

WE DREAM AS BIG AS THE SKY



**INSTITUTE OF
TECHNOLOGY**

2026-2027 ACADEMIC CATALOG

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY

2026-2027 ACADEMIC CATALOG

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

Catalog revision date: September 1, 2026. The most recent revision will be posted on the Oklahoma State University Institute of Technology (OSUIT) website (osuit.edu) and can be accessed directly at osuit.edu/catalog.

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, and Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion, disability, or status as a veteran, in any of its policies, practices or procedures. This provision includes but is not limited to admissions, employment, financial aid, and educational services.

Any person who believes that discriminatory practices have been engaged in may contact the following individuals to discuss their concerns and file informal or formal complaints of possible violations.

Student Title IX Coordinator: Kyle Allen
Student Life Office, Covelle Hall
(918) 293-5456, kalle14@okstate.edu

Employee Title IX Coordinator: Brooke Cook
Human Resources Office, Grady W. Clack Center
(918) 293-5242, brooke.cook@okstate.edu

504 and ADA Coordinator: Rae Ann Warner
Accessibility Coordinator, Learning Resource Center
(918) 293-4855, rae_ann.warner@okstate.edu

MESSAGE FROM THE PROVOST

Welcome to Oklahoma State University Institute of Technology (OSUIT)!

At OSUIT, we are proud to offer an educational experience defined by hands-on learning, industry engagement, and career-focused innovation. As Oklahoma's workforce university, our mission is to prepare students not only to earn a degree, but also to launch meaningful careers that strengthen their communities and contribute to the economic vitality of our state.

The programs featured in this catalog reflect our commitment to providing education that aligns with the evolving needs of employers across Oklahoma and beyond. Working closely with industry partners, we continuously evaluate and enhance our curriculum to ensure students develop the technical expertise, professional skills, and problem-solving abilities that today's workforce demands.

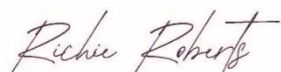
What sets OSUIT apart is our emphasis on applied learning. Whether in advanced laboratories, technical training facilities, clinical environments, or real-world project settings, students gain practical experience that prepares them to excel from day one in their chosen professions. Our faculty brings extensive industry knowledge into the classroom, creating learning experiences that connect theory to practice and education to opportunity.

Innovation remains at the heart of everything we do. As industries evolve through new technologies and changing workforce needs, OSUIT remains committed to developing forward-thinking programs that support emerging career pathways while meeting the demands of Oklahoma's growing economy. We take great pride in preparing graduates who are adaptable, skilled, and ready to lead in a rapidly changing world.

This academic catalog serves as a guide to the many opportunities available at OSUIT. Whether you are beginning your educational journey, advancing your career, or pursuing new professional goals, we are honored to be part of your success.

Thank you for choosing OSUIT. We look forward to helping you build the knowledge, skills, and confidence needed to achieve your goals and make a positive impact on Oklahoma's future.

Sincerely,



Richie Roberts, Ph.D.

Provost and Senior Administrator

Oklahoma State University Institute of Technology



CONTENTS

2026-2027 Academic calendar	11
Fall 2026	11
HISTORY & OVERVIEW OF THE UNIVERSITY	12
HISTORY OF OSUIT	12
MISSION	12
VALUES.....	12
FUNCTION	12
STUDENT PROFILE.....	13
INSTITUTIONAL ACCREDITATION	13
SPECIALIZED ACCREDITATION.....	13
Associated Equipment Distributors (AED) Foundation	13
Automotive Service Excellence (ASE) Education Foundation	13
Accreditation Board for Engineering and Technology (ABET)	13
Accreditation Commission for Education in Nursing (ACEN).....	14
Oklahoma Board of Nursing (OBN).....	14
INSTITUTIONAL RESEARCH AND ANALYTICS	14
GENERAL EDUCATION.....	14
General Education Course Content Areas	14
Analytical & Quantitative Thought (A).....	14
Diversity (D)	15
Humanities (H)	15
International Dimension (I)	15
Scientific Investigation (L).....	15
Natural Sciences (N)	15
Social & Behavioral Sciences (S)	15
ASSESSMENT OF STUDENT LEARNING	15
general education learning OUTCOMES	15
ACADEMIC AFFAIRS	16
ACADEMIC ADVISEMENT	16
CREDIT FOR PRIOR LEARNING	16
Prior Learning Assessment Options	16
Standardized Examinations	16
Industry Certifications & Licensure	16
Institutional Challenge Exams	17
Military Training and Experience	17
Individual Student Portfolios	17
Prior Learning Assessment Guidelines	17
Prior Learning Assessment And the Transfer of Technical Credit from the Oklahoma CareerTech System	17
REACH HIGHER.....	17
ACADEMIC PROFICIENCY REQUIREMENTS.....	18
Accredited High School Graduates	18
Home Study or Unaccredited High School Graduates	18
Course Placement Procedures	18
REMOVAL OF ACADEMIC DEFICIENCIES	18
Date of Matriculation	18
CHANGES IN DEGREE REQUIREMENTS	19
RETENTION STANDARDS	19
GPA Requirements	19
Academic Notice	19
PROBATION	19

ACADEMIC SUSPENSION	19
Academic Suspension Appeals	20
STUDENT APPEAL OF FINAL GRADE.....	20
CLASS ATTENDANCE	20
ADMISSIONS.....	20
ADMISSIONS PROCESS	20
When to Apply	20
How to Apply	20
Document Submission	21
Transcripts	21
HIGH SCHOOL CURRICULAR REQUIREMENTS.....	21
SPECIAL PROGRAM REQUIREMENTS.....	21
IMMUNIZATION RECORDS	21
ADMISSION POLICIES & REQUIREMENTS.....	21
First-Time College Students	21
Admission of First-Time College Students.....	21
First-Time College Student Requirements	22
Transfer Students	22
Admission of Transfer Students.....	22
Transfer Student Requirements.....	23
Special Admission	23
Special Non-Degree-Seeking Student.....	23
Adult Admission.....	23
Non-High School Graduate (Opportunity Admission).....	23
Home Study or Non-Recognized Accredited or Unaccredited High Schools	23
High School Senior Classification	24
High School Junior Classification	24
Accredited High School Students.....	24
Home Study or Unaccredited High School Students	25
Course Workload for Concurrent High School Students.....	25
Continuing Enrollment	25
NON-ACADEMIC CRITERIA FOR ADMISSION	25
ADMISSION OF INTERNATIONAL STUDENTS	26
First-Time International Students.....	26
Standardized Testing	26
Intensive English Program (IEP)	27
High School Performance	27
International Transfer Students	27
Non-Native Speakers of English	27
Native English Speakers	27
International Student Requirements	27
Enrollment of International Students	27
Admission of Undocumented Immigrants	27
Deferred Students	28
NEW STUDENT ORIENTATION	28
STUDENT ID CARDS.....	28
PARKING PERMITS	28
BURSAR	28
PAYMENT OF ACCOUNT	28
PAYMENT OPTIONS	28
Payment in Full.....	28
Payment Plan	29
Federal Financial Aid	29

VA Education Benefits.....	29
Third-Party Sponsor/Scholarship	29
SERVICES.....	29
TUITION & FEES	29
2026-2027 Tuition & Fees	29
Additional Fees.....	30
Tuition/Fee Refund Policy.....	31
Resident Classification	31
FINANCIAL AID & SCHOLARSHIPS.....	31
GENERAL POLICIES	31
HOW TO APPLY	31
STUDENT ELIGIBILITY.....	32
FINANCIAL AID ELIGIBILITY	32
FINANCIAL AID PROGRAMS AVAILABLE	32
Federal Pell Grant	32
Oklahoma Tuition Aid Grant Program	32
Federal Iraq & Afghanistan Service Grant	32
Federal Supplemental Educational Opportunity Grant (FSEOG).....	32
Federal Work-Study Program.....	33
Federal Direct Loans.....	33
Federal PLUS Loans	33
OKLAHOMA’S PROMISE (OHLAP)	33
HEROES PROMISE	33
OKLAHOMA’S PROMISE FOR UNDOCUMENTED STUDENTS	33
SCHOLARSHIPS	33
OTHER FINANCIAL ASSISTANCE.....	34
SATISFACTORY ACADEMIC PROGRESS (SAP).....	34
FAILURE TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS	34
FINANCIAL AID SUSPENSION	34
FINANCIAL AID POLICY ON REPEAT COURSES	35
DURATION OF FINANCIAL AID ELIGIBILITY	35
Transfer Students and Maximum Hours	35
IMPORTANT DATES	35
CLASS ATTENDANCE & FINANCIAL AID ELIGIBILITY	35
HOW WITHDRAWING (OFFICIALLY &/OR UNOFFICIALLY) AFFECTS STUDENT FINANCIAL AID	35
MILITARY & VETERAN SERVICES.....	36
VETERAN SERVICES.....	36
PRIOR LEARNING CREDIT POLICY FOR VETERANS	36
YELLOW RIBBON	36
MILITARY SPOUSE CAREER ADVANCEMENT ACCOUNTS.....	36
MILITARY LEAVE OF ABSENCE.....	36
REGISTRAR.....	37
Student ENROLLMENT	37
STUDENT PRIVACY RIGHTS	37
Directory Information.....	37
Withholding Disclosure of Information	38
Proxy Access	38
TRANSFER OF CREDIT.....	38
Transfer of Credit from Domestic and International Institutions.....	38
Uniform Course Numbering within the State System.....	39
Transfer of Credit from Non-State System Institutions	39
Transfer of Credit from Oklahoma CareerTech Centers	39
Transfer of Credit from Military Experience or Service	40

LATE ENROLLMENT	40
Enrollment Appeal	40
COURSE LOAD	40
ADDING OR DROPPING A COURSE	41
STUDENT CLASSIFICATION	41
TRANSCRIPTS OF COLLEGE CREDIT	41
Official Transcript(s)	41
Unofficial Transcript(s).....	41
GRADING SYSTEM	41
Other Grading Symbols	42
GRADE POINT AVERAGE (GPA)	42
GRADE CHANGES	43
WITHDRAWING FROM COLLEGE	43
AUDITING COURSES.....	43
ACADEMIC FORGIVENESS	43
Course Repeat	44
Academic Reprieve	44
Academic Renewal	44
READMISSION OF SUSPENDED STUDENTS.....	44
REINSTATEMENT OF SUSPENDED TRANSFER STUDENTS	44
GRADUATION REQUIREMENTS	45
CERTIFICATES	45
Associate in Applied Science.....	45
Associate in Science	45
Bachelor of Technology.....	45
GRADUATION WITH DISTINCTION	45
Poke's possibilities (Administrative graduation).....	46
MICRO-CREDENTIALS	46
Change of Personal Information	46
Address Change	46
Change or Correction of Name	46
WORKFORCE & ECONOMIC DEVELOPMENT	Error! Bookmark not defined.
ECONOMIC DEVELOPMENT & TRAINING CENTER	46
ADULT BASIC EDUCATION	46
M-POWER PROGRAM	46
ASSESSMENT & TESTING	47
PLACEMENT ASSESSMENTS.....	47
CAREER ASSESSMENT	47
ACT ON-CAMPUS TESTING.....	47
OSRHE Policy on ACT On-Campus Testing	47
PEARSON VUE TEST SITE.....	48
COMPUTER PROFICIENCY REQUIREMENT.....	48
STUDENT SUPPORT SERVICES.....	48
COUNSELING SERVICES.....	48
institutional student complaint process	48
LASSO CENTER	48
ACADEMIC AND PHYSICAL ACCOMMODATION SERVICES	48
Definition	49
Policies and Procedures.....	49
LIBRARY	49
ONLINE CLASSROOM (OSUIT Canvas)	49
DISTANCE LEARNING	50
Course delivery formats	50

Professional Licensure Disclosures	50
SARA Student Complaint Process	50
OSUIT METAVERSIY	Error! Bookmark not defined.
O-KEY ACCOUNT INFORMATION	50
STUDENT EMAIL	50
STUDENT SELF-SERVICE	50
MICROSOFT CAMPUS AGREEMENT	51
COMPUTER LABORATORIES	51
PETE'S PANTRY	51
CAMPUS HEALTH SERVICES	51
Cowboy Care Telehealth Services	51
Qualification for Use of Cowboy Care Telehealth Services	51
IMMUNIZATIONS	51
STUDENT HEALTH INSURANCE PLAN	52
Eligibility Requirements	52
Domestic Students	52
International Students	52
CAMPUS FACILITIES	52
STUDENT UNION	52
THE CAMPUS BOOKSTORE	52
OSUIT Textbook Affordability Program (OSUIT-TAP)	52
Student Account Charging	53
Additional Campus Bookstore Policies	53
Tools	53
Check Cashing	53
CAMPUS DINING SERVICES	53
Student Union Cafeteria	53
University Market Convenience Store	53
State Room & Tech Room Dining	53
First Family Credit Union	53
MAIL SERVICE	53
STUDENT LIFE	54
RECREATION & ATHLETIC FACILITIES	54
ESPORTS ARENA	54
CHILD CARE CENTER	54
VENDING & LAUNDRY SERVICE	54
CAMPUS GUEST HOUSE	54
RESIDENTIAL LIFE & MEAL PLANS	55
STUDENT ORGANIZATIONS & SERVICE LEARNING	55
CAMPUS ORGANIZATIONS	55
NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS	55
PHI THETA KAPPA	55
STUDENT GOVERNMENT ASSOCIATION	55
SERVICE LEARNING	56
STUDENT CONDUCT	56
BREATHE EASY	56
STUDENT RIGHTS & RESPONSIBILITIES	56
DRUG-FREE SCHOOLS & COMMUNITIES ACT	56
PETS	56
BICYCLES & RECREATIONAL ITEMS	56
REGENTS' RESOLUTION ON DISRUPTIVE CONDUCT	56
Definition of Disruptive Conduct	56
Responsibility of the Student	57

Responsibility of the Provost	57
Responsibility of the Board of Regents	57
OFFICE OF PUBLIC SAFETY	57
ANNUAL SECURITY REPORT	57
OPERATING VEHICLES ON CAMPUS	58
TRAFFIC & PARKING VIOLATIONS	58
2025-2026 PROGRAMS OF STUDY	59
SCHOOL OF TECHNOLOGY, ARTS, SCIENCES & HEALTH	61
General Education Course Offerings	61
Allied Health Sciences	63
Associate in Science, (60 Credit Hours)	63
Allied Health Sciences Certificate Program	64
Health Career Foundations	64
Applied Industry Leadership	64
Bachelor of Technology (120 Credit Hours)	65
Applied Industry Leadership	66
Certificate Programs	66
Strategic Business Leadership Data Analytics for Industry Professionals	66
Health Management	66
Applied Technology	67
Associate in Applied science (60 Credit Hours)	67
business	69
associate in science (60 credit hours)	69
business certificate program	70
Business Foundations	70
cULINARY ARTS	71
Associate in Applied Science (73 Credit Hours)	71
culinary arts certificate programs	72
Foundational Culinary Skills Foundations of Restaurant Mgt	72
digital design and production	73
associate in applied science (63 credit hours)	73
Enterprise Development—Business Administration option	74
Associate in Science (60 Credit Hours)	74
Enterprise Development—General studies option	75
Associate in Science (60 Credit Hours)	75
information technologies	76
associate in applied science (61 credit hours)	76
information technologies	77
associate in Science (63 credit hours)	77
Information technologies	78
bachelor of technology (121 Credit Hours)	78
INFORMATION TECHNOLOGIES BACCALAUREATE PROGRAM EDUCATIONAL OBJECTIVES (PEO):	78
information technology certificate programs	81
Digital Skills for Modern Work Crisis Mgmt in Cybersecurity	81
Software Development & Application Digital Forensics & Cyber Defense	81
Network Design & Implementation Applied AI: Technical Skills and Dev	81
Nursing (Traditional Track)	83
Associate in Applied Science (72 Credit Hours)	83
Nursing (Career Mobility Track)	84
Associate in Applied Science (72 Credit Hours)	84
Pre-education	85
Associate in Science (60 Credit Hours)	85
Pre-Education Certificate Program	86

Core Concepts in Education:.....	86
Teaching and Learning	86
(18 Credit Hours)	86
Pre-Professional Studies.....	87
Associate in Science (60 Credit Hours)	87
School of Engineering & Construction Technologies	88
Air conditioning & Refrigeration Technology.....	88
Associate in Applied Science (85 Credit Hours)	88

2026-2027 ACADEMIC CALENDAR

FALL 2026

Fall 2026 Enrollment Begins	May 11
Move-in Day	Aug 30
New Student Orientation 1130am-500pm	Aug 30
Classwork Begins--7:30am Full Sem, 1st Half Sem, Quarter 1 (Q1)	Aug 31
1st Half Only, Last Unrestricted Day to Add a Course*	Sept 2
1st Half Only, Last Restricted Day to Add a Course*	Sept 3
1st Half, Last Day to Drop a Course with Refund*	Sept 3
Full Semester, Last Unrestricted Day to Add a Course*	Sept 4
Last day to Change Status from Audit to Credit/Drop Advance Standing	Sept 4
Holiday Break	Sept 7
Full Semester, Last Restricted Day to Add a Course*	Sept 10
Full Semester, Last Day to Drop a Course, with Refund*	Sept 11
Last day to Change Status from Credit to Audit	Sept 11
Quarter 1 Instructional Period Ends (1159pm)	Sept 22
Quarter 2 (Q2) Instructional Period Begins (730am)	Sept 23
Final Grades for Q1, Mid-term Grades for 1st Half Due (4pm)	Sept 24
1st Half only, Last day to Withdraw with Auto "W" Grade. No Refund*	Sept 29
Spring Enrollment Begins	Oct 12
Career Encounters (No Classes)	Oct 13
1st Half; Q2 Instructional Periods End (1159pm)	Oct 15
Mid Semester-- Full Semester Classes Continue--No Break	Oct 15
Final Grades for Q2, 1st Half; Full Sem Mid-Term Grades Due (4pm)	Oct 19

2nd Half, Move-in Day (8am-11am)	Oct 22
2nd Half New Student Orientation (1130am-500pm)	Oct 22
Classwork Begins--7:30am 2nd Half Sem, Quarter 3 (Q3)	Oct 24
2nd Half Only, Last Unrestricted Day to Add a Course*	Oct 27
2nd Half Only, Last Restricted Day to Add a Course*	Oct 28
2nd Half, Last Day to Drop a Course, with Refund*	Oct 28
Graduation Applications Due	Nov 1
Grad Fair	Nov 3
Summer Section Descriptions Due	Nov 6
Full Semester, Last Day to Withdraw with Automatic "W" Grade*	Nov 12
Quarter 3 (Q3) Instructional Period Ends (1159pm)	Nov 13
Quarter 4 (Q4) Instructional Period Begins (730am)	Nov 16
Final Grades for Q3, Mid-term Grades for 2nd Half Due (4pm)	Nov 17
Holiday Break Begins--Students	Nov 25
Holiday Break--Staff and Faculty	Nov 26
2nd Half, Last day to Withdraw with Automatic "W" Grade. No Refund*	Nov 30
Incomplete (I) Grade, Substitution, Graduation PLA forms Due	Dec 3
Q4, 2nd Half and Full Semester Instructional Periods End (1159pm)	Dec 10
Graduation Exercises (10am and 2pm)	Dec 11
Final Grades for Q4, 2nd Half, and Full Semester Grades Due (4pm)	Dec 14
Holiday Break Begins--Students Only	Dec 14
Holiday Break Begins--Employees	Dec 24

HISTORY & OVERVIEW OF THE UNIVERSITY

HISTORY OF OSUIT

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

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

OSUIT is among very few state-supported, technical colleges with a mission that focuses primarily on technical-occupational career preparation. The majority of students enroll with an expectation of employment and positive career advancement upon graduation. As a branch campus of the OSU system, OSUIT enjoys a statewide mission. The year-round academic calendar (three full-semester terms each year), campus location, and residence facilities encourage a year-round population of full-time, continuously enrolled students. OSUIT awards Associate in Applied Science (AAS), Associate in Science (AS), and Bachelor of Technology (BT) degrees, as well as certificates and micro-credentials in select disciplines.

