2019-2020

UNIVERSITY CATALOG

Oklahoma's Only University of ***APPLIED*** Technology

OSU

INSTITUTE OF TECHNOLOGY

OKLAHOMA STATE UNIVERSITY INSTITUTE *of* TECHNOLOGY

2019-2020 UNIVERSITY CATALOG

This Catalog offers information about the academic programs and support services offered by the University. This Catalog is as accurate as possible, but the information may not remain current for the entire academic year. Circumstances may prompt changes in courses, course content, credit, fees, regulations, semester calendar, curriculum, degrees offered, and other University matters. Such changes authorized by the University apply both to prospective students and to those previously enrolled, unless the latter are specifically exempted.

Catalog revision date: April 17, 2020. Most recent revision will be posted on the Oklahoma State University Institute of Technology (OSUIT) website at the address listed below.

The current catalog is made available at the website address listed below prior to the beginning of the fall term. Publications concerning a number of topics are also available upon request. In addition to the academic catalog, many of OSUIT's schools have printed material available related to their academic programs. Contact the individual schools or program areas directly for specific information.

OSUIT information is available via the Internet:

Main Page:	osuit.edu
Admissions:	osuit.edu/admissions
Catalog:	osuit.edu/catalog
Undergraduate programs:	go.osuit.edu/degrees

Oklahoma State University Institute of Technology, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices or procedures. This provision includes, but is not limited to, admission, employment, financial aid and educational services.

MESSAGE FROM THE PRESIDENT

Welcome to OSU Institute of Technology

I know there are a lot of options available to you in the world of higher education, and I'm delighted you are looking to OSUIT for your educational and/or career and technical training needs. This catalog will provide you with an idea of what we have to offer, and a conversation with any one of our highly skilled faculty or staff members will help you understand how the power of OSUIT can work for you.

OSUIT is proud to have a trusted reputation as the state's premier institution of higher education for workforce training and development. With over seven hundred private industry partners, OSUIT is unrivaled in its corporate support and sponsorship. Each of our technical degrees and programs of study have been developed with the direct input from industry representatives who employ our graduates. So, students who progress from this institution are ensured they will have the most relevant technical skills that are highly valued by employers.

Your satisfaction and success is important to us. Whether you need an associate degree to start your career or a bachelor of technology to advance it to the next level, we want to help prepare you so you will be the one they call when they need the very best in the field.

Remember to work hard, and enjoy your experience at OSUIT.

Sincerely,

Dr. Bill R. Path
President

OKLAHOMA'S ONLY UNIVERSITY OF APPLIED TECHNOLOGY

Academic Calendar

FALL SEMESTER	2019
Enrollment	May 20 – Sep 3
Cowboy Up! New Student Orientation (50 mile radius) (8am-12:30pm)	Aug 28
Labor Day Holiday	Sep 2
Move-In Day (8am-12pm) / Cowboy Up! New Student Orientation (1-5:30pm)	Sep 3
Classwork Begins	Sep 4
Last Day to Add (1st Half Classes)	Sep 6
Last Day to Add (Full Semester Classes) Last Day to Drop with Refund (1st Half Classes)	Sep 10
Last Day to Drop with Refund (Full Semester Classes)	Sep 17
Non-Attendance Reporting Opens (Due 9/20/19 at 4pm)	Sep 18
Last Day to Withdraw with Auto W Grade (1st Half Classes)	Oct 8
Fall Graduation Applications Due	Oct 15
Mid-Semester (End 1st Half Classes, Full Semester Classes Continue)	Oct 18
Mid-Term (Optional) & 1st Half Final Grades Due by 4pm	Oct 22
Move-In Day (8am-12pm) / Cowboy Up! New Student Orientation (1-5:30pm) (2nd Half Classes)	Oct 23
2nd Half Classes Begin	Oct 24
Last Day to Add (2nd Half Classes)	Oct 28
Last Day to Drop with Refund (2nd Half Classes)	Oct 30
Last Day to Withdraw with Auto W Grade (Full Semester Classes)	Nov 15
Student Break	Nov 27
Thanksgiving Day Holidays	Nov 28 – 29
All Classwork Resumes	Dec 2
Last Day to Withdraw with Auto W Grade (2nd Half Classes)	Dec 3
Instructional Period Ends	Dec 13
Graduation Exercises (2pm)	Dec 13
Student Break	Dec 16 – Jan 2
All Final Grades Due by 4pm	Dec 17

SPRING SEMESTER	2020
Enrollment	Oct 14 – Jan 2
Move-In Day (8am-12pm) / Cowboy Up! New Student Orientation (1-5:30pm)	Jan 2
Classwork Begins	Jan 3
Last Day to Add (1st Half Classes)	Jan 7
Last Day to Add (Full Semester Classes) Last Day to Drop with Refund (1st Half Classes)	Jan 9
Last Day to Drop with Refund (Full Semester Classes)	Jan 16
Non-Attendance Reporting Opens (Due 1/22/20 at 4pm)	Jan 17
Martin Luther King Holiday	Jan 20
Last Day to Withdraw with Auto W Grade (1st Half Classes)	Feb 7
Spring Graduation Applications Due	Feb 14
Mid-Semester (End 1st Half Classes, Full Semester Classes Continue)	Feb 19
Mid-Term (Optional) & 1st Half Final Grades Due by 4pm	Feb 21
Move-In Day (8am-12pm) / Cowboy Up! New Student Orientation (1-5:30pm) (2nd Half Classes)	Feb 24
2nd Half Classes Begin	Feb 25
Last Day to Add (2nd Half Classes)	Feb 27
Last Day to Drop with Refund (2nd Half Classes)	Mar 2
Spring Break	Mar 16 – 20
All Classwork Resumes	Mar 23
Last Day to Withdraw with Auto W Grade (Full Semester Classes)	Mar 25
Last Day to Withdraw with Auto W Grade (2nd Half Classes)	Apr 6
Instructional Period Ends	Apr 17
Graduation Exercises (2pm)	Apr 17
All Final Grades Due by 4pm	Apr 21

INTERNSHIP INTERIM SESSION**	2020
Enrollment	Feb 17 – May 1
Classwork Begins	May 1
Last Day to Add (Internship Interim Session Only)	May 5
Last Day to Drop with Refund (Internship Interim Session Only)	May 7
Memorial Day Holiday	May 25
Last Day to Withdraw with Auto W Grade (Internship Interim Session Only)	Jun 3
Internship Interim Session Ends	Jun 12
All Final Grades Due by 4pm	Jun 16

SUMMER SEMESTER**	2020
Enrollment	Feb 17 – Jun 15
Cowboy Up! New Student Orientation (Online)	Jun 8 – 19
Move-In Day (8am-12pm)	Jun 14
Classwork Begins	Jun 15
Last Day to Add (1st Half Classes)	Jun 17
Last Day to Add (Full Semester Classes) Last Day to Drop with Refund (1st Half Classes)	Jun 19
Last Day to Drop with Refund (Full Semester Classes)	Jun 26
Non-Attendance Reporting Opens (Due 6/30/20 at 4pm)	Jun 26
Independence Day Holiday	Jul 3
Last Day to Withdraw with Auto W Grade (1st Half Classes)	Jul 17
Summer Graduation Applications Due	Jul 24
Mid-Semester (End 1st Half Classes, Full Semester Classes Continue)	Jul 29
Mid-Term (Optional) & 1st Half Final Grades Due by 4pm	Jul 31
Cowboy Up! New Student Orientation (Online) (2nd Half Classes)	Jul 27 – 31
Move-In Day (8am-12pm) (2nd Half Classes)	Aug 2
2nd Half Classes Begin	Aug 3
Last Day to Add (2nd Half Classes)	Aug 5
Last Day to Drop with Refund (2nd Half Classes)	Aug 7
Last Day to Withdraw with Auto W Grade (Full Semester Classes)	Aug 21
Last Day to Withdraw with Auto W Grade (2nd Half Classes)	Sep 4
Labor Day Holiday	Sep 7
Instructional Period Ends	Sep 16
Graduation Exercises (2pm & 7pm)	Sep 16
All Final Grades Due by 4pm	Sep 17

*** Revised April 2020***

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Graduate Performance Guarantee

OSUIT certifies that its graduates achieve graduate competencies identified by the appropriate academic program and its advisory committee. If a graduate is judged to be lacking in job performance skills identified as learning outcomes for the program of study, OSUIT 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:

1. *The graduate must have earned the AAS degree from OSUIT beginning April 1993 or thereafter in a technical program identified in the current college catalog.*
2. *The graduate must have completed the AAS degree at OSUIT with a majority of the credits being earned at OSUIT and must have completed the degree within a four (4) year time span.*
3. *Graduates must be employed full-time in an area directly related to the program or concentration as certified by the Office of Academic Affairs.*
4. *Employment must commence within 12 months of graduation.*
5. *The employer must identify deficiencies and certify in writing (within 90 days of the graduate's initial employment) that the employee is lacking specific entry-level skills guaranteed by OSUIT as a part of the degree program.*
6. *The employer, graduate, department head, chief academic officer and appropriate faculty will develop a written educational plan for the needed education.*
7. *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.*
8. *All education must be completed within three (3) semesters from the time the educational plan is agreed upon.*
9. *The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, room and board, tools and other course-related expenses.*
10. *The Guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.*
11. *OSUIT's sole responsibility for skill deficiencies shall be limited to nine (9) credit hours of education under the conditions described above.*

The Performance Guarantee process can be initiated by written notification from the employer to the OSUIT President at the following address:

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

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 (2) 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.

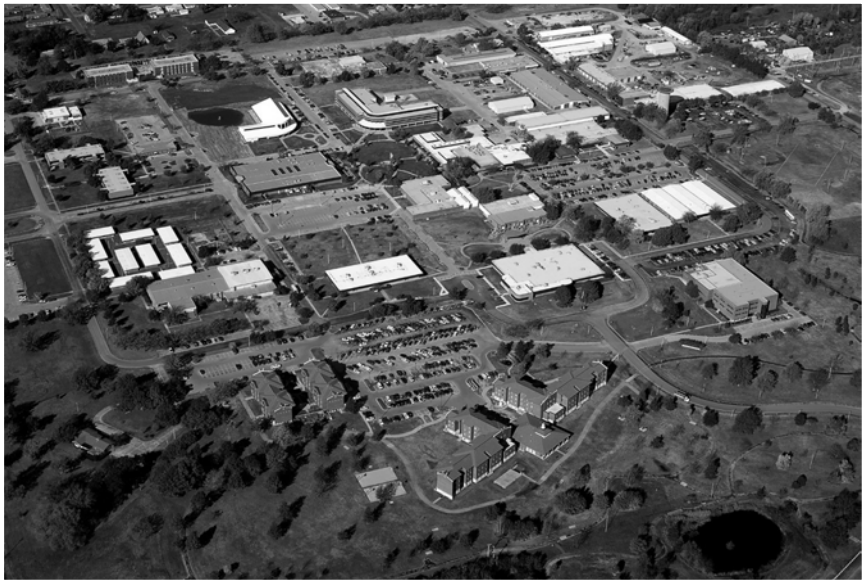
As a branch campus of the OSU system, OSUIT enjoys a statewide mission. The year-round academic calendar (three [3] full semester terms each year), campus location, and residence facilities encourage a population of full-time, continuously enrolled students. OSUIT awards Certificates and Associate in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

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.hlcommission.org.

SPECIALIZED ACCREDITATION

ASSOCIATED EQUIPMENT DISTRIBUTION (AED) FOUNDATION

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

- CAT® Dealer Prep (AAS)
- Komatsu ACT (AAS)

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

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

Contact Information:

AED Foundation, 650 E Algonquin Rd, Suite 305, Schaumburg, IL 60173; 1-630-574-0650 aedfoundation.org.

AUTOMOTIVE SERVICE EXCELLENCE (ASE) EDUCATION FOUNDATION

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

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

Founded in 1983 as an independent, non-profit 501(c)(3) organization, the mission of the ASE Education Foundation is to improve the quality of

automotive technician training programs nationwide at secondary and post-secondary, public and proprietary schools. To accomplish this mission the Foundation examines the structure, resources and quality of training programs and evaluates them against standards established by the industry. These standards reflect the skills that students must master to be successful in the industry.

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

Contact Information:

ASE Education Foundation, 1503 Edwards Ferry Rd, NE, Suite 401, Leesburg, VA 20176; 1-703-669-6650 www.aseeducation.org.

ACCREDITATION BOARD FOR ENGINEERING AND TECHNOLOGY (ABET)

The BT in Information Technologies is accredited by the Computing Accreditation Commission of ABET, and the BT in Instrumentation Engineering Technology is accredited by the Engineering Technology Accreditation Commission of ABET.

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.

ACCREDITATION COMMISSION FOR EDUCATION IN NURSING (ACEN)

OKLAHOMA BOARD OF NURSING (OBN)

The OSUIT Nursing Program meets the requirements of OBN and is entitled to be known as an approved associate degree nursing education program in the State of Oklahoma. The program has been awarded accreditation by 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.

OBN, 2915 North Classen Blvd, Suite 524, Oklahoma City, OK 73106; 1-405-962-1800; nursing.ok.gov.

NATIONAL COMMISSION ON ORTHOTIC AND PROSTHETIC EDUCATION (NCOPE)

COMMISSION ON ACCREDITATION OF ALLIED HEALTH EDUCATION PROGRAMS (CAAHEP)

OSUIT's Orthotic & Prosthetic Technologies program has been awarded accreditation by NCOPE, 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.

NCOPE, 330 John Carlyle St, Suite 200, Alexandria, VA 22314; 1-703-836-7114; 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.

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 workplace.

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 outcomes 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 HLC, faculty have developed six (6) core outcomes that are wholly integrated in the curriculum. These core outcomes are:

1. Communication: Effectively communicate electronically, verbally, and in writing.
2. Critical Thinking: Demonstrate logical, systematic critical thinking techniques.
3. Ethics and Diversity: Develop and display a sense of personal, social and professional ethics, as well as appreciation of and encouragement for diversity.
4. History and Government: Explain the cultural heritage and primary elements of the history and government of the US and its people, including diversity, especially as these rudiments impact one's industry or field of study.
5. Technology: Access and use technology appropriate to one's industry or field of study.
6. Service Learning: Effectively utilize learned technologies and processes to aid various constituencies in the community.

INSTITUTIONAL RESEARCH

The Office of Institutional Research (IR) works collaboratively with the campus community to enhance OSUIT's educational mission by performing research, statistical analysis, and reporting in support of evidence-based planning, evaluation and assessment. IR collects, analyzes, and interprets a wide variety of data to assess institutional outcomes, measure institutional performance against strategic planning goals, and report to campus stakeholders and external agencies. These data include historical and current information about OSUIT, student demographics and retention, graduation and persistence rates, and summaries of qualitative and quantitative feedback gathered from students, faculty, staff and alumni. The office also coordinates college reporting to the federal Integrated Postsecondary Education Data System (IPEDS) and provides data to OSRHE and selected publishers of college guides. Key institutional reports and additional information may be found on the IR website (osuit.edu/research).

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes numerous federal reporting and disclosure requirements. The U.S. Department of Education requires schools to provide information on a number of topics, including - but not limited to - financial aid, completion and graduation rates, campus safety, loan counseling, and drug and alcohol abuse prevention. As a service to OSUIT's stakeholders, IR maintains the institution's HEA Student Consumer Information website (osuit.edu/hea), which links from the OSUIT homepage and provides a single access point to the disclosure requirements and links to pages that contain the required information.

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 opportunities.

Employer and graduate feedback continually reflect that high percentages of OSUIT graduates find gainful employment in full-time positions related to their fields of study. Information related to OSUIT's graduate placement rates may be found online at osuit.edu/research.

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 online through the Office of Institutional Research at osuit.edu/research.

ADMISSIONS

Office of Admissions & Records
Grady W. Clack Center
918-293-4680
1-800-722-4471, Ext. 4680
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 (osuit.edu/apply) or in person at the Office of Admissions & Records.

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

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

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.

Fifteen units of high school coursework are required for college admission to public colleges and universities in the State System. 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); and
- 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), against Hepatitis B (a three [3] shot series), tetanus (within the last 10 years) and meningococcal meningitis (for students living on campus). International students are also required to show proof of tuberculosis immunity.

If this information is not received during the student's first (1st) 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 developmental education (zero [0]-level courses), pre-college work, and credit hours accumulated by concurrently enrolled high school students.

Admission of First-Time College Students

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

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

- Is a graduate of a high school accredited by the appropriate regional association or by an appropriate accrediting agency of the home state or has achieved a high school equivalency certificate based on the General

Education Development (GED®) test, such as the GED®, High School Equivalency Test (HiSET®), or Test Assessing Secondary Completion (TASC);

- Has met the curricular requirements as set forth by OSRHE policy; and
- Has participated in ACT® or SAT® testing or a similar acceptable battery of tests.

Students Seeking Admission to Associate in Applied Science (AAS) Degree or Certificate 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 certificate based on the General Education Development (GED®) test, such as the GED®, High School Equivalency Test (HiSET®), or Test Assessing Secondary Completion (TASC); and
- Has participated in ACT® or SAT® testing or a similar acceptable battery of tests.

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 at osuit.admissions@okstate.edu.

TRANSFER STUDENTS

A transfer student is any undergraduate student with greater than six (6) attempted credit hours, excluding developmental education (zero [0]-level courses), pre-college work, and 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 grade point average (GPA) high enough to meet the institution's retention standards based on at least 24 attempted semester credit hours of regularly graded (A, B, C, D or F) college work.

Admission by Transfer from Non-State System Institutions

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

- Each 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 HLC or other regional associations will be given full value; and
- Transcripts from institutions not accredited by a regional association may be accepted in transfer when appropriate to the student's degree program and when representatives of OSUIT have had an opportunity to fully 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; and
- 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; and
- 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 securely transmitted to the Office's official email account at 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 general education or technical courses, provided he or she meets both the admissions and 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, placement testing scores (ACT®, Pre-ACT® [10th Grade], SAT®, PSAT® 10 and/or ACCUPLACER®), and a signed Concurrent Application prior to each semester of concurrent enrollment.

Admission Requirements of Concurrent High School Students

A high school junior or 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 for admission of concurrent high school students are as follows:

- ACT® or Pre-ACT® (10th Grade), or Residual ACT® composite score* of 19; or
- SAT® or PSAT® 10 composite score* of 980 (900 if administered prior to March 5, 2016); or
- Unweighted high school GPA of 3.0 on a 4.0 scale.

* The ACT® composite score is calculated as the composite score without the writing component. Residual ACT® test scores may be utilized to fulfill concurrent enrollment admission requirements; however, only one (1) Residual ACT® exam per year (from November 1 to October 31) is valid for admission and course placement purposes. The SAT® composite score is the combined evidence-based reading and math scores without the writing component.

High School Senior Classification

Classification of senior begins the summer after the junior year is completed. Seniors are allowed to enroll as concurrent students during the summer semester following their high school graduation, provided they begin their summer collegiate coursework prior to their high school graduation date (must enroll in full summer semester or first [1st] half summer classes to qualify for concurrent enrollment).

High School Junior Classification

Classification of junior begins the summer after the sophomore year is completed. High school students are allowed to enroll as concurrent students during the summer term that falls between their junior and senior years.

Home Study or Unaccredited High School Students

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

Course Enrollment Requirements of Concurrent High School Students

Eligibility for discipline-specific enrollment of concurrent students is determined through demonstration of academic proficiency in the subject area (English [Writing], Mathematics, Reading and Science Reasoning). This academic proficiency may be demonstrated in one of the following ways:

1. Submitting ACT®, Pre-ACT® (10th Grade), or Residual ACT® subject scores of 19 or above in subject area(s).
2. Submitting SAT® or PSAT® 10 test scores that demonstrate academic proficiency based upon the following subject scores.

Evidence-Based Reading and Writing	480
Math	530

3. Submitting Next-Generation ACCUPLACER® scores at or above the minimum required score on each component as listed below.

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

4. Submitting ACCUPLACER® scores 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. Submitting a valid high school transcript reflecting an unweighted cumulative GPA of 2.50 or higher.

Concurrent students must demonstrate academic proficiency prior to enrollment in any subject area. Concurrent students may not enroll in traditional or corequisite developmental (zero [0]-level) coursework offered by colleges and universities and designed to remove high school deficiencies.

Concurrent students may enroll in general education courses, technical courses, or a combination thereof.

Course Workload for Concurrent High School Students

A high school student may 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. 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. For the purpose of calculating workload, one-half (1/2) school unit shall be equivalent to three (3) semester credit hours of college work. Non-academic high school units are excluded from the workload calculation. Students wishing to exceed these limits may request an enrollment exception, which are reviewed on a case-by-case basis.

Continuing Enrollment

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

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

2019-2020 BACHELOR OF TECHNOLOGY ADMISSION STANDARDS

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

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 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 seven (7) 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.html). Students must submit both the official college transcript and the evaluation summary prepared by the evaluation services agency to the Registrar's Office.

Transfer of Credit within the State System

Transfer of credit from colleges and universities within the State System accredited by 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 (1st) digit will denote the course level.
- The second (2nd) and third (3rd) digits will be used to identify the course within a department.
- The fourth (4th) digit, in most cases, will denote the number of semester credit hours awarded for 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.

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 seven (7) 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 representatives of OSUIT have had an opportunity to fully validate the courses or programs.

Transfer of Credit from Oklahoma CareerTech Centers

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

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

Transfer of technical credits from a technology center that is part of the Oklahoma CareerTech system will be evaluated using the Statewide Technical Course Articulation Matrix provided by the Oklahoma State Regents for Higher Education (OSRHE). Academic credit earned for technical courses appearing on an official transcript from an Oklahoma technology center and listed on the Statewide Technical Course Articulation Matrix will be processed by OSUIT's Office of Admissions per OSRHE's Undergraduate Transfer and Articulation policy.

Transfer of technical credits based on a different unit of credit than the one used at OSUIT is subject to conversion before being transferred. Only those transcript and technical course evaluations based upon the OSRHE Statewide Technical Course Articulation Matrix and processed by OSUIT's Office of Admissions are official. Any preliminary reviews by campus personnel are unofficial and not binding, and subject to change.

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

Transfer of Credit from Military Experience or Service

OSUIT has a generous policy for awarding 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 credit for life and work experiences, training, etc.
5. DSST®, CLEP®, AP®, and other industry and/or nationally recognized examinations.
6. Service members may also seek credit through examination. Demonstrating mastery of course content will result in prior learning credit without the need to take the class.

CREDIT FOR PRIOR LEARNING

Note: The following information and guidelines pertain to the processes by which students are awarded prior learning credit for general education and program specific credit-bearing (non-zero [0] level) college courses. See page 15 for information related the course placement assessment processes utilized by OSUIT to determine academic proficiency.

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

Prior learning credit for OSUIT courses may be obtained by successfully demonstrating mastery of course-related knowledge and skills. A student may not request a prior learning assessment for any course that s/he has already attempted, regardless of the grade earned. If a student wishes to request a prior learning assessment for a course that s/he is currently enrolled in, that assessment must be completed prior to or during the first (1st) week of classes.

Prior learning credit will 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 an assessment of prior learning 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)
- College Level Examination Program (CLEP®) (clep.collegeboard.org)
- The Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSST®) (getcollegecredit.com)
- Excelsior College Examinations (ECE) (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. Transcripted Credit

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

4. Evaluation of Military Training and Experience

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

Documentation submitted for evaluation may include items such as:

- Army, Navy, Marine and Coast Guard-Joint Services Transcript (JST)
- Community College of the Air Force Transcript
- DANTES Transcript

5. Individual Student Portfolios

Individual portfolios using CAEL or other standardized guidelines.

Prior Learning Credit

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

- A student may not request prior learning credit for any course that s/he has already attempted, regardless of the grade earned.
- If a student wishes to request prior learning credit for a course that s/he is currently enrolled in, the assessment must be completed prior to or during the first (1st) week of classes.
- Prior learning 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 prior learning assessment shall be so designated the neutral grade of Credit By Exam - Passing (CBE-P) on the transcript following the course entry;
- All credit must be validated on a course-by-course basis;
- Neither the ACT® nor the SAT® shall be utilized by State System institutions for awarding credit; and
- Credit awarded for prior learning may be applied to a degree program subject to meeting the requirements of the institution conferring the degree.

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

ACADEMIC PROFICIENCY

All students at OSUIT are required to demonstrate academic proficiency prior to enrollment in a given subject area. Academic proficiency also determines one's eligibility to enroll in certain programs of study or placement in developmental courses during the first (1st) semester of enrollment.

Students must demonstrate academic proficiency in reading, writing, and mathematics in one (1) of seven (7) ways:

1. Transferring in college credits that demonstrate academic proficiency in a subject area.
2. Submitting ACT® subject scores of 19 or above in subject area(s).
3. Submitting SAT® test scores that demonstrate academic proficiency based upon the following subject scores.

Evidence-Based Reading and Writing	480
Math	530

4. Submitting a valid high school transcript reflecting an unweighted cumulative GPA of 2.50 or higher.
5. Submitting Next-Generation ACCUPLACER® scores at or above the minimum required score on each component as listed below.

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

6. Submitting ACCUPLACER® scores 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

7. Submitting COMPASS® scores at or above the minimum required score on each component as listed below. (Note: COMPASS® scores will only be accepted for placement for Fall 2019.)

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

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

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

- Direct placement into the appropriate course;
- Enrollment into appropriate course plus corequisite strategies support course; or
- Enrollment into an appropriate developmental course sequence.

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

REMOVAL OF DEFICIENCIES

OSRHE requires that students with deficiencies begin remediation of basic academic skills during the first (1st) semester and continue until prepared for college-level coursework in the respective subject area.

Unless otherwise specified, students must remove academic deficiencies within the first (1st) 24 semester credit hours attempted. Transfer students are required to remove curricular deficiencies within the first (1st) 12 semester credit hours attempted. With the exception of students enrolled in corequisite developmental coursework, students may enroll in collegiate level courses within the deficiency's discipline area only after the deficiency is satisfied.

NON-ACADEMIC CRITERIA FOR ADMISSION

In addition to the academic criteria used by institutions in the Oklahoma State System of Higher Education as the basis for student admission, the OSUIT Nonacademic Admissions Committee (NAC) shall consider the following non-academic criteria in deciding whether a first-time applicant or a transfer student shall be granted admission:

1. Whether an applicant has been dismissed, expelled, suspended, denied admission or denied readmission, or facing current disciplinary charges at any college, university, or school or by any other educational institution.
2. Whether an applicant has been charged or convicted for any felony in any state or country.
3. Whether an applicant has been charged or convicted for any behavior involving drugs (e.g. marijuana, any controlled substance…) or violence (e.g. murder, sexual assault…) or harm to others (e.g. stalking, domestic violence, assaults…) in any state or country.
4. Whether an applicant's conduct has been such that if, at the time of the conduct in question, the applicant had been a student at the institution to which application is made, the course of conduct would have been grounds for expulsion, suspension, dismissal or denial of readmission.

If the Nonacademic Admissions Committee finds that an applicant has any of the above, then the Nonacademic Admissions Committee shall deny admission to applicant if it decides that any of the events indicates the applicant's unfitness, at the time of application, to be a student at the institution to which application is made. The Nonacademic Admissions Committee may also:

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

In making its determinations, the Nonacademic Admissions Committee should look to the following criteria:

- behavior;
- indicia of recidivist tendencies (including how recently the applicant engaged in misconduct);
- potential for rehabilitation;

- contrition;
- potential for educational success;
- ability to conform to college expectations;
- letters of recommendation;
- investigation or interview findings;
- falsification of the application, omission, or delivery of partial records;
- the applicant's personal statement;
- the overall safety of the college;
- demeanor in interactions with college personnel; and/or
- psychological evaluations findings.

If an applicant is denied admission on any of the foregoing grounds, there must be substantial evidence supporting the basis for denial. In addition, the applicant must be afforded adequate procedural safeguards, including the following:

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

If a person indicates on the Application for Admission that he/she may not meet any of the Non-Academic Criteria for Admission, the student will be required to complete a Non-Academic Review Request form with a letter of explanation. The Non-Academic Review Request form and letter of explanation must be submitted to the Office of Admissions. The person's enrollment will be placed on hold until the Nonacademic Admissions Committee reviews the application. The student will be notified of the committee's decision.

INTERNATIONAL STUDENT ADMISSIONS

International Student Services
Grady W. Clack Center
918-293-4680
1-800-722-4471, Ext. 4680
osuit.edu/international
osuit.international@okstate.edu

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 (2nd) 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 (2/3) of the 12 week program 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 okhighered.org/state-system/policy-procedures.

3. High School Performance

Undergraduate students must have successfully completed the high school core requirements at or graduate from a high school where English is the primary language in a country where English is a primary language. Students must also demonstrate academic proficiency per OSRHE Policy 3.19 regarding Student Assessment and Remediation.

International Transfer Students

1. Non-Native Speakers of English

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

2. Native English Speakers

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

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

INTERNATIONAL STUDENT REQUIREMENTS

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

- Have graduated from high school or secondary school;
- Can show English proficiency in any of these ways:
  - TOEFL® internet-based score of at least 61 *or* computer-based score of at least 173 *or* paper-based score of at least 500*
  - IELTS score of at least 5.5*
  - native English speaker;
- Have submitted an international application for admission; 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 of a domestic student.

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

For assistance or additional information please contact the International Student Services Office at osuit.international@okstate.edu or 918-293-4680.

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
osuit.edu/assessment

PLACEMENT ASSESSMENTS

Note: The following information and guidelines pertain to the processes utilized by OSUIT to determine academic proficiency. See page 12 for information related the prior learning assessment processes by which students are awarded prior learning credit for general education and program specific credit-bearing (non-zero [0] level) college courses.

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

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

The following policy applies to all students taking placement assessments:

1. All examinations will be coordinated through 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 per calendar year. 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 (1st) week of the semester. Any changes to a student's schedule due to retesting must be processed during the first (1st) week of the semester. No retesting will be allowed after the fifth (5th) day of the academic term.

CAREER ASSESSMENT

Comprehensive career assessments are available as a free service to help current and prospective students make informed career decisions. Skilled professionals guide 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 October 31) 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) nationally scheduled 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 at osuit.edu/assessment/act.php.

Please note:

- Due to limited seating, students should register for the Residual 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 $60.00, payable at the Bursar's Office the day of the test. Payment should be in the form of cash, money order, cashier's check, personal check or credit/debit cards.
- Students should arrive by 8:00 a.m. on the test date, and the test begins promptly at 8:30 a.m. No one will be admitted to the testing room after the timed portion of the test has 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 prior learning credit for CS 1013 Computer Literacy & Applications:

1. All examinations will take place in the OSUIT Assessment Center and will cover the following areas: Windows®, Basic Word®, Basic Excel®, and PowerPoint®. 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) only once. Note: Students who have previously attempted CS 1013 Computer Literacy & Applications will not be permitted to seek prior learning credit in the course.
3. Testing must be completed within or prior to the first (1st) 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
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.

All students are required to attend Cowboy Up! New Student Orientation prior to or during their first (1st) semester of enrollment. An online orientation option is provided for students who are enrolled only in online classes. Failure to attend an orientation session will result in an enrollment hold that will prevent enrollment for the following semester(s).

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, a program 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 may also view their academic progress toward graduation by reviewing their DegreeWorks academic audit using my.okstate.edu. 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 in the Course Descriptions section by code letters that follow the course prefix and number. These code letters designate the general education category for which the course may be used.

- **Analytical & 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 & Health. 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 (1st) three (3) days of classes of that semester. A late fee will be assessed for those students enrolling during the first (1st) 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 3.18.4 and 3.18.7 of OSRHE Policy 3.18, In-State/Out-of-State Status of Enrolled Students (see below).

A person's domicile is 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.

3.18.4 Dependent and Independent Persons

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

abandonment by parents. To qualify, a dependent person must have completely separated from the parental or guardian domicile and prove that such separation is complete and permanent. Additionally, the individual must provide evidence that s/he is responsible for her or his 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, s/he 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 12 months after establishment of domicile in Oklahoma.

3.18.7 Uniformed Services and Other Military Service/Training

A. Active Uniformed Services

The following shall be eligible for in-state status:

1. Members of the uniformed services, along with their dependent children and spouse, who provide evidence that they are on full-time active duty status of more than 30 days in the uniformed services and stationed in Oklahoma or temporarily present through military orders. Further, when members of the armed services are transferred out-of-state, the member and his or her spouse and dependent children shall continue to be classified as in-state as long as they remain continuously enrolled.
2. 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.
3. A person who files with the institution within the State System at which s/he intends to register a letter of intent to establish residence in the state and who:
   a. is entitled to educational or training assistance under Section 3319 of Title 38 of the United States Code by virtue of a relationship to a person who is currently serving on active duty, and
   b. resides in the state while enrolled in the institution, regardless of the student's formal state of residence or the active service member's home of record.
4. Former full-time active uniformed services personnel who remain in Oklahoma after their service may retain their in-state status without the 12 month requirement if they establish domicile as defined in this policy.

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

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

1. Is a person who:
   a. was discharged or released from a period of not fewer than 90 days of active duty uniformed service, less than five (5) years before the date of enrollment in the course(s) concerned, and
   b. 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
2. Is a person who:
   a. is entitled to assistance under Section 3319 of Title 38 of the US Code by virtue of a relationship to a person who was discharged or released from a period of not fewer than 90 days of active duty uniformed services, and
   b. 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; or
3. Is a person who:
   a. is entitled to assistance under Section 3311(b)(9) of Title 38 of the United States Code by virtue of a relationship to a person who dies in the line of duty while serving in the active duty uniformed services.

C. Discharged or Released from Active Uniformed Service (Oklahoma 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 uniformed 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.

D. Military Reserve Member on Full-Time Active Duty

Regardless of the residency of the student, dependent children or a spouse of a person who is currently serving as a member of the military reserve on full-time active duty of more than 30 days and for whom Oklahoma is the home of record shall be eligible for in-state status.

E. Reserve Officer Training Corps (ROTC)

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

F. To maintain eligibility for in-state status as provided in 3.18.7.A, 3.18.7.B, 3.18.7.C, 3.18.7.D and 3.18.7.E, the student shall:

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

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

1. As described in 3.18.7.A or 3.18.7.D, is discharged or released from active duty service; or
2. As described in 3.18.7.B.1, 3.18.7.B.2 or 3.18.7.C, exceeds the five (5) year period after being discharged or released from active duty uniformed service; or
3. As described in 3.18.7.B.1, has exhausted education assistance provided under Chapter 30 or 33 of Title 38 of the United States Code; or
4. As described in 3.18.7.A.3 or 3.18.7.B.2, has exhausted education assistance provided under Section 3319 of Title 38 of the United States Code; or
5. As described in 3.18.7.B.3, has exhausted education assistance provided under Section 3311(b)(9) of Title 38 of the United States Code.

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

COURSE LOAD

Enrollment for a typical semester at OSUIT is between 12 and 18 semester credit hours, and 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 in a semester must be approved by the Vice President of Academic Affairs.

ADDING OR DROPPING A COURSE

Students may add courses through midnight of the fifth (5th) business day of the full semester, or through midnight of the third (3rd) business day of the first (1st) or second (2nd) half semesters. This is subject to maximum credit hour enrollment limitations and the approval of the student's advisor or academic dean.

Students may drop a course through midnight of the 10th business day of the full semester, or through midnight of the fifth (5th) business day of the first (1st) or second (2nd) 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 prior to midnight of the 10th business day of classes will have no transcript record. Any course dropped after the first (1st) 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.

A student may withdraw from a course after 75% a 15-week semester has been completed. A grade of W or F will be assigned, based upon the student's current course grade.

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 has been assigned.

WITHDRAWING FROM COLLEGE

To completely and officially 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 regarding his or her withdrawal.

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

The last dates to withdraw without academic penalties are listed on the academic calendar (see page 2) for each semester.

Students dropping or withdrawing from one (1) or all courses are subject to the University's tuition/fee refund policy, found on page 25.

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

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 a grade of I for any or all courses for the period of active duty status irrespective of the student's grade at the time the I is awarded; provided, 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.

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 enrolling in for-credit courses. No credit or letter grade will be given for courses audited.

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

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

CLASS ATTENDANCE

A primary part of OSUIT's mission is to prepare graduates to be "competitive members of a world-class workforce." Achievement of this goal includes academic preparation as well as a dedication to class attendance. The emphasis of the importance of this attendance not only assists in an individual's academic success, but also instills positive habits that contribute to long-term career success.

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

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

This policy applies to both face-to-face and 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.

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.

GRADUATION REQUIREMENTS

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

- Submit a graduation application to his or her academic program office by the following deadline, based upon semester of graduation:
  - Fall Semester: October 15
  - Spring Semester: February 15
  - Summer Semester: June 15; and
- Complete all required courses in his or her program(s) as listed in the academic catalog coinciding with the appropriate plan of study.

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

The minimum degree requirements for graduation follow:

Associate in Applied Science

- Minimum overall 2.0 GPA in all courses listed in the plan of study for the major.
- Note: Some programs may require a higher GPA.
- A minimum of 15 hours of resident credit applied toward the associate's degree shall be taken at OSUIT.

Associate in Science

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

Bachelor of Technology

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

GRADUATION WITH DISTINCTION

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

Graduation GPA	Distinction
3.8 or higher	Summa cum laude
3.5 – 3.79	Magna cum laude
3.0 – 3.49	Cum laude

CERTIFICATES

A student may earn a certificate by satisfying all certificate requirements as listed in the certificate curriculum description. A graduation/retention GPA of 2.0 or higher is required for completion of

a certificate, and a minimum of 25% of the coursework applied to the certificate must be satisfactorily completed at OSUIT. Certificates are awarded at the end of the semester in which a candidate files for completion. Students who complete certificates are not awarded graduation honors; however, completion of the certificate will be noted on the student's official transcript.

CHANGES IN PROGRAM REQUIREMENTS

Modifications to program requirements are fully applicable to any student entering the degree or certificate 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 stop out for two (2) or more semesters will be required to re-enter the program under the current degree or certificate plan of study.

From time to time, degree and certificate 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 or certificate 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.

TRANSCRIPTS OF COLLEGE CREDIT

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

GRADING SYSTEM

Grades are recorded with the letters A, B, C, D, F, I, AU, W, AW, CBE-P, 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: This grading scale does not apply to the Nursing program. See page 47 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 grade, 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 a student who is not interested in obtaining a course grade, but is enrolled to gain course content knowledge. The deadline to change an enrollment status from audit to for-credit is the last day of the course add period for each semester. Students who change their enrollment status from audit to for-credit must meet institutional admission/retention standards as set by OSRHE. The deadline to change an enrollment status from for-credit to audit is the last day of the drop period for each semester. The AU grade is GPA neutral.

W - An automatic withdrawal grade of W is issued when a student initiates a withdrawal during the allowable withdrawal period. The withdrawal period for an automatic W begins the 11th day of classes (approximately one-eighth [1/8] 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 (1/8) of the length of the class. The last day for an automatic W to be assigned is the last day of the 11th week (approximately 75% of the class length) of 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 grade of W or F will be assigned depending upon the student's current standing in the class. If an F grade is assigned, it is calculated in the student's GPA. The W grade is GPA neutral.

AW – An administrative withdrawal (AW) may be approved by the 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. The AW grade is GPA neutral.

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

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 indicates minimal course requirements have been met and credit has been earned. 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.

GRADE POINT AVERAGE (GPA)

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

Overall (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 I, AU, W, AW, CBE-P, P and N are GPA neutral and are not used to calculate the GPA.

GRADE CHANGES

An instructor who reports an incorrect grade to the Registrar may request 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.

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 believes his or her grade is incorrect may appeal the receipt of said grade through the following appeal process.

- The student will first attempt to resolve the difference of opinion relating to the grade by speaking 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 GPA 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 an overall (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 difficulties in maintaining academic progress. Academic notice does not lead to academic suspension.

ACADEMIC PROBATION

Any student whose overall (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	Overall (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 overall [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 overall (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 re-enroll at the institution for a minimum of one (1) regular semester. However, the human equation involved in such actions dictates that an appeals procedure be available to suspended students. If a student wins such an appeal, s/he will be immediately eligible for readmission to the institution.

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

Academic Suspension Appeals Procedure

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

In order to initiate an appeal, the suspended student must complete an Academic Exception Appeal Request Form (available from the Office of Academic Affairs) describing the extraordinary personal circumstances that contributed to 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 then 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.

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.

An academically suspended student who is readmitted will be placed on probationary status and must maintain a 2.0 GPA each semester attempted while on probation or raise his or her overall (cumulative) GPA to the designated level (see Academic Probation on page 20). Any student that fails to meet these requirements will be permanently academically suspended.

Should a reinstated student be academically suspended a second (2nd) 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 overall (cumulative) GPA to the minimum retention standards.

Reinstatement of Suspended Transfer Students

The intent of OSUIT is to provide opportunities for all individuals who possess the ability and desire to pursue their educational goals. Research indicates that students suspended from an institution may succeed in a new academic environment. Therefore, students who are suspended from other State System institutions for academic reasons and transfer to OSUIT with an overall (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 overall

[cumulative] GPA standard as listed under Academic Probation on page 20) 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 are provided 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 overall (cumulative) GPA, which includes all attempted regularly graded coursework. Once the transcript is changed, academic forgiveness cannot be reversed.

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

1. Course Repeat

A student may repeat courses and have only the second (2nd) grade earned, even if it is lower than the first (1st) 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 (1st) 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 were earned for which the student is requesting a reprieve and the reprieve request.
- Prior to requesting the academic reprieve, the student must have earned at least 12 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 grant reprieve for only one (1) of the two (2) semesters.
- 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 which allows a student who was previously academically unsuccessful 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 credit hours) excluding zero (0)-level, activity, or performance courses.
- The request will apply to all courses completed before the date specified in the request for renewal.
- The student must complete the Academic Forgiveness Form (available in the Registrar's Office).
- All courses 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
osuit.edu/financial-aid
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 (1st) 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 fafsa.ed.gov. This should be done before the beginning of December 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 services by contacting the Financial Aid & Scholarships Office at 918-293-4684 or 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 Grants 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 provide a high school diploma, GED® certificate, or proof of completion of a secondary school education in a home school setting.
- The applicant must have a social security number.
- The applicant must sign a statement of educational purpose/certification statement of refunds and default in order to receive federal student aid. A signature warrants that a refund is not owed on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, or Federal Stafford Loan and that the amount borrowed under those loan programs does not exceed the allowable limits. The student also agrees to use student aid only for educational related expenses.
- The applicant must register with the Selective Service. The requirement to register applies to males 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, and Palau are exempt from registering.)
- The applicant must demonstrate financial need. Exceptions are eligible for PLUS and Federal Unsubsidized loans.

FINANCIAL AID ELIGIBILITY

A student may receive financial assistance for an approved degree program for no 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. Extenuating circumstances include, but are not limited to, credits lost through change of major and transfer between institutions.

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 studentaid.ed.gov/sa/types/grants-scholarships/pell.

Oklahoma Tuition Aid Grant Program

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

Additional information on OTAG funding can be found online at secure.okcollegestart.org/financial_aid_planning/oklahoma_grants/oklahoma_tuition_aid_grant.aspx.

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.

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. FSEOG 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 studentaid.ed.gov/sa/types/grants-scholarships/fseog.

Federal Work-Study Program

The Federal Work-Study program provides part-time employment for students with financial need who want to earn part of their educational expenses. Offices that are currently hiring work-study students will place job postings on the OSUIT website at osuit.edu/financial-aid/work-study.php.

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 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 studentaid.ed.gov/sa.

Federal PLUS Loans

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

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 studentaid.ed.gov/sa/types/loans/plus.

OKLAHOMA'S PROMISE (OHLAP)

OSUIT is committed to helping academically eligible Oklahoma's Promise recipients achieve the dream of a college education at OSUIT. Oklahoma's Promise, previously known as OHLAP, is administered by OSRHE. Qualifying Oklahoma students in grades 8-10 can sign up to participate in the program. Once a student graduates from high school and completes the curricular and conduct requirements for the program, 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 (see page 23). If a student is ineligible to receive federal or state financial aid as defined by OSUIT's SAP policy, s/he will not be eligible to receive Oklahoma's Promise funding.

College students receiving the Oklahoma's Promise award are required to maintain a minimum college GPA of 2.0.

For more information, contact Oklahoma's Promise at 405-225-9131 or okpromise@osrhe.edu or visit the website at 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.

UNDOCUMENTED IMMIGRANT STUDENTS

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

The new legislation identifies 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.

SCHOLARSHIPS

Various types of scholarships may be offered to graduating high school seniors, transfer and adult students interested in attending OSUIT, and 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 semester credit 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 beginning of the semester for scholarship consideration.

For further scholarship information, visit the scholarship website at osuit.edu/financial-aid/scholarships.php.

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 minimum cumulative Graduation/Retention GPA as listed below; and
- Successfully complete at least 67% of the total cumulative hours attempted as indicated below, including all courses attempted at any college or university.

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

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

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

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 (1st) time a student either fails to achieve the required cumulative graduation/retention GPA or to maintain a completion pace of at least 67% of the total hours attempted, the student will be placed on financial aid warning for the following semester of enrollment at OSUIT. A student may receive financial aid while on warning, but must become eligible at the end of the warning semester to continue to be eligible for financial aid.

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.

FINANCIAL AID SUSPENSION

A student denied assistance based on the Satisfactory Academic Progress Policy can submit a written appeal to the Student Financial Aid Appeals Committee. An appeal form is

available in the Grady W. Clack Center or online on the Financial Aid & Scholarships website at osuit.edu/financial-aid.

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 also 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. If an appeal is approved, the student will have an individual Plan of Study. The Plan of Study will be a roadmap for the student meeting eligibility standards and graduating from OSUIT. The student's Plan of Study will be reviewed at the end of each subsequent semester until he or she becomes eligible, graduates, or is suspended for failing to meet the conditions of the Plan of Study.

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 25).

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

- Achieve the required Graduation/Retention GPA or the required Semester GPA; and
- Successfully complete 67% of the total cumulative hours attempted at all institutions attended.

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

FINANCIAL AID POLICY ON REPEAT COURSES

OSUIT has a Course Repeat Policy (see page 20) that allows a student to repeat a course and have only the second (2nd) grade earned, even if it is lower than the first (1st) 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.

Transfer Students and Maximum Hours

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

IMPORTANT DATES

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

ATTENDANCE IN CLASS & FINANCIAL AID ELIGIBILITY

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

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

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

A student earns financial aid based solely on the length of time 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 disbursable 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 student's inability to receive a transcript or re-enroll in classes until the debt is satisfactorily repaid.

Students are encouraged to visit with a Financial Aid counselor prior to withdrawing to see how the withdrawal will affect financial aid. If a student received less Federal Student Aid than the amount earned, the school must offer a 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

Office of the Bursar
Grady W. Clack Center
918-293-4681
1-800-722-4471, Ext. 4681
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 billing 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 day of the second (2nd) 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 my.okstate.edu.

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 myOKSTATE or in person at the Bursar's Office. There is no additional fee if the student is paying in full.

Payment Plan - As a service to students, OSUIT offers the ability to pay student accounts in monthly payments each semester. Students will need to apply for this service each semester online at my.okstate.edu. 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 a third party method of payment, under the condition 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's account. 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, which is located across from the Bursar's Office. Students may enroll for a financial aid refund direct deposit online at my.okstate.edu.

