or
SPCH	2313	Small Group Communications

#### GENERAL BUSINESS (3 CREDIT HOURS)

BADM	1113	Introduction to Business or
MGMT	2243	Small Business Management or
MGMT	2413	Supervisory Management or
MGMT	2913	Leadership and Organizational Behavior

#### HUMANITIES (3 CREDIT HOURS)

PHIL	1213	Ethics
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#### MATHEMATICS (3 CREDIT HOURS)

MATH	1513	College Algebra or
MATH	2003	Business Mathematics

### INTERDEPARTMENTAL REQUIREMENTS: 4 CREDIT HOURS

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
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#### GENERAL TECHNOLOGIES (1 CREDIT HOUR)

GTGE	1111	College Cornerstone or
ORIE	1011	College Strategies

**GCA** // GAS COMPRESSOR ASSOCIATION







## PIPELINE INTEGRITY TECHNOLOGY

### ASSOCIATE IN APPLIED SCIENCE (75 CREDIT HOURS)

The world is dependent on oil and gas for a majority of its energy source. The movement of these products in an efficient manner 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 these products are discovered. It is imperative that the integrity and security of these structures be well maintained and managed.

The need for skilled technologists that operate, maintain, repair, and manage the integrity and security of pipelines is on the increase as a large portion of the current workforce in this arena approaches retirement age.

The Pipeline Integrity Technology program enables students to develop the skills and knowledge required to be successful in the pipeline integrity industry. Major 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 as well as in teams using realistic laboratory environments, to solve challenging "real world" problems. Students experience a multi-disciplinary program that allows them to become a highly productive team member in industry, often bridging the gap between the engineer and the layperson that is charged with implementing the design.

**For more detailed information, please contact Energy Technologies at 918-293-3812 or visit [osuit.edu/pipeline](http://osuit.edu/pipeline).**

### PROGRAM REQUIREMENTS: 47 CREDIT HOURS

#### PIPELINE INTEGRITY TECHNOLOGY (47 CREDIT HOURS)

SEPL	1113	Introduction to Pipelines and Facilities
SEPL	1123	Pipeline Materials and Components
SEPL	1213	Processing and Product Handling
SEPL	1223	Introduction to Corrosion Control
SEPL	2112	Internship (12 credit hours)
SEPL	2413	Regulations and Compliance
SEPL	2423	Integrity Management Concepts I
SEPL	2513	Pipeline Hazard Recognition & Risk Management
SEPL	2523	Pipeline Maintenance & Repair
SEPL	2533	Integrity Management Concepts II
SEPL	2542	NACE CP1 Prep
SEPL	2553	Capstone
SEPL	2563	Project Management

### 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

#### ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)

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

#### HUMANITIES (3 CREDIT HOURS)

PHIL	1213	Ethics
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#### MATHEMATICS (3 CREDIT HOURS)

MATH	1513	College Algebra
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### INTERDEPARTMENTAL REQUIREMENTS: 7 CREDIT HOURS

#### COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
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#### ENERGY TECHNOLOGIES (3 CREDIT HOURS)

SEGC	2413	DC/AC Circuit Analysis <i>or</i>
SEPP	1113	Introduction to Electrical/Electronics

#### GENERAL TECHNOLOGIES (1 CREDIT HOUR)

GTGE	1111	College Cornerstone <i>or</i>
ORIE	1011	College Strategies



## POWER PLANT TECHNOLOGY

### ASSOCIATE IN APPLIED SCIENCE (89 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, each of these changes has significantly impacted the availability of a sufficient number of well-prepared power production technical professionals.

Job prospects are expected to be good as many workers retire and new plants are built. According to the December 2013 Pricewaterhouse report, retirement in this field is predicted to be around 40% within the next five (5) years.

Graduates of OSU Institute of Technology'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 in the Power Plant Technology program utilize and train on cutting-edge technology and equipment for hands-on training on the same systems and machinery they will encounter in their career as a skilled plant operator. Paid internships, a requirement for those in the program, ensures students learn and gain real-world experience before they graduate.

In the two (2) year program, students explore all aspects of plant operations from water chemistry to electrical distribution. Students develop a broad understanding of plant instrumentation, mechanical and electrical systems. With 10 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.

***For more detailed information, please contact Energy Technologies at 918-293-3812 or visit [osuit.edu/powerplant](http://osuit.edu/powerplant).***

### PROGRAM REQUIREMENTS: 66 CREDIT HOURS

#### POWER PLANT TECHNOLOGY (66 CREDIT HOURS)

- SEPP 1103 Fundamentals of the Energy Industry
- 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 1243 Capstone 1
- SEPP 1312 Internship (12 Credit Hours)
- SEPP 2403 Plant Operations
- SEPP 2413 Compliance Regulations
- SEPP 2423 Mechanical Systems
- SEPP 2443 Boilers and Prime Movers
- SEPP 2503 Balance of Plant
- SEPP 2523 Water Systems & Processes
- SEPP 2543 Plant Chemicals and Water Quality
- SEPP 2553 Safety Competency and Qualifications
- SEPP 2563 Plant Controls and Permissives
- SEPP 2623 Advanced Plant Operations
- SEPP 2633 Capstone 2

#### GENERAL EDUCATION REQUIREMENTS: 22 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

##### ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)

- ENGL 1113 Freshman Composition I *and*
- ENGL 1213 Freshman Composition II *or*
- ENGL 1033 Technical Writing I *and*
- ENGL 2033 Technical Writing II
- SPCH 1113 Introduction to Speech Communications *or*
- SPCH 2313 Small Group Communications

##### MATHEMATICS (3 CREDIT HOURS)

- MATH 1513 College Algebra

##### SCIENCE (4 CREDIT HOURS)

- CHEM 1314 General Chemistry I

#### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

##### GENERAL TECHNOLOGIES (1 CREDIT HOUR)

- GTGE 1111 College Cornerstone *or*
- ORIE 1011 College Strategies



# School of Engineering Technologies

## CIVIL ENGINEERING/ SURVEYING TECHNOLOGIES

### ASSOCIATE IN APPLIED SCIENCE (75 CREDIT HOURS)

Civil Engineering Technicians are the backbone of their industry. Construction, manufacturing, petrochemical and many other industries depend on engineering technicians to oversee construction of their facilities and infrastructures. The specific academic areas included in the Civil Engineering/Surveying Technologies degree 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.

Students completing the Civil Engineering/Surveying Technologies degree have the option of articulating into OSUIT's Bachelor of Technology in Civil Engineering Technology program. A specific sequence of courses is required to insure seamless transition from the AAS to BT degree. Graduates from other associate degrees may be required to take bridge courses prior to entering the bachelor degree program.

The surveying curriculum within the CET degree teaches students advanced problem solving and technical skills as well, but in a constantly changing environment that ranges from indoor office work to outdoor field work while using the latest technology in surveying tools, including GPS, GIS, and total stations. The program prepares students to utilize this technology in a variety of surveying tasks which include property line location, topographic surveys, and construction applications.

Students must complete all technical courses with a grade of C or better and maintain a 2.50 GPA. Admissions requirements for the Civil Engineering/Surveying Technologies AAS degree may be found on page 72.

**For more detailed information, please contact Engineering Technologies at 918-293-5150 or visit [osuit.edu/civil](http://osuit.edu/civil).**

### PROGRAM REQUIREMENTS: 35 CREDIT HOURS

#### TECHNICAL COURSE REQUIREMENTS (17 CREDIT HOURS)

ETDG 1143 Introduction to Design/Drafting  
ETDG 1192 Applied AutoCAD  
ETDG 2663 Civil Technology Applications  
ETDG 2674 Civil Drafting  
CET 2805 Internship

#### CIVIL ENGINEERING EMPHASIS REQUIREMENTS (8 CREDIT HOURS)

CET 2123 Properties of Soils  
CET 2212 Transportation  
CET 2323 Statics

#### SURVEYING EMPHASIS REQUIREMENTS (10 CREDIT HOURS)

SURV 1011 Introduction to Surveying  
SURV 1223 Land Law I  
SURV 2223 Land Law II  
SURV 2303 Surveying I

### TECHNICAL SUPPORT COURSES: 22 CREDIT HOURS

#### ENGLISH & LANGUAGE ARTS (3 CREDIT HOURS)

SPCH 1113 Introduction to Speech Communications *or*  
SPCH 2313 Small Group Communications

#### GENERAL TECHNOLOGIES (1 CREDIT HOUR)

GTGE 1111 College Cornerstone

#### HUMANITIES (3 CREDIT HOURS)

Humanities Elective (3 Credit Hours)

#### MATHEMATICS (7 CREDIT HOURS)

MATH 1613 Trigonometry  
MATH 2144 Calculus I

#### SCIENCE (8 CREDIT HOURS)

CHEM 1314 General Chemistry I  
PHYS 1114 General Physics I

### 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

#### ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)

ENGL 1113 Freshman Composition I  
ENGL 1213 Freshman Composition II

#### HUMANITIES (3 CREDIT HOURS)

PHIL 1213 Ethics

#### MATHEMATICS (3 CREDIT HOURS)

MATH 1513 College Algebra



## ENGINEERING GRAPHICS & DESIGN DRAFTING TECHNOLOGIES

### ASSOCIATE IN APPLIED SCIENCE (75 CREDIT HOURS)

21st-century employees must work together to master new technologies and continually make their organizations more effective and more 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 shortage of skilled workers will continue to grow for many years. Recent studies indicate that the need for highly skilled technicians will be greater than the number of qualified workers. This presents very good career opportunities for graduates from the Engineering Graphics and Design Drafting Technologies program. Graduates from this program are prepared to enter careers in the Architectural, Mechanical or Civil Design/ Drafting fields. The program is designed such that students can complete the core course work for at least two (2) of the specializations. The career opportunities in each of these areas are strong and are projected to continue seeing strong growth and demand.

The construction industry continues to be a strong part of Oklahoma's economy. As such, industry needs Design/Drafters that are able to provide high quality drawings and documentation in an efficient manner. While graduates from this program are not architects or engineers, they will work side by side with them converting their concepts and calculations into documents that will be used in the field to bring those ideas to reality.

Utilizing industry standard software (AutoCAD, SolidWorks, etc.) students experience a realistic multi-disciplinary learning environment that involves the manufacturing process, construction and surveying techniques.

The need for design/drafters that understand how to make the design less complex and more profitable is very strong.

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 experience a multi-disciplinary program that allows them to become a highly productive team member in industry; often bridging the gap between the engineer and

the layperson that is charged with implementing

the design. Students can expect to become more than just experts in CAD software.

Students must complete all technical courses with a grade of C or better and maintain a 2.50 program GPA. Admissions requirements for the Engineering Graphics & Design Drafting Technologies AAS degree may be found on page 72.

*For more detailed information, please contact Engineering Technologies at 918-293-5150 or visit [osul.edu/drafting](http://osul.edu/drafting).*

### PROGRAM REQUIREMENTS: 48 CREDIT HOURS

#### ENGINEERING GRAPHICS TECHNOLOGY (48 CREDIT HOURS)

CET	2323	Statistics
ETDG	1143	Introduction to Design/Drafting
ETDG	1192	Applied AutoCAD
ETDG	1253	Technical Drawing
ETDG	1523	Architectural Design
ETDG	2143	Architectural Modeling
ETDG	2223	Piping Drafting
ETDG	2293	Mechanical Design
ETDG	2423	SolidWorks
ETDG	2523	Design Drafting Cornerstone
ETDG	2623	Building Structures
ETDG	2674	Civil Drafting
ETDG	2812	Design Drafting Internship (12 credit hours)

### TECHNICAL SUPPORT COURSES: 9 CREDIT HOURS

#### ENGINEERING TECHNOLOGY (1 CREDIT HOUR)

ETD	2411	Employment Exploration
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#### MATHEMATICS (3 CREDIT HOURS)

MATH	1613	Trigonometry
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#### ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
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#### SCIENCE (4 CREDIT HOURS)

PHYS	1114	General Physics I
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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

#### ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)

ENGL	1113	Freshman Composition I
ENGL	1213	Freshman Composition II
SPCH	2313	Small Group Communications

#### MATHEMATICS (3 CREDIT HOURS)

MATH	1513	College Algebra
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## ENGINEERING TECHNOLOGIES - ELECTRICAL/ELECTRONICS TECHNOLOGIES OPTION

### ASSOCIATE IN APPLIED SCIENCE (75 CREDIT HOURS)

The power generation sector uses graduates from this program to monitor and maintain the highly complex systems that supply the electrical power that supports our technologically intensive lifestyles. Graduates have employment opportunities in all areas of power generation, including power plants that are powered using coal, natural gas and nuclear energy as well as hydro-electric plants.

The program integrates engineering technology competency areas and employability skills. Instead of lecturing, 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. Students experience a multi-disciplinary program that allows them to become a highly productive team member in industry; often bridging the gap between the engineer and the layperson that is charged with implementing the design.

Through real world projects and the use of state of the art equipment, students explore the design, implementation and diagnosis of industrial and process automation and instrumentation. Industry support of the program allows for current industry standard equipment in the classroom, which allows graduates to enter the work place prepared to be successful.

Graduates who enter the Oil and Gas industries may work in production and/or transportation areas, where they maintain, calibrate and install equipment and instrumentation related to finding and getting oil and gas out of the field and to the refineries and processing facilities. Additionally, there are a wide range of companies providing equipment and technology for field operations that demand high performance technicians. Graduates that find careers in the refining and processing of oil and gas will engage in similar activities, such as calibrating, trouble shooting, and installing instrumentation and control systems.

Students must complete all technical courses with a grade of C or better and maintain a 2.50 program GPA. Admissions requirements for the Engineering Technologies AAS degree may be found on page 72.

**For more detailed information, please contact Engineering Technologies at 918-293-5150 or visit [osuit.edu/electrical\\_electronics](http://osuit.edu/electrical_electronics).**

### PROGRAM REQUIREMENTS: 46 CREDIT HOURS

#### ENGINEERING TECHNOLOGIES CORE REQUIREMENTS (21 CREDIT HOURS)

ETDE 1243 DC Electronics & Metrology  
ETDE 1263 AC Electronics & Photonics  
ETDE 1343 Motors and Controls  
ETDE 1363 Electronic Devices & Standards  
ETDE 2223 Electrical Power Distribution  
ETDE 2253 Hydraulics & Pneumatics  
ETDG 1143 Introduction to Design/Drafting

#### ELECTRICAL/ELECTRONICS TECHNOLOGIES OPTION REQUIREMENTS (25 CREDIT HOURS)

ETD 1102 Basic Mechanics  
ETD 1101 Safety Applications  
ETD 2411 Employment Exploration  
ETDE 1373 Digital Systems & Microcontrollers  
ETDE 2113 Introduction to PLCs  
ETDE 2273 Electronic Control Devices  
ETDE 2812 Electrical/Electronics Internship  
(12 Credit Hours)

#### TECHNICAL SUPPORT COURSES: 11 CREDIT HOURS

##### ENGLISH & LANGUAGE ARTS (3 CREDIT HOURS)

SPCH 2313 Small Group Communications

##### MATHEMATICS (3 CREDIT HOURS)

MATH 1613 Trigonometry

##### ORIENTATION (1 CREDIT HOUR)

ORIE 1011 College Strategies

##### SCIENCE (4 CREDIT HOURS)

PHYS 1114 General Physics I

#### 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

##### ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)

ENGL 1113 Freshman Composition I  
ENGL 1213 Freshman Composition II

##### HUMANITIES (3 CREDIT HOURS)

PHIL 1213 Ethics

##### MATHEMATICS (3 CREDIT HOURS)

MATH 1513 College Algebra



School of Engineering Technologies

## ENGINEERING TECHNOLOGIES - ELECTROMECHANICAL TECHNOLOGIES OPTION

### ASSOCIATE IN APPLIED SCIENCE (75 CREDIT HOURS)

The Electromechanical Technologies program is designed around the changing skills and training demanded by industries. Electromechanical technicians combine the know-how of mechanical technology with the understanding of electrical and electronic circuits to repair, troubleshoot, maintain and program electronic and computer-controlled systems.

An electromechanical technician career involves assembling, inspecting, repairing and upgrading electronic and computer-controlled parts and hardware such as robotic assembly machines. A career as an electromechanical technician involves reading blueprints, schematics and technical orders to determine methods of assembly as well as scrupulously checking size and scope of parts with detailed instruments and calibrating hydraulic assemblies to meet operational specifications.

Graduates find careers as electromechanical technicians, maintenance technicians, service engineers, PLC/DC/robot programmers, instrument technicians and maintenance engineers. Internships may be available through area industry partners—opportunities which often turn into permanent positions.

According to the Bureau of Labor Statistics, employment of electromechanical technicians is expected to have continued growth. Electromechanical technicians are generalists in technology, and their broad skill sets help sustain demand for their services.

Students must complete all technical courses with a grade of C or better and maintain a 2.50 program GPA. Admissions requirements for the Engineering Technologies AAS degree may be found on page 72.

*This degree is offered at the OSUIT Advanced Training Center in the MidAmerica Industrial Park (OSUIT-MAIP) in Pryor, OK. For more detailed information, please contact OSUIT-MAIP at 918-825-4678 or visit [maip.osuit.edu/educational\\_programs](http://maip.osuit.edu/educational_programs).*

### PROGRAM REQUIREMENTS: 46 CREDIT HOURS

#### ENGINEERING TECHNOLOGIES CORE REQUIREMENTS (21 CREDIT HOURS)

ETDE	1243	DC Electronics & Metrology
ETDE	1263	AC Electronics & Photonics
ETDE	1343	Motors and Controls
ETDE	1363	Electronic Devices & Standards
ETDE	2223	Electrical Power Distribution
ETDE	2253	Hydraulics & Pneumatics
ETDG	1143	Introduction to Design/Drafting

#### ELECTROMECHANICAL TECHNOLOGIES OPTION REQUIREMENTS (25 CREDIT HOURS)

*Select courses from the options listed below.*

ACR	1103	HVAC Fundamentals
ETD	2411	Employment Exploration
ETDE	1112	Workplace Safety for Technical Professionals
ETDE	1121	Test Instruments & Troubleshooting
ETDE	1133	Introduction to Electrical and Electronic Technologies
ETDE	1403	PLC Basics
ETDE	2102	Maintenance Theory and Application
ETDE	2112	Mechanical Systems & Equipment
ETDE	2113	Introduction to PLCs
ETDE	2123	PLC Applications
ETDE	2173	Introduction to DCS Systems
ETDE	2213	Process Control
ETDE	2273	Electronic Control Devices
ETDE	2343	Motors and Controls II
ETDE	2467	Internship
ETDM	1153	Introduction to Manufacturing

### TECHNICAL SUPPORT COURSES: 11 CREDIT HOURS

#### ENGLISH & LANGUAGE ARTS (3 CREDIT HOURS)

SPCH	2313	Small Group Communications
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#### MATHEMATICS (3 CREDIT HOURS)

MATH	1613	Trigonometry
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#### ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
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#### SCIENCE (4 CREDIT HOURS)

PHYS	1114	General Physics I
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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

#### ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)

ENGL	1113	Freshman Composition I
ENGL	1213	Freshman Composition II

#### HUMANITIES (3 CREDIT HOURS)

PHIL	1213	Ethics
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#### MATHEMATICS (3 CREDIT HOURS)

MATH	1513	College Algebra
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## ENGINEERING TECHNOLOGIES - INSTRUMENTATION TECHNOLOGY OPTION

### ASSOCIATE IN APPLIED SCIENCE (75 CREDIT HOURS)

The program teaches students problem solving and technical skills in an application focused, team based environment using industry approved curriculum and laboratories. Although the program is designed to facilitate a seamless path to the Bachelor of Technology degree in Instrumentation Engineering Technology, graduates of the program can find entry level employment in industries such as food processing, oil and gas, chemical processing, and manufacturing.

These industries require technologists that possess knowledge of automation and control as they strive to maintain their production facilities and processes in a productive and efficient manner. Automation Control Technologists install, operate, repair, and maintain the equipment and processes that industry uses to produce products. These technologists are called upon to work on a variety of systems including measurement instruments, programmable controls, hydraulic systems, pneumatic systems, robotics, and similar technology. The International Society of Automation notes positions in automation and control offer above average pay and benefits because of the level and skill and responsibility involved. Working closely with industry leaders to incorporate the latest business practices and emerging technologies into the program, OSUIT's experienced instructors provide students one-on-one attention, theory, hands-on technical skills, and general education classes so graduates are positioned to quickly move to the top of their field.

Students must complete all technical courses with a grade of C or better and maintain a 2.50 program GPA. Admissions requirements for the Engineering Technologies AAS degree may be found on page 72.

*For more detailed information, please contact Engineering Technologies at 918-293-5150 or visit [osuit.edu/instrumentation](http://osuit.edu/instrumentation).*

### PROGRAM REQUIREMENTS: 35 CREDIT HOURS

#### ENGINEERING TECHNOLOGIES CORE REQUIREMENTS (21 CREDIT HOURS)

ETDE 1243 DC Electronics & Metrology  
ETDE 1263 AC Electronics & Photonics  
ETDE 1343 Motors and Controls  
ETDE 1363 Electronic Devices & Standards  
ETDE 2223 Electrical Power Distribution  
ETDE 2253 Hydraulics & Pneumatics  
ETDG 1143 Introduction to Design/Drafting

#### INSTRUMENTATION TECHNOLOGY OPTION REQUIREMENTS (14 CREDIT HOURS)

ETD 1102 Basic Mechanics  
ETDE 1373 Digital Systems & Microcontrollers  
ETDE 2113 Introduction to PLCs  
ETDE 2123 PLC Applications  
ETDE 2273 Electronic Control Devices

#### TECHNICAL SUPPORT COURSES: 22 CREDIT HOURS

##### ENGLISH & LANGUAGE ARTS (3 CREDIT HOURS)

SPCH 2313 Small Group Communications

##### MATHEMATICS (10 CREDIT HOURS)

MATH 1613 Trigonometry  
MATH 2144 Calculus I  
MATH 2153 Calculus II

##### ORIENTATION (1 CREDIT HOUR)

ORIE 1011 College Strategies

##### SCIENCE (8 CREDIT HOURS)

PHYS 1114 General Physics I  
PHYS 1214 General Physics II

#### 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

##### ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)

ENGL 1113 Freshman Composition I  
ENGL 1213 Freshman Composition II

##### HUMANITIES (3 CREDIT HOURS)

PHIL 1213 Ethics

##### MATHEMATICS (3 CREDIT HOURS)

MATH 1513 College Algebra

## MANUFACTURING TECHNOLOGIES

### ASSOCIATE IN APPLIED SCIENCE (75 CREDIT HOURS)

21st century employees must work together to master new technologies and continually make their organizations more effective and more 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 shortage of skilled workers will continue to grow for many years. Department of Labor data indicates that the shortage of skilled workers will exceed 10 million by the year 2020. Because of the changing nature of work and jobs, manufacturing technicians will need a higher level of education than previously required.

There is a common misconception that manufacturing jobs are not important and the US economy is less dependent on these jobs than before. However, the manufacturing sector currently contributes to over 25% of the gross domestic product. It was the largest contributor to economic growth in the 1990's. The average wages are 18% higher than the average of all other sectors. Additionally, 84% of manufacturing workers receive direct health benefits. This sector will continue to be a vital part of the US economy. Careers in this field will support a family and a good quality of life.

Graduates from the program are prepared to be more than just machine operators and programmers. The program teaches problem solving and process improvement skills. These skills are highly desired by industry. Students experience the complete manufacturing cycle of design, prototype, production and verification. This experience prepares graduates for a variety of career paths in the manufacturing sector. Additionally the program integrates the technology competencies with employability skills. In addition to lecturing, faculty members facilitate learning using a contextual approach. Students work as individuals and in teams in realistic laboratory environments, to solve challenging "real world" problems. Students learn in a \$1.3 million state of the art manufacturing lab. The equipment and software in these labs are identical to what graduates may use in their careers. This contextual approach allows students to become highly productive team members in industry. Graduates often bridge the gap between the engineer and the layperson that is charged with implementing the design.

Students must complete all technical courses with a grade of C or better and maintain a 2.50 program GPA. Admissions requirements for the

Manufacturing Technologies AAS degree may be found on page 72.

*For more detailed information, please contact Engineering Technologies at 918-293-5150 or visit [osuit.edu/manufacturing](http://osuit.edu/manufacturing).*

### PROGRAM REQUIREMENTS: 46 CREDIT HOURS

#### MANUFACTURING TECHNOLOGIES (46 CREDIT HOURS)

- ETD 1101 Safety Applications
- ETDG 1143 Introduction to Design/Drafting
- ETDG 2423 SolidWorks
- ETDM 1153 Introduction to Manufacturing
- ETDM 1333 CNC Manufacturing Processes & Fixtures
- ETDM 1343 CNC Machine Programming
- ETDM 1353 CNC Machine Operation
- ETDM 1413 Conventional Manufacturing Processes & Tooling
- ETDM 2123 Applied Manufacturing Processes
- ETDM 2112 Manufacturing Internship (12 credit hours)
- ETDM 2203 Automated Manufacturing Techniques
- ETDM 2423 Quality Systems & Practices
- ETDM 2463 CAM Applications

### TECHNICAL SUPPORT COURSES: 11 CREDIT HOURS

#### ENGLISH & LANGUAGE ARTS (3 CREDIT HOURS)

- SPCH 1113 Introduction to Speech Communications *or*
- SPCH 2313 Small Group Communications

#### MATHEMATICS (3 CREDIT HOURS)

- MATH 1613 Trigonometry

#### ORIENTATION (1 CREDIT HOUR)

- ORIE 1011 College Strategies

#### SCIENCE (4 CREDIT HOURS)

- PHYS 1114 General Physics I

### 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

#### ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)

- ENGL 1113 Freshman Composition I
- ENGL 1213 Freshman Composition II

#### HUMANITIES (3 CREDIT HOURS)

- PHIL 1213 Ethics

#### MATHEMATICS (3 CREDIT HOURS)

MATH 1513 College Algebra

## WATCHMAKING & MICROTECHNOLOGY

### ASSOCIATE IN APPLIED SCIENCE (94 CREDIT HOURS)

OSU Institute of Technology's Watchmaking program offers intense, thorough training in this challenging and exacting art. Students develop the hand skills necessary for making and maintaining tools, servicing and repairing fine timepieces, and manufacturing watch parts. Critical thinking and problem solving abilities are strengthened so the mind becomes as much of a part of the solution as the tools in the watchmaker's hand. These traditional skills, coupled with equipment utilizing the latest technology, allow our graduates to work to a higher technological standard than ever before.

OSUIT is a SAWTA (Swiss American Watchmaker Training Alliance) certified school which works in conjunction with AWCI (American Watch and Clock Institute) and their CW21 examination. Through our partnerships we offer the opportunity to obtain certification through both SAWTA and AWCI. These exams are designed specifically to develop the type of skilled craftsman needed to service high-grade watches.

Our industry-driven integrated associate degree program ensures that our graduates are well-rounded, professional watchmakers. The Watchmaking & Microtechnology faculty have earned reputations for excellence in this worldwide industry. The labs are housed in a state of the art, modern facility, and the equipment is, in many cases, the same as that used in official service centers. This helps ensure that the experience gained in the program will transfer easily to the real world. Career opportunities are numerous, both in the US and abroad, with employment available in watch brand service centers, independent service centers, and jewelry stores being just a few of the many available options.

**For more information, please contact Watchmaking at 918-293-5342 or visit [osuit.edu/watchmaking](http://osuit.edu/watchmaking).**

### PROGRAM REQUIREMENTS: 72 CREDIT HOURS

#### WATCHMAKING & MICROTECHNOLOGY (72 CREDIT HOURS)

WMT	1116	Career Cornerstone/ Microtechnology
WMT	1126	Advanced Microtechnology I
WMT	1216	Advanced Microtechnology II
WMT	1226	External Watch
WMT	1316	Quartz Watch Repair
WMT	1326	Mechanical Watch Repair
WMT	2416	Escapement and Oscillator
WMT	2426	Precision Timing and Automatic Watches
WMT	2516	Chronograph Watches
WMT	2526	Shop Management and Workflow Studies
WMT	2616	Estimating and Quality Control
WMT	2626	Advanced Watch Repair and Capstone

### GENERAL EDUCATION REQUIREMENTS: 22 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

#### ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)

ENGL	1033	Technical Writing I or
ENGL	1113	Freshman Composition I
SPCH	1113	Introduction to Speech Communications or
SPCH	2313	Small Group Communications

#### HUMANITIES (3 CREDIT HOURS)

PHIL	1013	Ethics of Leadership or
PHIL	1213	Ethics

#### MATHEMATICS (3 CREDIT HOURS)

MATH	1513	College Algebra or
MATH	1613	Trigonometry

#### SCIENCE (4 CREDIT HOURS)

PHYS	1114	General Physics I
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### ADMISSIONS REQUIREMENTS AND PROCESS

The number of students allowed to enroll in the Watchmaking program is limited. Therefore, students must successfully complete the admission requirements and process before being considered for enrollment into the program. In order to make an appropriate enrollment decision, consideration for acceptance into the program will be based upon the results of a thorough screening and interview process involving the following requirements and activities as listed:

- Complete the college admissions process through OSUIT which includes providing: an application for admission, official high school and college transcripts, ACT scores, academic assessment as needed, and appropriate paperwork for international students.
- Demonstrate the ability to succeed in the Watchmaking program by:
  - Scoring a 19 or better on all ACT sub-tests or 480 or better on all SAT sub-scores, or an equivalent score on a nationally-normed academic computerized placement test (contact the OSUIT Assessment Center for information on this assessment and related placement scores).
  - Passing a mechanical aptitude assessment.
  - Passing a manual dexterity assessment.
- Receive positive recommendations from participation in interview sessions with representatives of the Watchmaking program faculty and program supervisor.
- Read and acknowledge the estimated cost expenditures sheet.
- Share information about your history, interests, plans and career goals by providing the following:
  - A resume that describes your present skills and abilities and your volunteer and paid work experiences;
  - An essay of 200-300 words that tells why you think this program is right for you. The essay should describe your goals and interests, what you hope to get out of the program and what you have done so far to prepare.
- Provide a letter of recommendation from someone other than a family member.
- Successful completion and submission of a background check. A link to the background check request form can be found on the Watchmaking & Microtechnology admissions information page at [go.osuit.edu/academics/watchmaking/requirements](http://go.osuit.edu/academics/watchmaking/requirements).

Applicants will be notified of their acceptance or denial into the program following completion and evaluation of the admission process.

## CIVIL ENGINEERING TECHNOLOGY

### BACHELOR OF TECHNOLOGY (126 CREDIT HOURS)

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.

The Bachelor of Technology degree in Civil Engineering Technology teaches students problem solving and technical skills in an application-focused, team-based environment using real world projects. The degree plan prepares graduates for high performance jobs using technologically advanced civil engineering design tools. Graduates from the program will be highly effective engineering technologists with experience in both the theoretical and the application of theory to the solution of civil engineering problems.

Individuals interested in Civil Engineering Technology can expect the career opportunities to remain stable. Additionally, due to the growing number of retiring engineers, the number of position vacancies will be greater than the number of qualified baccalaureate degree graduates.

This technology-intensive, application-focused baccalaureate degree is offered through OSU Institute of Technology's School of Engineering Technologies, which has a tradition for excellence in preparing individuals for exciting and successful careers. Working closely with industry leaders to incorporate the latest business practices and emerging technologies into the program, OSUIT's experienced, expert instructors provide students one-on-one attention, hands-on technical skills, and general education classes so graduates are positioned to quickly move to the top of their fields. Engineering Technologies utilizes an innovative approach to education that prepares high-performance workers for world-class businesses and industries.

Students must complete all technical courses with a grade of C or better and maintain a 2.50 overall GPA. Admissions requirements for the Civil Engineering Technology BT degree may be found on page 72.