MISSION

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

VALUES

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

FUNCTION

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

As a technical Constituent Agency of Oklahoma State University, OSUIT's function includes:

1. providing general education for all students;
2. providing lower-division education in several fields of technical study and a limited number of Associate in Science degree programs as authorized by the State Regents using criteria outlined in OSRHE Academic Approval Policy;
3. providing micro-credentials, certificates and undergraduate technical and occupational educational degree programs (i.e., Associate in Applied Science degrees) that prepare individuals for immediate entry into the work force, including both credit and non-credit programs designed to enhance job skills, promote workforce readiness, and provide professional development;
4. providing supplemental education for students who lack required high school academic requirements for college admission or competency in the basic academic skills areas, consistent with OSRHE Student Assessment Plan Policy;
5. offering a limited number of Bachelor in Technology degree programs as authorized by the State Regents that build on AAS programs and enhance workforce preparation using criteria outlined in OSRHE Academic Program Approval Policy;
6. evaluating opportunities for providing technical education, service and/or training consistent with the statewide technical mission of these constituent agencies;

7. participating in programs of economic and community development independently or in cooperation with public and private entities; and
8. performing other special programmatic responsibilities as authorized by the State Regents.

STUDENT PROFILE

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

The Office of Institutional Research and Analytics provides information about OSUIT's completion and graduate placement rates online at osuit.edu/research.

INSTITUTIONAL ACCREDITATION

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

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

SPECIALIZED ACCREDITATION

ASSOCIATED EQUIPMENT DISTRIBUTORS (AED) FOUNDATION

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

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

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

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

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

AUTOMOTIVE SERVICE EXCELLENCE (ASE) EDUCATION FOUNDATION

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

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

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

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

ASE Education Foundation: 1503 Edwards Ferry Rd, NE, Suite 401, Leesburg, VA 20176; 1-703-669-6650; <https://www.aseeducationfoundation.org/>.

ACCREDITATION BOARD FOR ENGINEERING AND TECHNOLOGY (ABET)

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

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

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

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

ABET: 415 North Charles Street, Baltimore, MD 21201; 1-410-347-7700; www.abet.org.

ACCREDITATION COMMISSION FOR EDUCATION IN NURSING (ACEN)

OKLAHOMA BOARD OF NURSING (OBN)

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

ACEN: 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326; 1-404-975-5000; www.acenursing.org.

OBN: 2501 N. Lincoln Blvd., Suite 207, Oklahoma City, OK 73105; 1-405-962-1800; nursing.ok.gov.

INSTITUTIONAL RESEARCH AND ANALYTICS

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

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

GENERAL EDUCATION

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

GENERAL EDUCATION COURSE CONTENT AREAS

Courses used to fulfill general education requirements are identified by code letters that follow the course prefix and number. The code letters identified below designate the general education content area for which courses apply.

ANALYTICAL & QUANTITATIVE THOUGHT (A)

Analytical and quantitative thought (A) courses incorporate the study of systems of logic and the mathematical sciences and place primary emphasis on the development of the intellect through inductive and/or deductive processes. Their aim is broader than proficiency in techniques and includes appreciation of how the processes can supplement intuition and provide ways to analyze concrete problems. Goals of "A" courses are to prepare students to: critically analyze and solve problems using quantitative, geometric or logical models; form inferences using logical systems and mathematical information and communicate them in writing; give appropriate multiple representations (symbolical, visual, graphical, numerical or verbal) of logical or mathematical information; and, estimate, analyze, or check solutions to problems to determine reasonableness, alternative solutions, or to determine optimal methods or results.

DIVERSITY (D)

Diversity (D) courses emphasize one or more socially constructed groups (e.g. racial, ethnic, religious, gender, age, disability, sexual orientation) in the United States. Goals of “D” courses are to prepare students to: critically analyze historical and contemporary examples of socially constructed groups in American society or culture and the distribution of political, economic, and/or cultural benefits and opportunities afforded to these groups; understand how these groups relate to the student’s academic discipline and American culture; and, demonstrate their understanding through written work that provides them the opportunity to enhance their writing skills.

HUMANITIES (H)

Humanities (H) courses concentrate on the expression, analysis and interpretation of ideas and the aesthetics or values that have formed and informed individuals and societies; and emphasize diversity in the expression of human ideas and aesthetic or cultural values. Goals of “H” courses are to prepare students to: critically analyze the relationships of aesthetics, ideas, or cultural values to historic and contemporary cultures; develop an understanding of how ideas, events, arts or texts shape diverse individual identities; and, demonstrate their understanding through written work that provides them the opportunity to enhance their writing skills.

INTERNATIONAL DIMENSION (I)

International dimension (I) courses emphasize contemporary cultures outside the United States. Goals of “I” courses are to prepare students to: critically analyze one or more contemporary cultures external to the United States; understand how contemporary international cultures relate to complex, modern world systems; and, demonstrate their understanding through written work that provides them the opportunity to enhance their writing skills.

SCIENTIFIC INVESTIGATION (L)

Scientific investigation (L) courses include the equivalent of at least one semester credit hour of laboratory experience aimed at interpreting scientific hypotheses and emphasize scientific inquiry and experimental methodology. Goals of “L” courses are to prepare students to: critically analyze scientific problems, formulate hypotheses, conduct appropriate experiments, and interpret results; solve problems using scientific inquiry and experimental methodology; communicate procedures, results and conclusions to others; and, demonstrate their understanding through written work appropriate to the discipline that provides them the opportunity to enhance their writing skills.

NATURAL SCIENCES (N)

Natural science (N) courses feature the systematic study of natural processes and the mechanisms and consequences of human intervention in those processes, and place primary emphasis on the subject matter of one or more basic physical or biological sciences in a broadly integrative fashion. Goals of “N” courses are to prepare students to: understand the scientific inquiry process; critically analyze the physical world using the language and concepts of science; use the methodologies and models of science to select, define, solve, and evaluate problems in biological and physical sciences; evaluate evidence, interpretations, results, and solutions related to the physical and biological sciences; understand the consequences of human intervention in natural processes and mechanisms; and, demonstrate their understanding through written work appropriate to the discipline that provides them the opportunity to enhance their writing skills.

SOCIAL & BEHAVIORAL SCIENCES (S)

Social and behavioral sciences (S) courses propose theoretical constructs to explain human behavior and society in social and/or physical environments and are based on empirical observation of human behavior rather than the study of aesthetics, ideas or cultural values. Goals of “S” courses are to prepare students to: critically analyze generalizations about society and explore theoretical structures; understand the role of empirical observation in the social and behavioral structures; and, demonstrate their understanding through written work that provides them the opportunity to enhance their writing skills.

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.

GENERAL EDUCATION LEARNING OUTCOMES

General Education Learning 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 HLC requirements, faculty have developed six core outcomes that are wholly integrated into the curriculum. These core outcomes are:

1. Oral communication – Students will be able to articulate ideas verbally.
2. Written Communication – Students will be able to compose ideas in writing.

3. Problem Solving – Students will be able to apply systematic reasoning to develop and evaluate solutions to problems.
4. Civic Responsibility – Students will be able to evaluate the responsibilities of individuals to their communities and society.
5. Information Literacy – Students will be able to evaluate information from a variety of sources.
6. Technological Proficiency - Students will be able to apply appropriate technology.

ACADEMIC AFFAIRS

Grady W. Clack Center
918-293-5260
1-800-722-4471, Ext. 5260

osuit.edu/academics

osuit.academics@okstate.edu

ACADEMIC ADVISEMENT

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

CREDIT FOR PRIOR LEARNING

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

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

Students may obtain prior learning credit for OSUIT courses by successfully demonstrating their mastery of course-related knowledge and skills. Students may not request a prior learning assessment for any course they have already attempted, regardless of the grade earned. Any student who wishes to request a prior learning assessment for a course they are currently enrolled in must complete that assessment prior to or during the first week of class. Prior learning credit will be added to a student's transcript once they have successfully completed 12 semester credit hours (not including zero-level courses) at the institution.

PRIOR LEARNING ASSESSMENT OPTIONS

OSUIT offers numerous options for students to earn prior learning credit toward their degree of choice. In addition to review of credit earned at accredited post-secondary institutions, the following options are eligible for evaluation of the knowledge and skills gained through prior learning experiences. An individual who has applied to OSUIT as a degree-seeking student can request an assessment of prior learning through one or more of the following means.

STANDARDIZED EXAMINATIONS

Students can earn college credit for general education courses by demonstrating competency through the successful completion of nationally recognized standardized assessments such as the following.

- The College Board Advanced Placement (AP) Program, (<https://ap.collegeboard.org/>)
- College Level Examination Program (CLEP), (clep.collegeboard.org)
- The Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSST), (getcollegecredit.com)
- General Education Development (GED) Exam, (ged.com)

INDUSTRY CERTIFICATIONS & LICENSURE

Students who have earned industry-recognized certifications or licensure through their professional or personal work may be able to leverage those credentials to earn prior learning credit toward one of OSUIT's degree programs. Students can find information about the credentials approved for prior learning credit on OSUIT's [Prior Learning Assessment](#) crosswalks. Students who wish to request a prior learning credit evaluation for a certification or license not previously reviewed by OSUIT's faculty members should apply for credit through OSUIT's PLA Portfolio Review process.

INSTITUTIONAL CHALLENGE EXAMS

Students have the opportunity to earn prior learning credit for many courses by taking institutionally developed challenge exams. These proficiency tests are developed and administered by the academic area responsible for the course offering. Exams are typically technical in scope and may involve hands-on as well as written components. Students complete these challenge exams in a supervised setting following institutional guidelines.

MILITARY TRAINING AND EXPERIENCE

OSUIT is proud to work with active and retired US military personnel to recognize the college-level learning gained through their military experience and technical training and to assist in translating that learning into college credit. Prior learning credit for military experience is based on criteria and recommendations contained in publications of ACE in conjunction with a portfolio evaluation of the student's experience and competency levels.

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

INDIVIDUAL STUDENT PORTFOLIOS

OSUIT recognizes that knowledge gained outside of the classroom may be relevant to a student's chosen degree program. OSUIT's faculty content experts utilize CAEL and other standardized guidelines to evaluate prior learning experiences gained through employment, non-collegiate school-based education, or other appropriate channels to determine how those experiences may translate into college-level credit.

PRIOR LEARNING ASSESSMENT GUIDELINES

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

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

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

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

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

For more information on Prior Learning Assessment (PLA) at OSUIT, visit the PLA website at osuit.edu/academics/prior-learning-assessment-articulation-services.

REACH HIGHER

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

OSUIT participates in both the Flex Finish and Direct Complete programs offered through Reach Higher. Through our workforce-backed and career-ready degrees in the Direct Complete program, we proudly move Oklahoma's workforce forward with degrees directly aligned with Oklahoma's 100 Critical Occupations. Financial assistance is available to

qualifying students through Reach Higher's Finish Line Scholarship program. Visit reachhigherok.org to see eligibility and start your journey to completing your degree.

ACADEMIC PROFICIENCY REQUIREMENTS

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

ACCREDITED HIGH SCHOOL GRADUATES

Graduates from an accredited high school may demonstrate academic proficiency through one of the following placement measures.

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

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

HOME STUDY OR UNACCREDITED HIGH SCHOOL GRADUATES

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

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

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

COURSE PLACEMENT PROCEDURES

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

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

- direct placement into the appropriate college-level course; or
- enrollment into appropriate college-level course plus corequisite strategies support course.

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

REMOVAL OF ACADEMIC DEFICIENCIES

OSRHE requires that students with deficiencies begin remediation of basic academic skills during the first semester and continue until they are prepared for college-level coursework in the respective subject area. OSUIT provides the means to satisfy curricular deficiencies within 24 college level hours attempted and strongly encourages students to use supplemental instruction strategies. Unless otherwise specified, students must remove academic deficiencies within the first 24 semester credit hours attempted. Transfer students must remove curricular deficiencies within the first 12 semester credit hours attempted. With the exception of students enrolled in corequisite developmental coursework, students may enroll in collegiate-level courses within the deficiency's discipline area only after the deficiency is satisfied.

DATE OF MATRICULATION

A student's matriculation date is associated with his or her first term after high school graduation as an admitted student in an accredited institution of higher education. That date will be used in calculating the time limit for the use of a given plan of study.

CHANGES IN DEGREE REQUIREMENTS

A student generally follows the degree or certificate requirements associated with his or her matriculation year. Although the curriculum may be revised before a student graduates, students will be held responsible for the degree requirements in effect at the time of matriculation and any changes that are made, so long as these changes do not result in semester credit hours being added or do not delay graduation. A student has the option of adopting the new degree requirements that have been established since matriculation. The time limit for following a given degree program is six years.

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

Students who wish to add or change their current major, program, or certificate to a new major, program, or certificate, should contact the Academic Advisor of his or her school concerning procedures and forms. Adding or changing a major without consulting an Academic Advisor may result in delayed payment of financial aid. Additionally, students receiving Veterans Benefits MUST complete a [Veteran Advisory Form](#) and submit online to the Veteran Services Coordinator. Failure to submit the [Veteran Advisory Form](#) may result in non-payment of benefits. Changing the program or major may add additional time to degree completion. Please review your Degree Works audit or consult your academic advisor for a degree audit.

RETENTION STANDARDS

Students on academic notice shall be required as a condition for continued enrollment to participate in special academic support services. These programs should be available to all students who feel participation will enhance their academic performance and success. Students on academic notice may have additional limits on their academic load, as defined in OSRHE policy. All courses in which a student has a recorded grade will be recorded on the transcript.

GPA REQUIREMENTS

The Grade Point Average (GPA) is calculated as detailed in OSRHE Grading policy. These calculations are made three times per year, to coincide with the conclusion of the fall, spring, and summer semesters. Grades submitted after these calculations are carried forward to the next calculation.

Undergraduate students must meet the GPA requirements below to be in good academic standing. An academic program may require higher standards for admission, retention, or graduation. See your Academic Advisor for more information.

Overall Credit Hours (retention/graduation) Attempted	Minimum Overall Grade-Point Average (Retention/ Graduation)
0 – 29 credit hours	1.7
30 or more credit hours	2.0

ACADEMIC NOTICE

First year students (fewer than 30 credit hours, as defined by OSRHE policy) with an overall GPA of 1.70 to less than 2.00 will be placed on academic notice. These students should remain in contact with their student academic advisor regarding special academic support services and procedures.

Students on academic notice should participate in special academic support services. These programs are available to all students who feel participation will enhance their academic performance and success. Students on academic notice may have additional limits on their academic load, as defined in OSRHE policy.

PROBATION

Any student not maintaining an overall GPA as indicated above will be placed on probation for one semester. At the end of that semester, he or she must have a current term (semester) GPA of 2.00, not to include physical education activity (leisure) or developmental courses, or meet the minimum standard required above, in order to continue as a student.

A student enrolling on probation should seek help from their academic when deciding on an academic load and extracurricular activities.

ACADEMIC SUSPENSION

Any student on academic probation the previous semester who fails to raise their GPA to the required overall (retention/ graduation) level or achieve a 2.0 semester GPA will be suspended from the institution and may not be reinstated until one regular semester has elapsed.

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

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

An institution may allow a student with 90 or more hours in a specified degree program who has failed to meet the GPA of 2.0 or the semester GPA of 2.0 to enroll in up to 15 additional semester hours in a further attempt to achieve the GPA requirement. While enrolled in these 15-credit hours of course work, the student must achieve a minimum 2.0 semester GPA during each enrollment or raise the GPA to 2.0 or above. This senior suspension exception can be exercised only once per student. The institution's president or designee may make exceptions on a case-by-case basis.

If a student is suspended a second time, he or she must attend another institution and raise the overall (retention/graduation) GPA before readmission to OSU can be considered.

ACADEMIC SUSPENSION APPEALS

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

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

Questions and documentation regarding the Academic Suspension Appeal process may be directed to the Office of Academic Affairs.

STUDENT APPEAL OF FINAL GRADE

A student who believes the grading practices and procedures established for a course were not consistently and accurately followed in determining the final course grade may appeal the grade. The student should first attempt to resolve the concern with the faculty member and appropriate academic school leadership. If the matter is not resolved, the student may submit a formal grade appeal through the Office of Academic Affairs for consideration by the Academic Appeals Board.

Grade appeals must be filed no later than four months after grades are officially due to the Registrar or six weeks after the student begins a new semester, whichever comes first.

CLASS ATTENDANCE

Students are expected to regularly attend all classes in which they are enrolled. Class attendance is the responsibility of the student, who is responsible for communicating with the instructor regarding any absence.

Students who miss more than 20 percent of instructional time in a course, whether consecutively or cumulatively, may be Administratively Withdrawn from the course. In courses with a required corequisite, a student may be administratively withdrawn from both courses if absences exceed 20 percent in either course.

This policy applies to all instructional modalities. Students should be aware that course withdrawal may affect scholarship and financial aid eligibilities.

ADMISSIONS

Donald W. Reynolds Technology 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 before the semester they plan to attend. Applications are valid for one year from the date of submission.

HOW TO APPLY

Students can apply online on the Office of Admissions website (osuit.edu/apply) or in person at the Office of Admissions.

DOCUMENT SUBMISSION

Students should submit required documents to the Office of Admissions.

TRANSCRIPTS

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

HIGH SCHOOL CURRICULAR REQUIREMENTS

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

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

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

SPECIAL PROGRAM REQUIREMENTS

Some programs have additional admission criteria and enrollment procedures. The number of students allowed to enroll in these programs is often limited. Admission to OSUIT does not guarantee acceptance into any specific program of study. Applicants generally must have completed the OSUIT application process and be admitted to the institution prior to being reviewed for acceptance into the given program. Prospective students may obtain information regarding additional requirements for acceptance to restricted programs by contacting the respective school office.

IMMUNIZATION RECORDS

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

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

ADMISSION POLICIES & REQUIREMENTS

The admission policies of OSUIT are those approved in OSRHE Institutional Admission and Retention Policy. Students may be admitted in one of the following admission categories.

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

FIRST-TIME COLLEGE STUDENTS

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

ADMISSION OF FIRST-TIME COLLEGE STUDENTS

STUDENTS SEEKING ADMISSION TO ASSOCIATE IN SCIENCE (AS) DEGREE PROGRAMS

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

- is a graduate of a high school accredited by the appropriate regional association or by an appropriate accrediting agency of the home state or has achieved a high school equivalency certificate based on the General Education Development (GED) test or High School Equivalency Test (HiSET);
- has met the curricular requirements as set forth by OSRHE policy; and

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

STUDENTS SEEKING ADMISSION TO ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE OR CERTIFICATE PROGRAMS

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

- is a graduate of a high school accredited by the appropriate regional association or by an appropriate accrediting agency of the home state or has achieved a high school equivalency certificate based on the General Education Development (GED) test or High School Equivalency Test (HiSET); and
- has participated in ACT or SAT testing or a similar acceptable battery of tests. (NOTE: Under OSUIT's ACT/SAT Test Optional Pilot, participation in ACT and/or SAT testing is not required but is encouraged for students applying to OSUIT for admission in the current academic year.)

FIRST-TIME COLLEGE STUDENT REQUIREMENTS

HIGH SCHOOL GRADUATES

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

- submits an Application for Admission;
- participates in ACT testing or SAT testing[✧];
- 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 they are 18 years of age or older, their high school class has graduated, and they:

- submit an Application for Admission;
- participate in ACT testing or SAT testing[✧];
- submit official transcripts^{*} of previous academic history, including GED certificate (or HiSET) if taken; and
- participate in placement exams as explained under Placement Assessments.

[✧]-Under OSUIT's ACT/SAT Test Optional Pilot, participation in ACT and/or SAT testing is not required but is encouraged for students applying to OSUIT for admission in the current academic year.

^{*}-All transcripts should be mailed in sealed envelopes from the issuing school or institution directly to the Office of Admissions. 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.

TRANSFER STUDENTS

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

ADMISSION OF TRANSFER STUDENTS

ADMISSION BY TRANSFER WITHIN THE STATE SYSTEM

Undergraduate students entering a State System institution by transfer from another State System institution must meet one of the following:

1. Students originally meeting both the high school curricular requirements and academic performance standards of the institution to which the student wishes to transfer must have a GPA high enough to meet the institution's retention standards as defined in the State Regents' Institutional Admission and Retention policy.
2. Students originally meeting the high school curricular requirements but not the academic performance standards of the institution to which the student wishes to transfer must have a GPA high enough to meet the institution's retention standards based on at least 24 attempted semester credit hours of regularly graded (A, B, C, D, F) college work.
3. Students originally meeting the performance but not the curricular requirements of the institution to which the student wishes to transfer must have a GPA high enough to meet that institution's retention standards as defined in the State Regents' Institutional Admission and Retention policy and must also complete the curricular requirements before transferring.
4. A student originally meeting neither the curricular nor the performance requirements of the institution to which the student wishes to transfer must have a GPA high enough to meet the institution's retention standards based on at least 24 attempted semester credit hours of regularly-graded (A, B, C, D, F) college work and must also complete the curricular requirements of the institution to which the student wishes to transfer before transferring.