PARKING PERMITS

Each student and employee vehicle that is parked on campus is required to display a valid OSUIT parking decal. These decals may be ordered online at osuit.edu/parking-permit and picked up at the OSUIT Police Department dispatch office. Decals are valid from September to August. Parking permits are $15 and are added into a student's fees. Additional or replacement decals are an additional $15.

COST OF TUITION & FEES

The required fees and tuition for OSUIT are approved 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. These 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.

2019-2020 TUITION & FEES

Residency Status	Total Tuition & Fees Per Semester Credit Hour
Oklahoma Resident	$185.00
Non-Resident *	$372.00

* Non-resident tuition is calculated by adding the non-resident tuition fee of $187.00 to the Oklahoma general enrollment tuition and fees of $185.00. Non-resident fee waivers are applied only to the non-resident portion of a student's tuition charges.

ADDITIONAL FEES

Mandatory Registration Fees	Amount (per credit hour)
Campus Health Services Fee	$1.00
Student Union Fee	$2.00
Student Activity Fee	$5.65
Cultural & Scholastic Rec Fee	$3.00
Library Fee	$2.00
Library Electronic Resources Fee	$2.00
Records Fee	$0.50
College Excellence Fee	$5.00
Academic Excellence Fee	$2.50
Parking Fee	$0.35
IT Infrastructure Fee	$2.00
Assessment Fee	$1.00
Technology Fee	$10.00
Campus Infrastructure Fee	$3.00

Academic Service Fees	Amount (per credit hour)
Online Course (WEB)♦ Electronic Media Fee	$25.00
Hybrid Course (HY) ♦ Electronic Media Fee	$18.75
Blended Course (BL) ♦ Electronic Media Fee	$12.50

♦ See distance course delivery method definitions on page 27.

Please note: Additional course-level academic service fees may apply – see course descriptions (page 81) for details. Testing fees may apply to specific programs and/or courses. Please consult department for current information.

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

Assessment & Testing Fees	Amount
ACCUPLACER® Testing (First Visit, Up to Three [3] Tests)	FREE
ACCUPLACER® Retesting	$5.00 per visit
Remote ACCUPLACER® Testing (Testing for Another Institution)	$25.00
ACT® Residual Test (Registration Required)	$50.00
CLEP® Exam (Registration Required)	$124.00
Exam Proctoring	$25.00
GED® Test (Registration Required)	$34.00 per section
Nursing Admission Exams	$135.00
LPN to RN Exam	$25.00
Prior Learning Assessment Evaluation Fee **	$5.00 per credit hour

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

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

Information regarding tuition, fees, and room and board costs may be found online at osuit.edu/financial-aid.

TUITION/FEE REFUND POLICY

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

Total tuition and fees for a 15-week semester may be reduced by 100% if proper withdrawal is made during the first (1st) 10 business days of the semester, or by the equivalent deadline for half semester or shorter duration courses. No reduction will be made after the 10th business day of a 15-week semester, or after the equivalent timeframe of half semester or shorter duration courses.

Tuition/fee refunds also may be made for individual courses dropped within the first (1st) 10 business days of the semester for 15-week semester courses, or by the equivalent deadline for half semester or shorter duration courses.

Students who enroll in one (1) or more courses that do not attend or participate in a course by the end of the refund period will be billed for the course. Students must drop a course by the appropriate deadline in order to receive a refund and not be charged for the course.

Non-credit courses dropped prior to the first (1st) class meeting will be fully refunded. No refund will be given after the first (1st) 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 reflect adjusted refund periods based on the beginning date and length of the individual course(s).

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 (FERPA) 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; or
2. By having the parents sign an affidavit (available from the Registrar's Office) establishing the student's dependency as defined by Internal Revenue Code of 1954; or
3. By having the student grant proxy access rights to a parent, guardian, or other person by logging into 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; and
- 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 policies and 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 Student Life website at osuit.edu/student-life/forms.php. Printed copies are available in the following offices: Academic Affairs, Residential Life, Student Conduct, and the Residential Life Office in each Residence Hall.

DRUG-FREE SCHOOLS & COMMUNITIES ACT

OSUIT complies with the Drug-Free Schools and Communities Act. Students are expected to familiarize themselves with standards of conduct, applicable legal and University sanctions, health risks, and treatment options related to the use of illicit drugs and alcohol abuse. For details, refer to the OSUIT Student Handbook (Student Rights and Responsibilities Governing Student Behavior), available online at osuit.edu/student-life/forms.php.

ACADEMIC SERVICES

ACADEMIC ADVISORS

Each student with a declared major is assigned an academic advisor by the school dean. These advisors can help students make decisions concerning course load and course selection, as well as assist with plans of study, career goals and transfer options. Students are urged to meet with their advisor each semester. Students with undecided majors may meet with enrollment advisors available through the Admissions Office.

COUNSELING SERVICES

At times, students may experience emotional issues that interfere with their educational and personal goals. When students need help with these issues, counseling offers a safe way to begin addressing their concerns. A master's level counselor is available to assist in finding solutions to problems. Through listening and exploration, counselors can support students 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. OSUIT's time-limited counseling services are not appropriate for serious mental health needs which require longer-term therapy. In such cases, we will help students identify more suitable services in the community.

Counseling services are free to all current OSUIT students. 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 osuit.edu/counseling.

LASSO CENTER

The Learning and Student Success Opportunity (LASSO) Center provides students with tutoring assistance for most OSUIT courses, ACCUPLACER® and ACT® test preparation, and test proctoring services. The Office of Academic Accommodations (Student Disability Services) is also located 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 large and small group activities, hands-on materials, 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 visual, auditory and kinesthetic learning styles. OSUIT also contracts with Tutor.com to provide 24/7 online tutoring services for students enrolled in select distance education courses.

Additional information related to LASSO Center services can be found online at osuit.edu/lasso.

SERVICES TO STUDENTS WITH ACADEMIC OR PHYSICAL ACCOMMODATIONS

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

A student is considered "otherwise qualified" and covered under current disability legislation if, with or without reasonable accommodations, he or she meets 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 himself or herself as an individual with a disability and to make a request for accommodation to 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.

A student must provide documentation of his or her 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 each student must visit with the Director to develop a new accommodation plan for each semester that he or she 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;
- Posing 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 his or her instructors that they have an accommodation letter on file. Each student must pick up new accommodation letters at the beginning of each semester and distribute these letters to his or her instructors.

Additional information related to academic and physical accommodations, including OSUIT's Academic Accommodation Policy and Academic Accommodation Handbook, can be found online at osuit.edu/accommodations.

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

LIBRARY

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

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.

Additional information about OSUIT's Library and the services it provides can be found online at osuit.edu/library.

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, student self-service, and the free Microsoft Software website. All of these services can be accessed through OSUIT's online myOKSTATE portal (my.okstate.edu).

To set up an OKEY account, visit okey.okstate.edu. The OSUIT Service Desk can be reached for assistance at 918-293-4700 or osuit-servicedesk@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. Each student selects an email address when setting up her or his OKEY account. University email can then be accessed by logging in with the OKEY email address and password through the myOKSTATE portal.

STUDENT SELF-SERVICE

The myOKSTATE Self-Service system allows students to access their grades, enroll for classes, view transcript information 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.

ONLINE CLASSROOM

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

To log in to the Online Classroom, students must first (1st) set up their OKEY accounts. Twenty-four hours later, they will be able to log in to the Online Classroom with their OKEY email address and password. The Online Classroom is accessible at canvas.okstate.edu.

DISTANCE LEARNING

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

OSUIT offers full degree programs and a large array of individual courses online and in other distance learning formats. Distance learning 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 (WEB):** Courses in which 100% of instruction occurs online.
- **Hybrid (HY):** Courses in which at least 75% of instruction time occurs online, with remaining instruction occurring face-to-face.
- **Blended (BL):** Courses in which 25% to 74% of instruction time occurs online, with remaining instruction occurring face-to-face.

Students enrolled in distance learning courses will be assessed an Electronic Media Fee. See fee structure on page 25 for more information.

To learn more about distance learning courses, including enrollment information, instructions for access and a current list of courses, go to osuit.edu/online.php.

COMPUTER LABORATORIES

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

The Library provides an open access computer lab for all students. Both PCs and Macs are available in this lab and are loaded with a variety of software, including specific program-related applications. Hours of availability may vary by semester. Call 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
osuit.edu/military
vetservices@okstate.edu

VETERAN SERVICES

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

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

The Student Veterans Association is a campus student organization that meets regularly in the Veterans Lounge to plan and provide support and camaraderie among veteran students and their families.

For more information related to Veteran Services or the Student Veterans Association, call 918-293-4972 or email vetservices@okstate.edu.

PRIOR LEARNING CREDIT POLICY FOR VETERANS

Per Title 38 CFR 21.4253,21.4254, and 41.4263, VA law requires that every new student interested in utilizing VA Education benefits provide all prior transfer courses, credits and previous experience for evaluation and review as appropriate to the enrolled course. This includes post-secondary and military transcripts. All transcripts must be given to the school prior to the end of the student's first (1st) semester of enrollment. OSUIT representatives will evaluate these records and, when possible, grant appropriate credit for the previous education and/or training, shorten the length of the training program, and notify the student regarding the amount of credit being granted for previous training.

For additional information regarding prior learning credit opportunities, please contact the Veteran Services Coordinator at 918-293-4972 or vetservices@okstate.edu, OSUIT's PLA Coordinator at 918-293-3809 or osuit.pla@okstate.edu, or visit the PLA website at osuit.edu/pla.

YELLOW RIBBON

OSUIT has partnered with the Department of Veterans Affairs as a member of the Yellow Ribbon Program. This program provides additional assistance to Veterans or their designated transferees that are considered non-resident students at OSUIT. Participants must be eligible to receive the maximum benefit rate (based on service requirements).

For more information please visit the Veteran Service page at osuit.edu/military.

MILITARY SPOUSE CAREER ADVANCEMENT ACCOUNTS

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 osuit.edu/military.

SERVICEMEMBERS OPPORTUNITY COLLEGES

The Servicemembers 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. Visit the SOC website at www.soc.aascu.org for additional information.

STUDENT ORGANIZATIONS & SERVICE LEARNING

CAMPUS ORGANIZATIONS

Students are given opportunities to develop leadership skills through involvement with more than 15 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 osuit.edu/student-life/clubs.php.

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 hallmarks of Scholarship, Leadership and Service.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is made up of representatives from each academic school, select residence hall groups, and commuter students. SGA leadership consists of a president, vice-president, secretary and treasurer.

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

SERVICE LEARNING

Service learning is a 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.

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 United States 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.

CAMPUS FACILITIES

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 purposes. There is no charge for the first (1st) card; however, a fee of $15 is charged for replacement cards.

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 general student use. The PSO Lounge has an attached solarium and provides 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 perfect for studying or quiet conversation. The Student Union also houses the Veterans Lounge, which provides a quiet area for the institution's veteran students to eat, study, or relax.

THE CAMPUS BOOKSTORE

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

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

Book Rental Program & the OSUIT Online Bookstore

Students can order or rent 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 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 (1st) 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 (1st) Monday following the previous semester's graduation through the end of the first (1st) two (2) weeks of the semester.

Defective New Books

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

Used Books Are Not Guaranteed

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

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 the bookstore website at osuit.edu/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 Culinary Arts program offers gourmet dining in the State Room and Tech Room as part of the program's classroom experience. A convenience store is also 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 osuit.edu/dining.

University Market Convenience Store

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

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

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

For reservations, call 918-293-5010, email okm-dining@okstate.edu, or place a reservation online at osuit.edu/culinary/reservations.php.

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. to 1:00 p.m.

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 paying for the medication.

For additional information, please see the Campus Health Services website at osuit.edu/student-union/health.

Qualification for Use of Campus Health Services

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

The following individuals are eligible to use the Campus Health Services:

- Currently enrolled students carrying a minimum of six (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 the institution's valued students and workforce and is committed to empowering its students, faculty and staff to make healthy lifestyle choices to reduce health risks 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 (1st) time provide proof of immunization for certain diseases. If a student cannot verify his or her immunization record, 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 United Healthcare.
- The plan is administered by OSU Human Resources – OSU Benefits, 106 Whitehurst, Stillwater Campus (405-744-5449), https://hr.okstate.edu/student-health-plan.

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

Domestic Students

All undergraduate students taking nine (9) or more credit hours (three [3] credit hours in summer). The domestic student insurance brochure can be found on the OSU Benefits page listed above, as well as at the following link.

International Students

All international students taking one (1) or more credit hours or participating in Optional Practical Training (OPT) are required to have health insurance. All international students will be required to purchase the OSU Student Health Insurance Plan and the premium costs will be billed to the student's Bursar's account. The international student insurance brochure can be found on the OSU Benefits page listed above, as well as at the following link.

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

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 each semester for a small charge, which is based on box size. Box assignments and rental payments are made at the Campus Post Office.

Students receive mail on campus through a residence hall box, a campus post office box, or general delivery. Students living in the residence halls may receive their mail 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 Campus Post Office window.

Additional information can be found online at osuit.edu/student-union/post-office.php. Questions concerning campus postal services should be directed to the Campus Post Office at 918-293-4980.

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, a circuit training workout room, an auditorium, a student lounge, 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 check out equipment. All dependent minor children must be accompanied by their parent while using the facility. A Guest Pass may be purchased for any member guest wanting to use the facility at the rate of $5. Must be 18 years of age to purchase a Guest Pass.

Outdoor facilities include a softball field, a flag football field, three (3) basketball courts, and the Recreational Trails System which includes a one and a half (1 ½) mile exercise trail and a quarter 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 osuit.edu/child-care-center.php or by contacting the center manager at 918-293-4934.

VENDING & LAUNDRY SERVICE

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

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

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

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

RESIDENTIAL LIFE & FOOD SERVICES

Residing on campus is considered an 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 semester credit hours are required to live in the dorms, unless one (1) of the following applies:

- Student graduated from a high school less than 50 drivable miles from the OSUIT campus;
- Student is 21 or older at the time of application to the University;
- Student is married;
- Student has a child;
- Student has already lived on the OSUIT campus two (2) semesters; and/or
- Student is enrolled in 12 or more semester credit hours of online classes.

Students who are receiving the out-of-state tuition waiver are required to live on campus while receiving the waiver. Exceptions to live off campus the first (1st) year of attendance must be requested in writing, submitted to the housing office, and approved by the exceptions committee. Students are encouraged to apply early for housing, as space can be limited. A deposit of $150 ($500 for family apartments) is required to reserve a room in campus housing. Each housing contract is for two (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, which include 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 steven.w.hudson@okstate.edu.

STUDENT LIFE

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

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 osuit.edu/student-life/forms.php.

CAMPUS POLICE

Office of Public Safety
OSUIT Police Department
918-293-5000
1-800-722-4471, Ext. 5000
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.

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

2016-2018 CAMPUS CRIME STATISTICS

Offense	2016	2017	2018
Homicide	0	0	0
Manslaughter	0	0	0
Sex Offenses (Forcible)	0	0	1
Sex Offenses (Non-Forcible)	0	1	1
Robbery	0	1	1
Simple Assault	0	1	1
Aggravated Assault	0	1	0
Burglary	0	0	0
Larceny	12	13	6
Motor Vehicle Theft	1	1	0
Arson	0	0	0
Hate Crimes	0	0	0
Stalking	0	0	0
Domestic Assault & Battery	0	0	1
Date Rape	0	0	0
Totals			
Criminal Incidents	**48**	**41**	**59**
Non-Criminal Incidents	**80**	**81**	**80**
Total Reports	**128**	**122**	**129**

Arrests	2016	2017	2018
Alcohol	2	1	6
Drugs	2	1	0
Weapons	0	0	0
Traffic	0	0	0
All Others	1	1	1
Total Arrests	**5**	**3**	**7**

Disciplinary Referrals	2016	2017	2018
Alcohol	5	7	6
Drugs	8	4	2
Weapons	0	0	1
Total Disciplinary Referrals	**13**	**11**	**9**

The number of total reports includes reports other than those listed. These additional reports include reports of other crimes and non-criminal incidents.

Disciplinary referrals include incidents involving alcohol and weapons that do not involve an arrest and indicate that 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 full annual report is available online at osuit.edu/safety/annual-security-report.php.

TRAFFIC & PARKING VIOLATIONS

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

- Parking without a permit. Parking permits may be ordered online at osuit.edu/parking-permit and picked up at the OSUIT Police Department dispatch office.
- Parking in restricted or prohibited areas.
- Failure to park in a marked parking area. All parking areas are marked with white lines. If not marked as a space, it is not a legal parking space.
- Failure to stop for stop signs or a 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 will be assessed for parking in handicapped zones; however, drivers could be charged as much as the mandated state law fine of $500.

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

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 may be ordered online at osuit.edu/parking-permit and picked up at the OSUIT Police Department.
- Campus parking permits must be visible at all times.
- The fixed permit must be mounted on the front windshield or back glass and must be readable through tinted glass.
- 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 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.

WORKFORCE & ECONOMIC DEVELOPMENT

Economic Development & Training Center
Reynolds Technology Center
918-293-5160
1-800-722-4471, Ext. 5160
osuit.edu/workforce
edtc@okstate.edu

ECONOMIC DEVELOPMENT & TRAINING

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

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

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

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

ADULT BASIC EDUCATION

OSUIT's Adult Basic Education (ABE) program serves to prepare students for a successful transition from the General Educational Development (GED®) program into higher education or the workforce by providing students with training and support designed to help each individual to meet his or her goals.

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

M-POWER PROGRAM

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

2019-2020 Programs of Study

SCHOOL OF ARTS, SCIENCES & HEALTH

- General Studies
  (Degree Seeking: Undeclared Majors)
- Allied Health Sciences (AS)
- Applied Technical Leadership (BT)
- Business (AS)
- Culinary Arts (AAS)
  - Baking & Pastry Option
  - Food Studies Option
- Culinary Arts Certificate Programs
  - Culinary Certificate I
  - Culinary Certificate II
- Enterprise Development (AS)
  - Business Administration Option
  - General Studies Option
- Nursing (AAS)
- Orthotic & Prosthetic Technologies (AAS)
- Pre-Education (AS)
  - Elementary, Early Childhood or Special Education Concentration
  - Secondary Education Concentration
- Pre-Professional Studies (AS)
  - General Studies Concentration
  - Pre-Nursing Concentration

SCHOOL OF CREATIVE & INFORMATION TECHNOLOGIES

- 3D Modeling & Animation (AAS)
- Graphic Design Technology (AAS)
- Information Technologies (AAS)
- Information Technologies (AS)
- Information Technologies (BT)
  - Cybersecurity & Digital Forensics Option
  - Network Infrastructure Option
  - Software Development Option

SCHOOL OF ENGINEERING & CONSTRUCTION TECHNOLOGIES

- Air Conditioning & Refrigeration Technology (AAS)
- Civil Engineering/Surveying Technologies (AAS)
- Construction Technology (AAS)
  - Construction Management Option
  - Electrical Construction Option
- Engineering Graphics & Design Drafting Technologies (AAS)
- Engineering Technologies (AAS)
  - Electrical/Electronics Technologies Option
  - Instrumentation Technology Option
- High Voltage Lineman (AAS)
- Industrial Maintenance Technologies (AAS)
  - Natural Gas Compression Technologies Option
- Instrumentation Engineering Technology (BT)
- Pipeline Integrity Technology (AAS)
- Power Plant Technology (AAS)

SCHOOL OF TRANSPORTATION & HEAVY EQUIPMENT

- CAT® Dealer Prep (AAS)
- Chrysler MOPAR® CAP (AAS)
- Ford ASSET (AAS)
- General Motors ASEP (AAS)
- Komatsu ACT (AAS)
- Pro-Tech (AAS)
- Toyota T-TEN (AAS)
- Truck Technician (AAS)
- Western Equipment Dealers Association (WEDA) Technician (AAS)

AVAILABILITY

All programs listed here are planned for the 2019-2020 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 (1st) semester.

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

COLLEGE CORNERSTONE

The first (1st) 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 the industry leaders that comprise the institution's advisory committees serves to inform 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 many 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 & Health

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 (1st) and select a major later. The institution offers day, evening, weekend, and distance courses to allow students flexibility in planning for their educational needs.

Arts, Sciences & Health offers 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.

For more detailed information regarding OSUIT's general education course offerings, please contact Arts, Sciences & Health at 918-293-4768 or visit 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	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

ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting
BADM	1113	Introduction to Business
ECON	2103	Microeconomics
ECON	2203	Macroeconomics
MGMT	2243	Small Business Management
MGMT	2313	Principles of Management

HEALTH & PHYSICAL EDUCATION

HHP	1113	Personal Health
NSCI	1113	Introduction to Nutrition

HUMANITIES

ENGL	2413	Introduction to Literature
ENGL	2543	Survey of English Literature I
ENGL	2643	Survey of English Literature II
ENGL	2773	Survey of American Literature I
ENGL	2883	Survey of American Literature II
HIST	1613	Western Civilization to 1500
HIST	1623	Western Civilization after 1500
HUM	1013	Humanities I
HUM	1033	Humanities II
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	1493	Math for Critical Thinking
MATH	1513	College Algebra
MATH	1613	Trigonometry
MATH	2003	Business Mathematics
MATH	2143	Pre-Calculus
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 & Economics

ORIENTATION

ORIE	1011	College Strategies

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	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 (1) 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 & 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 & Health. 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 Associate in Science degree program was developed in response to statistics showing that allied health professionals and technicians are in high demand in Oklahoma – especially rural Oklahoma – as well as across the nation.

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; however, this is just a fraction of the total number of allied health care workers 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.

OSUIT's degree in Allied Health Sciences is the perfect launch for any individual wishing to pursue a bachelor's degree in any health care field.

Students must complete all program requirement courses with a C or better and maintain a 2.0 overall (cumulative) GPA.

For more detailed information regarding OSUIT's Allied Health Sciences program, please contact a program advisor at 918-293-5370 or visit osuit.edu/allied-health.

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 CONCENTRATION
(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 CONCENTRATION
(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 CONCENTRATION
(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 CONCENTRATION
(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."

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)

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.

APPLIED TECHNICAL LEADERSHIP*

BACHELOR OF TECHNOLOGY
(120 CREDIT HOURS)

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

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

Each applicant must meet the following requirements for consideration for admission to the Applied Technical Leadership program:

1. Hold an Associate in Applied Science degree or higher.
2. Submit a completed OSUIT Application for Admission.
3. Submit a letter of application which addresses the applicant's professional and educational goals and how the program aligns with their achievement.
4. Provide a current, professional resume which includes, at minimum, information regarding the applicant's professional experiences and secondary and postsecondary educations.
5. Submit a letter of reference from a non-relative—preferably someone who knows the applicant professionally—which addresses the applicant's qualifications to undertake the degree and likelihood for success in benefiting from and contributing to the program.

Due to a limited number of openings, a point system will be used in the selection of individuals for admission to the Applied Technical Leadership program. Application materials must be received no later than May 1 for priority consideration.

The minimum overall (cumulative) GPA required for graduation is a 2.50.

For more detailed information regarding OSUIT's Applied Technical Leadership program, please contact a program advisor at 918-293-4768 or visit osuit.edu/atl.

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

LOWER-DIVISION PROGRAM REQUIREMENTS: 36 CREDIT HOURS

APPLIED TECHNICAL LEADERSHIP
(6 CREDIT HOURS)

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

TECHNICAL SPECIALTY ELECTIVES
(30 CREDIT HOURS)

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

UPPER-DIVISION PROGRAM REQUIREMENTS: 34 CREDIT HOURS

APPLIED TECHNICAL LEADERSHIP
(34 CREDIT HOURS)

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

UPPER-DIVISION PROGRAM ELECTIVES: 6 CREDIT HOURS

APPLIED TECHNICAL LEADERSHIP
(6 CREDIT HOURS)

ATLE	4513	Process Optimization in the Technical Enterprise *and*
ATLE	4533	Applied Topics in Technical Process Optimization *or*
ATLE	4613	Project Planning & Implementation in the Technical Enterprise *and*
ATLE	4633	Applied Topics in Technical Project Planning & Implementation

GENERAL EDUCATION REQUIREMENTS: 40 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT
(6 CREDIT HOURS)

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

ENGLISH & LANGUAGE ARTS
(9 CREDIT HOURS)

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

HUMANITIES
(6 CREDIT HOURS)

PHIL	1213	Ethics

Humanities Elective (3 Credit Hours)

MATHEMATICS & STATISTICS
(6 CREDIT HOURS)

SCIENCE
(7 CREDIT HOURS)

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

SOCIAL & BEHAVIORAL SCIENCES
(3 CREDIT HOURS)

BADM	1113	Introduction to Business

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

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

INTERDEPARTMENTAL REQUIREMENTS: 4 CREDIT HOURS

COMPUTER LITERACY
(3 CREDIT HOURS)

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

ORIENTATION
(1 CREDIT HOUR)

ORIE	1011	College Strategies

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 regarding OSUIT's Business program, please contact a program advisor at 918-293-4768 or visit osuit.edu/business.

*** 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: 6 CREDIT HOURS

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

ACCT	2043	Cost Accounting
ACCT	2303	Intermediate Accounting
BADM	2063	Business Law I
BADM	2373	Business Communications
MGMT	2313	Principles of Management
MGMT	2603	Human Resource Management

GENERAL EDUCATION REQUIREMENTS: 39 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT
(6 CREDIT HOURS)

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

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

HUMANITIES
(6 CREDIT HOURS)

Select two (2) courses from courses designated with an "H", "I", or "D," including, but not limited to, courses listed below.

ENGL	2413	Introduction to Literature
ENGL	2453	Survey of English Literature I
ENGL	2653	Survey of English Literature II
ENGL	2773	Survey of American Literature I
ENGL	2883	Survey of American Literature II
GEOG	2243	Fundamentals of Geography
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," including, but not limited to, courses listed below.

MATH	1513	College Algebra
MATH	1613	Trigonometry
MATH	2713	Elementary Calculus

ORIENTATION
(1 CREDIT HOUR)

ORIE	1011	College Strategies

SCIENCE
(8 CREDIT HOURS)

Choose from courses listed below or additional coursework as approved by program advisor. One (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
PHYS	1214	General Physics II

SOCIAL & BEHAVIORAL SCIENCES
(3 CREDIT HOURS)

PSYC	1113	Introductory Psychology *or*
SOC	1113	Introductory Sociology

CULINARY ARTS - BAKING & PASTRY OPTION

ASSOCIATE IN APPLIED SCIENCE (90 CREDIT HOURS)

OSUITs Culinary Arts program prepares students with the skills and knowledge necessary for an exciting career in the growing food service industry. The mission of the school is to train students to be world class chefs and food service managers. Students learn through hands-on training utilizing the latest technology in fully equipped kitchen labs. The diverse faculty of chefs brings many years of experience at the executive chef level. Students also gain valuable experience operating two (2) restaurants open to the public, the State Room – showcasing gourmet buffet experiences – and The Tech Room – featuring a seasonal a la carte menu.

The Baking & Pastry Option includes specialized coursework and training related to baking and pastry arts, in addition to core fundamental culinary training and skills. This option is designed to prepare students for specialized work in the pastry and baking areas of the food service industry, and recent graduates are well prepared to begin their career with a solid foundation in the skills and knowledge necessary for success.

Students cannot have more than one (1) academic deficiency (as indicated on pages 12-13) at the time of enrollment into the Culinary Arts program.

Enrollment is accepted for the fall, spring and summer semesters and is limited to 50 new students each semester. Enrollment into the program is on a first-come, first-served basis.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees. Degree-seeking students will have first (1st) 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 regarding OSUIT's Culinary Arts programs, please contact a program advisor at 918-293-5030 or visit osuit.edu/culinary.

PROGRAM REQUIREMENTS: 68 CREDIT HOURS

CULINARY ARTS CORE (50 CREDIT HOURS)

CUA	1102	Culinary Theory ❖
CUA	1135	Skill Development I ❖
CUA	1145	Skill Development II ❖
CUA	1151	Food Safety ❖
CUA	1162	Hospitality Human Resources Management ✶
CUA	1294	Breakfast Cookery
CUA	1375	Bread & Pastry Production ✶
CUA	1415	Dining Room Operations
CUA	2315	Restaurant Cookery
CUA	2415	Garde Manger ✶
CUA	2552	Controlling Foodservice Costs ✶
CUA	2809	Culinary Internship *or*
CUA	2702	Culinary Arts Internship ❖ *and*
CUA	2712	Culinary Arts Internship ✶ *and*
CUA	2705	Culinary Internship

❖ Course is included in the embedded certificate Culinary Certificate I.

✶ Course is included in the embedded certificate Culinary Certificate II.

BAKING & PASTRY OPTION REQUIREMENTS (18 CREDIT HOURS)

CUA	2123	Advanced Baking
CUA	2153	Cake Decorating
CUA	2163	Tortes & Gateaux
CUA	2183	Showpieces
CUA	2253	Artisan Breads
CUA	2633	Culinary Arts Capstone - Baking & Pastry

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

CULINARY ARTS - FOOD STUDIES OPTION

ASSOCIATE IN APPLIED SCIENCE (90 CREDIT HOURS)

OSUITs Culinary Arts program prepares students with the skills and knowledge necessary for an exciting career in the growing food service industry. The mission of the school is to train students to be world class chefs and food service managers. Students learn through hands-on training utilizing the latest technology in fully equipped kitchen labs. The diverse faculty of chefs brings many years of experience at the executive chef level. Students also gain valuable experience operating two (2) restaurants open to the public. The State Room showcases gourmet buffet experiences and The Tech Room features a seasonal a la carte menu. Graduates are in high demand by resorts, casinos, restaurants, institutions, country clubs, and bakeries to name just a few. Recent graduates are well prepared to begin their career with a solid foundation in the skills and knowledge necessary for success.

The Food Studies Option provides students with an opportunity to distinguish themselves by taking coursework which provides targeted training and experiences in key emerging and contemporary topics in the restaurant industry. These areas of emphasis serve to complement the core fundamental culinary training and skills provided through the program and produce culinarians who are prepared to excel in their chosen area of interest.

Students cannot have more than one (1) academic deficiency (as indicated on pages 12-13) at the time of enrollment into the Culinary Arts program.

Enrollment is accepted for the fall, spring and summer semesters and is limited to 50 new students each semester. Enrollment into the program is on a first-come, first-served basis.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees. Degree-seeking students will have first (1st) 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 regarding OSUIT's Culinary Arts programs, please contact a program advisor at 918-293-5030 or visit osuit.edu/culinary.

PROGRAM REQUIREMENTS: 68 CREDIT HOURS

CULINARY ARTS CORE (50 CREDIT HOURS)

CUA	1102	Culinary Theory ❖
CUA	1135	Skill Development I ❖
CUA	1145	Skill Development II ❖
CUA	1151	Food Safety ❖
CUA	1162	Hospitality Human Resources Management ✶
CUA	1294	Breakfast Cookery
CUA	1375	Bread & Pastry Production ✶
CUA	1415	Dining Room Operations
CUA	2315	Restaurant Cookery
CUA	2415	Garde Manger ✶
CUA	2552	Controlling Foodservice Costs ✶
CUA	2809	Culinary Internship *or*
CUA	2702	Culinary Arts Internship ❖ *and*
CUA	2712	Culinary Arts Internship ✶ *and*
CUA	2805	Culinary Internship

❖ Course is included in the embedded certificate Culinary Certificate I (see following page).

✶ Course is included in the embedded certificate Culinary Certificate II (see following page).

FOOD STUDIES OPTION REQUIREMENTS (12 CREDIT HOURS)

CUA	1311	Meat Fabrication
CUA	2473	American Cuisine
CUA	2575	International Cookery
CUA	2623	Culinary Arts Capstone

FOOD STUDIES OPTION ELECTIVES (6 CREDIT HOURS)

Choose one (1) of the following concentrations or choose from the full list of culinary electives available to meeting program requirements, as approved by the program advisor.

ARTISAN FOODS CONCENTRATION (6 CREDIT HOURS)

CUA	2143	Charcuterie
CUA	2253	Artisan Breads

FARM TO TABLE CONCENTRATION (6 CREDIT HOURS)

CUA	2103	Aquaponics
CUA	2113	Seasonal Kitchen

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

CULINARY ARTS CERTIFICATE PROGRAMS

State and local employers continually struggle to find qualified culinarians who possess the skills needed to meet the demands of Oklahoma's restaurant and hospitality industry. In an effort to produce employees to fill this critical workforce gap, OSUIT has collaborated with industry partners to develop a set of stackable credentials embedded within OSUIT's Associate in Applied Science in Culinary Arts. These certificate programs produce skilled cooks, culinarians and entry-level food service workers who can safely, efficiently and competently operate in a variety of restaurant, hospitality, and food service-related environments.

The **Culinary Certificate I** is intended to give employers the assurance that those completing the coursework have the skills and knowledge necessary to enter the workforce successfully as an entry-level food service worker.

The **Culinary Certificate II** is intended to give employees completing the Culinary Certificate I additional technical skills and applied knowledge that may be required by employers for further advancement in the food service industry.

For more detailed information regarding OSUIT's Culinary Arts programs, please contact a program advisor at 918-293-5030 or visit osuit.edu/culinary.

CULINARY CERTIFICATE I

CERTIFICATE (15 CREDIT HOURS)

CULINARY ARTS (15 CREDIT HOURS)

CUA	1102	Culinary Theory
CUA	1135	Skill Development I
CUA	1145	Skill Development II
CUA	1151	Food Safety
CUA	2702	Culinary Arts Internship

CULINARY CERTIFICATE II

CERTIFICATE (16 CREDIT HOURS)

CULINARY ARTS (16 CREDIT HOURS)

CUA	1162	Hospitality Human Resources Management
CUA	1375	Bread & Pastry Production
CUA	2415	Garde Manger
CUA	2552	Controlling Foodservice Costs
CUA	2712	Culinary Arts Internship

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 osuit.edu/enterprise-development.

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 & 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
(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
PHYS	1214	General Physics II

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 osuit.edu/enterprise-development.

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
PHYS	1214	General Physics II

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.

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.

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, meet with a Nursing advisor, and have the following documentation in their file in the Nursing Department by the final closing date of the application period:

1. Signed and dated Nursing Application;
2. Demonstration of academic proficiency via the Next-Generation ACCUPLACER exam (as indicated on page 13); and
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 regarding OSUIT's Nursing program, please contact a program advisor at 918-293-5337 or visit 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. 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, meet with a Nursing advisor, and have the following documentation in their file in the Nursing Department by the final closing date of the application period:

1. Signed and dated Nursing Application;
2. Demonstration of academic proficiency via the Next-Generation ACCUPLACER exam (as indicated on page 13);
3. Student score at or above the 55th percentile ranking on the Kaplan Fundamentals Examination (students are only allowed to take the exam one [1] time per application period); and
4. All official college transcripts from every college attended. (It is the responsibility of the student to ensure that all transcripts from any college attended are on file).

Students applying to the OSUIT Nursing Program are selected on the basis of a point system. Once selected, students are made a conditional offer of acceptance contingent upon further guidelines that must be met once the student is accepted.

It is strongly recommended that all science courses be completed prior to the beginning of the nursing program. To be considered for admission to the program, students must have and maintain a minimum GPA of 2.0 in all required general education and nursing support courses. Successful completion of the nursing program requires a grade of C in all courses related to the 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 regarding OSUIT's Nursing program, please contact a program advisor at 918-293-5337 or visit 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 applied towards the courses listed below through Prior Learning Assessment. *(Note that only 6 hours of prior learning credit from NURS 1229 may be applied to student's graduation requirements. Remainder of course credit is satisfied via NURS 1133.)*

NURS 1128 Foundations of Nursing
NURS 1229 Nursing Care of Families
NURS 1322 Dosage Calculations

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

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 & 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 six (6) 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 for these disciplines is provided through the American Board for Certification in Orthotics, Prosthetics & Pedorthics (ABC) and the Board of Certification/Accreditation, International (BOC).

National Commission on Orthotic and Prosthetic Education

PROGRAM REQUIREMENTS: 40 CREDIT HOURS

ORTHOTIC & 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	1412	CAD/CAM for Orthotics & Prosthetics
OPT	1424	Lower Extremity Orthotics: AFO
OPT	2314	Prefab & Pedorthic Techniques
OPT	2402	Transfemoral Prosthetics
OPT	2412	Upper Extremity Orthotics
OPT	2422	Lower Extremity Orthotics: KAFO
OPT	2812	Orthotic & Prosthetic Internship (12 credit hours)

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

Course 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 appropriate academic proficiency (as indicated on page 13) or successfully complete all 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 regarding OSUIT's Orthotics & Prosthetics program, please contact a program advisor at 918-293-5330 or visit osuit.edu/orthotic-prosthetic.

PRE-EDUCATION * (ELEMENTARY, EARLY CHILDHOOD OR SPECIAL EDUCATION CONCENTRATION)

ASSOCIATE IN SCIENCE
(60 CREDIT HOURS)

OSU Institute of Technology offers an Associate in Science degree in Pre-Education through which students may 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 regarding OSUIT's Pre-Education program, please contact a program advisor at 918-293-4768 or visit osuit.edu/pre-education.

*** 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 & 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 & 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	2143	Pre-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

Physical Sciences

CHEM	1314	General Chemistry I
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 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.

PRE-EDUCATION * (SECONDARY EDUCATION CONCENTRATION)

ASSOCIATE IN SCIENCE
(60 CREDIT HOURS)

OSU Institute of Technology offers an Associate in Science degree in Pre-Education through which students may 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 & 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 regarding OSUIT's Pre-Education program, please contact a program advisor at 918-293-4768 or visit osuit.edu/pre-education.

*** This program is available 100% online.**

PROGRAM REQUIREMENTS: 45 CREDIT HOURS

Courses taken in English and language arts, mathematics, science and social & behavioral sciences must be completed with a grade of C or higher for the course to satisfy degree requirements.

AMERICAN HISTORY & GOVERNMENT
(6 CREDIT HOURS)

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

COMPUTER LITERACY
(3 CREDIT HOURS)

CS	1013	Computer Literacy & 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

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

Physical Sciences (4-5 Credit Hours)

CHEM	1314	General Chemistry I
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

SUPPORT & 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 choose courses that were NOT used to satisfy the general education requirements.

HIST	2323	Oklahoma History *

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

ASL	1363	American Sign Language I *
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.

PRE-PROFESSIONAL STUDIES * (GENERAL STUDIES CONCENTRATION)

ASSOCIATE IN SCIENCE
(60 CREDIT HOURS)

OSU Institute of Technology offers an Associate in Science degree in Pre-Professional Studies through which students may 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 completing the first two years of a variety of four year degrees. This degree also saves the student considerable time, travel and money by allowing the student to remain closer to home for the first two (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 regarding OSUIT's Pre-Professional Studies program, please contact a program advisor at 918-293-4768 or visit osuit.edu/pre-professional-studies.

*** This program is available 100% online.**

PROGRAM REQUIREMENTS: 22 CREDIT HOURS

ORIENTATION
(1 CREDIT HOUR)

ORIE	1011	College Strategies

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
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)

Select two (2) courses from courses listed below or others designated with an "N."

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

PRE-PROFESSIONAL STUDIES (PRE-NURSING CONCENTRATION)

ASSOCIATE IN SCIENCE
(60 CREDIT HOURS)

The Pre-Nursing Concentration under the Associate in Science in Pre-Professional Studies program provides students with the curriculum designed to prepare for transfer to a Bachelor's program in Nursing. Through proper advisement in the selection of electives, students may prepare for other four-year programs in professional health science related fields.

Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and Pre-Nursing degree program. (See program requirement key below.)

* Denotes courses required for OSUIT's AAS in Nursing program.

** Denotes courses generally required for a BSN degree.

For student advisement questions, please contact a Nursing advisor at 918-293-5337.

For general program information and degree requirements, please contact a program advisor at 918-293-5370 or visit osuit.edu/pre-professional-studies.

PROGRAM REQUIREMENTS: 22 CREDIT HOURS

ORIENTATION
(1 CREDIT HOUR)

ORIE	1011	College Strategies

PRE-NURSING GUIDED PROGRAM ELECTIVES
(21 CREDIT HOURS)

BIOL	2114	Human Physiology *
BIOL	2124	General Microbiology *
NSCI	1113	Introduction to Nutrition *
PSYC	2583	Developmental Psychology *

Remaining electives may be selected from the following courses and/or additional approved coursework (not utilized to fulfill general education requirements) which satisfies pre-nursing requirements.

CHEM	1314	General Chemistry I **
GEOG	2243	Fundamentals of Geography
HHP	1113	Personal Health
NURS	1113	ECG Interpretation
NURS	1123	Diseases & Diagnostic Methods
NURS	1132	Pre-Nursing Preparation
NURS	1143	Professionalism in Healthcare
NURS	2003	Pharmacology in Nursing
NURS	2303	Medical Terminology
PSYC	2313	Psychology of Personal Adjustment
SOC	1113	Introductory Sociology
SPAN	1115	Elementary Spanish I

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 **

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 listed below or others designated with an "H", "I", or "D." ***

HUM	1013	Humanities I
HUM	1033	Humanities II
HUM	2243	Native Peoples of North America
HUM	2453	Introduction to Film
PHIL	1213	Ethics

MATHEMATICS
(3 CREDIT HOURS)

*Select one (1) course from courses listed below or others designated with an "A." ***

MATH	1513	College Algebra **
STAT	2013	Elementary Statistics **

SCIENCE
(8 CREDIT HOURS)

Select from courses listed below or others designated with an "N."

BIOL	1114	General Biology
BIOL	2104	Human Anatomy *

SOCIAL & BEHAVIORAL SCIENCES
(3 CREDIT HOURS)

PSYC	1113	Introductory Psychology *

School of Creative & Information Technologies

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 potential employers guide the program curriculum. Low student-to-faculty ratios make for more personalized instructor interaction. An internship spent working in the industry under the guidance of a professional modeler or animator is required to graduate.

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 (see pages 12-13).
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 (1st) five (5) requirements.

For more detailed information regarding OSUIT's 3D Modeling & Animation program, please contact a program advisor at 918-293-5050 or visit osuit.edu/3d-modeling-animation.

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.

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 & Animation Practicum
VIS	2533	Advanced Digital Imaging

INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

GENERAL TECHNOLOGIES (1 CREDIT HOUR)

GTGE	1111	College Cornerstone

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)

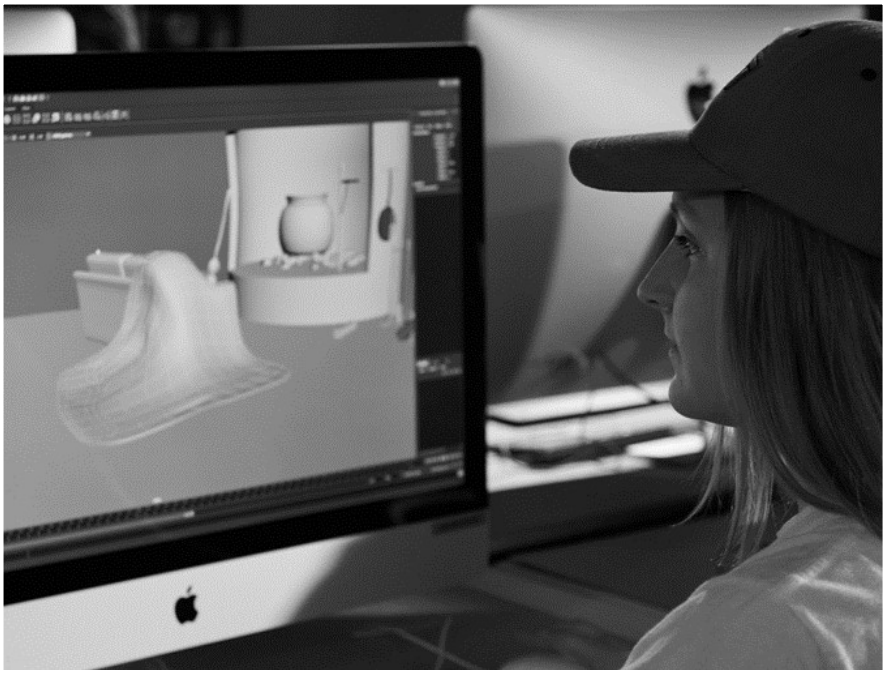
PHIL	1213	Ethics

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



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 regarding OSUIT's Graphic Design Technology program, please contact a program advisor at 918-293-5050 or visit osuit.edu/graphic-design.

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.

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

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

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. Plan to launch a career in IT as soon as possible.
2. Intend to pursue the Bachelor of Technology in Information Technologies at OSUIT.
3. Wish to build on considerable work experience and complete a degree to further their career.
4. Want to prepare for one (1) or more professional industry certifications.

The minimum GPA required for graduation is a 2.50.

For the latest program information, please contact an Information Technologies program advisor at 918-293-5440 or infotech@okstate.edu, or visit osuit.edu/it.

*** This program is available 100% online.**

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PROGRAM REQUIREMENTS: 33 CREDIT HOURS

INFORMATION TECHNOLOGIES CORE REQUIREMENTS (27 CREDIT HOURS)

ITD	1033	Computer Logic & Flowcharting
ITD	1203	Introduction to C Programming
ITD	1213	Hardware Systems Support
ITD	1223	Network Systems
ITD	1243	Principles of Information Security
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 *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 (6 CREDIT HOURS)

PHIL 1213 Ethics

Humanities Elective* (3 Credit Hours)

MATHEMATICS (3 CREDIT HOURS)

MATH 1513 College Algebra

APPROVED ELECTIVE * (3 CREDIT HOURS)

From Social & Behavioral Sciences, Foreign Language or Fine Arts.

* *See General Education course offerings on page 36.*

INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

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. Wish to build on considerable work experience and complete a degree to further their career.
3. Wish prepare for 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 an Information Technologies program advisor at 918-293-5440 or infotech@okstate.edu, or visit osuit.edu/it.

*** This program is available 100% online.**

PROGRAM REQUIREMENTS: 24 CREDIT HOURS

INFORMATION TECHNOLOGIES CORE REQUIREMENTS
(21 CREDIT HOURS)

ITD	1033	Computer Logic & Flowcharting
ITD	1203	Introduction to C Programming
ITD	1213	Hardware Systems Support
ITD	1223	Network Systems
ITD	1243	Principles of Information Security
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 *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
(6 CREDIT HOURS)

PHIL 1213 Ethics
Humanities Elective* (3 Credit Hours)

MATHEMATICS
(3 CREDIT HOURS)

MATH 1513 College Algebra

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 General Education course offerings on page 36.*

INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

ORIE 1011 College Strategies

INFORMATION TECHNOLOGIES *

BACHELOR OF TECHNOLOGY
(121 CREDIT HOURS)

Information technology systems are becoming more complex. As organizations expand their uses of networks and the Internet to improve their competitiveness, efficiency, and quality of service, their need for individuals with the right skills, knowledge, and credentials also 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 to address security vulnerabilities, and investigate cybercriminal activities. Topics include: network intrusion detection systems, malware, pen testing, HIPAA, mobile device 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.

Network Infrastructure
This option prepares individuals to design, implement, and manage virtual and physical network infrastructure, operations, and services. Topics include Cisco, Linux, open source technologies, VMware, TCP/IP, Active Directory, network administration, virtual private networks, and wireless technologies.

Sample employment opportunities include: Network Architect, Infrastructure Analyst, Network Administrator, Infrastructure Engineer, and Network Operations Analyst.

Software Development
This option prepares individuals to design, develop, document, test, implement and maintain mobile, computer, database, and web applications. Topics include C, C#, .NET, SQL, scripting languages, mobile development, dynamic web programming, and client-server application development.