**For more detailed information, please contact Engineering Technologies at 918-293-5150 or visit [osuit.edu/civil](http://osuit.edu/civil).**

### PROGRAM REQUIREMENTS: 77 CREDIT HOURS

#### CIVIL ENGINEERING TECHNOLOGY (77 CREDIT HOURS)

CET	2113	Strengths of Materials
CET	2123	Properties of Soils
CET	2212	Transportation
CET	2323	Statics
CET	3113	Structural Analysis
CET	3123	Dynamics
CET	3213	Steel Structures
CET	3313	Fluid Mechanics and Hydraulics
CET	3443	Environmental Engineering
CET	3533	Engineering Mathematics
CET	3543	Fundamentals of Engineering Exam Review
CET	4123	Construction Management and Economics
CET	4213	Reinforced Concrete Design
CET	4224	Hydrology
CET	4233	Water/Waste Water Management
CET	4414	Capstone
CET	4806	Internship
ETDG	1143	Introduction to Design/Drafting
ETDG	1192	Applied AutoCAD
ETDG	2663	Civil Technology Applications
ETDG	2674	Civil Drafting
SURV	1011	Introduction to Surveying
SURV	1223	Land Law I
SURV	2223	Land Law II
SURV	2303	Surveying I

### GENERAL EDUCATION REQUIREMENTS: 48 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

#### ENGLISH & LANGUAGE ARTS (12 CREDIT HOURS)

ENGL	1113	Freshman Composition I
ENGL	1213	Freshman Composition II
ENGL	3323	Technical Writing III
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 (13 CREDIT HOURS)

MATH	1513	College Algebra
MATH	1613	Trigonometry
MATH	2144	Calculus I
MATH	2153	Calculus II

#### SCIENCE (8 CREDIT HOURS)

CHEM	1314	General Chemistry I
PHYS	1114	General Physics I

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

Social & Behavioral Science Elective (3 Credit Hours)		
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### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

#### ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
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## CIVIL ENGINEERING TECHNOLOGY

### Civil Engineering Technology (CET) Program Educational Objectives:

As an ABET certified baccalaureate program, the program has identified the following objectives and outcomes.

- Graduates will be able to function effectively as civil engineering technologists, and in related fields, regionally and nationally.
- Graduates will be capable of career advancement, professional development, and understanding the importance of life-long learning.
- Graduates will be able to communicate effectively in oral and written forms at both technical and interpersonal levels and can work in a team as required by the corporate community.
- Graduates will meet industry expectations in managing ethical, societal, and environmental issues in the practice of civil engineering technology.

### CET Student Learning Outcomes:

For baccalaureate degree programs, these student outcomes must include, but are not limited to, the following learned capabilities:

- an ability to select and apply the knowledge, techniques, skills, and modern tools of the discipline to broadly-defined engineering technology activities;
- an ability to select and apply a knowledge of mathematics, science, engineering, and technology to engineering technology problems that require the application of principles and applied procedures or methodologies;
- an ability to conduct standard tests and measurements, to conduct, analyze, and interpret experiments, and to apply experimental results to improve processes;
- an ability to design systems, components, or processes for broadly-defined engineering technology problems appropriate to program educational objectives;
- an ability to function effectively as a member or leader on a technical team;
- an ability to identify, analyze, and solve broadly-defined engineering technology problems;
- an ability to apply written, oral, and graphical communication in both technical and non-technical environments and an ability to identify and use appropriate technical literature;
- an understanding of the need for and an ability to engage in self-directed continuing professional development;

- an understanding of and a commitment to address professional and ethical responsibilities, including a respect for diversity;
- a knowledge of the impact of engineering technology solutions in a societal and global context; and
- a commitment to quality, timeliness, and continuous improvement.

### CET Program Outcomes:

Graduates of associate degree programs will, to the extent required to support program educational objectives:

- utilize principles, hardware, and software that are appropriate to produce drawings, reports, quantity estimates, and other documents related to civil engineering;
- conduct standardized field and laboratory tests related to civil engineering;
- utilize surveying methods appropriate for land measurement and/or construction layout; and
- apply fundamental computational methods and elementary analytical techniques in sub-disciplines related to civil engineering.

In addition, graduates of baccalaureate degree programs will, to the extent required to support program educational objectives:

- plan and prepare documents appropriate for design and construction;
- perform economic analyses and cost estimates related to design, construction, operations and maintenance of systems associated with civil engineering;
- select appropriate engineering materials and practices; and
- perform standard analysis and design in at least three (3) sub-disciplines related to civil engineering.



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## INSTRUMENTATION ENGINEERING TECHNOLOGY

### BACHELOR OF TECHNOLOGY (128 CREDIT HOURS)

This program teaches students problem solving and technical skills in an application-focused, team-based environment using industry approved realistic laboratories. Program graduates are prepared for high performance jobs in the areas of instrumentation, control systems, process automation, and measurement. On the job, graduates will design, install, operate, maintain, and repair instrumentation and control systems in the areas of chemical processing, food processing, oil and gas production, manufacturing, energy production and other highly technical fields. Industry needs professionals competent in high-tech automation solutions to increase the consistency, quantity and quality of goods produced in Oklahoma to compete in global markets. 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. Because of their broad understanding of production processes, business acumen and problem solving skills, Bachelor of Technology graduates have excellent opportunities for advancement into management positions as companies continue to install and upgrade high-tech production systems. To meet stringent environmental requirements, companies are adding highly sophisticated instrumentation and control systems to extend the life of existing oil and gas refineries, food and chemical processing plants, and power generation facilities.

Working closely with industry leaders to incorporate the latest business practices and emerging technologies into the program, OSU Institute of Technology's experienced instructors provide students one-on-one attention, theory, hands-on technical skills, and general education classes so graduates are positioned to quickly move to the top of their fields.

Students must complete all technical courses with a grade of C or better and maintain a 2.50 program GPA. Admissions requirements for the Instrumentation Engineering Technology BT degree may be found on page 72.

**For more detailed information, please contact Engineering Technologies at 918-293-5150 or visit [osuit.edu/instrumentation](http://osuit.edu/instrumentation).**

### PROGRAM REQUIREMENTS: 74 CREDIT HOURS

#### INSTRUMENTATION ENGINEERING TECHNOLOGY (74 CREDIT HOURS)

ETD	1102	Basic Mechanics
ETDE	1243	DC Electronics & Metrology
ETDE	1263	AC Electronics & Photonics
ETDE	1343	Motors and Controls
ETDE	1363	Electronic Devices & Standards
ETDE	1373	Digital Systems & Microcontrollers
ETDE	2113	Introduction to PLCs
ETDE	2123	PLC Applications
ETDE	2223	Electrical Power Distribution
ETDE	2253	Hydraulics & Pneumatics
ETDE	2273	Electronic Control Devices
ETDE	3123	Instrumentation
ETDE	3213	Project Management and Engineering Economics
ETDE	3223	Industrial Networks
ETDE	3233	Liquid and Gas Flow Measurement
ETDE	3313	Heat Transfer and Fluid Mechanics
ETDE	3513	Programming for Instrumentation
ETDE	4112	Electrical/Electronics Instrumentation Internship (12 credit hours)
ETDE	4133	Process Measurement and Control
ETDE	4313	Distributed Control Systems
ETDE	4813	Instrumentation Capstone
ETDG	1143	Introduction to Design/Drafting

#### TECHNICAL SUPPORT COURSES: 23 CREDIT HOURS

##### ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)

ENGL	3323	Technical Writing III
SPCH	2313	Small Group Communications

##### MATHEMATICS (10 CREDIT HOURS)

MATH	1613	Trigonometry
MATH	2144	Calculus I
MATH	2153	Calculus II

##### SCIENCE (4 CREDIT HOURS)

PHYS	1214	General Physics II
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##### SOCIAL & BEHAVIORAL SCIENCES (3 CREDIT HOURS)

PSYC	1113	Introductory Psychology
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### GENERAL EDUCATION REQUIREMENTS: 29 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

#### ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)

ENGL	1113	Freshman Composition I
ENGL	1213	Freshman Composition II

#### HUMANITIES (6 CREDIT HOURS)

HUM	1013	Humanities I
PHIL	1213	Ethics

#### MATHEMATICS (3 CREDIT HOURS)

MATH	1513	College Algebra
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#### SCIENCE (8 CREDIT HOURS)

CHEM	1314	General Chemistry I
PHYS	1114	General Physics I

### INTERDEPARTMENTAL REQUIREMENTS: 2 CREDIT HOURS

#### ENGINEERING TECHNOLOGY (1 CREDIT HOUR)

ETD	2411	Employment Exploration
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#### ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
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## INSTRUMENTATION ENGINEERING TECHNOLOGY

### 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;
- graduates who are well-rounded individuals with strong personal skills, competent in all forms of communication, and able to work in team environments, and who possess a strong sense of professionalism;
- graduates who will meet industry expectations in managing ethical, societal and environmental issues in the practice of instrumentation engineering technology; and
- graduates 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/or 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, test 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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## ADMISSION REQUIREMENTS AND PROCESS FOR ENGINEERING TECHNOLOGIES

### ASSOCIATE IN APPLIED SCIENCE DEGREES

The goal of OSU Institute of Technology is to provide students the opportunity to succeed and to ensure each is prepared academically at each step in their education. The Engineering Technologies programs of study are academically rigorous; however, student success can be maximized with proper advisement and remediation when appropriate. The faculty of the school makes every effort to ensure each student is equipped with the necessary prerequisite academic and technical skills to enter the program and to move to the next sequence of courses.

To best accomplish this mission, students must complete the following steps prior to admission to the School of Engineering Technologies to pursue an Associate in Applied Science degree in Civil Engineering/Surveying Technologies, Engineering Graphics & Design Drafting Technologies, Engineering Technologies, or Manufacturing Technologies:

1. Complete the OSUIT admission process (i.e., application for admission, housing).
2. Demonstrate an appropriate level of academic preparedness by one (1) of the following methods:
  - a. Score 19 or better on all ACT sub-scores or 480 or better on all SAT sub-scores; or
  - b. Achieve an equivalent score on a nationally-normed academic computerized placement test (contact the OSUIT Assessment Center for information on available assessments and related placement scores); or
  - c. Successfully complete all required developmental coursework.

Students that do not have the appropriate ACT, SAT or placement assessment scores may be provisionally admitted to the school pending successful completion of required developmental coursework and must meet with a program advisor to determine an enrollment plan.

Students that do not meet the entry level computer literacy requirements are required to take CS 1013 Computer Literacy and Applications.

Students that meet the entrance requirements are expected to meet with an academic advisor prior to enrolling. Due to the math and science rigor associated with the Engineering Technologies programs, students that are admitted to the school under provision 2.a are required to meet with an academic advisor in the School of Engineering Technologies. During this advisement session, issues such as intervening time span between the last college math/science class and previous academic program of study can be evaluated to determine the most advantageous plan of study for the student.

## ADMISSION REQUIREMENTS AND PROCESS FOR ENGINEERING TECHNOLOGIES

### BACHELOR OF TECHNOLOGY DEGREES

The goal of OSU Institute of Technology is to provide students the opportunity to succeed and to ensure each student is prepared academically at each step in their education.

Students must complete the following steps prior to admission to the School of Engineering Technologies to pursue a Bachelor of Technology degree in Civil Engineering Technology or Instrumentation Engineering Technology:

1. Hold an Associate in Applied Science degree or higher that meets one (1) of the following criteria:
  - a. Graduates with the AAS in Engineering Technologies from OSUIT have the option of articulating into the Bachelor of Technology degree. A specific sequence of courses is required to insure 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 bachelor degree program.
2. Complete the OSUIT admission process (i.e. application for general admission and admission to the BT program, housing, etc.).

Students that meet the entrance requirements are expected to meet with an academic advisor prior to enrolling. Due to the math and science rigor associated with the Engineering Technologies programs, students that are admitted to the school under provision 1.b are required to meet with an academic advisor in the School of Engineering Technologies. During this advisement session, issues such as intervening time span between the last college math/science class and previous academic program of study can be evaluated to determine the most advantageous plan of study for the student.



# School of Information Technologies

## 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. The Associate in Applied Science in Information Technologies is designed for individuals who want to take advantage of the program's unique project-based and customer-focused approach to preparing individuals for exciting and successful careers, and fall into one (1) or more of the following categories:

1. Wish to launch a career in IT as soon as possible.
2. Intend to pursue the Bachelor of Technology in Information Technologies at OSUIT.
3. Want to build on considerable work experience and complete a degree to further career.
4. Wish to complete one (1) or more professional industry certifications.

The minimum GPA required for graduation is a 2.50.

**For the latest program information, please contact 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: 33 CREDIT HOURS

#### INFORMATION TECHNOLOGIES CORE REQUIREMENTS (27 CREDIT HOURS)

ITD	1033	Introduction to Computer Logic
ITD	1213	Hardware Systems Support
ITD	1223	Network Systems
ITD	1243	Principles of Information Security
ITD	1253	Object-Oriented Programming Using C#
ITD	1353	Web Development
ITD	2203	Database Systems
ITD	2223	Operating Systems
ITD	2313	Script Programming

#### 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 <i>or</i>
HIST	1493	US History since 1865
POLS	1113	US Government

##### ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)

ENGL	1113	Freshman Composition I
ENGL	1213	Freshman Composition II
SPCH	1113	Introduction to Speech Communications <i>or</i>
SPCH	2313	Small Group Communications

##### HUMANITIES (6 CREDIT HOURS)

PHIL	1213	Ethics
Humanities Elective (3 Credit Hours)		

##### MATHEMATICS (3 CREDIT HOURS)

MATH	1513	College Algebra
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##### APPROVED ELECTIVE \* (3 CREDIT HOURS)

From Social & Behavioral Sciences, Foreign Language or Fine Arts.

\* See Arts & Sciences General Education course offerings.

##### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

GTGE	1111	College Cornerstone <i>or</i>
ORIE	1011	College Strategies



## 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. In fact, 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 (1) or more of the following categories:

1. Intend to pursue a bachelor's degree at another college or university.
2. Want to build on considerable work experience and complete a degree to further career.
3. Wish to complete one (1) 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.

The minimum GPA required for graduation is a 2.50.

**For the latest program information, please contact 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	Introduction to Computer Logic
ITD	1213	Hardware Systems Support
ITD	1223	Network Systems
ITD	1243	Principles of Information Security
ITD	1253	Object-Oriented Programming Using C#
ITD	1353	Web Development
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 <i>or</i>
HIST	1493	US History since 1865
POLS	1113	US Government

#### ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)

ENGL	1113	Freshman Composition I
ENGL	1213	Freshman Composition II
SPCH	1113	Introduction to Speech Communications <i>or</i>
SPCH	2313	Small Group Communications

#### HUMANITIES (6 CREDIT HOURS)

PHIL	1213	Ethics
Humanities Elective (3 Credit Hours)		

#### MATHEMATICS (3 CREDIT HOURS)

MATH	1513	College Algebra
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#### SCIENCE (8 CREDIT HOURS)

*One (1) course must be a lab science course.*

BIOL	1014	General Biology (Non-Majors)
BIOL	1114	General Biology
BIOL	1404	General Botany
BIOL	1604	Zoology
BIOL	2104	Human Anatomy
CHEM	1314	General Chemistry I
GEOL	1014	Earth Science
PHYS	1204	General Physical Science

#### APPROVED ELECTIVES \* (6 CREDIT HOURS)

One (1) course (3 credit hours) must be chosen from Social & Behavioral Sciences, Foreign Language or Fine Arts.

\* See Arts & Sciences General Education course offerings.

### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

GTGE	1111	College Cornerstone <i>or</i>
ORIE	1011	College Strategies

## INFORMATION TECHNOLOGIES \*

### BACHELOR OF TECHNOLOGY (121 CREDIT HOURS)

Information technology systems are becoming more complex. As organizations expand their uses of networks and the Internet to improve their competitiveness, efficiency, and quality of service, their needs for individuals with the right skills, knowledge, and credentials also increase. This degree prepares individuals for a range of professional opportunities within the information technology field, and offers program options in:

#### Cybersecurity & Digital Forensics

This option prepares individuals to assess computer and network security, implement appropriate measures for those vulnerabilities, and investigate cyber criminal activities. Topics include: network intrusion detection systems, biometrics, malware, HIPAA, mobile and network forensics, Forensics Tool Kit (FTK), social engineering, cyber law, cryptography, and control systems security.

Sample employment opportunities include: Systems Assurance Auditor, Information Security Office, IT Security Analyst, Network Security Architect, and Computer Forensics Analyst.

#### IT Enterprise Management

This option prepares individuals to lead information technology organizations. Topics include IT leadership, business intelligence, sustainability, compliance, quality assurance, strategic planning, vendor relations, budget and contract administration, project management, and enterprise management systems.

Sample employment opportunities include: IT Manager, Director of Information System, Chief Information Officer, and Chief Technology Officer.

#### 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#, .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.

Students who wish to undertake a Bachelor of Technology degree are required to meet or exceed the following admissions standards:

- Score 19 or better on all ACT sub-scores; or
- Achieve an equivalent score on a nationally-normed academic computerized placement test (contact the OSUIT Assessment Center for information on this assessment and related placement scores); or
- Successfully complete any required developmental coursework.

Students will be admitted to the Bachelor of Technology program contingent on 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.

The minimum GPA required for graduation is a 2.50.

**For the latest program information, please contact 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.**



## INFORMATION TECHNOLOGIES - CYBERSECURITY & DIGITAL FORENSICS OPTION

### PROGRAM REQUIREMENTS: 70 CREDIT HOURS

#### LOWER-DIVISION IT CORE REQUIREMENTS (27 CREDIT HOURS)

ITD	1033	Introduction to Computer Logic
ITD	1213	Hardware Systems Support
ITD	1223	Network Systems
ITD	1243	Principles of Information Security
ITD	1253	Object-Oriented Programming Using C#
ITD	1353	Web Development
ITD	2203	Database Systems
ITD	2223	Operating Systems
ITD	2313	Script Programming

#### LOWER-DIVISION CYBERSECURITY & DIGITAL FORENSICS OPTION REQUIREMENTS (6 CREDIT HOURS)

ITD	2413	Enterprise Security Management
Approved Technical Elective (3 Credit Hours)		

#### UPPER-DIVISION IT CORE REQUIREMENTS (19 CREDIT HOURS)

ITD	3201	Employment Orientation
ITD	3453	Information Systems and Architecture
ITD	4809	Internship
ITD	4113	IT Project Management
ITD	4123	Applied Research & Development

#### UPPER-DIVISION CYBERSECURITY & DIGITAL FORENSICS OPTION REQUIREMENTS (18 CREDIT HOURS)

ITD	3433	Digital Forensics
ITD	3443	Network Security
ITD	3523	Computer Security
ITD	3533	Secure System Administration
Approved Technical Electives (6 Credit Hours)		

## INFORMATION TECHNOLOGIES - IT ENTERPRISE MANAGEMENT OPTION

### PROGRAM REQUIREMENTS: 70 CREDIT HOURS

#### LOWER-DIVISION IT CORE REQUIREMENTS (27 CREDIT HOURS)

ITD	1033	Introduction to Computer Logic
ITD	1213	Hardware Systems Support
ITD	1223	Network Systems
ITD	1243	Principles of Information Security
ITD	1253	Object-Oriented Programming Using C#
ITD	1353	Web Development
ITD	2203	Database Systems
ITD	2223	Operating Systems
ITD	2313	Script Programming

#### LOWER-DIVISION IT ENTERPRISE MANAGEMENT OPTION REQUIREMENTS (6 CREDIT HOURS)

ITD	2413	Enterprise Security Management
Approved Technical Elective (3 Credit Hours)		

#### UPPER-DIVISION IT CORE REQUIREMENTS (19 CREDIT HOURS)

ITD	3201	Employment Orientation
ITD	3453	Information Systems and Architecture
ITD	4809	Internship
ITD	4113	IT Project Management
ITD	4123	Applied Research & Development

#### UPPER-DIVISION IT ENTERPRISE MANAGEMENT OPTION REQUIREMENTS (18 CREDIT HOURS)

ITD	3163	IT Enterprise Operations
ITD	3613	Emerging & Converging Technologies
ITD	3673	IT Enterprise Management
Approved Technical Electives (9 Credit Hours)		

## INFORMATION TECHNOLOGIES - NETWORK INFRASTRUCTURE OPTION

### PROGRAM REQUIREMENTS: 70 CREDIT HOURS

#### LOWER-DIVISION IT CORE REQUIREMENTS (27 CREDIT HOURS)

ITD	1033	Introduction to Computer Logic
ITD	1213	Hardware Systems Support
ITD	1223	Network Systems
ITD	1243	Principles of Information Security
ITD	1253	Object-Oriented Programming Using C#
ITD	1353	Web Development
ITD	2203	Database Systems
ITD	2223	Operating Systems
ITD	2313	Script Programming

#### LOWER-DIVISION NETWORK INFRASTRUCTURE OPTION REQUIREMENTS (6 CREDIT HOURS)

ITD	2153	LAN/WAN Implementation & Support Approved Technical Elective (3 Credit Hours)
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#### UPPER-DIVISION IT CORE REQUIREMENTS (19 CREDIT HOURS)

ITD	3201	Employment Orientation
ITD	3453	Information Systems and Architecture
ITD	4809	Internship
ITD	4113	IT Project Management
ITD	4123	Applied Research & Development

#### UPPER-DIVISION NETWORK INFRASTRUCTURE OPTION REQUIREMENTS (18 CREDIT HOURS)

ITD	3253	Server Administration
ITD	3543	Enterprise Networking
ITD	3643	Data Center/Cloud Implementation
Approved Technical Electives (9 Credit Hours)		



## INFORMATION TECHNOLOGIES - SOFTWARE DEVELOPMENT OPTION

### PROGRAM REQUIREMENTS: 70 CREDIT HOURS

#### LOWER-DIVISION IT CORE REQUIREMENTS (27 CREDIT HOURS)

ITD	1033	Introduction to Computer Logic
ITD	1213	Hardware Systems Support
ITD	1223	Network Systems
ITD	1243	Principles of Information Security
ITD	1253	Object-Oriented Programming Using C#
ITD	1353	Web Development
ITD	2203	Database Systems
ITD	2223	Operating Systems
ITD	2313	Script Programming

#### LOWER-DIVISION SOFTWARE DEVELOPMENT OPTION REQUIREMENTS (6 CREDIT HOURS)

ITD	2263	Graphical User Interface Development
Approved Technical Elective (3 Credit Hours)		

#### UPPER-DIVISION IT CORE REQUIREMENTS (19 CREDIT HOURS)

ITD	3201	Employment Orientation
ITD	3453	Information Systems and Architecture
ITD	4809	Internship
ITD	4113	IT Project Management
ITD	4123	Applied Research & Development

#### UPPER-DIVISION SOFTWARE DEVELOPMENT OPTION REQUIREMENTS (18 CREDIT HOURS)

ITD	3323	Enterprise Framework Programming
ITD	3333	Distributed Application Development
ITD	3663	Mobile Programming
Approved Technical Electives (9 Credit Hours)		

## INFORMATION TECHNOLOGIES COMMON CORE REQUIREMENTS - ALL OPTIONS

### TECHNICAL SUPPORT COURSES: 26 CREDIT HOURS

#### ENGLISH & LANGUAGE ARTS (3 CREDIT HOURS)

SPCH	1113	Introduction to Speech Communications <i>or</i>
SPCH	2313	Small Group Communications

#### MATHEMATICS (6 CREDIT HOURS)

MATH	3103	Discrete Mathematics
STAT	2013	Elementary Statistics

#### SCIENCE (8 CREDIT HOURS)

*One (1) course must be a lab science course.*

BIOL	1014	General Biology (Non-Majors)
BIOL	1114	General Biology
BIOL	1404	General Botany
BIOL	1604	Zoology
BIOL	2104	Human Anatomy
CHEM	1314	General Chemistry I
GEOL	1014	Earth Science
PHYS	1204	General Physical Science

#### APPROVED ELECTIVES (9 CREDIT HOURS)

### GENERAL EDUCATION REQUIREMENTS: 24 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

#### ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)

ENGL	1113	Freshman Composition I
ENGL	1213	Freshman Composition II

#### HUMANITIES (6 CREDIT HOURS)

PHIL	1213	Ethics
Humanities Elective (3 Credit Hours)		

#### MATHEMATICS (3 CREDIT HOURS)

MATH	1513	College Algebra
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#### APPROVED ELECTIVE \* (3 CREDIT HOURS)

From Social & Behavioral Sciences, Foreign Language or Fine Arts.

*\* See Arts & Sciences General Education course offerings.*

### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

GTGE	1111	College Cornerstone <i>or</i>
ORIE	1011	College Strategies

## INFORMATION TECHNOLOGIES

### 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 to 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.

# School of Nursing & Health Sciences

## NURSING (TRADITIONAL)

### ASSOCIATE IN APPLIED SCIENCE (72 CREDIT HOURS)

The OSUIT Associate Degree Nursing (ADN) program is approved by the Oklahoma Board of Nursing to provide an educational program for individuals interested in a career as a Registered Nurse (RN). Upon successfully completing program requirements, the graduate is qualified to make application to write for permission to take the National Council Licensure Exam for Registered Nurses (NCLEX-RN). The OSUIT Associate Degree Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN).

The traditional nursing program offered by OSUIT is a two (2) year course of study. Classes are offered during the day in a traditional classroom setting. Jobs in the nursing field are projected to be in continued high demand as advances in technology are made and US population ages.

### PROGRAM ADMISSION REQUIREMENTS Advisement

All students declaring a nursing major are assigned to the Department of Nursing for advisement.

#### Application to the Program

Students wishing to be considered for the nursing program must apply for admission to OSUIT 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. Student scores at or above the 55th percentile ranking on the Kaplan Admission Test for Reading and Math and at or above the 35<sup>th</sup> percentile ranking for Science;
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 Associate in Applied Science in Nursing degree. 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:

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.

**For more detailed information, please contact Nursing 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  
NURS 1229 Nursing Care of Families  
NURS 1322 Dosage Calculations  
NURS 2129 Nursing Care of Adults I  
NURS 2229 Nursing Care of Adults II  
NURS 2222 Nursing Capstone Seminar

## 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

### ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)

ENGL 1113 Freshman Composition I  
ENGL 1213 Freshman Composition II

### NUTRITIONAL SCIENCE (3 CREDIT HOURS)

NSCI 1113 Introduction to Nutrition

### SCIENCE (12 CREDIT HOURS)

BIOL 2104 Human Anatomy  
BIOL 2114 Human Physiology  
BIOL 2124 General Microbiology

### SOCIAL & BEHAVIORAL SCIENCES (6 CREDIT HOURS)

PSYC 1113 Introductory Psychology  
PSYC 2583 Developmental Psychology

## 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)

### ASSOCIATE IN APPLIED SCIENCE (72 CREDIT HOURS)

The OSUIT Associate Degree Nursing (ADN) program is approved by the Oklahoma Board of Nursing to provide an educational program for individuals interested in a career as a Registered Nurse (RN). Upon successfully completing program requirements, the graduate is qualified to make application for permission to take the National Council Licensure Exam for Registered Nurses (NCLEX-RN). The OSUIT Associate Degree Nursing program is also accredited by the Accreditation Commission for Education in Nursing (ACEN).

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 (1) year course of study beginning each summer semester. Classes are offered during the day in a traditional classroom setting.

#### PROGRAM ADMISSION REQUIREMENTS

##### Advisement

All students declaring a nursing major are assigned to the Department of Nursing for advisement.

##### Application to the Program

Only LPN's with an unencumbered nursing license, as verified via the Board of Nursing website, will be considered for acceptance into the nursing program. LPN's must maintain an unencumbered nursing license throughout the duration of the nursing program. LPN students wishing to be considered for the nursing program must apply for admission to OSUIT 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. Student scores at or above the 55th percentile ranking on the Kaplan Admission Test for Reading and Math and at or above the 35<sup>th</sup> percentile ranking for Science;
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 [1] time per application period.)
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 Associate in Applied Science in Nursing degree. 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:

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.

##### 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.

While enrolled in NURS 1133 LPN to RN Transition, LPN students will take a nationally standardized equivalency exam, and are required to score at or above the 55th percentile ranking to receive the 16 credit hours of prior learning credit.

**For more detailed information, please contact Nursing 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  
 NURS 2129 Nursing Care of Adults I  
 NURS 2229 Nursing Care of Adults II  
 NURS 2222 Nursing Capstone Seminar

*Students are eligible to receive up to 16 credit hours towards the courses listed below through Prior Learning Assessment.*

NURS 1128 Foundations of Nursing  
 NURS 1229 Nursing Care of Families  
 NURS 1322 Dosage Calculations

**GENERAL EDUCATION REQUIREMENTS:****ORTHOTIC & PROSTHETIC TECHNOLOGIES****ASSOCIATE IN APPLIED SCIENCE (73 CREDIT HOURS)**

Orthotics and Prosthetics are applied physical disciplines that address neuromuscular and skeletal problems in the human body. The goals of orthotic and prosthetic management are to achieve optimum function, prevent further disability and provide improved appearance through the provision of bracing and artificial limbs.

An ideal candidate for the Orthotic and Prosthetic (O&P) profession should possess very strong interpersonal skills, excellent manual dexterity and an eye for detail. O&P is a "hands on" profession where knowledge, commitment and dedication translate into better lives for each patient.

There is a growing need for O&P professionals. While only seven (7) institutions nationwide currently offer O&P technical education, the demand for provider services is expected to continue to increase. By 2025, demand for O&P professionals will be about 60% higher than the available supply of certified providers. This shortage is anticipated due to aging "baby boomers," the extended life expectancy of the population in general, and the limited number of O&P education programs. As retirement rates surpass graduation rates and the supply of certified providers in O&P declines, there may be a true shortage of O&P professionals within the next 10 years. *(Projecting the Adequacy of Workforce Supply to Meet Patient Demand: Analysis of the Orthotics and Prosthetics (O&P) Profession.* Prepared for the National Commission on Orthotic and Prosthetic Education, May 2015.)

Graduates of the Orthotic & Prosthetic Technologies Program earn an Associate in Applied Science degree and may work in two (2) job categories: technician and fitter. Certification

**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

**ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)**

ENGL 1113 Freshman Composition I  
 ENGL 1213 Freshman Composition II

**NUTRITIONAL SCIENCE (3 CREDIT HOURS)**

NSCI 1113 Introduction to Nutrition

**SCIENCE (12 CREDIT HOURS)**

for these disciplines is provided through the American Board for Certification in Orthotics, Prosthetics & Pedorthics (ABC) and the Board of Certification/Accreditation, International (BOC).

Lab fees are required for each course under the O&P Degree Plan at an average charge of \$300.00 per course. Additional costs that are connected to the program include textbooks and personal protective equipment (these items can be purchased in the OSUIT Bookstore). These costs may vary from semester to semester and are subject to change without notice.

BIOL 2104 Human Anatomy  
 BIOL 2114 Human Physiology  
 BIOL 2124 General Microbiology

**SOCIAL & BEHAVIORAL SCIENCES (6 CREDIT HOURS)**

PSYC 1113 Introductory Psychology  
 PSYC 2583 Developmental Psychology

**GRADING SCALE**

Score	Letter Grade
92-100	A
84-91	B
75-83	C
66-74	D
0-65	F

**PROGRAM REQUIREMENTS: 40 CREDIT HOURS****ORTHOTIC AND PROSTHETIC TECHNOLOGIES REQUIREMENTS (40 CREDIT HOURS)**

*(Students must maintain a minimum grade average of 2.0, with a minimum grade of C or better in each departmental course.)*

OPT 1204 Upper Extremity Prosthetics  
 OPT 1214 Spinal Orthotics  
 OPT 1304 Transtibial Prosthetics  
 OPT 2314 Prefab & Pedorthic Techniques  
 OPT 2324 Lower Extremity Orthotics  
 OPT 2404 Transfemoral Prosthetics  
 OPT 2414 Upper Extremity Orthotics  
 OPT 2812 Internship (12 credit hours)

**ORTHOTIC AND PROSTHETIC TECHNOLOGIES ELECTIVES (1 CREDIT HOUR)**

OPT 2101 Orientation to Internship

**GENERAL EDUCATION REQUIREMENTS: 32 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

**ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)**

ENGL 1113 Freshman Composition I  
 ENGL 1213 Freshman Composition II  
 SPCH 1113 Introduction to Speech Communications

**HUMANITIES (3 CREDIT HOURS)**

PHIL 1213 Ethics

**MATHEMATICS (3 CREDIT HOURS)**

MATH 1513 College Algebra

**SCIENCE (8 CREDIT HOURS)**

BIOL 1114 General Biology

BIOL 2104 Human Anatomy

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

PSYC 1113 Introductory Psychology

**INTERDEPARTMENTAL REQUIREMENTS:  
1 CREDIT HOUR**

**ORIENTATION  
(1 CREDIT HOUR)**

ORIE 1011 College Strategies

All OPT courses carry a lab and material fee cost of \$300.00 per course, with the exception of OPT 2314, which has a fee of \$250.00.

These fees do not include materials such as textbooks and personal protective equipment that can be purchased in the OSUIT bookstore.