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 and the following admission criteria.

- Each undergraduate applicant must be in good standing with the institution from which the applicant plans to transfer.
- Undergraduate applicants transferring from degree-granting institutions not accredited by organizations recognized by the US Department of Education for the purpose of accrediting institutions of higher education must validate their transferred credit by successful completion (an average of C or better) of 12 or more semester credit hours at OSUIT. Transcripts will be evaluated according to the guidelines found in Transfer of Credit.

TRANSFER STUDENT REQUIREMENTS

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

Students with Fewer than 24 Credit Hours

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

STUDENTS WITH 24 OR MORE CREDIT HOURS

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

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

*-All transcripts should be mailed in sealed envelopes from the issuing school or institution directly to the Office of Admissions. 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 can admit students under a special admission category. OSRHE allows each institution to determine if the student meets one of the following criteria for special admission to the University.

SPECIAL NON-DEGREE-SEEKING STUDENT

Students who wish to take courses for personal or professional enrichment, or to transfer credits to another institution, or without pursuing a degree at OSUIT, may enroll in up to twelve (12) credit hours as a special non-degree-seeking student.

Exceptions to this credit hour limit may be granted with special permission from the Office of the Registrar. If the request is denied, the student must formally be admitted to a degree or certificate program to continue enrollment.

Official transcripts are not required for admission as a non-degree-seeking student, but may be necessary as proof of academic readiness.

ADULT ADMISSION

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

NON-HIGH SCHOOL GRADUATE (OPPORTUNITY ADMISSION)

Students who have not graduated from high school whose final composite standard score on the ACT demonstrate the probability of success in college level work may apply for full enrollment at a college or university in the State System. The college or university President or designee will determine admissibility based on test scores, evaluation of the student's level of maturity and ability to function in the adult college environment, and whether the experience will be in the best interest of the student intellectually and socially.

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 an accrediting agency recognized by the USDE is eligible for admission to an institution in the State System as follows:

1. The student must have participated in the ACT or SAT program and achieved the requisite final composite score for admission to the institution the student wishes to attend as set forth in OSRHE policy. Institutions are authorized by the State Regents to require a minimum high school GPA, class rank, or GED average standard score along with a requisite final composite score.

2. The President or designee may allow exceptions for GED recipients on an individual student basis. Any exceptions will be appropriately documented.
3. 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.

CONCURRENT ENROLLMENT OF HIGH SCHOOL JUNIORS & SENIORS

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

HIGH SCHOOL SENIOR CLASSIFICATION

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

HIGH SCHOOL JUNIOR CLASSIFICATION

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

ACCREDITED HIGH SCHOOL STUDENTS

CONCURRENT ENROLLMENT ADMISSION REQUIREMENTS FOR ACCREDITED HIGH SCHOOL STUDENTS

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

- ACT or Pre-ACT (10th Grade), or ACT On-Campus composite score* of 19; or
- SAT or PSAT 10 composite score* of 990; or
- unweighted high school GPA of 3.0 on a 4.0 scale.

*-The ACT composite score is calculated as the composite score without the writing component. Students may utilize ACT On-Campus test scores to fulfill concurrent enrollment admission requirements. Students may only take the ACT On-Campus exam once each year, from November 1 to October 31. The SAT composite score combines the evidence-based reading and math scores without the writing component.

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

COURSE ENROLLMENT REQUIREMENTS FOR ACCREDITED HIGH SCHOOL STUDENTS

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

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

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

4. A valid high school transcript reflecting an unweighted cumulative GPA of 2.80 or higher.

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

HOME STUDY OR UNACCREDITED HIGH SCHOOL STUDENTS

CONCURRENT ENROLLMENT ADMISSION REQUIREMENTS FOR HOME STUDY OR UNACCREDITED HIGH SCHOOL STUDENTS

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

- ACT or Pre-ACT (10th Grade), or ACT On-Campus composite score* of 19; or
- SAT or PSAT 10 composite score* of 990; or
- unweighted high school GPA of 3.0 on a 4.0 scale. (NOTE: Under OSUIT's ACT/SAT Test Optional Pilot, home study or unaccredited high school students applying to OSUIT for admission in the current academic year may submit a qualifying unweighted high school GPA in place of ACT, Pre-ACT, SAT or PSAT 10 scores.)

*-The ACT composite score is calculated as the composite score without the writing component. Students may utilize ACT On-Campus test scores to fulfill concurrent enrollment admission requirements. Students may only take the ACT On-Campus exam once each year, from November 1 to October 31. The SAT composite score combines the evidence-based reading and math scores without the writing component.

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

COURSE ENROLLMENT REQUIREMENTS FOR HOME STUDY OR UNACCREDITED HIGH SCHOOL STUDENTS

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

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

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

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

COURSE WORKLOAD FOR CONCURRENT HIGH SCHOOL STUDENTS

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

CONTINUING ENROLLMENT

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

Additionally, if a concurrent student's college GPA falls within a range that requires they be placed on academic probation, the academic probationary status shall be noted 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 State Regents' retention standards.

NON-ACADEMIC CRITERIA FOR ADMISSION

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

1. Whether an applicant has been dismissed, expelled, suspended, denied admission or readmission, or is facing current disciplinary charges at any college, university, school, or other educational institution.
2. Whether an applicant has been charged or convicted for any felony in any state or country.

3. Whether an applicant has been charged or convicted for any behavior involving drugs (e.g., marijuana, any controlled substance) or violence (e.g., murder, sexual assault), or harm to others (e.g., stalking, domestic violence, assaults) in any state or country.
4. Whether an applicant's conduct has been such that if, at the time of the conduct in question, the applicant had been a student at the institution to which application is made, the course of conduct would have been grounds for expulsion, suspension, dismissal or denial of readmission.

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

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

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

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

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

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

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

ADMISSION OF INTERNATIONAL STUDENTS

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

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

FIRST-TIME INTERNATIONAL STUDENTS STANDARDIZED TESTING

Students must meet the minimum score set by OSRHE on the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), Duolingo English Test (DET), or Pearson Test of English (PTE) exams. Scores over two years old by the beginning of the term students wish to enter are not acceptable unless they have been attending school in the U.S. since the test date. All State System colleges and universities accept results of the TOEFL

taken at international testing centers and special testing centers. Results of the TOEFL administered at institutional testing centers will only be accepted by the administering institution.

INTENSIVE ENGLISH PROGRAM (IEP)

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

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

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 Student Assessment policy.

INTERNATIONAL TRANSFER STUDENTS

NON-NATIVE SPEAKERS OF ENGLISH

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

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 and
- can show English proficiency in any of these ways:
 - iBT TOEFL internet-based score of at least 61 or computer-based score of at least 173 or paper-based score of at least 500*; or
 - IELTS score of at least 5.5*; or
 - PTE Academic score of at least 46*; or
 - iTEP Academic score of at least 3.5*; or
 - Duolingo English Test (DET) score of at least 95*; or
 - Native English speaker;
- have submitted an international application for admission;
- have submitted proof of immunization (See Admissions Requirements); and
- can show financial support for the estimated cost of attendance for one year.

*-Test scores or results are valid only if taken within the last two years.

ENROLLMENT OF INTERNATIONAL STUDENTS

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

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

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

ADMISSION OF UNDOCUMENTED IMMIGRANTS

An individual who cannot provide the institution with valid documentation of US nationality or an immigration status permitting study at a post-secondary institution may be eligible for enrollment at OSUIT and is advised to contact an Admissions representative at osuit.admissions@okstate.edu.

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 regarding their status and approval for Deferred Action from US Citizenship and Immigration Services/Department of Homeland Security.

NEW STUDENT ORIENTATION

All first-time freshmen and transfer students are required to attend an orientation and enrollment session before admission. An online orientation is available for those that meet certain circumstances, including but not limited to online only enrollment and residing outside of a 180-mile radius of campus. If questions arise about this requirement, students may contact Admissions and Recruitment at: information@okstate.edu.

STUDENT ID CARDS

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

PARKING PERMITS

Each student and employee vehicle parked on campus is required to display a valid OSUIT parking decal. Students and employees are required to purchase a new parking permit every year. These decals may be ordered online at osuit.edu/safety/parking and picked up at the OSUIT Bursar's Office. Decals are valid from September to August. Parking permits are \$15 each, including replacement/additional permits.

BURSAR

Grady W. Clack Center

918-293-4681

1-800-722-4471, Ext. 4681

<https://osuit.edu/cost-and-aid/bursar-office>

okm-bursar@okstate.edu

PAYMENT OF ACCOUNT

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

The Bursar's Office sends students monthly billing statements via their O-Key email address. A one-and-a-half percent (1.5%) late fee will be assessed to any past due balance beginning the 20th day of the second month of each semester. Students must have an account balance of less than \$500 or be current on their payment plan to enroll in subsequent semesters.

Payments via check or money order may be mailed to the OSUIT Bursar's Office, Grady W. Clack Center, 1801 East 4th Street, Okmulgee, OK 74447. Mailed payments should include the student's campus ID number.

Students may pay their accounts online at my.okstate.edu via electronic check with no service fee or via Visa, MasterCard, American Express, and Discover with a 2.95% service fee. Payments by check or ACH that are returned to OSUIT as "unpaid" will be charged back to the student's account. A \$20 fee will be assessed on all returned checks.

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

- declare the student's full balance plus collection costs immediately due and payable by law;
- refuse the student's subsequent registration for any classes;
- drop the student's current classes; and
- deny the student's future enrollment in any payment plan; and
- assess fees, legal expenses, and other collection costs up to 22% of the original debt.

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

PAYMENT OPTIONS

PAYMENT IN FULL

Students may pay their account balance in full online at my.okstate.edu or in person at the Bursar's Office. There is no additional fee if the student is paying in full.

PAYMENT PLAN

As a service to students, OSUIT offers the ability to pay student accounts in monthly payments each semester. Students can apply for this service each semester online at my.okstate.edu through their Bursar account. Students who owe a balance as of the 20th of the first month of classes will automatically be enrolled in a payment plan, at no charge, for the remainder of the semester.

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

FEDERAL FINANCIAL AID

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

VA EDUCATION BENEFITS

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

THIRD-PARTY SPONSOR/SCHOLARSHIP

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

Students with agency sponsorships must provide the Bursar's Office with the proper documentation and/or forms each semester of enrollment to ensure appropriate credit to the student's account. This is the student's responsibility, not that of the Bursar's Office or the agency. If the agency does not pay the charges billed to them, the charges will be transferred back to the student's account. The student will then be responsible for paying the balance.

SERVICES

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

Work-study checks are direct-deposited or mailed to the student address on file, postmarked on payday. Work-study students may enroll for direct deposit at the Human Resources Office, located across from the Bursar's Office.

TUITION & FEES

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

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

The cost of tuition, fees, and program materials is subject to change without notice. Up-to-date information is available at <https://osuit.edu/cost-and-aid/bursar-office>, in the most recent Academic Catalog, and from academic program advisors.

2026-2027 TUITION & FEES

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

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

Mandatory Registration Fees Per Semester Credit Hour	Amount
Campus Health Services Fee	\$1.00
Student Union Fee	\$2.00
Student Activity Fee	\$5.65
Cultural & Scholastic Rec Fee	\$3.00
Library Fee	\$2.00

Library Electronic Resources Fee	\$2.00
Records Fee	\$0.50
College Excellence Fee	\$5.00
Academic Excellence Fee	\$2.50
Parking Fee	\$0.35
IT Infrastructure Fee	\$2.00
Assessment Fee	\$1.00
Technology Fee	\$10.00
Campus Infrastructure Fee	\$3.00
TOTAL	\$40.00

ADDITIONAL FEES

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

*-See distance course delivery method definitions on page 49.

Please note: Additional course-level academic service fees may apply – see course descriptions (page **Error! Bookmark not defined.**) for details. Testing fees may apply to specific programs and/or courses. Please consult department for current information.

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

Assessment & Testing Fees	Amount
ACCUPLACER® Testing (First Visit, Up to Three Tests)	FREE
ACCUPLACER® Retesting	\$5.00 per visit
Remote ACCUPLACER® Testing (Testing for Another Institution)	\$35.00
ACT® On-Campus Test (Registration Required)	\$80.00
CLEP® Exam (Registration Required)	\$132.00
Exam Proctoring	\$35.00
GED® Test (Registration Required)	\$41.00 per section
HiSET	\$30.00 per section
Nursing Testing Fee	\$195.00
Prior Learning Assessment Evaluation Fee **	\$5.00 per credit hour

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

All charges are due by the first day of class each semester. A late fee of one and a half percent (1.5%) per month will be assessed on delinquent accounts. Information regarding OSUIT's tuition and fees may be found online at <https://osuit.edu/cost-and-aid/bursar-office>.

TUITION/FEE REFUND POLICY

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

Students may receive a 100% refund of their tuition and fees if they properly drop or withdraw from all courses during the drop period of each semester. The drop period is the first one-eighth of the beginning of each semester or part of term, regardless of course modality. Students will not receive a refund if they withdraw from their courses after the first one-eighth of the semester or after the equivalent timeframe for half-semester or shorter duration parts of terms.

Tuition/fee refunds also may be made for individual courses dropped within the first one-eighth of the semester or after the equivalent timeframe for half-semester or shorter duration parts of terms.

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

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

See your Academic Advisor for more information on the deadline to drop or withdraw from a course with a full refund.

RESIDENT CLASSIFICATION

As a state-supported institution, OSUIT is supported by legislative funds derived from State of Oklahoma tax revenue; therefore, In-State/Out-of-State status for tuition purposes is determined according to OSRHE policy.

The definition of the term "resident" may be different from the definitions developed by other agencies. For the purposes of tuition, the general definition of a resident is an independent person who has permanently resided in Oklahoma for 12 consecutive months, not primarily as a student at a post-secondary institution, and provides for his or her own financial support.

A student's initial In-State/Out-of-State classification is determined by the Office of Admissions when the Application for Admission is received. VA beneficiaries should refer to the [Office of Military & Veteran Services](#).

A student classified as out-of-state for tuition purposes may petition for in-state status if the student believes he/she has been incorrectly classified as out-of-state. A Petition for In-State Status form must be submitted along with any additional supporting documentation to the Office of the Registrar. The student will be notified in writing of the decision following the final review.

If you are receiving federal financial aid, please seek advice from the Office of Scholarships and Financial Aid on how a reclassification may affect your aid.

Regulations governing the in-state/out-of-state status of students can be found in OSRHE policy and apply to all colleges and universities of the Oklahoma State System of Higher Education.

FINANCIAL AID & SCHOLARSHIPS

Grady W. Clack Center

918-293-4684

1-800-722-4471, Ext. 5260

osuit.edu/financial-aid

osuitfinancialaid@okstate.edu

GENERAL POLICIES

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

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

HOW TO APPLY

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

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

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

STUDENT ELIGIBILITY

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

- The applicant must be enrolled as a regular student in an eligible program of study leading to a degree or certificate.
- The applicant must meet one of the following criteria:
 - is a US citizen or US national (this includes citizens of American Samoa, Swains Island, and Northern Mariana Islands);
 - is a US permanent resident (Form I-151 or I-551 from the US Immigration and Naturalization Services may be requested to prove eligibility for financial assistance);
 - is a citizen of certain Pacific Islands (otherwise-eligible citizens of the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau may receive assistance through Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, and Federal Work-Study); or
 - is an eligible non-citizen (documentation of eligible non-citizen status from the US Immigration and Naturalization Services will be requested to prove eligibility for financial assistance).
- The applicant must maintain satisfactory academic progress in an eligible program of study.
- The applicant must provide a high school diploma, GED certificate, or proof of completion of a secondary school education in a home school setting.
- The applicant must have a social security number.
- The applicant must sign a statement of educational purpose/certification.
- The applicant must register with the Selective Service.
- The applicant must demonstrate financial need. Exceptions are eligible for PLUS and Federal Unsubsidized loans.

FINANCIAL AID ELIGIBILITY

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

FINANCIAL AID PROGRAMS AVAILABLE

FEDERAL PELL GRANT

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

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

OKLAHOMA TUITION AID GRANT PROGRAM

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

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

FEDERAL IRAQ & AFGHANISTAN SERVICE GRANT

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

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

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

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

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

FEDERAL WORK-STUDY PROGRAM

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

FEDERAL DIRECT LOANS

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

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

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

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

FEDERAL PLUS LOANS

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

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

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 8-11 can sign up to participate in the program. Once a student graduates from high school and completes the curricular and conduct requirements for the program, they will receive funding from OSRHE to cover the cost of tuition at OSUIT.

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

For more information, contact Oklahoma's Promise at 405-225-9131 or okpromise@osrhe.edu 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 qualify for a state award with recipient requirements similar to Oklahoma's Promise. Students can sign up for the award up to age 21, regardless of family income.

For more information please contact OSRHE at 800-858-1840 or studentinfo@osrhe.edu.

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

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

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

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

OTHER FINANCIAL ASSISTANCE

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

SATISFACTORY ACADEMIC PROGRESS (SAP)

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

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

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

Satisfactory academic progress is monitored at the end of each semester. Students are responsible for knowing their eligibility status at the end of each academic term. If students have questions regarding their eligibility status, they should contact the Financial Aid & Scholarships Office at 918-293-4684 or osuitfinancialaid@okstate.edu.

FAILURE TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS

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

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

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

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:

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

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

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

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

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

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

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

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

FINANCIAL AID POLICY ON REPEAT COURSES

For federal financial aid purposes, a student may repeat a **previously passed course one additional time** and have the course count toward financial aid enrollment status. A course that was **not successfully completed** may generally be repeated until it is successfully completed and may count toward financial aid enrollment status.

Once a student has successfully completed and repeated a course one additional time, additional attempts generally cannot be counted toward enrollment status for federal student aid.

DURATION OF FINANCIAL AID ELIGIBILITY

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

TRANSFER STUDENTS AND MAXIMUM HOURS

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

IMPORTANT DATES

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

CLASS ATTENDANCE & 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

Any student at OSUIT who completely withdraws from all classes or fails all classes will be subject to the US Department of Education's Return of Title IV Funds policy.

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

A student who leaves school and does not notify the school of their withdrawal is considered "unofficially withdrawn." Since OSUIT is required to take attendance, the institution will calculate the student's withdrawal date based on the last day of class attendance, as applicable, or the date of the last academically related activity in which the student participated.

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

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

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

7. The Student

MILITARY & VETERAN SERVICES

Grady W. Clack Center

918-293-4972

1-800-722-4471, Ext. 4972

<https://osuit.edu/admissions/military-veteran-services>

vetservices@okstate.edu

VETERAN SERVICES

Our veterans had their mission – to protect our freedoms. OSUIT has established its mission – to provide the training, education, and resources to deploy a workforce-ready, highly marketable veteran with the skills and credentials valued by employers. OSUIT's faculty and staff strive to accomplish this in the shortest possible time by evaluating each veteran's military training and experience for college credit and then 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 documentation includes post-secondary and military transcripts. Students must provide all transcripts to the school before the end of their first semester of enrollment. OSUIT representatives will evaluate these records for opportunities to shorten the length of a student's training program by granting appropriate credit for their previous education and training and advising the student on an appropriate plan of study.

For additional information regarding prior learning credit opportunities, please contact the Office of Academic Affairs at 918-293-5260 or osuit.academics@okstate.edu or visit the PLA website at <https://osuit.edu/academics/prior-learning-assessment-articulation-services>.