Sample employment opportunities include: Programmer/Analyst, Applications Developer, Software Engineer, Systems Analyst, Database Analyst, Webmaster, and Web Administrator.

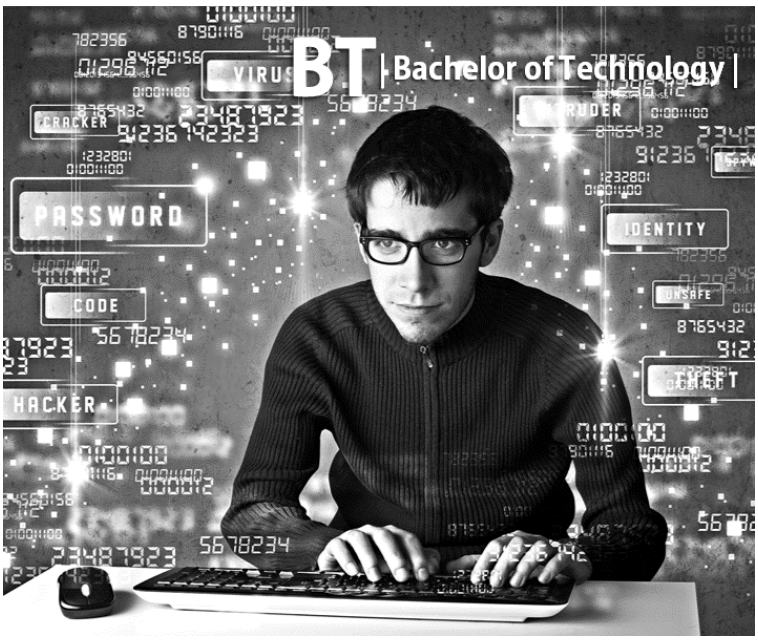
Students will be admitted to the Bachelor of Technology program contingent on completion of an Associate in Applied Science degree or higher, submission of both an OSUIT and Bachelor of Technology application, and submission of a BT in IT background review and release.

The minimum overall (cumulative) GPA required for graduation is a 2.50.

For the latest program information, please contact an Information Technologies program advisor at 918-293-5440 or infotech@okstate.edu, or visit osuit.edu/it.

*** This program is available 100% online.**

ABET Computing Accreditation Commission



Information Technologies Baccalaureate Program Educational Objectives (PEO):

The Information Technologies (IT) program will enable its graduates to:

- develop and maintain through life-long learning technical, problem-solving, and soft skills;
- gain an applied foundation in core information technologies;
- apply professional, ethical, legal, social, and cultural movements to this discipline; and
- identify, develop, and implement information technology-based solutions.

IT Student Outcomes (SO):

The graduates of the IT program will have the ability to:

- apply knowledge of computing and mathematics appropriate to the program's student outcomes and 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.

INFORMATION TECHNOLOGIES - CYBERSECURITY & DIGITAL FORENSICS OPTION

PROGRAM REQUIREMENTS: 70 CREDIT HOURS

LOWER-DIVISION IT CORE REQUIREMENTS (27 CREDIT HOURS)

ITD 1033 Computer Logic & Flowcharting
ITD 1203 Introduction to C Programming
ITD 1213 Hardware Systems Support
ITD 1223 Network Systems
ITD 1243 Principles of Information Security
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 & Architecture
ITD 4809 IT 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 Introduction to Applied Cryptography
ITD 3533 Secure System Administration
Approved Technical Electives (6 Credit Hours)

INFORMATION TECHNOLOGIES - NETWORK INFRASTRUCTURE OPTION

PROGRAM REQUIREMENTS: 70 CREDIT HOURS

LOWER-DIVISION IT CORE REQUIREMENTS (27 CREDIT HOURS)

ITD 1033 Computer Logic & Flowcharting
ITD 1203 Introduction to C Programming
ITD 1213 Hardware Systems Support
ITD 1223 Network Systems
ITD 1243 Principles of Information Security
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 2133 Network Support Management
Approved Technical Elective (3 Credit Hours)

UPPER-DIVISION IT CORE REQUIREMENTS (19 CREDIT HOURS)

ITD 3201 Employment Orientation
ITD 3453 Information Systems & Architecture
ITD 4809 IT Internship
ITD 4113 IT Project Management
ITD 4123 Applied Research & Development

UPPER-DIVISION NETWORK INFRASTRUCTURE OPTION REQUIREMENTS (18 CREDIT HOURS)

ITD 3153 LAN/WAN Routing & Switching
ITD 3253 Server Administration
ITD 3533 Secure System Administration
ITD 3543 Enterprise Networking
Approved Technical Electives (6 Credit Hours)

INFORMATION TECHNOLOGIES - SOFTWARE DEVELOPMENT OPTION

PROGRAM REQUIREMENTS: 70 CREDIT HOURS

LOWER-DIVISION IT CORE REQUIREMENTS (27 CREDIT HOURS)

ITD 1033 Computer Logic & Flowcharting
ITD 1203 Introduction to C Programming
ITD 1213 Hardware Systems Support
ITD 1223 Network Systems
ITD 1243 Principles of Information Security
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 1253 Object-Oriented Programming Using C#
Approved Technical Elective (3 Credit Hours)

UPPER-DIVISION IT CORE REQUIREMENTS (19 CREDIT HOURS)

ITD 3201 Employment Orientation
ITD 3453 Information Systems & Architecture
ITD 4809 IT 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

APPROVED GENERAL EDUCATION ELECTIVES (9 CREDIT HOURS)

Consult with program advisor for an approved list of electives.

ENGLISH & LANGUAGE ARTS (3 CREDIT HOURS)

SPCH 1113 Introduction to Speech Communications *or*
SPCH 2313 Small Group Communications

MATHEMATICS (6 CREDIT HOURS)

MATH 2413 Pre-Calculus
MATH 3103 Discrete Mathematics

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

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
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

APPROVED ELECTIVE * (3 CREDIT HOURS)

From Social & Behavioral Sciences, Foreign Language or Fine Arts.

* *See General Education course offerings on page 36.*

INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

ORIE 1011 College Strategies

School of Engineering & 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 & Refrigeration Technology from OSUIT.

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 yearly salary is $45,110 ($21.69 per hour), and some make $75,000 or more per year. Recent graduates averaged about $38,000 to $50,000 per year.

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

With an Air Conditioning Refrigeration & Technology degree, graduates may work for a small company with one or two technicians or for a Fortune 500 firm. This career option allows the graduate the flexibility to be employed to do anything from working on ice-making machines down the street to setting a large piece of equipment on top of a high-rise building with a helicopter or large crane.

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

OSUIT has produced quality HVAC technicians for more than 70 years. Remarkably, the program has placed 90% of graduates for the last 25 years.

One hundred percent of the program's recent graduates who wanted a job were employed, and many of them had multiple job offers. OSUIT's four (4) classrooms, eight (8) working labs, and broad curriculum set us apart from other programs in many ways.

Some examples include curriculum and training on:

- Residential and Commercial Air Conditioning
- Unitary Refrigeration (training facilities include 20 ice machines)
- Systems Controls (teaching DOC and Energy Management Systems)
- Commercial Refrigeration and related equipment

The program includes classroom work and ample hands-on lab work. The program curriculum includes two (2) eight (8) week company-sponsored internships, where students can often make $14.00 or more per hour. While these internships may help you pay for your education, please note that other financial help is available.

With an Air Conditioning Refrigeration & Technology degree from OSUIT, you can have the great career you deserve.

Enrollment in internships requires department approval and a minimum overall (cumulative) 2.0 GPA.

Contact an Air Conditioning & Refrigeration Technology program advisor at 918-293-4742 for more detailed information, or visit osuit.edu/acr.

PROGRAM REQUIREMENTS: 66 CREDIT HOURS

AIR CONDITIONING & REFRIGERATION TECHNOLOGY (63 CREDIT HOURS)

ACR	1111	EPA Certification Information
ACR	1121	Introduction to Air Conditioning & Refrigeration Technology
ACR	1126	ACR System Applications
ACR	1203	Electrical Controls
ACR	1206	Electrical Control Applications
ACR	1336	Residential Air Conditioning & 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	2623	Mechanical Codes
ACR	2653	Air Conditioning & Refrigeration Technology Capstone
ACR	2806	ACR Internship I *and*
ACR	2906	ACR Internship II
		or
ACR	2912	ACR Internship (12 credit hours)

APPROVED ELECTIVES (3 CREDIT HOURS)

CNS	1213	Construction Safety OSHA 30 Hour *or*
GTCT	1183	Welding

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

CIVIL ENGINEERING/ SURVEYING TECHNOLOGIES

ASSOCIATE IN APPLIED SCIENCE (75 CREDIT HOURS)

Civil Engineering Technicians (CET) 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.

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 the global positioning system (GPS), geographic information systems (GIS), and total stations. The program prepares students to utilize this technology in a variety of surveying tasks which include property line location, topographic surveys, and construction applications.

PROGRAM ENTRY REQUIREMENTS:

1. Complete the OSUIT admission process (i.e., application for admission, housing, etc.).
2. Demonstrate appropriate academic proficiency (as indicated on page 13) or successfully complete all required developmental coursework.

Students that do not have the appropriate ACT, SAT, or placement assessment scores or qualifying high school GPA may be provisionally admitted to the program 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 & Applications.

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

Students must complete all technical courses with a grade of C or better and maintain a 2.50 GPA.

For more detailed information regarding OSUIT's Civil Engineering/Surveying Technologies program, please contact a program advisor at 918-293-5150 or visit 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

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.

Program graduate Brian Kizzia states, “I don’t think my company would ever have even looked at me as a project manager if I hadn’t gotten this degree. You’re not going to learn everything for your job while in college, but it teaches you how to learn, and it shows your employer that you’re committed.”

Adam Jobe, another program graduate, says, “My CareerTech instructor saw that I was kind of a leader in the class. He said, ‘I think you’ll make a good supervisor one day. I think you have the skills.’ I didn’t have any idea of going to college, but he encouraged me and told me about the Construction Management program here.”

The ideal recruit has a good work ethic, is a hands-on learner and a problem solver, and has good people skills. A construction background and a minority or female status are plusses.

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, expediter, inspector, or independent contractor.

- Future employment of construction managers is expected to remain strong.
- The 2017 national median annual salary for construction managers was $87,400, with a median annual salary of $71,700 in the Tulsa area (US Department of Labor).
- Great hands-on labs and real life situations are integrated into each course.
- The program includes two (2) internships in which students gain real world experience and commonly earn an average of $10,080.

Enrollment in internships requires department approval and a minimum overall (cumulative) 2.5 GPA.

For more detailed information regarding OSUIT’s Construction Management program, please contact a program advisor at 918-293-4742 or visit osuit.edu/construction-management.

PROGRAM REQUIREMENTS: 72 CREDIT HOURS

CONSTRUCTION TECHNOLOGIES CORE (27 CREDIT HOURS)

CNS	1113	Construction Materials & Procedures
CNS	1123	Field Engineering I
CNS	1213	Construction Safety OSHA 30 Hour
CNS	1263	Construction Blueprints & Specifications
CNS	2413	Mechanical Systems
CNS	2806	Construction Internship
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 & 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 & Roof Systems
BLD	2513	Interior Finishes & 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

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

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 Technology 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 commonly make approximately $14.00 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 a minimum overall (cumulative) 2.5 GPA.

For more detailed information regarding OSUIT's Electrical Construction program, please contact a program advisor at 918-293-4742 or visit osuit.edu/electrical-construction.

PROGRAM REQUIREMENTS: 72 CREDIT HOURS

CONSTRUCTION TECHNOLOGIES CORE (27 CREDIT HOURS)

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

ELECTRICAL CONSTRUCTION OPTION (36 CREDIT HOURS)

ECNT	1013	Introduction to the Electrical Trades
ECNT	1103	DC & AC Circuit Analysis
ECNT	1233	Electrical Motors & Controls
ECNT	1253	Electrical Wiring Methods I – Residential
ECNT	1313	National Electrical Codes
ECNT	2123	Electrical Calculations
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

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

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 computer aided design (CAD) software.

PROGRAM ENTRY REQUIREMENTS:

1. Complete the OSUIT admission process (i.e., application for admission, housing, etc.).
2. Demonstrate appropriate academic proficiency (as indicated on page 13) or successfully complete all required developmental coursework.

Students that do not have the appropriate ACT, SAT, or placement assessment scores or qualifying high school GPA may be provisionally admitted to the program 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 & Applications.

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

Students must complete all technical courses with a grade of C or better and maintain a 2.50 program GPA.

For current program information, please contact an Engineering Graphics & Design Drafting Technologies advisor at 918-293-5150 or visit osuit.edu/design-drafting.

PROGRAM REQUIREMENTS: 48 CREDIT HOURS

ENGINEERING GRAPHICS TECHNOLOGY (48 CREDIT HOURS)

CET	2323	Statics
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 Capstone
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

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 (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

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 workplace 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.

PROGRAM ENTRY REQUIREMENTS:

1. Complete the OSUIT admission process (i.e., application for admission, housing, etc.).
2. Demonstrate appropriate academic proficiency (as indicated on page 13) or successfully complete all required developmental coursework.

Students that do not have the appropriate ACT, SAT, or placement assessment scores or qualifying high school GPA may be provisionally admitted to the program 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 & Applications.

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

Students must complete all technical courses with a grade of C or better and maintain a 2.50 program GPA.

For more detailed information, please contact an Engineering Technologies program advisor at 918-293-5150 or visit osuit.edu/engineering-technologies.

PROGRAM REQUIREMENTS: 46 CREDIT HOURS

ENGINEERING TECHNOLOGIES CORE REQUIREMENTS
(21 CREDIT HOURS)

ETDE	1283	AC/DC Circuits I
ETDE	1293	AC/DC Circuits II
ETDE	1343	Motors & 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

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.

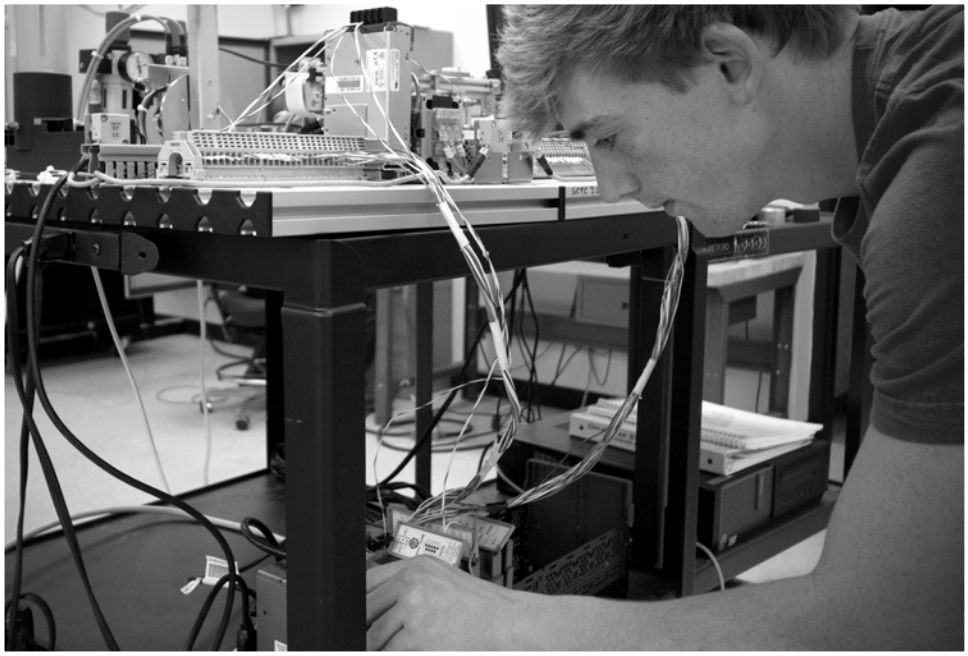
PROGRAM ENTRY REQUIREMENTS:

1. Complete the OSUIT admission process (i.e., application for admission, housing, etc.).
2. Demonstrate appropriate academic proficiency (as indicated on page 13) or successfully complete all required developmental coursework.

Students that do not have the appropriate ACT, SAT, or placement assessment scores or qualifying high school GPA may be provisionally admitted to the program 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 & Applications.

Prior to enrollment, students are required to meet with an academic advisor. During this advisement session, factors such as placement assessment scores, high school GPA, intervening time span



since the student's last math, science and/or writing classes, and student's comfort level with applicable course requirements will be evaluated to determine the most advantageous plan of study for the student.

Students must complete all technical courses with a grade of C or better and maintain a 2.50 program GPA.

For more detailed information, please contact an Engineering Technologies program advisor at 918-293-5150 or visit osuit.edu/engineering-technologies.

PROGRAM REQUIREMENTS: 35 CREDIT HOURS

ENGINEERING TECHNOLOGIES CORE REQUIREMENTS (21 CREDIT HOURS)

ETDE	1283	AC/DC Circuits I
ETDE	1293	AC/DC Circuits II
ETDE	1343	Motors & 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

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). Most companies also offer a benefits package that includes health insurance, sick leave, paid vacations and a retirement plan.

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

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

The High Voltage Lineman 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 internships.

The program includes five (5) internships. Many internships are paid, and students commonly make an average of $16.00 per hour while on internship, and work an average of 1,800 hours during the five (5) semesters, totaling $28,000, and with overtime it is possible to make even more. These internships could pay for most of your education cost.

In keeping with the institution's mission statement, OSUIT is committed to ensuring that its students are able to have personalized faculty and peer interaction. To this end, the high voltage lineman 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, including demonstration of appropriate academic proficiency (as indicated on page 13) or successful completion of all required developmental coursework.

Enrollment in internships requires department approval, a minimum overall (cumulative) 2.5 GPA, and a current CDL license.

For more detailed information regarding OSUIT's High Voltage Lineman program, please contact a program advisor at 918-293-4742 or visit osuit.edu/high-voltage.

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	AC/DC for High Voltage Lineman
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 & Operation
HVLP	2673	Transmission Principles
HVLP	2716	High Voltage Internship V
HVLP	2726	High Voltage Lineman Capstone Experience

INTERDEPARTMENTAL REQUIREMENTS: 3 CREDIT HOURS

COMPUTER LITERACY
(3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications

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

HUMANITIES
(3 CREDIT HOURS)

HUM	1013	Humanities I *or*
HUM	1033	Humanities II *or*
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

INDUSTRIAL MAINTENANCE TECHNOLOGIES - NATURAL GAS COMPRESSION TECHNOLOGIES OPTION

ASSOCIATE IN APPLIED SCIENCE (73 CREDIT HOURS)

This 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 internship experience, which serves to reinforce the student's technical education.

Students will participate in a school-sponsored career fair designed to connect students with industry partners and assist them in obtaining an internship. The primary responsibility for the GPA/GPSA member company 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 proficiency (as indicated on page 13) or successfully complete all required developmental coursework.

For current program information, please contact a Natural Gas Compression Technologies advisor at 918-293-3812 or visit osuit.edu/gas-compression.

GAS PROCESSORS ASSOCIATION

PROGRAM REQUIREMENTS: 45 CREDIT HOURS

INDUSTRIAL MAINTENANCE TECHNOLOGIES CORE REQUIREMENTS (18 CREDIT HOURS)

SEIM	1103	Fundamentals of Industrial Maintenance
SEIM	1123	DC/AC Circuit Analysis
SEIM	2423	Electronic Control Devices
SEIM	2433	Motors & Controls
SEIM	2513	Programmable Logic Controllers (PLC)
SEIM	2533	Industrial Maintenance Capstone

NATURAL GAS COMPRESSION TECHNOLOGIES OPTION REQUIREMENTS (27 CREDIT HOURS)

SEGC	1123	Engine Principles
SEGC	1133	Advanced Engine Technology
SEGC	1213	Engine Air, Fuel & Starting Systems
SEGC	1243	Gas Compressors
SEGC	1233	Instrumentation & Controls
SEGC	2523	Engine Electrical
SEGC	2609	Gas Compression Internship

TECHNICAL SUPPORT COURSES: 10 CREDIT HOURS

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

GENERAL BUSINESS (3 CREDIT HOURS)

BADM	1113	Introduction to Business *or*
MGMT	2243	Small Business Management *or*
MGMT	2913	Leadership & Organizational Behavior

GENERAL TECHNOLOGIES (1 CREDIT HOUR)

GTGE	1111	College Cornerstone *or*
ORIE	1011	College Strategies

GCA GAS COMPRESSOR ASSOCIATION

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)

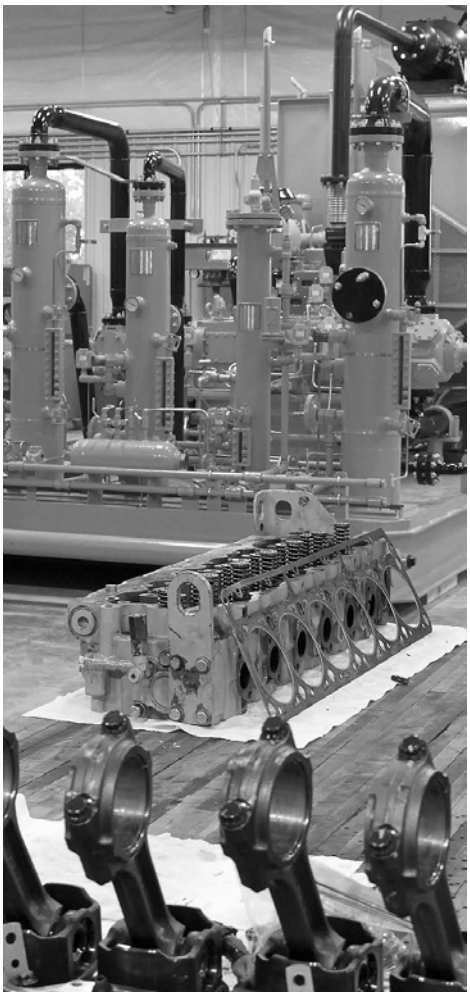
ENGL	1113	Freshman Composition I *and*
ENGL	1213	Freshman Composition II *or*
ENGL	1033	Technical Writing I *and*
ENGL	2033	Technical Writing II

HUMANITIES (3 CREDIT HOURS)

PHIL	1213	Ethics

MATHEMATICS (3 CREDIT HOURS)

MATH	1223	Applied Technical Mathematics *or*
MATH	1513	College Algebra *or*
MATH	2003	Business Mathematics



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.

PROGRAM ENTRY REQUIREMENTS:

1. Hold an Associate in Applied Science degree or higher that meets one (1) of the following criteria:
   a. Graduates with an AAS in Engineering Technologies from OSUIT have the option of articulating directly into the BT program. A specific sequence of courses is required to ensure seamless transition from the AAS to BT degree; or
   b. Graduates from other AAS degrees may be required to take bridge courses prior to entering the BT program.
2. Complete the OSUIT admission process (i.e., application for general admission and admission to the BT program, housing, etc.).

Prior to enrollment, students are required to meet with an academic advisor. During this advisement session, factors such as intervening time span since the student's last math and science courses and previous academic program of study will be evaluated to determine the most advantageous plan of study for the student.

Students must complete all technical courses with a grade of C or better and maintain a 2.50 program GPA.

For more detailed information regarding the BT in Instrumentation Engineering Technology, please contact a program advisor at 918-293-5150 or visit osuit.edu/instrumentation.

PROGRAM REQUIREMENTS: 74 CREDIT HOURS

INSTRUMENTATION ENGINEERING TECHNOLOGY
(74 CREDIT HOURS)

ETD	1102	Basic Mechanics
ETDE	1283	AC/DC Circuits I
ETDE	1293	AC/DC Circuits II
ETDE	1343	Motors & 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 & Engineering Economics
ETDE	3223	Industrial Networks
ETDE	3233	Liquid & Gas Flow Measurement
ETDE	3313	Heat Transfer & Fluid Mechanics
ETDE	3513	Programming for Instrumentation
ETDE	4112	Electrical/Electronics Instrumentation Internship (12 credit hours)
ETDE	4133	Process Measurement & 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

SOCIAL & BEHAVIORAL SCIENCES
(3 CREDIT HOURS)

PSYC	1113	Introductory Psychology

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

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

ORIENTATION
(1 CREDIT HOUR)

ORIE	1011	College Strategies

BT in Instrumentation Engineering Technology (IET) Program Educational Objectives:

The IET program focuses on the application of electronics and computer technology to instrumentation, industrial automation and process control systems. The IET program prepares:

- graduates who have a sound knowledge base and the skill sets needed to develop and expand professional careers in fields related to instrumentation technologies, process control and industrial processes automation;
- 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.

ABET | Engineering Technology Accreditation Commission

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.

PROGRAM ENTRY REQUIREMENTS:

1. Complete the OSUIT admission process (i.e., application for admission, housing, etc.).
2. Demonstrate appropriate academic proficiency (as indicated on page 13) or successfully complete all required developmental coursework.

For current program information, please contact a Pipeline Integrity Technology program advisor at 918-293-3812 or visit osuit.edu/pipeline.

PROGRAM REQUIREMENTS: 47 CREDIT HOURS

PIPELINE INTEGRITY TECHNOLOGY
(47 CREDIT HOURS)

SEPL	1113	Introduction to Pipelines & Facilities
SEPL	1123	Pipeline Materials & Components
SEPL	1213	Processing & Product Handling
SEPL	1223	Introduction to Corrosion Control
SEPL	2112	Internship (12 credit hours)
SEPL	2413	Regulations & 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 *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)

PHIL	1213	Ethics

MATHEMATICS
(3 CREDIT HOURS)

MATH	1513	College Algebra

INTERDEPARTMENTAL REQUIREMENTS: 7 CREDIT HOURS

COMPUTER LITERACY
(3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications

ENERGY TECHNOLOGIES
(3 CREDIT HOURS)

SEIM	1123	DC/AC Circuit Analysis *or*
SEPP	1113	Introduction to Electrical/Electronics

GENERAL TECHNOLOGIES
(1 CREDIT HOUR)

GTGE	1111	College Cornerstone *or*
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 a December 2013 Price Waterhouse 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. Sponsored on-site 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

PROGRAM ENTRY REQUIREMENTS:

1. Complete the OSUIT admission process (i.e., application for admission, housing, etc.).
2. Demonstrate appropriate academic proficiency (as indicated on page 13) or successfully complete all required developmental coursework.

For more detailed information regarding OSUIT's Power Plant Technology program, please contact a program advisor at 918-293-3812 or visit osuit.edu/power-plant.

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 & Prime Movers
SEPP	2503	Balance of Plant
SEPP	2523	Water Systems & Processes
SEPP	2543	Plant Chemicals & Water Quality
SEPP	2553	Safety Competency & Qualifications
SEPP	2563	Plant Controls & 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 Transportation & Heavy Equipment

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 on-site internships, graduates typically stay with the sponsoring 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. Technicians 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 of specialization available within a dealership include truck engines, industrial engines, heavy equipment, agricultural equipment, and component specialist.

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 proficiency (as indicated on page 13) or successfully complete all required developmental coursework.

For current program information, please contact a CAT® Dealer Prep program advisor at 918-293-4710 or visit osuit.edu/cat.

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 & 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

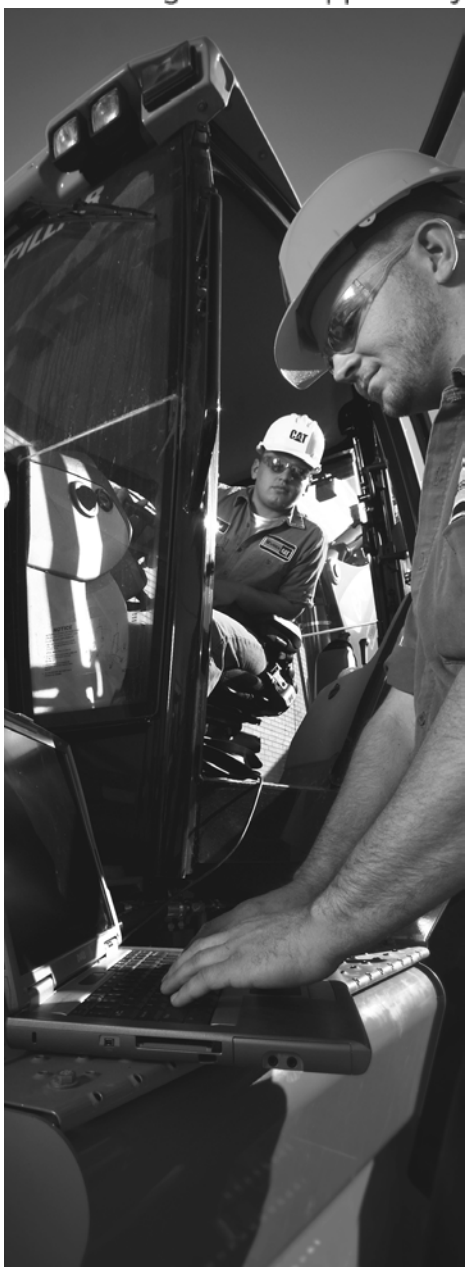
COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications

GENERAL TECHNOLOGIES (4 CREDIT HOURS)

GTCT	1183	Welding
GTGE	1111	College Cornerstone

AED FOUNDATION
Constructing Paths to Opportunity



CHRYSLER MOPAR® CAP

ASSOCIATE IN APPLIED SCIENCE (85 CREDIT HOURS)

The Mopar® Career Automotive Program (MCAP) is a six (6) semester Associate in Applied Science degree program designed to prepare graduates to work as a Chrysler, Dodge, Jeep® Ram or FIAT® Service Technician.

The unique aspect of this program is its alternating internships. A student intensively studies and applies service techniques in OSU Institute of Technology's outstanding automotive service technology facilities for half of each semester. The other half of each semester is spent on an on-site internship at the sponsoring dealership, 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. Obtain an approved industry sponsor.
2. Meet institutional enrollment requirements.
3. Demonstrate Reading proficiency (as indicated on pages 12-13) or successfully complete all required developmental coursework.

For more detailed information regarding OSUIT's Chrysler MOPAR® CAP program, please contact a program advisor at 918-293-5388 or visit osuit.edu/mopar.

PROGRAM REQUIREMENTS: 54 CREDIT HOURS

CHRYSLER MOPAR® CAP (54 CREDIT HOURS)

AUMC	1003	Fundamentals of Electrical
AUMC	1103	Automotive Service Fundamentals
AUMC	1163	Steering & Suspension Systems
AUMC	1203	Brake Systems
AUMC	1213	MOPAR Internship I *
AUMC	1243	Automotive Electronic Systems I
AUMC	1263	Automotive Electronic Systems II
AUMC	1303	Advanced Automotive Drivelines I
AUMC	1313	MOPAR Internship II *
AUMC	1323	Advanced Automotive Drivelines II
AUMC	2413	Heating & Air Conditioning Systems
AUMC	2423	MOPAR Internship III *
AUMC	2503	Engine Performance Theory & Operation
AUMC	2513	MOPAR Internship IV *
AUMC	2543	Engine Systems Theory & Operation
AUMC	2603	Diesel Engine & Fuel Injection Systems
AUMC	2613	Chrysler MOPAR CAP Capstone
AUMC	2623	MOPAR Internship V *

MOPAR CAP
CAREER AUTOMOTIVE PROGRAM

*** Students who have earned prior learning credit in automotive service may enroll in the following recommended alternate internship courses. Contact advisor to discuss enrollment options.**

AUMC 1213 MOPAR Internship I may be replaced by:
AUPL 1102 Beginning Automotive Internship I #
and
AUMC 1291 Advanced Chrysler Internship I ##

AUMC 1313 MOPAR Internship II may be replaced by:
AUPL 1202 Beginning Automotive Internship II #
and
AUMC 1391 Advanced Chrysler Internship II ##

AUMC 2423 MOPAR Internship III may be replaced by:
AUPL 1302 Beginning Automotive Internship III #
and
AUMC 2491 Advanced Chrysler Internship III ##

AUMC 2513 MOPAR Internship IV may be replaced by:
AUPL 1402 Beginning Automotive Internship IV #
and
AUMC 2591 Advanced Chrysler Internship IV ##

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

Course available on the OSUIT campus.

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	1113	Freshman Composition I
ENGL	2033	Technical Writing II
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: 4 CREDIT HOURS

COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications

GENERAL TECHNOLOGIES (1 CREDIT HOUR)

GTGE	1111	College Cornerstone

ASE Education Foundation

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 an intern at a sponsoring 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 of her or his internships.

New student enrollments are only accepted for the fall semester.

PROGRAM ENTRY REQUIREMENTS:

1. Obtain an approved industry sponsor.
2. Meet institutional enrollment requirements.
3. Demonstrate Reading proficiency (as indicated on pages 12-13) or successfully complete all required developmental coursework.

For more detailed information regarding OSUIT's Ford ASSET program, please contact a program advisor at 918-293-5388 or visit osuit.edu/ford.

Ford ASSET
Automotive Student Service Educational Training

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 & 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

*** Students who have earned prior learning credit in automotive service may enroll in the following recommended alternate internship courses. Contact advisor to discuss enrollment options.**

AUMF 1104 Internship I may be replaced by:
AUPL 1101 Beginning Automotive Internship I #
and
AUMF 1193 Advanced Ford Internship I ##

AUMF 1204 Internship II may be replaced by:
AUPL 1203 Beginning Automotive Internship II #
and
AUMF 1291 Advanced Ford Internship II ##

AUMF 1304 Internship III may be replaced by:
AUPL 1301 Beginning Automotive Internship III #
and
AUMF 1393 Advanced Ford Internship III ##

AUMF 2104 Internship IV may be replaced by:
AUPL 1403 Beginning Automotive Internship IV #
and
AUMF 2191 Advanced Ford Internship IV ##

AUMF 2204 Internship V may be replaced by:
AUPL 1503 Beginning Automotive Internship V #
and
AUMF 2291 Advanced Ford Internship V ##

\# 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 *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

ASE Education Foundation

GENERAL MOTORS ASEP

ASSOCIATE IN APPLIED SCIENCE (84 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 on-site 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 he or she interned.

New student enrollments are only accepted for the fall semester.

PROGRAM ENTRY REQUIREMENTS:

1. Obtain an approved industry sponsor.
2. Meet institutional enrollment requirements.
3. Demonstrate Reading proficiency (as indicated on pages 12-13) or successfully complete all required developmental coursework.

For current program information, please contact a General Motors ASEP program advisor at 918-293-5388 or visit osuit.edu/gm.

Education Foundation

PROGRAM REQUIREMENTS: 56 CREDIT HOURS

GENERAL MOTORS (56 CREDIT HOURS)

AUMG	1063	Introduction to GM Fundamentals
AUMG	1123	GM Automotive Engines
AUMG	1143	GM Automotive Brake Systems
AUMG	1163	GM Automotive Electrical & Electronic Systems I
AUMG	1214	GM Internship I *
AUMG	1273	GM Manual Drivetrains
AUMG	1293	GM Suspension & Steering
AUMG	1303	GM Automotive Electrical & Electronic Systems II
AUMG	1314	GM Internship II *
AUMG	2214	GM Internship III *
AUMG	2523	GM Automatic Transmissions & Transaxles
AUMG	2533	GM Automotive Heating & Air Conditioning
AUMG	2544	GM Internship IV *
AUMG	2583	GM Automotive Engine Performance
AUMG	2653	GM Automotive Diesel Systems
AUMG	2683	GM ASEP Capstone
AUMG	2904	GM Internship V

*** Students who have earned prior learning credit in automotive service may enroll in the following recommended alternate internship courses. Contact advisor to discuss enrollment options.**

AUMG 1214 GM Internship I may be replaced by:
AUPL 1101 Beginning Automotive Internship I #
and
AUMG 1193 Advanced GM Internship I ##

AUMG 1314 GM Internship II may be replaced by:
AUPL 1201 Beginning Automotive Internship II #
and
AUMG 1393 Advanced GM Internship II ##

AUMG 2214 GM Internship III may be replaced by:
AUPL 1301 Beginning Automotive Internship III #
and
AUMG 2893 Advanced GM Internship III ##

AUMG 2254 GM Internship IV may be replaced by:
AUPL 1403 Beginning Automotive Internship IV #
and
AUMG 2591 Advanced GM Internship IV ##

AUMG 2904 GM Internship V may be replaced by:
AUPL 1503 Beginning Automotive Internship V #
and
AUMG 2991 Advanced GM Internship V ##

\# 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
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: 4 CREDIT HOURS

COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications

GENERAL TECHNOLOGIES (1 CREDIT HOUR)

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 on-site at the sponsoring distributor's location.

This intensive method of study and practice prepares a high performance technician that the participating Komatsu distributors demand. After six (6) semesters of on-campus classes and on-site internships, graduates typically stay with the sponsoring 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. They diagnose problems, disassemble and examine for defects and excessive wear, recondition or replace parts. Technicians 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.

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 proficiency (as indicated on page 13) or successfully complete all required developmental coursework.

For more detailed information regarding OSUIT's Komatsu ACT program, please contact a program advisor at 918-293-4710 or visit osuit.edu/komatsu.

KOMATSU

PROGRAM REQUIREMENTS: 59 CREDIT HOURS

KOMATSU (59 CREDIT HOURS)

DHEK	1104	Komatsu General Basics
DHEK	1124	Komatsu Parts & Service Publications
DHEK	1143	Komatsu Internship I
DHEK	1216	Komatsu Engines & Fuel Systems
DHEK	1243	Komatsu Internship II
DHEK	1324	Komatsu Basic Hydraulics
DHEK	1333	Komatsu Basic Electrical Systems
DHEK	1343	Komatsu Internship III *or*
DHE	2033	Diesel Skills I *
DHEK	1352	Vehicle Air Conditioning Systems
DHEK	2416	Komatsu Wheel Loaders - Advanced Hydraulics & Power Train
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	2603	Komatsu Advanced Diesel Emissions
DHEK	2626	Komatsu 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: 4 CREDIT HOURS

COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications

GENERAL TECHNOLOGIES (1 CREDIT HOURS)

GTGE	1111	College Cornerstone

AED FOUNDATION
Constructing Paths to Opportunity

PRO-TECH

ASSOCIATE IN APPLIED SCIENCE (89 CREDIT HOURS)

The Pro-Tech Automotive Service Technologies Program is a cooperative two (2) year college level student technician-training program, which leads to an Associate in Applied Science degree.

The School of Transportation & Heavy Equipment 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 an intern at a sponsoring independent service center.

New student enrollments are only accepted for the fall semester.

PROGRAM ENTRY REQUIREMENTS:

1. Obtain an approved industry sponsor.
2. Meet institutional enrollment requirements.
3. Demonstrate Reading proficiency (as indicated on pages 12-13) or successfully complete all required developmental coursework.

For current program information, please contact a Pro-Tech program advisor at 918-293-5388 or visit osuit.edu/pro-tech.

Education Foundation

PROGRAM REQUIREMENTS: 62 CREDIT HOURS

AUTOMOTIVE TECHNOLOGY (62 CREDIT HOURS)

AUMP	1002	Career & College Cornerstone
AUMP	1053	Automotive Engines
AUMP	1055	Internship I *
AUMP	1072	Electrical/Electronics Training I
AUMP	1082	Electrical/Electronics Training II
AUMP	1202	Electrical Diagnosis
AUMP	1233	Automotive Brake Systems
AUMP	1283	Automotive Steering & Suspension
AUMP	1285	Internship II *
AUMP	1373	Automotive Manual Drivetrain
AUMP	1393	Automotive Automatic Transmissions & Transaxles
AUMP	1395	Internship III *
AUMP	2162	Advanced Automotive Drivelines
AUMP	2473	Automotive Engine Performance
AUMP	2475	Internship IV *
AUMP	2593	Automotive Heating, Ventilation & Air Conditioning
AUMP	2595	Internship V *
AUMP	2694	Automotive Capstone
AUMP	2782	Advanced Automotive Diagnostics

*** Students who have earned prior learning credit in automotive service may enroll in the following recommended alternate internship courses. Contact advisor to discuss enrollment options.**

AUMP 1055 Internship I may be replaced by:
AUPL 1102 Beginning Automotive Internship I #
and
AUMP 1093 Advanced Pro-Tech Internship I ##

AUMP 1285 Internship II may be replaced by:
AUPL 1202 Beginning Automotive Internship II #
and
AUMP 1293 Advanced Pro-Tech Internship II ##

AUMP 1395 Internship III may be replaced by:
AUPL 1304 Beginning Automotive Internship III #
and
AUMP 1491 Advanced Pro-Tech Internship III ##

AUMP 2475 Internship IV may be replaced by:
AUPL 1402 Beginning Automotive Internship IV #
and
AUMP 2393 Advanced Pro-Tech Internship IV ##

AUMP 2595 Internship V may be replaced by:
AUPL 1504 Beginning Automotive Internship V #
and
AUMP 2491 Advanced Pro-Tech Internship V ##

\# 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

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

pro-TECH

School of Transportation & Heavy Equipment

TOYOTA T-TEN

ASSOCIATE IN APPLIED SCIENCE (89 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 on-site 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. Obtain an approved industry sponsor.
2. Meet institutional enrollment requirements.
3. Demonstrate Reading proficiency (as indicated on pages 12-13) or successfully complete all required developmental coursework.

For more detailed information regarding OSUIT's Toyota T-TEN program, please contact a program advisor at 918-293-5388 or visit osuit.edu/toyota.

Toyota • Scion • Lexus
TECHNICIAN DEVELOPMENT

PROGRAM REQUIREMENTS: 64 CREDIT HOURS

TOYOTA T-TEN (64 CREDIT HOURS)

TTEN	1345	Toyota Steering & Suspension
TTEN	1405	Toyota Electrical Systems I
TTEN	1724	Introduction to Automotive Technology
TTEN	1805	Toyota Electrical Systems II
TTEN	1822	Toyota Internship I
TTEN	1825	Toyota Brake Systems
TTEN	1842	Toyota Internship II
TTEN	1915	Toyota Engine Repair
TTEN	2122	Toyota Internship III
TTEN	2232	Toyota Internship IV
TTEN	2235	Toyota Manual Drivetrains
TTEN	2245	Toyota Automatic Transmissions
TTEN	2252	Toyota Internship V
TTEN	2425	Toyota Engine Performance I
TTEN	2475	Capstone - Toyota Engine Performance II
TTEN	2925	Toyota Climate Control Systems

*** Students who have earned prior learning credit in automotive service may enroll in the following recommended alternate internship courses. Contact advisor to discuss enrollment options.**

TTEN 1822 Toyota Internship I may be replaced by:
AUPL 1101 Beginning Automotive Internship I #
and
TTEN 1891 Advanced Toyota Internship I ##

TTEN 1842 Toyota Internship II may be replaced by:
AUPL 1201 Beginning Automotive Internship II #
and
TTEN 1991 Advanced Toyota Internship II ##

TTEN 2122 Toyota Internship III may be replaced by:
AUPL 1301 Beginning Automotive Internship III #
and
TTEN 2191 Advanced Toyota Internship III ##

TTEN 2232 Toyota Internship IV may be replaced by:
AUPL 1401 Beginning Automotive Internship IV #
and
TTEN 2291 Advanced Toyota Internship IV ##

TTEN 2252 Toyota Internship V may be replaced by:
AUPL 1501 Beginning Automotive Internship V #
and
TTEN 2391 Advanced Toyota Internship V ##

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

Course available on the OSUIT campus.

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	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 *or*
SPCH	1113	Introduction to Speech Communications

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

BUSINESS ADMINISTRATION OR HUMANITIES (3 CREDIT HOURS)

BADM	2063	Business Law I *or*
PHIL	1213	Ethics

COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications

GENERAL TECHNOLOGIES (1 CREDIT HOUR)

GTGE	1111	College Cornerstone

Education Foundation

TRUCK TECHNICIAN

ASSOCIATE IN APPLIED SCIENCE
(73 CREDIT HOURS)

The Truck Technician Program is supported by dealers, fleets and repair centers in Oklahoma and the surrounding states.

An important feature of the program is that each semester students will attend seven and one-half (7 ½) weeks of classes on campus, then spend the remainder of the semester on-site at their sponsoring company's location on an 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 technicians also require interpersonal skills to communicate with customers, peers and management.

PROGRAM ENTRY REQUIREMENTS:

1. Complete the OSUIT admission process (i.e., application for admission, housing, etc.).
2. Demonstrate appropriate academic proficiency (as indicated on page 13) or successfully complete all required developmental coursework.

For more detailed information regarding OSUIT's Truck Technician program, please contact a program advisor at 918-293-4710 or visit osuit.edu/truck-technician.

PROGRAM REQUIREMENTS: 42 CREDIT HOURS

TRUCK TECHNICIAN
(42 CREDIT HOURS)

DHEU	1143	Maintenance & Inspections
DHEU	1153	Maintenance Fundamentals
DHEU	1213	Introduction to Fluid Power
DHEU	1253	Electrical Circuits, Charging & Starting Systems Diagnostics & Repair
DHEU	1313	Power Train Systems
DHEU	1343	Brake Systems
DHEU	2452	Air Conditioning Systems
DHEU	2523	Diesel Engine & Fuel Systems
DHEU	2524	Capstone - Electronic Systems Interface
DHEU	2533	Diesel Engine Overhaul Techniques
DHEU	2612	Truck Technician Internship (12 credit hours) *or*
DHE	2033	Diesel Skills I * *and*
DHE	2043	Diesel Skills II * *and*
DHE	2053	Diesel Skills III * *and*
DHEU	2433	Internship IV

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

INTERDEPARTMENTAL REQUIREMENTS: 4 CREDIT HOURS

COMPUTER LITERACY
(3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications

GENERAL TECHNOLOGIES
(1 CREDIT HOUR)

GTGE	1111	College Cornerstone

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)

MGMT	2413	Supervisory 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

WESTERN EQUIPMENT DEALERS ASSOCIATION (WEDA) TECHNICIAN

ASSOCIATE IN APPLIED SCIENCE
(85 CREDIT HOURS)

Founded in 1889, the Western Equipment Dealers Association (WEDA) 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 WEDA'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. WEDA is addressing this problem with the new industrial and farm equipment technician program at OSU Institute of Technology. The technicians produced by this program maintain, service, diagnose and repair machines and equipment used in all forms of agricultural and industrial activities.

An 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 on-site at a 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) on-site internships, graduates typically stay with the sponsoring WEDA distributor as a full-time employee.

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 proficiency (as indicated on page 13) or successfully complete all required developmental coursework.

For current program information, please contact a WEDA Technician program advisor at 918-293-4710 or visit osuit.edu/weda.

PROGRAM REQUIREMENTS: 54 CREDIT HOURS

WEDA TECHNICIAN TRAINING
(54 CREDIT HOURS)

DHER	1113	WEDA Internship I
DHER	1123	Fundamentals of Maintenance
DHER	1133	Pre-Delivery & Preventive Maintenance
DHER	1143	Principles of GPS Applications
DHER	1213	WEDA Internship II
DHER	1223	Wiring Circuits, Charging & Starting Systems
DHER	1233	Hydraulic Principles
DHER	1313	WEDA Internship III *or*
DHE	2033	Diesel Skills I *
DHER	1323	Electronic Systems
DHER	1333	Hydraulic Systems
DHER	2413	WEDA Internship IV *or*
DHE	2043	Diesel Skills II *
DHER	2416	Engines & Fuel Systems
DHER	2512	Mobile Air Conditioning
DHER	2513	WEDA Internship V *or*
DHE	2053	Diesel Skills III *
DHER	2514	Power Train
DHER	2603	Yield Monitoring, Variable Rate & Auto Steer Diagnostics
DHER	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

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 HOURS)

GTGE	1111	College Cornerstone

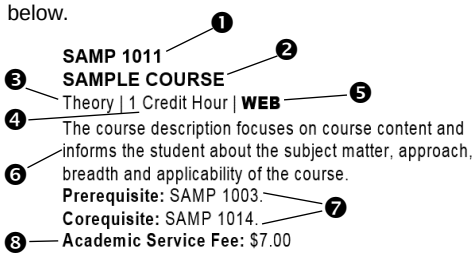
Course Descriptions

ARRANGEMENT

The course descriptions are grouped in alphabetical order by prefix – for example, Accounting (ACCT) – and in numerical order within the prefix.