**PROGRAM ADMISSION  
REQUIREMENTS:**

1. Must complete an application for admission to OSUIT.
2. Meet the following additional prospective student eligibility requirements. Student must:
  - Possess a high school diploma or GED;
  - Demonstrate an appropriate level of academic preparedness by one (1) of the following methods:
    - Score 19 or better on all ACT sub-scores or 480 or better on all SAT sub-scores; or
    - Achieve an equivalent score on a nationally-normed academic computerized placement test (contact the OSUIT Assessment Center for information on this assessment and related placement scores); or
    - Successfully complete any required developmental coursework;
  - Be able to lift up to 35% of body weight;
  - Possess visual acuity sufficient to observe and assess patients;
  - Possess auditory acuity sufficient to hear instructions and requests;
  - Demonstrate motor ability necessary to manipulate hand and power tools;
  - Be able to speak, write and comprehend English; and
  - Be able to communicate in a professional manner.

*For more detailed information, please contact Orthotics & Prosthetics at 918-293-5330 or visit [osuit.edu/op](http://osuit.edu/op).*



# School of Visual Communications

## 3D MODELING & ANIMATION

### ASSOCIATE IN APPLIED SCIENCE (91 CREDIT HOURS)

Looking for a career in games, films, architecture, product modeling, special effects, pre-visualization, environmental design, and/or illustration?

Get your foot in the door by completing OSUIT's revised and expanded 3D Modeling & Animation curriculum. You receive a more comprehensive immersion into 3D modeling and animation as you earn this Associate in Applied Science degree.

We offer an industry-focused education where your potential employers guide our 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.

### PROGRAM ENTRY REQUIREMENTS:

Applicants must meet the following requirements in order to be considered for entrance into the 3D Modeling & Animation Program:

1. Submit a 3D Modeling & Animation program questionnaire.
2. Submit two (2) letters of recommendation from professionals not related to them (teacher, multi-media professional, employer, counselor, etc.).
3. Meet minimum requirements for Math, English and Reading as determined by OSUIT assessment.
4. Provide copies of transcripts from all previous colleges attended.
5. Provide high school transcript (if graduated within the past three (3) years).
6. A personal interview will be scheduled following the completion of the first five (5) requirements.

**For more detailed information, please contact Visual Communications at 918-293-5050 or visit [osuit.edu/viscom](http://osuit.edu/viscom).**

### PROGRAM REQUIREMENTS: 66 CREDIT HOURS

*A minimum program GPA of 2.0, with a minimum grade of a C in each departmental course, is required for graduation.*

*\* Courses marked with an asterisk (\*) have an additional \$25.00 per credit hour fee for lab and material costs.*

#### GRAPHIC DESIGN \* (9 CREDIT HOURS)

- GRD 1133 Basic Drawing \*  
GRD 1143 Basic Design \*  
GRD 1243 Advanced Drawing \*

#### MULTIMEDIA TECHNOLOGY \* (48 CREDIT HOURS)

- MMT 1113 Introduction to 3D \*  
MMT 1153 Introduction to Video Editing \*  
MMT 1201 Acting & Improvisation  
MMT 1202 Creative Problem Solving  
MMT 1223 3D Modeling I \*  
MMT 1323 3D Modeling II \*  
MMT 1433 2D Animation \*  
MMT 1453 Storyboarding \*  
MMT 1463 Beginning ZBrush \*  
MMT 2113 Game Design Fundamentals \*  
MMT 2143 3D Motion Graphics & Special Effects \*  
MMT 2433 3D Animation I \*  
MMT 2533 3D Animation II \*  
MMT 2716 Multimedia Capstone  
MMT 2806 Multimedia Internship

#### VISUAL COMMUNICATIONS \* (9 CREDIT HOURS)

- VIS 1373 Digital Imaging \*  
VIS 2433 3D Modeling and Animation Practicum \*  
VIS 2533 Advanced Digital Imaging \*

### 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

#### ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)

- ENGL 1113 Freshman Composition I  
ENGL 1213 Freshman Composition II  
SPCH 1113 Introduction to Speech Communications or  
SPCH 2313 Small Group Communications

#### HUMANITIES (3 CREDIT HOURS)

- PHIL 1213 Ethics

#### MATHEMATICS (3 CREDIT HOURS)

- MATH 1513 College Algebra

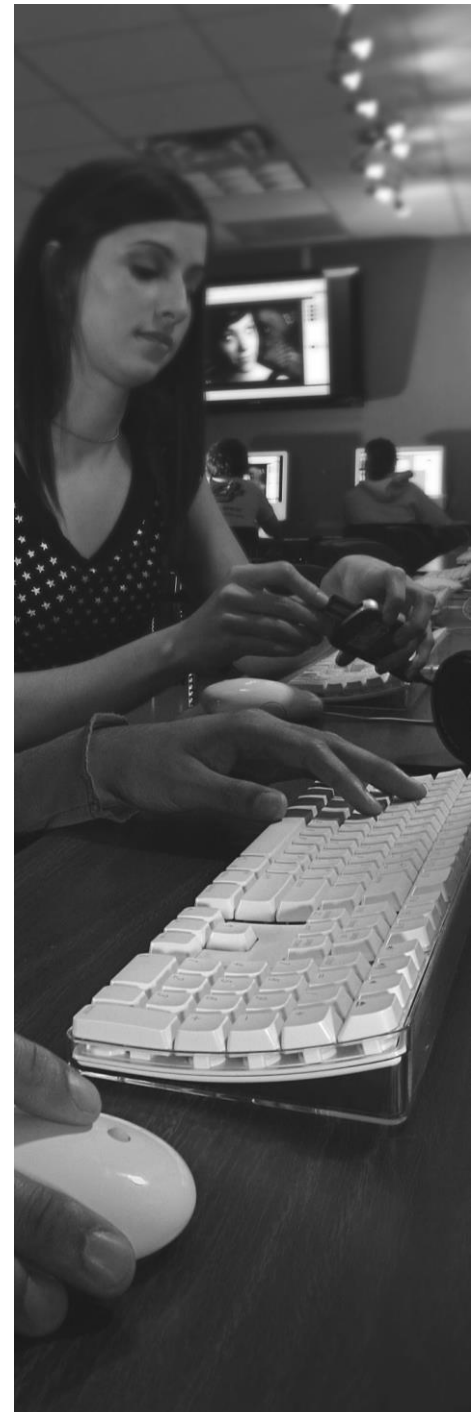
### SOCIAL & BEHAVIORAL SCIENCES (3 CREDIT HOURS)

- PSYC 1113 Introductory Psychology or  
PSYC 2313 Psychology of Personal Adjustment or  
SOC 1113 Introductory Sociology

### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

#### GENERAL TECHNOLOGIES (1 CREDIT HOUR)

- GTGE 1111 College Cornerstone



## GRAPHIC DESIGN TECHNOLOGY

### ASSOCIATE IN APPLIED SCIENCE (94 CREDIT HOURS)

The complexity of today's technology requires precise communications. The function of the graphic designer is to apply creative skill and technical knowledge to attract and influence the consumer through visual stimulation. These responsibilities require a thorough knowledge of both conventional and electronic applications for design, layout and production. The ability to be a creative problem solver is extremely important 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 and creative directors for advertising agencies and design studios, or freelance designers.

*For more detailed information, please contact Visual Communications at 918-293-5050 or visit [osuit.edu/viscom](http://osuit.edu/viscom).*

### PROGRAM REQUIREMENTS: 69 CREDIT HOURS

*A minimum program GPA of 2.0, with a minimum grade of a C in each departmental course, is required for graduation.*

*\* Courses marked with an asterisk (\*) have an additional \$25.00 per credit hour fee for lab and material costs.*

#### GRAPHIC DESIGN \* (39 CREDIT HOURS)

GRD	1133	Basic Drawing *
GRD	1143	Basic Design *
GRD	1213	Advertising Design I *
GRD	1333	Design Production *
GRD	1363	Survey of 20th Century Design *
GRD	2413	Advertising Design II *
GRD	2423	Advanced Design Production *
GRD	2523	Branding/Identity Design *
GRD	2543	Graphic Design Practicum *
GRD	2623	Consumer Design *
GRD	2696	Graphic Design Capstone *
GRD	2803	Graphic Design Internship

#### MULTIMEDIA TECHNOLOGY \* (12 CREDIT HOURS)

MMT	1113	Introduction to 3D * or
MMT	1153	Introduction to Video Editing *
MMT	1143	Introduction to Motion Graphics *
MMT	2423	Introduction to Web Design *
MMT	2453	Interface Design *

#### VISUAL COMMUNICATIONS \* (18 CREDIT HOURS)

VIS	1123	InDesign Publishing I*
VIS	1203	Introduction to Typography *
VIS	1223	InDesign Publishing II *
VIS	1343	Digital Illustration *
VIS	1373	Digital Imaging *
VIS	2533	Advanced Digital Imaging *

### 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

#### ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)

ENGL	1113	Freshman Composition I
ENGL	1213	Freshman Composition II
SPCH	1113	Introduction to Speech Communications or
SPCH	2313	Small Group Communications

#### HUMANITIES (3 CREDIT HOURS)

PHIL	1213	Ethics
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#### MATHEMATICS (3 CREDIT HOURS)

MATH	1513	College Algebra or
MATH	2003	Business Mathematics

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

PSYC	1113	Introductory Psychology or
PSYC	2313	Psychology of Personal Adjustment or
SOC	1113	Introductory Sociology

### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

#### GENERAL TECHNOLOGIES (1 CREDIT HOUR)

GTGE	1111	College Cornerstone
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## PHOTOGRAPHY TECHNOLOGY

### ASSOCIATE IN APPLIED SCIENCE (88 CREDIT HOURS)

Photography has quite accurately been described as the universal language, needing no interpretation. The visual images created by skilled artisans portray our feelings, our moods and our history and mirror our imagination.

Photography bridges many barriers and, combined with the skills of artists and printers, provides our world with endless educational and recreational materials.

The ability to continually produce high quality images requires mastering precise skills and following basic practices such as correct exposure, proper camera handling techniques and the understanding of aperture and shutter speed manipulations to control the impact of the finished image.

Today's photographer must also be skilled in the use of new technologies that have been introduced to the photographic industry. Digital imaging, digital enhancement and filmless digital cameras are accepted tools for accomplishing photographic tasks in today's ever-changing photographic industry.

Graduates may explore employment in advertising, commercial and portrait studios, newspapers and magazines, photographic laboratories and even self-employment in one (1) or more of the many specialty areas.

#### PROGRAM ENTRY REQUIREMENTS:

Applicants must meet the following requirements in order to be considered for entrance into the Photography Program:

1. Submit a Photography program questionnaire.
2. Submit two (2) letters of recommendation from professionals not related to them (teacher, multi-media professional, employer, counselor, etc.).
3. Meet minimum requirements for Math, English and Reading as determined by OSUIT assessment.
4. Provide copies of transcripts from all previous colleges attended.
5. Provide high school transcript (if graduated within the past three (3) years).
6. Submit a photography portfolio or demo reel.
7. A personal interview will be scheduled following the completion of the first six (6) requirements.

**For more detailed information, please contact Visual Communications at 918-293-5050 or visit [osuit.edu/viscom](http://osuit.edu/viscom).**

### PROGRAM REQUIREMENTS: 63 CREDIT HOURS

*A minimum program GPA of 2.0, with a minimum grade of a C in each departmental course, is required for graduation.*

*\* Courses marked with an asterisk (\*) have an additional \$25.00 per credit hour fee for lab and material costs.*

#### PHOTOGRAPHY TECHNOLOGY \* (63 CREDIT HOURS)

PHO	1113	Fundamentals of Photography *
PHO	1123	Digital Darkroom *
PHO	1133	Digital Photography *
PHO	1243	Photographic Think Tank *
PHO	1313	Studio I *
PHO	1353	Photojournalism *
PHO	2413	Studio II *
PHO	2423	Portrait Photography *
PHO	2453	Advanced Digital Photography *
PHO	2483	Color and Digital Concepts
PHO	2503	Introduction to Video Production *
PHO	2513	Editorial Portraiture *
PHO	2523	Photographic Design *
PHO	2543	Photography Practicum
PHO	2696	Photography Capstone *
PHO	2703	Advertising Photography *
PHO	2713	Advanced Portrait Photography *
PHO	2723	Documentary Photography *
PHO	2773	Visual Validation *
PHO	2803	Photography Internship

### GENERAL EDUCATION REQUIREMENTS: 24 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

#### ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)

ENGL	1113	Freshman Composition I
ENGL	1213	Freshman Composition II
SPCH	1113	Introduction to Speech Communications <i>or</i>
SPCH	2313	Small Group Communications

#### HUMANITIES (3 CREDIT HOURS)

PHIL	1213	Ethics
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#### MATHEMATICS (3 CREDIT HOURS)

MATH	1513	College Algebra <i>or</i>
MATH	2003	Business Mathematics

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

PSYC	1113	Introductory Psychology <i>or</i>
PSYC	2313	Psychology of Personal Adjustment <i>or</i>
SOC	1113	Introductory Sociology

### INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

#### GENERAL TECHNOLOGIES (1 CREDIT HOUR)



# Course Descriptions

## ARRANGEMENT:

The course descriptions are grouped in alphabetical order by prefix (example: Accounting (ACCT)) and in numerical order within the prefix.

## COURSE NUMBERS:

Each course consists of a two (2) to four (4) letter prefix (discipline) plus a four (4) 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 fourth digit to the right (in most cases) designates the number of credit hours included in the course. A course number ending in 0 designates a course with a variable credit of 1-9 credit hours.

## PREREQUISITES AND COREQUISITES:

Some courses have requirements that must be met prior to or at the time of enrollment in that course. These are listed at the end of the course description as “prerequisites” or “corequisites.”

### Prerequisite

A prerequisite is a course (or qualification) which must be successfully completed before a student may register for a subsequent course. It is the student’s responsibility to comply with prerequisites of all courses for which he or she enrolls.

The most stringent placement restrictions are prerequisites. If a prerequisite is listed for a course, it means that the School 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 the requirement has been satisfied by other means before enrolling in the course.

### Corequisite

A corequisite is a course which must be taken prior to or at the same time as another course. If a corequisite is listed for a course, it means that the School has determined that students who do not take the corequisite course are unlikely to succeed in the course. Therefore, the student must have taken the corequisite prior to enrollment in the course, take the corequisite course in the same term, or demonstrate that the requirement has been satisfied by other means before enrolling in the course.

Although not stated for every course, the School Dean’s approval to enroll may be obtained in lieu

of the prerequisite course if the student has satisfied the requirement by other means.

## SCHEDULING:

Some courses are not offered every semester. Therefore, students are encouraged to follow the degree plan of study and to work closely with a Faculty Advisor.

## 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 and 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>ASL</b>	American Sign Language
<b>AUC</b>	Automotive Collision Repair
<b>AUMC</b>	Automotive Service Technologies - Chrysler MOPAR CAP
<b>AUMF</b>	Automotive Service Technologies - Ford ASSET
<b>AUMG</b>	Automotive Service Technologies - GM ASEP
<b>AUMP</b>	Automotive Service Technologies - PRO-TECH
<b>BADM</b>	Business Administration
<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 Science
<b>CUA</b>	Culinary Arts
<b>DHE</b>	Diesel & Heavy Equipment
<b>DHEA</b>	Diesel & Heavy Equipment - Aggreko SelecTech
<b>DHEC</b>	Diesel & Heavy Equipment - CAT Dealer Prep
<b>DHEK</b>	Diesel & Heavy Equipment - Komatsu ACT
<b>DHER</b>	Diesel & Heavy Equipment - Western Equipment Dealers Association (WEDA) Technician
<b>DHEU</b>	Diesel & Heavy Equipment - Truck Technician

<b>ECON</b>	Economics
<b>ECNT</b>	Electrical Construction Technology
<b>ENGL</b>	English
<b>ETD</b>	Engineering Technologies
<b>ETDE</b>	Electrical and Electronics Technologies
<b>ETDG</b>	Engineering Graphics & Design/ Drafting
<b>ETDM</b>	Manufacturing Technologies
<b>GEN</b>	General Studies
<b>GEOG</b>	Geography
<b>GEOL</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>HIST</b>	History
<b>HUM</b>	Humanities
<b>HVLP</b>	High Voltage Lineman Program
<b>ITD</b>	Information Technologies
<b>MATH</b>	Mathematics
<b>MGMT</b>	Management
<b>MMT</b>	Multimedia Technology
<b>NSCI</b>	Nutritional Sciences
<b>NURS</b>	Nursing
<b>OPT</b>	Orthotic & Prosthetic Technologies
<b>ORIE</b>	Orientation
<b>PHIL</b>	Philosophy
<b>PHO</b>	Photography Technology
<b>PHYS</b>	Physical Science
<b>POLS</b>	Political Science
<b>PSYC</b>	Psychology
<b>READ</b>	Reading
<b>SEGC</b>	Energy Technologies - Natural Gas Compression
<b>SEPL</b>	Energy Technologies - Pipeline Integrity
<b>SEPP</b>	Energy Technologies - Power Plant Technology
<b>SOC</b>	Sociology
<b>SPAN</b>	Spanish
<b>SPCH</b>	Speech
<b>STAT</b>	Statistics
<b>SURV</b>	Surveying
<b>TTEN</b>	Automotive Service Technologies - Toyota T-TEN
<b>VIS</b>	Visual Communications
<b>WMT</b>	Watchmaking & Microtechnology

**Note: Courses marked with  are available online.**

## ACCOUNTING (ACCT)

### ACCT 2090 (1-9 CREDIT HOURS) SPECIAL PROJECTS

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. Theory/Lab. Prerequisite: School Dean's approval.

### ACCT 2103 FINANCIAL ACCOUNTING

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. Theory.

### ACCT 2203 MANAGERIAL ACCOUNTING

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. Theory. Prerequisite: ACCT 2103.

## AIR CONDITIONING & REFRIGERATION (ACR)

### ACR 1103 HVAC FUNDAMENTALS

This course covers the fundamentals of refrigeration and includes an introduction to oxygen-acetylene welding equipment, soldering, brazing, flaring, and swaging. Students become familiar with tubing, pipe and fittings, pressure switches, refrigeration oil, and the compression refrigeration cycle. Theory/Lab. *Note: Only offered at OSUIT-MAIP in Pryor.*

### ACR 1111 EPA CERTIFICATION INFORMATION

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. Theory. Offered in the fall and spring semesters.

### ACR 1121 INTRODUCTION TO AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

An orientation into the world of Air Conditioning and Refrigeration technology, including career opportunity exploration, licensing requirements, safety, tools and your college strategies. Theory. Offered in the fall and spring semesters.

### ACR 1126 ACR SYSTEM APPLICATIONS

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 and continues the student's work on

the Career Passport. Theory/Lab. Offered in the fall and spring semesters.

### ACR 1203 ELECTRICAL CONTROLS

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. Theory/Lab. Offered in the fall and spring semesters.

### ACR 1206 ELECTRICAL CONTROL APPLICATIONS

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. Theory/Lab. Corequisite: ACR 1203. Offered in the fall and spring semesters.

### ACR 1336 RESIDENTIAL AIR CONDITIONING AND HEATING SYSTEMS

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. Theory/Lab. Prerequisites: ACR 1126, ACR 1203 and ACR 1206. Offered in the summer semester.

### ACR 1343 ELECTRONIC CONTROL APPLICATIONS

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. Theory/Lab. Prerequisites: ACR 1203 and ACR 1206. Offered in the summer semester.

### ACR 1344 UNITARY REFRIGERATION

Operation, diagnosis and service of unitary systems. Emphasis is devoted to ice makers, slush machines, ice cream units and their related controls. Theory/Lab. Prerequisites: ACR 1126, ACR 1203 and ACR 1206. Offered in the fall semester.

### ACR 2090 (1-9 CREDIT HOURS) SPECIAL PROJECTS

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. Theory/Lab. Prerequisite: School Dean's approval.

### ACR 2406 COMMERCIAL REFRIGERATION APPLICATIONS

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. Theory/Lab.  
Prerequisites: ACR 1126, ACR 1343 and ACR 1344.  
Offered in the spring semester.

**ACR 2443  
SYSTEMS CONTROLS**

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. Theory/Lab. Prerequisite: ACR 1343. Offered in the fall semester.

**ACR 2513  
AIR SYSTEMS DESIGN**

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. Theory/Lab. Offered in the fall and spring semester.

**ACR 2603  
COMMERCIAL AIR CONDITIONING**

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. Theory/Lab. Prerequisites: ACR 1343 and ACR 2806. Offered in the fall semester.

**ACR 2616  
AIR CONDITIONING AND REFRIGERATION  
TECHNOLOGY CAPSTONE**

Involves team projects to examine the installation, operation and service of home air conditioning units, heat pumps and control systems. Also covers psychometrics, fans, air ducts, control wiring, circuit tracing and system diagnosis and laboratory experiences in servicing air conditioning and heating equipment. Includes compilation of the Career Passport, exit assessments and other graduation requirements. Theory/Lab. Prerequisites: ACR 2603 and ACR 2806. Offered in the spring and summer semester.

**ACR 2806  
ACR INTERNSHIP I**

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. Theory/Lab. Prerequisites: Student must be in good academic standing with a minimum of a 2.0 GPA and have completed ACR 1126, ACR 1203, ACR 1206 and ACR 1336.

**ACR 2906  
ACR INTERNSHIP II**

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. Theory/Lab. Prerequisites: Student must be in good academic standing with a minimum of a 2.0 GPA and have completed ACR 1336 and ACR 2806.

**ACR 2912 (12 CREDIT HOURS)  
INTERNSHIP (FALL SEMESTER)**

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. Theory/Lab. Prerequisites: Student must be in good academic standing with a

minimum of a 2.0 GPA and have completed ACR 1126, ACR 1203, ACR 1206 and ACR 1336.

**AMERICAN SIGN LANGUAGE (ASL)**

**ASL 1363  
AMERICAN SIGN LANGUAGE I**

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. Theory.

**ASL 1373  
AMERICAN SIGN LANGUAGE II**

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. Theory. Prerequisite: ASL 1363 or instructor's approval.

**AUTOMOTIVE COLLISION REPAIR (AUC)**

*Note: Courses in each semester of the Collision Repair program are prerequisites for courses in the following semester according to the Collision Repair Plan of Study. Students should check with their Collision Repair faculty advisor for clarification on prerequisites.*

**AUC 1031  
COLLISION COMPUTER BASED TRAINING**

The theory/application of the proper use of computerized collision estimating, non-structural, structural, and refinishing systems. Theory/Lab.

**AUC 1032  
SECTIONING WELDED PANELS**

The theory/application of the replacement of weld-on outer body panels. Emphasis is given to using proper removal, sectioning and welding procedures according to manufacturer and industry recommendations. Safety is stressed. Theory/Lab.

**AUC 1062  
REFINISHING PROCEDURES AND DETAILING**

The theory/application of the proper use of masking materials for priming, blending and overall refinishing and the proper detailing procedures and techniques used following the refinishing process. Safety is stressed. Theory/Lab.

**AUC 1101  
COLLISION CAREER CORNERSTONE**

Through a theory/application approach, the Career Cornerstone experience emphasizes the variety of career opportunities available in the collision repair industry with a focus on career networking by communicating with industry professionals. Materials and activities designed to aid students in completing their Career Passport are included. Students are also exposed to various styles of vehicle construction, common equipment used in the industry and sound safety practices. Theory/Lab.

**AUC 1102  
CHASSIS ANALYSIS**

The theory/application of the proper procedures used for measuring and analyzing unibody and frame structural damage is taught in this course. Emphasis is on the use of the manufacturer's recommendations for correct anchoring techniques utilizing several types of anchoring attachments and a variety of pulling equipment, as well as the professional use of dimension books and computer measuring systems. Safety is stressed. Theory/Lab.

**AUC 1111  
VEHICLE DESIGN & ENERGY MANAGEMENT**

The theory/application of vehicle design and construction is taught with an emphasis on unitized, full frame and space frame construction. The physics of structural deformation are featured including lateral and vertical deflection as it pertains to the three (3) section principle, emphasized by the collision repair industry. Safety is stressed. Theory/Lab.

**AUC 1112  
PANEL STRAIGHTENING & FILLER  
APPLICATION**

The theory/application of the use of common collision repair materials and processes related to panel straightening and filler application is taught. Emphasis is on metal, plastic and fiberglass repairs following correct procedures established by the collision repair industry. Safety is stressed. Theory/Lab.

**AUC 1121  
COLLISION ESTIMATING**

The theory/application of vehicle damage appraisals used in the collision industry. Collision estimating involves the student technician in the areas of customer relations, listing replacement parts, and determining the cost of repairs for damaged components. Collision repair manuals and computerized estimating systems are used according to industry standards. Theory/Lab.

**AUC 1131  
MECHANICAL & ELECTRICAL SERVICE &  
REPLACEMENT PROCEDURES**

The theory/application of electrical/electronic principles and concepts relating to collision repair, including the diagnosis and servicing of components and systems. Additionally, the inspection, diagnosis and servicing of mechanical components and systems are emphasized. Safety is stressed. Theory/Lab.

**AUC 1212  
REFINISHING EQUIPMENT & PROCESSES**

The theory/application of the proper use of collision repair refinishing equipment and processes is taught. Emphasis is on specific applications, and the equipment and processes they require. Safety is stressed. Theory/Lab.

**AUC 1222  
COLOR ANALYSIS**

The theory/application of collision repair refinishing problem-solving techniques is taught. Emphasis is on solving refinishing problems as they affect the quality of the repair and shop production. Manufacturer and industry recommendations are followed. Safety is stressed. Theory/Lab.

**AUC 1232  
GAS METAL ARC WELDING**

The theory/application of automotive welding techniques used in the collision repair industry is taught. Emphasis is on proper welding operations using MIG and resistance spot welding according to industry recommendations. Safety is stressed. Theory/Lab.

**AUC 1252  
PANEL REPLACEMENT & ALIGNMENT**

The theory/application of procedures used to replace and align body panels is taught. Emphasis is on the correct processes used in the removal and replacement of bolt-on body panels following industry recommendations. The proper alignment of panels, as well as moveable glass, hardware, and locking mechanisms are included. Safety is stressed. Theory/Lab.

**AUC 1262  
ADVANCED METAL REPAIR**

The theory/applications of procedures used to repair body lines, reverse curves, and combinations crown panels is taught. Emphasis is given to the complex shaping and leveling of various filler materials according to industry standards. Safety is stressed. Theory/Lab.

**AUC 1302  
SUSPENSION & ALIGNMENT  
FUNDAMENTALS**

The theory/application of proper procedures used in measuring and analyzing unibody and frame damage. Emphasis is on the initial repair and correction procedures which affect wheel alignment as well as overall structural alignment using specialized shop tools, stationary systems and above-floor systems, according to manufacturer and industry recommendations. Safety is stressed. Theory/Lab.

**AUC 2101  
STRUCTURAL ALIGNMENT PROCEDURES**

The theory/application of the analysis and repair procedures used to properly repair minor collision damage such as kick-up, sway, twist, short rail and diamond damage utilizing electronic measuring systems and above-floor repair systems according to manufacturer and industry recommendations. Safety is stressed. Theory/Lab.

**AUC 2131  
NON-STRUCTURAL RECYCLED PANELS**

The theory/application of the proper use of recycled panels. Emphasis is on the proper removal and re-use of weld-on outer body panels according to industry recommendations. Safety is stressed. Theory/Lab.

**AUC 2156  
INTERNSHIP I**

A cooperative agreement between industry and education, which allows student technicians to utilize and refine skills previously learned in their educational processes. All work is performed in accordance with industry standards and guidelines, and supervised by industry and college representatives. Safety is stressed. Lab. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

**AUC 2161  
ADVANCED REFINISHING PROCESSES I**

The theory/application of the proper production refinishing procedures used in single stage, base coat, clear coat, and tri-coat refinishing. Safety is stressed. Theory/Lab.

**AUC 2201  
STRUCTURAL REPLACEMENT  
PROCEDURES**

The theory/application of the analysis and replacement procedures used to replace front, center and rear structural components utilizing electronic and on-electric measuring systems according to manufacturer and industry recommendations. Safety is stressed. Theory/Lab.

**AUC 2211  
COLLISION INDUSTRY UPDATES AND  
TRENDS**

The theory/application of updated vehicle technologies as they relate to collision repair, as well as trends developing in the industry. Emphasis is placed on Hybrid and alternative fuel vehicles, safety devices and systems, high strength steels and composites and other emerging technologies. Theory/Lab.

**AUC 2231  
PLASTIC REPAIR & PANEL BOND**

The theory/application of the proper procedures used to repair plastic bumper covers. Various manufacturers' procedures are covered. Panel bonding of outer body panels is demonstrated and discussed. Safety is stressed. Theory/Lab.

**AUC 2256  
INTERNSHIP I**

A cooperative agreement between industry and education allows student technicians to utilize and refine skills previously learned in their educational processes. All work is performed in accordance with industry standards and guidelines, and supervised by industry and college representatives. Safety is stressed. Lab. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

**AUC 2261  
ADVANCED REFINISHING PROCESSES II**

The theory/application of the proper production refinishing procedures used on flexible parts. Additionally, instruction includes proper application techniques used with water-borne products. Safety is stressed. Theory/Lab.

**AUC 2356  
INTERNSHIP III**

A cooperative agreement between industry and education allows student technicians to utilize and refine skills previously learned in their educational processes. All work is performed in accordance with industry standards and guidelines, and supervised by industry and college representatives. Safety is stressed. Lab. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

**AUC 2401  
BEGINNING INTERNSHIP I**

A cooperative agreement between industry and education, which allows the students to earn prior learning credit to count toward the Automotive Collision Repair Technology AAS degree program. All work is performed in accordance with the industry standards and supervised by approved industry representatives. Lab. °

**AUC 2411  
REFINISHING CAPSTONE**

The theory/application of refinishing repair and problem-solving techniques is taught. Emphasis is on the student technician's performance in the areas of color matching, applications of primers, sealers, topcoats, surface preparation of bare metal and painted surfaces. Student technicians are provided the opportunity to update their skills in refinishing by attending update seminars and new information updates by manufactures, when available. Capstone represents a culmination of the program of study. Safety is stressed. Theory/Lab.

**AUC 2415  
ADVANCED INTERNSHIP I**

A cooperative agreement between industry and education allows student technicians to utilize and refine refinishing skills previously learned in their educational processes. All work is performed in accordance with industry standards and guidelines, and supervised by industry and college representatives. Safety is stressed. Lab. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

**AUC 2521  
NON-STRUCTURAL CAPSTONE**

The theory/application of non-structural collision repair problem-solving techniques is taught. Emphasis is on the student technician's performance of removal and replacement of outer body panels, panel sectioning, welding, and correct filler repair techniques following manufacturer's and industry recommendations. Student technicians are provided the opportunity to update their skills in non-structural repair by attending update seminars and new information updates by manufacturers, when available. The Capstone course represents a culmination of the program of study. Safety is stressed. Theory/Lab.

**AUC 2531  
BEGINNING INTERNSHIP II**

A cooperative agreement between industry and education allows student technicians to utilize and refine non-structural repair skills previously learned in their educational processes. All work is performed in accordance with industry standards and guidelines, and supervised by industry and college representatives. Safety is stressed. Lab. °

**AUC 2535  
ADVANCED INTERNSHIP II**

A cooperative agreement between industry and education allows student technician to utilize and refine skills previously learned in their educational processes. All work is performed in accordance with industry standards and guidelines, and supervised by industry and college representatives. Safety is stressed. Lab. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

**AUC 2631  
STRUCTURAL CAPSTONE**

The theory/application of structural collision repair problem-solving techniques is taught. Emphasis is on the student technician's performance of correct measuring and gauging procedures, completing a detail repair plan, implementing the steps in anchoring, structural welding, and correcting structural damage as it relates to vehicle manufacturers recommendations and industry standards. Student technicians are provided the opportunity to update their skill information in non-structural repair by attending update seminars and new information updates by manufacturers, when available. The Capstone course represents a culmination of the program of study. Safety is stressed. Theory/Lab.

**AUC 2641  
BEGINNING INTERNSHIP III**

A cooperative agreement between industry and education allows student technicians to utilize and refine skills previously learned in their educational processes. All work is performed in accordance with industry standards and guidelines, and is supervised by industry and college representatives. Safety is stressed. Lab. °

**AUC 2645  
ADVANCED INTERNSHIP III**

A cooperative agreement between industry and education allows student technicians to utilize and refine skills previously learned in their educational processes. All work is performed in accordance with industry standards and guidelines, and supervised by industry and college representatives. Safety is stressed. Lab. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

° Course is offered through prior learning assessment and is not available on the OSUIT campus.