YELLOW RIBBON

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

MILITARY SPOUSE CAREER ADVANCEMENT ACCOUNTS

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

MILITARY LEAVE OF ABSENCE

State System institutions shall grant a military leave of absence (MLOA) to a student who is a member of United States Armed Forces (including reserve components) who receive orders to perform a period of service (i.e., active duty, inactive duty training, or state service). A MLOA allows a student to be absent from the University after receiving orders for a period of service without penalty to admission status or grade-point average and without loss of institutional financial aid. It also allows the student to be eligible for withdrawal from all or some classes with a full refund of tuition and fees or to be eligible for incomplete grades in classes, if the student intends to complete the classes upon return from their period of service. See OSU Military Leave of Absence FAQs on the Registrar website (registrar.okstate.edu) for more information. Students who have submitted a MLOA request are eligible to:

- A. Withdraw from and receive a refund for any or all classes upon receiving orders for a period of service without penalty to admission status or GPA and without loss of institutional financial aid; or
- B. Receive an incomplete grade for any or all currently enrolled classes upon receiving orders for a period of service, provided that the student plans to complete the course work after the period of service. The student's admission status and GPA shall not be penalized, and the student shall experience no loss of institutional financial aid.

Students on a MLOA who withdraw from all courses are also eligible for a refund of payments made for the student's university housing that semester. To request a MLOA, students must complete and submit the appropriate form to the Office of the Registrar with a copy of their military orders.

REGISTRAR

Grady W. Clack Center

918-293-4682

1-800-722-4471, Ext. 4682

osuit.edu/registrar

osuit.registrar@okstate.edu

STUDENT ENROLLMENT

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

Students must be admitted to the university before they can enroll for classes. Enrollment initiates the creation of an academic record and incurs a financial obligation (see the Bursar section of this Catalog). The registration process is introduced to new freshmen and transfer students during new student orientation and where students are introduced to their program academic advisor.

After meeting with their academic advisor to select courses appropriate to their degree plan, students enroll online via Self Service at my.okstate.edu. An overdue account with the University or other registration holds will prevent registration until these holds have been cleared. Typically, continuing students register for the next semester classes during the latter part of the current semester.

Students should review their academic progress each semester with their academic program advisor. Students may also view their academic progress toward graduation by checking their Degree Works academic audit using my.okstate.edu.

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

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

A course substitution is a specific course that takes the place of a required course on a degree plan because it meets the content and/or spirit of the requirement. Individual schools have the authority to approve substitutions for required courses on degree plans with two exceptions:

1. Substitutions related to university general education requirements require approval from the School of Technology, Arts, Sciences & Health;
2. A lower-division course may not be substituted for an upper-division course to meet degree requirements.

STUDENT PRIVACY RIGHTS

The Family Educational Rights and Privacy Act of 1974 (FERPA, also known as the Buckley Amendment) was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records in all offices, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

An OSUIT student has the right to:

- inspect and review the information contained in their educational records within 45 days of the day that the University receives a written request from the student;
- challenge the contents of their educational records;
- have a hearing if the outcome of their challenge is unsatisfactory;
- submit an explanatory statement for inclusion in their educational record if the outcome of their hearing is unsatisfactory;
- secure a copy of the institutional policy, which includes the location of all educational records.
- prevent disclosure, with certain exceptions, of personally identifiable information from their educational record; and/or
- file complaint with the USDE concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

DIRECTORY INFORMATION

Directory information refers to student data that an institution has designated as publicly releasable. Under FERPA, this is federally permissible information that may be disclosed without prior consent unless the student has requested to restrict its release.

OSUIT has declared the following to be open directory information:

- student's name (including chosen or preferred first name),
- local and permanent address or hometown;
- student's telephone number
- student's institutional email address
- student's year of birth;
- student's major field of study;
- dates of attendance;
- degrees, honors, and awards granted or received and dates granted or received;
- academic classification such as freshman, sophomore, junior, senior;
- most recent educational institution previously attended;
- student's advisor;
- participation in officially recognized organizations and activities; and
- parents' names and addresses (city and state only)

WITHHOLDING DISCLOSURE OF INFORMATION

Currently enrolled students may withhold disclosure of directory information. A student may file a written request with the Office of the Registrar to not release personally identifiable information, including directory information. Such requests will be honored until revoked by the student. The University assumes that failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure.

PROXY ACCESS

At the postsecondary level, parents have no inherent rights to inspect their son's or daughter's educational records. Information regarding educational records is best obtained by direct communication between the parent and the student. Students may consent to release their educational records to parents, legal guardians, or other individuals by providing access using the Proxy feature in Self Service.(my.okstate.edu) . Such consent should be given in an uncoercive environment. Parents of a dependent student may challenge denial of access to educational records by producing the most current copy of Internal Revenue Form 1040.

Students can grant parents, spouses, employers, or others verbal and/or view-only access to select pages of their student records via the Proxy Management tab in Self-Service at my.okstate.edu.

TRANSFER OF CREDIT

TRANSFER OF CREDIT FROM DOMESTIC AND INTERNATIONAL INSTITUTIONS

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

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

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

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

Evaluation of transfer credit is based on course content as described in the catalogs of the transfer institution(s) and in consultation with academic departments of OSUIT. 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, <https://naces.org/members/>). Students must submit both the official college transcript and the evaluation summary prepared by the evaluation services agency to the Registrar's Office.

All transfer courses are recorded on the student's OSU academic transcript. Developmental education, audited courses, and courses with grades of I, W, AW, S, U, P, NP, N, and X are not accepted for transfer credit and will not be posted to the OSUIT transcript or calculated in the GPA.

UNIFORM COURSE NUMBERING WITHIN THE STATE SYSTEM

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

A course number consists of four digits as follows:

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

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

TRANSFER OF CREDIT FROM NON-STATE SYSTEM INSTITUTIONS

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

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

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

TRANSFER OF CREDIT FROM OKLAHOMA CAREERTech CENTERS

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

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

Student may receive technical transfer credit through one of two pathways:

- CareerTech Credential-to-Credit Pathway
- Technical CareerTech Course Articulation Matrix

CareerTech Credential-to-Credit Pathway

OSUIT evaluates technical coursework from Oklahoma CareerTech centers using the OSRHE [Statewide Technical Course Articulation Matrix](#) in accordance with OSRHE Undergraduate Transfer and Articulation policy. Across OSUIT's Associate in Applied Science (AAS) degrees, faculty subject matter experts evaluate eligible CareerTech coursework for alignment to college-level learning outcomes, technical rigor, and applicable degree pathways.

For select programs, such as the AAS in Applied Technology, CareerTech coursework will be evaluated for associated industry-recognized credentials to demonstrate alignment with program option outcomes and workforce preparation standards.

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

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

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

Technical CareerTech Course Articulation Matrix

Students who have completed OSRHE-approved CareerTech coursework may transfer technical credit to OSUIT through the statewide [Technical Course Articulation Matrix](#), including in cases where that coursework has not resulted in an industry-recognized credential. Articulations included on the matrix have been evaluated and validated by OSUIT faculty subject experts. Credit awarded through this pathway is applied to existing OSUIT courses, assigned a GPA-neutral grade of "P," and identified by source on the OSUIT transcript. See Transfer of Credit from Oklahoma CareerTech Centers on page 21 or visit osuit.edu/academics/prior-learning-assessment-articulation-services for more information.

Technical CareerTech Credit Limits

Students who have completed an Oklahoma CareerTech Core Framework Program and hold a current, valid industry-recognized credential from OSUIT's approved credential inventory may receive block credit toward the AAS in Applied Technology. Credit is calculated from the student's official CareerTech transcript using the following formula: Total Documented CareerTech Program Hours ÷ 40 = Semester Credit Hours Awarded, capped at 42 credit hours. A student completing a 960-hour program, for example, would receive 24 semester credit hours.

Block credit is recorded on the OSUIT transcript with a GPA-neutral grade and does not apply toward campus residency hour requirements. Credit will not be posted to a student's record until the student has completed a minimum of six (6) credit hours at OSUIT. The specific prefix and credit total are confirmed through institutional review and the OSUIT advising process. Students should contact the Office of Academic Affairs at 918-293-5260 or visit osuit.edu/academics/prior-learning-assessment-articulation-services for the approved credential inventory and guidance on submitting documentation.

A student may earn a maximum of 75% of degree requirements (45 credit hours) through any combination of prior learning assessment and transfer credit, including credit awarded through the CareerTech Credential-to-Credit Pathway and the Technical Course Articulation Matrix. Block credit awarded through the CareerTech Credential-to-Credit Pathway is capped at 42 credit hours.

TRANSFER OF CREDIT FROM MILITARY EXPERIENCE OR SERVICE

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

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

LATE ENROLLMENT

Students are allowed and encouraged to enroll well before the beginning of a given term. Students whose initial enrollment for the term occurs on or after the first day of the class will be charged a late enrollment fee. Initial enrollment for a term will not be permitted after the first five days of classes of that term.

ENROLLMENT APPEAL

An enrollment appeal provides a process for students to request consideration of grade and/or refund adjustments due to extenuating circumstances or documented errors. Non-attendance alone is not sufficient to warrant an appeal, and any course participation (e.g., submission of work, online activity, or class attendance) constitutes attendance. Appeals must be submitted by the student within four (4) months after the last date of the semester in which the course was taken.

The student must complete a [Request to Appeal Charges or Grades due to Enrollment](#) form and provide a clear, specific explanation of the circumstances, the requested outcome, and justification for the request. Supporting documentation (e.g., medical records, correspondence, or other relevant materials) is required to substantiate the appeal; medical appeals must include appropriate documentation from a licensed healthcare provider. Appeals are reviewed by the University Appeals Committee, and the decision is final and communicated in writing.

Consistent with system practices, financial charges resulting from failure to officially or completely drop or withdraw may not be waived, and some students receiving federal financial aid or certain scholarships may be limited to grade adjustments (e.g., assignment of "W") rather than refunds.

COURSE LOAD

Enrollment for a typical semester at OSUIT is between 12 and 18 semester credit hours. Students who enroll in 12 or more semester credit hours for the fall, spring, or summer semester(s) are considered full-time status. Typically, students may not enroll in more than 19 credit hours in a semester. However, in some cases, students may be permitted to enroll in a maximum of 22 credit hours. All exception requests for enrollment in over 19 credit hours in a semester must be approved by the Office of Academic Affairs.

Students who are enrolled but not meeting the definition of full-time students are classified as "part-time." Students are classified as "half-time" if they are enrolled in six credit hours in a full semester.

Some Financial Aid, Veterans Affairs, or other external entities may define full-time, part-time, or half-time status differently based on their own criteria.

ADDING OR DROPPING A COURSE

Students may add courses through midnight of the fifth business day of the full semester or midnight of the third business day of the first or second half semester (nonrestrictive). This is subject to maximum credit hour enrollment limitations and possibly the approval of the student's advisor or dean depending on the type of course to be added.

With dean approval, a class may be added throughout the eighth business day of the full semester, or the fourth business day of an eight-week semester (restrictive). During the restrictive period, students must obtain their dean's approval on the Change of Enrollment form or via their Cowboy Mail email and submit it to the Registrar's Office.

Students may drop a course through midnight of the drop period, the first one-eighth of the beginning of each semester or part of term. Students may drop courses online through their student portal (my.okstate.edu) or submit a Change of Enrollment Form to the Registrar's Office before the add/drop deadline for the process to be complete. For typical full-semester courses, any course dropped before the midnight deadline of the drop period, will have no transcript record.

Students who withdraw from a course after the first one-eighth of the beginning of each semester or part of term and before the end of the 11th week or approximately 75% of the semester or part of term, will receive a W grade recorded on their transcript. If a student withdraws from a course after 75% of the term has elapsed, a grade of W or F will be assigned, based upon the student's current course grade. A student may not drop or withdraw from a course after a grade has been posted.

The above time frames vary for non-credit courses or courses of shorter duration. All add, drop, and withdrawal deadlines are listed in the Academic Calendar on the OSUIT website.

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

TRANSCRIPTS OF COLLEGE CREDIT

All official academic transcripts are prepared and released by the Office of the Registrar. The transcript is the official record of a student's academic work. Transcripts list all academic work earned at the institution, all accepted transfer work, and advanced standing credit.

OFFICIAL TRANSCRIPT(S)

Official transcripts may be ordered via OSUIT's transcript provider, Parchment Inc. (parchment.com), a credentials platform that allows students to send electronic transcripts. A student may also pick up an official transcript in person from the Registrar's Office located in the Grady Clack Administration Building on campus. Copies of transcripts from other institutions cannot be furnished.

UNOFFICIAL TRANSCRIPT(S)

Students may view and print their unofficial academic transcript from the Self Service tab of the student portal located at my.okstate.edu. An unofficial transcript lists degrees awarded, all of the student's courses and grades, plus coursework in progress. The Office of the Registrar does not provide copies of unofficial transcripts.

RADING SYSTEM

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

Grade*	Letter Grade	Comment	Grade Points 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 Nursing Degree for additional information.

OTHER GRADING SYMBOLS

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

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

W - An automatic withdrawal grade of W is issued when a student initiates a withdrawal during the allowable withdrawal period. The withdrawal period for an automatic W begins when approximately one-eighth of the length of the class has been completed. The last day for an automatic W to be assigned, regardless of session length, corresponds to the day when 75% of the class is completed. For any withdrawal accepted after this deadline, a grade of W or F will be assigned depending upon the student's current standing in the class. If an F grade is assigned, it is calculated in the student's GPA. The W grade is GPA neutral.

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

CBE-N - Credit awarded through prior learning assessment that is contingent upon the student meeting a minimum number of earned hours is recorded as Credit By Exam – Not Yet Applied (CBE-N). The CBE-N grade serves as a placeholder and does not confer earned hours at the time it is assigned. CBE-N grades are not included in GPA or attempted hours and are GPA neutral.

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

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

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

N - An N grade indicates that the semester grade was not submitted by the instructor by the appropriate deadline. The N grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester; however, due to the potential negative repercussions to student financial aid and veteran benefits, it is imperative that any N grades be replaced by the appropriate letter grade as soon as possible. The N grade is GPA neutral.

GRADE POINT AVERAGE (GPA)

All courses in which a student has a recorded grade are included in the calculation, with few exceptions based on State Regents policy and excluding remedial courses, performance or activity courses, and grades impacted by the institution's academic forgiveness provisions (See Academic Forgiveness). The GPA is calculated by dividing the total number of quality points earned by the total number of semester credit hours attempted. The overall (retention/graduation) GPA is calculated similarly using the sum total from all semesters of collegiate-level courses attempted at accredited institutions of higher education, excluding courses stated earlier. The grades I, AU, W, AW, CBE-N, CBE-P, P, NP, S, and N are GPA neutral and are not used to calculate the GPA.

GRADE CHANGES

A student seeking a change to an assignment or final course grade must follow the formal appeal process outlined below within four months of the final course grade submission:

1. Consult the instructor
Discuss any concerns.
2. Notify the Assistant Dean/Dean
If the issue is not resolved with the instructor, inform the appropriate assistant dean or dean. An informal resolution may be reached at this stage.
3. Submit a Formal Appeal
Submit the completed appeal form to the Office of Academic Affairs, including a written statement outlining the basis for the appeal.
4. Hearing Process
If the appeal is accepted, the Office of Academic Affairs will schedule separate hearings for the student and the instructor before the appropriate review board. Students may bring witnesses. Written notification of the hearing will be provided.

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

WITHDRAWING FROM COLLEGE

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

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

The last dates to withdraw without academic penalties are listed on the academic calendar for each semester. Students who drop or withdraws from one or all courses are subject to the University's tuition/fee refund policy, found under Bursar information.

A student may withdraw from individual courses but may not utilize the online student portal to withdraw from their final/last course of any semester without completing the Withdrawal Form found on the student profile in the student portal.

AUDITING COURSES

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

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

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

ACADEMIC FORGIVENESS

Circumstances may justify a student being able to recover from academic problems in ways that do not permanently jeopardize their academic standing. However, the student's academic transcript should be a complete and accurate reflection of the student's academic history. Therefore, in situations that warrant academic forgiveness, the transcript will reflect all courses for which a student was enrolled and earned grades. The academic forgiveness provisions determine how the institution calculates the retention/graduation GPA.

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

Academic forgiveness may be warranted for currently enrolled undergraduate students in three specific circumstances (course repeat, academic reprieve, and academic renewal).

COURSE REPEAT

Under the course repeat policy, a student may repeat any course up to 4 attempts, including the initial attempt, to achieve a higher grade. Only the highest grade earned of the 4 attempts will be used in the calculation of the GPA. Any attempt after the first 4 attempts will be used in the calculation of the GPA. All attempts shall be recorded on the transcript with the earned grade for each course listed in the semester earned. Exceptions to the limit to the number of attempts may be approved at the discretion of the Vice Provost or their designee.

ACADEMIC REPRIEVE

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

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

- Before requesting the academic reprieve, the student must have earned at least 12 credit hours (not including zero-level courses) with a GPA of 2.0 or higher and no grade lower than a C in any course.
- The request may be for one semester or term of enrollment or two consecutive semesters or terms of enrollment. If the student's request is for two consecutive semesters, the institution may choose to grant a reprieve for only one of the two semesters. The reprieve will include all grades and hours earned during the enrollment period.
- The student must petition for consideration of an academic reprieve according to institutional policy.
- All courses will remain on the student's transcript, but are not calculated in the student's retention/graduation GPA.
- Coursework with a passing grade included in a reprieved semester may be used to demonstrate competency in the subject matter. However, this coursework may not be used to fulfill credit hour requirements.
- Students who have been granted academic renewal (see below) are not eligible for an academic reprieve.

ACADEMIC RENEWAL

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

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

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

- At least three years must have elapsed between the last semester being renewed and the renewal request.
- Prior to requesting academic renewal, and after the elapsed three years, the student must have earned a GPA of 2.0 or higher with no grade lower than a C in all regularly graded coursework (totaling a minimum of 12 credit hours) excluding zero-level, activity, or performance courses.
- The request will apply to all courses completed before the date specified in the request for renewal.
- The student must complete the Academic Forgiveness Form available in the Registrar's Office.
- All courses will remain on the student's transcript but are not calculated in the student's retention/graduation GPA. Neither the content nor credit hours of renewed coursework may be used to fulfill any degree or graduation requirement.
- Students who have been granted an academic reprieve (see previous section) are not eligible for academic renewal.

READMISSION OF SUSPENDED STUDENTS

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

An academically suspended student who has been readmitted will be placed on probationary status. While on probation, the student must maintain a 2.0 GPA each semester attempted or raise their overall (retention/graduation) GPA to the designated level (see Academic Probation). Any student that fails to meet these requirements will be permanently academically suspended.

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

REINSTATEMENT OF SUSPENDED TRANSFER STUDENTS

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

Such transfer students are placed on academic probation. They must maintain a minimum semester GPA of 2.0 in regularly graded coursework or meet the minimum overall (retention/graduation) GPA standard to continue their

enrollment at OSUIT. Students not meeting either of these criteria will be immediately placed on academic suspension and may not be reinstated until one regular semester has elapsed.

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

GRADUATION REQUIREMENTS

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

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

- meet the minimum graduation requirements listed below;
- submit a graduation application by the deadline during the anticipated graduation semester (see Academic Calendar); and
- complete all required courses in the program as listed in the academic catalog coinciding with the appropriate plan of study.

Students who do not submit a graduation application by the published deadline will still be eligible to graduate. However, they may be ineligible to participate in the commencement ceremony or to have their name included in time-sensitive graduation publications (e.g., programs, newspapers). While every effort will be made to accommodate participation, such accommodation cannot be guaranteed.

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

CERTIFICATES

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

ASSOCIATE IN APPLIED SCIENCE

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

ASSOCIATE IN SCIENCE

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

BACHELOR OF TECHNOLOGY

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

GRADUATION WITH DISTINCTION

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

Retention/Graduation GPA	Distinction
3.90 or higher	Summa cum laude
3.80 – 3.89	Magna cum laude
3.70 – 3.79	Cum laude

POKE'S POSSIBILITIES (ADMINISTRATIVE GRADUATION)

The institution reserves the right to confer a degree upon a student who has completed all degree requirements in a given term, regardless of whether a formal graduation application has been submitted. Prior to awarding the degree, the student will be notified and provided an opportunity to defer or decline graduation to a future term.

Students awarded degrees through this administrative process remain eligible to participate in commencement ceremonies, provided they meet established participation requirements (e.g., purchase or reservation of regalia). While inclusion in printed commencement materials may not be possible due to application deadlines, the institution celebrates these students' achievements and warmly welcomes their participation in the ceremony. Eligible academic honors will be recorded on the student's official transcript in accordance with institutional policy; however, recognition in commencement materials may be limited by publication timelines.