SAMPLE

A sample course description and key is provided below.



❶ Course Number (see below)
❷ Course Title
❸ Course Type
❹ Number of Credit Hours
❺ WEB = Available Fully Online
❻ Course Description
❼ Course Prerequisite and Corequisite Requirements (see below)
❽ Academic Service Fee (see below)

COURSE NUMBER

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 (1st) 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 (4th) digit to the right (in most cases) designates the number of credit hours awarded for the course. A course number ending in 0 designates a course with a variable credit of 1-9 credit hours.

PREREQUISITES & 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.

ACADEMIC SERVICE FEE

Academic service fees cover a portion of the actual costs of the academic services provided by the institution. These fees are charged for specific courses and may be used for special instruction, testing and provision of laboratory supplies and materials. Academic service fees vary by course and are approved by OSRHE.

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 program advisor in the development of their schedule.

CODE LETTERS

The letters next to the General Education course names are code letters that designate the general education category for which the course may be used:

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

COURSE PREFIX KEY

ACCT	Accounting
ACR	Air Conditioning & Refrigeration
ATLE	Applied Technical Leadership
ASL	American Sign Language
AUMC	Chrysler MOPAR® CAP
AUMF	Ford ASSET
AUMG	GM ASEP
AUMP	PRO-TECH
AUPL	Automotive Prior Learning
BADM	Business Administration
BIOL	Biology
BLD	Building Construction
CET	Civil Engineering Technology
CHEM	Chemistry
CNS	Construction Technology
CS	Computer Science
CUA	Culinary Arts
DHE	Diesel & Heavy Equipment
DHEC	CAT® Dealer Prep
DHEK	Komatsu ACT
DHER	Western Equipment Dealers Association (WEDA) Technician
DHEU	Truck Technician
ECNT	Electrical Construction Technology
ECON	Economics
ENGL	English
ETD	Engineering Technologies
ETDE	Electrical & Electronics Technologies
ETDG	Engineering Graphics & Design/ Drafting
GEN	General Studies
GEOG	Geography
GEOL	Geology
GRD	Graphic Design
GTAC	General Technology - Air Conditioning
GTAU	General Technology - Automotive
GTCT	General Technology - Construction
GTET	General Technology - Engineering
GTGE	General Technology
HHP	Health & Human Performance
HIST	History
HUM	Humanities
HVLP	High Voltage Lineman Program
ITD	Information Technologies

Note: Courses marked with WEB ***are available online.***

MATH Mathematics
MGMT Management
MMT Multimedia Technology
NSCI Nutritional Sciences
NURS Nursing
OPT Orthotic & Prosthetic Technologies
ORIE Orientation
PHIL Philosophy
PHYS Physical Science
POLS Political Science
PSYC Psychology
READ Reading
SEGC Natural Gas Compression Technologies
SEIM Industrial Maintenance Technologies
SEPL Pipeline Integrity Technology
SEPP Power Plant Technology
SOC Sociology
SPAN Spanish
SPCH Speech
STAT Statistics
SURV Surveying
TTEN Toyota T-TEN
VIS Visual Communications

ACCOUNTING (ACCT)

ACCT 2090
SPECIAL PROJECTS
Theory/Lab | 1-9 Credit Hours
Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of accounting with credit hours assigned based on level and amount of effort involved.
Prerequisite: School Dean's approval.
Academic Service Fee: $7.00 per credit hour, as determined by course credit

ACCT 2103
FINANCIAL ACCOUNTING
Theory | 3 Credit Hours | WEB
The theory and practice of measuring and recording financial data for an economic unit; journalizing transactions; adjusting entries for revenue and expense items, inventories, depreciation, internal control with an emphasis on cash, current and long-term liabilities and accounting for corporation stock transactions. Emphasis is on the preparation and use of the income statement, balance sheet and statement of cash flows.
Academic Service Fee: $21.00

ACCT 2203
MANAGERIAL ACCOUNTING
Theory | 3 Credit Hours | WEB
A study of the theory and practice of managerial accounting including analysis of cost behavior with an emphasis on the accumulation of product costs and budgeting for planning and performance evaluation. Other topics covered include job order costing, process costing, cost-volume analysis, capital budgeting, standard costs and departmentalization.
Prerequisite: ACCT 2103.
Academic Service Fee: $21.00

AIR CONDITIONING & REFRIGERATION (ACR)

ACR 1111
EPA CERTIFICATION INFORMATION
Theory | 1 Credit Hour
Instruction concerning EPA rules and regulations is given to provide the student an opportunity to take and pass the EPA Certification test. Current rules and regulations concerning ozone depletion, CAA, and Montreal Protocol are taught.
Academic Service Fee: $33.00

ACR 1121
INTRODUCTION TO AIR CONDITIONING & REFRIGERATION TECHNOLOGY
Theory | 1 Credit Hour
An orientation into the world of Air Conditioning and Refrigeration technology, including career opportunity exploration, licensing requirements, safety, tools and your college strategies.
Academic Service Fee: $33.00

ACR 1126
ACR SYSTEM APPLICATIONS
Theory/Lab | 6 Credit Hours
This course covers the use of hand tools and industry specific tools, as well as copper tube flaring, swaging, cutting and brazing. It includes the theory of the compression refrigeration cycle to include components which make up a refrigeration system, and the operation and analysis of basic refrigeration systems including evacuation, charging, recovery, control adjustments and efficiency checks. Also emphasizes career opportunities in the air conditioning and refrigeration fields and continues the student's work on the Career Passport.
Academic Service Fee: $198.00

ACR 1203
ELECTRICAL CONTROLS
Theory/Lab | 3 Credit Hours
A study of basic electrical properties and their behavior in series, parallel, and combination circuits. Theories of operation of electrical components common to air conditioning and refrigeration systems such as switches, relays, contactors, starter boxes, transformers, time delay relays, defrost timers, motors of various types, capacitors and motor starting relays are also examined.
Academic Service Fee: $99.00

ACR 1206
ELECTRICAL CONTROL APPLICATIONS
Theory/Lab | 6 Credit Hours
Electrical components and circuits and how they relate to air conditioning and refrigeration systems form the basis of instruction. Emphasis is on actual wiring and troubleshooting of basic circuits, with techniques for troubleshooting 'live' circuits with volt meters and amp meters practiced. Students also gain experience designing and wiring circuits using common electrical components studied in ACR 1203.
Corequisite: ACR 1203.
Academic Service Fee: $198.00

ACR 1336
RESIDENTIAL AIR CONDITIONING & HEATING SYSTEMS
Theory/Lab | 6 Credit Hours
Individual projects examining residential air conditioning and heating systems with respect to: installation, operation, and servicing of split system equipment, package equipment, unitary equipment, gas heating electric heating, hydronic heating, and oil heating are discussed and/or reviewed in the lab. Topics including R-22 and R-410A Systems are discussed and analyzed. A strong emphasis is put on wiring diagrams, control circuits and troubleshooting.
Prerequisites: ACR 1126, ACR 1203 and ACR 1206.
Academic Service Fee: $198.00

ACR 1343
ELECTRONIC CONTROL APPLICATIONS
Theory/Lab | 3 Credit Hours
Solid state electronic controls, bridge-circuits and direct digital controls as applied to air conditioning and refrigeration. Emphasis is devoted to wiring and testing system components and control circuits.
Prerequisites: ACR 1203 and ACR 1206.
Academic Service Fee: $99.00

ACR 1344
UNITARY REFRIGERATION
Theory/Lab | 4 Credit Hours
Operation, diagnosis and service of unitary systems. Emphasis is devoted to ice makers, slush machines, ice cream units and their related controls.
Prerequisites: ACR 1126, ACR 1203 and ACR 1206.
Academic Service Fee: $132.00

ACR 2090
SPECIAL PROJECTS
Theory/Lab | 1-9 Credit Hours
Individual study may be arranged under the supervision of an instructor, with credit hours to be designated. Projects may be undertaken in any area of air conditioning.
Prerequisite: School Dean's approval.
Academic Service Fee: $33.00 per credit hour, as determined by course credit

ACR 2406
COMMERCIAL REFRIGERATION APPLICATIONS
Theory/Lab | 6 Credit Hours
Applies to the selection, calibration, servicing, installation, application and operation of commercial refrigeration systems and display cases. Also included: adjustment of temperature, pressure, defrost controls, load calculations, pipe sizing and bidding procedures. Diagnosis and troubleshooting electrical and pressure operated devices are included.
Prerequisites: ACR 1126, ACR 1343 and ACR 1344.
Academic Service Fee: $198.00

ACR 2443
SYSTEMS CONTROLS
Theory/Lab | 3 Credit Hours
Topics include the operation, calibration, and servicing of equipment with direct digital control systems. Systems with both dedicated and programmable controls are covered. Special emphasis is placed on checking inputs and outputs to individual control systems.
Prerequisite: ACR 1343.
Academic Service Fee: $99.00

ACR 2513
AIR SYSTEMS DESIGN
Theory/Lab | 3 Credit Hours
Heat load calculations using ASHRAE data from Manual J for residential homes and duct layout and design using Manual D form the basis of instruction on air systems design. Heat loads are calculated by use of forms and the computer.
Academic Service Fee: $99.00

ACR 2603
COMMERCIAL AIR CONDITIONING
Theory/Lab | 3 Credit Hours
Covers the operation, service and maintenance of commercial reciprocating, centrifugal and absorption Can chilled water systems. Also taught are commercial controls, starting systems and energy management.
Prerequisites: ACR 1343 and ACR 2806.
Academic Service Fee: $99.00

ACR 2623
MECHANICAL CODES
Theory | 3 Credit Hours
This course is a concentrated study of the HVAC Mechanical Codes, including the International Mechanical Codes and International Fuel Gas Codes. Students will also gain an understanding of mathematical operations associated with pipefitting, industry-related OSHA 1926 safety standards, and all aspects of the Oklahoma Mechanical Journeyman testing and licensing procedure.
Prerequisite: ACR 1336.
Academic Service Fee: $99.00

ACR 2653
AIR CONDITIONING & REFRIGERATION TECHNOLOGY CAPSTONE
Theory/Lab | 3 Credit Hours
Involves individual and team capstone projects involving the application, operation, service, and repair of air-to-air heat pumps and dual fuel heat pumps. Course content also includes exit assessments and other graduation requirements.
Prerequisite: ACR 2603.
Corequisite: ACR 2623.
Academic Service Fee: $99.00

ACR 2806
ACR INTERNSHIP I
Internship | 6 Credit Hours
A supervised cooperative industry experience, which allows students the opportunity to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines.
Prerequisites: Student must be in good academic standing with a minimum of a 2.0 GPA and have completed ACR 1126, ACR 1203, ACR 1206 and ACR 1336.
Academic Service Fee: $198.00

ACR 2906
ACR INTERNSHIP II
Internship | 6 Credit Hours
A supervised cooperative industry experience, which allows students the opportunity to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines.
Prerequisites: Student must be in good academic standing with a minimum of a 2.0 GPA and have completed ACR 1336 and ACR 2806.
Academic Service Fee: $198.00

ACR 2912
ACR INTERNSHIP
Internship | 12 Credit Hours
A supervised cooperative industry experience, which allows students the opportunity to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines.
Prerequisites: Student must be in good academic standing with a minimum of a 2.0 GPA and have completed ACR 1126, ACR 1203, ACR 1206 and ACR 1336.
Academic Service Fee: $396.00

AMERICAN SIGN LANGUAGE (ASL)

ASL 1363
AMERICAN SIGN LANGUAGE I
Theory | 3 Credit Hours
An introduction to ASL (American Sign Language) which emphasizes basic signs, alphabet, numbers, and culture of the d/Deaf (deaf and hard of hearing) as well as facial and body expressions.
Academic Service Fee: $21.00

ASL 1373
AMERICAN SIGN LANGUAGE II
Theory | 3 Credit Hours
A continuation of ASL (American Sign Language) which continues to emphasize basic signs, alphabet, numbers, and culture of the d/Deaf (deaf and hard of hearing) as well as facial and body expressions.
Prerequisite: ASL 1363 or instructor's approval.
Academic Service Fee: $21.00

APPLIED TECHNICAL LEADERSHIP (ATLE)

ATLE 1113
FOUNDATIONS IN TECHNICAL LEADERSHIP
Theory | 3 Credit Hours | WEB
Establishes key concepts for leadership development in a technology enterprise. Explores internal and external factors involved in becoming a successful leader, including globalization and diversity topics.
Academic Service Fee: $21.00

ATLE 1213
FUNDING THE TECHNICAL ENTERPRISE
Theory | 3 Credit Hours | WEB
Introduces the principles and best practices of financial resource management. Surveys concepts and tools of accounting, budgeting and marketing.
Academic Service Fee: $21.00

ATLE 3101
ORIENTATION TO PROJECT DESIGN
Theory | 1 Credit Hour | WEB
Develops foundational project planning skills. Prepares students to produce quality deliverables in project-based applied topics courses.
Academic Service Fee: $7.00

ATLE 3213
MANAGING RESOURCES IN THE TECHNICAL ENTERPRISE
Theory | 3 Credit Hours | WEB
Advances students' knowledge of resource management, emphasizing capital and human resource theories, issues, and practices. Equips the developing leader to manage the valuable resources of the technical enterprise.
Prerequisite: ATLE 1213.
Academic Service Fee: $21.00

ATLE 3233
APPLIED TOPICS IN TECHNICAL RESOURCE MANAGEMENT
Theory/Lab | 3 Credit Hours | WEB
Guides students to design, develop, and implement projects that relate theoretical knowledge to authentic resource management problems. Projects will demonstrate resource management best practices in a technology enterprise setting.
Prerequisite: ATLE 3101.
Corequisite: ATLE 3213.
Academic Service Fee: $21.00

ATLE 3413
MANAGING OPERATIONS IN THE TECHNICAL ENTERPRISE
Theory | 3 Credit Hours | WEB
Advances students' knowledge of technical enterprise operations management, emphasizing quality and supply chain management theories, issues and practices. Equips the developing leader to manage the critical operations of the enterprise.
Academic Service Fee: $21.00

ATLE 3433
APPLIED TOPICS IN TECHNICAL OPERATIONS MANAGEMENT
Theory/Lab | 3 Credit Hours | WEB
Engages students in the design, development, and implementation of projects that relate theoretical knowledge to real-world operations problems. Projects will demonstrate operations management best practices in a technology enterprise setting.
Prerequisite: ATLE 3101.
Corequisite: ATLE 3413.
Academic Service Fee: $21.00

ATLE 3613
LEADING THE TECHNICAL ENTERPRISE
Theory | 3 Credit Hours | WEB
Advances students' knowledge of technical enterprise leadership theories, emphasizing core leadership skills. Equips the developing leader to purposefully build a sustainable high-performing organizational culture.
Prerequisite: ATLE 1113.
Academic Service Fee: $21.00

ATLE 3633
APPLIED TOPICS IN TECHNICAL LEADERSHIP
Theory/Lab | 3 Credit Hours | WEB
Engages students in the design, development, and implementation of projects that relate theoretical knowledge to authentic real-world leadership challenges. Projects will demonstrate leadership best practices in a technology enterprise setting.
Prerequisite: ATLE 3101.

Corequisite: ATLE 3613.
Academic Service Fee: $21.00

ATLE 4113
LEGAL ASPECTS OF TECHNICAL LEADERSHIP
Theory | 3 Credit Hours | WEB
Advances students' knowledge of ethical and legal responsibilities to various enterprise stakeholders, including associates, customers, and community. Equips the developing leader to make strategic decisions that sustain a healthy environment.
Academic Service Fee: $21.00

ATLE 4133
APPLIED LEGAL TOPICS IN TECHNICAL LEADERSHIP
Theory/Lab | 3 Credit Hours | WEB
Engages students via a case that relates theoretical knowledge to an ethically challenging scenario. Students will evaluate various options in terms of ethics, legality, and leadership best practices in a technology enterprise setting.
Prerequisite: ATLE 3101.
Corequisite: ATLE 4113.
Academic Service Fee: $21.00

ATLE 4313
EXPANDING THE TECHNICAL ENTERPRISE
Theory | 3 Credit Hours | WEB
Develops students' visioning capacity and knowledge of growth initiative theories, emphasizing business models and plans. Empowers the developing leader to adopt the entrepreneurial mindset needed to expand and sustain the enterprise.
Academic Service Fee: $21.00

ATLE 4333
APPLIED TOPICS IN TECHNICAL ENTERPRISE EXPANSION
Theory/Lab | 3 Credit Hours | WEB
Students design and develop a business plan that relates theoretical knowledge to authentic real-world growth scenarios. Plans will demonstrate growth initiative best practices in a technology enterprise setting.
Prerequisite: ATLE 3101.
Corequisite: ATLE 4313.
Academic Service Fee: $21.00

ATLE 4513
PROCESS OPTIMIZATION IN THE TECHNICAL ENTERPRISE
Theory | 3 Credit Hours | WEB
Investigates quality management theories as they relate to supply chain processes and planning.
Academic Service Fee: $21.00

ATLE 4533
APPLIED TOPICS IN TECHNICAL PROCESS OPTIMIZATION
Theory/Lab | 3 Credit Hours | WEB
Projects will analyze process optimization best practices from award-winning enterprises and apply lessons learned to each student's chosen field.
Prerequisite: ATLE 3101.
Corequisite: ATLE 4513.
Academic Service Fee: $21.00

ATLE 4613
PROJECT PLANNING & IMPLEMENTATION IN THE TECHNICAL ENTERPRISE
Theory | 3 Credit Hours | WEB
Investigates project management theories as they relate to optimizing project life cycles and resource allocation.
Academic Service Fee: $21.00

ATLE 4633
APPLIED TOPICS IN TECHNICAL PROJECT PLANNING & IMPLEMENTATION
Theory/Lab | 3 Credit Hours | WEB
Projects will demonstrate project optimization best practices. Students will complete a project management assignment using a tool that fits the needs of their chosen technical industry.
Prerequisite: ATLE 3101.
Corequisite: ATLE 4613.
Academic Service Fee: $21.00

ATLE 4903
APPLIED TECHNICAL LEADERSHIP CAPSTONE
Theory/Lab | 3 Credit Hours | WEB
Culmination of studies in the Applied Technical Leadership program. Students analyze real-world problems, propose solutions, and develop authentic change initiative deliverables for their chosen technology field, synthesizing leadership theories and management best practices.
Prerequisite: Course must be taken in final semester.
Academic Service Fee: $21.00

CHRYSLER MOPAR® CAP (AUMC)

AUMC 1003
FUNDAMENTALS OF ELECTRICAL
Theory/Lab | 3 Credit Hours
Designed to develop fundamental electrical knowledge and skills for the MOPAR® CAP student and to prepare the student for successful completion of the FCA Fundamentals of Electrical Skills Gateway Assessment. Areas of instruction include: Ohm's Law, electrical measurements, reading and understanding wiring diagrams, meter usage and circuit analysis for diagnostics.
Academic Service Fee: $90.00

AUMC 1103
AUTOMOTIVE SERVICE FUNDAMENTALS
Theory/Lab | 3 Credit Hours
Automotive Service Fundamentals prepares the MOPAR® CAP student to understand and develop skills necessary to diagnose and repair Chrysler built vehicles. Areas of instruction include: Safety, Hand and Power Tools, Special Equipment, Fastening Devices, Service Information, Semi and Precision Measuring, Scan Tools, New Vehicle Preparation, Basic Electrical Measurements, Diagnosis of Electrical Circuits, Light Vehicle Maintenance and Application of the Chrysler Six-Step Diagnostic Process.
Academic Service Fee: $90.00

AUMC 1163
STEERING & SUSPENSION SYSTEMS
Theory/Lab | 3 Credit Hours
Steering & Suspension Systems provides the MOPAR® CAP student with a theoretical understanding of basic steering and suspension geometry and principles and instills practical skills needed to identify, diagnose, adjust, align, remove, and repair components of the steering and suspension systems. This course provides specific diagnostic methods used to troubleshoot steering and suspension systems, including wheel and tire wear concerns, as well as root causes of vehicle noise, vibration, and harshness (NVH) concerns. Emphasis is placed on service procedures, using service information, special tools and equipment for diagnosis and repair.
Academic Service Fee: $90.00

AUMC 1203
BRAKE SYSTEMS
Theory/Lab | 3 Credit Hours
Brake Systems provides the MOPAR® CAP student with the theory of basic brake operation and hydraulic principles. Students will gain knowledge on the proper use of service information, special tools, and brake service equipment. Practical applications include diagnosis, adjustment, removal, and repair of brake components. Emphasis is placed on how to use a systematic approach to diagnose and repair the root cause of vehicle base brake hardware, brake hydraulics, electronic anti-lock brake systems, traction control systems, and vehicle stabilization control systems.
Academic Service Fee: $90.00

AUMC 1213
MOPAR INTERNSHIP I
Internship | 3 Credit Hours
A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $90.00

AUMC 1243
AUTOMOTIVE ELECTRONIC SYSTEMS I
Theory/Lab | 3 Credit Hours
Automotive Electronic Systems I provides the MOPAR® CAP student with the theory and application of advanced auto electricity, which covers the theory, testing, diagnosis and repair of body electrical systems. Emphasis for this course is placed on current controller area network (CAN) bus vehicles. Service information and special tools are emphasized to help in electronic systems diagnosis and repairs. Circuit architecture, power supply methods, communications, bus architecture, power distribution, passive restraints and electronic sub-systems will be covered in this course.
Academic Service Fee: $90.00

AUMC 1263
AUTOMOTIVE ELECTRONIC SYSTEMS II
Theory/Lab | 3 Credit Hours
Automotive Electronic Systems II provides the MOPAR® CAP student with the theory and application of advanced auto electricity, which covers the identification, function, operation, and repair of power accessories, including the service of power sliding doors, lift gates, power windows, locking assemblies, cruise control, interior/exterior lighting, audio systems and related power accessories. Topics that emphasize hybrid vehicle high voltage safety, starting/charging systems, and batteries are discussed within this course. Activities focus on system diagnosis and failure analysis, including the proper use of service information, electrical meters, scopes, precision measurement devices and other specialized equipment. Safety is stressed.
Academic Service Fee: $90.00

AUMC 1291-1292 (1-2 CREDIT HOURS)
ADVANCED CHRYSLER INTERNSHIP I
Internship | 1-2 Credit Hours
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Chrysler MOPAR® CAP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in

accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

AUMC 1303
ADVANCED AUTOMOTIVE DRIVELINES I
Theory/Lab | 3 Credit Hours
This course prepares MOPAR® CAP students by giving them the skills needed to diagnose, adjust, remove and repair components of advanced or updated driveline components found on automobiles. Components include automatic transmissions/ transaxles, manual transmissions/transaxles, differentials, all-wheel drive (AWD) and four (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.
Academic Service Fee: $90.00

AUMC 1313
MOPAR INTERNSHIP II
Internship | 3 Credit Hours
A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $90.00

AUMC 1323
ADVANCED AUTOMOTIVE DRIVELINES II
Theory/Lab | 3 Credit Hours
This course prepares MOPAR® CAP students by giving them the skills needed to diagnose, adjust, remove and repair components of advanced or updated driveline components found on FCA automobiles. Components include automatic transmissions/ transaxles, manual transmissions/transaxles, differentials, all-wheel drive (AWD) and four (4) wheel drive components. This course includes interactive diagnosis, disassembly, component inspection, failure analysis, sub-assembly testing and unit reassembly. Strong emphasis is placed on scan tool and data recording usage to diagnose the operation and faults on computer controlled units. Shop safety is stressed.
Academic Service Fee: $90.00

AUMC 1391-1392 (1-2 CREDIT HOURS)
ADVANCED CHRYSLER INTERNSHIP II
Internship | 1-2 Credit Hours
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Chrysler MOPAR® CAP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

AUMC 2090
SPECIAL PROJECTS
Theory/Lab | 1-9 Credit Hours
Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of automotive service with credit hours assigned based on level and amount of effort involved.
Prerequisite: School Dean's approval.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

AUMC 2413
HEATING & AIR CONDITIONING SYSTEMS
Theory/Lab | 3 Credit Hours
Heating & Air Conditioning Systems provides the MOPAR® CAP student with the theory and application of heating and air conditioning systems found on FCA automobiles and light trucks. Principles of refrigeration, air flow, heating and various climate control component operations are also covered. The inspection, testing, servicing and diagnosis of climate control system components, as well as automatic temperature control systems are emphasized. Safety is stressed.
Academic Service Fee: $90.00

AUMC 2423
MOPAR INTERNSHIP III
Internship | 3 Credit Hours
A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $90.00

AUMC 2491-2492 (1-2 CREDIT HOURS)
ADVANCED CHRYSLER INTERNSHIP III
Internship | 1-2 Credit Hours
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Chrysler MOPAR® CAP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

AUMC 2503
ENGINE PERFORMANCE THEORY & OPERATION
Theory/Lab | 3 Credit Hours
Engine Performance Theory & Operation provides the MOPAR® CAP student with the theory, demonstration and application of FCA ignition systems, electronic fuel injection and emission control systems. It includes the use of service information and scan tools, as well as the advanced use of lab scopes and specialized testing equipment. Emphasis is placed on diagnosis, failure analysis and service of components including, fuel delivery, fuel injection, emission control devices and sub-systems that control engine, fuel, and exhaust components according to manufacturer specifications. Safety is stressed.
Academic Service Fee: $90.00

AUMC 2513
MOPAR INTERNSHIP IV
Internship | 3 Credit Hours
A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $90.00

AUMC 2543
ENGINE SYSTEMS THEORY & OPERATION
Theory/Lab | 3 Credit Hours
Engines Systems Theory & Operation provides the MOPAR® CAP student with the theory, demonstration and application of engine repair procedures according to the manufacturer specifications, which includes disassembly, cleaning, inspection, measurement, service and reassembly. Emphasis is given to system diagnosis and failure analysis and includes the proper use of hand tools, precision measurement devices and other specialized equipment. Safety is stressed.
Academic Service Fee: $90.00

AUMC 2591-2592 (1-2 CREDIT HOURS)
ADVANCED CHRYSLER INTERNSHIP IV
Internship | 1-2 Credit Hours
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Chrysler MOPAR® CAP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

AUMC 2603
DIESEL ENGINE & FUEL INJECTION SYSTEMS
Theory/Lab | 3 Credit Hours
Diesel Engine & Fuel Injection Systems provides the MOPAR® CAP student with the knowledge and skills necessary to diagnose and service current FCA diesel engine and fuel related performance concerns. The primary focus for this course is diagnosing diesel internal engine and cylinder head failures and diesel fuel delivery systems, including fuel injectors, fuel pumps, pump timing, and computer and related electrical systems. Emphasis is placed on the use of service information, diagnostic flow charts and specific diagnostic procedures to evaluate engine condition and performance. Safety is stressed.
Academic Service Fee: $90.00

AUMC 2613
CHRYSLER MOPAR CAP CAPSTONE
Theory/Lab | 3 Credit Hours
Provides the MOPAR® CAP student with the knowledge and skills necessary to diagnose and service components and sub-systems on current production Chrysler vehicles, and is used to reinforce the ASE vehicle service areas in engines, engine performance, steering, suspension, brakes, electrical, automatic transmissions and manual transmissions, including drive train systems. An emphasis is placed on proper use of service information and special tools

used in the diagnosis and repair procedures.
Academic Service Fee: $90.00

AUMC 2623
MOPAR INTERNSHIP V
Internship | 3 Credit Hours
A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $90.00

AUMC 2691-2692 (1-2 CREDIT HOURS)
ADVANCED CHRYSLER INTERNSHIP V
Internship | 1-2 Credit Hours
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Chrysler MOPAR® CAP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

FORD ASSET (AUMF)

AUMF 1011
CAREER CORNERSTONE: INTRODUCTION TO AUTOMOTIVE SERVICE
Theory | 1 Credit Hour
An overview of the automotive field with detailed specifics focused on Ford Motor Company, and includes historical information, understanding how the dealership functions, efficiency, productivity, time and labor guide usage, VIN codes, service manual usage, introduction to scan tool devices, pre-delivery inspection, precision measurement usage and safety. Its emphasis is on career networking focusing on the variety of related career opportunities within the automotive service industry.
Academic Service Fee: $30.00

AUMF 1034
FORD BASIC ELECTRICAL
Theory/Lab | 4 Credit Hours
The theory and application of electrical principles and concepts. Subjects covered include proper use of digital multimeters, OHM's Law, series circuits, parallel circuits and series parallel circuits. Emphasis is placed on diagnostic procedures through on-bench and practical exercises using automotive applications.
Academic Service Fee: $120.00

AUMF 1104
INTERNSHIP I
Internship | 4 Credit Hours
A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required AUMF core courses.
Academic Service Fee: $120.00

AUMF 1113
FORD ENGINE REPAIR
Theory/Lab | 3 Credit Hours
Theory, demonstration and lab work covering the operation and principles of two (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 super-chargers are also covered as they pertain to Ford vehicles, as well as the diagnosis of common engine noises.
Academic Service Fee: $90.00

AUMF 1191-1193 (1-3 CREDIT HOURS)
ADVANCED FORD INTERNSHIP I
Internship | 1-3 Credit Hours
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Ford ASSET program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

AUMF 1204
INTERNSHIP II
Internship | 4 Credit Hours
A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have completed all previous required AUMF core courses.
Academic Service Fee: $120.00

AUMF 1233
FORD BASE & ELECTRICAL SUSPENSION & STEERING
Theory/Lab | 3 Credit Hours
The theory and application of component and system, function, operation, adjustment, diagnosis and repair of suspension and steering systems used on current Ford cars and light trucks, and includes principles of suspension, geometry, alignment angles, electronic suspension and steering, CV joints, and wheel and axle bearings. Emphasis is on preventive maintenance, system diagnosis and failure analysis and also includes electrical and electronic principles needed for diagnosis and repair of these systems. It involves operation of wheel balancers and alignment machines, as well as other special shop tools, equipment and Ford diagnostic testers. Proper automobile lifting and support procedures and shop safety are stressed.
Academic Service Fee: $90.00

AUMF 1243
FORD ELECTRONIC SYSTEM DIAGNOSIS
Theory/Lab | 3 Credit Hours
The theory and application of semiconductor devices, batteries, starting systems and service manual usage. Subjects covered include diodes, transistors, microprocessors and basic automotive systems. Emphasis is placed on diagnostic procedures through on-bench and practical exercises using automotive applications.
Academic Service Fee: $90.00

AUMF 1291-1293 (1-3 CREDIT HOURS)
ADVANCED FORD INTERNSHIP II
Internship | 1-3 Credit Hours
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Ford ASSET program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

AUMF 1304
INTERNSHIP III
Internship | 4 Credit Hours
A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have completed all previous required AUMF core courses.
Academic Service Fee: $120.00

AUMF 1353
FORD ENGINE PERFORMANCE THEORY & OPERATION
Theory/Lab | 3 Credit Hours
The theory and application of Ford electronic and computer control of engine, body and chassis system. Detailed examinations of various sensing and controlling devices used in Ford electronic systems are included, particularly as they relate to overall engine performance.
Academic Service Fee: $90.00

AUMF 1363
FORD MANUAL TRANS/TRANSAXLE & DRIVELINE REPAIR
Theory/Lab | 3 Credit Hours
A theoretical demonstration and application of Ford manual transmissions/transaxles and other drive train components. Also included are component and system operation, as well as overhaul and service procedures on clutches, manual transmissions/transaxles, differentials and NVH diagnosis and repair. Electronic testing of electrical/electronic shifting controls is included.
Academic Service Fee: $90.00

AUMF 1391-1393 (1-3 CREDIT HOURS)
ADVANCED FORD INTERNSHIP III
Internship | 1-3 Credit Hours
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Ford ASSET program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous

required core courses.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

AUMF 2090
SPECIAL PROJECTS
Theory/Lab | 1-9 Credit Hours
Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of automotive service with credit hours assigned based on level and amount of effort involved.
Prerequisite: School Dean's approval.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

AUMF 2104
INTERNSHIP IV
Internship | 4 Credit Hours
A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have completed all previous required AUMF core courses.
Academic Service Fee: $120.00

AUMF 2191-2193 (1-3 CREDIT HOURS)
ADVANCED FORD INTERNSHIP IV
Internship | 1-3 Credit Hours
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Ford ASSET program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

AUMF 2204
INTERNSHIP V
Internship | 4 Credit Hours
A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have completed all previous required AUMF core courses.
Academic Service Fee: $120.00

AUMF 2291-2293 (1-3 CREDIT HOURS)
ADVANCED FORD INTERNSHIP V
Internship | 1-3 Credit Hours
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Ford ASSET program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

AUMF 2453
FORD ENGINE PERFORMANCE DIAGNOSIS & TESTING
Theory/Lab | 3 Credit Hours
The theory and application of Ford electronic and computer control, and includes the study of multiplexing with further diagnosis and testing using Ford's Integrated Diagnostic System (IDS) in relationship to improved engine performance.
Academic Service Fee: $90.00

AUMF 2473
FORD BRAKE SYSTEMS & ADVANCED BRAKE DIAGNOSIS
Theory/Lab | 3 Credit Hours
A theoretical demonstration and application of Ford brake system operation, diagnosis and service, including principles of hydraulics. Service and repair of Ford ABS including electrical and electronic principles needed for diagnosis and repair of anti-lock brake and traction control systems are also taught. General shop safety is stressed.
Academic Service Fee: $90.00

AUMF 2533
FORD DIESEL ENGINE PERFORMANCE DIAGNOSIS
Theory/Lab | 3 Credit Hours
A theoretical demonstration and application of Ford diesel engine terminology, operating principles and maintenance. Ford direct injection fuel system diagnostics, repair, and maintenance procedures are taught. Students use performance flow charts and specific diagnostic procedures to evaluate engine condition and performance. Use of electronic service publications is emphasized. General shop safety is stressed.
Academic Service Fee: $90.00

AUMF 2573
FORD TRANSFER CASE/4WD DIAGNOSIS & SYSTEM REPAIR
Theory/Lab | 3 Credit Hours
The theory and application of Ford drivetrain components, including system operation and overhaul/service procedures on transfer cases and 4WD front hubs. Also included are testing of electronic shifting controls and NVH diagnosis and repair. Safety is stressed.
Academic Service Fee: $90.00

AUMF 2613
FORD AUTOMATIC TRANSMISSION REPAIR & ELECTRICAL
Theory/Lab | 3 Credit Hours
The theory and application of Ford automatic transmissions and transaxles, which includes the principles of planetary gear sets and ALT power flow hydraulics. The diagnosis, testing and total overhaul of all current Ford car and light truck automatic transmissions and transaxles are covered, including the service of electrical/electronic 'E' class transmissions and transaxles. Safety is stressed.
Academic Service Fee: $90.00

AUMF 2683
FORD CAPSTONE
Theory/Lab | 3 Credit Hours
Designed to allow students to utilize and refine skills previously learned in their educational process. Students complete the Career Passport and exit assessment instruments.
Academic Service Fee: $90.00

AUMF 2693
FORD CLIMATE CONTROL
Theory/Lab | 3 Credit Hours
The theory and application of heating/air conditioning systems found on Ford automobiles and light trucks. Principles of refrigeration, air flow, heating and various climate control components operations are also covered. The inspection, testing, servicing and diagnosis of climate control system components, as well as automatic temperature control systems are emphasized. Safety is stressed.
Academic Service Fee: $90.00

GENERAL MOTORS ASEP (AUMG)

AUMG 1063
INTRODUCTION TO GM FUNDAMENTALS
Theory/Lab | 3 Credit Hours
This course provides an orientation to the GM program and a foundation for students to build upon to adequately equip them for industry. Includes an introduction to basic dealership operations, service literature/information, shop safety, hand and power tool usage, automotive basics, automotive lubrication service fundamentals and automotive measuring devices and systems, including precision instruments, metric and decimal systems.
Academic Service Fee: $90.00

AUMG 1123
GM AUTOMOTIVE ENGINES
Theory/Lab | 3 Credit Hours
The theory, demonstration and application of the principles of engine operation and engine repair procedures according to manufacturer's specifications. Includes the identification of engine parts and component functions of the cooling, lubrication, fuel, ignition, emission, mechanical, electrical and electronic systems, with emphasis given to diagnosis, failure analysis and service, as well as disassembly, cleaning, inspection, measurement, service and reassembly and R&R. Emphasis is given to system diagnosis and failure analysis and includes the proper use of hand tools, precision measurement devices and other specialized equipment. Safety is stressed.
Academic Service Fee: $90.00

AUMG 1143
GM AUTOMOTIVE BRAKE SYSTEMS
Theory/Lab | 3 Credit Hours
The theory and application of the operation and repair of conventional automotive brake systems, anti-lock brake systems, front and rear automated braking systems and traction control systems used in GM vehicles, with an emphasis given to preventive maintenance, system diagnosis, failure analysis and proper service procedures. It includes the discussion and operation of specialized shop tools and equipment. Shop safety is stressed.
Academic Service Fee: $90.00

AUMG 1163
GM AUTOMOTIVE ELECTRICAL & ELECTRONIC SYSTEMS I
Theory/Lab | 3 Credit Hours
The theory and application of electrical principles and concepts, batteries, and starting and charging systems used on GM vehicles. Subjects covered include proper use of digital multimeters, Ohm's Law, series, parallel and series parallel circuits, and battery and starting system testing, service, and diagnosis. Emphasis is placed on diagnostic procedures through on-bench and practical exercises using automotive application, as

well as system operation, proper test equipment usage, and diagnostic and safety procedures.
Academic Service Fee: $90.00

AUMG 1191-1193 (1-3 CREDIT HOURS)
ADVANCED GM INTERNSHIP I
Internship | 1-3 Credit Hours
This course serves as an alternate internship for those students who have received prior learning credit for application toward the General Motors ASEP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

AUMG 1214
GM INTERNSHIP I
Internship | 4 Credit Hours
A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $120.00

AUMG 1273
GM MANUAL DRIVETRAINS
Theory/Lab | 3 Credit Hours
The theory and application of manual transmissions/transaxles, helical gear set operation, planetary gear set operation and power flow. Includes an overview, discussion and hands-on diagnosis and repair of various manual transmissions and transaxles, as well as the diagnosis and repair of final drives, differentials, driveling, 4-wheel drive systems and vibration analysis. Emphasis is given to preventive maintenance, system diagnosis, failure analysis and proper service procedures and includes the discussion and operation of specialized shop tools and equipment. Shop safety is stressed.
Academic Service Fee: $90.00

AUMG 1293
GM SUSPENSION & STEERING
Theory/Lab | 3 Credit Hours
The theory, demonstration and application of component and system function, operation, adjustment, diagnosis and service, which includes principles of suspension geometry and alignment angles. Advanced topics address the demonstration and application of GM steering and suspension system operation, diagnosis and service, including electronic steering and suspension, CV joint wheels, tires and axles related to noise, vibration and harshness. The use of specialized tools and equipment, proper vehicle lifting, and supporting procedures are involved, and the latest product considerations are discussed. Emphasis is given to preventive maintenance, system diagnosis and failure analysis. Safety is stressed.
Academic Service Fee: $90.00

AUMG 1303
GM AUTOMOTIVE ELECTRICAL & ELECTRONIC SYSTEMS II
Theory/Lab | 3 Credit Hours
The theory and application of semiconductor devices, service manual usage and advanced automotive electricity. Subjects covered include diodes, transistors, microprocessors and basic automotive systems, as well as the theory, testing, diagnosis and repair of body electrical accessories including power windows and seats, windshield wipers, cruise controls, audio systems and computer controlled body electronics. Emphasis is placed on diagnostic procedures through on-bench and practical exercises using automotive applications.
Academic Service Fee: $90.00

AUMG 1314
GM INTERNSHIP II
Internship | 4 Credit Hours
A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previously required AUMG core courses.
Academic Service Fee: $120.00

AUMG 1391-1393 (1-3 CREDIT HOURS)
ADVANCED GM INTERNSHIP II
Internship | 1-3 Credit Hours
This course serves as an alternate internship for those students who have received prior learning credit for application toward the General Motors ASEP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

AUMG 2090
SPECIAL PROJECTS
Theory/Lab | 1-9 Credit Hours
Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of automotive service with credit hours assigned based on level and amount of effort involved.
Prerequisite: School Dean's approval.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

AUMG 2214
GM INTERNSHIP III
Internship | 4 Credit Hours
A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required AUMG core courses.
Academic Service Fee: $120.00

AUMG 2523
GM AUTOMATIC TRANSMISSIONS & TRANSAXLES
Theory/Lab | 3 Credit Hours
An introduction into the theory and application of automatic transmissions and transaxles, which includes an overview discussion and hands-on activities with the various components that make up the automatic transmission and how they function, as well as the logical process to diagnose a malfunction. Interactive diagnosis, disassembly, component inspection, failure analysis, reassembly of transmissions/transaxles is taught. Strong emphasis is placed on the diagnosis of and scan tool operation on computer controlled transmissions and transaxles. The proper use of transmission specialty tools and shop procedures, as well as safety is emphasized.
Academic Service Fee: $90.00

AUMG 2533
GM AUTOMOTIVE HEATING & AIR CONDITIONING
Theory/Lab | 3 Credit Hours
The theory, demonstration and application of GM climate control components and systems operation, adjustment, diagnosis and service, to include common HVAC principles and service. Emphasis is given to preventive maintenance, system diagnosis and failure analysis, and the use of specialized tools and equipment. Safety is stressed.
Academic Service Fee: $90.00

AUMG 2544
GM INTERNSHIP IV
Internship | 4 Credit Hours
A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required AUMG core courses.
Academic Service Fee: $120.00

AUMG 2583
GM AUTOMOTIVE ENGINE PERFORMANCE
Theory/Lab | 3 Credit Hours
The theory and application of GM electronic engine controls. Subjects include GM fuel and ignition systems as related to current GM engines. Emphasis is on diagnosis and repair procedures using computer diagnostic scan tools, electrical meters, scopes and infrared diagnostic equipment.
Academic Service Fee: $90.00

AUMG 2591-2593 (1-3 CREDIT HOURS)
ADVANCED GM INTERNSHIP IV
Internship | 1-3 Credit Hours
This course serves as an alternate internship for those students who have received prior learning credit for application toward the General Motors ASEP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

AUMG 2653
GM AUTOMOTIVE DIESEL SYSTEMS
Theory/Lab | 3 Credit Hours
Provides the GM ASEP student with the knowledge and skills necessary to diagnose and service current GM diesel engine and fuel related performance concerns. Course focuses upon diagnosing diesel internal engine and cylinder head failures, as well as diesel fuel delivery systems, including fuel injectors, fuel pumps, pump timing, computer and related electrical systems. Emphasis is placed on the use of service information, diagnostic flow charts and specific diagnostic procedures to evaluate engine condition and performance. Safety is stressed.
Academic Service Fee: $90.00

AUMG 2683
GM ASEP CAPSTONE
Theory/Lab | 3 Credit Hours
GM ASEP Capstone is designed to allow students to utilize and refine skills previously learned in their educational process. Included are the diagnosis and servicing of the advanced electronically controlled systems found on today's vehicles, the proper use of special tools and information used to make repairs to industry standards, discussion of student goals and duties specific to the industry, and specific competencies demonstrated during the course. Students complete updated courses and exit assessments.
Academic Service Fee: $90.00

AUMG 2891-2893 (1-3 CREDIT HOURS)
ADVANCED GM INTERNSHIP III
Internship | 1-3 Credit Hours
This course serves as an alternate internship for those students who have received prior learning credit for application toward the General Motors ASEP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

AUMG 2904
GM INTERNSHIP V
Internship | 4 Credit Hours
A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required AUMG core courses.
Academic Service Fee: $120.00

AUMG 2991-2993 (1-3 CREDIT HOURS)
ADVANCED GM INTERNSHIP V
Internship | 1-3 Credit Hours
This course serves as an alternate internship for those students who have received prior learning credit for application toward the General Motors ASEP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

PRO-TECH (AUMP)

AUMP 1002
CAREER & COLLEGE CORNERSTONE
Theory/Lab | 2 Credit Hours
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.
Academic Service Fee: $60.00

AUMP 1053
AUTOMOTIVE ENGINES
Theory/Lab | 3 Credit Hours
The theory, demonstration and application of engine repair procedures according to manufacturer's specifications, which includes disassembly, cleaning, inspection, measurement, service, reassembly and R&R. Emphasis is given to system diagnosis and failure analysis including the proper use of hand tools, precision measurement devices and other specialized equipment. Safety is stressed.
Academic Service Fee: $90.00

AUMP 1055
INTERNSHIP I
Internship | 5 Credit Hours
A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $150.00

AUMP 1072
ELECTRICAL/ELECTRONICS TRAINING I
Theory/Lab | 2 Credit Hours
The theory and application of electrical principles and concepts. Subjects covered include proper use of digital multimeters, OHM's Law, series circuits, parallel circuits and series parallel circuits. Emphasis is placed on diagnostic procedures through on-bench and practical exercises using automotive applications.
Academic Service Fee: $60.00

AUMP 1082
ELECTRICAL/ELECTRONICS TRAINING II
Theory/Lab | 2 Credit Hours
The theory and application of semiconductor devices, batteries, starting systems and service manual usage. Subjects covered include diode, transistors, microprocessor and basic automotive system. Emphasis is placed on diagnostic procedures through on-bench and practical exercises using automotive applications.
Academic Service Fee: $60.00

AUMP 1091-1094 (1-4 CREDIT HOURS)
ADVANCED PRO-TECH INTERNSHIP I
Internship | 1-4 Credit Hours
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Pro-Tech program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

AUMP 1202
ELECTRICAL DIAGNOSIS
Lab | 2 Credit Hours
Emphasizes hands on learning in the areas of electrical diagnosis, diagnostic procedures, information retrieval, component accessibility and diagnostic equipment usage.
Academic Service Fee: $60.00

AUMP 1233
AUTOMOTIVE BRAKE SYSTEMS
Theory/Lab | 3 Credit Hours
The theory and application of the operation and repair of conventional automotive brake systems, anti-lock brake systems and traction control systems used in vehicles will be taught, with emphasis given to preventive maintenance, system diagnosis, failure analysis and proper service procedures. The course includes an overview, discussion and hands-on activities that expose students to the variety of components that make up the brake systems used in today's diverse automobiles. Course also includes the discussion and operation of specialized shop tools and equipment. Shop safety is stressed.
Academic Service Fee: $90.00

AUMP 1283
AUTOMOTIVE STEERING & SUSPENSION
Theory/Lab | 3 Credit Hours
The theory, demonstration and application of component and system function of steering and suspension systems will be taught, including service and diagnosis of steering and suspension components. Alignment fundamentals and application will be covered, with topics including alignment machine training and diagnosis of tire wear and pull conditions. Emphasis is given to preventative maintenance, system diagnosis, and failure analysis.
Academic Service Fee: $90.00

AUMP 1285
INTERNSHIP II
Internship | 5 Credit Hours
A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previously required AUMP core courses.
Academic Service Fee: $150.00

AUMP 1291-1294 (1-4 CREDIT HOURS)
ADVANCED PRO-TECH INTERNSHIP II
Internship | 1-4 Credit Hours
This course serves as an alternate internship for those students who have received prior learning credit for

application toward the Pro-Tech program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

AUMP 1373
AUTOMOTIVE MANUAL DRIVETRAIN
Theory/Lab | 3 Credit Hours
This course serves as an introduction to the theory and application of manual transmissions/transaxles, helical gearset operation, planetary gearset operation and powerflow. Course material also includes a detailed look at and interaction with the manual drivetrain field, both in theory and application. The focus is on the diagnosis and repair of final drives, differentials, drivelines, four wheel drive systems and vibration analysis. Emphasis is given to preventive maintenance, system diagnosis, failure analysis and proper service procedures, and the discussion and operation of specialized shop tools and equipment is also included. Shop safety is stressed.
Academic Service Fee: $90.00

AUMP 1393
AUTOMOTIVE AUTOMATIC TRANSMISSIONS & TRANSAXLES
Theory/Lab | 3 Credit Hours
An introduction into the theory and application of automatic transmissions and transaxles, which includes an overview discussion and hands-on activities involving the various components that make up the automatic transmission, how they function and the logical process to diagnose a malfunction. Interactive diagnosis, disassembly, component inspection, failure analysis, and reassembly are covered. Strong emphasis is placed on the diagnosis of, and scan tool operation on, computer controlled transmissions and transaxles. The proper use of transmission specialty tools, shop procedures, and safety are emphasized.
Academic Service Fee: $90.00

AUMP 1395
INTERNSHIP III
Internship | 5 Credit Hours
A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required AUMP core courses.
Academic Service Fee: $150.00

AUMP 1491-1494 (1-4 CREDIT HOURS)
ADVANCED PRO-TECH INTERNSHIP III
Internship | 1-4 Credit Hours
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Pro-Tech program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

AUMP 2090
SPECIAL PROJECTS
Theory/Lab | 1-9 Credit Hours
Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of automotive service with credit hours assigned based on level and amount of effort involved.
Prerequisite: School Dean's approval.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

AUMP 2162
ADVANCED AUTOMOTIVE DRIVELINES
Theory/Lab | 2 Credit Hours
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.
Academic Service Fee: $60.00

AUMP 2391-2394 (1-4 CREDIT HOURS)
ADVANCED PRO-TECH INTERNSHIP IV
Internship | 1-4 Credit Hours
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Pro-Tech program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

AUMP 2473
AUTOMOTIVE ENGINE PERFORMANCE
Theory/Lab | 3 Credit Hours
The theory and application of electronic engine control, including tune ups, throttle body and multiple injection systems, electronic and computer controlled ignition systems, direct injection, and variable timing systems. Emphasis is on diagnosis, adjustments and repair procedures using electrical meters, scopes and scan tool diagnostic equipment. Emission and catalyst service testing and diagnosis are performed.
Academic Service Fee: $90.00

AUMP 2475
INTERNSHIP IV
Internship | 5 Credit Hours
A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required AUMP core courses.
Academic Service Fee: $150.00

AUMP 2491-2494 (1-4 CREDIT HOURS)
ADVANCED PRO-TECH INTERNSHIP V
Internship | 1-4 Credit Hours
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Pro-Tech program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

AUMP 2593
AUTOMOTIVE HEATING, VENTILATION & AIR CONDITIONING
Theory/Lab | 3 Credit Hours
The theory, demonstration and application of HVAC components, system operation and adjustment, climate control systems operation, and diagnosis and service, including automatic temperature controls. Emphasis is given to preventive maintenance, system diagnosis and failure analysis, and hand-on activities involve the use of specialized tools and equipment. Safety is stressed.
Academic Service Fee: $90.00

AUMP 2595
INTERNSHIP V
Internship | 5 Credit Hours
A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and is supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required AUMP core courses.
Academic Service Fee: $150.00

AUMP 2694
AUTOMOTIVE CAPSTONE
Theory/Lab | 4 Credit Hours
Designed to allow students to utilize and refine skills previously learned in the educational process. Included are the diagnosis and servicing of electronically controlled systems found on today's vehicles, as well as the proper use of special tools and information used to make repairs to industry standards. Includes discussion of student goals and duties specific to the industry, and specific competencies demonstrated during the course. Students complete the Career Passport, post tests and exit assessments.
Academic Service Fee: $120.00

AUMP 2782
ADVANCED AUTOMOTIVE DIAGNOSTICS
Theory/Lab | 2 Credit Hours
The theory and application of electronic engine control as they apply to OBD II systems. Advanced theory on electronic fuel systems with further diagnosis and testing using scan tools and advanced use of lab scopes and specialized testing equipment are emphasized.
Academic Service Fee: $60.00

AUTOMOTIVE PRIOR LEARNING (AUPL)

AUPL 1101-1105 (1-5 CREDIT HOURS)
BEGINNING AUTOMOTIVE INTERNSHIP I °
Internship | 1-5 Credit Hours
This course is utilized to award prior learning credit for application toward an automotive service technology AAS degree, and reflects an evaluation of a student's cumulative prior learning experiences as they pertain to his or her chosen degree program. These experiences must incorporate work performed in accordance with industry standards and reflect university level content and rigor, and may include industry certifications, technical and on-the-job training, workshops, military training, and independent study.