## **AUTOMOTIVE SERVICE TECHNOLOGIES – CHRYSLER MOPAR CAP (AUMC)**

### **AUMC 1101 TECHNOLOGY FUNDAMENTALS**

A theoretical discussion and demonstration of vehicle components, systems operation, and proper usage of hand and power tool, precision measuring, service information systems, and specialized equipment applications. A continual reinforcement of safe shop practices and safe tool usage is emphasized on a daily basis. Theory/Lab.

### **AUMC 1102 STEERING & SUSPENSION II**

Prepares the MOPAR CAP student with the skills needed to diagnose, adjust, align, remove and repair components of the steering and suspension systems found on Chrysler built vehicles. This effort includes a focus on how to use a systematic approach to diagnose and repair the root cause of vehicle noise, vibration and harshness (NVH) concerns. Provides specific diagnostic methods used to troubleshoot steering and suspension systems including NVH concerns and isolate problems related to certain steering and suspension component groups. Theory/Lab.

### **AUMC 1141 INTRODUCTION TO ELECTRICAL SYSTEMS**

Prepares the MOPAR CAP student with the skills needed to perform basic electrical measurements, diagnose electrical circuit faults and efficiently navigate wiring diagrams. The student also demonstrates the proper application of the Chrysler six (6) step electrical diagnostic process. In addition, each student completes an extensive series of vehicle battery diagnostic testing procedures. Theory/Lab.

### **AUMC 1151 BODY MECHANICAL DIAGNOSIS & ADJUSTMENTS**

Prepares the MOPAR CAP student with the skills to perform procedures to remove, repair, and attach both exterior and interior plastic panels and components. The student demonstrates the ability to identify the correct body panels and acceptable component fit and gap correction. The student also focuses on developing the ability to diagnose, locate, and repair the cause of water leak and/or wind noise complaints. Theory/Lab.

### **AUMC 1161 STEERING & SUSPENSION I**

Prepares the MOPAR CAP student with an understanding of basic steering and suspension geometry and principles. Students identify components of different steering and suspension systems and describe how they are related to the vehicle platforms. In addition, students use service information, special tools and service equipment to diagnose and repair wheel and tire wear concerns Theory/Lab.

### **AUMC 1201 BRAKE SYSTEMS I**

Prepares the MOPAR CAP student with the understanding of base brake systems theory and operation principles. The student is required to identify components of different brake systems, describe how they are related to different vehicle platforms and is also required to demonstrate repair procedures using service information, special tools and brake service equipment. The primary emphasis is on assisting the

student in the development of skills needed to diagnose brake system malfunctions and perform service work on brake systems. Theory/Lab.

### **AUMC 1215 INTERNSHIP I**

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. Lab.

### **AUMC 1221 BRAKE SYSTEMS II**

Prepares the MOPAR CAP student with the skills needed to diagnose, adjust, remove and repair components of the brake systems found on Chrysler built vehicles. The student's focus is on demonstrating 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. Theory/Lab.

### **AUMC 1241 ELECTRONIC CONTROL SYSTEMS**

Prepares the MOPAR CAP student with the skills necessary to perform diagnostics on complex electronic control systems. Students focus on vehicle control modules, electronic control system components and related switches and sensors. The student demonstrates the use of service information procedures and special tools required for electronic control system diagnosis. Theory/Lab.

### **AUMC 1251 VEHICLE COMMUNICATION**

Designed to introduce the MOPAR CAP student to the basic concepts of vehicle communication networks as well as provide an understanding of the networks currently in use in Chrysler vehicles. The student demonstrates the proper diagnosis and repair of a vehicle communication network fault, and provides the student with an understanding of the vehicle communication system and describes the proper use of diagnostic tools necessary for accurate and timely repairs. Theory/Lab.

### **AUMC 1261 BODY ELECTRICAL SYSTEMS**

Provides the MOPAR CAP student with the knowledge and skills necessary to diagnose and service the electrical systems used on current Chrysler vehicles. A significant portion of course is dedicated to controller area network (CAN) bus vehicles. The proper use of service information and special tools is emphasized to aid in electronic CAN bus system diagnosis and repairs. The primary focus is dealing with vehicle communications, bus architecture, power/ground distribution and electrical/electronic sub-systems. Theory/Lab.

### **AUMC 1271 BODY SYSTEMS DIAGNOSIS AND ADJUSTMENTS**

Provides the MOPAR CAP student with the skills needed to provide diagnosis, repair and maintenance on vehicle power accessory systems. These skills include the ability to identify the different systems, describe the proper function and operation of the system and the ability to repair the power accessory system. The systems focused on include the service of power sliding doors, lift gates, power windows, door

locking assemblies, cruise control, interior/ exterior lighting and related power accessories. The starting and charging system is covered in detail. Chrysler service information and proper special tool usage is emphasized to aid in electrical system diagnosis. Theory/Lab.

#### **AUMC 1301**

##### **MANUAL TRANSMISSIONS I**

Prepares the MOPAR CAP student with the understanding of the theory and operation of a manual transmission/transaxle assembly. The student identifies the components of the manual transmission/transaxle, and explains how each component works and relates to other components to assist with the function of the complete assembly. A focus on using service information, special tools and manual transmission/transaxle service equipment assists the student to diagnose manual transmission malfunctions and perform service work on manual transmission/transaxle assemblies. Theory/Lab.

#### **AUMC 1305**

##### **INTERNSHIP II**

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. Lab.

#### **AUMC 1321**

##### **AUTOMATIC TRANSMISSIONS I**

Prepares the MOPAR CAP student with an understanding of automatic transmission/ transaxle theory and operation. The student is able to identify components of the automatic transmission/transaxle and explain how the components are related to each other and the proper operation of the vehicle transmission assembly. The student demonstrates proper use of service information and automatic transmission/transaxle service tools/equipment. Theory/Lab.

#### **AUMC 1402**

##### **MANUAL TRANSMISSIONS II**

Prepares the MOPAR CAP student with the skills needed to diagnose, adjust, remove and repair components of a manual transmission/transaxle, transfer case and front/rear axle assembly found in Chrysler built vehicles. The student focuses on how to use a systematic approach to diagnose and repair the root cause of manual transmission/ transaxle failures. The Chrysler service information procedures and the use of special tools are emphasized to assist in the diagnosis and repair of Chrysler manual transmission/transaxle assemblies. Theory/Lab.

#### **AUMC 1412**

##### **AUTOMATIC TRANSMISSIONS II**

Prepares the MOPAR CAP student with the skills needed to diagnose, adjust, remove and repair components of an automatic transmission or transaxle assembly found in Chrysler built vehicles. Using the Chrysler scan tool and associated electronic test equipment, the student demonstrates how to use a systematic approach to diagnose and repair the root cause of automatic transmission failures. The use of service information procedures and the proper use of special tools are emphasized to help in diagnosis and repair of Chrysler automatic transmissions/transaxles. Theory/Lab.

#### **AUMC 2401**

##### **HEATING AND AIR CONDITIONING I**

Prepares the MOPAR CAP student with an understanding of basic heating, ventilation and air conditioning theory and operation. The student identifies components of the climate control systems and is able to describe how they are related to the different vehicle platforms. The student demonstrates the ability to use service information, special tools and HVAC service equipment. The development of these skills aids the student in the diagnosis and repair of malfunctioning HVAC climate control systems. Theory/Lab.

#### **AUMC 2403**

##### **ADVANCED DRIVELINES**

Prepares the MOPAR CAP student with the skills needed to diagnose, adjust, remove and repair components of advanced or updated drivelines found in Chrysler built vehicles. The components included are the automatic transmission/ transaxle, manual transmission/transaxle, AWD and four (4) wheel drive components with a special focus on use of a systematic approach to determine the root cause of driveline failures. Chrysler service information procedures and the use of special tools are emphasized to aid in diagnosis and repair of advanced Chrysler drivelines. Theory/Lab.

#### **AUMC 2405**

##### **INTERNSHIP III**

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. Theory/Lab.

#### **AUMC 2412**

##### **HEATING AND AIR CONDITIONING II**

Prepares the MOPAR CAP student with the skills needed to diagnose, adjust, remove, and repair components of the climate control systems found in Chrysler built vehicles. The student focuses on how to use a systematic approach to diagnose and repair the root cause of climate control failures. The development of skills using service information procedures and special tools/equipment are emphasized to assist in diagnosis and repair of Chrysler heating, ventilation, and air conditioning systems. Theory/Lab.

#### **AUMC 2501**

##### **ENGINE PERFORMANCE**

Provides the MOPAR CAP student with the knowledge and skills necessary to diagnose and service various components and sub-systems regarding drivability concerns on current Chrysler vehicles. The primary focus is diagnosing mechanical failures that result in drivability concerns. The student demonstrates proper diagnosis of failed components in the areas of internal engine, intake and exhaust systems, valve train and cylinder head. The student uses service information and a variety of special tools to aid in diagnosis and repair procedures. Theory/Lab.

#### **AUMC 2505**

##### **INTERNSHIP IV**

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. Theory/Lab.

#### **AUMC 2521**

##### **ENGINE FUEL SYSTEMS**

Provides the MOPAR CAP student with the knowledge and skills necessary to diagnose and service component failures that may cause drivability concerns on current Chrysler vehicles. The primary focus is diagnosing fuel delivery and emission control systems that result in drivability concerns. The student demonstrates proper diagnosis of components found on different fuel systems related to fuel delivery, fuel injection, emission control, control engine and vehicle exhaust gas monitoring. The proper use of service information and special tools is emphasized to aid in diagnosis and repair procedures. Theory/Lab.

#### **AUMC 2542**

##### **ENGINES I**

Prepares the MOPAR CAP student with the understanding of the theory and operation of the internal combustion engine. The student identifies engine components and describes the operation of integral subsystems of the automotive internal combustion engine including the cooling system, lubrication system, crankcase ventilation, air induction system, etc. In addition, the student demonstrates how to properly use service information, special tools and equipment necessary to perform service repairs. Theory/Lab.

#### **AUMC 2602**

##### **DIESEL MECHANICAL & FUEL INJECTION SYSTEMS**

Provides the MOPAR CAP student with the knowledge and skills necessary to diagnose and service diesel mechanical and fuel related drivability concerns on current Chrysler vehicles. The primary focus for is diagnosing diesel mechanical engines, cylinder head failures, and diesel fuel delivery systems, including fuel injectors, fuel pumps, pump timing, computer and related electrical/electronic systems that result in drivability concerns. The student demonstrates proper use of service information and special tools to aid in diagnosis and repair. Theory/Lab.

#### **AUMC 2605**

##### **INTERNSHIP V**

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. Theory/Lab.

#### **AUMC 2614**

##### **CAPSTONE**

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. Theory/Lab.

**AUMC 2662  
ENGINES II**

Prepares the MOPAR CAP student with the skills needed to diagnose, adjust, remove and repair components of an engine assembly found in Chrysler built vehicles. The student focuses on how to use a systematic approach to diagnose and repair the root cause of engine failures based on the analysis of available data. An emphasis is placed on proper use of service information and special tools/equipment to aid in diagnosis and repair of Chrysler engines and related sub-systems. Theory/Lab.

**AUTOMOTIVE SERVICE TECHNOLOGIES -  
FORD ASSET (AUMF)****AUMF 1011  
CAREER CORNERSTONE: INTRODUCTION  
TO AUTOMOTIVE SERVICE**

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. Theory.

**AUMF 1034  
FORD BASIC ELECTRICAL**

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. Theory/Lab.

**AUMF 1104  
INTERNSHIP I**

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. Lab. Prerequisites: Student must be in good academic standing and have successfully completed all previous required AUMF core courses. Lab.

**AUMF 1113  
FORD ENGINE REPAIR**

Theory, demonstration and lab work covering the operation and principles of two (2) and four (4) 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. Theory/Lab.

**AUMF 1204  
INTERNSHIP II**

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. Lab. Prerequisites: Student must be in good academic standing and have completed all previous required AUMF core courses.

Lab.

**AUMF 1233  
FORD BASE AND ELECTRICAL SUSPENSION  
AND STEERING**

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. Theory/Lab.

**AUMF 1243  
FORD ELECTRONIC SYSTEM DIAGNOSIS**

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. Theory/Lab.

**AUMF 1304  
INTERNSHIP III**

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. Lab. Prerequisites: Student must be in good academic standing and have completed all previous required AUMF core courses. Lab.

**AUMF 1353  
FORD ENGINE PERFORMANCE THEORY &  
OPERATION**

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. Theory/Lab.

**AUMF 1363  
FORD MANUAL TRANS/TRANSAXLE &  
DRIVELINE REPAIR**

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. Theory/Lab.

**AUMF 2104  
INTERNSHIP IV**

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. Lab. Prerequisites: Student must be in good academic standing and have completed all previous required AUMF core courses.

**AUMF 2204  
INTERNSHIP V**

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. Lab. Prerequisites: Student must be in good academic standing and have completed all previous required AUMF core courses.

**AUMF 2453  
FORD ENGINE PERFORMANCE DIAGNOSIS  
& TESTING**

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. Theory/Lab.

**AUMF 2473  
FORD BRAKE SYSTEMS & ADVANCED BRAKE  
DIAGNOSIS**

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. Theory/Lab.

**AUMF 2533  
FORD DIESEL ENGINE PERFORMANCE  
DIAGNOSIS**

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. Theory/Lab.

**AUMF 2573  
FORD TRANSFER CASE/4WD DIAGNOSIS &  
SYSTEM REPAIR**

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. Theory/Lab.

**AUMF 2613  
FORD AUTOMATIC TRANSMISSION REPAIR &  
ELECTRICAL**

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. Theory/Lab.

**AUMF 2683  
FORD CAPSTONE**

Designed to allow students to utilize and refine skills previously learned in their educational process. Students complete the Career Passport and exit assessment instruments. Theory/Lab.

**AUMF 2693****FORD CLIMATE CONTROL**

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. Theory/Lab.

**AUTOMOTIVE SERVICE TECHNOLOGIES - GENERAL MOTORS ASEP (AUMG)****AUMG 1062****COLLEGE & CAREER CORNERSTONE: INTRODUCTION TO GM AUTOMOTIVE SERVICE**

The foundation for students to build upon during their time at OSUIT, an introduction to basic dealership operations, service literature/information, parts supply procedures, shop safety, hand and power tool usage, automotive measuring devices and systems including precision instruments, metric and decimal systems and program orientation. Additionally, in order to support successful departmental learning activities, students must document, defend, and demonstrate the ability to perform tasks required to meet the objectives of units including email proficiency, library research, resource tools, learning styles and study strategies, and time and money management. Theory/Lab.

**AUMG 1122****GM AUTOMOTIVE ENGINES I**

The theory, demonstration and application of engine repair procedures according to manufacturer's specification, which includes 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. GM course #16009-19 4.3L Central Port Fuel Injection is included. Theory/Lab.

**AUMG 1132****GM AUTOMOTIVE ENGINES II**

The theory, demonstration and application of the principles of engine operation, which includes the identification of engine parts and component functions of the cooling, lubrication, fuel, ignition, emission, mechanical, electrical and electronic systems. Emphasis is given to diagnosis, failure analysis and service according to manufacturer's specifications. Theory/Lab.

**AUMG 1142****GM AUTOMOTIVE BRAKE SYSTEMS I**

An introduction into the theory and application of conventional automotive brake systems, as well as an introduction to anti-lock systems. It includes an overview, discussion and hands-on activities with the various components and vehicles that make up the brake systems used in today's GM automobiles. Theory/Lab.

**AUMG 1152****GM AUTOMOTIVE BRAKE SYSTEMS II**

The theory and application of the operation and repair of anti-lock brake 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. Theory/Lab.

**AUMG 1162****GM SPECIALIZED ELECTRONICS TRAINING I**

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 application. Theory/Lab.

**AUMG 1172****GM SPECIALIZED ELECTRONICS TRAINING II**

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. Theory/Lab.

**AUMG 1214****INTERNSHIP**

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. Lab. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

**AUMG 1272****GM MANUAL DRIVETRAIN I**

An introduction to the theory and application of manual transmissions/transaxles, helical gear set operation, planetary gear set operation and power flow. It includes an overview, discussion and hands-on diagnosis and repair of various manual transmissions and transaxles. Theory/Lab.

**AUMG 1292****GM STEERING & SUSPENSION I**

The theory, demonstration and application of component and system function, operation, adjustment, diagnosis and service, which includes principles of suspension geometry and alignment angles. Emphasis is given to preventive maintenance, system diagnosis and failure analysis. Safety is stressed. Theory/Lab.

**AUMG 1302****GM AUTOMOTIVE ELECTRICAL SYSTEMS I**

The theory and application of batteries, starting and charging systems used on GM vehicles, which includes battery testing service and diagnosis; and starting system testing, diagnosis and service. Emphasis is on system operation, proper test equipment usage and diagnostic and safety procedures. Theory/Lab.

**AUMG 1312****GM MANUAL DRIVETRAIN II**

A detailed look and interaction with the manual drivetrain field both in theory and application. The focus is on 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. Theory/Lab.

**AUMG 1314****INTERNSHIP**

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. Lab. Prerequisites: Student must be in good academic standing and have successfully completed all previously required AUMG core courses.

**AUMG 1322****GM STEERING AND SUSPENSION II**

The theory, demonstration and application of GM steering and suspension system operation, diagnosis and service, and includes 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. Safety is stressed. Theory/Lab.

**AUMG 1342****GM AUTOMOTIVE ELECTRICAL SYSTEMS II**

The theory and application of advanced auto electricity, which covers the theory, testing, diagnosis and repair of body electrical accessories including electrical windows, power seats, windshield wipers, cruise controls, audio systems and computer controlled body electronics. Theory/Lab.

**AUMG 2522****GM AUTOMATIC TRANSMISSIONS & TRANSAXLES I**

An introduction into the theory and application of automatic transmissions and transaxles, and includes an overview discussion and hands-on activities with the various components that make up the automatic transmission, how they function and the logical process to diagnose a malfunction. Theory/Lab.

**AUMG 2532****GM AUTOMOTIVE HEATING & AIR CONDITIONING I**

The theory, demonstration and application of components and system operation, adjustment, diagnosis and service, which includes common HVAC principles and service. Emphasis is given to preventive maintenance, system diagnosis and failure analysis. Safety is stressed. Theory/Lab.

**AUMG 2544****INTERNSHIP**

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. Lab. Prerequisites: Student must be in good academic standing and have successfully completed all previous required AUMG core courses.

**AUMG 2582****GM AUTOMOTIVE ENGINE PERFORMANCE**

The theory and application on GM electronic engines controls. Subjects include tune up, electronic carburetors, throttle body and multiple injection systems, turbo chargers, electronic and computer controlled ignition systems, charging systems and unlinking systems. Emphasis is on diagnosis, adjustments and repair procedures using electrical meters, scopes and infrared diagnostic equipment. Theory/Lab.

**AUMG 2632**  
**GM AUTOMATIC TRANSMISSIONS & TRANSAXLES II**

Interactive diagnosis, disassembly, component inspection, failure analysis, reassembly and dynamometer testing of rear wheel drive and front wheel drive 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. Theory/Lab.

**AUMG 2672**  
**GM AUTOMOTIVE HEATING & AIR CONDITIONING II**

The theory, demonstration and application of GM climate control systems operation, diagnosis and service, also includes automatic temperature controls. Emphasis is given to preventive maintenance, system diagnosis and failure analysis and involves the use of specialized tools and equipment. Safety is stressed. Theory/Lab.

**AUMG 2682**  
**GM CAPSTONE**

The theory and application of GM electronic engines controls as they apply to OBD II systems. Advanced theory on GM electronic fuel systems with further diagnosis and testing using the Tech2 scan tool and advanced use of lab scopes and specialized testing equipment are emphasized. Represents a culmination of the program of study and incorporates a review of learning objectives. Theory/Lab.

**AUMG 2812**  
**INTERNSHIP**

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. Lab. Prerequisites: Student must be in good academic standing and have successfully completed all previous required AUMG core courses.

**AUTOMOTIVE SERVICE TECHNOLOGIES - PRO-TECH (AUMP)**

**AUMP 1002**  
**CAREER AND COLLEGE CORNERSTONE**

A theory and demonstration of basic vehicle components and operation and independent service center operations and procedures, including service literature, parts supply procedures, shop safety, and hand and power tool usage. The course also covers automotive measuring devices and systems including precision instruments, metric and decimal systems as well as an orientation to the program. Emphasis is on career networking, focusing on the variety of related career opportunities within the automotive service industry and preparing students with skills needed to begin Internship I, such as lift usage, general service, tire service, and light maintenance. Included are materials and activities designed to aid the student in completing his/her Career Passport, including exposure to experts in the automotive service industry. Theory/Lab.

**AUMP 1051**  
**AUTOMOTIVE ENGINES I**

The theory, demonstration and application of engine repair procedures according to manufacturer's specification, which includes disassembly, cleaning, inspection, measurement, service and 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. Theory/Lab.

**AUMP 1052**  
**AUTOMOTIVE ENGINES II**

The theory, demonstration, and application of the principles of engine operation, which includes the identification of engine parts and component functions of the cooling, lubrication, fuel, ignition, emission, mechanical, electrical and electronic systems. Emphasis is given to diagnosis, failure analysis and service according to manufacturer's specifications. Theory/Lab.

**AUMP 1055**  
**INTERNSHIP I**

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. Lab. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

**AUMP 1072**  
**ELECTRICAL/ELECTRONICS TRAINING I**

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. Theory/Lab.

**AUMP 1082**  
**ELECTRICAL/ELECTRONICS TRAINING II**

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. Theory/Lab.

**AUMP 1202**  
**ELECTRICAL DIAGNOSIS**

Emphasizes hands on learning in the areas of electrical diagnosis, diagnostic procedures, information retrieval, component accessibility and diagnostic equipment usage. Lab.

**AUMP 1231**  
**AUTOMOTIVE BRAKE SYSTEMS I**

An introduction into the theory and application of conventional automotive brake systems, as well as an introduction to anti-lock systems. It includes an overview, discussion and hands-on activities with the various components and vehicles that make up the brake systems used in today's automobiles. Theory/Lab.

**AUMP 1242**  
**AUTOMOTIVE BRAKE SYSTEMS II**

The theory and application of the operation and repair of anti-lock brake systems and traction control systems used in vehicles, with 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. Theory/Lab.

**AUMP 1281**  
**AUTOMOTIVE SUSPENSION & STEERING I**

The theory, demonstration and application of component and system function, operation, adjustment, diagnosis and service, including principles of suspension geometry and alignment angles. Emphasis is given to preventive maintenance, system diagnosis and failure analysis. Safety is stressed. Theory/Lab.

**AUMP 1282**  
**AUTOMOTIVE SUSPENSION & STEERING II**

The theory, demonstration and application of component and system function, operation, adjustment, diagnosis and service, including principles of suspension geometry and alignment angles. Emphasis is given to preventive maintenance, system diagnosis and failure analysis. Safety is stressed. Theory/Lab.

**AUMP 1285**  
**INTERNSHIP II**

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. Lab. Prerequisites: Student must be in good academic standing and have successfully completed all previously required AUMP core courses.

**AUMP 1371**  
**AUTOMOTIVE MANUAL DRIVETRAIN I**

An introduction to the theory and application of manual transmissions/transaxles, helical gear set operation, planetary gear set operation and power flow. It includes an overview, discussion and hands-on diagnosis and repair of various manual transmissions and transaxles. Theory/Lab.

**AUMP 1372**  
**AUTOMOTIVE MANUAL DRIVETRAIN II**

A detailed look and interaction with the manual drivetrain field both in theory and application. The focus is on 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. Theory/Lab.

**AUMP 1391**  
**AUTOMOTIVE AUTOMATIC TRANSMISSIONS & TRANSAXLES I**

An introduction into the theory and application of automatic transmissions and transaxles, and includes an overview discussion and hands-on activities with the various components that make up the automatic transmission, how they function and the logical process to diagnose a malfunction. Theory/Lab.

**AUMP 1392**  
**AUTOMOTIVE AUTOMATIC TRANSMISSIONS & TRANSAXLES II**

Interactive diagnosis, disassembly, component inspection, failure analysis, reassembly and dynamometer testing of rear wheel drive and front wheel drive transmissions/transaxles. 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. Theory/Lab.

**AUMP 1395**  
**INTERNSHIP III**

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. Lab. Prerequisites: Student must be in good academic standing and have successfully completed all previous required AUMP core courses.

#### **AUMP 1901 INTERNSHIP I**

A cooperative agreement between industry and education, which 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. This internship is for students entering OSUIT with Cooperative Alliance or Advance Standing Automotive Service Technology course credit. Lab.

#### **AUMP 1904 ELECTRICAL/ELECTRONIC SKILLS**

An introduction to the theory and application of electrical principles and concepts. Subjects covered include proper use of digital multimeters, Ohm's Law, series circuits, parallel circuits, series-parallel circuits, diodes, transistors, microprocessors and basic automotive electronic systems. Emphasis is placed on diagnostic procedures through on-bench and practical exercises using automotive applications. Theory/Lab. °

#### **AUMP 1912 BRAKE SKILLS I**

An introduction into the theory and application of conventional automotive break systems, as well as an introduction to anti-lock systems. It includes an overview, discussion and hands-on activities with the various components and vehicles that make up the break systems used in today's automobiles. Theory/Lab. °

#### **AUMP 1913 INTERNSHIP II**

A cooperative agreement between industry and education, which 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. This internship is for students entering OSUIT with Cooperative Alliance or Advance Standing Automotive Service Technology course credit. Lab.

#### **AUMP 1914 ENGINE REPAIR SKILLS**

An introduction into the theory and application of the principles of engine operation, which includes the identification of engine parts and components functions related to the cooling, lubrication, fuel, ignition, emission, mechanical, electrical and electronic systems. Also covered in detail are engine repair procedures according to manufacturer's specification which includes disassembly, cleaning, inspection, measurement, service and reassembly. Emphasis is given to system diagnosis and failure analysis including the proper use of hand tools, precision measurement devices and other specialized equipment. Shop safety is stressed. Lab.

#### **AUMP 1922 BRAKE SKILLS II**

The theory and application of the operation and repair of anti-lock brake systems and traction control systems used in vehicles, with 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. Theory/Lab. °

#### **AUMP 1923 INTERNSHIP IV**

A cooperative agreement between industry and education, which 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. This internship is for students entering OSUIT with Cooperative Alliance or Advance Standing Automotive Service Technology course credit. Lab.

#### **AUMP 1924 AUTOMATIC TRANSMISSION/TRANSAXLE SKILLS**

An introduction into the theory and application of automatic transmissions and transaxles that includes an overview discussion and hands-on activities with the components that make up the automatic transmission, how they function and the logical process to diagnose a malfunction. Includes interactive diagnosis, disassembly, component inspection, failure analysis, sub-assembly testing and unit reassembly. Strong emphasis is placed on scan tool usage to diagnose the operation and faults on computer controlled units. Shop safety is stressed. Theory/Lab. °

#### **AUMP 1931 INTERNSHIP III**

A cooperative agreement between industry and education, which 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. This internship is for students entering OSUIT with Cooperative Alliance or Advance Standing Automotive Service Technology course credit. Lab.

#### **AUMP 1934 SUSPENSION & STEERING SKILLS**

A theoretical demonstration and application of component and system function, operation, adjustment, diagnosis and service, and includes principles of suspension geometry and alignment angles, as well as the electrical and electronic principles needed for diagnosis and service of these systems. Emphasis is given to preventative maintenance, system diagnosis, and failure analysis. Theory/Lab. °

#### **AUMP 1941 INTERNSHIP V**

A cooperative agreement between industry and education, which 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. This internship is for students entering OSUIT with Cooperative Alliance or Advance Standing Automotive Service Technology course credit. Lab.

#### **AUMP 1944 ENGINE PERFORMANCE SKILLS**

The theory of application of electronic engine control, subjects include tune-ups, electronic carburetors, throttle body and multiple injection systems, turbo chargers, electronic and computer controlled ignition systems, charging systems and unlinking systems. Emphasis is on diagnosis, adjustments and repair procedures using electrical meters, scopes and infrared diagnostic equipment. Also, the theory and

application of electronic engine controls as they apply to OBD II systems are taught. 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. Theory/Lab. °

#### **AUMP 1954 MANUAL DRIVE TRAIN AND AXLES SKILLS I**

An introduction into the theory and application of manual transmission/transaxle operation, helical gear set operation, planetary gear set operation and unit power flow. An in-depth look into the diagnosis and repair of final drives, differentials, driveline, four (4) wheel drive systems and vibration analysis. Emphasis is given to preventative maintenance system diagnosis failure analysis and proper service procedures. Shop safety is stressed. Theory/Lab. °

#### **AUMP 1964 HEATING & AIR CONDITIONING SKILLS**

The theory, demonstration and application of component and system operation, adjustment, diagnosis and service which includes common HVAC principles and service. A focus on electronic climate controlled system operation, diagnosis and service with an in-depth study of automatic temperature controls. Emphasis is given to preventative maintenance, system diagnosis and failure analysis using scan tools and HVAC specialty equipment. Shop safety is stressed. Theory/Lab. °

#### **AUMP 2162 ADVANCED AUTOMOTIVE DRIVELINES**

This course prepares Pro-Tech 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, and AWD and four (4) 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. Theory/Lab.

#### **AUMP 2471 AUTOMOTIVE ENGINE PERFORMANCE I**

The theory and application of electronic engine control, subjects include tune ups, electronic carburetors, throttle body and multiple injection systems, turbo chargers, electronic and computer controlled ignition systems, charging systems and unlinking systems. Emphasis is on diagnosis, adjustments and repair procedures using electrical meters, scopes and infrared diagnostic equipment. Theory/Lab.

#### **AUMP 2472 AUTOMOTIVE ENGINE PERFORMANCE II**

The theory and application of electronic engines controls 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 is emphasized. Theory/Lab.

#### **AUMP 2475 INTERNSHIP IV**

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. Lab. Prerequisites:



Student must be in good academic standing and have successfully completed all previous required AUMP core courses.

**AUMP 2591  
AUTOMOTIVE HEATING & AIR  
CONDITIONING I**

The theory, demonstration and application of components and system operation, adjustment, diagnosis and service, which includes common HVAC principles and service. Emphasis is given to preventive maintenance, system diagnosis and failure analysis. Safety is stressed. Theory/Lab.

**AUMP 2592  
AUTOMOTIVE HEATING & AIR  
CONDITIONING II**

The theory, demonstration and application of climate control systems operation, diagnosis and service, which also includes automatic temperature controls. Emphasis is given to preventive maintenance, system diagnosis and failure analysis and involves the use of specialized tools and equipment. Safety is stressed. Theory/Lab.

**AUMP 2595  
INTERNSHIP V**

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. Lab. Prerequisites: Student must be in good academic standing and have successfully completed all previous required AUMP core courses.

**AUMP 2694  
AUTOMOTIVE CAPSTONE**

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. Theory/Lab.

**AUMP 2782  
ADVANCED AUTOMOTIVE DIAGNOSTICS**

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. Theory/Lab.

° *Course is offered through prior learning assessment and is not available on the OSUIT campus.*

**BUSINESS ADMINISTRATION (BADM)**

**BADM 1113   
INTRODUCTION TO BUSINESS**

Acquaints students with the US business system, including areas of management, organization, human resources, marketing, finance, and ethics in the global economy. Theory.

**BADM 2063  
BUSINESS LAW I**

Business Law I introduces students to the law and enforcement agencies. It includes business law for contracts, agencies, employment, personal property and bailments. Theory.

**BADM 2153   
MARKETING PRINCIPLES**

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. Theory.

**BADM 2232  
ENTERPRISE DEVELOPMENT BUSINESS  
CAPSTONE**

A study of applied problems that are of particular interest to the business environment. Theory.

**BADM 2373   
BUSINESS COMMUNICATIONS**

Emphasizes composition and preparation of written business communications. Elements of cultural diversity, proofreading and listening skills are also addressed. Theory/Lab.

**BADM 2903  
BUSINESS/OCCUPATIONAL INTERNSHIP**

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. Lab.

**BIOLOGY (BIOL)**

**BIOL 1014 (L, N)   
GENERAL BIOLOGY (NON-MAJORS)**

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. Theory/Lab.

**BIOL 1114 (L, N)  
GENERAL BIOLOGY**

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. Theory/Lab.