MICRO-CREDENTIALS

OSUIT offers a number of for-credit, non-credit, and blended micro-credential programs recognized and approved by OSRHE and designed to provide specific career critical skills, competencies, and knowledge readily transferable to the workplace. Students who successfully complete micro-credential program requirements will be awarded corresponding digital badges hosted on OSRHE's Credly platform. Information regarding OSUIT's current micro-credential offerings is available on OSRHE's UpskillOK.org website.

CHANGE OF PERSONAL INFORMATION

Changes in address, name or other student demographic data should be reported immediately to the Office of the Registrar. For changes in ethnicity, race, gender, social security number or other personal information, see the Office of the Registrar.

ADDRESS CHANGE

Old and new address must be submitted to the Office of the Registrar along with student ID number and legible copy of a state or federal photo ID (state-issued driver's license or ID, passport, military ID, or other recognized form of ID with and image and/or student signature).

CHANGE OR CORRECTION OF NAME

The OSU A&M System maintains employment and education records under the individual's full legal name. In the event of a recording error or a legal name change, individuals may change the name on their university record by presenting appropriate legal documentation (a social security card and valid government-issued photo ID) and a signed Correction or Change of Name Form to the appropriate office (HR for employees, or Registrar's Office for students).

INDUSTRY PARTNERSHIPS & STACKABLE CREDENTIALS

OSUIT works closely with industry partners to identify workforce needs and develop responsive education and training opportunities. Through industry-aligned academic programs, short-term learning opportunities, micro-credentials, certificates, and other stackable credentials, students can build skills that address immediate workforce needs while creating pathways toward additional education and credentials.

ADULT BASIC EDUCATION

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

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

TANF GRANT PROGRAM

The TANF Grant Program at OSU Institute of Technology provides eligible students with resources and support to reduce barriers to educational completion and employment. Eligibility and services are based on current grant requirements. For more information, contact Fran Colombin at frances.colombin@okstate.edu.

ASSESSMENT & TESTING

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 Prior Learning Assessment Guidelines for information related to the prior learning assessment processes by which students are awarded prior learning credit for general education and program-specific credit-bearing (non-zero-level) college courses.

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

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

The following policy applies to all students taking placement assessments.

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

CAREER ASSESSMENT

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

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

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

ACT ON-CAMPUS TESTING

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

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

OSRHE POLICY ON ACT ON-CAMPUS TESTING

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

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

Please note:

- Due to limited seating, students should register for the ACT On-Campus exam by calling 918-293-5254.
- A picture ID is required for admission to the testing room. Examples of picture IDs are a current driver's license, military ID, etc. OSUIT cannot accept faxed copies of IDs.
- The test fee is \$75.00, payable at the Bursar's Office on the testing day. Payment should be in the form of cash, money order, cashier's check, or credit/debit card. NOTE: Testing fee is subject to increase after October of each year.
- Students should arrive by 8:00 a.m. on the test date, and the test begins promptly at 8:30 a.m. No one will be admitted to the testing room after the timed portion of the test has started.
- ACT permits the use of basic four-function, scientific, or graphing calculators on the Mathematics test. Programmable calculators are not allowed. OSUIT does not provide calculators for use on the test.
- No food, drinks, books, or other materials are allowed in the testing area.

PEARSON VUE TEST SITE

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

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

COMPUTER PROFICIENCY REQUIREMENT

OSUIT recognizes that many business, industrial, educational, and personal activities involve the use of computers. Therefore, all OSUIT graduates may demonstrate competency by one of the following methods.

1. Successful completion of a course in one of the following areas at the high school or college level: computing systems, networking, programming, computer applications, desktop publishing, web design or cybersecurity.
2. Acquiring prior learning credit for CS 1013 Computer Literacy & Applications. See the Academic Affairs Office or the Assessment Center for information.

STUDENT SUPPORT SERVICES

COUNSELING SERVICES

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

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

INSTITUTIONAL STUDENT COMPLAINT PROCESS

The institution's student complaint process provides students with a formal method for addressing concerns related to academic experiences, services, or institutional operations. Students are encouraged to first seek resolution through informal communication with the appropriate department or instructor before submitting a formal complaint through established institutional procedures. Additional information regarding the complaint process and complaint submission procedures can be found in OSUIT's Policies and Procedures.

LASSO CENTER

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

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

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

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

ACADEMIC AND PHYSICAL ACCOMMODATION SERVICES

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

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

DEFINITION

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

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

POLICIES AND PROCEDURES

It is the responsibility of each student who desires reasonable accommodation at OSUIT to identify themselves as an individual with a disability and to make an accommodation request to the Accessibility Coordinator. The Coordinator will meet with the student to discuss the requirements of the student's selected course(s) or degree program and appropriate accommodation.

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

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

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

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

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

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

Additional academic and physical accommodations information, including OSUIT's Academic Accommodation Policy and Academic Accommodation Handbook, is available online at osuit.edu/accommodations or by contacting the Accessibility Coordinator 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, research guides, and the Internet. Students may also use the Library as a place to study, read, receive research assistance and instruction, and complete class assignments.

The Library offers the following services:

- access to desktop computers, including two with touch screens;
- online and in-person reference services to assist students with locating information;
- Interlibrary Loan to obtain materials not readily available on campus;
- textbooks on reserve for general education classes;
- a MakerSpace that offers 3D printing, laser engraving and more;
- access to OSUIT's historical physical and digital archives; and
- other services such as the Tech To-Go Program, photocopying, faxing, scanning, lamination, wireless access, and a color printer.

Students can find additional information about OSUIT's Library and the services it provides online at library.osuit.edu/ or by contacting the Library at 918-293-5080.

ONLINE CLASSROOM (OSUIT CANVAS)

The Online Classroom refers to Canvas, OSUIT's primary learning management system (LMS). All OSUIT credit courses – including online, virtual with meeting times, hybrid, and traditional face-to-face classes -- are listed in the Online Classroom. The Online Classroom provides a centralized platform where students can access course materials, submit assignments, take quizzes, view grades, participate in discussions, and communicate with instructors. Students should review their course syllabus or contact the instructor for information about the use of the Online Classroom in a specific course.

Prior to first-time access to the Online Classroom, students must establish their O-Key account. Access will be available approximately 24 hours later using the student's O-Key email address (or username) and password. The Online Classroom may be accessed at <https://osuit.canvas.okstate.edu> or through the Canvas link in the MYOKSTATE portal (<https://my.okstate.edu>). For additional information or technical support, students may contact the Center for Teaching and Learning Excellence (CTLE) at osuit.ctle@okstate.edu or 918-293-5195 during regular business hours.

DISTANCE LEARNING

OSUIT offers a variety of programs and courses through distance learning formats designed to support flexible, engaging, and interactive learning experiences. Select degree programs are available fully online. Additional information about online programs is available [here](#).

COURSE DELIVERY FORMATS

Courses may be offered in online, hybrid, or virtual with meeting time formats. These delivery options provide students with increased accessibility while maintaining opportunities for meaningful interaction and academic support. Courses offered in these formats include an electronic media fee, which is not included in the cost per credit hour. Information about electronic media fees by course format is available [here](#).

- **Online (Computer-Based/Online):** Instruction is delivered 100% online in an asynchronous format. Students' complete coursework through the University's learning management system without scheduled class meetings. No in-person attendance is required. An online course fee applies.
- **Hybrid:** Instruction is delivered through a combination of in-person and online methods. The schedule and format for both components are specified in the course schedule. In-person sessions require attendance on campus or at a designated site. An online course fee applies.
- **Virtual with Meeting Times:** Instruction is delivered fully online with required synchronous components. Students must attend live virtual sessions at designated times using remote platforms (e.g., Zoom), as listed in the course schedule. No in-person attendance is required. An online course fee applies.

PROFESSIONAL LICENSURE DISCLOSURES

Professional licensure disclosures inform students whether an academic program meets educational requirements for licensure in a specific state or territory. Because licensure requirements vary by state, students are encouraged to review program disclosures carefully and consult with the appropriate licensing agency before enrolling or relocating during their program of study. Additional information regarding professional licensure requirements and state authorization can be found [here](#).

SARA STUDENT COMPLAINT PROCESS

The National Council for State Authorization Reciprocity Agreements oversees the interstate complaint process for distance education students enrolled at participating institutions through the State Authorization Reciprocity Agreements (SARA). Students must first complete the institution's internal complaint process before submitting a complaint to the institution's home state SARA portal agency when applicable. Additional information regarding the SARA complaint process can be found [here](#).

O-KEY ACCOUNT INFORMATION

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

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

STUDENT EMAIL

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

STUDENT SELF-SERVICE

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

MICROSOFT CAMPUS AGREEMENT

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

COMPUTER LABORATORIES

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

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

OSUIT provides additional on-campus computer labs in the Wilson Commons, Donald W. Reynolds Technology Center, Noble Center for Advancing Technology, and most academic areas. Hours of availability may vary due to scheduled classes. Contact the appropriate school's office or an instructor for more information regarding the use of these facilities. Students can also access virtual computer labs at desktop.okstate.edu. These virtual labs allow students to utilize the internet and a device with a browser to connect the virtual equivalent to a university lab computer from anywhere, anytime.

PETE'S PANTRY

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

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

CAMPUS HEALTH SERVICES

COWBOY CARE TELEHEALTH SERVICES

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

Visit <https://osuit.edu/student-life/health-wellness/cowboy-care-students> for more information on how to access these services.

QUALIFICATION FOR USE OF COWBOY CARE TELEHEALTH SERVICES

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

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

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

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

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

IMMUNIZATIONS

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

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

STUDENT HEALTH INSURANCE PLAN

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

ELIGIBILITY REQUIREMENTS

DOMESTIC STUDENTS

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

INTERNATIONAL STUDENTS

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

If you have any questions or need additional information, please contact OSUIT's International Admissions at 918-293-4680 or see online at [OSU International Students and Scholars](#).

CAMPUS FACILITIES

STUDENT UNION

The Student Union is located in the center of campus and houses OSUIT's Cafeteria (The Cowboy Café), Bookstore, and Post Office.

In addition, the Student Union has three lounges available for general student and public use. Student Clubs may reserve the facilities by completing the [Student Facility Use Request](#). Students may also reserve facilities for hosting activities and complete a [Student Union Campus Activity Request](#).

The PSO Lounge has an attached solarium and provides indoor and outdoor seating. When not in use, 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 and are perfect for studying or quiet conversation. The Student Union also houses the Veterans Lounge, which provides a quiet space for the institution's veteran students to eat, study, or relax.

THE CAMPUS BOOKSTORE

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

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

OSUIT TEXTBOOK AFFORDABILITY PROGRAM (OSUIT-TAP)

OSUIT Textbook Affordability Program (OSUIT-TAP)

- **What is OSUIT-TAP?**

OSUIT-TAP is a program that helps you save on textbooks by charging a flat rate of **\$223** for digital course materials.

- **Automatic Enrollment**

All OSUIT students are automatically enrolled in OSUIT-TAP. But don't worry, OSUIT's Bookstore Staff will check if it is the best deal for you.

- **Opt-Out Option**

If you are enrolled in OSUIT-TAP but prefer to get your textbooks independently, you have the choice to **Opt-Out** before the Opt-Out Deadline. Just reach out to the OSUIT Bookstore to make that change. The Opt-Out deadline varies every semester and more information on those dates will be sent to your OSUIT Email address prior to the semester start date.

- **Changing Your Mind?**

If you have Opted-Out but later decide you want back in, no problem. You can opt back into OSUIT-TAP anytime during the semester, just contact the OSUIT Bookstore.

- **Billing?**

The OSUIT-TAP program is charged to your Bursar account. This helps to ensure that financial aid, grants and scholarships help pay for your books. If you opt-out, you will receive a refund back to your Bursar account for the OSUIT-TAP program.

STUDENT ACCOUNT CHARGING

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

ADDITIONAL CAMPUS BOOKSTORE POLICIES

TOOLS

Tool sales are final and non-returnable.

CHECK CASHING

The Bookstore is unable to cash personal or payroll checks.

Students may contact the Campus Bookstore at 918-293-4952 or see the bookstore website at osuit.edu/bookstore for more information.

CAMPUS DINING SERVICES

STUDENT UNION CAFETERIA

The Student Union Cafeteria includes a soup and salad bar, hot entrees, fresh vegetables and accompaniments, desserts, a grill for cooked-to-order hamburgers and daily specials, 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, A convenience store is also available in the commons area of the Miller-Kamm Residence Halls. Catering is also available for student clubs and private events.

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 central areas (Wilson Commons) of the Miller Kamm residence halls. Freshly made sub-style sandwiches and wraps, pizza, pastries, and snack foods are only a few of the choices available to students and guests.

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

University Market Convenience Store Hours

Monday – Friday: 7:00 am – 10:00 pm

Saturday – Sunday: 2:30 pm – 10:00 pm

STATE ROOM & TECH ROOM DINING

The State Room dining room and Tech Room restaurant, located in the Culinary Arts building, offer unique dining experiences with cuisine prepared by Culinary Arts students. The Culinary Arts program offers gourmet dining in the State Room and Tech Room as part of the program's classroom experience.

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

FIRST FAMILY CREDIT UNION

First Family Federal Credit Union is a full-service financial institution located in the Student Union. They offer everyday banking like rewards checking accounts, investment options, and fixed-rate VISA credit cards with rewards. One of our biggest perks is **Shared Branching**, which lets you access your account at thousands of credit unions across the country. Even if you're not a member yet, **OSUIT students can cash checks for free** at our branch! Joining is quick and easy. Just bring an ID and know your social security number. You can even **pick up your debit card the same day** and start using your account right away.

MAIL SERVICE

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

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

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

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

STUDENT LIFE

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

RECREATION & ATHLETIC FACILITIES

Covelle Hall Wellness Center houses a gymnasium with a regulation-size basketball court, a volleyball court, one racquetball/handball court, a golf simulator, a weight room, an aerobic/cardio workout room, a circuit training workout room, an auditorium, a student lounge, and men's and women's locker rooms. The Covelle Hall Wellness Center is open to students during regular weekday hours throughout the academic year. Facility hours may vary during academic breaks, holidays, and summer terms. Current hours of operation are posted at the facility and online.

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

Outdoor facilities include a softball field, a flag football field, three basketball courts, and an 18 hole disc golf course. These facilities also include the Recreational Trail System, consisting of a one-and-a-half mile exercise trail, and a quarter mile observation garden trail.

ESPORTS ARENA

The Student Union houses the campus eSports Arena with 12 gaming PCs, console gaming, and access to a wide variety of game titles and equipment for any students utilizing the space. Degree-seeking students with a current student ID are eligible to use the facility and check out equipment at no additional cost. The eSports Arena is open to students during regular weekday hours throughout the academic year. Facility hours may vary during academic breaks, holidays, and summer term. Current hours of operation are posted at the facility and online. Student Life routinely hosts gaming tournaments and events associated with the gaming interests of our students each term.

CHILD CARE CENTER

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

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

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

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

VENDING & LAUNDRY SERVICE

Campus Vending & Laundry Service operates over 37 soft drink, snack, and juice machines in various locations on the OSUIT campus. In addition, Campus Vending & Laundry Service also operates and oversees 40 free-vend laundry machines for students living in OSUIT's residence halls.

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

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

CAMPUS GUEST HOUSE

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

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

- professional candidates interviewing for employment with OSUIT;
- OSUIT Alumni or guests who the institution has invited to campus to participate in a special event or activity; and

- select University personnel who need to remain on campus during inclement weather or other campus emergencies.

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

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

RESIDENTIAL LIFE & MEAL PLANS

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

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

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

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

OSUIT's on-campus housing facilities are complete with free Internet access, cable access, and local phone service. Students living on campus choose one of four on-campus meal plans depending on individual needs, including a 10-meal, 15-meal, 20-meal, or declining balance meal plan for use at campus food service locations. These locations include the Student Union Cowboy Café (cafeteria), the University Market convenience store, and the State Room and Tech Room in Culinary Arts.

Students who want more information about living in University housing, requesting a housing contract, or arranging a tour should visit osuit.edu/residential-life or contact the Residential Life Office at 918-293-4939 or 918-293-4912.

STUDENT ORGANIZATIONS & SERVICE LEARNING

CAMPUS ORGANIZATIONS

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

NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS

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

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

PHI THETA KAPPA

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

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

STUDENT GOVERNMENT ASSOCIATION

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

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

SERVICE LEARNING

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

STUDENT CONDUCT

BREATHE EASY

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

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

STUDENT RIGHTS & RESPONSIBILITIES

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

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

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

DRUG-FREE SCHOOLS & COMMUNITIES ACT

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

PETS

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

BICYCLES & RECREATIONAL ITEMS

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

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

REGENTS' RESOLUTION ON DISRUPTIVE CONDUCT

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

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.

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.

RESPONSIBILITY OF THE PROVOST

When it appears that there is a violation of Section A or B, it shall be the duty of the Provost (and he or she 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 or she shall insure that any person or persons found guilty after proper hearing shall be disciplined in accordance with the existing OSUIT Student Rights and Responsibilities Governing Student Behavior.

In carrying out these duties, the Provost 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.

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 Provost. It will be the responsibility of the Regents to furnish all possible assistance to the Provost when requested by the Provost.

Subject to the provisions of Sections A through D, it shall be the duty of the Provost 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 Provost to Administrative or other officers of the institution, in such manner and to such extents as may by the Provost be deemed necessary and expedient; provided, that on the discharge of his duty it shall be the duty of the Provost to secure to every student the right of due process.

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

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 on effective crime prevention and safety measures so that community members can make informed decisions relative to their safety. The crime statistics reflect incidents that occurred on the OSUIT campus or public property adjacent to the campus.

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

The full annual report is available online at osuit.edu/safety/annual-security-report.php.

OPERATING VEHICLES ON CAMPUS

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

- All vehicles used by students and employees must have a current OSUIT parking permit. Students and employees are required to purchase a new parking permit every year.
- Parking permits may be ordered online at osuit.edu/parking-permit and picked up at the OSUIT Police Department.
- Campus parking permits must be visible at all times.
- The fixed permit must be mounted on the front windshield or back glass and readable through tinted glass.
- Repairing, servicing or washing a vehicle on campus is prohibited.
- Abandoning or junking vehicles on the OSUIT campus is prohibited. Any vehicle determined to be abandoned or junked will be towed and stored at the owner's expense after a reasonable effort has been made to contact the owner.
- The speed limit on campus streets is 20 miles per hour unless otherwise posted.
- The parking lot speed limit is 10 miles per hour.
- Parking in spaces reserved for persons with disabilities requires an appropriate permit.
- Bicycles ridden at night must be equipped with lights or have reflectors on the front, rear, and sides.
- Skateboards, inline skates, roller skates, bicycles, scooters, and other personal transportation devices are prohibited on all campus sidewalks. This excludes documented ambulatory aids as prescribed by a medical doctor.

TRAFFIC & PARKING VIOLATIONS

A \$50 fine will be charged for each traffic or parking violation, including, but is not limited to, the following.

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

OSUIT will charge a minimum \$100 fine for parking in handicapped zones; however, drivers could be charged as much as the mandated state law fine of \$500.