AUPL 1201-1205 (1-5 CREDIT HOURS)
BEGINNING AUTOMOTIVE INTERNSHIP II °
Internship | 1-5 Credit Hours
This course is utilized to award prior learning credit for application toward an automotive service technology AAS degree, and reflects an evaluation of a student's cumulative prior learning experiences as they pertain to his or her chosen degree program. These experiences must incorporate work performed in accordance with industry standards and reflect university level content and rigor, and may include industry certifications, technical and on-the-job training, workshops, military training, and independent study.

AUPL 1301-1305 (1-5 CREDIT HOURS)
BEGINNING AUTOMOTIVE INTERNSHIP III °
Internship | 1-5 Credit Hours
This course is utilized to award prior learning credit for application toward an automotive service technology AAS degree, and reflects an evaluation of a student's cumulative prior learning experiences as they pertain to his or her chosen degree program. These experiences must incorporate work performed in accordance with industry standards and reflect university level content and rigor, and may include industry certifications, technical and on-the-job training, workshops, military training, and independent study.

AUPL 1401-1405 (1-5 CREDIT HOURS)
BEGINNING AUTOMOTIVE INTERNSHIP IV °
Internship | 1-5 Credit Hours
This course is utilized to award prior learning credit for application toward an automotive service technology AAS degree, and reflects an evaluation of a student's cumulative prior learning experiences as they pertain to his or her chosen degree program. These experiences must incorporate work performed in accordance with industry standards and reflect university level content and rigor, and may include industry certifications, technical and on-the-job training, workshops, military training, and independent study.

AUPL 1501-1505 (1-5 CREDIT HOURS)
BEGINNING AUTOMOTIVE INTERNSHIP V °
Internship | 1-5 Credit Hours
This course is utilized to award prior learning credit for application toward an automotive service technology AAS degree, and reflects an evaluation of a student's cumulative prior learning experiences as they pertain to his or her chosen degree program. These experiences must incorporate work performed in accordance with industry standards and reflect university level content and rigor, and may include industry certifications, technical and on-the-job training, workshops, military training, and independent study.

° *Course is offered through prior learning assessment and is not available on the OSUIT campus.*

BUSINESS ADMINISTRATION (BADM)

BADM 1113 (S)
INTRODUCTION TO BUSINESS
Theory | 3 Credit Hours | WEB
Acquaints students with the US business system, including areas of management, organization, human resources, marketing, finance, and ethics in the global economy.
Academic Service Fee: $21.00

BADM 2063
BUSINESS LAW I
Theory | 3 Credit Hours
Business Law I introduces students to the law and enforcement agencies. It includes business law for contracts, agencies, employment, personal property and bailments.
Academic Service Fee: $21.00

BADM 2153
MARKETING PRINCIPLES
Theory | 3 Credit Hours | WEB
Examines the methods and principles used by professional marketing executives. Careers in marketing and business administration and how they relate to the business environment are examined.
Academic Service Fee: $21.00

BADM 2232
ENTERPRISE DEVELOPMENT BUSINESS CAPSTONE
Theory | 2 Credit Hours
A study of applied problems that are of particular interest to the business environment.
Academic Service Fee: $14.00

BADM 2373
BUSINESS COMMUNICATIONS
Theory | 3 Credit Hours | WEB
Emphasizes composition and preparation of written business communications. Elements of cultural diversity, proofreading and listening skills are also addressed.
Academic Service Fee: $21.00

BADM 2903
BUSINESS/OCCUPATIONAL INTERNSHIP
Internship | 3 Credit Hours
Students work in a supervised business environment performing live assignments. Students are required to schedule, complete, and interview with workplace supervisor prior to the intern experience.
Academic Service Fee: $21.00

BIOLOGY (BIOL)

BIOL 1014 (L, N)
GENERAL BIOLOGY (NON-MAJORS)
Theory/Lab | 4 Credit Hours | WEB
An introduction to various topics in biological science, including basic chemistry, cellular biology, studies of animals, plants, protists, and fungi, human biology, genetics and heredity, and environmental/population studies.
Academic Service Fee: $53.00

BIOL 1114 (L, N)
GENERAL BIOLOGY
Theory/Lab | 4 Credit Hours
Involves biological principles, population, man and the environment. Genetics, reproduction, development, concepts of evolution, selection, adaptation, speciation, taxonomy, and various concepts involving ecosystems are studied.
Academic Service Fee: $53.00

BIOL 1404 (N)
GENERAL BOTANY
Theory/Lab | 4 Credit Hours
Morphology and anatomy of plants. Plant functioning: photosynthesis, water relations, translocation, hormonal regulations, and photoperiodism. Survey of the plant division, algae and fungi.
Prerequisite: BIOL 1114 or School Dean's approval.
Academic Service Fee: $53.00

BIOL 1604 (N)
ZOOLOGY
Theory/Lab | 4 Credit Hours
Morphology, physiology, ecology, embryological development, behavior, life histories and importance to man of representatives of major groups. Evolution of systems and mechanisms which have allowed animals to survive and adapt to diverse habitats.
Prerequisite: BIOL 1114 or School Dean's approval.
Academic Service Fee: $53.00

BIOL 2104 (L, N)
HUMAN ANATOMY
Theory/Lab | 4 Credit Hours
An introductory study of the human body's structure and function with the emphasis on anatomical principles. Topics of study begin at the cellular level and follow development through the major organ system.
Prerequisite: BIOL 1114 or School Dean's approval.
Academic Service Fee: $53.00

BIOL 2114 (L, N)
HUMAN PHYSIOLOGY
Theory/Lab | 4 Credit Hours
An introductory study of the integrative nature of physiology and the cooperative functions of multiple body systems while maintaining homeostasis. Integrates physiology with the cellular and molecular levels of biology.
Prerequisite: CHEM 1314 (BIOL 1114 preferred, but not required) or School Dean's approval.
Academic Service Fee: $53.00

BIOL 2124 (L, N)
GENERAL MICROBIOLOGY
Theory/Lab | 4 Credit Hours | WEB
The fundamentals of microbiology, including a selection of representative microorganisms, microbial control and the importance of microorganisms to people. A laboratory concerned with techniques of observation and control of microorganisms.
Prerequisites: BIOL 1114 or equivalent and CHEM 1314 or equivalent, or School Dean's approval.
Academic Service Fee: $53.00

BIOL 2134 (L, N)
MICROBIOLOGICAL INVESTIGATIONS & RESEARCH
Theory/Lab | 4 Credit Hours
Students are given the opportunity to conduct scientific research for a semester over the topic of microorganism isolation and identification. Microbes of fungal and bacteria found in the areas of water and soil reclamation projects are the focus of our research. Discussion topics also include the importance of bacteria, environmental concerns of aquatic habitats, and the differences in soil from disturbed areas of land. Students involved in the laboratory also work in collaboration with college students at Southeastern Oklahoma State University.
Academic Service Fee: $53.00

BUILDING CONSTRUCTION (BLD)

BLD 1503
CONSTRUCTION EXPERIENCE &/OR TRADE SKILLS EDUCATION I °
Theory/Lab | 3 Credit Hours
A cooperative agreement between industry and education, which allows the students to utilize either Construction Life Experience and/or Trade Specific Education skills in carpentry, electrical, masonry, mechanical and plumbing. All work is performed in accordance with industry standards and is supervised by construction contractors or other approved industry professionals.

BLD 1603
CONSTRUCTION EXPERIENCE &/OR TRADE SKILLS EDUCATION II °
Theory/Lab | 3 Credit Hours
A cooperative agreement between industry and education, which allows the students to utilize either Construction Life Experience and/or Trade Specific Education skills in carpentry, electrical, masonry, mechanical and plumbing. All work is performed in accordance with industry standards and is supervised by construction contractors or other approved industry professionals.

BLD 2090
SPECIAL PROJECTS
Theory/Lab | 1-9 Credit Hours
Individual study under the supervision of an instructor may be arranged with credit hours to be determined. Projects may be undertaken in any area of the building construction field.
Prerequisite: School Dean's approval.
Academic Service Fee: $32.00 per credit hour, as determined by course credit

BLD 2303
ESTIMATING II
Theory/Lab | 3 Credit Hours
Extensive use is made of contract documents for quantity take off, pricing and bid preparation. Students also learn the development of unit labor and material prices, output and production, methods of approximate estimating and how subcontractors and material suppliers bid and give quotations.
Prerequisites: CNS 1303 and CS 1013.
Academic Service Fee: $96.00

BLD 2503
WALL & ROOF SYSTEMS
Theory/Lab | 3 Credit Hours
Techniques of exterior and interior wall construction, including structural steel framing, metal buildings, wood masonry and other wall systems. Other specific roof systems include steel joist, metal deck, wood trusses, tee-slabs, roof insulation, built-up roofing, shingles and metal roofing systems.
Prerequisites: CNS 1113, CNS 1223 and CNS 1263.
Academic Service Fee: $96.00

BLD 2513
INTERIOR FINISHES & SPECIALTIES
Theory/Lab | 3 Credit Hours
Interior finishes for walls and ceiling systems are featured, as well as specialty items including: trim, finish hardware, millwork, doors and frames.
Prerequisites: CNS 1113, CNS 1223 and CNS 1263.
Academic Service Fee: $96.00

° *Course is offered through prior learning assessment and is not available on the OSUIT campus.*

CIVIL ENGINEERING TECHNOLOGY (CET)

CET 2090
SPECIAL PROJECTS
Theory/Lab | 1-9 Credit Hours
Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of civil engineering technology with credit hours assigned based on level and amount of effort involved.
Prerequisite: School Dean's approval.

CET 2123
PROPERTIES OF SOILS
Theory/Lab | 3 Credit Hours
Students learn and apply properties of soils in related engineering problems. It includes the study of critical properties of soils, soil types/soil structure, soil classification, site investigation, movement of water through soil, stress analysis, shear strength, foundations, site improvement and soil stability in slopes.
Prerequisite: MATH 1513.

CET 2212
TRANSPORTATION
Theory | 2 Credit Hours
Students learn and apply design components of modern roadway and other transportation systems.
Prerequisites: MATH 1613 and SURV 2303.

CET 2323
STATICS
Theory | 3 Credit Hours | WEB
Students learn and apply concepts of forces, moments, reactions, free-body diagrams, friction, internal forces and moments of inertia.
Prerequisite: MATH 1613.

CET 2805
INTERNSHIP
Internship | 5 Credit Hours
A cooperative agreement between industry and education allows students to utilize and refine skills previously learned in their education process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Successful completion of a minimum of three (3) semesters of related coursework or School Dean's approval.

CHEMISTRY (CHEM)

CHEM 1314 (L, N)
GENERAL CHEMISTRY I
Theory/Lab | 4 Credit Hours
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.
Corequisite: MATH 1513 or School Dean's approval.
Academic Service Fee: $53.00

CHEM 1515 (L, N)
GENERAL CHEMISTRY II
Theory/Lab | 5 Credit Hours
A continuation of General Chemistry I; requires an understanding of the fundamental laws and theories dealing with the structure and interactions of matter. These principles are used in understanding the properties of gases using Boyles' Law, Charles' Law, Gay-Lussac's Law and Dalton's Law. Liquids and solids are examined with respect to interionic and intermolecular forces. Solutions are discussed with respect to solubility of substances and the effects of temperature and pressure. Factors involved with reaction rates and chemical equilibrium are studied. Nomenclature, definitions, control and measurement of pH of acids and bases are presented. Determination of oxidizing and reducing agents. Selected topics involving the fundamentals of nuclear, organic, and biochemistry are studied. Fundamental principles are applied to the solution of quantitative problems related to chemistry.
Prerequisite: CHEM 1314.
Academic Service Fee: $66.25

CONSTRUCTION TECHNOLOGY (CNS)

CNS 1111
INTRODUCTION TO CONSTRUCTION
Theory | 1 Credit Hour
Study targets the general concepts, ideas, history and relationships of the construction trade, including employment opportunities, job descriptions, general safety and standards.
Academic Service Fee: $32.00

CNS 1113
CONSTRUCTION MATERIALS & PROCEDURES
Theory | 3 Credit Hours
The latest information on materials, systems and methods used in the construction industry. It is formatted around the Construction Specifications Institute (CSI) divisions.
Academic Service Fee: $96.00

CNS 1123
FIELD ENGINEERING I
Theory/Lab | 3 Credit Hours
The principles and procedures of site layout to include establishing grades for bulk excavation, building pads, site drainage, site utilities and site improvement are examined. Also includes extensive use of the transit level, builder's level and laser.
Academic Service Fee: $96.00

CNS 1213
CONSTRUCTION SAFETY OSHA 30 HOUR
Theory | 3 Credit Hours
Job site construction safety and current OSHA standards for the construction industry are studied and applied.
Academic Service Fee: $96.00

CNS 1223
FIELD ENGINEERING II
Theory/Lab | 3 Credit Hours
Techniques and procedures of construction project layout is emphasized, including linear and angular measurements, erection of batter boards and other layout reference points for interior and exterior layout. Assignments involve the use of construction plans and specifications.
Prerequisite: CNS 1123.
Academic Service Fee: $96.00

CNS 1263
CONSTRUCTION BLUEPRINTS & SPECIFICATIONS
Theory | 3 Credit Hours
The course emphasizes the study of the symbolic language and different components of blueprints including floor plan elevations and details for the Architectural, Structural and MEP drawings. The coursework will also include the study of the specifications and their relation to building projects.
Academic Service Fee: $96.00

CNS 1303
ESTIMATING I
Theory/Lab | 3 Credit Hours
Quantity take-off with emphasis on excavation, concrete, masonry, structural steel, rough carpentry, HM/wood doors with hardware and miscellaneous specialty items are studied.
Prerequisites: CNS 1113, CNS 1263 and MATH 1513.
Academic Service Fee: $96.00

CNS 1333
FIELD ENGINEERING III
Theory/Lab | 3 Credit Hours
An introduction and application of plane surveying procedures and field problems related to linear and angular measurements, including coordinate geometry, differential leveling and topographic surveys. Application of theory involves the use of modern survey equipment including Total Stations and Data Collectors.
Prerequisites: CNS 1223 and MATH 1613.
Academic Service Fee: $96.00

CNS 2090
SPECIAL PROJECTS
Theory/Lab | 1-9 Credit Hours
Individual study under the supervision of an instructor is arranged with credit hours to be determined. Projects may be undertaken in any area of the Construction Technology Department options.
Prerequisite: School Dean's approval.
Academic Service Fee: $32.00 per credit hour, as determined by course credit

CNS 2123
SOILS IN CONSTRUCTION
Theory/Lab | 3 Credit Hours
Students learn properties and applications of soils and how they relate to certain construction operations. Laboratory testing exercises provide hands-on practice of basic principles and procedures.
Prerequisites: CNS 1123 and MATH 1513.
Academic Service Fee: $96.00

CNS 2403
PROJECT SCHEDULING
Theory | 3 Credit Hours
Project schedules are developed, which include bar method and the (CPM) critical path method. Selected assignments require computer utilization. Shop drawings and material submittals scheduling are also included.
Prerequisites: CNS 1303 and CNS 2432.
Academic Service Fee: $96.00

CNS 2413
MECHANICAL SYSTEMS
Theory | 3 Credit Hours
An in-depth examination of the identification, application and function of mechanical systems. Emphasis is placed on plumbing, heating, cooling, air distribution and ventilation systems.
Academic Service Fee: $96.00

CNS 2432
CONSTRUCTION DOCUMENTS & SHOP DRAWING REVIEW
Theory/Lab | 2 Credit Hours
A study of the submittal process, which includes reviewing specifications for items that need to be submitted, creating a submittal tracking log and the checking of submittals. Closeout process, which includes as-builts, warranties and owner manuals are covered. Course also covers the division zero (0) and one (1) specifications as they relate to bidding, bonds, insurance and the general conditions.
Prerequisites: CS 1013, CNS 1113 and CNS 1263.
Academic Service Fee: $64.00

CNS 2543
CONCRETE CONSTRUCTION
Theory/Lab | 3 Credit Hours
Reinforced concrete construction techniques, including forming systems, concrete placement and finishing are covered, with an emphasis on slabs, walls, beams, columns, curb and gutter, bridge and highway construction. Pre-case and tilt-up systems are also included.
Prerequisite: CNS 1113.
Academic Service Fee: $96.00

CNS 2683
CONSTRUCTION MANAGEMENT CAPSTONE EXPERIENCE
Theory/Lab | 3 Credit Hours
Designed for the graduating student, this course includes the fundamental theories and strategies of construction management and administration. It expands the concepts presented in previous construction coursework through simulation and actual problem resolution practice. The student completes his/her Career Passport, exit assessment instruments and other graduation requirements.
Prerequisites: CNS 1213, CNS 2403, BLD 2303 and at least one (1) internship.
Academic Service Fee: $96.00

CNS 2693
PRINCIPLES OF CONSTRUCTION MANAGEMENT
Theory | 3 Credit Hours | WEB
Students study construction management principles and techniques and learn the application of these principles through lecture, case studies and laboratory experiences. Topics covered include planning, organizing, staffing, directing, cost and risk control, subcontractor management, purchasing and project start up and close out procedures for a commercial construction project.
Prerequisite: CNS 2432.
Academic Service Fee: $96.00

CNS 2800
CONSTRUCTION INTERNSHIP
Internship | 1-12 Credit Hours
A cooperative agreement between industry and education allows the students to utilize and refine skills learned in their educational process. All work is performed in accordance with industry standards, and supervised by construction contractors and school representatives.
Prerequisites: School Dean's approval and an overall (cumulative) GPA of 2.5 or greater.
Academic Service Fee: $32.00 per credit hour, as determined by course credit

CNS 2806
CONSTRUCTION INTERNSHIP
Internship | 6 Credit Hours
A cooperative agreement between industry and education, which allows the students to utilize and refine skills learned in their educational process. All work is performed in accordance with the industry standards and supervised by construction contractors and school representatives.
Prerequisites: School Dean's approval and an overall (cumulative) GPA of 2.5 or greater.
Academic Service Fee: $192.00

CNS 2900
CONSTRUCTION INTERNSHIP
Internship | 1-12 Credit Hours
A cooperative agreement between industry and education, which allows the students to utilize and refine skills learned in their educational process. All work is performed in accordance with industry standards and supervised by construction contractors and school representatives.
Prerequisites: School Dean's approval and an overall (cumulative) GPA of 2.5 or greater.
Academic Service Fee: $32.00 per credit hour, as determined by course credit

CNS 2906
CONSTRUCTION INTERNSHIP
Internship | 6 Credit Hours
A cooperative agreement between industry and education, which allows students to utilize and refine skills learned in their educational process. All work is performed in accordance with the industry standards and supervised by construction contractors and school representatives.
Prerequisites: CNS 1303, School Dean's approval and an overall (cumulative) GPA of 2.5 or greater.
Academic Service Fee: $192.00

COMPUTER SCIENCE (CS)

CS 1013
COMPUTER LITERACY & APPLICATIONS
Theory | 3 Credit Hours | WEB
An applied exploration of personal computing in which students learn system operation and maintenance, Internet technologies and primary desktop applications.
Academic Service Fee: $21.00

CS 2103
COMPUTER CONCEPTS & APPLICATIONS FOR BUSINESS
Theory | 3 Credit Hours | WEB
Students are provided with up-to-date materials about information technology (IT) in 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.
Academic Service Fee: $21.00

CULINARY ARTS (CUA)

CUA 1102
CULINARY THEORY
Theory | 2 Credit Hours | WEB
This course introduces students to the food service industry. Students will learn to establish and maintain high standards of personal sanitation and industry safety and will be able to identify various tools and equipment used in a contemporary commercial kitchen in order to appropriately prepare for their laboratory experiences. This class will also define culinary terminology, explain the basic methods of heat transfer, and discuss culinary industry history and relate its impact on the modern food service operation.
Academic Service Fee: $30.00

CUA 1135
SKILL DEVELOPMENT I
Lab | 5 Credit Hours
In this course students will learn the foundations of cooking to include culinary knife skills and proper production methods of stocks, sauces, soups, vegetables, and starches using commercial equipment.

This course teaches and demonstrates the importance of professional standards including safety and sanitation, personal hygiene and food quality. Students are also expected to use proper culinary terminology and communicate effectively in a commercial kitchen environment.
Academic Service Fee: $450.00

CUA 1145
SKILL DEVELOPMENT II
Lab | 5 Credit Hours
This course teaches fundamental cooking methods of proteins to include beef, pork, chicken, and fish and reinforce competencies from CUA 1135 Skills Development I. Students will be introduced to basic butchering techniques and fabrication. Students will perform sauce, vegetable, and starch cookery in addition to fresh pasta production to accompany the proteins appropriately. The professionalism standards of sanitation, personal hygiene, knife skills and communication with culinary terminology are reinforced.
Prerequisite: CUA 1135.
Academic Service Fee: $450.00

CUA 1151
FOOD SAFETY
Theory | 1 Credit Hour | WEB
This course is an introduction to safe food production practices governed by strict federal and state regulations. Topics covered include: prevention of food-borne illness, proper handling of potentially hazardous foods, avoiding various forms of contamination, good personal hygiene practices, time temperature abuse, and maintaining excellent food safety standards throughout the flow of food in an operation. Students will successfully complete the National Restaurant Association (NRA) ServSafe examination.
Academic Service Fee: $15.00

CUA 1162
HOSPITALITY HUMAN RESOURCES MANAGEMENT
Theory | 2 Credit Hours | WEB
This course will cover the principles, theories, human relations techniques, and decision making skills that are required to manage a hospitality workforce profitably. Within this course, management techniques will be discussed as well as legal aspects of discrimination, hiring, continuous employment practices, and employee termination. Students will take a National Restaurant Association Education Foundation examination for this Human Resource Management and Supervision text.
Academic Service Fee: $30.00

CUA 1243
INTRODUCTION TO BASIC FRUIT & VEGETABLE CARVING
Theory/Lab | 3 Credit Hours
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.
Academic Service Fee: $45.00

CUA 1294
BREAKFAST COOKERY
Lab | 4 Credit Hours
This course is designed to teach the student culinary breakfast concepts including instruction and practical application of a variety of competencies. Students will learn egg cookery, omelet production, pancakes & waffles, breakfast potatoes & proteins, and hot cereals. Students are also introduced to sausages & production, breakfast beverages, crepes, quiches, poached egg dishes and quick breads. The emphasis is on applying culinary techniques to cook and present quality breakfast dishes for buffet and a la carte presentations.
Prerequisites: CUA 1102, CUA 1145, CUA 1151 and GTGE 1111.
Academic Service Fee: $360.00

CUA 1311
MEAT FABRICATION
Lab | 1 Credit Hour
Students will learn to identify and fabricate a variety of proteins, including beef, pork, lamb, chicken, and fish into standard food service cuts. Students will fabricate primal cuts into steaks & chops, fabricate whole chicken into parts, and will learn techniques for filleting both round and flat fish. They will then demonstrate and practice appropriate cooking methods for each fabricated protein. In addition, students will gain an understanding of the importance of proper knife care, federal inspection standards and the grading system used for food service purchasing.
Prerequisites: CUA 1102, CUA 1145, CUA 1151 and GTGE 1111.
Academic Service Fee: $165.00

CUA 1375
BREAD & PASTRY PRODUCTION
Lab | 5 Credit Hours
This course is an introduction to baking, with an emphasis on applying basic formulas, fundamentals, and procedures to produce consistent bakery products. Students will learn proper usage of all bakery equipment. Students will prepare classical pastries and breads for service and a variety of decorated desserts including plated, individual, and frozen desserts. Additional emphasis is placed on restaurant production of pies, cakes, variety breads, fillings, sweet doughs and specialty items.
Prerequisites: CUA 1102, CUA 1145, CUA 1151 and GTGE 1111.
Academic Service Fee: $450.00

CUA 1415
DINING ROOM OPERATIONS
Theory/Lab | 5 Credit Hours
This course serves as an exploration of the front of the house service component to a restaurant operation. In this course, students will review the evolution of the restaurant industry, identify various segments and service styles within those segments, be able to apply strategic techniques to menu creation, and understand the role of beverages in the hospitality industry. Elements of a successful restaurants service will be applied in the lab restaurant including: appropriate setting including traffic flow, proper dining atmosphere, side duties, teamwork, effective communication, and proper guest interaction, while establishing and maintaining high standards and personal and industry sanitation and safety.
Academic Service Fee: $75.00

CUA 2090
SPECIAL PROJECTS
Theory/Lab | 1-9 Credit Hours
Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of culinary arts with credit hours assigned based on level and amount of effort involved.
Prerequisite: School Dean's approval.
Academic Service Fee: $15.00 per credit hour, as determined by course credit

CUA 2103
AQUAPONICS
Theory/Lab | 3 Credit Hours
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.
Academic Service Fee: $270.00

CUA 2113
SEASONAL KITCHEN
Theory/Lab | 3 Credit Hours
This course will explore topics related to seasonality in contemporary kitchens. Students will study the historical influences of food as it relates to cuisine. Some of the topics explored will be farm to table, plant based cuisine, foraging, and sustainability. Through a combination of lectures, site visits, and kitchen activities students will gain a fundamental understanding of a wide range of topics that are popular and important to the American food movement. Upon completion of the course, students will be familiar in both the terminology and techniques related to a seasonal kitchen.
Prerequisites: CUA 1145 and CUA 1311.
Academic Service Fee: $270.00

CUA 2123
ADVANCED BAKING
Theory/Lab | 3 Credit Hours
Students will utilize skills learned in CUA 1375 Bread & Pastry Production to prepare more complex and challenging desserts and pastries. Students will learn cake decorating techniques, including piping, fondant and tiered cake production. Students will develop skills producing mousse cakes, entremets, laminated doughs, chocolates, and confections. They will also experiment and develop modern platings of traditional desserts.
Prerequisite: CUA 1375.
Academic Service Fee: $270.00

CUA 2133
INTRODUCTION TO WINE STUDIES
Theory/Lab | 3 Credit Hours
From discussion on viticulture and enology to managing hospitality wine programs, this course will equip students with knowledge regarding how to utilize wine as a profitable part of their future business. The sensory component of this course will focus on the three basics in wine tasting - appearance, smell, and taste - as a part of the deductive wine tasting experience. Students will apply the theory of deductive tasting principles to cooking and wine pairings through weekly menu development of food preparations and pairings based on principles presented in the course.
Prerequisite: Must be 21 years of age to participate.
Academic Service Fee: $345.00

CUA 2143
CHARCUTERIE
Theory/Lab | 3 Credit Hours
Students will gain an understanding of traditional procedures for brining, curing and smoking pork and transforming salt and meat into familiar favorites like bacon, sausage, and corned beef. This course will explore a full range of recipes and processes which will give the student a comprehensive understanding of classic charcuterie, which is an emerging trend in the food industry. Students will prepare rillettes, rillons, boudin, and a chaud-froid in the classic French tradition. Artisan techniques for pate, roulade, and pork terrine with traditional European accompaniments will be explored. Students will garnish platters and present weekly charcuterie boards with an array of pickled vegetables, tangy mustards, relish and flavorful

chutneys to perfectly complement the handcrafted displays.
Academic Service Fee: $270.00

CUA 2153
CAKE DECORATING
Theory/Lab | 3 Credit Hours
This course will teach students a variety of traditional and contemporary cake decorating techniques as it applies to the commercial modern cake shop and/or bakery. Students will learn proper application and techniques of mediums such as butter-cream, royal icing, fondant and gum paste. Students will create wedding cakes, special occasion cakes and sculpted cakes and a variety of appropriate decorations. At the end of the course, students must complete a final project requiring them to consult, design and present a wedding cake using the techniques and methods they have learned throughout the course.
Academic Service Fee: $270.00

CUA 2163
TORTES & GATEAUX
Theory/Lab | 3 Credit Hours
This course will emphasize an understanding of the preparation and production of classic European cakes and modern entremets. Students will review creaming, foaming, and blending mixing techniques, with an emphasis on preparing simple to complex unfilled cakes, filled cakes, and multi-layered tortes. Students will be evaluated on proper development of appropriate flavor profiles, as well as final assembly, garnishing and presentation.
Prerequisite: CUA 2123.
Academic Service Fee: $270.00

CUA 2183
SHOWPIECES
Theory/Lab | 3 Credit Hours
Students develop skills needed to plan, execute, and display artistic showpieces made from food products. Mediums covered are pulled sugar, cast sugar, pastillage, ice, chocolate, tallow, and salt dough. Basic uses of color, form, and design are covered. Students prepare pieces for display in the dining room, as well as for competitions.
Prerequisites: CUA 1102, CUA 1145, CUA 1151 and GTGE 1111.
Academic Service Fee: $270.00

CUA 2213
CONTEMPORARY AMERICAN RESTAURANT
Theory/Lab | 3 Credit Hours
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.
Prerequisites: CUA 1102, CUA 1145, CUA 1151 and GTGE 1111.
Academic Service Fee: $270.00

CUA 2253
ARTISAN BREADS
Theory/Lab | 3 Credit Hours
In this course students will develop skills required for the production of various yeast breads. Students will learn appropriate mixing methods and shaping techniques used to enhance the flavor and eye appeal of classic European style breads. Baking science will be covered, with an emphasis on fermentation, ingredient interaction, and temperature. Students will learn about developing appropriate cultures and starters for a variety of artisan breads.
Prerequisite: CUA 2123.
Academic Service Fee: $270.00

CUA 2273
MODERN EXPERIMENTAL KITCHEN
Theory/Lab | 3 Credit Hours
Students will learn about the role of modern cooking techniques in the contemporary kitchen. They will discuss general trends in modern cuisine and how principles of molecular gastronomy have impacted the industry. They will have the opportunity to experiment with methods and techniques learned and evaluate their finished work. Students will use modern equipment in a state of the art lab including immersion circulators, anti-griddles, centrifuges, rotary evaporators, static homogenizers, and many other unique tools utilized in modern cuisine.
Prerequisites: CUA 1102, CUA 1145 and CUA 1151.
Academic Service Fee: $270.00

CUA 2315
RESTAURANT COOKERY
Theory/Lab | 5 Credit Hours
Students demonstrate proper cooking methods and techniques while operating an on-site public restaurant. Students will plan, requisition, and execute weekly menus, to include preparing a variety of soups, sauces, proteins, vegetables, starches and garnishes for weekly buffet and a la carte service. Emphasis is on applying knowledge of culinary procedure, proper mise en place, production, sanitation, and the dedication to quality needed to produce consistent, fresh, appealing, and flavorful meals.
Prerequisites: CUA 1102, CUA 1145, CUA 1151 and GTGE 1111.
Academic Service Fee: $450.00

CUA 2415
GARDE MANGER
Theory/Lab | 5 Credit Hours
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.
Prerequisites: CUA 1102, CUA 1145, CUA 1151 and GTGE 1111.
Academic Service Fee: $450.00

CUA 2473
AMERICAN CUISINE
Lab | 3 Credit Hours
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.
Prerequisites: CUA 1294, CUA 1375, CUA 2315 and CUA 2415.
Academic Service Fee: $270.00

CUA 2552
CONTROLLING FOODSERVICE COSTS
Theory/Lab | 2 Credit Hours
This course is an overview of strategies for controlling food service costs to ensure profitability in the hospitality industry. Students will gain an understanding of the importance of managing assets through proper budgeting, utilizing income statements, calculating food cost and controlling labor cost. The lab portion of the class instructs the students in proper receiving and inventory control processes.
Academic Service Fee: $30.00

CUA 2575
INTERNATIONAL COOKERY
Lab | 5 Credit Hours
This course introduces students to distinctive ingredients, flavor profiles, and culinary techniques from various regions of the world. The class will focus on recipes that explore diverse global cultures and cuisine. Students will explore the chef's role and impact on trends by studying the evolution of contemporary global cuisine. They will receive instruction in using a variety of ingredients, equipment, and tools to prepare and plate dishes using both traditional cooking methods and innovative, modern techniques.
Prerequisites: CUA 1162, CUA 1294, CUA 1375, CUA 1415, CUA 2315 and CUA 2415.
Academic Service Fee: $450.00

CUA 2623
CULINARY ARTS CAPSTONE
Lab | 3 Credit Hours
This course is a comprehensive assessment of abilities learned throughout the culinary program. Students will demonstrate successful preparation of high quality products utilizing industry standards for proper knife skills, stock making, cooking methods, and sauce making. Students will also demonstrate proper planning, preparation and presentation of a variety of baked goods. Projects and assignments are designed to assess student readiness for entry into the workforce. Students must have a minimum 2.0 cumulative GPA.
Prerequisites: CUA 1311, CUA 2552 and CUA 2575.
Corequisite: CUA 2809.
Academic Service Fee: $270.00

CUA 2633
CULINARY ARTS CAPSTONE - BAKING & PASTRY
Lab | 3 Credit Hours
This course is a comprehensive assessment of competencies achieved throughout the culinary program. This course will evaluate culinary and baking skills learned from previous courses. In addition to basic culinary skills, the student will be evaluated on their baking knowledge and skills related to the production of quick breads, yeast breads, cakes, laminated doughs, pate a choux, and custards. Students will also produce plated desserts, with emphasis on appearance, taste, temperature and texture. Projects and assignments are designed to assess student readiness for entry into the workforce. Students must have a minimum 2.0 cumulative GPA.
Prerequisites: All core Culinary Arts coursework and CUA 2123, CUA 2153, CUA 2183, CUA 2253 and CUA 2163.
Corequisite: CUA 2809.
Academic Service Fee: $270.00

CUA 2702
CULINARY ARTS INTERNSHIP
Internship | 2 Credit Hours
Students will work in the industry with supervised employment and observation. All previous program requirements must be complete before enrolling in this course.
Prerequisites: CUA 1102, CUA 1145 and CUA 1151.
Academic Service Fee: $30.00

CUA 2712
CULINARY ARTS INTERNSHIP
Internship | 2 Credit Hours
Students will work in the industry with supervised employment and observation. All previous program requirements must be complete before enrolling in this course.
Prerequisites: CUA 1162, CUA 1375, CUA 2415, CUA 2552 and CUA 2702.
Academic Service Fee: $30.00

CUA 2809
CULINARY INTERNSHIP
Internship | 9 Credit Hours
Students work in industry with supervised employment and observation. All program requirements must be complete before enrolling in this course. Student must have a minimum 2.0 cumulative GPA.
Prerequisites: CUA 1311, CUA 2552 and CUA 2575.
Corequisite: CUA 2623.
Academic Service Fee: $135.00

DIESEL & HEAVY EQUIPMENT (DHE)

DHE 2033
DIESEL SKILLS I °
Theory/Lab | 3 Credit Hours
A comprehensive coverage of safety issues as they pertain to the diesel industry. Specific safety rules, maintaining a safe work environment, following company policies and procedures and maintaining tools and equipment are stressed. Additionally, workplace relationships are examined and students are exposed to basic academic skills such as problem solving, reading comprehension and writing skills necessary to be successful within the diesel industry.

DHE 2043
DIESEL SKILLS II °
Theory/Lab | 3 Credit Hours
The student demonstrates an ability to perform preventive and predictive maintenance on diesel vehicles. Maintenance and use of reference materials, pre-delivery inspections, scheduled maintenance inspections, scheduled services and the preparation of documentation of maintenance services are studied.

DHE 2053
DIESEL SKILLS III °
Theory/Lab | 3 Credit Hours
Students study electrical circuits and charging and starting systems. Diagnosis, service and repair of electrical and electronic systems are performed. Students learn the use of meters and test equipment in troubleshooting electrical systems. Identifying electrical symbols used on wiring diagrams and schematics are covered. Students also diagnose, service, and repair starting systems and charging systems.

DHE 2090
SPECIAL PROJECTS
Theory/Lab | 1-9 Credit Hours
An individual study is conducted under the supervision of an instructor. Projects may be undertaken in any area of diesel and heavy equipment with credit hours assigned according to level and amount of effort required.
Prerequisites: Written instructor-student plan and the School Dean's approval.