**BIOL 1404 (N)  
GENERAL BOTANY**

Morphology and anatomy of plants. Plant functioning: photosynthesis, water relations, translocation, hormonal regulations, and photoperiodism. Survey of the plant division, algae and fungi. Lab. Prerequisite: BIOL 1114 or School Dean's approval.

**BIOL 1604 (N)  
ZOOLOGY**

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. Theory/Lab. Prerequisite: BIOL 1114 or School Dean's approval.


**BIOL 2104 (L, N)  
HUMAN ANATOMY**

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. Theory/Lab. Prerequisite: BIOL 1114 or School Dean's approval.

**BIOL 2114 (L, N)  
HUMAN PHYSIOLOGY**

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. Theory/Lab. Prerequisite: CHEM 1314 (BIOL 1114 preferred, but not required) or School Dean's approval.

**BIOL 2124 (L, N)**   
**GENERAL MICROBIOLOGY**

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. Theory/Lab. Prerequisites: BIOL 1114 or equivalent and CHEM 1314 or equivalent, or School Dean's approval.

**BIOL 2134 (L, N)**  
**MICROBIOLOGICAL INVESTIGATIONS AND RESEARCH**

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. Theory/Lab.

**BUILDING CONSTRUCTION (BLD)**

**BLD 1503**  
**CONSTRUCTION EXPERIENCE AND/OR TRADE SKILLS EDUCATION I**

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 as it relates to the School of Construction Technologies. All work is performed in accordance with industry standards and is supervised by construction contractors or other approved industry professionals. Theory/Lab. °

**BLD 1603**  
**CONSTRUCTION EXPERIENCE AND/OR TRADE SKILLS EDUCATION II**

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 as it relates to the School of Construction Technologies. All work is performed in accordance with industry standards and is supervised by construction contractors or other approved industry professionals. Theory/Lab. °

**BLD 2090 (1-9 CREDIT HOURS)**  
**SPECIAL PROJECTS**

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. Theory/Lab. Prerequisite: School Dean's approval.

**BLD 2303**  
**ESTIMATING II**

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. Theory/Lab. Prerequisites: CNS 1303 and CS 1013. Offered in the fall semester.

**BLD 2503**  
**WALL AND ROOF SYSTEMS**

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. Theory/Lab. Prerequisites: CNS 1113, CNS 1223 and CNS 1263. Offered in the fall semester.

**BLD 2513**  
**INTERIOR FINISHES AND SPECIALTIES**

Interior finishes for walls and ceiling systems is featured, as well as specialty items including: trim, finish hardware, millwork, doors and frames. Theory/Lab. Prerequisites: CNS 1113, CNS 1223 and CNS 1263. Offered in the fall semester.

° *Course is offered through prior learning assessment and is not available on the OSUIT campus.*

**CIVIL ENGINEERING TECHNOLOGY (CET)**

**CET 2113**  
**STRENGTHS OF MATERIALS**

Students learn and apply concepts of stress, strain and deformation of bodies in tension, compression, shear, bending, and torsion. It also includes the study of mechanical properties of engineering materials, pressure vessels and buckling theory. Theory. Prerequisite: CET 2323.

**CET 2123**  
**PROPERTIES OF SOILS**

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. Theory/Lab. Prerequisite: MATH 1513.

**CET 2212**  
**TRANSPORTATION**

Students learn and apply design components of modern roadway and other transportation systems. Theory. Prerequisites: MATH 1613 and SURV 2303.

**CET 2323**  
**STATICS**

Students learn and apply concepts of forces, moments, reactions, free-body diagrams, friction, internal forces and moments of inertia. Theory. Prerequisite: MATH 1613.

**CET 2805**  
**INTERNSHIP**

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. Lab. Prerequisites: Successful completion of a minimum of three (3) semesters of related coursework or School Dean's approval.

**CET 3113**  
**STRUCTURAL ANALYSIS**

Students learn and apply concepts of stress, strain and deformation of bodies in tension, compression, shear, bearing and torsion. This course includes the study of basic analysis and design of columns, beams, cables and arches, as well as lateral loads and slope/deflection theory. Theory. Prerequisites: CET 2113 and MATH 2144.

**CET 3123**  
**DYNAMICS**

Students learn and apply the study of dynamic motion of particles. It includes the study of kinematics, Newton's Laws, and work and energy principles. Theory. Prerequisites: CET 2323 and MATH 2144.

**CET 3213**  
**STEEL STRUCTURES**

Students learn and apply principles of steel design to analyze and design structural steel members loaded with various types of force. Theory. Prerequisites: CET 2113 and CET 3113.

**CET 3313**  
**FLUID MECHANICS AND HYDRAULICS**

Students learn and apply basic fluid properties in related engineering problems. It includes the study of conservation equations, dimensional analysis, modeling structures in hydraulic applications, flow in conduits, open channel flow, water pumps and pump selection hydraulic measurements, and forces acting on submerged bodies. Theory. Prerequisites: CET 2323 and MATH 2144.

**CET 3443**  
**ENVIRONMENTAL ENGINEERING**

Students learn and apply the environmental pollution control/management principles and methodologies. The course includes air pollution control, fate and transport, treatment technologies. Theory. Prerequisites: CHEM 1314 and CET 3313.

**CET 3533**  
**ENGINEERING MATHEMATICS**

Students learn and apply principles of upper level math and computer skills as they relate to civil engineering technology problems. Focus is placed on linear algebra, statistics and probability, and Excel computations and programming. Theory. Prerequisite: MATH 2144.

**CET 3543**   
**FUNDAMENTALS OF ENGINEERING EXAM REVIEW**

Prepares students to take the Fundamentals of Engineering Examination. Students apply their knowledge of both the civil and general engineering portions of the exam by reviewing problems and testing on these topics in the same manner as the FE exam. Theory. Prerequisite: Classification as a senior.

**CET 4123**   
**CONSTRUCTION MANAGEMENT AND ECONOMICS**

Students learn and apply their knowledge of economic principles in making decisions and choosing among alternatives. It includes the study of basis of equivalent worth, rate of return, payback analysis, estimating, scheduling and an overview of the construction industry. Theory. Prerequisite: MATH 1513.

**CET 4213**  
**REINFORCED CONCRETE DESIGN**

Students learn and apply their knowledge of principles of reinforced concrete to analyze and design structural members with various types of forces. Theory/Lab. Prerequisites: CET 2113 and CET 3113.

**CET 4224**  
**HYDROLOGY**

Students learn and apply basic principles of surface and groundwater hydrology and their application. It includes the study of hydrologic cycle, weather and hydrology, hydrographs, hydrologic measurements, runoff and peak flow analysis. Theory. Prerequisite: CET 3313.

**CET 4233****WATER/WASTE WATER MANAGEMENT**

Students learn and apply chemical and biological concepts, mass balance, water/wastewater quality, unit operations/processes, design of processes in water/wastewater treatment plants, and solid waste management. Theory. Prerequisites: CHEM 1314 and CET 3313.

**CET 4414****CAPSTONE**

Students apply their knowledge of civil engineering topics by completing a project, which include planning, design, and a final presentation. Theory/Lab. Prerequisite: Classification as a senior.

**CET 4806****INTERNSHIP**

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. Lab. Prerequisites: Successful completion of a minimum of five (5) semesters of related coursework or School Dean's approval.

**CHEMISTRY (CHEM)****CHEM 1314 (L, N)****GENERAL CHEMISTRY I**

The study of fundamental laws, periodic principles, and theories dealing with the structure and interaction of matter, chemical bonding, chemical reactions, the physical states of matter, changes of state, and solutions. These fundamental concepts are applied to the solution of quantitative problems related to chemistry. Theory/Lab. Corequisite: MATH 1513 or School Dean's approval.

**CHEM 1515 (L, N)****GENERAL CHEMISTRY II**

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 intermolecular 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. Theory/Lab. Prerequisite: CHEM 1314.

**CONSTRUCTION TECHNOLOGY (CNS)****CNS 1111****INTRODUCTION TO CONSTRUCTION**

Study targets the general concepts, ideas, history and relationships of the construction trade, including employment opportunities, job descriptions, general safety and standards. Theory. Offered in the fall and spring semesters.

**CNS 1113****CONSTRUCTION MATERIALS AND PROCEDURES**

The latest information on materials, systems and methods used in the construction industry. It is

formatted around the Construction Specifications Institute (CSI) divisions. Theory. Offered in the fall and spring semesters.

**CNS 1123****FIELD ENGINEERING I**

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. Theory/Lab. Offered in the fall and spring semesters.

**CNS 1213****CONSTRUCTION SAFETY OSHA 30 HOUR**

Job site construction safety and current OSHA standards for the construction industry are studied and applied. Theory. Offered in the summer semester.

**CNS 1223****FIELD ENGINEERING II**

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. Theory/Lab. Prerequisite: CNS 1123. Offered in the spring and summer semesters.

**CNS 1263****CONSTRUCTION BLUEPRINTS AND SPECIFICATIONS**

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 M.E.P. drawings. The coursework will also include the study of the specifications and their relation to building projects. Theory. Offered in the spring semester.

**CNS 1303****ESTIMATING I**

Quantity take-off with emphasis on excavation, concrete, masonry, structural steel, rough carpentry, H.M./wood doors with hardware and miscellaneous specialty items are studied. Theory/Lab. Prerequisites: CNS 1113, CNS 1263 and MATH 1513. Offered in the summer semester.

**CNS 1333****FIELD ENGINEERING III**

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. Theory/Lab. Prerequisites: CNS 1223 and MATH 1613. Offered in the spring semester.

**CNS 2090 (1-9 CREDIT HOURS)****SPECIAL PROJECTS**

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 Department options. Theory/Lab. Prerequisite: School Dean's approval.

**CNS 2123****SOILS IN CONSTRUCTION**

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. Theory/Lab. Prerequisites: CNS 1123 and MATH 1513. Offered in the summer semester.

**CNS 2403****PROJECT SCHEDULING**

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. Theory. Prerequisites: CNS 1303 and CNS 2432. Offered in the spring semester.

**CNS 2413****MECHANICAL SYSTEMS**

An in-depth examination is made of mechanical systems as to identification, application and function. Emphasis is placed on plumbing, heating, cooling, air distribution and ventilation systems. Theory/Lab. Offered in the summer and fall semesters.

**CNS 2432****CONSTRUCTION DOCUMENTS AND SHOP DRAWING REVIEW**

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 one (1) specifications as they relate to bidding, bonds, insurance and the general conditions. Theory/Lab. Prerequisites: CS 1013, CNS 1113 and CNS 1263. Offered in the fall semester.

**CNS 2543****CONCRETE CONSTRUCTION**

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. Theory/Lab. Prerequisite: CNS 1113. Offered in the summer semester.

**CNS 2683****CONSTRUCTION MANAGEMENT CAPSTONE EXPERIENCE**

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 his/her Career Passport, exit assessment instruments and other graduation requirements. Theory/Lab. Prerequisites: CNS 1213, CNS 2403, BLD 2303 and at least one (1) internship. Offered in the summer semester.

**CNS 2693****PRINCIPLES OF CONSTRUCTION MANAGEMENT**

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. Theory. Prerequisite: CNS 2432. Offered in the spring semester.

**CNS 2800 (1-12 CREDIT HOURS)****CONSTRUCTION INTERNSHIP**

A cooperative agreement between industry and education 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. Lab. Prerequisites: School Dean's approval and an overall GPA of 2.5 or greater.

**CNS 2806****CONSTRUCTION INTERNSHIP**

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. Lab. Prerequisites: School Dean's approval and an overall GPA of 2.5 or greater.

**CNS 2900 (1-12 CREDIT HOURS)****CONSTRUCTION INTERNSHIP**

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. Lab. Prerequisites: School Dean's approval and an overall GPA of 2.5 or greater.

**CNS 2906****CONSTRUCTION INTERNSHIP**

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. Lab. Prerequisites: CNS 1303, School Dean's approval and an overall GPA of 2.5 or greater.

**COMPUTER SCIENCE (CS)****CS 1013****COMPUTER LITERACY & APPLICATIONS**

An applied exploration of personal computing in which students learn system operation and maintenance, Internet technologies and primary desktop applications. Theory.

**CS 2103****COMPUTER CONCEPTS & APPLICATIONS FOR BUSINESS**

Students are provided with up-to-date materials about information technology (IT) in his/her 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. Theory.

**CULINARY ARTS (CUA)****CUA 1102**  
**CULINARY THEORY**

An introduction to the food service industry which teaches students how to establish and maintain high standards of personal and industry sanitation and safety, as well as identify various tools and equipment used in today's kitchens. Students learn to effectively communicate the meaning of kitchen and dining room brigades, explain the basics of heat transfer and cooking methods, and also discuss the process of menu building and costing. Students are taught the basic production of white stock, brown stock and fumet, as well as mother sauces and soup production, and are introduced to dairy products, coffee and tea, herbs and spices. Theory.

**CUA 1135**  
**SKILL DEVELOPMENT I**

An introduction to commercial kitchen equipment: meat

grinder, sausage stuffer, food processor, conventional and convection ovens, steamers, and steam jacketed kettles. The student receives an introduction to basic sauces and soups, and learns culinary knife skills and cuts. Lab.

**CUA 1145**  
**SKILL DEVELOPMENT II**

Students learn cooking methods for the preparation of meats, vegetables, stocks, soups, sauces, desserts, sandwiches, salads and grilled food items. Lab. Prerequisite: CUA 1135.

**CUA 1151**  
**FOOD SAFETY**

An introduction to safe food production practices governed by changing federal state regulations. Topics covered include; prevention of food-borne illness through proper handling of potentially hazardous foods, HACCP procedures, legal procedures, legal guidelines, kitchen safety, facility sanitation, safe food preparation, storing and reheating guidelines. Students take the National Restaurant Association ServSafe examination. Theory.

**CUA 1162**  
**FOOD SERVICE MANAGEMENT**

The principles, theories, human relations techniques and decision making skills required to manage a workforce profitably. Management techniques are discussed, as well as legal aspects of discrimination, hiring, continuous employment practices, and employee termination. Students take a National Restaurant Association Education Foundation examination for this Supervision text. Theory.

**CUA 1243**  
**INTRODUCTION TO BASIC FRUIT AND VEGETABLE CARVING**

Knife handling techniques, fruit preparation, basics of using color, designing and preparing a plan for carving, preparation of different garnishes and vessels, making of vegetable showpieces, making of fruit showpieces, and display techniques. Theory/Lab.

**CUA 1294**  
**BREAKFAST COOKERY**

Designed to introduce students to action stations, breakfast cooking concepts, and high volume breakfast cooking. Include instruction and practical application in the following: eggs cooked to order, omelets, pancakes, waffles, French toast and hot cereals. Student is also trained in offering daily or weekly specials to include crepes, quiches and poached egg dishes, and buffet set up for quantity breakfast feeding. Lab. Prerequisites: CUA 1102, CUA 1135, CUA 1145, CUA 1151 and GTGE 1111.

**CUA 1311**  
**MEAT FABRICATION**

Introduces students to beef, pork, chicken, fowl, and fish identifications and fabrication, as well as purchasing and cost control fundamentals in the food service industry. Lab. Prerequisites: CUA 1102, CUA 1135, CUA 1145, CUA 1151 and GTGE 1111.

**CUA 1375**  
**BREAD AND PASTRY PRODUCTION**

An introduction to baking, emphasizing the basic formulas, fundamentals, and procedures. Students learn proper terminology, equipment, and utensils. Additional emphasis is placed on restaurant production of pies, cakes, variety breads, fillings, sweet dough, and specialty items. Students prepare classical pastries and present whole decorated desserts, plated, individual, flambé, and frozen. Lab. Prerequisites: CUA 1102, CUA 1135, CUA 1145, CUA 1151 and GTGE

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**CUA 1415**  
**DINING ROOM OPERATIONS**

Students learn and apply the skills to recognize a la carte dining room equipment and service techniques related to customer service. The technique of banquet setting and mise en place, and the importance of an appropriate setting and atmosphere are also taught. Students learn how to establish and maintain high standards for personal and industry sanitation and safety. Theory/Lab.

**CUA 2101**  
**EXPLORING WINES**

Learn the basics of wine making, buying, handling, opening – pouring and tasting. Study of the major white grape varieties as well as reds, and explore wine geography. A field trip to a winery or a wine and spirit store is also included. Theory. *Must be 21 years of age to participate.*

**CUA 2103**  
**AQUAPONICS**

Introduction and production of a sustainable system of aquaculture in which the waste produced by farmed fish, or other aquatic animals, supplies nutrients for plants grown hydroponically, which in turn purifies the water.

**CUA 2123**  
**ADVANCED BAKING**

Students utilize and develop the skills learned in Bread and Pastry Production (CUA 1375) to prepare more complex and challenging plated desserts and cakes. Advanced cakes include piping techniques, use of fondant, sculpted cakes, and tiered wedding cakes. Basic use of gum paste and coloring techniques are covered. Advanced desserts include production of entremets, classic European Tortes, chocolates and confections, and soufflés. Theory/Lab. Prerequisites: CUA 1102, CUA 1135, CUA 1145, CUA 1151, CUA 1375 and GTGE 1111.

**CUA 2183**  
**SHOWPIECES**

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. Theory/Lab. Prerequisites: CUA 1102, CUA 1135, CUA 1145, CUA 1151 and GTGE 1111.

**CUA 2213**  
**CONTEMPORARY AMERICAN RESTAURANT**

Students apply, demonstrate and review basic cooking methods and apply them to a contemporary American restaurant. Production focuses on modern techniques and presentations and the creation of seasonal menus highlighting locally sourced ingredients. Students focus on presentation and quality for their guests. Theory/Lab. Prerequisites: CUA 1102, CUA 1135, CUA 1145, CUA 1151 and GTGE 1111.

**CUA 2285**  
**MODERN CUISINE EXPERIMENTAL KITCHEN**

Students apply, demonstrate and review modern cooking methods and apply them to recipe development, and also learn different techniques in modern cuisine and learn how to implement them into regular food production. Students have the opportunity to experiment with methods and techniques learned and prepare a showcase dinner for friends and family. Students use modern equipment including immersion

circulators, anti-griddles, centrifuges, rotary evaporators, static homogenizers, and many other unique tools utilized in modern cuisine. Theory/Lab. Prerequisites: CUA 1102, CUA 1135, CUA 1145, CUA 1151, CUA 1294 and GTGE 1111.

**CUA 2315  
BUFFET COOKERY**

Students learn to prepare foods for quantity service. Students fabricate to portion size main protein items. They prepare all soups, sauces, vegetables, starches, and garnishes. Students utilize the cooking methods and techniques learned in Skills Development I and Skills Development II, and apply these skills in a busy, live service environment. Emphasis is on food quality, proper methods, techniques, and professionalism. Theory/Lab. Prerequisites: CUA 1102, CUA 1135, CUA 1145, CUA 1151 and GTGE 1111.

**CUA 2415  
GARDE MANAGER**

A competency based introduction to the world of the cold kitchen. It includes instruction and application of condiments, cold soups and sauces (including vinaigrettes), hors d'oeuvres, terrines, pates, sausage, and cheese. Cold and hot smoking, curing and pickling are also covered. Sanitation and mise en place are essential in the cold kitchen. Theory/Lab. Prerequisites: CUA 1102, CUA 1135, CUA 1145, CUA 1151 and GTGE 1111.

**CUA 2473  
AMERICAN CUISINE**

Introduces regional recipes, local history, and culture with distinct regional ingredients. Each week the class explores recipes and historical and cultural information, as well as a guide to ingredients specific to that region. Lab. Prerequisites: CUA 1102, CUA 1135, CUA 1145, CUA 1151, CUA 1294, CUA 1375, CUA 2315, CUA 2415 and GTGE 1111.

**CUA 2552  
PURCHASING**

Students are introduced to the methods of purchasing and cost control in food service systems, how to define the market and its regulations, identify the ethical principles of a food purchaser, and how to identify characteristics of the quality food necessary to maintain specific demands. The types of food storage and inventory control are discussed, as well as the role of governmental agencies in assuring food quality and laws that affect purchasing operations and the need for record keeping. Students learn a wide range of product identification and how to identify products by sight, taste and smell, and are also taught the method of meat identification and shown how to break down various primal cuts of meat and how to trim and present retail cuts as well. The purchasing class also maintains the department's organic garden when weather permits. Theory/Lab.

**CUA 2575  
INTERNATIONAL COOKERY**

Topics include sautéing, braising, steaming, grilling, frying, roasting, and broiling. Students practice skills associated with cooking vegetables, grains, legumes, pastas, eggs, meats and cereals. Instructions are also provided on catering and banquet cooking and service. Lab. Prerequisites: CUA 1102, CUA 1135, CUA 1145, CUA 1151, CUA 1162, CUA 1294, CUA 1375, CUA 1415, CUA 2315, CUA 2415 and GTGE 1111.

**CUA 2595  
CULINARY SOFT SKILLS**

Students must be flexible and adaptive and participate in off-campus cooking demonstrations, recruiting trips to technology centers and high schools, research

assignments, and presentations to other classes. Students learn tracking and cost control, receiving and storing food, store room maintenance, and budget control. Theory and practical review on cooking methods are taught and Mystery Basket and Chefs Table Cooking competencies are examined. Students also demonstrate cooking and service techniques. Students conduct sanitation and safety inspections, take corrective action where needed, and team with instructor to assist on internship visits. Students have the opportunity to consult and assist a client with planning an event. A field trip is scheduled during the semester. Lab. Prerequisite: School Dean's approval.

**CUA 2623  
CULINARY ARTS CAPSTONE**

Students learn and practice foods cooked to order. Course includes a review of basic dining room tasks and cooking methods, including sautéing, braising, steaming, grilling, frying, roasting and broiling. Students also practice skills associated with line cooking including; cooking vegetables, grains, legumes, pastas, eggs, meats. All program requirements must be complete before enrolling in this course. Student must have a minimum 2.0 cumulative GPA. Lab. Prerequisites: CUA 1102, CUA 1135, CUA 1145, CUA 1151, CUA 1162, CUA 1294, CUA 1311, CUA 1375, CUA 1415, CUA 2315, CUA 2415, CUA 2552 and CUA 2575. Corequisite: CUA 2809.

**CUA 2809  
CULINARY INTERNSHIP**

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 cumulative GPA. Lab. Prerequisites: CUA 1102, CUA 1135, CUA 1145, CUA 1151, CUA 1162, CUA 1294, CUA 1311, CUA 1375, CUA 1415, CUA 2315, CUA 2415, CUA 2552 and CUA 2575. Corequisite: CUA 2623.

**DIESEL & HEAVY EQUIPMENT (DHE)**

**DHE 2033  
DIESEL SKILLS I**

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. Theory. °

**DHE 2043  
DIESEL SKILLS II**

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. Theory. °

**DHE 2053  
DIESEL SKILLS III**

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. Theory/Lab. °

**DHE 2090 (1-9 CREDIT HOURS)  
SPECIAL PROJECTS**

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. Theory/Lab. Prerequisites: Written instructor-student plan and the School Dean's approval.

**DHE 2800 (1-12 CREDIT HOURS)  
INTERNSHIP**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

**DHE 2900 (1-12 CREDIT HOURS)  
INTERNSHIP**

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. Lab. 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 institutional 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.*

**DIESEL & HEAVY EQUIPMENT -  
AGGREKO SELECTECH (DHEA)**

**DHEA 1113  
MAINTENANCE FUNDAMENTALS**

Introduces skills and knowledge required by all service technicians including OSHA, EPA, hazardous materials, and waste regulations, precision measurement, tools, fasteners, pipe, pipe fittings, valves, tubing, tubing fittings, as well as copper tube flaring, swaging, cutting and brazing. Students are introduced to product identification and service literature usage. The career cornerstone course includes a review of the OSUIT Handbook, a technical pre-test, and career exploration with Aggreko. Students review the history of Aggreko and the service provided by Aggreko. Theory/Lab.

**DHEA 1123  
DIESEL ENGINE I - DIESEL FUNDAMENTALS  
AND MAINTENANCE**

An introduction to the theory and operation of the four (4) stroke diesel engine along with standard maintenance procedures for the Aggreko diesel generator package. It includes component identification and function, the four (4) engine systems, electronic governor principles, and safety issues. The use of the Aggreko Generator Quality Checklist, and associated maintenance procedures are emphasized. Engine servicing and preventative maintenance are examined. Theory/Lab.

**DHEA 1133  
INTERNSHIP I**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

**DHEA 1213  
DC/AC ELECTRICAL FUNDAMENTALS -**

Safety and the basic principles of AC/DC electrical circuits are covered. Subjects included are operating characteristics of the circuits, various components, electrical laws, series circuits, parallel circuits, series-parallel circuits, magnetism, impedance, and resonance. Students locate and identify components from schematics. The operation of electrical components such as switches, relays, contactors, starter boxes, transformers, relays, timers, capacitors and motor starting relays are also examined. Theory/Lab.

**DHEA 1233  
INTERNSHIP II**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

**DHEA 1313  
GENERATOR SYSTEMS I - THEORY &  
OPERATION**

A study of the fundamental theory, operation and application of the electrical generator. AC generator principles, automatic voltage regulation, generator control systems, and generator wiring configurations are introduced. The focus is on the Aggreko canopy size generator (30 – 300 kW). Students study start up procedures, total system function, maintenance and repair. Theory/Lab.

**DHEA 1323  
AGGREKO BASIC REFRIGERATION**

The use of industry specialized tools, as well as copper tube flaring, swaging, cutting and brazing is covered. The theory of the compression refrigeration cycle, components which make up a refrigeration system, the operation and analysis of basic refrigeration systems including evacuation, charging, recovery, control adjustments and efficiency checks are included. Theory/Lab.

**DHEA 1343  
SEA UNITS AND NEW GENERATION II AIR  
CONDITIONERS**

Introduces the student to the two (2) basic air conditioners used in the Aggreko fleet, the Special Events Air conditioner (SEA) and the New Generation II air conditioner. Topics include installation parameters and procedures, applications and limitations for each, control schemes, wiring schematics, controller programming, refrigerant circuits, Thermostatic Expansion Valve (TXV) operation, and special applications. The 15- and 30-ton SEA units are covered along with the 35- and 70-ton New Generation II units. Safety, refrigerant handling procedures, and special considerations for R-

410a are topics of discussion in conjunction with

hands-on exercises. Theory/Lab. Prerequisite: DHEA 1323.

### **DHEA 2412 (12 CREDIT HOURS) INTERNSHIP III**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

### **DHEA 2413 AGGREKO MOTOR STARTING AND MOTOR CONTROLS**

Introduces the fundamental concepts of electrical motors and associated electrical controls. Topics include ladder diagrams, schematic diagrams, contactors, and motor starters, control relays, timing relays, pilot control devices, AC/DC motors and related control devices. Upon completion, students are able to properly select, install and troubleshoot motors and associated control systems. Theory/Lab. Prerequisite: DHEA 1213.

### **DHEA 2423 ELECTRICAL DISTRIBUTION**

The various systems a customer might request, including single-phase 120/240 volt, and 3-phase systems that include 240 volt delta, 120/208 volt, and 277/480 volt are covered. Also covers the principles behind selecting an electrical distribution system including the advantages, disadvantages and limitations of each. The following topics are covered: distribution equipment, system operation, planning, company policy, safety regulations, correct phasing, load capabilities, protection, and installation. Theory/Lab. Prerequisites: DHEA 1213 and DHEA 1313.

### **DHEA 2433 INTERNSHIP IV**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

### **DHEA 2523 DIESEL ENGINE II - TROUBLESHOOTING & REPAIR/REPLACEMENT**

The typical problems associated with diesel engines and how to identify the probable causes are covered. Safety and the use of technical manuals are stressed, as well as emphasizing the repair and replacement procedures for diesel engines, parts evaluation, reusability and failure analysis. Trouble shooting scenarios, repair, and/or replacement of engine components based on actual Aggreko service calls and historic data. Theory/Lab. Prerequisites: DHEA 1123 and DHEA 1213.

### **DHEA 2533 INTERNSHIP V**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

### **DHEA 2543 OIL FREE AIR COMPRESSORS - THEORY & OPERATION**

An introduction to the Aggreko air compressor, refrigerated air dryer, and desiccant air dryer fleet. It is designed to enhance the student's ability to operate, troubleshoot, maintain and repair an oil free air compressor, desiccant air dryer, and refrigerated air dryer. Other topics covered include: compressed air safety, principles of compressed air, rotary screw compressor operation, electrical and pneumatic controls, installation and applications. Theory/Lab. Prerequisites: DHEA 1123, DHEA 1213 and DHEA 2523.

### **DHEA 2613 GENERATOR SYSTEMS II - ADVANCED GENERATOR CONTROLS**

Familiarizes the student with advanced generator controls currently being used in the Aggreko fleet. Both the Deif (GEMPAC) and Deep Sea Electronics (5510) controllers are discussed in depth. Compatible computer software is also covered in detail. Each student has the opportunity to learn to navigate through the controllers' programs using the touch pad and applicable software. Other covered topics include uploading the newest versions of software, completing retrofits, and setting up configurations for specific operations such as paralleling and base load. Theory/Lab. Prerequisite: DHEA 1313.

### **DHEA 2623 AGGREKO CAPSTONE**

Involves team projects to examine the installation, operation, service and repair of Aggreko mobile units, and also covers the controls, wiring, schematic reading, system diagnosis and safety. Special emphasis is placed on the integration of all the technical and general education classes, and is arranged so the student has a very good understanding of the Aggreko business model, and includes exit assessments and other graduation requirements. Theory/Lab.

### **DIESEL & HEAVY EQUIPMENT - CAT DEALER PREP (DHEC)**

#### **DHEC 1113 INTERNSHIP I**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

#### **DHEC 1124 INTRODUCTION TO CATERPILLAR**

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. Theory/Lab.

#### **DHEC 1134 CAT ELECTRICAL FUNDAMENTALS**

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. Theory/Lab.

#### **DHEC 1213 CAT HYDRAULIC FUNDAMENTALS**

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. Theory/Lab. Prerequisite: DHEC 1124.

#### **DHEC 1223 CAT FUEL SYSTEMS**

A thorough examination of Caterpillar fuel systems, including forged body, sleeve metering, scroll types and unit injection. Operation, testing and adjusting are stressed. Theory/Lab.

#### **DHEC 1233 INTERNSHIP II**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

#### **DHEC 1313 INTERNSHIP III**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

#### **DHEC 1323 CAT ENGINE FUNDAMENTALS**

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. Theory/Lab.

**DHEC 1333****CAT MACHINE HYDRAULIC SYSTEMS**

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. Theory/Lab.

**DHEC 2413****CAT ENGINE DIAGNOSTICS AND REPAIR**

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. Theory/Lab.

**DHEC 2423****CAT MACHINE ELECTRONIC SYSTEMS**

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. Theory/Lab. Prerequisite: DHEC 1134 and DHEC 1333.

**DHEC 2433****INTERNSHIP IV**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

**DHEC 2513****INTERNSHIP V**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

**DHEC 2524****CAT POWER TRAIN I**

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. Theory/Lab.

**DHEC 2532****CAT MOBILE AIR CONDITIONING**

Examines theory and application of refrigeration principles as applied to Caterpillar mobile equipment. Emphasis is placed on preventive maintenance, diagnostics, repair, and regulation compliance. Theory/Lab. Prerequisite: DHEC 1134.

**DHEC 2603****CAT POWER TRAIN II**

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. Theory/Lab. Prerequisite: DHEC 2524.

**DHEC 2636****CAT CAPSTONE**

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. Theory/Lab.

**DIESEL & HEAVY EQUIPMENT - KOMATSU ACT (DHEK)****DHEK 1104****KOMATSU GENERAL BASICS**

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. Theory/Lab.

**DHEK 1124****KOMATSU PARTS AND SERVICE PUBLICATIONS**

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. Theory/Lab.

**DHEK 1143****KOMATSU INTERNSHIP I**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

**DHEK 1216****KOMATSU ENGINES AND FUEL SYSTEMS**

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. Theory/Lab.

**DHEK 1243****KOMATSU INTERNSHIP II**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

**DHEK 1323****KOMATSU BASIC HYDRAULICS**

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. Theory/Lab. Prerequisite: DHEK 1104.

**DHEK 1333****KOMATSU BASIC ELECTRICAL SYSTEMS**

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. Theory/Lab. Prerequisite: DHEK 1104.

**DHEK 1343****KOMATSU INTERNSHIP III**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

**DHEK 2416****KOMATSU WHEEL LOADERS**

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. Theory/Lab. Prerequisites: DHEK 1216, DHEK 1323 and DHEK 1333.