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

2026-2027 PROGRAMS OF STUDY

SCHOOL OF TECHNOLOGY, ARTS, SCIENCES & HEALTH

General Studies

(Degree Seeking: Undeclared Majors)

Allied Health Sciences (AS)^{FL OL}

Allied Health Sciences Certificate Program

Health Career Foundations

Applied Industry Leadership (BT)^{FL OL}

Applied Industry Leadership Certificate Programs

Strategic Business Leadership

Data Analytics for Industry Professionals

Health Management

Applied Technology (AAS)^{FL OL}

Health & Human Services - Surgical

Technology Track

Business (AS)^{FL OL}

Business Certificate Program

Business Foundations for Success

Culinary Arts (AAS)

Culinary Arts Certificate Programs

Foundational Culinary Skills

Foundations of Restaurant Management

Digital Design and Production (AAS)^{FL OL}

Enterprise Development (AS)^{FL OL}

Business Administration Option

General Studies Option

Information Technologies (AAS)^{FL OL}

Information Technologies Certificate Program

Digital Skills for the Modern Workplace

Information Technologies (AS)^{FL OL}

Information Technologies (BT)^{FL OL}

Applied Artificial Intelligence Option

Cybersecurity Option

Network Infrastructure Option

Software Development Option

Information Technologies (BT) Certificate Programs

Crisis Management in Cybersecurity

Digital Forensics & Cyber Defense

Network Design & Implementation

Software Development & Application

Nursing (AAS)^{FL PR+}

Traditional Track

Career Mobility Track

Pre-Education (AS)^{OL}

Pre-Education Certificate Program

Core Concepts in Education

Pre-Professional Studies (AS)^{OL}

SCHOOL OF ENGINEERING & CONSTRUCTION TECHNOLOGIES

Air Conditioning & Refrigeration Technology

(AAS)^{FL}

Civil Engineering/Surveying Technologies (AAS)^{FL TUL}

Construction Technology (AAS)^{FL TUL}

Construction Management Option

Construction Technology Certificate Programs

Construction Management

Electrical Construction Technologies (AAS)^{FL TUL}

Electrical Construction Technologies Certificate Programs

Commercial Electrical Construction I

Commercial Electrical Construction II

Industrial Electrical Construction

Residential Electrical Construction

Engineering Design Drafting Technologies (AAS)^{FL TUL}

Engineering Design Drafting Technologies

Certificate Program

Architectural Specialist

Engineering Technologies (AAS)^{FL TUL}

Electrical/Electronics Option

Instrumentation & Automation Option

Engineering Technologies Certificate Program

Principles of Electronics

Controls & Automation in the Electric
Industry

Environmental Health & Safety Technologies

(AAS)^{TUL}

Environmental Health & Safety Technologies

Certificate Program
 Foundations of the Safety Industry
 Regulations & Principles of the Safety Industry
 High Voltage Line Technician (AAS)^{FL}
 Industrial Maintenance Technologies (AAS)
 Natural Gas Compression Option
 Instrumentation & Automation Engineering
 Technology (BT)^{FL TUL}
 Pipeline Integrity Technology (AAS)^{TUL}
 Power Plant Technology (AAS)

SCHOOL OF TRANSPORTATION & HEAVY EQUIPMENT

CAT® Dealer Prep (AAS)^{FL PR+}
 Ford ASSET (AAS)^{FL PR+}

General Motors ASEP (AAS)^{FL PR+}
 Komatsu ACT (AAS)^{FL PR+}
 MOPAR® CAP (AAS)^{FL PR+}
 NAEDA Agricultural Equipment Technician (AAS)
^{FL PR+}
 Pro-Tech (AAS)^{FL PR+}
 Pro-Tech Certificate Programs
 Automotive Entry Level Technician
 Automotive Maintenance Technician
 Automotive Powertrain Technician
 Truck Technician (AAS)^{FL PR+}
 Truck Technician Certificate Program

Diesel Entry Level Technician

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

AVAILABILITY

All programs listed here are planned for the 2026-2027 academic year. Although every effort is made to present accurate offerings, a listing in this catalog is not a guarantee of availability. OSUIT may revise degree requirements from time to time. The official document will be the electronic catalog posted on the campus website. All programs of study available through OSUIT are offered with the approval of OSRHE.

SCHOOL OF TECHNOLOGY, ARTS, SCIENCES & HEALTH

GENERAL EDUCATION COURSE OFFERINGS

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

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

Courses used to fulfill general education requirements are identified by code letters. Students can find these code letters in the course description section of the catalog listed after the course number of relevant courses. The code letters designate the general education category for which the course may be used.

- ANALYTICAL & QUANTITATIVE THOUGHT (A)
- HUMANITIES (H)
- NATURAL SCIENCES (N)
- SOCIAL & BEHAVIORAL SCIENCES (S)
- DIVERSITY (D)
- INTERNATIONAL DIMENSION (I)
- SCIENTIFIC INVESTIGATION (L)

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

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

OSUIT general education courses transfer to state colleges in Oklahoma as outlined by the OSRHE Transfer Matrix. For verification of transferability, visit <https://www.okhighered.org/CourseSearch/>.

For more detailed information regarding OSUIT's general education course offerings, please contact the School of Technology, Arts, Sciences & Health at 918-293-4768 or visit osuit.edu/generaleducation.

AMERICAN HISTORY & GOVERNMENT

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

COMMUNICATIONS

BADM	2373	Business Communications
ENGL	1033	Technical Writing I
ENGL	1113	Freshman Composition I
ENGL	1213	Freshman Composition II [P]
ENGL	2033	Technical Writing II [P]
ENGL	3113	Creative Writing [P]
ENGL	3323	Technical Writing III [P]
SPCH	1113	Introduction to Speech Communications
SPCH	2313	Small Group Communications

COMPUTER LITERACY

CS	1013	Computer Literacy & Applications
CS	2103	Advanced Computer Concepts & Apps for Industry [P]

FOREIGN LANGUAGE

ASL	1363	American Sign Language I
ASL	1373	American Sign Language II [P]
SPAN	1113	Elementary Spanish I
SPAN	1213	Elementary Spanish II [P]

GENERAL BUSINESS

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

HEALTH & PHYSICAL EDUCATION

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

HUMANITIES

ENGL	2413	Introduction to Literature (D,H)
ENGL	2543	Survey of English Literature I (H,I)
ENGL	2653	Survey of English Literature II (H,I)
ENGL	2773	Survey of American Literature I (D,H)
ENGL	2883	Survey of American Literature II (D,H)
ENGL	3413	Survey of Multicultural Literature (D,H)
HIST	1613	Western Civilization to 1500 (H,I)
HIST	1623	Western Civilization after 1500 (H,I)
HUM	1013	Humanities I (H,I)
HUM	1033	Humanities II [P] (H,I)
HUM	1113	Music Appreciation (H)
HUM	2243	Native Peoples of North America (D,H)
HUM	2453	Introduction to Film (H)
HUM	2563	Comparative Cultures (H,I)
HUM	2663	Study/Travel/Work across Cultures & Borders (D,H,I)
PHIL	1013	Ethics of Leadership (H,S)
PHIL	1213	Ethics (H,S)
PHIL	1413	The Art of Analytical Thinking (A,H)

MATHEMATICS & ANALYTICAL THINKING

MATH	1483	Mathematical Functions & Their Uses (A)
MATH	1493	Math for Critical Thinking (A)
MATH	1513	Pre-Calculus (A)
MATH	1613	Trigonometry [P] (A)
MATH	2003	Business Mathematics (A)
MATH	2143	Pre-Discrete Mathematics [P] (A)
MATH	2144	Calculus I [P] (A)
MATH	2153	Calculus II [P] (A)
MATH	2714	Elementary Calculus [P] (A)
MATH	3103	Discrete Mathematics [P] (A)
PHIL	1413	The Art of Analytical Thinking (A,H)
STAT	2013	Elementary Statistics (A)
STAT	2023	Elementary Statistics for Business & Economics [P] (A)

SCIENCE**Life Sciences**

BIOL	1014	General Biology (Non-Majors) (L,N)
BIOL	1114	General Biology (L,N)
BIOL	1404	General Botany [P] (L,N)
BIOL	1604	Zoology [P] (L,N)
BIOL	2104	Human Anatomy [P] (L,N)
BIOL	2114	Human Physiology [P] (L,N)
BIOL	2124	General Microbiology [P] (L,N)
NSCI	1113	Introduction to Nutrition (N)

Physical Sciences

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

Physical Sciences (Continued)

PHYS	1214	General Physics II [P] (L,N)
PHYS	2014	University Physics I [P] (L,N)
PHYS	2114	University Physics II [P] (L,N)

Social & Behavioral Sciences

BADM	1113	Introduction to Business (S)
ECON	2103	Microeconomics (S)
GEOG	2243	Fundamentals of Geography (S)
HIST	2323	Oklahoma History (S)
PHIL	1013	Ethics of Leadership (H,S)
PHIL	1213	Ethics (H,S)
PSYC	1113	Introductory Psychology (S)
PSYC	2313	Psychology of Personal Adjustment (S)
PSYC	2583	Developmental Psychology [P] (S)
SOC	1113	Introductory Sociology (S)

ALLIED HEALTH SCIENCES

ASSOCIATE IN SCIENCE, (60 CREDIT HOURS)

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

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

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

For more information regarding OSUIT's Allied Health Sciences degree, please contact the School of Technology, Arts, Sciences & Health at 918-293-5370 or visit osuit.edu/alliedhealth.

PROGRAM REQUIREMENTS: 21 CREDIT HOURS

GUIDED PROGRAM ELECTIVES (21 CREDIT HOURS)

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

ASL	1363	American Sign Language I
BIOL	2104	Human Anatomy ^[P] (L, N)
BIOL	2114	Human Physiology ^[P] (L, N)
BIOL	2124	General Microbiology ^[P] (L, N)
CHEM	1515	General Chemistry II ^[P] (L, N)
HHP	1113	Personal Health
MATH	1613	Trigonometry ^[P] (A)
NSCI	1113	Introduction to Nutrition (N)
NURS	1113	ECG Interpretation
NURS	1123	Diseases & Diagnostic Methods
NURS	1143	Professionalism in Healthcare
NURS	2003	Pharmacology in Nursing ^[P]
NURS	2303	Medical Terminology
PHYS	1114	General Physics I ^[P] (L, N)
PHYS	1214	General Physics II ^[P] (L, N)
PHYS	2014	University Physics I ^[P] (L, N)
PHYS	2114	University Physics II ^[P] (L, N)
PSYC	1113	Introductory Psychology (S)
PSYC	2313	Psychology of Personal Adjustment (S)
PSYC	2583	Developmental Psychology ^[P] (S)
SOC	1113	Introductory Sociology (S)
SPCH	1113	Introduction to Speech Communications

GENERAL EDUCATION REQUIREMENTS: 28 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

COMMUNICATIONS (6 CREDIT HOURS)

Selected courses from listed below or others as approved by program advisor

ENGL	1113	Freshman Comp I
ENGL	1213	Freshman Composition II ^[P]

COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
----	------	----------------------------------

HUMANITIES (6 CREDIT HOURS)

Selected from courses designated with an "H" as approved by program advisor.

MATHEMATICS (3 CREDIT HOURS)

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

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

SCIENCE (8 CREDIT HOURS)

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

BIOL	1114	General Biology (L, N)
CHEM	1314	General Chemistry I ^[C] (L, N)

APPROVED ELECTIVES (6 CREDIT HOURS)

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

INTERDEPARTMENTAL REQUIREMENTS (1 CREDIT HOUR)

SCIENCE (8 CREDIT HOURS)

ORIE	1011	College Strategies
------	------	--------------------

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

ALLIED HEALTH SCIENCES

CERTIFICATE PROGRAM

HEALTH CAREER FOUNDATIONS

The Foundations for Health Careers Certificate Program provides high-demand foundational training in clinical concepts, healthcare terminology, and fundamental sciences. Equipping students with targeted expertise across patient-care and scientific principles, this certificate prepares individuals for immediate entry into healthcare environments or seamless transition into advanced allied health degree programs.

Program Highlights:

- **Healthcare Core & Clinical Knowledge Foundations:** Builds essential medical vocabulary, patient-care concepts, and professional standards needed to navigate both clinical and administrative healthcare settings.
- **Science Core & Scientific Foundations:** Delivers rigorous grounding in biology, chemistry, and mathematics necessary to succeed in upper-level health professions coursework and transfer pathways.

Modern healthcare settings require versatile professionals who blend functional clinical awareness with strong scientific reasoning. This certificate delivers workforce-aligned, academic training that ensures graduates are well-prepared for entry-level roles, administrative support, or continued education in specialized allied health fields.

Each applicant must meet the following requirements for consideration for acceptance into the Foundations for Health Careers certificate program:

1. Hold a high school diploma or GED equivalent.
2. Submit a completed OSUIT Application for Admission.

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

The minimum overall (retention/graduation) GPA required for graduation is 2.0.

HEALTH CAREER FOUNDATIONS (20 CREDIT HOURS)

HEALTHCARE CORE

NURS	2303	Medical Terminology
NURS	1143	Professionalism in Healthcare
NURS	1123	Diseases & Diagnostics

SCIENCE CORE

BIOL	1114	General Biology
MATH	1513	Pre-Calculus
CHEM	1314	General Chemistry I

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

APPLIED INDUSTRY LEADERSHIP

BACHELOR OF TECHNOLOGY (120 CREDIT HOURS)

The Bachelor of Technology in Applied Industry Leadership (BT-AIL) is an online, accelerated degree designed to prepare students for strategic leadership and management roles across industries. It equips learners with technical, leadership, and operational skills to manage emerging technologies, industry professionals, and business processes. Application-focused projects allow students to align coursework with career goals and industry demands.

Within this program, students may also have the opportunity to earn **Prior Learning Assessment (PLA) credit** after a determination of industry leadership experience is made. PLA credit is limited to the following courses: AIL 3233, AIL 3433, AIL 4133, and AIL 4333. Credit awarded for prior work experiences in an earlier degree, such as an Associate in Applied Science (AAS), cannot be duplicated or reused to satisfy upper-division coursework in the Applied Industry Leadership program. Each PLA submission must demonstrate new, distinct evidence of leadership, and industry practice that has not already been applied toward previously earned academic credit.

Industry Relevance & Focus Areas—With General and Operations Managerial roles projected to grow by 4.1% by 2028, OSUIT developed this program to meet the need for leaders with technical expertise and management skills. Students customize their education by selecting one of three focus areas, each embedded with a recognized industry certificate:

- Strategic Business Leadership – Expertise in financial strategy, business operations, marketing, and leadership
- Data Analytics for Industry Professionals – Skills in data-driven decision-making, visualization, and ethical analytics leadership
- Health Management – Training in healthcare administration, financial oversight, and regulatory compliance

These stackable certificates provide specialized expertise and expanded credentials, making graduates more competitive and adaptable in today's workforce.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees. The minimum overall (retention/graduation) GPA required for graduation is 2.50. *For more information, please contact the School of Arts, Sciences & Health at 918-293-4768, osuit-bt-ail@okstate.edu, or visit <https://osuit.edu/academics/degrees-programs/applied-industry-leadership.html>.*

LOWER-DIVISION PROGRAM REQUIREMENTS: 40 CREDIT HOURS

APPLIED INDUSTRY LEADERSHIP (7 CREDIT HOURS)

- AIL 1101 AIL Program Orientation
- AIL 1113 Foundations in Industry Leadership
- AIL 1213 Funding the Industrial Enterprise

COMPUTER LITERACY (3 CREDIT HOURS)

- CS 2103 Advanced Computer Concepts & Applications for Industry

Technical Specialty Electives (30 Credit Hours)

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

UPPER-DIVISION PROGRAM REQUIREMENTS: 28 CREDIT HOURS

APPLIED INDUSTRY LEADERSHIP (28 CREDIT HOURS)

- AIL 3213 Human Resource Management [P]
- AIL 3233 Applied Human Resource Management [C]
- AIL 3413 Industry Operations Management
- AIL 3433 Applied Industry Operations Management [C]
- AIL 4113 Advanced Law and Business Ethics
- AIL 4133 Applied Advanced Law and Business Ethics [C]
- AIL 4313 Industry Expansion
- AIL 4333 Applied Industry Expansion [C]
- AIL 4904 Capstone [P]

UPPER-DIVISION PROGRAM ELECTIVES: 12 CREDIT HOURS

Students will identify one focus area for upper-division program electives. Each class within a focus area must be completed to satisfy upper-division program elective requirements AND earn a certificate.

FOCUS AREA: DATA ANALYTICS FOR INDUSTRY PROFESSIONALS

- AIL 3103 Data Basics for Industry
- AIL 3113 Transforming Data Into Action [P]
- AIL 4143 Data Visualization Principles [P]
- AIL 4153 Ethical Data Management

FOCUS AREA: HEALTH MANAGEMENT

- AIL 3243 Introduction to Healthcare Management
- AIL 3253 Healthcare Management & Finance [P]
- AIL 4203 Healthcare Management Issues in Diverse Populations [P]
- AIL 4213 Healthcare Management Quality & Safety [P]

FOCUS AREA: STRATEGIC BUSINESS LEADERSHIP

- AIL 3303 Strategic Financial Leadership
- AIL 3313 Business Operations Strategy [P]
- AIL 4303 Business Marketing Strategies [P]
- AIL 4313 Advanced Talent & Organizational Leadership [P]

GENERAL EDUCATION REQUIREMENTS: 40 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

COMMUNICATIONS (9 CREDIT HOURS)

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

COMPUTER LITERACY (3 CREDIT HOURS)

- CS 1013 Computer Literacy & Applications

HUMANITIES (6 CREDIT HOURS)

Select from courses designated with an "H" as approved by program advisor, including but not limited to course(s) listed below.

- PHIL 1213 Ethics (H,S)

MATHEMATICS (3 CREDIT HOURS)

Select from courses designated with an "A."

SCIENCE (7 CREDIT HOURS)

One course selected must be a lab science course.

SOCIAL & BEHAVIORAL SCIENCES (3 CREDIT HOURS)

Select from courses designated with an "S," including but not limited to courses below.

- GEOG 2243 Fundamentals of Geography (S)
- PSYC 1113 Introductory Psychology (S)
- PSYC 2583 Developmental Psychology [P] (S)
- SOC 1113 Introductory Sociology (S)

UPPER-DIVISION GENERAL EDUCATION ELECTIVES: 3 CREDIT HRS

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

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

APPLIED INDUSTRY LEADERSHIP

CERTIFICATE PROGRAMS

The Applied Industry Leadership Certificate Programs offer specialized training in high-demand leadership and management areas, equipping professionals with targeted expertise that can be applied across industries. These certificates can be earned independently or as part of the Bachelor of Technology in Applied Industry Leadership (BT-AIL) degree, providing flexible learning options for individuals seeking career advancement or skill development.

Available Certificate Programs:

- **Strategic Business Leadership** – Focuses on organizational leadership, strategic decision-making, and business operations, preparing professionals to lead teams and drive company growth.
- **Data Analytics for Industry Professionals** – Equips students with data-driven decision-making, visualization, and ethical data leadership skills, addressing the growing demand for analytics proficiency in management roles.
- **Health Management** – Prepares students for leadership roles in healthcare administration, regulatory compliance, and organizational efficiency, responding to the evolving needs of the healthcare industry.

Industries today demand leaders with specialized expertise beyond traditional management training. Organizations seek professionals who can apply leadership principles within specific sectors, demonstrating skills in strategic planning, data analysis, and industry-focused decision-making. These certificates provide practical, workforce-aligned training, ensuring that graduates are well-prepared for leadership roles and capable of addressing emerging challenges in business, data, and healthcare management.

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

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

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

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

For more detailed information regarding OSUIT's Applied Industry Leadership Certificate programs, please contact the School of Arts, Sciences & Health at 918-293-5050, osuit-bt-ail@okstate.edu, or visit <https://osuit.edu/academics/degrees-programs/applied-industry-leadership>.

STRATEGIC BUSINESS LEADERSHIP

STRATEGIC BUSINESS LEADERSHIP (18 CREDIT HOURS)

AIL	1113	Foundations in Industry Leadership
AIL	3213	Human Resource Management
AIL	3303	Strategic Financial Leadership
AIL	3313	Business Operations Strategy ^[P]
AIL	4303	Business Marketing Strategies ^[P]
AIL	4323	Advanced Talent & Organizational Leadership ^[P]

DATA ANALYTICS FOR INDUSTRY PROFESSIONALS

DATA ANALYTICS FOR INDUSTRY PROFESSIONALS (18 CREDIT HOURS)

PHIL	1013	Ethics of Leadership (or approved 3-credit hour Humanities)
AIL	1113	Foundations in Industry Leadership
AIL	3103	Data Basics for Industry
AIL	3113	Transforming Data into Action ^[P]
AIL	4143	Data Visualization Principles ^[P]
AIL	4153	Ethical Data Leadership ^[P]

HEALTH MANAGEMENT

HEALTH MANAGEMENT (18 CREDIT HOURS)

PHIL	1013	Ethics of Leadership (or approved 3-credit hour Humanities)
AIL	1113	Foundations in Industry Leadership
AIL	3243	Introduction to Healthcare Management ^[P]
AIL	3253	Healthcare Management & Finance ^[P]
AIL	4203	Healthcare Issues in Diverse Populations ^[P]
AIL	4213	Healthcare Quality & Safety ^[P]

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

APPLIED TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE (60 CREDIT HOURS)

The AAS in Applied Technology and supporting degree options facilitate degree completion by Oklahomans who: have received an industry-recognized credential; have earned previous college-level credit in a technical field; have completed coursework through an Oklahoma CareerTech center approved for transfer of technical college credit; or, require cross-disciplinary training to serve a current or emerging industry need not accommodated by existing OSUIT programs.