DHE 2800
INTERNSHIP
Internship | 1-12 Credit Hours
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned during their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must have successfully completed all previous core and academic courses as 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
INTERNSHIP
Internship | 1-12 Credit Hours
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned during their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 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.*

CAT® DEALER PREP (DHEC)

DHEC 1113
INTERNSHIP I
Internship | 3 Credit Hours
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver's license, or have School Dean or designee's approval.
Academic Service Fee: $90.00

DHEC 1124
INTRODUCTION TO CATERPILLAR
Theory/Lab | 4 Credit Hours
A review of the OSUIT Student Handbook, and discussions of OSUIT: class, lab, and internship policies and procedures. Upon completion, students demonstrate the ability to administer and use the Caterpillar Literature Library. Critical literature, such as service and parts manuals and reporting systems like SIMS (Service Information Management System) is included. Students identify hardware and tools, and describe proper uses, which includes a pre-test, an introduction to Caterpillar and participating dealer history, and career exploration.
Academic Service Fee: $120.00

DHEC 1134
CAT ELECTRICAL FUNDAMENTALS
Theory/Lab | 4 Credit Hours
The theory and application of basic electrical concepts, the use of diagnostic tools, troubleshooting and wiring repair procedures. Emphasis is put on electrical systems analysis, along with preventive and predictive maintenance. Students locate and identify machine components from schematics. Students also analyze charging and starting system faults.
Academic Service Fee: $120.00

DHEC 1213
CAT HYDRAULIC FUNDAMENTALS
Theory/Lab | 3 Credit Hours
Introduces the laws and principles of fluid mechanics. Students locate and identify machine components from schematics, draw and read schematics, and identify fittings, seals and components used in hydraulic systems on Caterpillar equipment. Pascal's Law is used to calculate force-pressure-area relationships. Students also calculate energy-work-power relationships.
Prerequisite: DHEC 1124.
Academic Service Fee: $90.00

DHEC 1223
CAT FUEL SYSTEMS
Theory/Lab | 3 Credit Hours
A thorough examination of Caterpillar fuel systems, including forged body, sleeve metering, scroll types and unit injection. Operation, testing and adjusting are stressed.
Academic Service Fee: $90.00

DHEC 1233
INTERNSHIP II
Internship | 3 Credit Hours
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver's license, or have School Dean or designee's approval.
Academic Service Fee: $90.00

DHEC 1313
INTERNSHIP III
Internship | 3 Credit Hours
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver's license, or have School Dean or designee's approval.
Academic Service Fee: $90.00

DHEC 1323
CAT ENGINE FUNDAMENTALS
Theory/Lab | 3 Credit Hours
An introduction to Caterpillar engine terminology and operating principles, and includes the identification and function of components and engine systems. Safety, precision measurements, use of hand tools, and technical manuals are stressed. Students disassemble, determine reusability, assemble and adjust components. Engine servicing and preventive maintenance are examined.
Academic Service Fee: $90.00

DHEC 1333
CAT MACHINE HYDRAULIC SYSTEMS
Theory/Lab | 3 Credit Hours
Designed to teach the systems operation, and the testing and adjusting procedures for the pilot operated hydraulic systems, the load sensing pressure compensated hydraulic system, the electro-hydraulic system and the hydrostatic system. Students identify different systems, trace the oil flow through the systems and state the systems operation. Students also identify system components and are able to discuss their operation.
Academic Service Fee: $90.00

DHEC 2413
CAT ENGINE DIAGNOSTICS & REPAIR
Theory/Lab | 3 Credit Hours
The application of repair procedures for Caterpillar internal combustion engines is emphasized. Parts evaluation, reusability, failure analysis, and diagnostics are covered. Safety, special tools, and service literature are stressed.
Academic Service Fee: $90.00

DHEC 2423
CAT MACHINE ELECTRONIC SYSTEMS
Theory/Lab | 3 Credit Hours
Examines the application and operation of electronic systems used by Caterpillar for engines, transmissions, hydraulic systems, and monitoring systems. Diagnosis, system analysis and repairs are emphasized.
Prerequisite: DHEC 1134 and DHEC 1333.
Academic Service Fee: $90.00

DHEC 2433
INTERNSHIP IV
Internship | 3 Credit Hours
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver's license, or have School Dean or designee's approval.
Academic Service Fee: $90.00

DHEC 2513
INTERNSHIP V
Internship | 3 Credit Hours
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver's license, or have School Dean or designee's approval.
Academic Service Fee: $90.00

DHEC 2524
CAT POWER TRAIN I
Theory/Lab | 4 Credit Hours
The basic components and operations of power train systems used in Caterpillar machines are discussed, and includes basic components, couplings, manual shift transmissions and power shift transmissions. Basic components and component function are explained as they relate to the operation of various power train systems.
Academic Service Fee: $120.00

DHEC 2532
CAT MOBILE AIR CONDITIONING
Theory/Lab | 2 Credit Hours
Examines theory and application of refrigeration principles as applied to Caterpillar mobile equipment. Emphasis is placed on preventive maintenance, diagnostics, repair, and regulation compliance.
Prerequisite: DHEC 1134.
Academic Service Fee: $60.00

DHEC 2603
CAT POWER TRAIN II
Theory/Lab | 3 Credit Hours
The methods for transferring power are discussed. Mechanical power train components include differentials, brakes, final drives, and undercarriage. Hydraulically driven machines are also included. The content is treated as general information for power train components in all Caterpillar machines.
Prerequisite: DHEC 2524.
Academic Service Fee: $90.00

DHEC 2636
CAT CAPSTONE
Theory/Lab | 6 Credit Hours
An applied research project, and includes improvements in diagnostics, service and maintenance processes, technical support systems, emerging technology, etc. The technical aspect of study includes verification of competencies in areas such as: air conditioning, engines, drive train, electronics, hydraulic systems and safety. Project management is stressed as a key to completing the objectives. Diagnostic tooling is used to evaluate machine system operation. Students also participate in a post-test to determine technical competency gain.
Academic Service Fee: $180.00

KOMATSU ACT (DHEK)

DHEK 1104
KOMATSU GENERAL BASICS
Theory/Lab | 4 Credit Hours
A study of Metric and English precision measurement, tool and fastener identification and use, personal safety, equipment safety and shop safety. Course is designed to acquaint students with the federal safety regulations relating to maintenance safety: EPA, OSHA, Hazardous Materials and Waste. Included is a review of the OSUIT Student Handbook and discussions of class, lab and internship policies and procedures. This is a Career Cornerstone course that includes a technical pre-test, an introduction to Komatsu history, career exploration and information for the student's Career Passport.
Academic Service Fee: $120.00

DHEK 1124
KOMATSU PARTS & SERVICE PUBLICATIONS
Theory/Lab | 4 Credit Hours
An explanation of the purpose and use of Komatsu Publications, including operations manuals, maintenance manuals, reusability guides, service management publications, microfiche and computer based CSS and CARE. Students become familiar with Komatsu terminology, machine and engine nomenclature and the part numbering system. Students practice locating information using Komatsu publications and complete service reports, pre-delivery reports and receiving reports. An introduction to customer service skills is included.
Academic Service Fee: $120.00

DHEK 1143
KOMATSU INTERNSHIP I
Internship | 3 Credit Hours
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver's license, or have School Dean or designee's approval.
Academic Service Fee: $90.00

DHEK 1216
KOMATSU ENGINES & FUEL SYSTEMS
Theory/Lab | 6 Credit Hours
A study of the operation, maintenance and repair of engines and related fuel systems used in Komatsu equipment. Presents terminology, concepts and techniques needed to properly diagnose and repair engines, and emphasizes the rebuilding procedures and testing of engines and fuel systems. It includes cleaning, inspection, measurement, troubleshooting techniques, tune-up procedures, and failure analysis. The proper usage of tools, precision measurement devices, safety, and service publications is stressed.
Academic Service Fee: $180.00

DHEK 1243
KOMATSU INTERNSHIP II
Internship | 3 Credit Hours
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver's license, or have School Dean or designee's approval.
Academic Service Fee: $90.00

DHEK 1324
KOMATSU BASIC HYDRAULICS
Theory/Lab | 4 Credit Hours
A study of the fundamentals, theory and application of mobile hydraulic principles. Students locate and identify machine components from schematics, draw and read schematics, and identify fittings, seals and components used in hydraulic systems on Komatsu equipment. Pascal's Law is used to calculate energy-work-power relationships. Hydraulic principles and operation of pumps, control valves, actuators, fluid conditioners used on Komatsu equipment are covered, as well as failure analysis, diagnostics and reconditioning of hydraulic components.
Prerequisite: DHEK 1104.
Academic Service Fee: $120.00

DHEK 1333
KOMATSU BASIC ELECTRICAL SYSTEMS
Theory/Lab | 3 Credit Hours
An introductory study of electricity and electrical components and circuits that introduces the student to electrical principles and electrical and electronic diagnostic tools. Students use Ohm's Law to calculate volts, amps and ohms within series and parallel circuits, and interpret and draw schematics using common electrical symbols. Students locate and identify machine components using schematics and diagnose and repair wiring circuits and starting and charging system faults.
Prerequisite: DHEK 1104.
Academic Service Fee: $90.00

DHEK 1343
KOMATSU INTERNSHIP III
Internship | 3 Credit Hours
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver's license, or have School Dean or designee's approval.
Academic Service Fee: $90.00

DHEK 1352
VEHICLE AIR CONDITIONING SYSTEMS
Theory/Lab | 2 Credit Hours
The basics of compression refrigeration systems in cars, trucks, and mobile equipment. The use of hand tools and other specialized air conditioning/

refrigeration tools are emphasized in the laboratory, as well as identification of sealed system components and their function, and system maintenance and repair.
Prerequisite: DHEK 1333.
Academic Service Fee: $60.00

DHEK 2416
KOMATSU WHEEL LOADERS – ADVANCED HYDRAULICS & POWER TRAIN
Theory/Lab | 6 Credit Hours
A study of the structure and function of Komatsu wheel loaders. Students identify and locate power train and hydraulic components, troubleshoot torque converters, transmissions, and hydraulic systems, and examine the application, operation, maintenance and troubleshooting of the components in Komatsu wheel loaders. Students learn components and theory of operation, as well as disassembly and assembly techniques. Students diagnose and repair differentials, brakes and planetary drives and practice repair procedures on the articulated joint. Hydraulic systems are reviewed with an emphasis on the steering system. Students study how to use test results for diagnosis purposes, and how to use Komatsu publications to determine which attachments can be used for special applications. Students use PM Clinic Test Kit.
Prerequisites: DHEK 1216, DHEK 1324 and DHEK 1333.
Academic Service Fee: $180.00

DHEK 2443
KOMATSU INTERNSHIP IV
Internship | 3 Credit Hours
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver's license, or have School Dean or designee's approval.
Academic Service Fee: $90.00

DHEK 2516
KOMATSU HYDRAULIC EXCAVATORS
Theory/Lab | 6 Credit Hours
A basic study of the structure and function of Komatsu designed hydraulic excavators which requires the student to select and use the correct Komatsu troubleshooting charts for diagnose and repair of electronic systems and to test and adjust hydraulic controlling components and engine systems. Students identify, locate and troubleshoot electronic sensors and switches. Students use onboard monitors for diagnostic purposes, learn the proper use of Komatsu Electrical "T" Adapter Kits for use with digital volt/ohm meters, and use electrical repair kits and 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.
Prerequisite: DHEK 2416.
Academic Service Fee: $180.00

DHEK 2543
KOMATSU INTERNSHIP V
Internship | 3 Credit Hours
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver's license, or have School Dean or designee's approval.
Academic Service Fee: $90.00

DHEK 2603
KOMATSU ADVANCED DIESEL EMISSIONS
Theory/Lab | 3 Credit Hours
This course begins with a basic explanation of diesel particulate filters (DPFs), continues by detailing the DPF system components and normal operation of the DPF, and concludes with fault diagnosis and the operator interface display. Course also introduces selective catalytic reduction (SCR) and reviews system components and operation, operator indications, maintenance considerations, and diagnostics.
Prerequisite: DHEK 1216.
Academic Service Fee: $90.00

DHEK 2626
KOMATSU CAPSTONE
Theory/Lab | 6 Credit Hours
An applied research project identified during internships as a work based problem in need of improvement. Research can include improvements in diagnostics, service and maintenance processes, technical support systems, etc. The technical areas of study include the evolution of Komatsu crawler tractor design, including structure and function. Students identify and locate power train and hydraulic components, troubleshoot and adjust damper, torque converter and transmission. Students diagnose, service and repair differentials, final drives and steering brakes, controls and linkages, remove, repair and install powerpacks, identify, evaluate, service, repair and adjust undercarriage components, study the wear characteristics of undercarriage components, and evaluate competitive track design. Before going on their final internship, students participate in a post-test to determine technical competency gain.
Prerequisite: DHEK 2516.
Academic Service Fee: $180.00

WESTERN EQUIPMENT DEALERS ASSOCIATION (WEDA) TECHNICIAN (DHER)

DHER 1113
WEDA INTERNSHIP I
Internship | 3 Credit Hours
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver's license, or have School Dean or designee's approval.
Academic Service Fee: $120.00

DHER 1123
FUNDAMENTALS OF MAINTENANCE
Theory/Lab | 3 Credit Hours
An introduction to the skills and knowledge required by all service technicians including: precision measurement; environmental and safety regulation compliance; safety and personal protection equipment; fastener identification; hand and power tool identification, use and safety; lifting and blocking; torque wrench use; tapping, threading, and thread inserts. Students receive forklift operation training and testing, and demonstrate the ability to follow written instructions, complete business forms and perform basic math skills. Includes a review of the OSUIT Student Rights and Responsibilities.
Academic Service Fee: $120.00

DHER 1133
PRE-DELIVERY & PREVENTIVE MAINTENANCE
Theory/Lab | 3 Credit Hours
Includes a review of pre-delivery, preventive maintenance (PM) and the responsibilities of the service technician to ensure that all PM items are performed to a benchmark standard. Students review pre-delivery and PM standards established by equipment manufacturers and associations, and use manufacturer service and maintenance software and literature to determine proper pre-delivery and PM procedures, as well as oil sampling etc. They perform walk around inspections and pre-delivery inspections, test coolant, and learn proper disposal methods for used oil, filters, coolant, batteries, etc. Course introduces correct machine operation, specifically related to safety precautions listed in the operators manual, as well as regulations for safe machine transportation to include tie down, flagging, permitting and weight distribution.
Academic Service Fee: $120.00

DHER 1143
PRINCIPLES OF GPS APPLICATIONS
Theory/Lab | 3 Credit Hours
An explanation of how the GPS system works, sources of errors, and methods used for improving the basic accuracy of the system, including Differential GPS. The wide range of GPS agricultural applications is introduced and the main types and features of various GPS receivers are discussed. Students identify proper manufacturer terminology used in GPS applications.
Academic Service Fee: $120.00

DHER 1213
WEDA INTERNSHIP II
Internship | 3 Credit Hours
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver's license, or have School Dean or designee's approval.
Academic Service Fee: $120.00

DHER 1223
WIRING CIRCUITS, CHARGING & STARTING SYSTEMS
Theory/Lab | 3 Credit Hours
Introduces electrical laws and principles, and includes the use of digital volt/ohm meters, amp probes, wiring diagrams and electrical schematics, wire and connector repair methods, and semiconductors. Students learn to diagnose, maintain, and repair electrical circuits, charging circuits, and starting circuits. Emphasis is on diagnostics, preventive maintenance, and correct repair procedures.
Academic Service Fee: $120.00

DHER 1233
HYDRAULIC PRINCIPLES
Theory/Lab | 3 Credit Hours
A study of the fundamentals, theory and application of mobile hydraulic principles. Students locate and identify machine components from schematics; draw and read schematics; and identify fittings, seals and components used in hydraulic systems on agricultural

and construction equipment. Pascal's Law is used to calculate energy-work-power relationships. Hydraulic principles and operation of pumps, control valves, actuators, fluid conditioners used on modern equipment are covered, as well as failure analysis, diagnostics and reconditioning of hydraulic components.
Academic Service Fee: $120.00

DHER 1313
WEDA INTERNSHIP III
Internship | 3 Credit Hours
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver's license, or have School Dean or designee's approval.
Academic Service Fee: $120.00

DHER 1323
ELECTRONIC SYSTEMS
Theory/Lab | 3 Credit Hours
The student is required to use diagnostic testing as specified by manufacturer software, literature, troubleshooting charts and wiring diagrams to complete required service, repair, or replacement procedures on agricultural and construction equipment electronic systems. Students identify, locate, service, test and repair connectors, sensors, actuators, switches and control modules, and use onboard diagnostic systems, T-adapter Kits, Digital Volt/Ohm Meters, electrical repair kits, crimper tools and the EST service tool.
Prerequisite: DHER 1223.
Academic Service Fee: $120.00

DHER 1333
HYDRAULIC SYSTEMS
Theory/Lab | 3 Credit Hours
Designed to teach the systems operation and the testing, adjusting, maintenance and repair procedures for pilot operated hydraulic systems, load sensing pressure compensated hydraulic systems, electro-hydraulic systems and hydrostatic systems specific to agricultural and construction equipment. Students identify system components and discuss their operation and application, and identify different systems and troubleshoot live units, trace the oil flow through the systems and state the systems operation and application. Students use onboard diagnostic systems, T adapter Kits, Digital Volt/Ohm Meters, flow meters, pressure gauges, and hydraulic schematics tools to diagnose hydraulic system malfunctions.
Prerequisite: DHER 1233.
Academic Service Fee: $120.00

DHER 2413
WEDA INTERNSHIP IV
Internship | 3 Credit Hours
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver's license, or have School Dean or designee's approval.
Academic Service Fee: $120.00

DHER 2416
ENGINES & FUEL SYSTEMS
Theory/Lab | 6 Credit Hours
An introduction to engine terminology, operating principles and maintenance; engine systems are examined along with diagnostic, repair and maintenance procedures. The student is given an understanding of the theory, operation, troubleshooting and repair of diesel engine intake, exhaust and fuel systems used in equipment. The function and operation of various types of fuel systems, fuel system maintenance and basic troubleshooting is covered. The application of repair procedures for engines is emphasized. Disassembly, parts evaluation and reusability, failure analysis, assembly, tune-up procedures, and troubleshooting are covered, along with the proper use of the EST service tool. Safety, special tool use, and the use of service publications are stressed.
Academic Service Fee: $240.00

DHER 2512
MOBILE AIR CONDITIONING
Theory/Lab | 2 Credit Hours
A study of the theory, application, and repair of mobile air conditioning and refrigeration systems. Emphasis is on preventive maintenance, design, failure analysis, troubleshooting, proper repair and refrigerant recovery recycle methods.
Prerequisite: DHER 1223
Academic Service Fee: $80.00

DHER 2513
WEDA INTERNSHIP V
Internship | 3 Credit Hours
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver's license, or have School Dean or designee's approval.
Academic Service Fee: $120.00

DHER 2514
POWER TRAIN
Theory/Lab | 4 Credit Hours
Discussion of the basic components, operations, maintenance, diagnostics with the EST service tool and the repair of power train systems used in agricultural and construction equipment using proper special tooling. The basic components, couplings, clutches, manual transmissions, torque converters, and power shift transmissions, hydrostatic transmissions, differentials, brakes, and final drives are included, as well as hydraulically driven machines.
Academic Service Fee: $160.00

DHER 2603
YIELD MONITORING, VARIABLE RATE & AUTO STEER DIAGNOSTICS
Theory/Lab | 3 Credit Hours
Summarizes how GPS integrates with guidance systems, yield monitoring systems, and variable rate technologies, also provides an explanation of the components of yield monitoring, variable rate, and auto steer systems along with the integration of machine electronics and hydraulics into those systems. System design, principles of operation, sensors, calibration, and system diagnostics are studied.
Academic Service Fee: $120.00

DHER 2633
CAPSTONE
Theory/Lab | 3 Credit Hours
An applied research project identified during internships, as a work-based problem in need of improvement. Research can include improvements in diagnostic, service, and maintenance processes, technical support systems, customer service, etc. Advanced application of diagnostics principles relating to engine, power train, electrical systems, electronics, hydraulics, brakes and other equipment systems, and development of preventive maintenance systems are included.
Academic Service Fee: $120.00

TRUCK TECHNICIAN (DHEU)

DHEU 1143
MAINTENANCE & INSPECTIONS
Theory/Lab | 3 Credit Hours
This course will review pre-delivery, preventive maintenance (PM), commercial vehicle inspection program (CVIP), and the responsibilities of the service technician to ensure that all PM items are performed to benchmark standards. Students will review PM standards established by the Commercial Motor Vehicle Safety Act (CMVSA) American Standard Inspection Procedures for Motor Vehicles, Trailers, and Semi-Trailers operated on Public Highways (ANSI) the National Highway Traffic Safety Administration (NHTSA) and the Commercial Vehicle Safety Alliance (CVSA) Vehicle Out-of-Service Criteria. Students will perform: basic steering, alignment and suspension inspections; walk-around inspections; A, B, C and D inspections; trailer inspections; and pre-delivery inspections. They will also test coolant; and describe proper disposal methods for used oil, filters, coolant, batteries, etc.
Academic Service Fee: $90.00

DHEU 1153
MAINTENANCE FUNDAMENTALS
Theory/Lab | 3 Credit Hours
An introduction to the skills and knowledge required by all service technicians, including precision measurement, safety regulation compliance, lifting and blocking, torque wrench use, Kenworth product identification, and service literature usage. The career cornerstone course includes a review of the OSUIT Handbook, a technical pre-test, development of the career passport, and career exploration.
Academic Service Fee: $90.00

DHEU 1213
INTRODUCTION TO FLUID POWER
Theory/Lab | 3 Credit Hours
This course 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.
Academic Service Fee: $90.00

DHEU 1253
ELECTRICAL CIRCUITS, CHARGING & STARTING SYSTEMS DIAGNOSTICS & REPAIR
Theory/Lab | 3 Credit Hours
Introduces electrical laws and principles, and includes the use of digital volt/ohm meters, amp probes, wiring diagrams and electrical schematics, wire and connector repair methods, and semiconductors. Students learn to diagnose, maintain, and repair electrical circuits, charging circuits, and starting circuits. Emphasis is on diagnostics, preventive maintenance, and correct repair procedures.
Academic Service Fee: $90.00

DHEU 1313
POWER TRAIN SYSTEMS
Theory/Lab | 3 Credit Hours
An introduction to clutches, manual transmissions, drivelines and differentials. Emphasis is on power flow, diagnostics, disassembly, inspection, failure analysis, repair and assembly.
Academic Service Fee: $90.00

DHEU 1343
BRAKE SYSTEMS
Theory/Lab | 3 Credit Hours
A review of hydraulic and pneumatic principles as they apply to braking systems, including anti-skid and traction control. Maintenance and repair of the air brake systems components and medium duty hydraulic brake system components is covered. Students perform foundation brake maintenance.
Academic Service Fee: $90.00

DHEU 2433
INTERNSHIP IV
Internship | 3 Credit Hours
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver's license, or have School Dean or designee's approval.
Academic Service Fee: $90.00

DHEU 2452
AIR CONDITIONING SYSTEMS
Theory/Lab | 2 Credit Hours
A study of the theory, application, and repair of mobile air conditioning and refrigeration systems. Emphasis is on preventive maintenance, design, failure analysis, troubleshooting, proper repair and refrigerant recovery recycle methods.
Academic Service Fee: $60.00

DHEU 2523
DIESEL ENGINE & FUEL SYSTEMS
Theory/Lab | 3 Credit Hours
An introduction to diesel engine terminology, operating principles and maintenance. Engine systems are examined along with diagnostic, repair, and maintenance procedures. Students study fuel injection systems used by major diesel engine manufacturers, as well as the function and operation of various types of fuel systems, fuel system maintenance and basic troubleshooting.
Academic Service Fee: $90.00

DHEU 2524
CAPSTONE - ELECTRONIC SYSTEMS INTERFACE
Theory/Lab | 4 Credit Hours
Course represents a culmination of the program of study and provides students with opportunity to solve theoretical and real-world problems through utilization of advanced applications and diagnostic principles related to engines, emissions after treatment, power trains, brakes, air conditioning and other electronic controlled or monitored truck systems.
Academic Service Fee: $120.00

DHEU 2533
DIESEL ENGINE OVERHAUL TECHNIQUES
Theory/Lab | 3 Credit Hours
Emphasizes the application of repair procedures for diesel engines. Disassembly, parts evaluation and reusability, failure analysis, assembly, tune up procedures and troubleshooting are covered. Safety, special tool use, and use of service publications are stressed.
Academic Service Fee: $90.00

DHEU 2612
TRUCK TECHNICIAN INTERNSHIP
Internship | 12 Credit Hours
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver's license, or have School Dean or designee's approval.
Academic Service Fee: $360.00

ELECTRICAL CONSTRUCTION TECHNOLOGY (ECNT)

ECNT 1013
INTRODUCTION TO THE ELECTRICAL TRADES
Theory | 3 Credit Hours
An introduction in electricity, study targets the general concepts, ideas, history and relationships of the electrical trade, including employment opportunities, job descriptions, general safety and standards.
Academic Service Fee: $96.00

ECNT 1103
DC & AC CIRCUIT ANALYSIS
Theory/Lab | 3 Credit Hours
A study of electricity involving electrical laws, units, components, impedance and magnetism.
Academic Service Fee: $96.00

ECNT 1233
ELECTRICAL MOTORS & CONTROLS
Theory/Lab | 3 Credit Hours
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.
Prerequisite: ECNT 1103.
Academic Service Fee: $96.00

ECNT 1253
ELECTRICAL WIRING METHODS I - RESIDENTIAL
Theory/Lab | 3 Credit Hours
An examination, study and implementation of electrical wiring and wiring devices found in various types of residential structures. Study to include National Electrical Code as it applies for these occupancies.
Academic Service Fee: $96.00

ECNT 1313
NATIONAL ELECTRICAL CODES
Theory | 3 Credit Hours
An in-depth study of the latest National Electrical Code is taught, with emphasis on the total code and the licenses that can be obtained in this state and others.
Prerequisite: ECNT 1253.
Academic Service Fee: $96.00

ECNT 2123
ELECTRICAL CALCULATIONS
Theory | 3 Credit Hours
The study of electrical calculations required to troubleshoot circuits, perform complex conduit bends, and calculate voltage drops and sizing of conduits, conductors, motor circuits, transformers, over-current protection, and electrical service.
Prerequisites: ECNT 1233 and ECNT 2473.
Academic Service Fee: $96.00

ECNT 2473
ELECTRICAL WIRING METHODS II - COMMERCIAL
Theory/Lab | 3 Credit Hours
Analysis of electric power distribution of transformer secondary systems as it pertains to the construction of commercial installations is focused on, and includes feeder and service calculation as required by National Electrical Code.
Prerequisite: ECNT 1253.
Academic Service Fee: $96.00

ECNT 2533
ELECTRICAL WIRING METHODS III - INDUSTRIAL
Theory/Lab | 3 Credit Hours
An in-depth study of hazardous locations, more detailed coverage of branch circuits and their associated calculations, site lighting and industrial light fixtures, lighting protection, plus the study of panel board, motor control bus ways and other industrial products and centers, tools.
Prerequisites: ECNT 1253 and ECNT 2473.
Academic Service Fee: $96.00

ECNT 2613
PROGRAMMABLE LOGIC CONTROLLERS (PLC) FOR ELECTRICIANS
Theory/Lab | 3 Credit Hours
Industry has traditionally relied on engineers and instrumentation and control technicians to design, build, operate, maintain, and repair Programmable Logic Controller (PLC) systems. As PLC's have evolved, many organizations have found it beneficial for other maintenance groups such as electricians and mechanical technicians to help support engineers and I&C technicians in the area of PLC's. Designed for incumbent work force technicians and student technicians not traditionally responsible for PLC systems, but require basic skills and knowledge for entering into PLC support roles. Focus is placed on fundamental programming and wiring of PLC systems.
Prerequisite: ECNT 1233.
Academic Service Fee: $96.00

ECNT 2616
ELECTRICAL CONSTRUCTION CAPSTONE EXPERIENCE
Theory/Lab | 6 Credit Hours
An in-depth examination of all studied wiring systems, layouts and characteristics. The use of blueprints to make estimates of materials and labor costs is stressed. Special emphasis is placed on integration of all fundamental and general education classes (i.e. math, English, technical writing). The course is arranged so the student has a solid understanding of the electrical contracting business. The National Electrical Code, safety, and the electrical methods taught in previous classes are used, and the student

completes the exit assessment instrument and other graduation requirements.
Prerequisites: ECNT 1253, ECNT 2473, ECNT 2533 and completion of one (1) internship, or approval by the School Dean.
Academic Service Fee: $192.00

ECONOMICS (ECON)

ECON 2103 (S)
MICROECONOMICS
Theory | 3 Credit Hours | WEB
An introduction to the general concepts of economic reasoning, emphasizing microeconomic theory of the US system. Includes allocation of resources, distribution of final output to the individual, overall functioning of price system, and the relationship of price, quantity and profit in a capitalistic market economy.
Prerequisite: ECON 2203.
Academic Service Fee: $21.00

ECON 2203
MACROECONOMICS
Theory | 3 Credit Hours | WEB
An introduction to the general concepts of economic reasoning emphasizing macroeconomic theory of the US system. Includes monetary policy, national income and employment, money and banking, economic growth policies and interrelationships with the world economy.
Academic Service Fee: $21.00

ENGLISH (ENGL)

ENGL 0102
TECHNICAL WRITING STRATEGIES
Theory | 2 Credit Hours | Non-Credit Bearing | WEB
This corequisite strategies course provides learning support and supplemental instruction for students co-enrolled in ENGL 1033 Technical Writing I. Eligibility is determined by student's college readiness placement exam scores. This course does not count toward graduation or any degree program.
Corequisite: ENGL 1033.
Academic Service Fee: $51.00

ENGL 0112
FRESHMAN COMPOSITION STRATEGIES
Theory | 2 Credit Hours | Non-Credit Bearing | WEB
This corequisite strategies course provides learning support and supplemental instruction for students co-enrolled in ENGL 1113 Freshman Composition I. Eligibility is determined by student's college readiness placement exam scores. This course does not count toward graduation or any degree program.
Corequisite: ENGL 1113.
Academic Service Fee: $51.00

ENGL 0143
ENGLISH FUNDAMENTALS
Theory | 3 Credit Hours | Non-Credit Bearing
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.
Academic Service Fee: $76.50

ENGL 0153
APPLIED ENGLISH
Theory | 3 Credit Hours | Non-Credit Bearing
Reviews the fundamentals aspects 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 enrollment is limited to those students who qualify for participation in the institution's Learning Communities. Does not count toward graduation or any degree program.
Academic Service Fee: $76.50

ENGL 1033
TECHNICAL WRITING I
Theory | 3 Credit Hours | WEB
This course focuses on the writing process and strategies for improving writing. The emphasis is on clear, concise writing for specific audiences and purposes. The assignments and activities reflect real-world work situations and writing requirements such as letters and memoranda.
Academic Service Fee: $21.00

ENGL 1113
FRESHMAN COMPOSITION I
Theory | 3 Credit Hours | WEB
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.
Academic Service Fee: $21.00

ENGL 1213
FRESHMAN COMPOSITION II
Theory | 3 Credit Hours | WEB
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.
Prerequisite: ENGL 1113 or School Dean's approval.
Academic Service Fee: $21.00

ENGL 2033
TECHNICAL WRITING II
Theory | 3 Credit Hours | WEB
This course continues the emphasis on the writing process taught in ENGL 1033 and includes a brief review of composition techniques. The assignments include various types of technical reports with emphasis on preparation, data collection and research, organization, style, format, graphics, technical descriptions, and formal report writing.
Prerequisite: ENGL 1033 or ENGL 1113; or School Dean's approval.
Academic Service Fee: $21.00

ENGL 2113
CREATIVE WRITING
Theory | 3 Credit Hours | WEB
The focus is on improving students' abilities to develop creative writings while learning techniques for reading like writers. Assignments reflect the vocabulary of writers, and class is structured primarily as a workshop for students to read and critique their peers' writing. Offers instruction for invention, genre exploration, revision, and appropriate etiquette in a workshop setting. Assignments require the use of microcomputers and word processing software.
Academic Service Fee: $21.00

ENGL 2413 (D, H)
INTRODUCTION TO LITERATURE
Theory | 3 Credit Hours | WEB
A study in fiction, drama/film, and poetry. Written critical exercises and discussion.
Academic Service Fee: $21.00

ENGL 2543 (H, I)
SURVEY OF ENGLISH LITERATURE I
Theory | 3 Credit Hours
Selected reading of major English writers to 1800. A survey of key works, authors, genres, literary history and criticism.
Academic Service Fee: $21.00

ENGL 2653 (H, I)
SURVEY OF ENGLISH LITERATURE II
Theory | 3 Credit Hours
Selected reading of major English writers from 1800 to present. A survey of key works, authors, genres, literary history and criticism.
Academic Service Fee: $21.00

ENGL 2773 (D, H)
SURVEY OF AMERICAN LITERATURE I
Theory | 3 Credit Hours | WEB
An introduction to the works of the chief American writers from colonial days through the Civil War, with attention both to the historical context and to selected works chosen for close analysis.
Academic Service Fee: $21.00

ENGL 2883 (D, H)
SURVEY OF AMERICAN LITERATURE II
Theory | 3 Credit Hours | WEB
An introduction to the works of the chief American writers from the Civil War to the present, with attention both to the historical context and to selected works chosen for close analysis.
Academic Service Fee: $21.00

ENGL 3323
TECHNICAL WRITING III
Theory | 3 Credit Hours | WEB
This course reviews the basics of technical writing and recognizable workplace formats. The course also focuses on the ethical and accurate transfer of information to technical and non-technical audiences, problem solving strategies, critical thinking skills, revision and editing strategies, as well as using visual aids to convey accurate information.
Prerequisite: ENGL 1213 or ENGL 2033; or School Dean's approval.
Academic Service Fee: $21.00

ENGINEERING TECHNOLOGIES (ETD)

ETD 1101
SAFETY APPLICATIONS
Theory | 1 Credit Hour | WEB
Students learn OSHA regulations and practice safety procedures in the following areas: hazard recognition and control, materials handling, flammables, fire protection, electrical safety, machine guarding, confined spaces, personal protective equipment, and accident investigation and reporting, lock out tag out, and general first aid.
Academic Service Fee: $35.00

ETD 1102
BASIC MECHANICS
Theory/Lab | 2 Credit Hours
Introduces students to general shop safety and practices, proper use and care of general hand tools, soldering techniques, applications of precision measuring and layout, and proper use and care of

general power tools such as drill presses and grinders.
Academic Service Fee: $70.00

ETD 2090
SPECIAL PROJECTS
Theory/Lab | 1-9 Credit Hours
An individual study under the supervision of an instructor. Projects are undertaken in any area of the engineering technology field with credit hours determined by the level and amount of effort required.
Academic Service Fee: $35.00 per credit hour, as determined by course credit

ETD 2411
EMPLOYMENT EXPLORATION
Theory | 1 Credit Hour
Students develop effective résumé and cover letter writing skills, as well as interview techniques. Intended to assist students with focusing on their search for full-time employment (AAS students) or internship opportunities (BT students).
Academic Service Fee: $35.00

ETD 3090
SPECIAL PROJECTS
Theory/Lab | 1-9 Credit Hours
An individual study under the supervision of an instructor. Projects are undertaken in any area of the engineering technology field with credit hours determined by the level and amount of effort required.
Academic Service Fee: $35.00 per credit hour, as determined by course credit

ETD 4414
CAPSTONE
Theory/Lab | 4 Credit Hours
The culminating student experience in Engineering Technologies, and utilizes applied research projects identified during student internships. Students work in teams to investigate alternatives for real problems which have the potential to increase employer productivity. The student teams analyze potential, design alternative solutions, test the most viable alternative, interpret the findings, document the best practices and promote deployment back to employers. Faculty assists students in the design and conduct of their applied research efforts.
Prerequisites: Course should be taken in the semester of graduation or with the School Dean's approval, and the student must have a minimum 2.0 retention GPA.
Academic Service Fee: $140.00

ELECTRICAL & ELECTRONICS TECHNOLOGIES (ETDE)

ETDE 1263
AC ELECTRONICS & PHOTONICS
Theory/Lab | 3 Credit Hours
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.
Prerequisites: MATH 1513 and ETDE 1283.
Corequisite: MATH 1613.
Academic Service Fee: $105.00

ETDE 1283
AC/DC CIRCUITS I
Theory/Lab | 3 Credit Hours
This course covers the fundamentals of DC and AC electric circuit theory. This includes detailed coverage of direct current, alternating current, Ohm's law, energy and power relationships, and series, parallel and combinational resistive circuit laws. An introduction to magnetism and electromagnetism and their roles in DC and AC motor and generator operation will be introduced. Inductance and capacitance and their fundamental applications will also be introduced, as well as troubleshooting and safety in electrical circuits. Students will be introduced to electronic test equipment and its proper operation, including the digital multimeter, oscilloscope, function generator and DC power supplies. Exposure to these topics in a laboratory setting is included using onsite facilities and hardware and software simulation tools.
Corequisite: MATH 1513.
Academic Service Fee: $105.00

ETDE 1293
AC/DC CIRCUITS II
Theory/Lab | 3 Credit Hours
This course is a continuation of EDTE 1283 AC/DC Circuits I, and introduces students to circuit analysis techniques in DC and AC electric circuits. This includes detailed coverage of rules and laws such as Kirchhoff's Voltage and Current Laws, loaded voltage dividers, Thevenin's Theorem, maximum power transfer theorem, superposition principle, and Wheatstone bridges. The student will analyze combinational inductive, reactive, and resistive circuits. Power factor will be introduced, along with basic passive AC circuits, such as filters, integrators and differentiators. Fundamental transformer theory will be introduced. Exposure to these topics in a laboratory setting is included using onsite facilities and hardware and software simulation tools.
Prerequisites: ETDE 1283 and MATH 1513.
Corequisite: MATH 1613.
Academic Service Fee: $105.00

ETDE 1333
INDUSTRIAL ELECTRICAL SYSTEMS
Theory/Lab | 3 Credit Hours
Designed to give the student a broad overview and exposure to a variety of electrical and electronic principles and practices. A combination of classroom activities, study and research, and hands-on applications so the student has a clear understanding of the topics, as well as the ability to manipulate appropriate tools, software and equipment.
Academic Service Fee: $112.00

ETDE 1343
MOTORS & CONTROLS
Theory/Lab | 3 Credit Hours
Introduces the fundamental concepts of electrical motors and associated electrical controls. Topics include ladder diagrams, schematic diagrams, contactors, motor starters, control relays, timing relays, pilot control devices, AC/DC motors and related control devices. Upon completion, students should be able to properly select, install and troubleshoot motors and associated control systems.
Prerequisite: ETDE 1283.
Corequisite: ETDE 1293.
Academic Service Fee: $112.00

ETDE 1363
ELECTRONIC DEVICES & STANDARDS
Theory/Lab | 3 Credit Hours
Students learn to identify, specify, and troubleshoot electronic devices used in power supplies, amplifiers, oscillators, sensor circuits, electro-optical, and industrial control circuits. Students learn how to research and use manufacturer specification sheets. Device measurements are made with multimeters, oscilloscopes, frequency counters and other test equipment. Students are introduced to standards development for measurements and devices. An overview of professional organizations such as American National Standards Institute, International Standards Organization, and National Institute of Standards and Technology is included. Students complete a course project integrating devices into a working system. Technical reports and presentations are vital components of the course.
Prerequisite: ETDE 1293.
Academic Service Fee: $105.00

ETDE 1373
DIGITAL SYSTEMS & MICROCONTROLLERS
Theory/Lab | 3 Credit Hours
Introduces digital logic, number systems, and circuits as they relate to computing, memory, and control systems. Topics include numbering systems, logic gates, flip-flops, counters, shift registers, latches, decoders, multiplexers, interfaces, displays, I/O, and timing circuits. Students learn how to research and use manufacturer specification sheets. Students learn computer communication systems, communication standards, and troubleshooting. Microprocessors, microcontrollers, and embedded systems are introduced. Students complete a course project using a microcontroller that demonstrates hardware control and software programming. Technical reports and presentations are vital components of the course.
Prerequisite: ETDE 1363.
Academic Service Fee: $105.00

ETDE 2113
INTRODUCTION TO PLCS
Theory/Lab | 3 Credit Hours
An introductory course in programmable logic controllers (PLCs) and their applications in industrial environments. Topics include ladder logic programming, input and output modules, power supplies, selection and installation of controllers, and interfacing controllers with equipment. Upon successful completion, the student should be able to install PLC's and create basic programs.
Prerequisite: ETDE 1343.
Academic Service Fee: $105.00

ETDE 2123
PLC APPLICATIONS
Theory/Lab | 3 Credit Hours
Programmable logic controllers (PLCs) and their applications in industrial environments. Topics include basic programming, hardware specifications, and wiring. After successful completion, the student is able to program and troubleshoot fundamental PLC systems and related control devices.
Prerequisite: ETDE 2113.
Academic Service Fee: $105.00

ETDE 2133
INTRODUCTION TO INSTRUMENTATION
Theory/Lab | 3 Credit Hours
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.
Prerequisite: ETDE 1293.
Academic Service Fee: $105.00

ETDE 2223
ELECTRICAL POWER DISTRIBUTION
Theory/Lab | 3 Credit Hours
Students study the physical properties of electromagnetic and electromechanical energy conversion devices and their application to conventional rotating machines. Electrical energy generation, transmission and distribution and relay technology are also covered.
Prerequisite: ETDE 1293.
Corequisite: ETDE 1363.
Academic Service Fee: $105.00

ETDE 2253
HYDRAULICS & PNEUMATICS
Theory/Lab | 3 Credit Hours
Hydraulic principles, types of hydraulic fluids and their characteristics are covered. Describes components of the hydraulic system and their functions, including filters and strainers, reservoirs and accumulators, pumps, piping, tubing and hoses, control valves, relief valves, and actuating devices. Covers a variety of operating principles of reciprocating, positive displacement, rotary, and dynamic air compressors. Covers primary and secondary air treatment. Includes valves, logic devices, cylinders, and air motors.
Prerequisites: ETDE 1283 and MATH 1513.
Academic Service Fee: $105.00

ETDE 2273
ELECTRONIC CONTROL DEVICES
Theory/Lab | 3 Credit Hours
An introduction to a wide range of electronic devices and industrial automatic controls. Emphasis is placed on motor speed/position controls and programmable devices. Topics include specialized switches, sensors, stepper motors, stepper motor controllers, variable frequency drives, and control systems common to the industrial environment. Upon completion, the learner is able to install, troubleshoot, and program variable frequency drives and stepper control systems. Students also analyze how variable speed drives save energy and maintenance costs in industrial applications.
Prerequisites: ETDE 1343 and ETDE 1363.
Academic Service Fee: $105.00

ETDE 2812
ELECTRICAL/ELECTRONICS INTERNSHIP
Internship | 12 Credit Hours
An internship is a cooperative agreement between industry and education which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines and is supervised by industry and school representatives.
Prerequisites: Recommendation by program instructor and a minimum overall (cumulative) GPA of 2.5.
Academic Service Fee: $420.00

ETDE 3123
INSTRUMENTATION
Theory/Lab | 3 Credit Hours
The fundamentals of industrial instrumentation. Topics include the operation and calibration of electric, electronic and pneumatic instruments as well as the basic physical laws of temperature, pressure, flow and level. Upon successful completion the student is able to design, install, maintain and calibrate basic instruments and control devices.
Prerequisites: EDTE 1373 and ETDE 2123.
Academic Service Fee: $105.00

ETDE 3213
PROJECT MANAGEMENT & ENGINEERING ECONOMICS
Theory | 3 Credit Hours
The principles and techniques of managing engineering projects are presented, and emphasis is placed on project teams, design process, estimates, project budgeting, scheduling, proposals, and Microsoft project.
Academic Service Fee: $105.00

ETDE 3223
INDUSTRIAL NETWORKS
Theory/Lab | 3 Credit Hours
Students learn the fundamentals of local area networks and their operation in the industrial control environment. Topics include the characteristics of network topologies, system hardware (repeaters, bridges, routers, and gateways), system configuration, and installation and administration of the LAN. Upon completion, students are able to install, maintain, and manage typical industrial control networks.
Prerequisites: ETDE 2123 and ETDE 2273.
Academic Service Fee: $105.00

ETDE 3233
LIQUID & GAS FLOW MEASUREMENT
Theory/Lab | 3 Credit Hours
Provides guidelines for the selection and use of liquid and gas flow meters and their theory of operation, advantages/disadvantages. Topics include methods and equipment that are used for accurate calibration, gas and liquid flow calculations, fluid properties, and the use of primary and secondary flow standards.
Prerequisites: ETDE 3313 and PHYS 1214.
Academic Service Fee: $105.00

ETDE 3313
HEAT TRANSFER & FLUID MECHANICS
Theory | 3 Credit Hours
A calculus-based course offering fundamental principles of thermal-fluid sciences important to the design synthesis and operation of process control systems. Students analyze fluid systems using Bernoulli and general energy equations, laminar and turbulent flows, flow and pressure measurements and flow forces. Students also study heat transfer by conduction, convection, and radiation.
Prerequisites: ETDE 2253, MATH 2144 and PHYS 1214.
Academic Service Fee: $105.00

ETDE 3513
PROGRAMMING FOR INSTRUMENTATION
Theory/Lab | 3 Credit Hours
Introduces students to computer-based data acquisition and process control using graphical programming to automatically measure physical properties encountered in instrumentation engineering technology.
Prerequisite: ETDE 3123.
Academic Service Fee: $105.00

ETDE 4112
ELECTRICAL/ELECTRONICS INSTRUMENTATION INTERNSHIP
Internship | 12 Credit Hours
An internship is a cooperative agreement between industry and education which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines and is supervised by industry and school representatives.
Prerequisites: ETD 2411, recommendation by program instructor, and a minimum overall (cumulative) GPA of 2.5.
Academic Service Fee: $420.00

ETDE 4133
PROCESS MEASUREMENT & CONTROL
Theory/Lab | 3 Credit Hours
An advanced course in electronic/pneumatic instrumentation devices commonly used in process measurement and control systems. Students work in a teaming environment to apply various control methodologies (i.e., PID, etc.) to monitor and control process variables in solving real world problems. Upon successful completion, the student is able to design, install, maintain and calibrate process measurement and control systems.
Prerequisites: ETDE 3223, ETDE 3233, ETDE 3513 and MATH 2153.
Academic Service Fee: $105.00

ETDE 4313
DISTRIBUTED CONTROL SYSTEMS
Theory/Lab | 3 Credit Hours
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.
Prerequisites: ETDE 3223 and MATH 2153.
Academic Service Fee: $105.00

ETDE 4813
INSTRUMENTATION CAPSTONE
Lab | 3 Credit Hours
The capstone course is the culminating student experience in Instrumentation Engineering. Students work in teams from the project's conception phase, through design and construction, to completion. Through these phases students employ principles and techniques acquired in ETDE 3213 Project Management and Engineering Economics. Faculty serve as technical advisors to assist students in the design and conduct of their applied research efforts.
Prerequisites: ENGL 3323, ETDE 3213, ETDE 3223, ETDE 3513, School Dean's approval and a minimum GPA of 2.5.
Academic Service Fee: $105.00

ENGINEERING GRAPHICS & DESIGN/ DRAFTING (ETDG)

ETDG 1143
INTRODUCTION TO DESIGN/DRAFTING
Theory/Lab | 3 Credit Hours | WEB
Students learn basic use and application of AutoCAD as a drafting tool through the creation of geometrical shapes, parts, drawings, and electrical symbols and schematics. Students also gain a basic understanding of the fields of civil, mechanical, and architectural design and drafting.
Corequisite: MATH 1513.
Academic Service Fee: $150.00

ETDG 1192
APPLIED AUTOCAD
Theory/Lab | 2 Credit Hours
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.
Prerequisite: ETDG 1143.
Corequisite: MATH 1513.
Academic Service Fee: $100.00

ETDG 1253
TECHNICAL DRAWING
Theory/Lab | 3 Credit Hours
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.
Prerequisite: ETDG 1143.
Corequisite: MATH 1513.
Academic Service Fee: $150.00

ETDG 1523
ARCHITECTURAL DESIGN
Theory/Lab | 3 Credit Hours
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.
Prerequisites: ETDG 1143 and ETDG 2143.
Corequisite: MATH 1513.
Academic Service Fee: $150.00

ETDG 2143
ARCHITECTURAL MODELING
Theory/Lab | 3 Credit Hours
Students learn to use software that provides early exploration of design concepts and forms and the ability to more accurately maintain the designer's vision through the design, documentation and construction process. This software allows the designer to make a change and automatically update it across the project, which is an essential element in the building information modeling (BIM) process. This software provides support to sustainable design, clash detection, construction planning and fabrication.
Corequisite: MATH 1513.
Academic Service Fee: $150.00

ETDG 2223
PIPING DRAFTING & DESIGN
Theory/Lab | 3 Credit Hours
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.
Prerequisite: ETDG 1143.
Corequisite: MATH 1513.
Academic Service Fee: $150.00

ETDG 2293
MECHANICAL DESIGN
Theory/Lab | 3 Credit Hours
The design of machine systems using the principles of mechanical design ergonomics, economics and production processes. Students increase their drafting and design competency through development of detail and assembly drawings and associated technical documents.
Prerequisites: ETDG 1192, ETDG 1253 and ETDG 2423.
Academic Service Fee: $150.00

ETDG 2423
SOLIDWORKS
Theory/Lab | 3 Credit Hours
Students use SolidWorks, a mechanical design automation software, to create parametric, solid models of parts and assemblies, while taking into consideration design intent and file naming conventions. Mechanical assemblies and detail drawings are derived from individual solid parts. Solid model part files are converted to an appropriate format for use in manufacturing processes.
Corequisite: MATH 1513.
Academic Service Fee: $150.00

ETDG 2523
DESIGN DRAFTING CAPSTONE
Lab | 3 Credit Hours
The culminating experience in the fundamental theories and practices in Design Drafting. Expands the concepts presented in previous coursework through simulation and actual problem resolution.
Prerequisites: Program instructor approval and a minimum overall (cumulative) GPA of 2.5.
Academic Service Fee: $150.00

ETDG 2623
BUILDING STRUCTURES
Theory/Lab | 3 Credit Hours
Students create construction documents of structural steel framework and support systems of commercial and industrial buildings using their own design for beam-to-girder and beam-to-column connections. Students calculate dimensional and design information using the Manual of Steel Construction as a reference. Students create fabrication drawings of the individual components of framework and support systems of buildings for manufacturing and delivery to the construction site.
Prerequisite: ETDG 1253.
Academic Service Fee: $150.00

ETDG 2663
CIVIL TECHNOLOGY APPLICATIONS
Theory/Lab | 3 Credit Hours
Students learn and apply knowledge in the field of land surveying drafting and civil drafting. Includes the study of converting field notes to drawings, developing plans and profiles for underground utilities, and paving and developing site grading plans.
Prerequisite: ETDG 1192.
Academic Service Fee: $150.00

ETDG 2674
CIVIL DRAFTING
Theory/Lab | 4 Credit Hours
Students develop an understanding of the field of civil drafting, which includes standard procedures, plan and profile sheets, alignments, and other key elements of the civil design field. Students also use a computer aided design program to gather, analyze, compile and manipulate data to create accurate and fully integrated Geographic Information Systems (GIS) mapping projects.
Prerequisite: ETDG 1192.
Academic Service Fee: $200.00

ETDG 2812
DESIGN DRAFTING INTERNSHIP
Internship | 12 Credit Hours
An internship is a cooperative agreement between industry and education which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines and is supervised by industry and school representatives.
Prerequisites: Recommendation by program instructor and a minimum overall (cumulative) GPA of 2.5.
Academic Service Fee: $600.00

GENERAL STUDIES (GEN)

GEN 2090
SPECIAL PROJECTS
Theory/Lab | 1-9 Credit Hours
Individual study under the supervision of an instructor with credit hours to be arranged. Projects relevant to the student's major area of study may be selected.
Prerequisite: School Dean's approval.
Academic Service Fee: $7.00 per credit hour, as determined by course credit

GEOGRAPHY (GEOG)

GEOG 2243 (S, N)
FUNDAMENTALS OF GEOGRAPHY
Theory | 3 Credit Hours | WEB
An introduction to basic geographic concepts, with an emphasis on the interrelationships of people with their physical and cultural environment.
Academic Service Fee: $21.00

GEOLOGY (GEOL)

GEOL 1014 (L, N)
EARTH SCIENCE
Theory | 4 Credit Hours
The study of sciences related to earth and our solar system – geology, meteorology, oceanography, and astronomy. Note: Physical Science elective.
Academic Service Fee: $53.00

GRAPHIC DESIGN (GRD)

GRD 1133
BASIC DRAWING
Theory/Lab | 3 Credit Hours
Basic Drawing is the start of an ongoing exploration of drawing skills as they relate to visual communications fields. Beginning studies deal with the principles of linear perspective and the use of light and shadow. Through sketching, students will look for line, tone, and texture. Subjects include still life studies and outdoor sketches.
Academic Service Fee: $90.00

GRD 1143
BASIC DESIGN
Theory/Lab | 3 Credit Hours
The study of design elements and principles, as well as foundational design elements including shape, form, and line.
Academic Service Fee: $90.00

GRD 1213
ADVERTISING DESIGN I
Theory/Lab | 3 Credit Hours
Understanding the fundamentals of advertising creation is at the core of this course. Students learn how the design principles shape advertising layout, how engagement techniques persuade readers, and how to research the demographics of the target audience and

media outlets to find suitable environments to effectively communicate a product's message to its intended consumer. Projects include exercises in copywriting, layout and design using traditional methods, as well as applications on the computer.
Prerequisites: GRD 1133, GRD 1143 and VIS 1123.
Academic Service Fee: $90.00

GRD 1243
ADVANCED DRAWING
Theory/Lab | 3 Credit Hours
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.
Prerequisite: GRD 1133.
Academic Service Fee: $90.00

GRD 1333
DESIGN PRODUCTION
Theory/Lab | 3 Credit Hours
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.
Prerequisites: GRD 1143, GRD 1213 and VIS 1203.
Corequisites: VIS 1343 and VIS 1373.
Academic Service Fee: $90.00

GRD 1363
SURVEY OF 20TH CENTURY DESIGN
Theory | 3 Credit Hours
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.
Academic Service Fee: $90.00

GRD 2413
ADVERTISING DESIGN II
Theory/Lab | 3 Credit Hours
Advertising agencies, newspapers, magazines, outdoor, electronic/digital, and other communications media are studied. The course strives to develop the conceptualization, interpersonal skills, and ability to work in creative team environments that are the mainstay of the industry.
Prerequisites: GRD 1213, GRD 1333, VIS 1343 and VIS 1373.
Corequisite: GRD 2423 or School Dean's approval.
Academic Service Fee: $90.00

GRD 2423
ADVANCED DESIGN PRODUCTION
Theory/Lab | 3 Credit Hours
Students are expected to synthesize advanced skills in order to produce a multi-page publication, as well as related print works. Students explore and apply concepts in print production from planning through job completion. Students develop problem solving techniques, organization, time management, and production and design mechanics that are applied to each project.
Prerequisites: GRD 1333, VIS 1343 and VIS 1373.
Corequisite: GRD 2413 or School Dean's approval.
Academic Service Fee: $90.00

GRD 2523
BRANDING/IDENTITY DESIGN
Theory/Lab | 3 Credit Hours
The foundation of the course emphasizes branding solutions in identity design. It involves the creation of thumbnails through comprehensive layout stages and final production which are used in presentations. The course includes several Identity projects that are conceptualized, designed, and produced for real and/or hypothetical companies which provide a product or service.
Prerequisites: GRD 2413 and GRD 2423.
Corequisite: GRD 2543.
Academic Service Fee: $90.00

GRD 2543
GRAPHIC DESIGN PRACTICUM
Lab | 3 Credit Hours
Students work to address actual client needs through client meetings, visual research, and prototype development. Students are involved with projects from the initial meeting with the client through delivery of the finished work. Projects are designed to further develop the students' interpersonal communication and production knowledge while working in a design studio team environment.
Prerequisites: GRD 2413 and GRD 2423, or School Dean's approval.
Corequisite: GRD 2523 or School Dean's approval.
Academic Service Fee: $90.00

GRD 2623
CONSUMER DESIGN
Theory/Lab | 3 Credit Hours
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.
Prerequisite: GRD 2523 and GRD 2543, or the School Dean's approval.
Academic Service Fee: $90.00

GRD 2696
GRAPHIC DESIGN CAPSTONE
Theory/Lab | 6 Credit Hours
Represents the final culmination of the program of study involving either hypothetical or live assignments and incorporates all of the learning objectives. A resume, branded portfolio, interactive CD, and web site of work produced will be required for job preparation and real job interviewing. Post-tests will be administered and included in the student's final grade. Participation in an industry portfolio review and multiple industry interviews are required.
Prerequisites: All required courses on GRD plan of study.
Corequisite: GRD 2623 or School Dean's approval.
Academic Service Fee: $180.00

GRD 2800
GRAPHIC DESIGN INTERNSHIP
Internship | 1-12 Credit Hours
On-the-job training in industry that emphasizes supervised employment and observation.
Prerequisites: GRD 2543 or the School Dean's approval and a minimum GPA of 2.0.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

GENERAL TECHNOLOGY - AIR CONDITIONING (GTAC)

GTAC 1503
BASIC REFRIGERATION
Theory/Lab | 3 Credit Hours
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.