**DHEK 2443  
KOMATSU INTERNSHIP IV**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

**DHEK 2516  
KOMATSU HYDRAULIC EXCAVATORS**

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 crimper 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. Theory/Lab. Prerequisite: DHEK 2416.

**DHEK 2543  
KOMATSU INTERNSHIP V**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

**DHEK 2626  
KOMATSU CAPSTONE**

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. Theory/Lab. Prerequisite: DHEK 2516.

**DHEK 2653  
VEHICLE AIR CONDITIONING SYSTEMS**

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. Theory/Lab. Prerequisite: DHEK 1333.

**DIESEL & HEAVY EQUIPMENT - WESTERN  
EQUIPMENT DEALERS ASSOCIATION  
(WEDA) TECHNICIAN (DHER)**

**DHER 1113  
INTERNSHIP I**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

**DHER 1123  
FUNDAMENTALS OF MAINTENANCE**

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. Theory/Lab.

**DHER 1133  
PRE-DELIVERY & PREVENTIVE  
MAINTENANCE**

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. Theory/Lab.

**DHER 1143  
PRINCIPLES OF GPS APPLICATIONS**

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. Theory/Lab.

**DHER 1213  
INTERNSHIP II**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

**DHER 1223  
WIRING CIRCUITS, CHARGING AND  
STARTING SYSTEMS**

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. Theory/Lab.

**DHER 1233  
HYDRAULIC PRINCIPLES**

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. Theory/Lab.

**DHER 1313  
INTERNSHIP III**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

**DHER 1323  
ELECTRONIC SYSTEMS**

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. Theory/Lab. Prerequisite: DHER 1223.

### **DMER 1333 HYDRAULIC SYSTEMS**

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 adapter Kits, Digital Volt/Ohm Meters, flow meters, pressure gauges, and hydraulic schematics tools to diagnose hydraulic system malfunctions. Theory/Lab. Prerequisite: DMER 1233.

### **DMER 2413 INTERNSHIP IV**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

### **DMER 2416 ENGINES AND FUEL SYSTEMS**

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. Theory/Lab.

### **DMER 2512 MOBILE AIR CONDITIONING**

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. Theory/Lab. Prerequisite: DMER 1223

### **DMER 2513 INTERNSHIP V**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

### **DMER 2514 POWER TRAIN**

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. Theory/Lab.

### **DMER 2603 YIELD MONITORING, VARIABLE RATE AND AUTO STEER DIAGNOSTICS**

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. Theory/Lab.

### **DMER 2633 CAPSTONE**

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. Theory/Lab.

## **DIESEL & HEAVY EQUIPMENT - TRUCK TECHNICIAN (DHEU)**

### **DHEU 1133 INTERNSHIP I**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

### **DHEU 1143 MAINTENANCE AND INSPECTIONS**

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. Theory/Lab.

### **DHEU 1153 MAINTENANCE FUNDAMENTALS**

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. Theory/Lab.

### **DHEU 1213 INTRODUCTION TO FLUID POWER**

This course introduced 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. Theory/Lab.

### **DHEU 1233 INTERNSHIP II**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

### **DHEU 1253 ELECTRICAL CIRCUITS, CHARGING AND STARTING SYSTEMS DIAGNOSTICS AND REPAIR**

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. Theory/Lab.

### **DHEU 1313 POWER TRAIN SYSTEMS**

An introduction to clutches, manual transmissions, drivelines and differentials. Emphasis is on power flow, diagnostics, disassembly, inspection, failure analysis, repair and assembly. Theory/Lab.

### **DHEU 1333 INTERNSHIP III**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

**DHEU 1343  
BRAKE SYSTEMS**

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. Theory/Lab.

**DHEU 2433  
INTERNSHIP IV**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

**DHEU 2452  
AIR CONDITIONING SYSTEMS**

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. Theory/Lab.

**DHEU 2523  
DIESEL ENGINE AND FUEL SYSTEMS**


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. Theory/Lab.

**DHEU 2533  
DIESEL ENGINE OVERHAUL TECHNIQUES**

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. Theory/Lab.

**DHEU 2524  
CAPSTONE - ELECTRONIC SYSTEMS  
INTERFACE**

This course is a study 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. Theory/Lab.

**ECONOMICS (ECON)****ECON 2103 (S)   
MICROECONOMICS**

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. Theory. Prerequisite: ECON 2203.

**ECON 2203   
MACROECONOMICS**

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. Theory.

**ELECTRICAL CONSTRUCTION  
TECHNOLOGY (ECNT)****ECNT 1102  
INTRODUCTION TO THE ELECTRICAL  
TRADES**

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. Theory. Offered in the fall and spring semesters.

**ECNT 1103  
DC & AC CIRCUIT ANALYSIS**

A study of electricity involving electrical laws, units, components, impedance and magnetism. Theory/Lab.

**ECNT 1233  
ELECTRICAL MOTORS AND CONTROLS**

An in-depth study of single phase, 3-phase and D.C. motors; stop/start stations; forward and reverse; hard and soft start and ladder diagrams are taught. Theory/Lab. Prerequisite: ECNT 1103. Offered in the spring semester.

**ECNT 1253  
ELECTRICAL WIRING METHODS I -  
RESIDENTIAL**

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 occupations. Theory/Lab. Offered in the spring semester.

**ECNT 1313  
NATIONAL ELECTRICAL CODES**

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. Theory. Prerequisite: ECNT 1253. Offered in the spring semester.

**ECNT 2473  
ELECTRICAL WIRING METHODS II -  
COMMERCIAL**

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. Theory/Lab. Prerequisite: ECNT 1253. Offered in the summer semester.

**ECNT 2533  
ELECTRICAL WIRING METHODS III -  
INDUSTRIAL**

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. Theory/Lab. Prerequisites: ECNT 1253 and ECNT 2473.

**ECNT 2613  
PROGRAMMABLE LOGIC CONTROLLERS  
(PLC) FOR ELECTRICIANS**

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. Theory/Lab. Prerequisite: ECNT 1233.

**ECNT 2616  
ELECTRICAL CONSTRUCTION CAPSTONE  
EXPERIENCE**

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. Theory/Lab. Prerequisites: ECNT 1253, ECNT 2473, ECNT 2533 and completion of one (1) internship, or approval by the School Dean. Offered in the summer semester.

**ENGLISH (ENGL)****ENGL 0143  
ENGLISH FUNDAMENTALS**

Reviews the fundamentals of English, including grammar, standard usage, spelling, punctuation, and basic writing skills. This is a competency-based course that prepares students for entry into a college-level English course, and placement is determined by entry assessment scores. Does not count toward graduation or any degree program. Theory.

**ENGL 1033   
TECHNICAL WRITING I**

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. Theory.

**ENGL 1113   
FRESHMAN COMPOSITION I**

The writing process and strategies for improving writing. The assignments reflect the fundamentals of expository writing, with an emphasis on structure, organization and style. A brief review of grammar and punctuation, a study of sentence structure, and practice writing paragraphs and compositions. Theory.


**ENGL 1213   
FRESHMAN COMPOSITION II**

This course continues to focus on patterns of developmental and expository writing, seeking to hone the writing skills learned in English 1113, as well as research skills and persuasive writing. The emphasis is on technique, style and form. Theory. Prerequisite: ENGL 1113 or School Dean's approval.


**ENGL 2033   
TECHNICAL WRITING II**

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, technical descriptions, and formal report writing. Theory.  
Prerequisite: ENGL 1033 or ENGL 1113; or School Dean's approval.

**ENGL 2113**   
**CREATIVE WRITING**

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. Offers instruction for invention, genre exploration, revision, and appropriate etiquette in a workshop setting. Assignments require the use of microcomputers and word processing software. Theory.

**ENGL 2413 (D, H)**   
**INTRODUCTION TO LITERATURE**

A study in fiction, drama/film, and poetry. Written critical exercises and discussion. Theory.

**ENGL 2543 (H, I)**  
**SURVEY OF ENGLISH LITERATURE I**

Selected reading of major English writers to 1800. A survey of key works, authors, genres, literary history and criticism. Theory.

**ENGL 2653 (H, I)**  
**SURVEY OF ENGLISH LITERATURE II**

Selected reading of major English writers from 1800 to present. A survey of key works, authors, genres, literary history and criticism. Theory.

**ENGL 2773 (D, H)**   
**SURVEY OF AMERICAN LITERATURE I**

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. Theory.

**ENGL 2883 (D, H)**   
**SURVEY OF AMERICAN LITERATURE II**

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. Theory.

**ENGL 3323**   
**TECHNICAL WRITING III**

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. Theory.  
Prerequisite: ENGL 1213 or ENGL 2033; or School Dean's approval.

**ENGINEERING TECHNOLOGIES (ETD)**

**ETD 1101**   
**SAFETY APPLICATIONS**

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. Theory.

**ETD 1102**  
**BASIC MECHANICS**

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. Theory/Lab.

**ETD 2090 (1-9 CREDIT HOURS)**  
**SPECIAL PROJECTS**

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. Theory/Lab.

**ETD 2411**  
**EMPLOYMENT EXPLORATION**

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). Theory.

**ETD 3090 (1-9 CREDIT HOURS)**  
**SPECIAL PROJECTS**

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. Theory/Lab.

**ETD 4414**  
**CAPSTONE**

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. Theory/Lab.  
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 retention GPA.

**ELECTRICAL AND ELECTRONICS TECHNOLOGIES (ETDE)**

**ETDE 1112**  
**WORKPLACE SAFETY FOR TECHNICAL PROFESSIONALS**

Students will learn common industrial safety practices as outlined in OSHA regulations. Safety topics, practices and procedures in hazard recognition and control, materials handling, flammables, fire protection, electrical safety, machine guarding, confined spaces, personal protective equipment, accident investigation and reporting, lock out/tag out and general first aid will be covered. Theory/Lab. *Note: Only offered at OSUIT-MAIP in Pryor.*

**ETDE 1121**  
**TEST INSTRUMENTS & TROUBLESHOOTING**

This course will be a study of common electrical and electronic test instrumentation and their applications. Topics will include digital multimeters, clamp-on ammeters, meggers, calibration meters and more. Students will become familiar with the various meters and their application and learn to apply them safely and properly for accurate measurements. In addition, this course will study troubleshooting electrical devices and circuitry. The focus will include using test instruments to locate and rectify common electrical faults Theory/Lab. *Note: Only offered at OSUIT-MAIP in Pryor.*

**ETDE 1133  
INTRODUCTION TO ELECTRICAL AND  
ELECTRONIC TECHNOLOGIES**

This course is a comprehensive study of the electrical/electronic technologies field with an emphasis on electrical theories, laws, and applications associated with alternating and direct current systems. Through authentic and contextual based projects this class develops practical skills and knowledge in a variety of topics including series, parallel and series-parallel circuits, common circuit devices and components, and application skills. In addition, the course will cover common terminology, tools, and equipment used in the industry. Theory/Lab. Corequisite: MATH 1513 or Instructor Approval. *Note: Only offered at OSUIT-MAIP in Pryor.*

**ETDE 1243  
DC ELECTRONICS AND METROLOGY**

Students learn to apply DC principles and analysis to solve parameters of electronic circuits and related systems. Measurements are made with volt meters, amp meters, and ohm meters. Students are introduced to the science of measurements to help master metrology learners complete a course project related to measurements. Students learn to draw and interpret electrical/electronic symbols, diagrams and schematics in accordance with industry standards. Through application, analysis, and presentations each learner demonstrates mastery of basic electrical/electronic principles and technical reporting. Students must have taken or be enrolled in College Algebra. Theory/Lab. Corequisite: MATH 1513.

**ETDE 1263  
AC ELECTRONICS AND PHOTONICS**

Students learn to apply AC principles and analysis to solve parameters of electronic circuits and related systems. Wavelength and phase angles are introduced as a more complex form of signal analysis. As an introduction to photonics, students learn optoelectronic sources and detectors that operate in the UV, IR, and visible wavelengths. Measurements are made with multimeters, oscilloscopes, frequency counters and other test equipment. Students learn to draw and interpret electrical/electronic symbols, diagrams and schematics in accordance with industry standards. Through application and analysis each learner demonstrates mastery of basic electrical/electronic practices, as well as the ability to construct and troubleshoot circuits and complete a course project with lasers. Students must have taken or be enrolled in Trigonometry. Theory/Lab. Prerequisites: MATH 1513 and ETDE 1243. Corequisite: MATH 1613.

**ETDE 1333  
INDUSTRIAL ELECTRICAL SYSTEMS**

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. Theory/Lab.

**ETDE 1343  
MOTORS AND CONTROLS**

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. Theory/Lab. Prerequisite: ETDE 1243. Corequisite ETDE 1263.

**ETDE 1363  
ELECTRONIC DEVICES & STANDARDS**

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. Theory/Lab. Prerequisite: ETDE 1263.

**ETDE 1373  
DIGITAL SYSTEMS & MICROCONTROLLERS**

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. Theory/Lab. Prerequisite: ETDE 1363.

**ETDE 1403  
PLC BASICS**

This course will be a study of programmable logic controllers and their application in industrial environments. Topics of study will include system platforms, configuration, wiring/termination, installation, maintenance and troubleshooting. Students will also learn to interpret PLC ladder logic diagrams and I/O addressing. Upon completion of this course students will have a working knowledge of PLC's and the ability to maintain them for reliable operations. Programming is not emphasized in this course. Theory/Lab. Prerequisites: ETDE 1133 and ETDE 1343. *Note: Only offered at OSUIT-MAIP in Pryor.*

**ETDE 2102  
MAINTENANCE THEORY AND APPLICATION**

The purpose of this course is to inject at an early stage that maintenance training is an important function and is critical to the business' success and to educate the student in an understanding of the typical categories maintenance organizations fall into and the importance of each. Students learn the tools to critically examine each challenge and troubleshoot to conclusion. Theory. *Note: Only offered at OSUIT-MAIP in Pryor.*

**ETDE 2112  
MECHANICAL SYSTEMS & EQUIPMENT**

An introduction to basic mechanical devices and systems. Topics include instruction on mechanical components and equipment such as gears, belts, pulleys, and bearings in mechanical systems, as well as fundamental concepts applicable to the mechanics of industrial production equipment. Course teaches basic industrial application of mechanical principles

with an emphasis on power transmission. Instruction also includes: mechanical tools, fasteners, basic mechanics, lubrication, bearings, packing, seals, and power transmission equipment. Theory/Lab. *Note: Only offered at OSUIT-MAIP in Pryor.*

**ETDE 2113  
INTRODUCTION TO PLCS**

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. Theory/Lab. Prerequisite: ETDE 1343.

**ETDE 2123  
PLC APPLICATIONS**

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. Theory/Lab. Prerequisite: ETDE 2113.

**ETDE 2133  
INTRODUCTION TO INSTRUMENTATION**

This course is an introduction to common field transmitters used in the measurement and control of process variables including temperature, pressure, flow, level and position. Upon successful completion, the student should have a solid understanding of process variables and the measurement of them. Students will have the skills to install, maintain, calibrate and troubleshoot instrumentation devices. We also introduce students to open and closed loop systems, instrument symbols, and the circuits that transport the information to the process control system. Theory/Lab. Prerequisites: ETDE 1243 and ETDE 1263.

**ETDE 2173  
INTRODUCTION TO DCS SYSTEMS**

Course covers 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. Theory/Lab. Prerequisites: ETDE 2113 and ETDE 2133. *Note: Only offered at OSUIT-MAIP in Pryor.*

**ETDE 2213  
PROCESS CONTROL**

This is a follow up course to Intro to Instrumentation and deals with devices commonly used in process measurement and control systems. Topics include electrical and mechanical transducers/transmitters used in the measurement and control of the following process variables: temperature, pressure, flow, level and position. Upon successful completion, the student should be able to design, install, maintain and calibrate process measurement and control systems. Students will also gain more in-depth training in how the instruments interface with the process control system, controller tuning and the two (2) most common process control systems, the PLC and the DCS. Theory/Lab. Prerequisites: ETDE 2123 and ETDE 2133. *Note: Only offered at OSUIT-MAIP in Pryor.*

**ETDE 2223****ELECTRICAL POWER DISTRIBUTION**

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. Theory/Lab. Prerequisite: ETDE 1263. Corequisite: ETDE 1363.

**ETDE 2253****HYDRAULICS & PNEUMATICS**

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. Theory/Lab. Prerequisites: ETDE 1243 and MATH 1513.

**ETDE 2273****ELECTRONIC CONTROL DEVICES**

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. Theory/Lab. Prerequisites: ETDE 1343 and ETDE 1363.

**ETDE 2343****MOTORS AND CONTROLS II**

A continuation of ETDE 1343 Motor and Controls which focuses on advanced electrical controls, devices and related control circuitry. Advanced timing functions and circuits, pilot control and sequencing, as well as variable frequency control are covered. Theory/Lab. Prerequisite: ETDE 1343. *Note: Only offered at OSUIT-MAIP in Pryor.*

**ETDE 2467****INTERNSHIP (AAS PROGRAM)**

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. Lab. Prerequisites: Recommendation by program instructor and a minimum overall GPA of 2.5. *Note: Only offered at OSUIT-MAIP in Pryor.*

**ETDE 2812 (12 CREDIT HOURS)****ELECTRICAL/ELECTRONICS INTERNSHIP**

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. Lab. Prerequisites: Recommendation by program instructor and a minimum overall GPA of 2.5.

**ETDE 3123****INSTRUMENTATION**

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. Theory/Lab. Prerequisites: EDTE 1373 and ETDE 2123.

**ETDE 3213****PROJECT MANAGEMENT AND ENGINEERING ECONOMICS**

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. Theory.

**ETDE 3223****INDUSTRIAL NETWORKS**

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. Theory/Lab. Prerequisites: ETDE 2123 and ETDE 2273.

**ETDE 3233****LIQUID AND GAS FLOW MEASUREMENT**

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. Theory/Lab. Prerequisites: ETDE 3313 and PHYS 1214.

**ETDE 3313****HEAT TRANSFER AND FLUID MECHANICS**

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. Theory. Prerequisites: ETDE 2253, MATH 2144 and PHYS 1214.

**ETDE 3513****PROGRAMMING FOR INSTRUMENTATION**

Introduces students to computer-based data acquisition and process control using graphical programming to automatically measure physical properties encountered in instrumentation engineering technology. Theory/Lab. Prerequisite: ETDE 3123.

**ETDE 4112 (12 CREDIT HOURS)****ELECTRICAL/ELECTRONICS INSTRUMENTATION INTERNSHIP**

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. Lab. Prerequisites: ETD 2411, recommendation by program instructor, and a minimum overall GPA of 2.5.

**ETDE 4133****PROCESS MEASUREMENT AND CONTROL**

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. Theory/Lab. Prerequisites: ETDE 3223, ETDE 3233, ETDE 3513 and MATH 2153.

**ETDE 4313****DISTRIBUTED CONTROL SYSTEMS**

The practical applications of distributed control systems (DCS). Included is the relationship between programmable logic controllers and the DCS, as well as the importance of the human machine interface (HMI) and advanced control strategies. Theory/Lab. Prerequisites: ETDE 3223 and MATH 2153.

**ETDE 4813****INSTRUMENTATION CAPSTONE**

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. Lab. Prerequisites: ENGL 3323, ETDE 3213, ETDE 3223, ETDE 3513, School Dean's approval and a minimum GPA of 2.5.

**ENGINEERING GRAPHICS & DESIGN/ DRAFTING (ETDG)****ETDG 1143****INTRODUCTION TO DESIGN/DRAFTING**

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. Theory/Lab. Corequisite: MATH 1513.

**ETDG 1192****APPLIED AUTOCAD**

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 on-line resources to independently determine a solution when presented with an unknown concept. Students must have taken or be enrolled in College Algebra. Theory/Lab. Prerequisite: ETDG 1143. Corequisite: MATH 1513.

**ETDG 1253****TECHNICAL DRAWING**

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 ANSI and other industry standards. Using

Microsoft software, all learners produce a bill of material, calculate unit conversions and perform Internet research. Students must have taken or be enrolled in College Algebra. Theory/Lab. Prerequisite: ETDG 1143. Corequisite: MATH 1513.

**ETDG 1523****ARCHITECTURAL DESIGN**

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. Students must have taken or be enrolled in College Algebra. Theory/Lab. Prerequisite: ETDG 1143. Corequisite: MATH 1513.

**ETDG 2143****ARCHITECTURAL MODELING**

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. Theory/Lab. Corequisite: MATH 1513.

**ETDG 2203****INTRODUCTION TO GIS**

Each learner uses AutoCAD Map to gather, analyze, compile and manipulate data to create accurate, and fully integrated Geographic Information Systems (GIS) mapping projects. Theory/Lab. Corequisite: MATH 1513.

**ETDG 2223****PIPING DRAFTING AND DESIGN**

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. Students must have taken or be enrolled in College Algebra. Theory/Lab. Prerequisite: ETDG 1143. Corequisite: MATH 1513.

**ETDG 2293****MECHANICAL DESIGN**

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. Theory/Lab. Prerequisites: ETDG 1192, ETDG 1253 and ETDG 2423.

**ETDG 2423****SOLIDWORKS**

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. Theory/Lab. Corequisite: MATH 1513.

**ETDG 2523****DESIGN DRAFTING CAPSTONE**

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. Lab. Prerequisites: Program instructor approval and a minimum overall GPA of 2.5.

**ETDG 2623****BUILDING STRUCTURES**

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. Theory/Lab. Prerequisite: ETDG 1253.

**ETDG 2663****CIVIL TECHNOLOGY APPLICATIONS**

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. Theory/Lab. Prerequisite: ETDG 1192.

**ETDG 2674****CIVIL DRAFTING**

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. Theory/Lab. Prerequisite: ETDG 1192.

**ETDG 2812 (12 CREDIT HOURS)****DESIGN DRAFTING INTERNSHIP**

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. Lab. Prerequisites: Recommendation by program instructor and a minimum overall GPA of 2.5.

**MANUFACTURING TECHNOLOGIES (ETDM)****ETDM 1153****INTRODUCTION TO MANUFACTURING**

Students learn general shop safety and practices, applications of precision measuring and layout, and operation of basic industry machine tools including conventional lathes and mills. Students also learn basic manufacturing processes as they relate to industry standards. Theory/Lab.

**ETDM 1333****CNC MANUFACTURING PROCESSES AND FIXTURES**

Students identify applications of tool and tooling used on CNC lathes and mills and identify proper speeds and feeds for material, tool geometry, and ANSI standards for inserts and tool holders, as well as research new technology. Students learn to create a process flow, and then improve the process by saving time and money. Theory/Lab. Prerequisites: ETDM 1353 and ETDM 1413.

**ETDM 1343****CNC MACHINE PROGRAMMING**

The student learns programming methods for manual and computer assisted milling and turning machines utilized to produce industry related parts and components that are bench-marked to industry standards in a variety of materials. Theory/Lab. Prerequisites: ETDM 1353 and MATH 1513. Corequisite: MATH 1613.

**ETDM 1353****CNC MACHINE OPERATION**

The student learns general shop safety and basic machine operations. MDI, DNC, and other data input methods are utilized in the set-up and operations of CNC machine tools to produce industry related parts to specified tolerance and quality, including milling and turning center. Theory/Lab. Corequisite: ETDM 1153.

**ETDM 1413****CONVENTIONAL MFG PROCESSES AND TOOLING**

Students learn the appropriate tools and tooling for lathes and mills, ANSI standards for inserts and tool holders, proper speed and feed for materials, and proper tool geometry, create a process flow, and identify process improvement opportunities available with new technology. Theory/Lab. Prerequisites: ETDM 1153 and MATH 1513.

**ETDM 2112 (12 CREDIT HOURS)****MANUFACTURING INTERNSHIP**

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. Lab. Prerequisites: Recommendation by program instructor and a minimum overall GPA of 2.5.

**ETDM 2123****APPLIED MFG PROCESSES**

Students are able to identify motivating factors in the workplace for diverse people, and explain and demonstrate an MRP system. Students learn to select the proper machine operations and fixtures necessary to accurately perform a process, calculate cost of required material, estimate machine run times to determine actual costs of producing a part, and identify the individual components of and create a production schedule. As part of a practical, real world project, the students define and discuss the steps necessary to move a manufacturing company toward lean manufacturing by explaining and demonstrating lean manufacturing principles and practices as applied to their project. Theory/Lab.

**ETDM 2203****AUTOMATED MANUFACTURING TECHNIQUES**

Students are introduced to the Programmable Logic Controller (PLC), their control schemes, and applications in modern automation, process documentation techniques, and robotics. Students are also introduced to modern manufacturing concepts like

JIT and Lean Technologies, including their applications. Theory/Lab.

### ETDM 2423

#### QUALITY SYSTEMS & PRACTICES

Students learn to use various quality processes to improve the manufacturing of industry products. Statistical process control (SPC), total quality management (TQM), and the various steps involved in earning ISO certifications are taught as projects with an emphasis on how quality effects customer service and customer relations. A variety of testing equipment is used to verify the quality of manufactured items. Theory/Lab.

### ETDM 2463

#### CAM APPLICATIONS

The students learn advanced CNC programming methods on the CNC mill and lathe using computer assisted programming software, and verify program performance by setting-up and operating the machine to perform advanced operations to specifications. Theory/Lab. Prerequisites: ETDM 1343 and ETDM 1353.

## GENERAL STUDIES (GEN)

### GEN 2090 (1-9 CREDIT HOURS)

#### SPECIAL PROJECTS

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. Theory/Lab. Prerequisite: School Dean's approval.

## GEOGRAPHY (GEOG)

### GEOG 2243 (S, N)

#### FUNDAMENTALS OF GEOGRAPHY

An introduction to basic geographic concepts, with an emphasis on the interrelationships of people with their physical and cultural environment. Theory.

## GEOLOGY (GEOL)

### GEOL 1014 (L, N)

#### EARTH SCIENCE

The study of sciences related to earth and our solar system – geology, meteorology, oceanography, and astronomy. Theory. Note: Physical Science elective.

## GRAPHIC DESIGN (GRD)

### GRD 1133

#### BASIC DRAWING

Basic Drawing is the start of an ongoing exploration of drawing skills as they relate to the Graphic Design field. 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. Theory/Lab.

### GRD 1143

#### BASIC DESIGN

The study of design elements and principles, as well as foundation design including shape, form, and line. Theory/Lab.

### GRD 1213

#### ADVERTISING DESIGN I

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 products message to its intended consumer. Projects include exercises in copywriting, layout and design using traditional methods, as well as applications on the computer. Theory/Lab. Prerequisites: GRD 1133, GRD 1143 and VIS 1123.

### GRD 1243

#### ADVANCED DRAWING

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 (1) research project. Theory/Lab. Prerequisite: GRD 1133.

### GRD 1333

#### DESIGN PRODUCTION

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 (1) to four (4) color print designs, as well as principles of pre-press processes are covered while the student achieves the three (3) targets of production: time, quality, and costs. Theory/Lab. Prerequisites: GRD 1143, GRD 1213 and VIS 1203. Corequisites: VIS 1343 and VIS 1373.

### GRD 1363

#### SURVEY OF 20TH CENTURY DESIGN

Covering human history from 1900 until the present day, Survey of 20th Century Design concentrates on religion, environment, society and politics and how these areas have influenced design in modern culture. The major objective is to explore the progression of graphic design. The student develops a bank of knowledge consisting of information and imagery. Theory.

### GRD 2413

#### ADVERTISING DESIGN II

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. Theory/Lab. Prerequisites: GRD 1213, GRD 1333, VIS 1343 and VIS 1373. Corequisite: GRD 2423 or School Dean's approval.

### GRD 2423

#### ADVANCED DESIGN PRODUCTION

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 reproduction issues and design mechanics that are applied to each project. Theory/Lab. Prerequisites: GRD 1333, VIS 1343 and VIS 1373. Corequisite: GRD 2413 or School Dean's approval.

### GRD 2523

#### BRANDING/IDENTITY DESIGN

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. Theory/Lab. Prerequisites: GRD 2413 and GRD 2423. Corequisite: GRD 2543.

### GRD 2543

#### GRAPHIC DESIGN PRACTICUM

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. Lab. Prerequisites: GRD 2413 and GRD 2423, or School Dean's approval.

### GRD 2623

#### CONSUMER DESIGN

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. Theory/Lab. Prerequisite: GRD 2523 or the School Dean's approval.

### GRD 2696

#### GRAPHIC DESIGN CAPSTONE

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. Theory/Lab. Prerequisites: All required courses on GRD plan of study. Corequisite: GRD 2623 or School Dean's approval.

### GRD 2800 (3-12 CREDIT HOURS)

#### GRAPHIC DESIGN INTERNSHIP

On-the-job training in industry that emphasizes supervised employment and observation. Lab. Prerequisites: GRD 2543 or the School Dean's approval and a minimum GPA of 2.0.

## GENERAL TECHNOLOGY - AIR CONDITIONING (GTAC)

### GTAC 1503

#### BASIC REFRIGERATION

Emphasizes principles of basic refrigeration for non-air conditioning and refrigeration majors. The operation, diagnosis and service of basic refrigeration units and related controls are included, as well as refrigerant charging efficiency checks and electrical wiring. Theory/Lab.

### GTAC 1603

#### BASIC AIR CONDITIONING AND HEATING

The principles of basic air conditioning and heating for non-air conditioning and refrigeration majors. Includes the operation, diagnosis and service of basic air conditioning-heating systems and related components, as well as electrical circuits, control adjustment and efficiency checks. Theory/Lab. Prerequisite: GTAC 1503 or the School Dean's approval.



## GENERAL TECHNOLOGY - AUTOMOTIVE (GTAU)

### GTAU 1652 ENGINE AND MEASUREMENT FUNDAMENTALS

The identification, principles and operation of internal combustion engines are covered through theory, demonstration and practical laboratory. Includes identification and basic operation of related engine systems, principles and use of automotive precision measuring devices using the metric and decimal systems, class and program orientation, introduction to shop safety and hand and power tool usage. Theory/Lab.

## GENERAL TECHNOLOGY - CONSTRUCTION (GTCT)

### GTCT 1183 WELDING

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. Theory/Lab.

## GENERAL TECHNOLOGY - ENGINEERING (GTET)

### GTET 1193 MICROPROCESSOR APPLICATIONS

Includes microprocessors in control applications, such as transducers, input signals, logic operations, output signals and actuators. Applications from automotive, air conditioning, diesel, machine tools and electronics are emphasized. Theory/Lab.

### GTET 1353 AC ELECTRICAL POWER GENERATION

Principles of single and three (3) phase power generation, including operation, construction, control and maintenance. Theory/Lab.

### GTET 2402 MICRO INSTRUMENTATION

Cleaning, repair, fabrication and testing of various aircraft instruments, and includes synchros, servos and other related devices. Theory/Lab.

### GTET 2463 MICRO-ELECTRONICS PRINCIPLES

Emphasizes basic electrical and electronics principles directed towards the application of the watch and micro-instrument industry. Includes basic rules and laws of magnetism and electricity, batteries, solid state devices, digital circuits and displays, stepper motors and quartz crystals. Theory/Lab.

### GTET 2593 DIRECT DIGITAL CONTROLS

Process measurement and control fundamentals are explored, including the physics of temperature, pressure, flow and level. Emphasizes direct digital control and pneumatic control as it relates to the heating and refrigeration industry. Theory/Lab. Prerequisites: ACR 1126, ACR 1203, ACR 1206 and ACR 1343.

### GTET 2703 TECHNOLOGY PROGRAMMING

The emphasis is on programming in areas other than business accounting. It is not language dependent, but requires use of one (1) or more languages and

includes technical problems simulation and graphics. Theory/Lab.

## GENERAL TECHNOLOGY (GTGE)

### GTGE 1111 COLLEGE CORNERSTONE

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. Theory.

### GTGE 2030 (1-9 CREDIT HOURS) OCCUPATIONAL PRACTICUM

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. Theory/Lab. Prerequisite: The School Dean's approval.

### GTGE 2040 (1-9 CREDIT HOURS) WORKSHOPS

Designed for a variety of workshop experiences. Specific topics are designated as the workshop is scheduled and are based on expressed needs. Theory/Lab.

### GTGE 2050 (1-9 CREDIT HOURS) DIRECTED INDIVIDUAL PROBLEMS

Individual problems under the direction of an instructor with specific responsibilities to be arranged. Problems are normally related to the individual's specialty area. Theory/Lab. Prerequisite: The School Dean's approval.

### GTGE 2060 (1-9 CREDIT HOURS) SEMINARS

A variety of seminars and/or research experiences with specific topics designated as the workshop is scheduled and based on expressed needs. Theory/Lab.