Students complete an individualized Plan of Study developed in collaboration with faculty and academic leadership to align with their educational background, career objectives, and professional interests. The curriculum integrates foundational general education coursework with specialized technical instruction and applied learning experiences, preparing graduates for career advancement and continued professional growth. Degree options include Business & Digital Technologies, Food Service Management, Health & Human Services, Industrial Technologies, and Transportation Technologies. For more information about the Applied Technology program, contact 918-293-4680 or visit <https://osuit.edu/academics/degrees-programs/applied-technology>.

Prior Learning Assessment (PLA)

Students may receive college credit for prior learning through OSUIT's Prior Learning Assessment (PLA) process. Credit may be awarded for approved industry-recognized licenses, certifications, and credentials, as well as for demonstrated college-level knowledge gained through professional experience, military training, or other learning opportunities. Prior learning may be evaluated through portfolio review or institutional challenge examinations conducted by OSUIT faculty. Credit awarded through PLA is transcribed with a GPA-neutral grade and may be applied toward degree requirements as appropriate.

Oklahoma CareerTech System

Additionally, students who have completed approved Oklahoma CareerTech coursework may be eligible to transfer technical credit through statewide articulation agreements. For more information, visit <https://osuit.edu/academics/prior-learning-assessment-articulation-services>.

PROGRAM REQUIREMENTS: 42 CREDIT HOURS

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

TECHNICAL SPECIALTY COURSEWORK (9-42 CREDIT HOURS)

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

TECHNICAL RELATED COURSEWORK (0-33 CREDIT HOURS)

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

OPTIONS* (CHOOSE ONE):

- Business & Digital Technologies
- Health & Human Services
- Industrial Technologies
- Transportation Technologies
- Food Service Management

** Each student follows an individualized Plan of Study developed by faculty and academic leadership to support their educational and career goals. The curriculum combines foundational general education with specialized technical knowledge and applied skills to prepare graduates for success in their intended career field and continued professional growth.*

GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

COMMUNICATIONS (6 CREDIT HOURS)

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

APPROVED ELECTIVES (6 CREDIT HOURS)

Students should consult academic advisor for approved electives.

**** Prior Learning credit is available for qualified applicants. See program advisor for additional information**

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

APPLIED TECHNOLOGY

HEALTH & HUMAN SERVICES (SURGICAL TECHNOLOGY TRACK)

The Associate in Applied Science in Applied Technology (AAS-AT) – Surgical Technician option is designed for certified surgical technologists who have completed an accredited technical education program and wish to earn an associate degree. The program awards block credit for prior technical training and combines it with general education and advanced coursework, providing a flexible pathway for career advancement and continued professional development.

PROGRAM REQUIREMENTS: 42 CREDIT HOURS

SURGICAL TECHNOLOGY CORE (30 CREDIT HOURS)

HHPL 1230 PLA Surgical Technology

*Source: Certified Surgical Technologist (CST) License or Completion of Approved CAAHEP-Accredited Surgical Technology Training Program**

TECHNICAL SUPPORT REQUIREMENTS (5 CREDIT HOURS)

HIST 1483 US History to 1865 or

HIST 1493 US History since 1865

APPROVED TECHNICAL SUPPORT ELECTIVE (3 CREDIT HOURS)

Select from courses below or others as approved by program advisor

HHP 1113 Personal Health

NURS 1123 Diseases & Diagnostic Methods

NURS 1143 Professionalism in Healthcare

APPROVED TECHNICAL SUPPORT ELECTIVE (4 CREDIT HOURS)

BIOL 1114 General Biology (L,N)

BIOL 2104 Human Anatomy [P] (L,N)

BIOL 2114 Human Physiology [P] (L,N)

BIOL 2124 General Microbiology [P] (L,N)

CHEM 1314 General Chemistry I [C] (L,N,P)

HHPL 2014 Applied Anatomy & Physiology**

GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST 1483 US History to 1865 or

HIST 1493 US History since 1865

POLS 1113 US Government

COMMUNICATIONS (6 CREDIT HOURS)

ENGL 1033 Technical Writing I and

ENGL 2033 Technical Writing II [P] or

BADM 2373 Business Communications or

ENGL 1113 Freshman Composition I and

ENGL 1213 Freshman Composition II [P] or

BADM 2373 Business Communications or

Science (3 Credit Hours)

NSCI 1113 Introduction to Nutrition (N)

APPROVED GENERAL EDUCATION ELECTIVE (3 CREDIT HOURS)

Select from courses below, not filling program requirements, or approved by program advisor.

CS 1013 Computer Literacy & Applications

HHP 1113 Personal Health

MATH 1493 Math for Critical Thinking (A)

PHIL 1213 Ethics (H, S)

* CAAHEP-Accredited Surgical Technology Training Programs

Canadian Valley Technology Center

Cherokee Nation Health Services-VW Hastings Hospital

Great Plains Technology Center

Metro Technology Center

Moore-Norman Technology Center

Tulsa Technology Center

** Prior Learning credit is available for qualified applicants. See program advisor for additional information

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

BUSINESS

ASSOCIATE IN SCIENCE (60 CREDIT HOURS)

An Associate in Science degree in Business provides students with the courses and knowledge to pursue a bachelor's degree or enter the workforce upon graduation. While earning credit that will count toward a bachelor's degree, Business students learn the fundamentals of accounting, economics, management, and administration.

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

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

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

PROGRAM REQUIREMENTS: 16 CREDIT HOURS

PROGRAM ORIENTATION & PLANNING (1 CREDIT HOUR)

BADM 2111 Career Planning for Business Success

ACCOUNTING (6 CREDIT HOURS)

ACCT 2103 Financial Accounting

ACCT 2203 Managerial Accounting [P]

BUSINESS COMMUNICATIONS (3 CREDIT HOURS)

BADM 2373 Business Communications

economics (3 credit hours)

ECOM 2103 Microeconomics (S)

management (3 credit hours)

MGMT 2313 Principles of Management

program electives (6 credit hours)

choose from the courses listed below or additional ACCT, BADM, ECON and/or MGMT courses as approved by program advisor.

BADM 2153 Marketing Principles

ECON 2203 Macroeconomics

MGMT 2243 Intro to Entrepreneurship & Small Business Mgmt

MGMT 2413 Supervisory Management [P]

MGMT 2913 Leadership & Organizational Behavior (D)

GENERAL EDUCATION REQUIREMENTS: 38 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST 1483 US History to 1865 or

HIST 1493 US History since 1865

POLS 1113 US Government

COMMUNICATIONS (9 CREDIT HOURS)

ENGL 1113 Freshman Composition I

ENGL 1213 Freshman Composition II [P]

SPCH 1113 Introduction to Speech Communications or

COMPUTER LITERACY (3 CREDIT HOURS)

CS 1013 Computer Literacy & Applications

HUMANITIES (6 CREDIT HOURS)

Select from courses designated with an "H" as approved by program advisor.

MATHEMATICS & STATISTICS (3 CREDIT HOURS)

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

MATH 1483 Mathematical Functions & Their Uses (A)

MATH 1493 Math for Critical Thinking (A)

MATH 1513 Pre-Calculus (A)

STAT 2013 Elementary Statistics (A) ♦

♦ Recommended for transfer students

ORIENTATION (1 CREDIT HOUR)

ORIE 1011 College Strategies

SCIENCE (7 CREDIT HOURS)

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

BIOL 1014 General Biology (Non-Majors) (L,N)

BIOL 1114 General Biology (L,N)

BIOL 1404 General Botany [P] (L,N)

BIOL 2104 Human Anatomy [P] (L,N)

BIOL 2114 Human Physiology [P] (L,N)

BIOL 2124 General Microbiology [P] (L,N)

CHEM 1314 General Chemistry I [C] (L,N,P)

HHP 1113 Personal Health

NSCI 1113 Introduction to Nutrition (N)

PHYS 1114 General Physics I [P] (L, N)

PHYS 1204 General Physical Science (N)

PHYS 1214 General Physics II [P] (L,N)

PHYS 2014 University Physics I [P] (L,N)

PHYS 2114 University Physics II [P] (L,N)

SOCIAL & BEHAVIORAL SCIENCES (3 CREDIT HOURS)

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

BADM 1113 Introduction to Business (S)

PSYC 1113 Introductory Psychology (S)

SOC 1113 Introductory Sociology (S)

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

BUSINESS CERTIFICATE PROGRAM

Employers increasingly seek individuals who possess a strong foundation in core business principles and professional skills necessary to succeed in today's workplace. To help meet this demand, OSUIT has designed the Certificate in Business Foundations for Success to equip students with essential knowledge in areas such as communication, management, and business operations.

This 18-credit-hour certificate is embedded within OSUIT's Associate of Science in Business program, allowing students to seamlessly earn the credential while completing their degree. The program provides a solid introduction to business fundamentals and prepares students for continued education or entry level roles across a variety of business-related fields.

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

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

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

BUSINESS FOUNDATIONS

CERTIFICATE IN BUSINESS FOUNDATIONS FOR SUCCESS

(18 CREDIT HOURS)

ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting [P]
BADM	2153	Marketing Principles
BADM	2373	Business Communications
ECON	2203	Macroeconomics
MGMT	2313	Principles of Management

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

CULINARY ARTS

ASSOCIATE IN APPLIED SCIENCE (73 CREDIT HOURS)

OSUIT's Culinary Arts program prepares students with the skills and knowledge necessary for an exciting career in the growing foodservice industry. Students learn through hands-on training utilizing the latest technology in fully equipped kitchen labs. The diverse faculty brings many years of executive chef experience, and students gain valuable experience operating two restaurants open to the public. The State Room showcases gourmet buffet experiences, and the Tech Room features a seasonal a la carte menu.

Graduates are in high demand by resorts, casinos, restaurants, institutions, country clubs, and bakeries, to name just a few. Program graduates are well prepared to begin their careers with a solid foundation in the skills and knowledge necessary for success.

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees. Degree-seeking students will have priority when enrolling in Culinary Arts coursework. Non-degree seeking students may enroll the day before the beginning of class each semester.

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

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

PROGRAM REQUIREMENTS: 51 CREDIT HOURS

CULINARY ARTS REQUIREMENTS (42 CREDIT HOURS)

CUA	1136	Skill Development I ❖
CUA	1146	Skill Development II [P] ❖
CUA	1373	Baking Fundamentals [P]
CUA	1413	Dining Room Operations *
CUA	2123	Advanced Baking [P]
CUA	2313	Advanced Cooking [P]
CUA	2413	Garde Manger [P]
CUA	2483	Regional Cuisine [P]
CUA	2563	Foundations of Hospitality Management [P] *
CUA	2623	Culinary Arts Capstone [C],[P]
CUA	2806	Culinary Internship [C],[P]

APPROVED PROGRAM ELECTIVES (9 CREDIT HOURS)

Selected from courses not utilized to meet other program requirements, as approved by the program advisor.

CUA	1293	Breakfast Cookery [P]
CUA	1313	Meat Fabrication [P]
CUA	2103	Sustainable Gardening
CUA	2113	Seasonal Kitchen [P]
CUA	2163	Tortes & Gateaux [P]
CUA	2183	Showpieces [P]
CUA	2253	Artisan Breads [P]
CUA	2090	Special Projects
HHP	1113	Personal Health
NSCI	1113	Introduction to Nutrition (N)
MGMT	2243	Intro to Entrepreneurship & Small Business 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

COMMUNICATIONS (6 CREDIT HOURS)

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

COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
----	------	----------------------------------

HUMANITIES (3 CREDIT HOURS)

Select from courses designated with an "H," "I," or "D" as approved by program advisor.

MATHEMATICS & STATISTICS (3 CREDIT HOURS)

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

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

INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
------	------	--------------------

❖ Course is included in the embedded certificate Foundational Culinary Skills (see following page).

* Course is included in the embedded certificate Foundations of Restaurant Management (see following page).

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

CULINARY ARTS CERTIFICATE PROGRAMS

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

This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees. Students must complete all program requirements with a grade of C or better and maintain an overall (retention/graduation) GPA of 2.0 or higher to meet graduation requirements.

For more detailed information regarding OSUIT's Culinary Arts programs, please contact a program advisor at 918-293-5050 or visit <https://osuit.edu/academics/degrees-programs/culinary-arts.html>.

FOUNDATIONAL CULINARY SKILLS

FOUNDATIONAL CULINARY SKILLS (12 CREDIT HOURS)

CUA	1136	Skill Development I
CUA	1146	Skill Development II ^(P)

FOUNDATIONS OF RESTAURANT MGT

FOUNDATIONS OF RESTAURANT MANAGEMENT (12 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
CUA	1413	Dining Room Operations
CUA	2563	Foundations of Hospitality Management ^(P)
MGMT	2243	Introduction to Entrepreneurship & Small Business Management

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

DIGITAL DESIGN AND PRODUCTION

ASSOCIATE IN APPLIED SCIENCE (63 CREDIT HOURS)

The Associate of Applied Science in Digital Design and Production prepares students for careers in graphic design and digital production across print, web, motion, and 3D environments. The program blends foundational design principles with technology-integrated production skills, emphasizing creative problem-solving and applied workflows that reflect current industry and workforce expectations.

Students develop practical competencies in visual communication, typography, layout, digital media production, and emerging technologies while gaining hands-on experience with contemporary tools and processes. Emphasis is placed on portfolio development, technical accuracy, and adaptability across multiple platforms. Graduates are prepared for entry-level roles in graphic design, digital design, and production within advertising agencies, in-house creative teams, media organizations, and technology-focused industries.

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

A minimum overall (retention/graduation) GPA of 2.0, with a minimum grade of a C in each departmental course, is required for graduation.

For more detailed information regarding OSUIT's Graphic Design Technology program, please contact School of Technology, Arts, Sciences & Health at 918-293-5050 or visit <https://osuit.edu/academics/degrees-programs/graphic-design>.

PROGRAM REQUIREMENTS: 44 CREDIT HOURS

CORE COURSES (27 CREDIT HOURS)

DDP	1133	Drawing and Design Fundamentals*
DDP	1153	Publishing I
DDP	1233	Introduction to Typography [P]
DDP	1243	Digital Illustration [P]
DDP	1253	Digital Imaging
DDP	1263	Introduction to 3D
DDP	2123	Introduction to Motion Graphics [P]
DDP	2133	Introduction to Video Editing
DDP	2143	2D Animation [P]

SPECIALIZATION TRACKS (9 CREDIT HOURS)

(Select Track A or B)

Track A: Graphic Design Production

DDP	2513	Digital Design Applications*
DDP	2523	Advertising Design I [P]
DDP	2533	Publication Design & Production*

Track B: Graphic Design Production

DDP	2613	3D Animation [P]
DDP	2623	3D Texturing & Materials [P]*
DDP	2633	Advanced 3D Modeling [P]*

PROFESSIONAL PREPARATION (8 CREDIT HOURS)

(To be completed by all students after core and track requirements)

DDP	2703	Branding/Identity Design [C],[P]
DDP	2712	Digital Design Production Capstone*
DDP	2803	Digital Design Production Internship*

GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

COMMUNICATIONS (6 CREDIT HOURS)

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

HUMANITIES (3 CREDIT HOURS)

Select from courses designated with an "H" as approved by program advisor.

PHIL	1213	Ethics (H,S)
------	------	--------------

MATHEMATICS (3 CREDIT HOURS)

Select from courses designated with an "A" as approved by program advisor including but not limited to courses listed below.

MATH	1493	Math for Critical Thinking (A)
MATH	1513	Pre-Calculus (A)

INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
------	------	--------------------

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

ENTERPRISE DEVELOPMENT—BUSINESS ADMINISTRATION OPTION

ASSOCIATE IN SCIENCE (60 CREDIT HOURS)

As part of Oklahoma's Reach Higher program, OSUIT offers an Associate in Science in Enterprise Development. The program, which can transfer seamlessly into a Bachelor's degree, is designed for working adults or those who are time- or place-bound and unable to pursue education through traditional means. OSRHE approves the statewide curriculum, and OSUIT accepts transfer credits into the program from any two-year institution in Oklahoma.

Minimum program entry requirements:

- 18 hours of earned college credit
- 2.0 overall (retention/graduation) college GPA*
- Completion of any necessary developmental coursework

* NOTE: A provisional admission status may be granted to a student with a minimum 1.70 retention/graduation GPA, provided that an institutional review has been conducted to ensure the student could attain the requisite 2.0 retention/graduation GPA at the completion of all required coursework.

Program features:

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

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

If you have any questions about the Enterprise Development Adult Degree Completion program, please contact the School of Technology, Arts, Sciences & Health at 918-293-4895 or visit osuit.edu/enterprisedevelopment.

PROGRAM REQUIREMENTS: 23 CREDIT HOURS

ACCOUNTING (6 CREDIT HOURS)

ACCT 2103 Financial Accounting
ACCT 2203 Managerial Accounting [P]

ECONOMICS (6 CREDIT HOURS)

ECON 2103 Microeconomics (S)
ECON 2203 Macroeconomics

MARKETING (3 CREDIT HOURS)

BADM 2153 Marketing Principles

STATISTICS (3 CREDIT HOURS)

STAT 2023 Elementary Statistics for Business & Economics [P]
(A)

INTERNSHIP (3 CREDIT HOURS)

BADM 2903 Business/Occupational Internship

CAPSTONE (3 CREDIT HOURS)

BADM 2232 Enterprise Development Business Capstone

GENERAL EDUCATION REQUIREMENTS: 37 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

COMMUNICATIONS (6 CREDIT HOURS)

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

HUMANITIES (6 CREDIT HOURS)

Select from courses designated with an "H" as approved by program advisor.

MATHEMATICS (3 CREDIT HOURS)

Select from courses designated with an "A" or from any approved Math Pathways course. See program advisor for additional information.

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

SCIENCE (7 CREDIT HOURS)

One course selected must be a lab course

Social & Behavioral Sciences, Technology & Language (6 Credit Hours)

CS 1013 Computer Literacy & Applications
GEOG 2243 Fundamentals of Geography (S)
PSYC 1113 Introductory Psychology (S)
PSYC 2313 Psychology of Personal Adjustment (S)
PSYC 2583 Developmental Psychology [P] (S)
SOC 1113 Introductory Sociology (S)
SPAN 1113 Elementary Spanish I
SPAN 1213 Elementary Spanish II [P]

Students should consult with program advisor for course selection.

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

ENTERPRISE DEVELOPMENT—GENERAL STUDIES OPTION

ASSOCIATE IN SCIENCE (60 CREDIT HOURS)

As part of Oklahoma's Reach Higher program, OSUIT offers an Associate in Science in Enterprise Development. The program, which can transfer seamlessly into a Bachelor's degree, is designed for working adults or those who are time- or place-bound and unable to pursue education through traditional means. OSRHE approves the statewide curriculum, and OSUIT accepts transfer credits into the program from any two-year institution in Oklahoma.

Minimum program entry requirements:

- 18 hours of earned college credit
 - 2.0 overall (retention/graduation) college GPA*
 - Completion of any necessary developmental coursework
- * NOTE: A provisional admission status may be granted to a student with a minimum 1.70 retention/graduation GPA, provided that an institutional review has been conducted to ensure the student could attain the requisite 2.0 retention/graduation GPA at the completion of all required coursework.

Program features:

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

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

If you have any questions about the Enterprise Development Adult Degree Completion program, please contact the School of Technology, Arts, Sciences & Health at 918-293-4895 or visit osuit.edu/enterprisedevelopment.

PROGRAM REQUIREMENTS: 23 CREDIT HOURS

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

GENERAL EDUCATION REQUIREMENTS: 37 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

COMMUNICATIONS (6 CREDIT HOURS)

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

HUMANITIES (6 CREDIT HOURS)

Select from courses designated with an "H" as approved by program advisor.

MATHEMATICS (3 CREDIT HOURS)

Select from courses designated with an "A" or from any approved Math Pathways course. See program advisor for additional information.

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

SCIENCE (7 CREDIT HOURS)

One course selected must be a lab course

Social & Behavioral Sciences, Technology & Language (6 Credit Hours)

CS	1013	Computer Literacy & Applications
GEOG	2243	Fundamentals of Geography (S)
PSYC	1113	Introductory Psychology (S)
PSYC	2313	Psychology of Personal Adjustment (S)
PSYC	2583	Developmental Psychology [P] (S)
SOC	1113	Introductory Sociology (S)
SPAN	1113	Elementary Spanish I
SPAN	1213	Elementary Spanish II [P]

Students should consult with program advisor for course selection.