GTAC 1603
BASIC AIR CONDITIONING & HEATING
Theory/Lab | 3 Credit Hours
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.
Prerequisite: GTAC 1503 or the School Dean's approval.

GENERAL TECHNOLOGY - AUTOMOTIVE (GTAU)

GTAU 1652
ENGINE & MEASUREMENT FUNDAMENTALS
Theory/Lab | 2 Credit Hours
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.

GENERAL TECHNOLOGY - CONSTRUCTION (GTCT)

GTCT 1183
WELDING
Theory/Lab | 3 Credit Hours
This course is designed to develop knowledge and basic skills in the welding of ferrous and non-ferrous metals using the arc process of stick electrodes. Basic use and understanding of MIG (Microwire Inert Gas) welding processes and the use of oxygen-acetylene cutting torches are included.
Academic Service Fee: $138.00

GENERAL TECHNOLOGY - ENGINEERING (GTET)

GTET 1193
MICROPROCESSOR APPLICATIONS
Theory/Lab | 3 Credit Hours
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.

GTET 1353
AC ELECTRICAL POWER GENERATION
Theory/Lab | 3 Credit Hours
Principles of single and three (3) phase power generation, including operation, construction, control and maintenance.

GTET 2402
MICRO INSTRUMENTATION
Theory/Lab | 2 Credit Hours
Cleaning, repair, fabrication and testing of various aircraft instruments, and includes synchros, servos and other related devices.

GTET 2463
MICRO-ELECTRONICS PRINCIPLES
Theory/Lab | 3 Credit Hours
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.

GTET 2593
DIRECT DIGITAL CONTROLS
Theory/Lab | 3 Credit Hours
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.
Prerequisites: ACR 1126, ACR 1203, ACR 1206 and ACR 1343.

GTET 2703
TECHNOLOGY PROGRAMMING
Theory/Lab | 3 Credit Hours
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.

GENERAL TECHNOLOGY (GTGE)

GTGE 1111
COLLEGE CORNERSTONE
Theory | 1 Credit Hour | WEB
College Cornerstone serves as the foundation for students to build upon during their time at OSUIT, and is delivered through the student's home department. Students must document, defend, or demonstrate the ability to perform tasks required to meet the objectives of each unit, including e-mail proficiency, library research, resource tools, learning styles and study strategies, career exploration, and time and money management.

GTGE 2030
OCCUPATIONAL PRACTICUM
Theory/Lab | 1-9 Credit Hours
An individualized experience in the student's area of specialization under the supervision of an instructor, with hours and responsibilities to be arranged. This experience is normally associated with employment.
Prerequisite: The School Dean's approval.

GTGE 2040
WORKSHOPS
Theory/Lab | 1-9 Credit Hours
Designed for a variety of workshop experiences. Specific topics are designated as the workshop is scheduled and are based on expressed needs.

GTGE 2050
DIRECTED INDIVIDUAL PROBLEMS
Theory/Lab | 1-9 Credit Hours
Individual problems under the direction of an instructor with specific responsibilities to be arranged. Problems are normally related to the individual's specialty area.
Prerequisite: The School Dean's approval.

GTGE 2060
SEMINARS
Theory/Lab | 1-9 Credit Hours
A variety of seminars and/or research experiences with specific topics designated as the workshop is scheduled and based on expressed needs.

GTGE 2070
TECHNOLOGICAL DEVELOPMENTS
Theory/Lab | 1-9 Credit Hours
Individual projects directed by an instructor with responsibilities to be determined. Projects are normally associated with some significant development within the individual's area of specialization.
Prerequisite: The School Dean's approval.

HEALTH & HUMAN PERFORMANCE (HHP)

HHP 1113
PERSONAL HEALTH
Theory | 3 Credit Hours | WEB
A comprehensive study of personal health with emphasis on mental health, human sexuality, growth and development, psychoactive drugs, communicable diseases, degenerative diseases, consumer, and community health resulting in a positive change in the health attitudes and practices of students.
Academic Service Fee: $21.00

HISTORY (HIST)

HIST 1483
US HISTORY TO 1865
Theory | 3 Credit Hours | WEB
The history of the US from European colonization through the Civil War period. One (1) section is usually offered each semester with an emphasis on Native American contributions to the US History.
Academic Service Fee: $21.00

HIST 1493
US HISTORY SINCE 1865
Theory | 3 Credit Hours | WEB
The history of the US from the reconstruction period to the present is discussed. Emphasis is given to the growth of industry and its impact on domestic and foreign affairs.
Academic Service Fee: $21.00

HIST 1613 (H)
WESTERN CIVILIZATION TO 1500
Theory | 3 Credit Hours | WEB
An exploration of western civilization from the ancient world to the Reformation with a multicultural perspective on the study of mankind.
Academic Service Fee: $21.00

HIST 1623 (H)
WESTERN CIVILIZATION AFTER 1500
Theory | 3 Credit Hours | WEB
A continuation of HIST 1613 with an emphasis on the period from the Reformation to the present.
Academic Service Fee: $21.00

HIST 2323 (S)
OKLAHOMA HISTORY
Theory | 3 Credit Hours | WEB
Development of the state of Oklahoma from prehistory to present is discussed. Among the material covered relating to Oklahoma are the geography and geology, prehistoric cultures, Native American heritage, Civil War, Cimarron Territory, Indian Territory, Oklahoma Territory, statehood, development of political institutions, ethnic diversity, economic development, politics and other aspects contributing to the formation of the state. Course satisfies the Oklahoma State Department of Education requirement for teacher certification.
Academic Service Fee: $21.00

HUMANITIES (HUM)

HUM 1013 (H)
HUMANITIES I
Theory | 3 Credit Hours | WEB
Themes of human expression as reflected through art, sculpture, architecture, music and literature from the classical period through the Renaissance with emphasis on an appreciation of their significance in human experience.
Academic Service Fee: $21.00

HUM 1033 (H)
HUMANITIES II
Theory | 3 Credit Hours | WEB
Themes of human expression as reflected through art, sculpture, architecture, music, and literature from the Renaissance period through Modernism with emphasis on an appreciation of their significance in human experience.
Prerequisite: HUM 1013 (preferred but not required) or School Dean's approval.
Academic Service Fee: $21.00

HUM 1113 (H)
MUSIC APPRECIATION
Theory | 3 Credit Hours | WEB
A course designed to give students an appreciation of music through analysis of the impact of music over various time periods of the civilization of humankind throughout the world.
Academic Service Fee: $21.00

HUM 2243 (H)
NATIVE PEOPLES OF NORTH AMERICA
Theory | 3 Credit Hours | WEB
A study of the history and cultures of Native Americans from pre-colonial to present times. Emphasis is on tribal cultures, traditions, and experiences, conflicts with European explorers and settlers, and US government relations. Students discuss cultural differences, as well as legal and political issues affecting Native Americans today.
Academic Service Fee: $21.00

HUM 2453 (H)
INTRODUCTION TO FILM
Theory | 3 Credit Hours
An introduction to the basics of motion pictures, film theory, history and appreciation.
Academic Service Fee: $21.00

HUM 2563 (I, H)
COMPARATIVE CULTURES
Theory | 3 Credit Hours
Comparison of environments, economies, social and political organizations and other aspects of culture among selected literate and preliterate societies.
Academic Service Fee: $21.00

HUM 2663 (I, H, D)
STUDY/TRAVEL/WORK ACROSS CULTURES & BORDERS
Theory | 3 Credit Hours
In today's world, interaction with people of other cultures is no longer an exceptional event, but an increasingly familiar occurrence. Often these interactions occur at the local supermarket or even with a routine customer service phone call. Also, it is ever more common for Americans to interact across cultures as part of their personal or work travels to other countries. Prepares participants to more effectively engage with people of other cultures and cope with the inevitable challenges faced when crossing political and social borders.
Academic Service Fee: $21.00

HIGH VOLTAGE LINEMAN PROGRAM (HVLP)

HVLP 1121
INTRODUCTION TO HIGH VOLTAGE LINEMAN PROGRAM
Theory | 1 Credit Hour
High voltage industry career opportunities, including salary information, placement requirements, current trends, research on companies and the physical, mental, and social needs in the high voltage industry are covered. Topics related to being successful in college and a career cornerstone experience that emphasizes networking with professionals and student organizations are included.
Academic Service Fee: $35.50

HVLP 1132
HIGH VOLTAGE LINEMAN SAFETY
Theory/Lab | 2 Credit Hours
Pole top rescue, bucket truck rescue, and the many safety hazards that exist, including heat exhaustion, heat stroke, insect bite or stings in the High Voltage industry are covered. Administering first aid, training opportunities that must occur, and the proper use of different types of fall protection are studied.
Prerequisite: HVLP 1243.
Academic Service Fee: $71.00

HVLP 1216
HIGH VOLTAGE INTERNSHIP I
Internship | 6 Credit Hours
A cooperative agreement between industry and education, which allows the student to utilize and define skills learned in their educational process. All work is performed in accordance with the industry standards and is supervised by an electrical line foreman or utility worker. Students work with different types of companies and with various types of material and equipment.
Prerequisites: HVLP 2563, departmental approval, an institution GPA of 2.5 or greater, and a current CDL.
Academic Service Fee: $213.00

HVLP 1243
HIGH VOLTAGE POLE CLIMBING TECHNIQUES
Theory/Lab | 3 Credit Hours
Strength and flexibility training needed to perform the duties of a line technician, as well as wooden pole climbing techniques, tool recognition and proper use, material recognition, and knot tying are covered. Students work with various types of material and equipment. Safety instructions are emphasized and required safety equipment is used while in the pole climbing area.
Academic Service Fee: $106.50

HVLP 1316
HIGH VOLTAGE INTERNSHIP II
Internship | 6 Credit Hours
A cooperative agreement between industry and education which allows the student to utilize and define skills learned during their educational process. All work is performed in accordance with the industry standards and is supervised by an electrical line foreman or utility worker. Students work for different types of companies and with various types of material and equipment.
Prerequisites: HVLP 2483, departmental approval, an institution GPA of 2.5 or greater, and a current CDL.
Academic Service Fee: $213.00

HVLP 1353
AC/DC FOR HIGH VOLTAGE LINEMAN
Theory | 3 Credit Hours
A study of overhead electricity introduces principles of alternating current through step-up, step-down transformers, substations, long distance transmission, and distribution from power generation to the consumer and through the power line circuit. Atomic theory of electron flow characteristics will also be covered.
Academic Service Fee: $106.50

HVLP 2416
HIGH VOLTAGE INTERNSHIP III
Internship | 6 Credit Hours
A cooperative agreement between industry and education, which allows students to utilize and define skills previously learned in their educational process. All work is performed in accordance with industry standards and supervised by an electrical line foreman or utility worker. Students work for different types of companies and with various types of material and equipment.
Prerequisites: HVLP 2483, departmental approval, an institution GPA of 2.5 or greater, and a current CDL.
Academic Service Fee: $213.00

HVLP 2483
PRINCIPLES OF OPERATION OF HIGH VOLTAGE DISTRIBUTION SYSTEMS
Theory/Lab | 3 Credit Hours
Study of overhead and underground high voltage systems, transformer configurations, line voltage drops and the installation of overhead and underground systems are covered. Safety practices are emphasized and students will work with various types of material and equipment in this hands-on course.
Prerequisites: HVLP 2563 and HVLP 2663.
Academic Service Fee: $106.50

HVLP 2516
HIGH VOLTAGE INTERNSHIP IV
Internship | 6 Credit Hours
A cooperative agreement between industry and education, which allows the student to utilize and define skills learned in their educational process. All work is performed in accordance with the industry standards and supervised by an electrical line foreman or utility worker. Students work for different types of companies and with various types of material and equipment.
Prerequisites: Departmental approval, an institution GPA of 2.5 or greater, and a current CDL.
Academic Service Fee: $213.00

HVLP 2553
UNDERGROUND DISTRIBUTION SYSTEMS
Theory/Lab | 3 Credit Hours
While similar in nature to overhead systems, an underground system has its own requirements. Construction techniques, tools and equipment and traffic control are given extensive coverage. Troubleshooting maintenance and care of personal equipment are covered with special emphasis on safety. Students work with various types of material and equipment.
Prerequisite: HVLP 2483.
Academic Service Fee: $106.50

HVLP 2563
OVERHEAD DISTRIBUTION SYSTEMS
Theory/Lab | 3 Credit Hours
An in depth study of construction techniques, tools equipment and personal protective equipment used in overhead distribution systems. Safety practices are emphasized while students work with various types of material and equipment in this hands-on course.
Prerequisites: HVLP 1243 and HVLP 1353.
Academic Service Fee: $106.50

HVLP 2643
ADVANCED DISTRIBUTION SYSTEMS
Theory/Lab | 3 Credit Hours
A study of high voltage and the distribution electrical field. High voltage equipment, tools, distribution equipment and safety procedures are covered. Local rules and regulations, as well as electrical codes are covered as they pertain to these two (2) types of installations. Students work with various types of material and equipment.
Prerequisites: HVLP 2553, HVLP 2563, and completion of two (2) High Voltage internships.
Academic Service Fee: $106.50

HVLP 2663
HEAVY CONSTRUCTION EQUIPMENT & OPERATION
Theory/Lab | 3 Credit Hours
A study of the Class A Commercial Driver's License (CDL) driving regulations and various types of equipment used in overhead and underground high voltage systems. Safety practices are emphasized while students drive and back equipment in this hands-on course.
Prerequisite: Departmental approval and a current CDL permit.
Academic Service Fee: $136.50

HVLP 2673
TRANSMISSION PRINCIPLES
Theory/Lab | 3 Credit Hours
An in-depth study of construction techniques, tools, equipment, and care of personal protective equipment used in transmission construction, which includes building and maintaining different transmission structures. Students learn the skills required for hot-sticking at different voltages 69Kv to 138Kv lines using hook-ladders and baker-boards.
Prerequisite: HVLP 2483.
Academic Service Fee: $106.50

HVLP 2716
HIGH VOLTAGE INTERNSHIP V
Internship | 6 Credit Hours
A cooperative agreement between industry and education, which allows the student to utilize and define skills learned in their educational process. All work is performed in accordance with the industry standards and supervised by an electrical line foreman or utility worker. Students work for different types of companies and with various types of material and equipment.
Prerequisites: Departmental approval, an institution GPA of 2.5 or greater, and a current CDL.
Academic Service Fee: $213.00

HVLP 2726
HIGH VOLTAGE LINEMAN CAPSTONE EXPERIENCE
Theory/Lab | 6 Credit Hours
The designing of distribution, transmission and underground systems, and includes the procuring and estimating of the material involved in these systems. Local rules and regulations, as well as electrical codes are covered as they pertain to these types of installations. Reviews the high voltage 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.
Prerequisites: HVLP 2643 and completion of four (4) High Voltage internships.
Academic Service Fee: $213.00

HVLP 2812
HIGH VOLTAGE INTERNSHIP
Internship | 12 Credit Hours
A cooperative agreement between industry and education, which allows the student to utilize and define skills learned in their educational process. All work is performed in accordance with the industry standards and is supervised by an electrical line foreman or utility worker.
Prerequisites: Departmental approval, an institution GPA of 2.5 or greater, and a current CDL.
Academic Service Fee: $426.00

INFORMATION TECHNOLOGIES (ITD)

ITD 1013
FUNDAMENTALS OF INFORMATION TECHNOLOGIES
Theory/Lab | 3 Credit Hours
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.
Academic Service Fee: $45.00

ITD 1033
COMPUTER LOGIC & FLOWCHARTING
Theory/Lab | 3 Credit Hours | WEB
Introductory course in structured logic techniques. Topics to be covered include principles of problem solving, flowcharts, pseudo code, common language structures, internal and external documentation, debugging, using variables and constants, data types and the hierarchy of math operations.
Academic Service Fee: $45.00

ITD 1203
INTRODUCTION TO C PROGRAMMING
Theory/Lab | 3 Credit Hours | WEB
A course in procedural programming taught in C language. This course includes basic control structures, files, input/output, single and multi-dimensional arrays, searching and sorting. Content includes a procedural design process.
Prerequisite: ITD 1033.
Academic Service Fee: $45.00

ITD 1213
HARDWARE SYSTEMS SUPPORT
Theory/Lab | 3 Credit Hours | WEB
Focus is on the management and maintenance of hardware and operating system environments. Topics include user administration, security, backup/recovery, and advanced systems performance evaluation and troubleshooting.
Academic Service Fee: $45.00

ITD 1223
NETWORK SYSTEMS
Theory/Lab | 3 Credit Hours | WEB
Students examine network concepts, standards, technologies, media, protocols and topologies. Topics include connectivity, network devices, basic security, local and wide area networks, network design, transmission media, structured cabling, IP addressing and Open System Interface (OSI) model.
Prerequisite: ITD 1213.
Academic Service Fee: $45.00

ITD 1243
PRINCIPLES OF INFORMATION SECURITY
Theory/Lab | 3 Credit Hours | WEB
Students explore the principles of cyber security, with an emphasis on current threats and vulnerabilities. Topics include infrastructure and operational security; cryptography; legal and ethical issues; and security policies, practices and procedures.
Academic Service Fee: $45.00

ITD 1253
OBJECT-ORIENTED PROGRAMMING USING C#
Theory/Lab | 3 Credit Hours | WEB
Students learn how to design, code, and test applications in C# using object-oriented programming techniques. Topics include classes, data types, variables, methods, recursion, operators, control statements, inheritance and polymorphism, arrays, packages, interfaces, Input/Output, and strings.
Prerequisite: ITD 1033.
Academic Service Fee: $45.00

ITD 1333
OBJECT-ORIENTED PROGRAMMING USING JAVA
Theory/Lab | 3 Credit Hours
Students learn how to design, code and test applications in Java using object-oriented programming techniques. Topics include classes, data types, variables, methods, recursion, operators, control statements, inheritance and polymorphism, arrays, packages, interfaces, exception handling, Input/Output, Java applets and strings.
Academic Service Fee: $45.00

ITD 1353
WEB DEVELOPMENT
Theory/Lab | 3 Credit Hours | WEB
Students learn web development through the application of various development principles, tools and technologies. Topics include image formats; HTML; Dynamic HTML; FTP; CSS; and JavaScript.
Academic Service Fee: $45.00

ITD 1373
VOICE, DATA & WIRELESS CONCEPTS
Theory/Lab | 3 Credit Hours
Students investigate telecommunication, data and wireless systems, technologies and policies. Topics include network architectures, transmission and media, protocols, operations, security and emerging technologies.
Academic Service Fee: $45.00

ITD 2090
SPECIAL PROJECTS
Theory/Lab | 1-9 Credit Hours
Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of information technologies with credit hours assigned based on level and amount of effort involved.
Prerequisite: School Dean's approval.
Academic Service Fee: $15.00 per credit hour, as determined by course credit

ITD 2133
NETWORK SUPPORT MANAGEMENT
Theory/Lab | 3 Credit Hours | WEB
Focuses on network troubleshooting techniques and advanced network protocol configurations. Topics include router and switch configurations, IP version 6, OSPF, RIP, RIP2, EIGRP protocols, network devices management, and IOS license management.
Prerequisite: ITD 1223.
Academic Service Fee: $45.00

ITD 2183
APPLICATION DEVELOPMENT USING JAVA
Theory/Lab | 3 Credit Hours
Students explore advanced programming techniques using Java. Topics include JDBC, file processing, graphical user interfaces, network programming and sockets, thread, security, servlets, swing, properties, introspection, collections and architectures.
Prerequisite: ITD 1333.
Academic Service Fee: $45.00

ITD 2203
DATABASE SYSTEMS
Theory/Lab | 3 Credit Hours | WEB
An introduction to database systems with emphasis on data modeling, design, construction, and use of efficient relational databases. Topics include database architecture, entity-relationship (ER) models, normalization, indexing, security, and SQL query development and validation.
Academic Service Fee: $45.00

ITD 2223
OPERATING SYSTEMS
Theory/Lab | 3 Credit Hours | WEB
Focuses on operating systems and system security. Topics include operating system installation, configuration and implementation, and operating system security architectures.
Academic Service Fee: $45.00

ITD 2263
GRAPHICAL USER INTERFACE DEVELOPMENT
Theory/Lab | 3 Credit Hours | WEB
Students learn how to design, develop and evaluate interactive application interfaces. Topics include events, regular expressions, exception handling, debugging, and testing.
Prerequisite: ITD 1253.
Academic Service Fee: $45.00

ITD 2313
SCRIPT PROGRAMMING
Theory/Lab | 3 Credit Hours | WEB
Students learn to develop and execute scripts. Topics include parsing command line arguments, regular expressions, program logic, functions, error handling, file processing and other scripting techniques.
Prerequisite: ITD 1033.
Academic Service Fee: $45.00

ITD 2413
ENTERPRISE SECURITY MANAGEMENT
Theory/Lab | 3 Credit Hours | WEB
Students learn the basic principles and governance aspects of securing information systems through research and application of regulatory compliance requirements and standards. Topics include security policy and continuity plan development, national and international standards, ethical issues, and published best practices.
Prerequisite: ITD 1243.
Academic Service Fee: $45.00

ITD 3090
SPECIAL PROJECTS
Theory/Lab | 1-9 Credit Hours
Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of information technologies with credit hours assigned based on level and amount of effort involved.
Prerequisite: School Dean's approval.
Academic Service Fee: $15.00 per credit hour, as determined by course credit

ITD 3123
LINUX WORKSTATION & SERVER OS
Theory/Lab | 3 Credit Hours | WEB
Focuses on Linux workstation and server Linux operating systems. Topics include operating system installation, configuration, maintenance and security.
Prerequisite: ITD 2223.
Academic Service Fee: $45.00

ITD 3153
LAN/WAN ROUTING & SWITCHING
Theory/Lab | 3 Credit Hours | WEB
An advanced course on the configuration and maintenance of switches, routers, virtual and local area networks (VLANs and LANs), and wide area networks (WANs). Topics include: VLAN and LAN operation and troubleshooting, WAN operation and troubleshooting, and advanced routing protocols and switching.
Prerequisite: ITD 1223.
Academic Service Fee: $45.00

ITD 3163
IT ENTERPRISE OPERATIONS
Theory/Lab | 3 Credit Hours | WEB
Students gain a working knowledge of the roles, functions, structures and constituencies of IT organizations. Topics include major IT systems and terminology, planning, compliance, quality assurance, environmental responsibility and internal/external customer relations.
Prerequisite: ITD 1213.
Academic Service Fee: $45.00

ITD 3201
EMPLOYMENT ORIENTATION
Theory | 1 Credit Hour | WEB
Focuses on IT employment and career readiness. Students demonstrate job readiness, the ability to articulate their professional goals, and develop the materials and soft skills necessary to secure appropriate IT employment. Topics include employment procedures and guidelines, career planning and job searches, and common workplace issues.
Prerequisites: Students must have a minimum 2.5 cumulative GPA and department approval.
Academic Service Fee: $15.00

ITD 3223
INTERNET OF THINGS FUNDAMENTALS (IOT)
Theory/Lab | 3 Credit Hours | WEB
Students gain a comprehensive understanding of Internet of Things (IoT) technologies though the development and assessment of end-to-end IoT systems. Topics include designing an IoT solution and collecting, storing, and visualizing data obtained from IoT sensors.
Prerequisites: ITD 1223, ITD 2223 and ITD 2313.
Academic Service Fee: $45.00

ITD 3243
SERVER-SIDE WEB PROGRAMMING
Theory/Lab | 3 Credit Hours | WEB
Students learn server-side web programming through the application of advanced development principles, tools and technologies. Topics include PHP; database manipulation; Secure Sockets Layer (SSL); cookies; and JavaScript.
Prerequisites: ITD 1353 and ITD 2203.
Academic Service Fee: $45.00

ITD 3253
SERVER ADMINISTRATION
Theory/Lab | 3 Credit Hours | WEB
Focuses on server administration. Topics include: installing and configuring Active Directory; monitoring, troubleshooting and optimizing system performance; and establishing system policies and procedure.
Prerequisite: ITD 2223.
Academic Service Fee: $45.00

ITD 3263
ITIL FOUNDATIONS
Theory/Lab | 3 Credit Hours | WEB
Students will explore the ITIL framework as well as the best practices to more effectively manage IT service delivery to customers. Topics include: identifying opportunities to develop IT processes using ITIL guidelines, interacting with IT teams using ITIL terminology and concepts, exploring IT service management processes, and recognizing the importance of IT and business integration.
Prerequisite: ITD 1213.
Academic Service Fee: $45.00

ITD 3323
ENTERPRISE FRAMEWORK PROGRAMMING
Theory/Lab | 3 Credit Hours | WEB
Students gain a working knowledge of advanced topics in C#. Topics include: C#, XML, database programming and multithreading.
Prerequisites: ITD 1203 and ITD 2203.
Academic Service Fee: $45.00

ITD 3333
DISTRIBUTED APPLICATION DEVELOPMENT
Theory/Lab | 3 Credit Hours | WEB
Students learn to develop enterprise applications. Topics include: data structures, web applications and interprocess communication.
Prerequisites: ITD 1203 and ITD 1353.
Academic Service Fee: $45.00

ITD 3423
SECURE ELECTRONIC COMMERCE
Theory/Lab | 3 Credit Hours | WEB
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.
Prerequisites: ITD 1353, ITD 2203 and ITD 2313.
Academic Service Fee: $45.00

ITD 3433
DIGITAL FORENSICS
Theory/Lab | 3 Credit Hours | WEB
Students are introduced to the procedures and techniques used to identify, extract, validate, document and preserve electronic evidence. Topics include forensic tools, resources, policies and procedures.
Prerequisites: ITD 1223, ITD 1243 and ITD 2223.
Academic Service Fee: $45.00

ITD 3443
NETWORK SECURITY
Theory/Lab | 3 Credit Hours | WEB
Students examine network security and attacks. Topics include advisories and targets, network mapping, attack types and vulnerabilities, covert channels, network monitoring, network hardening, security techniques, and countermeasures.
Prerequisite: ITD 2223.
Academic Service Fee: $45.00

ITD 3453
INFORMATION SYSTEMS & ARCHITECTURE
Theory/Lab | 3 Credit Hours | WEB
Students learn to apply systems thinking and information system concepts to applications and enterprise solutions for a business environment. Topics include: common system components, business-driven solutions, systems integration, and enterprise architecture.
Prerequisites: ITD 1033 and ITD 1223.
Academic Service Fee: $45.00

ITD 3463
ADVANCED DATABASE APPLICATIONS
Theory/Lab | 3 Credit Hours | WEB
Students create secure database applications using advanced database development tools and techniques. Topics include variable types, logic structures, creating and working with program units, subprograms and functions, Dynamic SQL, database development and utilization, access control and database security utilities.
Prerequisites: ITD 1253 and ITD 2203.
Academic Service Fee: $45.00

ITD 3523
INTRODUCTION TO APPLIED CRYPTOGRAPHY
Theory/Lab | 3 Credit Hours | WEB
Students learn the concepts behind modern cryptographic standards and how to apply them in information technology-based scenarios. Topics include symmetric and public-key encryption, hash functions, digital signatures and certificates, key management, cryptographic modes and attack types, and common cryptographic protocols and applications.
Prerequisites: ITD 1243 and ITD 2223.
Academic Service Fee: $45.00

ITD 3533
SECURE SYSTEM ADMINISTRATION
Theory/Lab | 3 Credit Hours | WEB
Students learn to secure and protect systems from threats and vulnerabilities. Topics include: provisioning, server security system installation and configuration, security software systems for mission-critical enterprises, incident handling and response.
Prerequisites: ITD 1243 and ITD 2223.
Academic Service Fee: $45.00

ITD 3543
ENTERPRISE NETWORKING
Theory/Lab | 3 Credit Hours | WEB
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.
Academic Service Fee: $45.00

ITD 3613
EMERGING & CONVERGING TECHNOLOGIES
Theory/Lab | 3 Credit Hours | WEB
Students are provided with opportunities to explore IT best practices, processes and their implications.
Prerequisite: ITD 1213.
Academic Service Fee: $45.00

ITD 3623
CONTROL SYSTEMS SECURITY
Theory/Lab | 3 Credit Hours | WEB
Students gain a working knowledge of several control systems security issues, including common risks and mitigation strategies. Topics include: process control network communications, vulnerability identification, network monitoring and incident management.
Prerequisite: ITD 1243.
Academic Service Fee: $45.00

ITD 3633
IT ORGANIZATIONAL TRAINING
Theory/Lab | 3 Credit Hours | WEB
Students apply learning theory and instructional design principles to the development, delivery and evaluation of information technology-related training. Topics include needs analysis, learning theory, instructional techniques and technologies, implementation and evaluation.
Prerequisite: ITD 1213.
Academic Service Fee: $45.00

ITD 3643
DATA CENTER/CLOUD IMPLEMENTATION
Theory/Lab | 3 Credit Hours | WEB
Students acquire a working knowledge of the processes and procedures necessary to design, install and maintain data center environments. Topics include: virtual and physical computing infrastructure, cloud deployment models, fire detection and suppression, environmental controls and impact, power systems, physical security and system monitoring.
Prerequisites: ITD 1223 and ITD 2223.
Academic Service Fee: $45.00

ITD 3653
MALWARE ANALYSIS
Theory/Lab | 3 Credit Hours | WEB
Students learn to apply software tools and techniques to perform static and dynamic analysis of a suspected malware binary to determine its purpose and scope. Topics include sandbox environments, analysis tools, system calls, machine code, and stack analysis.
Prerequisites: ITD 1243 and ITD 2313.
Academic Service Fee: $45.00

ITD 3663
MOBILE PROGRAMMING
Theory/Lab | 3 Credit Hours | WEB
Students learn to write programs for mobile devices, as well as key issues and concepts involved with mobile system programming. Topics include user interface design, data access models, network and device performance, and sometimes-connected networks.
Prerequisites: ITD 1203 and ITD 1353.
Academic Service Fee: $45.00

ITD 3673
IT ENTERPRISE MANAGEMENT
Theory/Lab | 3 Credit Hours | WEB
Focuses on the management of an IT enterprise, and topics include strategic planning and sourcing, needs assessment, vendor relations, budget and contract administration, project portfolio management, managing personnel and change, sustainability and major management/leadership methodologies.
Prerequisite: ITD 3163.
Academic Service Fee: $45.00

ITD 3683
MOBILE DEVICE FORENSICS
Theory/Lab | 3 Credit Hours | WEB
Students apply advanced digital forensics techniques and technologies to complex information systems. Topics include mobile devices, alternating operation systems, and incident response.
Prerequisite: ITD 2223.
Academic Service Fee: $45.00

ITD 3713
SOFTWARE DEVELOPMENT MANAGEMENT
Theory/Lab | 3 Credit Hours | WEB
Students learn to manage complex software development projects. Topics include software development project management, software engineering tools and techniques, and design patterns.
Prerequisites: ITD 3323 and ITD 3333.
Academic Service Fee: $45.00

ITD 3773
SOFTWARE SYSTEMS INTEGRATION
Theory/Lab | 3 Credit Hours | WEB
Introductory course in Software Systems Integration. Topics to be covered include principles of systems integration, methodologies, systems testing, integration platforms, process documentation, data integration and best practices.
Prerequisites: ITD 1243, ITD 2313 and ITD 2203.
Academic Service Fee: $45.00

ITD 4113
IT PROJECT MANAGEMENT
Theory/Lab | 3 Credit Hours | WEB
Introduces students to the principles and application of project management techniques with an emphasis on the design and management of computer information systems projects. Topics include project planning, work team design, project estimation techniques, project reporting, identifying and controlling project risks, budgets, and quality assurance.
Prerequisite: ITD 1243.
Academic Service Fee: $45.00

ITD 4123
APPLIED RESEARCH & DEVELOPMENT (CAPSTONE COURSE)
Theory/Lab | 3 Credit Hours | WEB
The culminating educational experience in Information Technologies, in which students work on substantial, applied research projects to investigate alternate solutions to real problems relating to employer productivity. The various projects may require student teams to analyze potential design alternatives, interpret results, document best practices, and report their findings.
Prerequisites: ITD 4113, a minimum 2.5 cumulative GPA, enrollment in the final semester of the BT in Information Technologies program, and department approval.
Academic Service Fee: $45.00

ITD 4800
IT INTERNSHIP
Internship | 1-12 Credit Hours
A cooperative agreement between IT industry and education in which students utilize and refine previously learned skills, and gain a working knowledge of and experience with contemporary industry culture, standards and practices.
Prerequisites: ITD 3201, a minimum 2.5 cumulative GPA, and department approval.
Academic Service Fee: $15.00 per credit hour, as determined by course credit

ITD 4900
ADVANCED IT INTERNSHIP
Internship | 1-12 Credit Hours
A cooperative agreement between IT industry and education in which students utilize and refine previously learned skills, and gain a working knowledge of and experience with contemporary industry culture, standards and practices.
Prerequisites: ITD 4800, a minimum 2.5 cumulative GPA, and department approval.
Academic Service Fee: $15.00 per credit hour, as determined by course credit

MATHEMATICS (MATH)

MATH 0143
MATH FUNDAMENTALS
Theory | 3 Credit Hours | Non-Credit Bearing
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.
Academic Service Fee: $76.50

MATH 0152
COLLEGE ALGEBRA STRATEGIES
Theory | 2 Credit Hours | Non-Credit Bearing | WEB
This corequisite strategies course provides learning support and supplemental instruction for students co-enrolled in MATH 1513 College Algebra. Eligibility is determined by student's college readiness placement exam scores. This course does not count toward graduation or any degree program.
Corequisite: MATH 1513.
Academic Service Fee: $51.00

MATH 0153
ALGEBRA FUNDAMENTALS
Theory | 3 Credit Hours | Non-Credit Bearing | WEB
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.
Academic Service Fee: $76.50

MATH 0175
BEGINNING & INTERMEDIATE ALGEBRA
Theory | 3 Credit Hours | Non-Credit Bearing
Reviews fundamental operations of algebra and emphasizes building a foundation of basic algebraic concepts and problem solving skills. This is a competency-based course that prepares students for entry into College Algebra, and enrollment is limited to those students who qualify for participation in the institution's Learning Communities. Does not count toward graduation or any degree program.
Academic Service Fee: $127.50

MATH 0202
BUSINESS MATHEMATICS STRATEGIES
Theory | 2 Credit Hours | Non-Credit Bearing | WEB
This corequisite strategies course provides learning support and supplemental instruction for students co-enrolled in MATH 2003 Business Mathematics. Eligibility is determined by student's college readiness placement exam scores. This course does not count toward graduation or any degree program.
Corequisite: MATH 2003.
Academic Service Fee: $51.00

MATH 1493
MATH FOR CRITICAL THINKING
Theory | 3 Credit Hours
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.
Academic Service Fee: $21.00

MATH 1513 (A)
COLLEGE ALGEBRA
Theory | 3 Credit Hours | WEB
The study of equations and functions (polynomial, rational, radical, exponential, logarithmic) and systems of equations.
Academic Service Fee: $21.00

MATH 1613 (A)
TRIGONOMETRY
Theory | 3 Credit Hours | WEB
The study of trigonometric functions and their inverses, trigonometric identities, solutions of triangles, and applications.
Academic Service Fee: $21.00

MATH 2003
BUSINESS MATHEMATICS
Theory | 3 Credit Hours | WEB
Applications of mathematical principles of business are discussed. Topics covered include trade and cash discounts, mark up and mark down, payroll and simple and compound interest.
Academic Service Fee: $21.00

MATH 2143
PRE-CALCULUS
Theory | 3 Credit Hours | WEB
Topics from trigonometry, to include trigonometric functions and inverses, graphs and identities; also includes logic, sets, probability, and combinatorics.
Prerequisite: MATH 1513.
Academic Service Fee: $21.00

MATH 2144
CALCULUS I
Theory | 4 Credit Hours | WEB
An introduction to derivatives, integrals, and their applications.
Prerequisites: MATH 1513 and MATH 1613.
Academic Service Fee: $28.00

MATH 2153
CALCULUS II
Theory | 3 Credit Hours | WEB
Integration and its applications; the calculus of transcendental functions; techniques of integration; and the introduction to differential equations.
Prerequisite: MATH 2144.
Academic Service Fee: $21.00

MATH 2423
MATH CONCEPTS FOR EDUCATORS
Theory | 3 Credit Hours
Designed to provide the foundations for teaching arithmetic and geometry on the elementary level. Origins of numerals, number bases, systems of whole numbers, integers, rational numbers, real numbers, and intuitive geometry are some of the topics included. Also focuses on current issues in mathematics education and research, as well as the use of microcomputers in mathematics education.
Academic Service Fee: $21.00

MATH 2713 (A)
ELEMENTARY CALCULUS
Theory | 3 Credit Hours
Algebraic functions and their graphs, derivatives, techniques and applications, integration of algebraic functions and applications of the definite integral.
Prerequisite: MATH 1513 or equivalent, or School Dean's approval.
Academic Service Fee: $21.00

MATH 3103 (A)
DISCRETE MATHEMATICS
Theory | 3 Credit Hours | WEB
Students investigate discrete mathematical concepts, to include: logic, Boolean algebra, probability and combinatorics, set theory, proofs, proof techniques, relations, functions, graph theory and trees.
Prerequisites: MATH 1513 and STAT 2013, or School Dean's approval.
Academic Service Fee: $21.00

MANAGEMENT (MGMT)

MGMT 2243
SMALL BUSINESS MANAGEMENT
Theory | 3 Credit Hours | WEB
Designed for individuals considering going into business for themselves. Emphasis is given to governmental regulations, financial needs, location factors, purchasing and pricing, inventory, advertising, bookkeeping, tax records and reports, banking, choosing personnel and credit and collections.
Academic Service Fee: $21.00

MGMT 2313
PRINCIPLES OF MANAGEMENT
Theory | 3 Credit Hours | WEB
An introduction to the basic theory and principles of management. Emphasis is on the functions of management: planning, organizing, staffing, directing, and controlling. A survey approach to current trends in management and possible future developments in organization and administration is used.
Academic Service Fee: $21.00

MGMT 2413
SUPERVISORY MANAGEMENT
Theory | 3 Credit Hours
The problems of first-line managers are covered, as well as skills needed to lead, coordinate, direct, and control the work of others to achieve organizational goals.
Prerequisite: PSYC 1113 or PSYC 2313, or School Dean's approval.
Academic Service Fee: $21.00

MGMT 2603
HUMAN RESOURCE MANAGEMENT
Theory | 3 Credit Hours | WEB
An interactive study of the operating environments, policy development and other functions typical of the expanding field of Human Resource Management (HRM) and Development (HRD).
Academic Service Fee: $21.00

MGMT 2913 (D)
LEADERSHIP & ORGANIZATIONAL BEHAVIOR
Theory | 3 Credit Hours | WEB
Students gain an advanced understanding of organizational and behavioral dynamics in contemporary professional environments, as well as develop and enhance their own organizational and leadership skills. Topics include leadership patterns, resource management, diversity, professional growth, motivation, organizational development and change implementation, group dynamics and performance improvement.
Academic Service Fee: $21.00

MULTIMEDIA TECHNOLOGY (MMT)

MMT 1113
INTRODUCTION TO 3D
Theory/Lab | 3 Credit Hours
Students are introduced to basic 3D design software and learn fundamental techniques to model objects, environments, and characters; and utilize primitive elements to build more sophisticated pieces. Proper procedure, workflow, modeling tools, texture mapping, and basic lighting to create 3D models are covered.
Academic Service Fee: $90.00

MMT 1143
INTRODUCTION TO MOTION GRAPHICS
Theory/Lab | 3 Credit Hours
An introduction to terminology and concepts of Motion Graphics. Students gain hands-on experience learning core concepts of making things move on screen to communicate emotions and ideas.
Prerequisite: GRD 1143.
Academic Service Fee: $90.00

MMT 1153
INTRODUCTION TO VIDEO EDITING
Theory/Lab | 3 Credit Hours
Using provided footage students learn solid fundamentals for building sequence and story through the use of editing techniques. Class activities include the study of classic movies and a variety of approaches to editing, spacing, meaning, and emotional content.
Academic Service Fee: $90.00

MMT 1201
ACTING & IMPROVISATION
Theory/Lab | 1 Credit Hour
Learners will participate in role research of professional behavior and presentation. Using improvisation techniques, students learn how to think quickly, and to speak and respond in a respectful, industry-appropriate manner.
Academic Service Fee: $30.00

MMT 1202
CREATIVE PROBLEM SOLVING
Theory/Lab | 2 Credit Hours
This class stresses visual observation, creative problem-solving, and techniques for breaking out of critical limitations. Through research, teamwork and analysis, the student will gain knowledge of industry-specific goals.
Academic Service Fee: $60.00

MMT 1223
3D MODELING I
Theory/Lab | 3 Credit Hours
A continuation of Introduction to 3D, this course refines the student's understanding of polygons, NURBS and Sub-Divisions to model more complex objects and environments. Students work in greater depth on texture mapping, UV editing and shader networks.
Prerequisites: GRD 1133, GRD 1143 and MMT 1113.
Academic Service Fee: $90.00

MMT 1323
3D MODELING II
Theory/Lab | 3 Credit Hours
Covers the creation, development and execution of an original character, suitable props and related environments following the industry standard process for development. Basic Rigging concepts will also be introduced.
Prerequisites: GRD 1243 and MMT 1223.
Academic Service Fee: $90.00

MMT 1433
2D ANIMATION
Theory/Lab | 3 Credit Hours
An introduction to the techniques, concepts and terminology of animation based on the 12 Principles of Animation. Starting with simple animations of squares and circles, the class will progress to character animation and storytelling.
Prerequisites: GRD 1133, GRD 1143 and MMT 1201.
Academic Service Fee: $90.00

MMT 1453
STORYBOARDING
Theory/Lab | 3 Credit Hours
Covers the basics of staging and continuity, with an emphasis on dramatic storytelling. Final boards are timed in motion software to produce an animatic.
Prerequisite: GRD 1243.
Academic Service Fee: $90.00

MMT 1463
BEGINNING ZBRUSH
Theory/Lab | 3 Credit Hours
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.
Prerequisites: GRD 1243 and MMT 1223.
Academic Service Fee: $90.00

MMT 2090
SPECIAL PROJECTS
Theory/Lab | 1-9 Credit Hours
Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of multimedia technologies with credit hours assigned based on level and amount of effort involved.
Prerequisite: School Dean's approval.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

MMT 2113
GAME DESIGN FUNDAMENTALS
Theory/Lab | 3 Credit Hours
Students learn and execute the fundamentals of styles of play, rules of engagement, development of scenes, interface design, storytelling, various types of interactive environments, and the user experience.
Prerequisites: GRD 1243, MMT 1453 and VIS 2533.
Academic Service Fee: $90.00

MMT 2143
3D MOTION GRAPHICS & SPECIAL EFFECTS
Theory/Lab | 3 Credit Hours
Using industry standard software, students combine various types of footage (stills, 3D animation, live footage, text, etc.) into motion graphic sequences, adding special light and motion effects, as well as creating new material within the software.
Prerequisites: MMT 1153, MMT 1453 and MMT 2433.
Academic Service Fee: $90.00

MMT 2423
INTRODUCTION TO WEB DESIGN
Theory/Lab | 3 Credit Hours
Students are introduced to the concepts of content creation for use in online social media and advertising. Primary emphasis is on the use of imagery, video and post creation to tell their customer's story and aid in online efforts to promote and communicate to an intended audience.
Prerequisites: MMT 2453, VIS 1123 and VIS 1373.
Academic Service Fee: $90.00

MMT 2433
3D ANIMATION I
Theory/Lab | 3 Credit Hours
After an object is modeled, textured, and rigged, it's time to animate it. The class concentrates on introducing the techniques and principles of classic animation and how to achieve them via 3D software.
Prerequisites: MMT 1201, MMT 1323, MMT 1433 and MMT 1453.
Academic Service Fee: $90.00

MMT 2453
INTERFACE DESIGN
Theory/Lab | 3 Credit Hours
Students learn basic design principles for user-friendly, intuitive interfaces across a variety of devices. Topics include navigation, legibility, accessibility, and authoring of content architecture based on targeted end-users.
Prerequisites: GRD 1143 and VIS 1373, or School Dean's approval.
Academic Service Fee: $90.00

MMT 2533
3D ANIMATION II
Theory/Lab | 3 Credit Hours
Students continue to refine animation skills: conceiving, storyboarding, and animating an original animation. Basic lighting and rendering are also introduced.
Prerequisite: MMT 2433.
Academic Service Fee: $90.00

MMT 2716
MULTIMEDIA CAPSTONE
Theory/Lab | 3 Credit Hours
The final culmination of the program of study involving either hypothetical or live assignments, and incorporating all of the learning objectives. A resume, branded digital portfolio, interactive CD, and web site of work produced are required for job preparation and real job interviewing. Post-tests are administered and included in the student's final grade. Participation in an industry portfolio review and multiple industry interviews are required.
Prerequisites: All required courses on MMT plan of study or the School Dean's approval.
Academic Service Fee: $180.00

MMT 2800
MULTIMEDIA INTERNSHIP
Internship | 1-12 Credit Hours
The internship consists of on-the-job training in the industry, and emphasizes supervised employment and observation.
Prerequisites: VIS 2433 or the School Dean's approval and a minimum GPA of 2.0.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

NUTRITIONAL SCIENCES (NSCI)

NSCI 1113 (N)
INTRODUCTION TO NUTRITION
Theory | 3 Credit Hours | WEB
Explores functions of the nutrients in human life processes and their relationship to disease and health conditions, including nutrient relationship to health as a basis for food choices.
Academic Service Fee: $39.75

NURSING (NURS)

NURS 1113
ECG INTERPRETATION
Theory | 3 Credit Hours | WEB
A discussion of the physiology of cardiac conduction, and the basics of how to read an ECG strip, and the normal components of the ECG waveform. We examine basic cardiac dysrhythmias, including atrial and ventricular dysrhythmias, and blocks. Finally, selected nursing diagnoses for patients with dysrhythmias are offered, along with suggested associated nursing interventions.