### GTGE 2070 (1-9 CREDIT HOURS) TECHNOLOGICAL DEVELOPMENTS

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. Theory/Lab. Prerequisite: The School Dean's approval.

## HEALTH & HUMAN PERFORMANCE (HHP)

### HHP 1113 PERSONAL HEALTH

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. Theory.

## HISTORY (HIST)

### HIST 1483 US HISTORY TO 1865

The history of the US from European colonization through the Civil War period. One (1) class is usually offered each semester with an emphasis on Native American contributions to the US History. Theory.

### HIST 1493 US HISTORY SINCE 1865

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. Theory.

### HIST 1613 (H) WESTERN CIVILIZATION TO 1500

An exploration of western civilization from the ancient world to the Reformation with a multicultural perspective on the study of mankind. Theory.

### HIST 1623 (H) WESTERN CIVILIZATION AFTER 1500

A continuation of HIST 1613 with an emphasis on the period from the Reformation to the present. Theory.

### HIST 2323 OKLAHOMA HISTORY

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. Theory.

## HUMANITIES (HUM)

### HUM 1013 (H) HUMANITIES I

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. Theory.

### HUM 1033 (H) HUMANITIES II

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. Theory. Designated as Humanities. Prerequisite: HUM 1013 (preferred but not required) or School Dean's approval.

### HUM 1113 (H) MUSIC APPRECIATION

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. Theory.

### HUM 2243 (H) NATIVE PEOPLES OF NORTH AMERICA

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. Theory.

### HUM 2453 (H) INTRODUCTION TO FILM

An introduction to the basics of motion pictures, film theory, history and appreciation. Theory.

**HUM 2563 (I, H)**  
**COMPARATIVE CULTURES**

Comparison of environments, economies, social and political organizations and other aspects of culture among selected literate and preliterate societies. Theory.

**HUM 2663 (I, H, D)**  
**STUDY/TRAVEL/WORK ACROSS CULTURES & BORDERS**

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. Theory.

**HIGH VOLTAGE LINEMAN PROGRAM (HVLP)**

**HVLP 1121**  
**INTRODUCTION TO HIGH VOLTAGE LINEMAN PROGRAM**

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. Theory.

**HVLP 1132**  
**HIGH VOLTAGE LINEMAN SAFETY**

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. Theory/Lab. Prerequisite: HVLP 1243.

**HVLP 1216**  
**HIGH VOLTAGE INTERNSHIP I**

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. Lab. Prerequisites: HVLP 2563, departmental approval, an institution GPA of 2.5 or greater, and a current CDL.

**HVLP 1243**  
**HIGH VOLTAGE POLE CLIMBING TECHNIQUES**

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. Theory/Lab.

**HVLP 1316**  
**HIGH VOLTAGE INTERNSHIP II**

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. Lab. Prerequisites: HVLP 2483, departmental approval, an institution GPA of 2.5 or greater, and a current CDL.

**HVLP 1353**  
**INTRODUCTION TO OVERHEAD ELECTRICITY**

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. Theory.

**HVLP 2416**  
**HIGH VOLTAGE INTERNSHIP III**

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. Lab. Prerequisites: HVLP 2483, departmental approval, an institution GPA of 2.5 or greater, and a current CDL.

**HVLP 2483**  
**PRINCIPLES OF OPERATION OF HIGH VOLTAGE DISTRIBUTION SYSTEMS**

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. Theory/Lab. Prerequisites: HVLP 2563 and HVLP 2663.

**HVLP 2516**  
**HIGH VOLTAGE INTERNSHIP IV**

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. Lab. Prerequisites: Departmental approval, an institution GPA of 2.5 or greater, and a current CDL.

**HVLP 2553**  
**UNDERGROUND DISTRIBUTION SYSTEMS**

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. Theory/Lab. Prerequisite: HVLP 2483.

**HVLP 2563**  
**OVERHEAD DISTRIBUTION SYSTEMS**

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.

Theory/Lab. Prerequisites: HVLP 1243 and HVLP 1353.

**HVLP 2643**  
**ADVANCED DISTRIBUTION SYSTEMS**

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 (2) types of installations. Students work with various types of material and equipment. Theory/Lab. Prerequisites: HVLP 2553, HVLP 2563, and completion of two (2) High Voltage internships.

**HVLP 2663**  
**HEAVY CONSTRUCTION EQUIPMENT AND OPERATION**

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. Theory/Lab. Prerequisite: Departmental approval and a current CDL permit.

**HVLP 2673**  
**TRANSMISSION PRINCIPLES**

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. Theory/Lab. Prerequisite: HVLP 2483.

**HVLP 2716**  
**HIGH VOLTAGE INTERNSHIP V**

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. Lab. Prerequisites: Departmental approval, an institution GPA of 2.5 or greater, and a current CDL.

**HVLP 2726**  
**HIGH VOLTAGE LINEMAN CAPSTONE EXPERIENCE**

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 lineman 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. Theory/Lab. Prerequisites: HVLP 2643 and completion of four (4) High Voltage internships.

**HVLP 2812**  
**HIGH VOLTAGE INTERNSHIP**

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. Lab. Prerequisites: Departmental approval, an institution GPA of 2.5 or greater, and a current CDL.

## INFORMATION TECHNOLOGIES (ITD)

### ITD 1013

#### FUNDAMENTALS OF INFORMATION TECHNOLOGIES

An overview of information technologies, its systems and culture, in which students work in teams on real-world, multi-level projects in learning environments reflective of current, high-performance business settings. Topics include general literacy and terminology, history, societal impact and cultural shifts, career fields and opportunities, technology forecasting and trends, as well as contemporary ethical issues. Theory/Lab.

### ITD 1033

#### INTRODUCTION TO COMPUTER LOGIC

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. Theory/Lab.

### ITD 1213

#### HARDWARE SYSTEMS SUPPORT

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. Theory/Lab.

### ITD 1223

#### NETWORK SYSTEMS

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. Theory/Lab. Prerequisite: ITD 1213.

### ITD 1243

#### PRINCIPLES OF INFORMATION SECURITY

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. Theory/Lab.

### ITD 1253

#### OBJECT-ORIENTED PROGRAMMING USING C#

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 and polymorphism, arrays, packages, interfaces, Input/Output, and strings. Theory/Lab. Prerequisite: ITD 1033.

### ITD 1333

#### OBJECT-ORIENTED PROGRAMMING USING JAVA

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. Theory/Lab.

### ITD 1353

#### WEB DEVELOPMENT

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. Theory/Lab.

### ITD 1373

#### VOICE, DATA & WIRELESS CONCEPTS

Students investigate telecommunication, data and wireless systems, technologies and policies. Topics include network architectures, transmission and media, protocols, operations, security and emerging technologies. Theory/Lab.

### ITD 2133

#### TECHNICAL SUPPORT MANAGEMENT

Focus is on research techniques, help desk systems support, installation, as well as computer systems upgrades and maintenance. Topics include device setup and configuration, backup/recovery, advanced troubleshooting and problem-solving measures, and preventative maintenance. Theory/Lab. Prerequisite: ITD 1213.

### ITD 2153

#### LAN/WAN IMPLEMENTATION AND SUPPORT

An advanced course on the design, configuration, and maintenance of switches, routers, local area networks (LANs), virtual local area networks (VLANs) and wide area networks (WANs). Topics include: LAN configuration, operation and troubleshooting; WAN configuration, operation and troubleshooting; advanced routing protocols, and network troubleshooting. Theory/Lab. Prerequisite: ITD 1223.

### ITD 2183

#### APPLICATION DEVELOPMENT USING JAVA

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. Theory/Lab. Prerequisite: ITD 1333.

### ITD 2203

#### DATABASE SYSTEMS

An introduction to database systems, with emphasis on data modeling and the design of efficient database systems. Topics include database architecture, ER and EER models, the relational data model, SQL queries, normalization, indexing and security. Theory/Lab. Prerequisite: ITD 1033.

### ITD 2223

#### OPERATING SYSTEMS

Focuses on operating systems and system security. Topics include operating system installation, configuration and implementation, and operating system security architectures. Theory/Lab.

### ITD 2263

#### GRAPHICAL USER INTERFACE DEVELOPMENT

Students learn how to design, develop and evaluate interactive application interfaces. Topics include events, regular expressions, exception handling, debugging, and testing. Theory/Lab. Prerequisite: ITD 1253.

### ITD 2313

#### SCRIPT PROGRAMMING

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. Theory/Lab. Prerequisite: ITD 1033.

### ITD 2413

#### ENTERPRISE SECURITY MANAGEMENT

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. Theory/Lab. Prerequisite: ITD 1243.

### ITD 2643

#### LINUX WORKSTATION & SERVER OS

Focuses on workstation and server Linux operating systems. Topics include operating system installation, configuration, maintenance and security. Theory/Lab.

### ITD 3163

#### IT ENTERPRISE OPERATIONS

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. Theory/Lab. Prerequisite: ITD 1213.

### ITD 3201

#### EMPLOYMENT ORIENTATION

Focuses on employment and career readiness, students demonstrate job readiness, as well as the ability to articulate their professional goals and develop the materials and skills necessary to secure appropriate employment. Topics include employment procedures and guidelines, career planning and job searches and common workplace issues. Theory. Prerequisites: Students must have a minimum 2.5 cumulative GPA and approval from the Internship Coordinator.

### ITD 3243

#### SERVER-SIDE WEB PROGRAMMING

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. Theory/Lab. Prerequisites: ITD 1353 and ITD 2203.

### ITD 3253

#### SERVER ADMINISTRATION

Focuses on server administration. Topics include: installing and configuring Active Directory; monitoring, troubleshooting and optimizing system performance; and establishing system policies and procedure. Theory/Lab. Prerequisite: ITD 2223.

### ITD 3323

#### ENTERPRISE FRAMEWORK PROGRAMMING

Students gain a working knowledge of advanced topics in C# and the .NET platform. Topics include: C#, XML, database programming, source control and multithreading. Theory/Lab. Prerequisite: ITD 2263.

### ITD 3333

#### DISTRIBUTED APPLICATION DEVELOPMENT

Students learn to develop enterprise applications. Topics include: data structures, web applications and interprocess communication. Theory/Lab. Prerequisite: ITD 2263.

### ITD 3423

#### SECURE ELECTRONIC COMMERCE

Students explore secure e-commerce technologies, models and issues, and the evolution of e-commerce. Topics include digital currency methods, electronic transactions, public and private key infrastructure, smart cards and biometrics, web security, legal and ethical issues, inventory management, secure shell, digital certificates and encryption technologies. Theory/Lab. Prerequisite: ITD 1243.

**ITD 3433****DIGITAL FORENSICS**

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. Theory/Lab. Prerequisites: ITD 1223, ITD 1243 and ITD 2223.

**ITD 3443****NETWORK SECURITY**

Students will provide Cyber Defense while understanding Cyber Threats, their attack types and their vulnerabilities. Topics include: applications of cryptography, malicious activity detection, trust relationships, advisories and targets, motivations and techniques, and the Adversary Model. Theory/Lab. Prerequisite: ITD 3253 or ITD 3533.

**ITD 3453****INFORMATION SYSTEMS AND ARCHITECTURE**

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. Theory/Lab. Prerequisites: ITD 1213 and ITD 1223.

**ITD 3463****ADVANCED DATABASE APPLICATIONS**

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. Theory/Lab. Prerequisites: ITD 1253 and ITD 2203.

**ITD 3523****COMPUTER SECURITY**

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 key management. Theory/Lab. Prerequisites: ITD 1243 and ITD 2223.

**ITD 3533****SECURE SYSTEM ADMINISTRATION**

Students learn to secure systems and networks from threats and vulnerabilities. Topics include: IDP/IDS and firewall implementation, defense in depth, network monitoring and traffic analysis, DMZs and Proxy servers, policy development and enforcement, network hardening and attacks. Theory/Lab. Prerequisites: ITD 1243 and ITD 2223.

**ITD 3543****ENTERPRISE NETWORKING**

Implementation, analyzation 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.

**ITD 3613****EMERGING AND CONVERGING TECHNOLOGIES**

Students are provided with opportunities to explore emerging and converging Information technologies and their implications. Topics vary by academic term.

Theory/Lab. Prerequisite: ITD 1213.

**ITD 3623****CONTROL SYSTEMS SECURITY**

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. Theory/Lab. Prerequisite: ITD 1243.

**ITD 3633****IT ORGANIZATIONAL TRAINING**

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. Theory/Lab. Prerequisite: ITD 1213.

**ITD 3643****DATA CENTER/CLOUD IMPLEMENTATION**

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. Theory/Lab. Prerequisites: ITD 1223 and ITD 2223.

**ITD 3653****MALWARE ANALYSIS**

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. Theory/Lab. Prerequisites: ITD 1243 and ITD 2313.

**ITD 3663****MOBILE PROGRAMMING**

Students learn to write programs for mobile devices, as well as key issues and concepts involved with mobile system programming, including Agile development. Topics include user interface design, data access models, network and device performance, and sometimes-connected networks. Theory/Lab. Prerequisites: ITD 1253 and ITD 1353.

**ITD 3673****IT ENTERPRISE MANAGEMENT**

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. Theory/Lab. Prerequisite: ITD 3163.

**ITD 3683****MOBILE DEVICE FORENSICS**

Students apply advanced digital forensics techniques and technologies to complex information systems. Topics include mobile devices, alternating operation systems, and incident response. Theory/Lab. Prerequisite: ITD 3433.

**ITD 3713****SOFTWARE DEVELOPMENT MANAGEMENT**

Students learn to manage complex software development projects. Topics include software development project management, software engineering tools and techniques, and design patterns. Theory/Lab. Prerequisites: ITD 3323 and ITD 3333.

**ITD 4113****IT PROJECT MANAGEMENT**

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. Theory/Lab. Prerequisites: A minimum 2.5 cumulative GPA and approval by the School Dean.

**ITD 4123****APPLIED RESEARCH AND DEVELOPMENT (CAPSTONE COURSE)**

The culminating educational experience in Information Technologies, in which students work in multidisciplinary teams on substantial, applied research projects to investigate alternate solutions to real problems relating to employer productivity. The various projects require student teams to analyze potential design alternatives, interpret results, document best practices, and report their findings. Theory/Lab. Prerequisites: ITD 4113, a minimum 2.5 cumulative GPA, and approval by the School Dean.

**ITD 4800 (1-12 CREDIT HOURS) INTERNSHIP**

A cooperative agreement between 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. Lab. Prerequisites: ITD 3201, a minimum 2.5 cumulative GPA, and approval by the Internship Coordinator.

**ITD 4900 (1-12 CREDIT HOURS) ADVANCED INTERNSHIP**

A cooperative agreement between industry and education in which students utilize and refine previously learned skills, and expand their working knowledge of and experiences with contemporary industry culture, standards and practices. Lab. Prerequisites: ITD 4800, a minimum 2.5 cumulative GPA, and approval by the Internship Coordinator.

**MATHEMATICS (MATH)****MATH 0143****MATH FUNDAMENTALS**

The areas of mathematics directly applied to practical, real-world situations are emphasized. Prepares students for entry into a college-level mathematics course, placing emphasis on math at the pre-college level. Topics covered include application of adding, subtracting, multiplying and dividing with whole numbers, fractions, and decimals, and problems with percent and ratio and proportion. This is a competency-based course, and the student's placement exam scores determine course placement. The course does not count toward graduation or any degree program. Theory.

**MATH 0153****ALGEBRA FUNDAMENTALS**

The areas of elementary algebra directly applied to practical, real-world situations are emphasized. Course is designed to build on skills learned in basic math and establish a foundation in algebraic concepts and problem solving to prepare students for entry into a college-level algebra course. This is a competency-based course, and the student's placement exam scores determine course placement. The course does not count toward graduation or any degree program. Theory.

**MATH 0163**  
**INTERMEDIATE ALGEBRA**

A review of fundamental operations of algebra involving first degree equations, simple quadratic equations, equations with two (2) variables, and systems of equations and inequalities. This is a competency-based course, and the student's placement exam scores determine course placement. The course does not count toward graduation or any degree program. Theory.

**MATH 1493**  
**MATH FOR CRITICAL THINKING**

A study of the fundamental structures of mathematics for non-math or non-science/engineering majors. Topics include problem-solving, estimation, set theory, logic, number theory, algebraic equations, the qualities, and applications. Theory.

**MATH 1513 (A)**  
**COLLEGE ALGEBRA**

The study of equations and functions (polynomial, rational, radical, exponential, logarithmic) and systems of equations. Theory.

**MATH 1613 (A)**  
**TRIGONOMETRY**

The study of trigonometric functions and their inverses, trigonometric identities, solutions of triangles, and applications. Theory.

**MATH 2003**  
**BUSINESS MATHEMATICS**

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. Theory.

**MATH 2144**  
**CALCULUS I**

An introduction to derivatives, integrals, and their applications. Theory. Prerequisites: MATH 1513 and MATH 1613.

**MATH 2153**  
**CALCULUS II**

Integration and its applications; the calculus of transcendental functions; techniques of integration; and the introduction to differential equations. Theory. Prerequisite: MATH 2144.

**MATH 2423**  
**MATH CONCEPTS FOR EDUCATORS**

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. Theory.

**MATH 2713 (A)**  
**ELEMENTARY CALCULUS**

Algebraic functions and their graphs, derivatives, techniques and applications, integration of algebraic functions and applications of the definite integral. Theory. Prerequisite: MATH 1513 or equivalent, or School Dean's approval.

**MATH 3103 (A)**  
**DISCRETE MATHEMATICS**

Students investigate discrete mathematical concepts, to include: logic, Boolean algebra, probability and combinatorics, set theory, proofs, proof techniques, relations, functions, graph theory and trees. Theory. Prerequisites: MATH 1513 and STAT 2013, or School Dean's approval.

**MANAGEMENT (MGMT)****MGMT 2243**  
**SMALL BUSINESS MANAGEMENT**

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. Theory.

**MGMT 2313**  
**PRINCIPLES OF MANAGEMENT**

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. Theory.

**MGMT 2413**  
**SUPERVISORY MANAGEMENT**

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. Theory. Prerequisite: PSYC 1113 or PSYC 2313, or School Dean's approval.

**MGMT 2603**  
**HUMAN RESOURCE MANAGEMENT**

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). Theory.

**MGMT 2913 (D)**  
**LEADERSHIP AND ORGANIZATIONAL BEHAVIOR**

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. Theory.

**MULTIMEDIA TECHNOLOGY (MMT)****MMT 1113**  
**INTRODUCTION TO 3D**

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. Theory/Lab.

**MMT 1143**  
**INTRODUCTION TO MOTION GRAPHICS**

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. Theory/Lab. Prerequisite: GRD 1143.

**MMT 1153**  
**INTRODUCTION TO VIDEO EDITING**

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. Theory/Lab. Prerequisite: MMT 1453.

**MMT 1201**  
**ACTING & IMPROVISATION**

Artists in general and animators in particular, whether in 2D or 3D, are essentially actors, conveying emotion through physical and emotional expression. Using improvisation techniques, students learn how to think quickly, and to speak and move according to the emotion needing to be communicated. Theory/Lab.

**MMT 1202**  
**CREATIVE PROBLEM SOLVING**

Creativity is the ability to see past the ordinary, to observe things in new ways and new combinations. It is a skill, and numerous techniques exist for enhancing and strengthening one's creative abilities. This class stresses visual observation, puzzle solving, and techniques for breaking out of self-imposed critical limitations. Theory/Lab.

**MMT 1223**  
**3D MODELING I**

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. Theory/Lab. Prerequisites: GRD 1133, GRD 1143 and MMT 1113.

**MMT 1323**  
**3D MODELING II**

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. Theory/Lab. Prerequisites: GRD 1243 and MMT 1223.

**MMT 1433**  
**2D ANIMATION**

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. Theory/Lab. Prerequisites: GRD 1133, GRD 1143 and MMT 1201.

**MMT 1453**  
**STORYBOARDING**

Covers the basics of staging and continuity, with an emphasis on dramatic storytelling. Final boards are timed in motion software to produce an animatic. Good drawing skills are a must. To maximize the learning of the storyboard process, students work on paper rather than digitally until the animatic phase. Theory/Lab. Prerequisite: GRD 1243.

**MMT 1463**  
**BEGINNING ZBRUSH**

ZBrush is one of the most powerful and widely used modeling tools in the film and game industries. Students learn the fundamentals of sculpting objects, how to modify them in other programs such as Maya and Photoshop, before taking them back into ZBrush for final polishing. The class works in tandem with MMT1323 3D Modelling II. Theory/Lab. Prerequisites: GRD 1243 and MMT 1223.

**MMT 2113**  
**GAME DESIGN FUNDAMENTALS**

Students learn and execute the fundamentals of styles of play, rules of engagement, development of levels, interface design, character development, storytelling, various types of game worlds, game play and the user experience. Theory/Lab. Prerequisites: GRD 1243, MMT 1453 and VIS 2533.

**MMT 2143****3D MOTION GRAPHICS & SPECIAL EFFECTS**

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. Theory/Lab. Prerequisites: MMT 1153, MMT 1453 and MMT 2433.

**MMT 2423****INTRODUCTION TO WEB DESIGN**

An introduction to the basic concepts of web site design and production. Students are introduced to basic web production software, and utilize the Internet as a source for research and teaching/ learning delivery. Students produce and maintain a personal online web site. Theory/Lab. Prerequisites: MMT 2453, VIS 1123 and VIS 1373.

**MMT 2433****3D ANIMATION I**

After a character is modeled, textured, and rigged, it's time to animate the figure. The class concentrates on introducing the techniques and principles of classic animation and how to achieve them via the Maya tool set. Theory/Lab. Prerequisites: MMT 1201, MMT 1323, MMT 1433 and MMT 1453.

**MMT 2453****INTERFACE DESIGN**

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. Theory/Lab. Prerequisites: GRD 1143 and VIS 1373, or School Dean's approval.

**MMT 2533****3D ANIMATION II**

Students continue to refine animation skills up to the point of starting on the final project: conceiving, storyboarding, and animating an original 11 second animation for the 11 Second Club monthly contest. Basic lighting and rendering are also introduced. Theory/Lab. Prerequisite: MMT 2433.

**MMT 2716****MULTIMEDIA CAPSTONE**

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. Theory/Lab. Prerequisites: All required courses on MMT plan of study or the School Dean's approval.

**MMT 2800 (6-12 CREDIT HOURS)****MULTIMEDIA INTERNSHIP**

The internship consists of on-the-job training in the industry, and emphasizes supervised employment and observation. Lab. Prerequisites: VIS 2533 or the School Dean's approval and a minimum GPA of 2.0.

**NUTRITIONAL SCIENCES (NSCI)****NSCI 1113 (N)****INTRODUCTION TO NUTRITION**

Explores functions of the nutrients in human life process and relationship to disease and health conditions, including nutrient relationship to health as a basis for food choices. Theory. Prerequisite: The School Dean's approval.

**NURSING (NURS)****NURS 1113****EKG INTERPRETATION**

A discussion of the physiology of cardiac conduction, and the basics of how to read an EKG strip, and the normal components of the EKG 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 AND DIAGNOSTIC METHODS**

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**

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 his/her 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. Theory/Lab-Simulation/Clinical. Prerequisite/Corequisite: Concurrent enrollment in NURS 1322 required, unless previously completed.

**NURS 1132****PRE-NURSING PREPARATION**

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 be in good academic standing and completed all remedial coursework prior to enrolling for course.

**NURS 1133****LPN TO RN TRANSITION**

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. Theory/Lab. Prerequisites: Admittance to the Nursing program and an unencumbered Oklahoma LPN license.

**NURS 1143****PROFESSIONALISM IN HEALTHCARE**

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**

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 in the profession, is expanded through the recognition of: 1) accountability, 2) identification, and 3) the desire for personal and professional development. Clinicals, laboratory skills, and theory are incorporated to enable the students to plan and 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. Theory/Lab-Simulation/Clinical. Prerequisites: NURS 1128 and NURS 1322.

**NURS 1322****NURSING DOSAGE CALCULATION**

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. Corequisite: Concurrent enrollment in NURS 1128 required, must pass both courses.

**NURS 2003****PHARMACOLOGY IN NURSING**

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. Only students accepted into the OSUIT Nursing Program may enroll, Nursing Elective. Prerequisite: NURS 1128.

**NURS 2091 OR 2092 (1-2 CREDIT HOURS)****INDIVIDUALIZED STUDY/SPECIAL PROJECTS**

The study and/or analysis of a selected topic in nursing, individual and/or group study allowed. Course may be repeated with a different topic up to 9 credit hours. Individualized study, open to OSUIT enrolled Nursing Students only.

**NURS 2129****NURSING CARE OF ADULTS I**

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 clinical setting. Theory/Lab-Simulation/Clinical. Prerequisite: NURS 1229.

### **NURS 2222** **NURSING CAPSTONE SEMINAR**

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.

### **NURS 2229** **NURSING CARE OF ADULTS II**

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. Theory/Lab-Simulation/Clinical. Prerequisite: NURS 2129. Corequisite: NURS 2222.

### **NURS 2303** **MEDICAL TERMINOLOGY**

Focuses on development of competence in medical terminology, including root words in light of anatomy, physiology, and pathology; procedures of body systems, diagnostic procedures, abbreviations, documentation guidelines, and pharmacology.

## **ORTHOTIC & PROSTHETIC TECHNOLOGIES (OPT)**

### **OPT 1204** **UPPER EXTREMITY PROSTHETICS**

An examination of the anatomy, pathologies, and biomechanics of the upper limb in order to understand the functional needs of the upper extremity amputee. Topics include management of transradial and transhumeral amputation, suspension and harnessing principles, body-powered and myoelectric control systems, and prosthetic design criteria. Students will develop skills in material and component selection, prosthetic alignment, and fabrication. Theory/Lab. (An additional \$300 charge for lab and material fees applies to this course.)

### **OPT 1214** **SPINAL ORTHOTICS**

Exploration of the anatomy and biomechanics of the human spine, and the use of spinal orthoses to control functional deficits. Discussions emphasize the association between pathology, functional loss, and orthotic design. Technical instruction focuses on material selection, fabrication, fitting criteria, adjustment, and repair of spinal orthoses. Theory/Lab. (An additional \$300 charge for lab and material fees applies to this course.)

### **OPT 1304** **TRANSTIBIAL PROSTHETICS**

Covers the physical and biomechanical deficits that result from amputation below the knee, and the range of prosthetic options for optimizing gait and function. Topics include design criteria, suspension options, prosthetic alignment, and gait analysis. Fabrication skills include material and component selection, lamination, static alignment, and laboratory safety. Theory/Lab. (An additional \$300 charge for lab and material fees applies to this course.)

### **OPT 2101** **ORIENTATION TO INTERNSHIP**

Designed to prepare students to enter the professional environment first as orthotic and prosthetic interns, and then as entry-level employees. Students explore and develop core transferrable skills including resume writing, interview strategies, time management and soft skills. The goal is to prepare students for their internship experience in the O&P profession, and to enhance their ability to identify and obtain employment. Theory.

### **OPT 2314** **PREFAB AND PEDORTHIC TECHNIQUES**

Prefabricated orthotic fitting is a clinical course in which students demonstrate patient management procedures for fitting, adjustment, and repair of prefabricated orthoses. Activities include those within the Certified Orthotic Fitter scope of practice as defined by the American Board for Certification in Orthotics, Prosthetics & Pedorthics. The Pedorthic module provides an in-depth examination of orthotic management strategies for the various disorders and injuries of the foot and ankle. Topics and activities include design criteria, biomechanical assessment of the foot, gait analysis, and shoe modification. Theory/Lab. (An additional \$250 charge for lab and material fees applies.)

### **OPT 2324** **LOWER EXTREMITY ORTHOTICS**

An overview of the anatomy, pathology, and biomechanics of the lower extremity, and the use of orthotic devices to optimize gait and function. Topics include devices for management of the hip, knee, and ankle, as well as standing systems and reciprocating gait orthoses. Technical instruction focuses on material properties and component choice, plastic thermoforming, and design criteria. Theory/Lab. (An additional \$300 charge for lab and material fees applies to this course.)

### **OPT 2404** **TRANSFEMORAL PROSTHETICS**

Covers the physical and biomechanical deficits that result from amputation above the knee, and the range of prosthetic options for optimizing gait and function. Topics include amputation levels, design criteria, suspension options, and typical gait anomalies. Students will also examine the role of mechanical, fluid, and microprocessor controlled knees in transfemoral prosthetic design. Theory/Lab. (An additional \$300 charge for lab and material fees applies to this course.)

**OPT 2414**  
**UPPER EXTREMITY ORTHOTICS**  
Exploration of the anatomy and biomechanics of the upper limb, and the use of upper extremity orthoses to maximize hand function. Discussions emphasize the association between pathology, functional loss, and orthotic design. Technical instruction focuses on material selection, fabrication, fitting criteria, adjustment, and repair of wrist and hand orthoses.

Theory/Lab. (An additional \$300 charge for lab and material fees applies to this course.)

### **OPT 2812 (12 CREDIT HOURS)** **INTERNSHIP**

A cooperative agreement between an approved orthotic and prosthetic facility and OSUIT to offer supervised on-the-job professional experience to completing students. Provides the opportunity to apply concepts and practice in a real industry environment. Students are required to arrange an internship with an approved facility eight (8) weeks prior to the start of the course. Weekly reports must be submitted to the supervising faculty member. Theory/Lab. Prerequisites: The student must have completed a minimum of 12 hours of college credit in general education with a GPA of 2.5 or better (in a 4.0 grading scale), completed a minimum of 24 hours of college credit in technical education in his/her program of study, and have been recommended by the faculty of his/her program of study.

## **ORIENTATION (ORIE)**

### **ORIE 1011** **COLLEGE STRATEGIES**

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. Theory.

## **PHILOSOPHY (PHIL)**

### **PHIL 1013 (H, S)** **ETHICS OF LEADERSHIP**

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. Theory.

### **PHIL 1213 (H, S)** **ETHICS**

Examines the types of situations that pose ethical problems in the workplace. Emphasis is on integrity, personal morality, honest and social responsibility. Case studies and comparison/contrast of legal/ethical issues are also discussed. Theory.

## **PHOTOGRAPHY TECHNOLOGY (PHO)**

### **PHO 1113** **FUNDAMENTALS OF PHOTOGRAPHY**

Students learn basic camera operations, including shutter speed, aperture and their relation to exposure, types of cameras, basic lighting and composition. Theory. Corequisites: PHO 1123 and PHO 1133.

### **PHO 1123** **DIGITAL DARKROOM**

An introduction to the processes and procedures of MacIntosh OS basics as well as PhotoShop and Lightroom. Topics covered include histograms, image manipulation, color balance, layers, masking and digital workflow. Theory/Lab. Corequisites: PHO 1113 and PHO 1133.

### **PHO 1133** **DIGITAL PHOTOGRAPHY**

The processes and procedures of digital photography are introduced. Students work with digital cameras to capture images appropriate to the digital environment.

Special consideration is given to understanding the digital photographer's workflow, including digital file types. Theory/Lab. Corequisites: PHO 1113 and PHO 1123.

**PHO 1243  
PHOTOGRAPHIC THINK TANK**

An exploration into current trends, technology, techniques, business and ethics in photography. Course consists of discussion, lecture, electronic presentation and guest speakers from industry. Theory. Prerequisites: PHO 1113, PHO 1123 and PHO 1133.

**PHO 1313  
STUDIO I**

Students experience controlled light environments, electronic flash, and incandescent lighting with special emphasis in lighting theory and application. Students also work with view camera systems. Theory/Lab. Prerequisites: PHO 1113 and PHO 1133, or School Dean's approval.

**PHO 1353  
PHOTOJOURNALISM**

Course topics include equipment, manipulation of photographic processes, adapting photographic skills to publication requirements, deadline and assignments and simple feature to complex photo essays. Theory/Lab. Prerequisites: PHO 1113 and PHO 1123, or the School Dean's approval.

**PHO 2413  
STUDIO II**

Advanced lighting techniques including portraiture, product and lighting for different surfaces using a variety of camera formats are studied. Students cover the American Society of Media Photographers professional business practices. Theory/Lab. Prerequisites: PHO 1313 and PHO 2523, or the School Dean's approval.

**PHO 2423  
PORTRAIT PHOTOGRAPHY**

Students study and work with advanced studio and location photography including special lighting, posing people, communication techniques, equipment demands and restrictions. Theory/Lab. Prerequisite: PHO 1313, or the School Dean's approval. Corequisite: PHO 2453.

**PHO 2453  
ADVANCED DIGITAL PHOTOGRAPHY**

Building on the techniques and processes learned in PHO 1133 Digital Photography, students learn progressive digital camera techniques, color correction, prepress processes and digital workflow. Special emphasis is placed on image scanning and output, image enhancement, file preparation, special effects and file manipulation. Theory/Lab. Prerequisites: PHO 1113 and PHO 2523, or the School Dean's approval.

**PHO 2483  
COLOR AND DIGITAL CONCEPTS**

An advanced color theory course exploring issues in digital color, digital photography and image file formats. Various software packages are used to prepare color projects. Students develop an understanding of value and color as it applies to color models and demonstrate knowledge of both printed and digital output. Emphasis is placed on problem solving, development of visual color acuity, understanding color harmony, calibration and imaging techniques, and the psychological, societal, and environmental impact of color. Theory/Lab.

Prerequisites: PHO 1113, PHO 1123 and PHO 1133, or the School Dean's approval.

**PHO 2503  
INTRODUCTION TO VIDEO PRODUCTION**

An introduction to digital video concepts as related to lighting, shooting and editing. Students gain hands-on experience in a variety of studio lighting scenarios, video pre-planning, shooting, and post and Premier production using Final Cut Pro non-linear editing suites. This is a project-oriented and collaborative learning experience. Theory/Lab. Prerequisite: PHO 2523. Photographic Design or School Dean's approval.

**PHO 2513  
EDITORIAL PORTRAITURE**

Innovative applications of studio and location portrait techniques, with emphasis on personal expression and subject matter are explored. Students work with different types of lighting with an emphasis on producing images suitable for publication. Theory/Lab. Prerequisite: PHO 2423 or the School Dean's approval.

**PHO 2523  
PHOTOGRAPHIC DESIGN**

An in-depth focus on aesthetic considerations and communication methods used in effective graphic design. Students work with advanced camera, studio and location techniques to produce problem-solving photographic illustrations. Theory/Lab. Prerequisites: PHO 1113, PHO 1123 and PHO 1133, or the School Dean's approval.

**PHO 2543  
PHOTOGRAPHY PRACTICUM**

Students work to address actual client needs through client meetings, and visual research. 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 as a professional photographer. Lab. Prerequisites: PHO 2413 and PHO 2503, or School Dean's approval. Corequisite: PHO 2703.

**PHO 2696  
PHOTOGRAPHY CAPSTONE**

The final culmination of the program of study involving either hypothetical or live assignments that incorporates all of the learning objectives. A branded portfolio, interactive CD, Internet web site of work produced and resume 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. Theory/Lab. Prerequisites: All required courses on the PHO plan of study or the School Dean's approval.

**PHO 2703  
ADVERTISING PHOTOGRAPHY**

Advanced studio and location photography including the areas of catalog and advertising work is covered. Students explore product lighting and work closely with the client and art director. Theory/Lab. Prerequisites: PHO 2413 and PHO 2453, or the School Dean's approval.

**PHO 2713  
ADVANCED PORTRAIT PHOTOGRAPHY**

A study of applied studio and location portraiture directed toward challenging students to create expressive and innovative portraits while developing personal style for lighting, posing and personality

interpretation. Theory/Lab. Prerequisite: PHO 2423 or the School Dean's approval.

**PHO 2723  
DOCUMENTARY PHOTOGRAPHY**

In this news photography class the students explore current social and cultural issues. Emphasis is on informative images that effectively communicate issues to the viewer. Theory/Lab. Prerequisite: PHO 1353, or the School Dean's approval.


**PHO 2773  
VISUAL VALIDATION**

Exploration of the student's chosen interest area with emphasis placed on quality and concept. A body of work is produced and formally presented to an audience in order to successfully complete the course. Theory/Lab. Prerequisites: PHO 2513 and PHO 2703, or the School Dean's approval.

**PHO 2800 (3-12 CREDIT HOURS)  
PHOTOGRAPHY INTERNSHIP**

Involves on-the-job training in industry, which emphasizes supervised employment and observation. Theory/Lab. Prerequisites: PHO 2713 and PHO 2773, or the School Dean's approval, and a minimum GPA of 2.0.

**PHYSICAL SCIENCE (PHYS)**

**PHYS 0123  SCIENCE**

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. Theory/Lab.

**PHYS 1114  
GENERAL PHYSICS I**

Emphasizes the areas of mechanics and thermodynamics. The laboratory portion utilizes computer-generated data and graphs. Theory/Lab. Prerequisite: MATH 1613 or the School Dean's approval.

**PHYS 1204  GENERAL PHYSICAL SCIENCE**

A lecture and demonstration course designed to assist students in interpreting their physical environments. Topics from astronomy, chemistry, geology and physics are covered. Theory/Lab.

**PHYS 1214  
GENERAL PHYSICS II**

A continuation of PHYS 1114 General Physics I, and includes topics from electricity, magnetism, light, optics and modern physics. Theory/Lab. Prerequisites: MATH 1613 and PHYS 1114, or the School Dean's approval.

**POLITICAL SCIENCE (POLS)**

**POLS 1011  
CONTEMPORARY POLITICAL ISSUES I**

A discussion of current and generally controversial political and social issues. Theory.

**POLS 1021  
CONTEMPORARY POLITICAL ISSUES II**

A discussion of current and generally controversial political and social issues. Theory. Prerequisite: POLS 1011 or the School Dean's approval.



**POLS 1031****CONTEMPORARY POLITICAL ISSUES III**

A discussion of current and generally controversial political and social issues. Theory. Prerequisite: POLS 1021 or the School Dean's approval.

**POLS 1113****US GOVERNMENT**

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. Theory.

**PSYCHOLOGY (PSYC)****PSYC 1113 (S)****INTRODUCTORY PSYCHOLOGY**

An introduction presenting the principles, theories, vocabulary and applications of the science of psychology. Heredity and environment, development of personality, behavior, learning applications and life span development are discussed. Theory.

**PSYC 2313 (S)****PSYCHOLOGY OF PERSONAL ADJUSTMENT**

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. Theory.

**PSYC 2583 (S)****DEVELOPMENTAL PSYCHOLOGY**

A study of the nature and course of development of human behavior from birth through childhood, adolescence, adulthood and old age. Theory. Prerequisite: PSYC 1113 or the School Dean's approval.

**READING (READ)****READ 0143****READING FUNDAMENTALS**

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. Theory.

**ENERGY TECHNOLOGIES - NATURAL GAS COMPRESSION (SEGC)****SEGC 1113****FUNDAMENTALS OF MAINTENANCE**

Students gain a basic understanding of the natural gas industry by tracing the flow of gas from the well to the end user. Natural gas properties, equipment identification and function, safety, OSHA, EPA, Hazardous Materials, and Waste regulations are included. Tools, fasteners, pipe, pipe fittings, valves, tubing, tubing fittings and precision measurements are studied. Students take a technical pretest to determine their entry-level technical knowledge. Theory/Lab.

**SEGC 1123****ENGINE PRINCIPLES**

A study of operation and application of two (2) and four (4) 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. Theory/Lab.

**SEGC 1133****ADVANCED ENGINE TECHNOLOGY**

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. Theory/Lab.

**SEGC 1213****ENGINE AIR, FUEL AND STARTING SYSTEMS**

Students study the intake, exhaust, fuel and starting systems plus mechanical and hydraulic governors 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. Theory/Lab. Prerequisites: SEGC 1243 and SEGC 1253.

**SEGC 1233****INSTRUMENTATION AND CONTROLS**

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. Theory/Lab.

**SEGC 1243****GAS COMPRESSORS**

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. Theory/Lab.

**SEGC 1363****CNG REFUELING SYSTEMS CODES AND REGULATIONS**

Students study and apply safety regulations and the four (4) primary fire codes covering CNG fill stations and maintenance facilities including National Fire Protection Association (NFPA) 52 Vehicular Gaseous Fuel Systems Code, 70 National Electrical Code, and 30A Code for Motor Fuel Dispensing Facilities and Repair Garages, and International Fire Code. Theory/Lab.

**SEGC 1373****CNG REFUELING SYSTEMS OPERATION, MAINTENANCE, AND INSPECTION**

A basic introduction to CNG, health hazards and facility safety procedures, gas quality, fill station components and systems, fill station operation, maintenance, and inspection. Theory/Lab.

**SEGC 2413****DC/AC CIRCUIT ANALYSIS**

The basic principles of DC/AC electrical circuits is covered. Subjects included are: operating characteristics of the circuit's various components, electrical laws, series circuits, parallel circuits, series-parallel circuits, magnetism, impedance, and resonance. Theory/Lab.

**SEGC 2423****ELECTRICAL DEVICES AND CONTROLS**

A comprehensive study of the principles and techniques of electromechanical devices such as switches, circuit protection devices, relays, and solenoids. In addition, the course covers the national electric code, ladder logic and wiring diagrams. Theory/Lab. Corequisite: SEGC 2413.

**SEGC 2433****ELECTRICAL MOTORS, GENERATORS AND ALTERNATORS**

A study of the operation, design and analysis of various DC motors, AC motors, Power Transformers and AC power generators. Load requirements and sharing, environmental conditions, national electrical code, generator operation, and electric motor and generator wiring diagram are also covered. Theory/Lab. Corequisite: SEGC 2413.

**SEGC 2513****PROGRAMMABLE LOGIC CONTROLLERS (PLC)**

A study of PLC programming, PLC ladder logic diagrams, sensor input, output, control devices, rack configuration and programming rungs with addresses. PLC configuration and troubleshooting techniques are also covered. Theory/Lab. Prerequisite: SEGC 2413.

**SEGC 2523****ENGINE ELECTRICAL**

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. Theory/Lab. Prerequisites: SEGC 1213 and SEGC 2413.

**SEGC 2533****GAS COMPRESSION CAPSTONE**

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 at natural gas compression facilities. Theory/Lab. Prerequisite: SEGC 2413.

**SEGC 2609****INTERNSHIP**

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. Lab. 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 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

**ENERGY TECHNOLOGIES - PIPELINE INTEGRITY (SEPL)****SEPL 1113****INTRODUCTION TO PIPELINES AND FACILITIES**

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. Theory. Corequisite: MATH 1513.

### SEPL 1123

#### PIPELINE MATERIALS AND COMPONENTS

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. Theory/Lab.

### SEPL 1213

#### PROCESSING AND PRODUCT HANDLING

Students explore pipeline equipment maintenance schedules, operations and maintenance activities, failure investigation and a variety of maintenance and repair topics. Theory/Lab.

### SEPL 1223

#### INTRODUCTION TO CORROSION CONTROL

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. Theory/Lab. Prerequisite: MATH 1513.

### SEPL 2112 (12 CREDIT HOURS)

#### INTERNSHIP

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. Lab. Prerequisites: Student must be in good academic standing and have successfully completed all required Pipeline Integrity and Arts and Sciences courses.

### SEPL 2413

#### REGULATIONS AND COMPLIANCE

Students examine the federal regulations that govern the operation of liquid and gas pipelines. Also included are industry specifications and applicable guidelines. Theory/Lab. Prerequisite: SEPL 1223.

### SEPL 2423

#### INTEGRITY MANAGEMENT CONCEPTS I

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. Theory/Lab. Prerequisite: SEPL 1223.

### SEPL 2513

#### PIPELINE HAZARD RECOGNITION & RISK MANAGEMENT

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. Theory.

### SEPL 2523

#### PIPELINE MAINTENANCE & REPAIR

Students examine general pipeline repair activities, mitigation/remediation of exposed pipeline, coatings, and the creation of assessment reports. Theory/Lab. Prerequisite: SEPL 1223.

### SEPL 2533

#### INTEGRITY MANAGEMENT CONCEPTS II

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. Theory/Lab. Prerequisite: SEPL 2423.

### SEPL 2542

#### NACE CP1 PREP

Students prepare for the National Association of Corrosion Engineer's level one (1) examination. Theory/Lab. Prerequisite: SEPL 2413.

### SEPL 2553

#### CAPSTONE

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. Theory/Lab. Prerequisite: SEPL 2423.

### SEPL 2563

#### PROJECT MANAGEMENT

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. Theory.

## ENERGY TECHNOLOGIES - POWER PLANT TECHNOLOGY (SEPP)

### SEPP 1103

#### FUNDAMENTALS OF THE ENERGY INDUSTRY

Students gain a basic understanding of the energy industry. Focus is placed on basic equipment identification and function. Safety, OSHA, EPA, hazardous materials, and waste regulations are included. Tools, fasteners, pipe, pipe fittings, valves, tubing, tubing fittings, and precision measurements are studied. Theory/Lab.

### SEPP 1113

#### INTRODUCTION TO ELECTRICAL/ELECTRONICS

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. Theory/Lab.

### SEPP 1123

#### INTRODUCTION TO POWER PLANTS

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. Theory. Corequisite: MATH 1513.

### SEPP 1133

#### PIPING AND INSTRUMENT DIAGRAMS

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. Theory/Lab.

### SEPP 1213

#### BOILERS

Students gain competency in the theory of typical boilers used in the generation of electricity. Topics include Boiler Classification, Boiler Design and Construction, Boiler Fittings and Auxiliaries, Boiler Operation and Maintenance, Steam Tables, and Environmental Controls. Theory.

### SEPP 1223

#### ELECTRICAL MOTORS AND CONTROLS

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). Theory/Lab.

### SEPP 1232

#### PIPING AND INSTRUMENT DIAGRAMS

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. Theory/Lab.

### SEPP 1233

#### POWER PLANT COMPUTER APPLICATIONS

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. Theory/Lab.

### SEPP 1241

#### EMPLOYMENT EXPLORATION

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. Theory/Lab.

### SEPP 1243

#### CAPSTONE 1

The culmination of the systems, equipment, and process portion of the program and preparation for the first full summer semester internship. Students research employability skills, prepare and critique job applications and resumes, and develop interview skills and portfolios. During preparation of resumes and portfolios, students discuss how to best present the skills acquired in their previous classes, as well as how to describe the safety training received in preparation for their summer internship at a power plant facility. Theory/Lab.

**SEPP 1312 (12 CREDIT HOURS)  
INTERNSHIP**

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. Lab. 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 institutional GPA, or have the School Dean or instructor's approval.

**SEPP 2403  
PLANT OPERATIONS**

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. Theory/Lab.

**SEPP 2413  
COMPLIANCE REGULATIONS**

Students gain competencies in the understanding and application of compliance regulations associated with the power generation industry. NERC and environmental compliance regulations are emphasized. Theory. Prerequisite: SEPP 1133 or SEPP 1232.

**SEPP 2423  
MECHANICAL SYSTEMS**

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. Theory/Lab Prerequisite: SEPP 1232.

**SEPP 2433  
HYDRAULICS & PNEUMATICS**

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. Theory/Lab.

**SEPP 2443  
BOILERS AND PRIME MOVERS**

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. Theory/Lab.

**SEPP 2503  
BALANCE OF PLANT**

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. Theory/Lab.

**SEPP 2513  
COMBUSTION SYSTEMS AND PROCESSES**

Students gain competency in the practical use, operation and maintenance of combustion systems. Topics include combustion process, air fuel mixture, igniters, burners and access air. Theory. Prerequisite: SEPP 1223.

**SEPP 2523  
WATER SYSTEMS AND PROCESSES**

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. Theory/Lab. Prerequisite: CHEM 1314.

**SEPP 2533  
PRIME MOVERS**

Students gain competency in the theory of operation of typical prime movers used in the generation of electricity. Topics include steam turbines, gas turbines, combustion turbines, and combined cycle turbines. Theory. Prerequisite: SEPP 1223.

**SEPP 2543  
PLANT CHEMICALS AND WATER QUALITY**

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. Theory/Lab.

**SEPP 2553  
SAFETY COMPETENCY AND QUALIFICATION**

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 & Manlift Operation. Theory/Lab.

**SEPP 2563  
PLANT CONTROLS AND PERMISSIVES**

A focused study on the instruments and systems used to operate power plant equipment and systems. Technology for pressure, temperature, flow, and level sensing and control is studied, along with calibration and troubleshooting. Control Loop integration with systems and related interpretation of documentation and human-machine interfaces is also explored. Theory/Lab.

**SEPP 2606  
CAPSTONE**

The culminating student experience in Energy Technologies; 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. Theory/Lab. Prerequisite: Course must be taken in the semester of graduation.

**SEPP 2613  
THERMAL EFFICIENCY**

Students gain competency in the practical use of thermodynamic principles and how they relate to plant systems. Topics include heat transfer, fluid flow, and conservation of energy, tables of properties, steam cycles, and boiler systems. Calculations for determining plant efficiency are covered. Theory. Prerequisite: PHYS 1114.

**SEPP 2623  
ADVANCED PLANT OPERATIONS**

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. Theory/Lab.

**SEPP 2633  
CAPSTONE 2**

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. Theory/Lab.

**SOCIOLOGY (SOC)****SOC 1113 (S)   
INTRODUCTORY SOCIOLOGY**

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. Theory.

**SPANISH (SPAN)****SPAN 1115   
ELEMENTARY SPANISH I**

Offers college level instruction in the fundamentals of pronunciation, elements of grammar, easy reading and conversation. Theory.

**SPAN 1215   
ELEMENTARY SPANISH II**


A continuation of SPAN 1115 which includes instruction in pronunciation, grammar, more difficult reading and advanced conversation. Theory. Prerequisite: SPAN 1115 or the School Dean's approval.

**SPEECH (SPCH)****SPCH 1113**   
**INTRODUCTION TO SPEECH COMMUNICATIONS**

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. Theory.

**SPCH 2313**  
**SMALL GROUP COMMUNICATIONS**

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. Theory.

**STATISTICS (STAT)****STAT 2013 (A)**   
**ELEMENTARY STATISTICS**


An introduction to descriptive statistics, basic probability concepts, statistical distributions samplings, estimations, hypothesis testing, correlation, and regression. Theory. Prerequisite: MATH 1513 or the School Dean's approval.

**STAT 2023 (A)**  
**ELEMENTARY STATISTICS FOR BUSINESS AND ECONOMICS**

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. Theory. Prerequisite: MATH 1513.

**SURVEYING (SURV)****SURV 1011**  
**INTRODUCTION TO SURVEYING**

Each learner demonstrates proper procedures of use, and 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. Theory/Lab.

**SURV 1223**   
**LAND LAW I**

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. Theory.

**SURV 2223**  
**LAND LAW II**

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. Theory. Prerequisite: SURV 1223.

**SURV 2303**  
**SURVEYING I**

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. Theory/Lab. Prerequisites: MATH 1513 and SURV 1011.

**AUTOMOTIVE SERVICE TECHNOLOGY - TOYOTA T-TEN (TTEN)****TTEN 1631**  
**BRAKE FUNDAMENTALS**

Emphasizes theory, demonstration and practical lab work to cover the components and operation of automotive brake systems. Includes principles of hydraulics and friction, and an introduction to anti-lock brake systems and principles, general shop safety and asbestos hazards. Theory/Lab.

**TTEN 1641**  
**SUSPENSION FUNDAMENTALS**

The theory, demonstration and practical lab work used to cover the components and operation of automotive suspension and steering systems is covered. It includes suspension and alignment geometry principles and benefits of proper alignment service. Electrical and electronic suspension and steering systems are introduced. General shop safety is covered. Theory/Lab.

**TTEN 1651**  
**ELECTRICAL FUNDAMENTALS**

Emphasizes theory, demonstration and practical lab work of basic automotive electrical systems. It includes circuit types and applications and emphasizes the use of electrical testing and measuring equipment. Safety is stressed. Theory/Lab.

**TTEN 1661**  
**MEASUREMENT FUNDAMENTALS**

The principles, identification and use of automotive precision measuring tools and devices using the metric and decimal systems of measure are covered through theory, demonstration and practical laboratory instruction. Shop safety using hand and power tools is stressed. Theory/Lab.

**TTEN 1671**  
**ENGINE FUNDAMENTALS**

The identification, principles and operation of internal combustion engines are covered through theory, demonstration and practical laboratory. It includes identification and basic operation of related engine systems and introduction to shop safety and hand and power tools usage. Theory/Lab.

**TTEN 1702**  
**DEALER SERVICE INFORMATION/PROFESSIONAL TECHNICIAN PORTFOLIO**

Consists of theory, demonstration and application of Toyota Motor Sales USA dealership operations, expectations and procedures with emphasis on dealership service operations, Toyota quality and customer satisfaction. Emphasis is on the career networking focusing on the variety of related career opportunities within the automotive service industry. Included are the materials and activities designed to aid the student in the completion of his/her Professional Technician Portfolio (T-PORT), including exposure to experts in the automotive service industry. It includes technician procedures and responsibilities regarding work ethics, shop and personal safety, tools and equipment, environmental and warranty policies, reference materials, pay system, product identification, employee/employer and customer relations. The Toyota Certified Technician Program (TCTP) and Automotive Service Excellence (ASE) certification are

introduced and participation is required. Toyota entry requirements must be met. Safety is stressed. Theory/Lab.

**TTEN 1704**  
**TOYOTA ELECTRICAL SYSTEMS**

Consists of theory, demonstration and application of electrical system operation and service, and includes circuit construction and components. Testing using proper test equipment and techniques for on-car and off-car procedures are taught. Instruction also involves Toyota battery, starting and charging system tests with emphasis given to system diagnosis, failure analysis and service according to Toyota specifications. Safety is stressed. Theory/Lab.

**TTEN 1723**  
**TOYOTA MINOR SERVICE**

Consists of theory, demonstration and application of minor Toyota vehicle service emphasizing Toyota quality and customer satisfaction. Includes, but is not limited to: pre-delivery service, Toyota recommended scheduled maintenance, used car inspections, rotate and balance tires, cooling system service, accessory installation and basic electrical system tests. Other skills emphasized include proper decision making techniques and the proper procedures and use of Toyota reference materials, repair orders, flat rate and warranty manuals, tools and equipment, care and handling of vehicles. Tools are required and safety stressed. Theory/Lab.

**TTEN 1812**  
**TOYOTA BODY ELECTRICAL**

Consists of theory, demonstration and application of electrical circuit operation and testing on Toyota simulators and vehicles using meters, wiring diagrams, repair manuals and other printed material, as well as video information. Testing is performed according to Toyota specifications and includes wire repair and component testing with emphasis on systematic testing, failure analysis, diagnosis and service according to Toyota specifications. Safety is stressed. Theory/Lab.

**TTEN 1823**  
**TOYOTA BRAKE SYSTEMS**

Consists of theory, demonstration and application of Toyota brake systems operation, diagnosis, preventive maintenance and service, and includes proper use of specialized tools and equipment for Toyota. Power brakes, load sensing braking systems, as well as antilock brake systems are taught with emphasis given to system diagnosis, failure analysis and Toyota recommended service procedures. Safety is stressed. Theory/Lab.

**TTEN 1824**  
**INTERNSHIP**

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. Lab. Prerequisites: Student must be in good academic standing, completed previous core courses and must have a valid driver's license.

**TTEN 1913**  
**TOYOTA ENGINE REPAIR**

Consists of 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 Toyota repair manuals, special tools, precision measurement device, troubleshooting techniques and shop safety.

Theory/Lab.

**TTEN 1923****TOYOTA CLIMATE CONTROL SYSTEM**

Consists of theory, demonstration and application of Toyota vehicle heating, ventilating and air conditioning (HVAC) systems, and 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. Theory/Lab.

**TTEN 1943  
INTERNSHIP**

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. Lab. Prerequisites: Student must be in good academic standing, completed previous required T-TEN core courses and must have a valid driver's license.

**TTEN 2090 (1-9 CREDIT HOURS)  
SPECIAL PROJECTS**

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. Theory/Lab. Prerequisite: The Program Chair's approval.

**TTEN 2114****TOYOTA EFI AND COMPUTER CONTROL SYSTEMS**

Consists of theory, demonstration and application of the component functions of Toyota ignition, electronic fuel injection and emission control systems. It includes the use of Toyota special tools, simulators and vehicles with emphasis on system diagnosis, failure analysis and service according to Toyota specifications. Safety is stressed. Theory/Lab.

**TTEN 2133****TOYOTA ENGINE CONTROL DIAGNOSIS**

Consists of theory, demonstration and application of Toyota engine control components including the ignition system, fuel injection system and emission control system using the Toyota diagnostic tool and other specialized equipment available to the Toyota technician. Emphasis is on maintaining, servicing and diagnosis using Toyota specifications. Safety is stressed. Theory/Lab.

**TTEN 2134****INTERNSHIP**

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. Lab. Prerequisites: Student must be in good academic standing, completed previous required T-TEN core courses and must have a valid driver's license.

**TTEN 2233****TOYOTA MANUAL DRIVETRAINS**

Consists of 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. Theory/Lab.

**TTEN 2234****TOYOTA AUTOMATIC TRANSMISSIONS**

Consists of theory, demonstration and application of Toyota automatic transmissions/transaxles and related drivetrain components and includes component and system operation, testing, minor service, as well as transmission disassembly/ assembly. Electronic control operation and diagnosis are emphasized, and involves the use of specialized tools and equipment. Safety is stressed. Theory/Lab.

**TTEN 2253****INTERNSHIP**

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. Lab. Prerequisites: Student must be in good academic standing, completed previous required T-TEN core courses and must have a valid driver's license.

**TTEN 2343****TOYOTA SUSPENSIONS/NVH**

Consists of 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. Theory/Lab.

**TTEN 2353****TOYOTA CAPSTONE**

Designed to allow students to utilize and refine skills previously learned in the educational process. Included is the diagnosis and servicing of electronically controlled systems found on Toyotas, 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. Students complete the Career Passport, post tests and exit assessments. Theory/Lab.

**VISUAL COMMUNICATIONS (VIS)****VIS 1123****INDESIGN PUBLISHING**

Students are introduced to the Macintosh operating system, file management, basic typography and desktop printer output. A basic overview of industry appropriate applications are covered. Theory/Lab.

**VIS 1203****INTRODUCTION TO TYPOGRAPHY**

Type measurement, methods of type, production, historical survey of type, use of type and type design are covered. Theory/Lab. Prerequisites: GRD 1133 and GRD 1143. Corequisite: VIS 1123.

**VIS 1223****INDESIGN PUBLISHING II**

A project-driven course emphasizing page layout software. Students create single and multi-page, black and white layouts. Projects incorporate keyboard shortcuts, file management, typographic rules, grids, style sheets and master pages using industry appropriate page layout applications. Theory/Lab. Prerequisite: VIS 1123 or School Dean's approval.

**VIS 1343****DIGITAL ILLUSTRATION**

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. Theory/Lab. Prerequisite: VIS 1123.

### **VIS 1373 DIGITAL IMAGING**

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 (4) color process. Theory/Lab. Prerequisite: VIS 1123. Corequisite: VIS 1223 or the School Dean's approval.

### **VIS 2433 3D MODELING AND ANIMATION PRACTICUM**

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. Theory/Lab.

### **VIS 2533 ADVANCED DIGITAL IMAGING**

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 (4) color/web-color space conversion issues as well as various aspects of color theory. Theory/Lab. Prerequisite: VIS 1373 or School Dean's approval.

## **WATCHMAKING & MICROTECHNOLOGY (WMT)**

### **WMT 1116 CAREER CORNERSTONE/ MICROTECHNOLOGY**

Explores the culture, challenges and opportunities that exist in the watchmaking industry. Introduces terminology, theory and techniques needed to utilize watch technology. A heavy emphasis is placed on topics related to microtechnology including: metric system of measurement and measuring devices, tracing, sawing, precision filing, drilling, turning, heat treating, surface finishing, tool making, and tool sharpening. A basic understanding of the mechanical movement is learned and connections are drawn between micromechanics and watch service. Also included are instruction and laboratory experiences in shop and equipment maintenance and safety. Lab.

### **WMT 1126 ADVANCED MICROTECHNOLOGY I**

Builds upon and expands the foundations learned in WMT 1116. Additional advanced micromechanics proficiencies are learned and built upon including the construction, fitment and craftsmanship of high quality precision parts and mechanisms. Additional movement theory and service practices are learned. Also included are instruction and laboratory experiences in shop and equipment maintenance and safety. Lab. Prerequisite: WMT 1116.

### **WMT 1216 ADVANCED MICROTECHNOLOGY II**

Further the development of manufacturing skills with advanced machining techniques, such as use of the cross slide, milling and machined surface finishing

techniques. Additional movement theory, service practices and construction techniques culminate in application of higher-level watch servicing proficiencies. Also included are instruction and laboratory experiences in shop and equipment maintenance and safety. Lab. Prerequisites: MATH 1513 or MATH 1613, PHYS 1114 and WMT 1126.

### **WMT 1226 EXTERNAL WATCH**

Emphasizes the case and bracelet. Students learn case and bracelet design and construction, as well as refinishing techniques. Proper replacement of case parts such as crown and case tubes, pushers, bezels, gaskets and crystals is covered in detail, including water resistance theory and practical examination. Students are taught proper preparation and final presentation for the finished case as part of watch service. Lab. Prerequisite: WMT 1216.

### **WMT 1316 QUARTZ WATCH REPAIR**

Emphasizes the delicate operation of servicing, repairing, testing, and adjusting the modern quartz watch movement. Theory is taught on lubrication, electricity, stepping/servo motors, capacitors, basic circuitry functions, and electronic measurements. Practical classroom exercises focus on movement service, parts handling and lubrication, cleaning techniques, testing equipment, and cell replacement as part of complete watch service. Lab. Prerequisites: ENGL 1033 or ENGL 1113, POLS 1113 and WMT 1226.

### **WMT 1326 MECHANICAL WATCH REPAIR**

Emphasizes the operation, design, and theory behind the modern mechanical watch movement. Classroom exercises prepare the student for diagnosis, repair, and maintenance of movement systems including: winding and setting mechanism, the barrel and mainspring, as well as understanding and analysis of functional principles of the gear train of modern mechanical watch movements. Students focus on complete watch service, quality and understanding the culture and craftsmanship behind complete watch service, culminating in the creation of the school watch. Lab. Prerequisite: WMT 1316.

### **WMT 2416 ESCAPEMENT AND OSCILLATOR**

Emphasizes understanding and analysis of functional principles of the escapement of modern mechanical watch movements, as well as theory on historical escapements. Students complete projects involving the proper setup and adjustment, diagnostic procedures, and repair techniques of the Swiss lever escapement in conjunction with watch service. Terminology of the balance wheel and hairspring, their composition and theory basics are covered, leading into the next course. Lab. Prerequisite: WMT 1326.

### **WMT 2426 PRECISION TIMING AND AUTOMATIC WATCHES**

Develops the student's professional knowledge and combines watch service with technical learning experiences in the watch regulating unit, hairspring vibration, hairspring manipulations, and precision timing procedures. Students learn additional theory and repair of automatic winding mechanisms and how this mechanism affects overall timing accuracy. Additional complications are introduced at this time. Lab. Prerequisite: WMT 2416.

### **WMT 2516 CHRONOGRAPH WATCHES**

Culminates the theoretical and practical procedures used in the service and repair of high-grade mechanical chronograph watches. Emphasis is on precision timing and adjusting, as well as repairing and adjusting a variety of chronograph mechanisms through watch service. Lab. Prerequisites: SPCH 1113 or SPCH 2313 and WMT 2426.

### **WMT 2526 SHOP MANAGEMENT AND WORKFLOW STUDIES**

Emphasizes professional after sales service shop management strategies. Includes personal productivity evaluations and workflow practices. Students experience a wide variety of movements and repairs in order to be well prepared for the workplace. This setting synthesizes technical, behavioral, business and interpersonal skills into a holistic endeavor that prepares the student for the real world. Lab. Prerequisite: WMT 2516.

### **WMT 2616 ESTIMATING AND QUALITY CONTROL**

Builds upon all previous courses with additional estimating methods, cost/profit analysis and consistency analysis. It also combines all the previous courses quality control steps into one, focused study from initial intake of a repair through completion with a specific emphasis on quality. Lab. Prerequisites: HIST 1483 or HIST 1493, PHIL 1013 or PHIL 1213, and WMT 2526.

### **WMT 2626 ADVANCED MECHANICAL WATCH REPAIR AND CAPSTONE**

Students concentrate on improving quality, consistency and productivity in preparation for their final examination and entrance to the workplace. The AWCI CW21 Certification examination is administered, as well as a final comprehensive exam of program competencies. The Capstone course culminates the entire educational effort to provide a practical application of the many different components related to their occupation. Students are required to participate in the exit assessment procedures to fulfill the requirements of this program of study. Lab. Prerequisite: WMT 2616.

# Administration, Faculty & Staff

OSUIT is a branch campus of the OSU system. The campus' 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 which 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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