NURS 1123
DISEASES & DIAGNOSTIC METHODS
Theory | 3 Credit Hours | WEB
Examines the etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention of selected diseases and disorders for each body system.

NURS 1128
FOUNDATIONS OF NURSING
Theory/Lab-Simulation/Clinical | 8 Credit Hours
Introduces the student to the roles of the nurse as a provider of care, a manager of care, and a member within the discipline of nursing. As a provider of care, the student learns to assist the client to meet 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.
Prerequisite/Corequisite: Concurrent enrollment in NURS 1322 required, unless previously completed.
Academic Service Fee: $547.50

NURS 1132
PRE-NURSING PREPARATION
Theory | 2 Credit Hours | WEB
Designed to promote success in the nursing program. Students are assisted in evaluating their own learning styles and discovering their most effective study methods. An explanation of cognitive levels of test questions is included, with emphasis on application-style questions found in nursing course exams, as well as in the national licensure exam, and exercises in critical thinking are integrated. Exposure to the use of nursing informatics and time management skills further enhances the student's probability of success in the nursing program. Student must have completed all developmental coursework prior to enrolling for course.

NURS 1133
LPN TO RN TRANSITION
Theory/Lab | 3 Credit Hours
Designed to provide career mobility for the eligible licensed practical nurse, and provides an introduction to the nursing process with a focus on man's adaptation to meet his basic needs. Skills in interpersonal relationships and physical assessment are developed with special emphasis on nursing process, communication, values clarification and role change. A review of dosage calculation methods also occur.
Prerequisites: Admittance to the Nursing program and an unencumbered Oklahoma LPN license.
Academic Service Fee: $297.50

NURS 1143
PROFESSIONALISM IN HEALTHCARE
Theory | 3 Credit Hours | WEB
Provides an understanding of the importance of professionalism and the need to perform in a professional, ethical, legal, and competent manner. Describes professional standards that apply to all health care workers – the "common ground" that everyone shares in providing the highest quality of health care and service excellence for patients, visitors, and guests.

NURS 1229
NURSING CARE OF FAMILIES
Theory/Lab-Simulation/Clinical | 9 Credit Hours
The student utilizes theoretical knowledge, nursing process and clinical skills to meet the individual needs of the client during the developmental processes of pregnancy, birthing, post-partum, pediatric care, and psychiatric/mental health nursing. Growth and development and the management of common disease/abnormality processes of these components are addressed. The students explore coping assistance and psychological considerations and abnormalities, including cultural factors. The role of the student, as a member of the profession, is expanded through the recognition of: 1) accountability, 2) identification, and 3) the desire for personal and professional development. Clinical, laboratory, skills, and theory are incorporated to enable the students to plan provide safe, quality nursing care for clients and their families in the above specified settings. The clinical component utilizes theory content from NURS 1229 Nursing Care of Families.
Prerequisites: NURS 1128 and NURS 1322.
Academic Service Fee: $597.50

NURS 1322
NURSING DOSAGE CALCULATION
Theory | 2 Credit Hours | WEB
Designed to introduce the nursing major to the mathematical skills essential for calculating medication dosages. Content includes conversion between metric, apothecaries, and household systems of measurement; calculation of oral and parenteral dosages; intravenous flow rate calculations; pediatric calculations; and intensive care calculations. Students must demonstrate academic proficiency in math or complete all math developmental course requirements prior to enrolling in course.
Corequisite: Course must be completed with a passing grade before or concurrently with NURS 1128 prior to advancing to NURS 1229.
Academic Service Fee: $100.00

NURS 2003
PHARMACOLOGY IN NURSING
Theory | 3 Credit Hours | WEB
Designed to present basic concepts and principles of pharmacology and terminology used in pharmacology as related to the role of the nurse. Included are sources of drug manufacturing, introduction to drug classifications, and the usage of drugs in the health status of individuals throughout the life span. Other related concepts include legal and ethical responsibilities and considerations, and utilization of the nursing process when administering medication therapy. Pharmacology is also integrated throughout the nursing curriculum.
Prerequisites: NURS 1128 and acceptance into the OSUIT Nursing Program.

NURS 2091 OR 2092
INDIVIDUALIZED STUDY/SPECIAL PROJECTS
Theory | 1 or 2 Credit Hours | WEB
Provides the study and/or analysis of selected topics in nursing to include individual and/or group study to assist a student in strengthening his/her knowledge base in a specific nursing topic. This can be accomplished through independent assignments in nursing literature, films, computer-assisted instruction, web-based research, reading, and/or mentoring. Course may be repeated with a different topic up to 9 credit hours. Individualized study is open to OSUIT enrolled Nursing Students only.

NURS 2129
NURSING CARE OF ADULTS I
Theory/Lab-Simulation/Clinical | 9 Credit Hours
The student utilizes theoretical knowledge, nursing process and clinical skills to meet the biological-psychological-sociological needs of individual adults experiencing medical-surgical disorders. Theory related to an expanded assessment is presented and emphasis is placed on the students functioning more independently when providing client care within an interdisciplinary framework. Professional growth and personal accountability are stressed. The clinical content utilizes theory content from NURS 2129 Nursing Care of Adults I. Theory and campus laboratory skills enable the student to plan and provide care for clients with acute and chronic illnesses in the clinical setting.
Prerequisite: NURS 1229.
Academic Service Fee: $597.50

NURS 2222
NURSING CAPSTONE SEMINAR
Theory | 2 Credit Hours | WEB
The student uses the nursing process to analyze current trends and issues influencing nursing, and examines the impact of social and technologic changes in relation to the nursing profession and discusses ethical and legal issues; analyze concepts common to effective leadership and management; and assist in NCLEX-RN preparation.
Corequisite: NURS 2229.
Academic Service Fee: $100.00

NURS 2229
NURSING CARE OF ADULTS II
Theory/Lab-Simulation/Clinical | 9 Credit Hours
Focuses on the provision of advanced care for adult clients in complex settings. The student demonstrates an internalization of the nursing process in the coordination of care for individuals and groups of clients. In the roles of provider and manager of care the student is provided the opportunity to practice accountability for their own nursing judgments and actions. The clinical component utilizes theory from NURS 2229 Nursing Care of Adults II. Selected clinical experiences provide management and critical care opportunities for the student to apply concepts, principles, and skills acquired in related theory classes. Theory and campus laboratory skills/simulation enable the student to provide management and critical care for adult clients in complex settings.
Prerequisite: NURS 2129.
Corequisite: NURS 2222.
Academic Service Fee: $597.50

NURS 2303
MEDICAL TERMINOLOGY
Theory | 3 Credit Hours | WEB
Focuses on development of competence in medical terminology, including root words in light of anatomy, physiology, pathology, procedures of body systems, diagnostic procedures, abbreviations, documentation guidelines, and pharmacology.

ORTHOTIC & PROSTHETIC TECHNOLOGIES (OPT)

OPT 1204
UPPER EXTREMITY PROSTHETICS
Theory/Lab | 4 Credit Hours
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.
Academic Service Fee: $500.00

OPT 1214
SPINAL ORTHOTICS
Theory/Lab | 4 Credit Hours
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.
Academic Service Fee: $500.00

OPT 1304
TRANSTIBIAL PROSTHETICS
Theory/Lab | 4 Credit Hours
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.
Academic Service Fee: $500.00

OPT 1412
CAD/CAM FOR ORTHOTICS & PROSTHETICS
Theory/Lab | 2 Credit Hours
An overview of CAD/CAM software and techniques for shape capture, design, modification, and production of orthotic and prosthetic devices and components. Students will utilize CAD programs and 3D printing technology to demonstrate proficiency in CAD design and additive manufacturing for orthotic and prosthetic applications.
Academic Service Fee: $300.00

OPT 1424
LOWER EXTREMITY ORTHOTICS: AFO
Theory/Lab | 4 Credit Hours
An overview of the anatomy, pathology, and biomechanics of the lower extremity distal to the knee. Topics include the use of orthotic devices to optimize gait and improve function of the foot and ankle. Technical instruction focuses on material properties and component choice, plastic thermoforming, and design criteria.
Academic Service Fee: $500.00

OPT 2090
SPECIAL PROJECTS
Theory/Lab | 1-9 Credit Hours
Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of orthotic and prosthetic technologies with credit hours assigned based on level and amount of effort involved.
Prerequisite: School Dean's approval.

OPT 2101
ORIENTATION TO INTERNSHIP
Theory | 1 Credit Hour
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.

OPT 2314
PREFAB & PEDORTHIC TECHNIQUES
Theory/Lab | 4 Credit Hours
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.
Academic Service Fee: $450.00

OPT 2402
TRANSFEMORAL PROSTHETICS
Theory/Lab | 2 Credit Hours
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.
Academic Service Fee: $300.00

OPT 2412
UPPER EXTREMITY ORTHOTICS
Theory/Lab | 2 Credit Hours
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.
Academic Service Fee: $300.00

OPT 2422
LOWER EXTREMITY ORTHOTICS: KAFO
Theory/Lab | 2 Credit Hours
An overview of the anatomy, pathology, and biomechanics of the lower extremity proximal to and including the knee. Topics include devices to optimize gait and improve function of the lower extremity, as well as standing systems and reciprocating gait orthoses. Technical instruction focuses on material properties and component choice, plastic thermoforming, and design criteria.
Academic Service Fee: $300.00

OPT 2812
ORTHOTIC & PROSTHETIC INTERNSHIP
Internship | 12 Credit Hours
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.
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.
Academic Service Fee: $600.00

ORIENTATION (ORIE)

ORIE 1011
COLLEGE STRATEGIES
Theory | 1 Credit Hour | WEB
This course focuses on providing the foundation for students during the college years. The assignments reflect the transition into fundamentals of college life. The course offers a brief overview of the OSUIT campus and services with a focus on basic survival skills to meet the collegiate expectations.
Academic Service Fee: $7.00

PHILOSOPHY (PHIL)

PHIL 1013 (H, S)
ETHICS OF LEADERSHIP
Theory | 3 Credit Hours | WEB
Designed to provide emerging and existing leaders the opportunity to explore philosophies of leadership and ethics in order to develop and improve their leadership skills. Emphasis is on integrity, personal morality, honest, and social responsibility, and integrates readings from the humanities, experiential exercises, films, and case studies.
Academic Service Fee: $21.00

PHIL 1213 (H, S)
ETHICS
Theory | 3 Credit Hours | WEB
Examines the types of situations that pose ethical problems in the workplace. Emphasis is on integrity, personal morality, honesty and social responsibility. Case studies and comparison/contrast of legal/ethical issues are also discussed.
Academic Service Fee: $21.00

PHYSICAL SCIENCE (PHYS)

PHYS 0123
SCIENCE
Theory/Lab | 3 Credit Hours | Non-Credit Bearing | WEB
Designed to prepare students for entry into a college level science course, and familiarizes the student with the basic concepts of physics, chemistry, earth science and life science. Students learn proper laboratory proceedings and are able to apply the scientific method in solving problems in lab experiments. Does not count toward graduation or any degree program. Placement is determined by entry assessment scores.
Academic Service Fee: $95.25

PHYS 1114
GENERAL PHYSICS I
Theory/Lab | 4 Credit Hours
Emphasizes the areas of mechanics and thermodynamics. The laboratory portion utilizes computer-generated data and graphs.
Prerequisite: MATH 1613 or the School Dean's approval.
Academic Service Fee: $53.00

PHYS 1204
GENERAL PHYSICAL SCIENCE
Theory/Lab | 4 Credit Hours | WEB
A lecture and demonstration course designed to assist students in interpreting their physical environments. Topics from astronomy, chemistry, geology and physics are covered.
Academic Service Fee: $53.00

PHYS 1214
GENERAL PHYSICS II
Theory/Lab | 4 Credit Hours
A continuation of PHYS 1114 General Physics I, and includes topics from electricity, magnetism, light, optics and modern physics.
Prerequisites: MATH 1613 and PHYS 1114, or the School Dean's approval.
Academic Service Fee: $53.00

POLITICAL SCIENCE (POLS)

POLS 1011
CONTEMPORARY POLITICAL ISSUES I
Theory | 1 Credit Hour
A discussion of current and generally controversial political and social issues.
Academic Service Fee: $7.00

POLS 1021
CONTEMPORARY POLITICAL ISSUES II
Theory | 1 Credit Hour
A discussion of current and generally controversial political and social issues.
Prerequisite: POLS 1011 or the School Dean's approval.
Academic Service Fee: $7.00

POLS 1031
CONTEMPORARY POLITICAL ISSUES III
Theory | 1 Credit Hour
A discussion of current and generally controversial political and social issues.
Prerequisite: POLS 1021 or the School Dean's approval.
Academic Service Fee: $7.00

POLS 1113
US GOVERNMENT
Theory | 3 Credit Hours | WEB
Provides an overview of the American constitutional government. The role of the political parties and pressure groups, the legislative, executive and judicial branches and the role of national government in foreign affairs, fiscal-monetary policies and civil rights are examined.
Academic Service Fee: $21.00

PSYCHOLOGY (PSYC)

PSYC 1113 (S)
INTRODUCTORY PSYCHOLOGY
Theory | 3 Credit Hours | WEB
An introduction presenting the principles, theories, vocabulary and applications of the science of psychology. Heredity and environment, development of personality, behavior, learning applications and life span development are discussed.
Academic Service Fee: $21.00

PSYC 2313 (S)
PSYCHOLOGY OF PERSONAL ADJUSTMENT
Theory | 3 Credit Hours | WEB
A beginning course in psychology which emphasizes basic principles of personality, motivation, attitude development and positive problem solving models in personal, social and career settings.
Academic Service Fee: $21.00

PSYC 2583 (S)
DEVELOPMENTAL PSYCHOLOGY
Theory | 3 Credit Hours | WEB
A study of the nature and course of development of human behavior from birth through childhood, adolescence, adulthood and old age.
Prerequisite: PSYC 1113 or the School Dean's approval.
Academic Service Fee: $21.00

READING (READ)

READ 0143
READING FUNDAMENTALS
Theory | 3 Credit Hours | Non-Credit Bearing
Reviews the fundamentals of reading with an emphasis toward the improvement of reading comprehension and vocabulary skills. This is a competency-based course and placement is determined by entry assessment scores. Does not count toward graduation or any degree program.
Academic Service Fee: $76.50

READ 0153
APPLIED READING
Theory | 3 Credit Hours | Non-Credit Bearing
Reviews the fundamentals of reading with an emphasis toward the improvement of reading comprehension and vocabulary skills. This is a competency-based course that prepares students for college-level writing, and enrollment is limited to those students who qualify for participation in the institution's Learning Communities. Does not count toward graduation or any degree program.
Academic Service Fee: $76.50

NATURAL GAS COMPRESSION TECHNOLOGIES (SEGC)

SEGC 1123
ENGINE PRINCIPLES
Theory/Lab | 3 Credit Hours
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.
Academic Service Fee: $126.00

SEGC 1133
ADVANCED ENGINE TECHNOLOGY
Theory/Lab | 3 Credit Hours
Introduces the overhaul procedures for reciprocating natural gas engines, which includes disassembly, inspection, measurements, failure analysis, and reassembly. The use of hand tools, special tools, precision measurement tools, shop safety, and usage of manuals is stressed. Also includes an introduction to gas turbine engine operating principles and systems.
Academic Service Fee: $126.00

SEGC 1213
ENGINE AIR, FUEL & STARTING SYSTEMS
Theory/Lab | 3 Credit Hours
Students study the intake, exhaust, fuel and starting systems used on natural gas engines including an introduction to air/fuel ratio control systems. Theory of operation and development of skills in the repair, adjustment and testing of the component parts of these systems is also included. The effects of fuel properties, air/fuel ratio, and emissions on both rich burn and lean burn natural gas engines are studied.
Corequisite: SEGC 1243.
Academic Service Fee: $126.00

SEGC 1233
INSTRUMENTATION & CONTROLS
Theory/Lab | 3 Credit Hours
The study of the basics of pneumatics, electrical analog and digital modes of control; and hands-on practical exercises in calibrating, tuning, aligning, and troubleshooting. Data acquisition and data communications are also included.
Academic Service Fee: $126.00

SEGC 1243
GAS COMPRESSORS
Theory/Lab | 3 Credit Hours
Introduces the theory, application, maintenance, and repair of the reciprocating, rotary, and centrifugal natural gas compressor, including operating principles, identification of the component parts and their functions, design characteristics, methods of balancing, and lubrication systems. Calculations of gas flow, rod loads, compressor sizing, horsepower ratings and compressor analysis charts are included. Safety, precision measurement, use of the manuals, use of tools, and proper adjustments are included with overhaul exercises.
Academic Service Fee: $126.00

SEGC 2523
ENGINE ELECTRICAL
Theory/Lab | 3 Credit Hours
Students study the theory and application of the ignition systems from magnetos to CPUs, electronic governors, air fuel ratio control systems and control panels used on natural gas engines with emphasis on maintenance, diagnostics, and repair of the systems and components.
Prerequisites: SEGC 1213 and SEIM 1123.
Academic Service Fee: $126.00

SEGC 2609
GAS COMPRESSION INTERNSHIP
Internship | 9 Credit Hours
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver's license, or have School Dean or designee's approval.
Academic Service Fee: $378.00

INDUSTRIAL MAINTENANCE TECHNOLOGIES (SEIM)

SEIM 1103
FUNDAMENTALS OF INDUSTRIAL MAINTENANCE
Theory/Lab | 3 Credit Hours
Students will gain a basic understanding of industrial maintenance. Equipment identification and function, safety, OSHA, EPA, hazardous materials, and waste regulations are included. Tools, fasteners, pipe, pipe fittings, valves, tubing, tubing fittings, imperial and metric precision measurement and fork lift operation are studied.
Academic Service Fee: $126.00

SEIM 1123
DC/AC CIRCUIT ANALYSIS
Theory/Lab | 3 Credit Hours
The basic principles of DC/AC electrical circuits are covered. Subjects included are: electrical safety, operating characteristics of the circuit components, use of symbols in schematics, electrical laws, series, parallel, and series/parallel circuits, DVOM electrical measurement, transformers, magnetism, and impedance.
Academic Service Fee: $126.00

SEIM 2423
ELECTRONIC CONTROL DEVICES
Theory/Lab | 3 Credit Hours
This course builds upon the skills developed in SEIM 1123 DC/AC Circuit Analysis, and provides a study of the operation, types and maintenance of various AC and DC motors and generators. Topics include NFPA 70E: Standard for Electrical Safety in the Workplace, LOTO, reversing, timing and counting functions, stopping methods, load, torque and power quality requirements, reduced-voltage starting circuits, motor drive circuits, wiring configurations, power transformers, and preventive and predictive maintenance.
Corequisite: SEIM 1123.
Academic Service Fee: $126.00

SEIM 2433
MOTORS & CONTROLS
Theory/Lab | 3 Credit Hours
This course builds upon the skills developed in SEIM 1123 DC/AC Circuit Analysis, and provides a comprehensive study of the principles and techniques of electromechanical devices such as switches, circuit protection devices, relays, smart relays, and solenoids. In addition, the course introduces NFPA 70E electrical safety, ladder logic, wiring diagrams, and circuit troubleshooting.
Corequisite: SEIM 1123.
Academic Service Fee: $126.00

SEIM 2513
PROGRAMMABLE LOGIC CONTROLLERS (PLCS)
Theory/Lab | 3 Credit Hours
An introductory course in programmable logic controllers (PLCs) and their applications in industrial environments. Course topics include PLC programming, hardware specifications, wiring, PLC ladder logic diagrams, sensors, input and output modules, control devices, rack configuration and programming rungs with addresses. PLC configuration and troubleshooting techniques are also covered.
Prerequisite: SEIM 2423.
Academic Service Fee: $126.00

SEIM 2533
INDUSTRIAL MAINTENANCE CAPSTONE
Theory/Lab | 3 Credit Hours
Students research employability skills, prepare and critique job applications and resumes, and develop interview skills and portfolios. While preparing their resumes and portfolios students will review and be tested over all previous technical classes and discuss how to best present the knowledge and skills acquired in these classes. This class prepares students for internship and full-time employment.
Prerequisites: Student must have successfully completed all previous core and academic courses, except Internship, as listed in the Program Information Guide and have a minimum 2.0 institutional GPA or have School Dean or designee's approval.
Academic Service Fee: $126.00

PIPELINE INTEGRITY TECHNOLOGY (SEPL)

SEPL 1113
INTRODUCTION TO PIPELINES & FACILITIES
Theory | 3 Credit Hours
An introduction to the basics of the pipeline industry and duties of a Pipeline Integrity Technologist. Students gain an understanding about pipelines, products transported in pipelines, basic pipeline design and pipeline terminology.
Corequisite: MATH 1513.
Academic Service Fee: $150.00

SEPL 1123
PIPELINE MATERIALS & COMPONENTS
Theory/Lab | 3 Credit Hours
A study of the physical basics of a pipeline. Materials and processes used to manufacture pipe, and basic maintenance are discussed in detail. Students must have taken or be enrolled in Intermediate Algebra or higher.
Academic Service Fee: $150.00

SEPL 1213
PROCESSING & PRODUCT HANDLING
Theory/Lab | 3 Credit Hours
Students explore pipeline equipment maintenance schedules, operations and maintenance activities, failure investigation and a variety of maintenance and repair topics.
Academic Service Fee: $150.00

SEPL 1223
INTRODUCTION TO CORROSION CONTROL
Theory/Lab | 3 Credit Hours
An introduction to the various types of corrosion found in the pipeline industry. Students study the different types of corrosion, the basics of cathodic protection, in-line inspections, coatings, and a variety of pipeline inspection techniques. Also examine both the application and management of pipeline corrosion. Students also learn appropriate assessment and repair methods for pipeline corrosion.
Prerequisite: MATH 1513.
Academic Service Fee: $150.00

SEPL 2112
INTERNSHIP
Internship | 12 Credit Hours
A cooperative agreement between industry and education which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all required Pipeline Integrity and general education courses.
Academic Service Fee: $600.00

SEPL 2413
REGULATIONS & COMPLIANCE
Theory/Lab | 3 Credit Hours
Students examine the federal regulations that govern the operation of liquid and gas pipelines. Also included are industry specifications and applicable guidelines.
Prerequisite: SEPL 1223.
Academic Service Fee: $150.00

SEPL 2423
INTEGRITY MANAGEMENT CONCEPTS I
Theory/Lab | 3 Credit Hours
An examination of methodologies used to identify and evaluate pipeline defects. Topics covered include pipeline evaluation techniques including pigging, ultrasonic, sampling, and leak detection surveys.
Prerequisite: SEPL 1223.
Academic Service Fee: $150.00

SEPL 2513
PIPELINE HAZARD RECOGNITION & RISK MANAGEMENT
Theory | 3 Credit Hours
This course teaches pipeline construction site safety procedures, work practices and controls including work site preparation, safety data sheets (SDS) review, hazard recognition, front end operational hazards, rigging and hoisting. On-ground and in-trench pipe hazards, pipe assembly and coating hazards.
Academic Service Fee: $150.00

SEPL 2523
PIPELINE MAINTENANCE & REPAIR
Theory/Lab | 3 Credit Hours
Students examine general pipeline repair activities, mitigation/remediation of exposed pipeline, coatings, and the creation of assessment reports.
Prerequisite: SEPL 1223.
Academic Service Fee: $150.00

SEPL 2533
INTEGRITY MANAGEMENT CONCEPTS II
Theory/Lab | 3 Credit Hours
Students create assessment reports, and inline inspection programs, document predictive vs. actual anomalies, identify preventative/mitigative measures and explore requirements necessary to prevent pipeline incidents.
Prerequisite: SEPL 2423.
Academic Service Fee: $150.00

SEPL 2542
NACE CP1 PREP
Theory/Lab | 2 Credit Hours
Students prepare for the National Association of Corrosion Engineer's level one (1) examination.
Prerequisite: SEPL 2413.
Academic Service Fee: $100.00

SEPL 2553
CAPSTONE
Theory/Lab | 3 Credit Hours
The culminating experience in Pipeline Integrity Technology, which includes the fundamental theories and practices of pipeline integrity and expands the concepts presented in previous work through simulation and actual problem resolution.
Prerequisite: SEPL 2423.
Academic Service Fee: $150.00

SEPL 2563
PROJECT MANAGEMENT
Theory | 3 Credit Hours
Students learn and apply their knowledge of economic principles in making decisions and choosing among alternatives. Project schedules are developed using both the bar method and the critical path method. This includes study of basis of equivalent worth, rate of return, payback analysis and estimating a project through completion.
Academic Service Fee: $150.00

POWER PLANT TECHNOLOGY (SEPP)

SEPP 1103
FUNDAMENTALS OF THE ENERGY INDUSTRY
Theory | 3 Credit Hours
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.
Academic Service Fee: $75.00

SEPP 1113
INTRODUCTION TO ELECTRICAL/ELECTRONICS
Theory/Lab | 3 Credit Hours
A general survey of basic electrical technology. Terminology, tools and equipment, safety procedures, and fundamental electrical concepts are covered. Students see fundamental concepts demonstrated through hands-on projects. The class develops practical skills in selecting circuit components, circuit construction, and measuring instruments. A basic understanding of series and parallel circuits, electromagnetic induction and application, and the configuration of the power grid is achieved.
Academic Service Fee: $75.00

SEPP 1123
INTRODUCTION TO POWER PLANTS
Theory | 3 Credit Hours
An introduction to electric power generation and power plant systems and processes. Students will survey the many types of power generation facilities, from traditional to renewable energy. Emphasis is placed on combined cycle generation, Rankine cycle generation, and plant systems, layouts and flow paths. Students visit facilities and interact with industry personnel on topics such as employee expectations, organizational structure, communication, career paths, and culture.
Academic Service Fee: $75.00

SEPP 1133
PIPING & INSTRUMENT DIAGRAMS
Theory/Lab | 3 Credit Hours
Students develop proficiency in the reading, understanding, and application of system Piping and Instrumentation Diagrams (P&ID). Students gain proficiency in reading P&ID's for tracing and troubleshooting systems and Lock-out/Tag-out of equipment. Safety programs and OSHA regulations are reinforced within plant system walk-downs as part of the curriculum.
Academic Service Fee: $75.00

SEPP 1223
ELECTRICAL MOTORS & CONTROLS
Theory/Lab | 3 Credit Hours
Students achieve an understanding of the fundamental concepts of motors, motor starters, and control circuits. Topics include AC/DC motors and starters, motor control circuits and interfaces with plant instrumentation and control, and interpretation of technical documentation (such as built prints, control documentation, and manufacturer manuals).
Academic Service Fee: $75.00

SEPP 1233
POWER PLANT COMPUTER APPLICATIONS
Theory/Lab | 3 Credit Hours
This course is an applied exploration of software and computer skills used in the energy industry. Students are taught the use and application of operating systems and programs for writing, communications, and data collection, organization and analysis. Topics include spreadsheet development and PowerPoint presentations, as well as common work order management and Work Permit, Hot Work, Confined Space, LOTO, and Job Hazard Analysis form development, storage, and retrieval. Students will be introduced to communication, scheduling, and organizational skills through the use of email planning and scheduling programs.
Academic Service Fee: $75.00

SEPP 1243
CAPSTONE 1
Theory | 3 Credit Hours
The culmination of the systems, equipment, and process portion of the program and preparation for the first (1st) 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.
Academic Service Fee: $75.00

SEPP 1312
INTERNSHIP
Internship | 12 Credit Hours
A cooperative agreement between industry and education allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA, or have the School Dean or instructor's approval.
Academic Service Fee: $300.00

SEPP 2403
PLANT OPERATIONS
Theory/Lab | 3 Credit Hours
This class is designed as a transition from descriptive to operational characteristics of power plants. The focus is on the operation of combustion turbines, steam turbines, and generators. This includes the operation of auxiliary equipment associated with this large equipment.
Academic Service Fee: $75.00

SEPP 2413
COMPLIANCE REGULATIONS
Theory | 3 Credit Hours
Students gain competencies in the understanding and application of compliance regulations associated with the power generation Industry. NERC and environmental compliance regulations are emphasized.
Prerequisite: SEPP 1133.
Academic Service Fee: $75.00

SEPP 2423
MECHANICAL SYSTEMS
Theory | 3 Credit Hours
Students gain competency in the practical use, operation, and maintenance of mechanical equipment related to power generation facilities. Topics include basic mechanics, fans, blowers, pumps, valves, heat exchangers, conveying equipment, bearings, and lubricants.
Prerequisite: SEPP 1133.
Academic Service Fee: $75.00

SEPP 2443
BOILERS & PRIME MOVERS
Theory | 3 Credit Hours
Students expand their knowledge of how plant systems and equipment interact and gain competency in the theory of boilers used in the generation of electricity. Topics include the classification, design, and construction of boilers, combustion turbines, and steam turbines.
Academic Service Fee: $75.00

SEPP 2503
BALANCE OF PLANT
Theory | 3 Credit Hours
This course teaches students to prepare the plant to synchronize to the power grid. Students learn the concepts of steam generation (boilers and condensers), cooling (cooling towers, circulating water, and cooling water), electrical production (synchronization and transmission), and environmental operations.
Academic Service Fee: $75.00

SEPP 2523
WATER SYSTEMS & PROCESSES
Theory/Lab | 3 Credit Hours
Students gain competency in practical use, operation, and maintenance of various water systems typically found in power plant facilities. Topics include steam/water cycle, condenser and circulating water, cooling towers, feed water components and cycle operation. Water treatment, clarification and demineralization and basic water lab skills are covered.
Prerequisite: CHEM 1314.
Academic Service Fee: $75.00

SEPP 2543
PLANT CHEMICALS & WATER QUALITY
Theory/Lab | 3 Credit Hours
This course covers the proper handling, storage, dosage, and analysis of chemicals common to the power industry. Topics covered include plant permitting and water chemistry related to corrosion, corrosion control, boiler water, circulating water, makeup water, and wastewater. Students are taught in a lab setting to calibrate, operate, and maintain lab equipment. Emphasis is placed on following policies and procedures and documentation.
Academic Service Fee: $75.00

SEPP 2553
SAFETY COMPETENCY & QUALIFICATION
Theory | 3 Credit Hours
This course is designed to provide students with training that leads to qualifications and certifications for OSHA 10 or OSHA 30 (Industrial), First Aid and Safety, CPR, HAZWOPER, and Forklift & Man Lift Operation.
Academic Service Fee: $75.00

SEPP 2563
PLANT CONTROLS & PERMISSIVES
Theory/Lab | 3 Credit Hours
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.
Academic Service Fee: $75.00

SEPP 2623
ADVANCED PLANT OPERATIONS
Theory/Lab | 3 Credit Hours
Students gain the knowledge necessary to comprehend overall plant operations and respond to situations that call for corrective action as well as opportunities to enhance plant production. Students will learn skills and techniques for continuous improvement while learning and critiquing responses to operating scenarios out of the norm. Students will use existing knowledge of equipment, systems, and instrumentation to understand the operation of an entire unit in a facility. Students study concepts related to commissioning, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the process technician's individual and team role in performing tasks associated with these concepts within an operating unit.
Academic Service Fee: $75.00

SEPP 2633
CAPSTONE 2
Theory/Lab | 3 Credit Hours
The culmination of the Power Plant program and preparation for full-time employment. Students complete understanding and achievement of program objectives, research employment opportunities, and prepare for job placement. During preparation of personal resumes and portfolios, students discuss how to best present the skills acquired in their previous classes, as well as how to describe the knowledge and experience they have gained, in preparation for starting their career at a power plant facility.
Academic Service Fee: $75.00

SOCIOLOGY (SOC)

SOC 1113 (S)
INTRODUCTORY SOCIOLOGY
Theory | 3 Credit Hours | WEB
Assists the student in understanding the social influences on day-to-day life by examining the sciences of human society. Major emphasis is placed on the study of group behaviors.
Academic Service Fee: $21.00

SPANISH (SPAN)

SPAN 1115
ELEMENTARY SPANISH I
Theory | 5 Credit Hours | WEB
Offers college level instruction in the fundamentals of pronunciation, elements of grammar, easy reading and conversation.
Academic Service Fee: $35.00

SPAN 1215
ELEMENTARY SPANISH II
Theory | 5 Credit Hours | WEB
A continuation of SPAN 1115 Elementary Spanish I which includes instruction in pronunciation, grammar, more difficult reading and advanced conversation.
Prerequisite: SPAN 1115 or the School Dean's approval.
Academic Service Fee: $35.00

SPEECH (SPCH)

SPCH 1113
INTRODUCTION TO SPEECH COMMUNICATIONS
Theory | 3 Credit Hours | WEB
This course offers instruction on preparation and delivery with a focus on extemporaneous speeches. Emphasis is on audience and purpose analysis, topic research, visual aids, and delivery methods. Activities include delivering various speeches before an audience.
Academic Service Fee: $21.00

SPCH 2313
SMALL GROUP COMMUNICATIONS
Theory | 3 Credit Hours | WEB
This course focuses on enhancing student understanding of and skills for participation in small group interaction. This course addresses various social dimensions of group processes such as group development, leadership, conflict resolution, and verbal and nonverbal communication strategies. Particular emphasis is on task-oriented groups.
Academic Service Fee: $21.00

STATISTICS (STAT)

STAT 2013 (A)
ELEMENTARY STATISTICS
Theory | 3 Credit Hours | WEB
An introduction to descriptive statistics, basic probability concepts, statistical distributions samplings, estimations, hypothesis testing, correlation, and regression.
Academic Service Fee: $21.00

STAT 2023 (A)
ELEMENTARY STATISTICS FOR BUSINESS & ECONOMICS
Theory | 3 Credit Hours
Basic statistics for undergraduate business majors. Descriptive statistics, basic probability, discrete and continuous distributions, point and interval estimation, hypothesis testing, correlation and simple linear regression. No credit available for students with credit in STAT 2013.
Prerequisite: MATH 1513.
Academic Service Fee: $21.00

SURVEYING (SURV)

SURV 1011
INTRODUCTION TO SURVEYING
Theory/Lab | 1 Credit Hour
Each learner demonstrates the proper procedures of use and the capabilities of several different surveying instruments, including a transit, theodolite, total station, and a builder's level. Each learner also performs mathematic computations to solve surveying related problems.

SURV 1223
LAND LAW I
Theory | 3 Credit Hours | WEB
Each learner determines how the concepts of boundary creation, ownership transfer, and description of real property, easements, and the history of boundaries are applied to the practice of land surveying.

SURV 2223
LAND LAW II
Theory | 3 Credit Hours
Each learner understands the role of the surveyor in the legal system and applies the legal principles of locating conveyances, and boundaries in the field to the practice of surveying.
Prerequisite: SURV 1223.

SURV 2303
SURVEYING I
Theory/Lab | 3 Credit Hours
An introduction to and application of plane surveying procedures and field problems related to linear and angular measurements, differential leveling and topographic surveys. Students gain competency through a series of practical and real world field applications.
Prerequisites: MATH 1513 and SURV 1011.

TOYOTA T-TEN (TTEN)

TTEN 1345
TOYOTA STEERING & SUSPENSION
Theory/Lab | 5 Credit Hours
The theory, demonstration and application of Toyota steering and suspension systems. Operation, diagnosis, adjustments and servicing are emphasized using proper procedures, special equipment and tools. A holistic approach to Toyota vehicle suspension systems, including noise, vibration and harshness (NVH) analysis using Toyota diagnostic tools, is taught and safety is stressed.
Academic Service Fee: $150.00

TTEN 1405
TOYOTA ELECTRICAL SYSTEMS I
Theory/Lab | 5 Credit Hours
The theory and application of electrical principles and concepts, batteries, and starting and charging systems used on Toyota vehicles. Subjects covered include proper use of multimeter, Ohm's Law, series, parallel and series parallel circuits, charging and starting system testing, service, and diagnosis. Emphasis is placed on diagnostic procedures, electrical diagram usage, and diagnosis of various on car faults.
Academic Service Fee: $150.00

TTEN 1724
INTRODUCTION TO AUTOMOTIVE TECHNOLOGY
Theory/Lab | 4 Credit Hours
This course provides an introduction to the Toyota T-TEN program and a foundation for students to build upon to adequately equip them for industry. Includes an introduction to basic dealership operations, service literature/information, shop safety, hand and power tool usage, automotive basics, automotive maintenance, light repair, and lubrication service fundamentals.
Academic Service Fee: $120.00

TTEN 1805
TOYOTA ELECTRICAL SYSTEMS II
Theory/Lab | 5 Credit Hours
The theory, demonstration and application of electrical circuit operation and testing on Toyota simulators and vehicles using meters, interactive wiring diagrams, and oscilloscopes, as well as the Toyota Information System. Testing is performed according to Toyota specifications and includes wire repair and component testing, with an emphasis on systematic testing, failure analysis, diagnosis and service according to Toyota specifications. Safety is stressed.
Academic Service Fee: $150.00

TTEN 1822
TOYOTA INTERNSHIP I
Internship | 2 Credit Hours
A cooperative agreement between industry and education which allows T-TEN students to utilize and refine skills previously learned in their educational process. All work is performed to industry standards and guidelines, and supervised by industry and school representatives
Prerequisites: Student must be in good academic standing, completed previous required T-TEN core courses and must have a valid driver's license.
Academic Service Fee: $60.00

TTEN 1825
TOYOTA BRAKE SYSTEMS
Theory/Lab | 5 Credit Hours
The theory, demonstration and application of Toyota brake systems operation, diagnosis, preventive maintenance and service. Includes proper use of specialized tools and equipment for Toyota. Power brakes, load sensing braking systems, as well as anti-lock brake systems, and skid control, are taught, with an emphasis given to system diagnosis, failure analysis and Toyota recommended service procedures. Safety is stressed.
Academic Service Fee: $150.00

TTEN 1842
TOYOTA INTERNSHIP II
Internship | 2 Credit Hours
A cooperative agreement between industry and education which allows T-TEN students to utilize and refine skills previously learned in their educational process. All work is performed to industry standards and guidelines, and supervised by industry and school representatives
Prerequisites: Student must be in good academic standing, completed previous required T-TEN core courses and must have a valid driver's license.
Academic Service Fee: $60.00

TTEN 1891
ADVANCED TOYOTA INTERNSHIP I
Internship | 1 Credit Hour
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Toyota T-TEN program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $30.00

TTEN 1915
TOYOTA ENGINE REPAIR
Theory/Lab | 5 Credit Hours
The theory, demonstration and application of Toyota engine repair and service procedures. Subjects included are identification, diagnosis, inspection, disassembly, measurement and assembly with emphasis given to the use of the Toyota Information System (TIS), special tools, precision measurement device, troubleshooting techniques and shop safety.
Academic Service Fee: $150.00

TTEN 1991
ADVANCED TOYOTA INTERNSHIP II
Internship | 1 Credit Hour
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Toyota T-TEN program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $30.00

TTEN 2090
SPECIAL PROJECTS
Theory/Lab | 1-9 Credit Hours
Individual study is arranged under the supervision of an instructor with credit hours to be determined. Projects may be undertaken in any area of Automotive Technology.
Prerequisite: The Program Chair's approval.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

TTEN 2122
TOYOTA INTERNSHIP III
Internship | 2 Credit Hours
A cooperative agreement between industry and education which allows T-TEN students to utilize and refine skills previously learned in their educational process. All work is performed to industry standards and guidelines, and supervised by industry and school representatives
Prerequisites: Student must be in good academic standing, completed previous required T-TEN core courses and must have a valid driver's license.
Academic Service Fee: $60.00

TTEN 2191
ADVANCED TOYOTA INTERNSHIP III
Internship | 1 Credit Hour
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Toyota T-TEN program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $30.00

TTEN 2232
TOYOTA INTERNSHIP IV
Internship | 2 Credit Hours
A cooperative agreement between industry and education which allows T-TEN students to utilize and refine skills previously learned in their educational process. All work is performed to industry standards and guidelines, and supervised by industry and school representatives
Prerequisites: Student must be in good academic standing, completed previous required T-TEN core courses and must have a valid driver's license.
Academic Service Fee: $60.00

TTEN 2235
TOYOTA MANUAL DRIVETRAINS
Theory/Lab | 5 Credit Hours
The theory, demonstration and application of Toyota manual transmissions and transaxles and other related drivetrain components. Component/system operation, service, adjustments and overhaul are covered. Emphasis is given to system maintenance, diagnosis and failure analysis and involves the use of specialized tools and equipment. Safety is stressed.
Academic Service Fee: $150.00

TTEN 2245
TOYOTA AUTOMATIC TRANSMISSIONS
Theory/Lab | 5 Credit Hours
The theory, demonstration and application of Toyota automatic transmissions/ transaxles and related drivetrain components. Includes component and system operation, testing, and minor service, as well as transmission disassembly/assembly. Electronic control operation and diagnosis are emphasized, and involve the use of specialized tools and equipment. Safety is stressed.
Academic Service Fee: $150.00

TTEN 2252
TOYOTA INTERNSHIP V
Internship | 2 Credit Hours
A cooperative agreement between industry and education which allows T-TEN students to utilize and refine skills previously learned in their educational process. All work is performed to industry standards and guidelines, and supervised by industry and school representatives
Prerequisites: Student must be in good academic standing, completed previous required T-TEN core courses and must have a valid driver's license.
Academic Service Fee: $60.00

TTEN 2291
ADVANCED TOYOTA INTERNSHIP IV
Internship | 1 Credit Hour
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Toyota T-TEN program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $30.00

TTEN 2391
ADVANCED TOYOTA INTERNSHIP V
Internship | 1 Credit Hour
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Toyota T-TEN program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: $30.00

TTEN 2425
TOYOTA ENGINE PERFORMANCE I
Theory/Lab | 5 Credit Hours
The theory, demonstration and application of the component functions of Toyota ignition, electronic fuel injection and emission control systems. Includes the use of Toyota special tools, simulators and vehicles, with an emphasis on system diagnosis, failure analysis and service according to Toyota specifications. Safety is stressed.
Academic Service Fee: $150.00

TTEN 2475
CAPSTONE - TOYOTA ENGINE PERFORMANCE II
Theory/Lab | 5 Credit Hours
Course represents a culmination of the program of study and provides students with opportunity to solve theoretical and real-world problems through utilization of the theory, demonstration and application of Toyota engine control components including the ignition system, fuel injection system and emission control system using the Toyota Techstream and other specialized equipment available to the Toyota technician. Emphasis is on maintenance, service and diagnosis using Toyota specifications. Safety is stressed.
Academic Service Fee: $150.00

TTEN 2925
TOYOTA CLIMATE CONTROL SYSTEMS
Theory/Lab | 5 Credit Hours
The theory, demonstration and application of Toyota vehicle heating, ventilating and air conditioning (HVAC) systems. Includes basic heating, refrigeration and air conditioning, component identification and function, air flow systems, electrical circuits related to HVAC systems, special tools and equipment usage, as well as system service, repair and adjustments, recovery, recycling and charging and performance testing. Emphasis is also placed on diagnosis and safety.
Academic Service Fee: $150.00

VISUAL COMMUNICATIONS (VIS)

VIS 1123
INDESIGN PUBLISHING I
Theory/Lab | 3 Credit Hours
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.
Academic Service Fee: $90.00

VIS 1203
INTRODUCTION TO TYPOGRAPHY
Theory/Lab | 3 Credit Hours
Type measurement, methods of type, production, historical survey of type, legibility and typographic design are covered.
Prerequisites: GRD 1133, GRD 1143 and VIS 1123.
Academic Service Fee: $90.00

VIS 1223
INDESIGN PUBLISHING II
Theory/Lab | 3 Credit Hours
A project-driven course emphasizing page layout software. Students create multi-page color layouts. Projects incorporate keyboard shortcuts, file management, typographic rules, grids, style sheets and master pages using industry appropriate page layout applications.
Prerequisite: VIS 1123 or School Dean's approval.
Academic Service Fee: $90.00

VIS 1343
DIGITAL ILLUSTRATION
Theory/Lab | 3 Credit Hours
Covering digital illustration and drawing. Primary emphasis is on the use of illustration software. Various peripheral devices will be used including scanners and color printers.
Prerequisite: VIS 1123.
Academic Service Fee: $90.00

VIS 1373
DIGITAL IMAGING
Theory/Lab | 3 Credit Hours
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.
Prerequisite: VIS 1123.
Academic Service Fee: $90.00

VIS 2090
SPECIAL PROJECTS
Theory/Lab | 1-9 Credit Hours
Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of visual communications with credit hours assigned based on level and amount of effort involved.
Prerequisite: School Dean's approval.
Academic Service Fee: $30.00 per credit hour, as determined by course credit

VIS 2433
3D MODELING & ANIMATION PRACTICUM
Theory/Lab | 3 Credit Hours
Explores a variety of 3D applications for any number of projects or activities. Students experience working in a producer/client relationship, as well as organizing, planning and producing a variety of projects. Other items emphasized will be developing interpersonal

communication skills, and time management, pipeline and management capabilities.
Academic Service Fee: $90.00

VIS 2533
ADVANCED DIGITAL IMAGING
Theory/Lab | 3 Credit Hours
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.
Prerequisite: VIS 1373 or School Dean's approval.
Academic Service Fee: $90.00

Note: Courses marked with WEB ***are available online.***

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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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