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

INFORMATION TECHNOLOGIES

ASSOCIATE IN APPLIED SCIENCE (61 CREDIT HOURS)

Virtually every industry today depends on computers. Consequently, few other career pursuits empower individuals to work in such a wide array of industries and environments.

The Information Technologies program works closely with industry partners to incorporate the latest business practices, emerging technologies, and professional certifications into authentic learning environments. OSUIT has designed the Associate in Applied Science in Information Technologies with a unique project-based, customer-focused approach to preparing individuals for exciting and successful careers. If you fall into one or more of the following categories, the AAS in Information Technologies is for you!

1. You plan to launch a career in IT as soon as possible.
2. You intend to pursue the Bachelor of Technology in Information Technologies at OSUIT.
3. You wish to build on considerable work experience and complete a degree to further their career.
4. You want to prepare for one or more professional industry certifications.

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

Students must complete all technical coursework with a grade of C or better and maintain an overall (retention/graduation) GPA of 2.50 or higher to meet graduation requirements.

For the latest program information, please contact the School of Technology, Arts, Sciences & Health at 918-293-5440 or infotech@okstate.edu, or visit osuit.edu/it.

PROGRAM REQUIREMENTS: 24 CREDIT HOURS

INFORMATION TECHNOLOGIES CORE REQUIREMENTS (21 CREDIT HOURS)

ITD	1033	Computer Logic & Flowcharting
ITD	1213	Hardware Systems Support
ITD	1223	Network Systems [P]
ITD	1243	Principles of Information Security [C][P]
ITD	1353	Web Development [P]
ITD	1403	Cyber Ethics & Law [P]
ITD	2203	Database Systems [P]
ITD	2223	Operating Systems
ITD	2313	Script Programming [P]

INFORMATION TECHNOLOGIES APPROVED TECHNICAL ELECTIVES (3 CREDIT HOURS)

See Program Advisor for list of classes

GENERAL EDUCATION REQUIREMENTS: 27 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

COMMUNICATIONS (6 CREDIT HOURS)

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

HUMANITIES (6 CREDIT HOURS)

Select from courses designated with an "H" as approved by program advisor.

MATHEMATICS (3 CREDIT HOURS)

MATH	1513	Pre-Calculus (A)
------	------	------------------

APPROVED ELECTIVES (3 CREDIT HOURS) ♦

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

♦ *See General Education Course Offerings.*

INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

Orientation (1 Credit Hour)

ORIE	1011	College Strategies
------	------	--------------------

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

INFORMATION TECHNOLOGIES

ASSOCIATE IN SCIENCE (63 CREDIT HOURS)

Well-trained individuals with high-level information technology skills will always be in demand, especially as computers and the Internet play increasingly important roles in contemporary society. Considerable expertise in and experience with information technologies are becoming indispensable to most professionals.

The Associate in Science in Information Technologies is designed primarily for individuals who want to take advantage of the program's unique approach to computer education and fall into one or more of the following categories.

1. Intend to pursue a bachelor's degree at another college or university.
2. Wish to build on considerable work experience and complete a degree to further their career.
3. Wish to prepare for one or more professional industry certifications.

As with any associate in science degree, students are encouraged to check the specific requirements of the college or university to which they plan to transfer.

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

Students must complete all technical coursework with a grade of C or better and maintain an overall (retention/graduation) GPA of 2.50 or higher to meet graduation requirements.

For the latest program information, please contact the School of Technology, Arts, Sciences & Health at 918-293-5440 or infotech@okstate.edu, or visit osuit.edu/it.

PROGRAM REQUIREMENTS: 24 CREDIT HOURS

INFORMATION TECHNOLOGIES CORE REQUIREMENTS (21 CREDIT HOURS)

ITD	1033	Computer Logic & Flowcharting
ITD	1213	Hardware Systems Support
ITD	1223	Network Systems [P]
ITD	1243	Principles of Information Security [C] [P]
ITD	1353	Web Development [P]
ITD	1403	Cyber Ethics & Law [P]
ITD	2223	Operating Systems

INFORMATION TECHNOLOGIES APPROVED TECHNICAL ELECTIVES (3 Credit Hours)

See Program Advisor for list of classes

GENERAL EDUCATION REQUIREMENTS: 38 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

COMMUNICATIONS (6 CREDIT HOURS)

Select from courses below or others as approved by program advisor

ENGL	1113	Freshman Composition I
ENGL	1213	Freshman Composition II [P]
SPCH	1113	Introduction to Speech Communications or
SPCH	2313	Small Group Communications

HUMANITIES (6 CREDIT HOURS)

Select from courses designated with an "H" as approved by program advisor.

MATHEMATICS (3 CREDIT HOURS)

MATH	1513	Pre-Calculus (A)
------	------	------------------

SCIENCE (8 CREDIT HOURS) ♦

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

BIOL	1014	General Biology (Non-Majors) (L, N)
BIOL	1114	General Biology (L, N)
BIOL	1404	General Botany [P] (L, N)
BIOL	1604	Zoology [P] (L, N)
BIOL	2104	Human Anatomy [P] (L, N)
BIOL	2114	Human Physiology [P] (L, N)
BIOL	2124	General Microbiology [P] (L, N)
CHEM	1314	General Chemistry I [C] (L, N, P)
GEOL	1014	Earth Science (N)
PHYS	1204	General Physical Science (N)

APPROVED ELECTIVES (3 CREDIT HOURS) ♦

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

♦ See General Education Course Offerings.

INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
------	------	--------------------

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

INFORMATION TECHNOLOGIES

BACHELOR OF TECHNOLOGY (121 CREDIT HOURS)

Information technology systems are becoming more complex. As organizations expand their use of networks and the Internet to improve their competitiveness, efficiency, and quality of service, their need for individuals with the right skills, knowledge, and credentials also increases. This degree prepares individuals for various professional opportunities within the information technology field and offers the following program options.

Applied Artificial Intelligence: This option prepares individuals to design, implement, and integrate artificial intelligence solutions that create measurable business value and support ethical decision-making. Topics include machine learning, data preparation and integration, cloud computing, model deployment, AI ethics and governance, and professional communication of AI solutions. Students gain applied experience using industry-standard tools to deploy AI in sectors such as healthcare, energy, logistics, and professional services. Sample employment opportunities include but are not limited to AI Engineer, MLOps Engineer, AI Integration Specialist, Systems & Workflow Strategist, Data Engineer/ETL Developer, AI Product Manager/Business Analyst, Industrial AI Specialist, Clinical Informatics/Health Data Analyst, Logistics Optimization Analyst, Automation/RPA Engineer, and AI Governance/Ethics Officer.

Cybersecurity: The Cybersecurity option is designed to build strong applied technical skills for protecting systems, networks, and data within modern enterprise environments. This option emphasizes core cybersecurity competencies including information security fundamentals, network and system security, digital forensics, malware analysis, cryptography, ethical hacking, and cyber defense and incident response. Students gain hands-on experience through lab-based coursework, applied research, and an industry internship, ensuring practical exposure to real-world security challenges and tools. Distinct from theory-heavy or research-focused programs, this option emphasizes workforce-ready skills, applied problem-solving, and operational security practices aligned with industry and employer expectations. Graduates are prepared for entry- to mid-level positions supporting security operations, system administration, incident response, and forensic investigations in public and private sector organizations.

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.

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

Students must complete all technical coursework with a grade of C or better and maintain an overall (retention/graduation) GPA of 2.50 or higher to meet graduation requirements.

For the latest program information, please contact the School of Technology, Arts, Sciences & Health at 918-293-5440 or infotech@okstate.edu, or visit osuit.edu/it.

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:



- Analyze complex information technology problems by applying foundational computing and mathematical principles and systems thinking to identify requirements, constraints, and impacts within organizational and business contexts.
- Design, implement, and evaluate information technology-based solutions that address user and organizational needs while applying best practices, standards, and sustainability considerations.
- Apply current and emerging technologies, including artificial intelligence, cloud platforms, networking, programming, data management, and web technologies, to develop effective computing solutions.
- Integrate user-centered design principles to evaluate user needs and ensure technology solutions align with usability, accessibility, and real-world operating environments.
- Communicate and collaborate effectively with technical, non-technical, and interdisciplinary audiences using appropriate documentation, digital collaboration tools, and professional communication strategies.
- Demonstrate ethical, legal, security, social, and cultural responsibility in information technology practices, including data privacy, cybersecurity, compliance, and responsible use of emerging technologies such as AI.
- Evaluate the organizational, societal, and global impacts of information technology decisions, including operational effectiveness, workforce implications, compliance obligations, customer experience, and organizational reputation.
- Apply project management principles to support the planning, coordination, and execution of information technology initiatives within defined scope, time, and resource constraints.
- Engage in continuous learning and adaptability to maintain technical competence and professional effectiveness in a rapidly evolving technological landscape.

PROGRAM REQUIREMENTS: 70 CREDIT HOURS

Chose One Program Option:

Program Options (70 CREDIT HOURS)

Applied Artificial Intelligence Option (70 Credit Hours)

Cybersecurity Option (70 Credit Hours)

Network Infrastructure Option (70 Credit Hours)

Software Development Option

See following pages or Program Advisor for list of classes

GENERAL EDUCATION REQUIREMENTS: 50 CREDIT HOURS

American History & Government (6 Credit Hours)

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

Communications (9 Credit Hours)

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

Humanities (6 Credit Hours)

Select from courses designated with an "H" as approved by program advisor.

Mathematics (9 Credit Hours)

MATH	1513	Pre-Calculus (A)
MATH	2143	Pre-Discrete Mathematics [P] (A)
MATH	3103	Discrete Mathematics [P] (A)

Science (8 Credit Hours) ♦

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

BIOL	1014	General Biology (Non-Majors) (L, N)
BIOL	1114	General Biology (L, N)
BIOL	1404	General Botany [P] (L, N)
BIOL	1604	Zoology [P] (L, N)
BIOL	2104	Human Anatomy [P] (L, N)
CHEM	1314	General Chemistry I [C] (L, N, P)
GEOL	1014	Earth Science (N)
PHYS	1204	General Physical Science (N)

Approved General Education Electives (12 Credit Hours) ♦

Consult with program advisor for an approved list of electives. A minimum of three credit hours must be selected for Social & Behavioral Sciences, Foreign Language or Fine Arts courses.

♦ See General Education Course Offerings.

For student pursuing Applied AI Option--MATH 1103 is required prior to or as a corequisite with Upper-Division Applied AI Option Requirements

INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

Orientation (1 Credit Hour)

ORIE	1011	College Strategies
------	------	--------------------

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

INFORMATION TECHNOLOGIES-APPLIED ARTIFICIAL INTELLIGENCE OPTION**Program Requirements: 70 Credit Hours****Lower-Division IT Core Requirements (27 Credits Hours)**

ITD	1033	Computer Logic & Flowcharting
ITD	1213	Hardware Systems Support
ITD	1223	Network Systems [P]
ITD	1243	Principles of Information Security [C] [P]
ITD	1353	Web Development [P]
ITD	1403	Cyber Ethics & Law [P]
ITD	2203	Database Systems [P]
ITD	2223	Operating Systems
ITD	2313	Script Programming [P]

Lower-Division Applied Artificial Intelligence Option Requirements (6 Credit Hours)

ITD	1393	Foundations of Artificial Intelligence
ITD	2273	Applied AI & Adv Techniques [P]

Approved Lower-Division Technical Electives (6 Credit Hours)

Upper-Division IT Core Requirements (16 Credit Hours)

ITD	3201	Employment Orientation [P]
ITD	3453	Information Systems & Architecture [P]
ITD	3793	IT Project Management [P]
ITD	4753	Applied Research & Development [P]
ITD	4806	IT Internship [P]

Upper-Division Applied Artificial Intelligence Option Requirements (21 Credit Hours)

ITD	3113	Applied Machine Learning & Model Deployment
ITD	3213	Cloud Computing for AI
ITD	3313	Data Engineering for AI
ITD	4133	AI Integration & Systems Thinking
ITD	4233	AI Strategy, Ethics & Governance
ITD	4333	AI Communication & Professional Practice

Approved Upper-Division Technical Elective (3 Credit Hours)

INFORMATION TECHNOLOGIES-CYBERSECURITY OPTION PROGRAM REQUIREMENTS: 70 CREDIT HOURS**Program Requirements: 70 Credit Hours**

ITD	1033	Computer Logic & Flowcharting
ITD	1213	Hardware Systems Support
ITD	1223	Network Systems [P]
ITD	1243	Principles of Information Security [C] [P]
ITD	1353	Web Development [P]
ITD	1403	Cyber Ethics & Law [P]
ITD	2203	Database Systems [P]
ITD	2223	Operating Systems
ITD	2313	Script Programming [P]

Lower-Division Cybersecurity Option Requirements (6 Credit Hours)

ITD	2413	Enterprise Security Management [P]
-----	------	------------------------------------

Approved Lower-Division Technical Electives (6 Credit Hours)

Upper-Division IT Core Requirements (16 Credit Hours)

ITD	3201	Employment Orientation [P]
ITD	3453	Information Systems & Architecture [P]
ITD	3793	IT Project Management [P]
ITD	4753	Applied Research & Development [P]
ITD	4806	IT Internship [P]

Upper-Division Cybersecurity Option Requirements (21 Credit Hours)

ITD	3433	Digital Forensics [P]
ITD	3443	Network Security [P]
ITD	3523	Introduction to Cryptography [P]
ITD	3653	Malware Analysis [P]
ITD	4203	Cyber Defense & Incident Response [P]

Approved Upper-Division Technical Electives (6 credit hours)

INFORMATION TECHNOLOGIES-NETWORK INFRASTRUCTURE OPTION**Program Requirements: 70 Credit Hours****Lower-Division IT Core Requirements (27 Credits Hours)**

ITD	1033	Computer Logic & Flowcharting
ITD	1213	Hardware Systems Support
ITD	1223	Network Systems [P]
ITD	1243	Principles of Information Security [C] [P]
ITD	1353	Web Development [P]
ITD	1403	Cyber Ethics & Law [P]
ITD	2203	Database Systems [P]
ITD	2223	Operating Systems
ITD	2313	Script Programming [P]

Lower-Division Network Infrastructure Option Requirements (6 Credit Hours)

ITD	2133	Network Support Management [P]
-----	------	--------------------------------

Approved Lower-Division Technical Electives (6 Credit Hours)

Upper-Division IT Core Requirements (16 Credit Hours)

ITD	3201	Employment Orientation [P]
ITD	3453	Information Systems & Architecture [P]
ITD	3793	IT Project Management [P]
ITD	4753	Applied Research & Development [P]
ITD	4806	IT Internship [P]

Upper-Division Network Infrastructure Option Requirements (21 Credit Hours)

ITD	3153	LAN/WAN Routing & Switching [P]
ITD	3253	Server Administration [P]
ITD	3533	Secure System Administration [P]
ITD	3543	Enterprise Networking [P]

Approved Upper-Division Technical Electives (9 Credit Hours)

INFORMATION TECHNOLOGIES- SOFTWARE DEVELOPMENT OPTION**Program Requirements: 70 Credit Hours****Lower-Division IT Core Requirements (27 Credits Hours)**

ITD	1033	Computer Logic & Flowcharting
ITD	1213	Hardware Systems Support
ITD	1223	Network Systems [P]
ITD	1243	Principles of Information Security [C] [P]
ITD	1353	Web Development [P]
ITD	1403	Cyber Ethics & Law [P]
ITD	2203	Database Systems [P]
ITD	2223	Operating Systems
ITD	2313	Script Programming [P]

Lower-Division Software Development Option Requirements (6 Credit Hours)

ITD	1203	Introduction to C Programming [P]
ITD	2343	Object-Oriented Programming Using C# [P]

Upper-Division IT Core Requirements (16 Credit Hours)

ITD	3201	Employment Orientation [P]
ITD	3453	Information Systems & Architecture [P]
ITD	3793	IT Project Management [P]
ITD	4753	Applied Research & Development [P]
ITD	4806	IT Internship [P]

Upper-Division Software Development Option Requirements (21 Credit Hours)

ITD	3243	Server-Side Web Programming [P]
ITD	3333	Application Development Using .NET [P]
ITD	3663	Mobile Programming [P]
ITD	3773	Software Systems Integration [P]

Approved Upper-Division Technical Electives (9 Credit Hours)

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

INFORMATION TECHNOLOGY CERTIFICATE PROGRAMS

The demand for skilled technology professionals continues to grow across Oklahoma and the nation, spanning areas such as networking, software development, systems administration, and cybersecurity. In collaboration with industry partners, OSUIT has developed a series of stackable credentials embedded within the Bachelor of Technology in Information Technologies. These certificates equip students with the technical knowledge and applied skills required to thrive in today's digital economy.

The *Digital Skills for the Modern Workforce* certificate provides a foundation in computer systems, networking, programming, and information security. Students may then pursue advanced certificates in *Crisis Management in Cybersecurity*, *Digital Forensics and Cyber Defense*, *Network Design and Implementation*, or *Software Development and Application*. Each certificate is designed to align with industry standards and prepare graduates for in-demand roles across diverse technology sectors.

Students must complete all program requirements with a grade of C or better and maintain an overall (retention/graduation) GPA of 2.5 or higher to meet graduation requirements.

For more detailed information regarding OSUIT's Information Technologies programs, please contact a program advisor at 918-293-5050 or visit <https://osuit.edu/academics/degrees-programs/information-technologies.html>.

DIGITAL SKILLS FOR MODERN WORK

DIGITAL SKILLS FOR THE MODERN WORK PLACE (21 CREDIT HOURS)

ITD	1033	Computer Logic & Flowcharting
ITD	1213	Hardware Systems Support
ITD	1223	Network Systems [P]
ITD	1243	Principles of Information Security [C] [P]
ITD	1353	Web Development [P]
ITD	2223	Operating Systems
ITD	2313	Script Programming [P]

CRISIS MGMT IN CYBERSECURITY

CRISIS MANAGEMENT IN CYBERSECURITY (18 CREDIT HOURS)

ITD	3543	Enterprise Networking [P]
ITD	3643	Data Center/Cloud Implementation [P]
ITD	3653	Malware Analysis
ITD	4203	Cyber Defense & Incident Response [P]
ITD	4223	Penetration Testing & Ethical Hacking [P]
Approved Upper-Division Technical Electives (6 Credit Hours)		

SOFTWARE DEVELOPMENT & APPLICATION

SOFTWARE DEVELOPMENT & APPLICATION (21 CREDIT HOURS)

ITD	1203	Introduction to C Programming [P]
ITD	2203	Database Systems [P]
ITD	2343	Object-Oriented Programming Using C# [P]
ITD	3243	Server-Side Web Programming [P]
ITD	3333	Application Development Using .NET [P]
ITD	3663	Mobile Programming [P]
ITD	3773	Software Systems Integration

DIGITAL FORENSICS & CYBER DEFENSE

DIGITAL FORENSICS & CYBER DEFENSE (18 CREDIT HOURS)

ITD	3433	Digital Forensics [P]
ITD	3443	Network Security [P]
ITD	3523	Introduction to Cryptography [P]
ITD	3533	Secure System Administration [P]
Approved Upper-Division Technical Electives (6 Credit Hours)		

NETWORK DESIGN & IMPLEMENTATION

NETWORK DESIGN & IMPLEMENTATION (18 CREDIT HOURS)

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

APPLIED AI: TECHNICAL SKILLS AND DEV

APPLIED AI: TECHNICAL SKILLS AND DEVELOPMENT (6 CREDIT HOURS)

ITD	1393	Foundations of Artificial Intelligence
ITD	2273	Applied Artificial Intelligence & Advanced Techniques

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

LOGISTICS & SUPPLY CHAIN TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE (60 CREDIT HOURS)

The Associate in Applied Science in Logistics and Supply Chain Technology prepares students for roles in logistics, distribution, and supply chain operations. The program emphasizes applied learning in inventory management, transportation, warehousing, logistics systems, and data-informed decision making. Students develop skills in operational analysis, professional communication, and the use of digital tools commonly applied in logistics environments.

Industry Relevance

The Associate in Applied Science in Logistics and Supply Chain Technology is in response to sustained workforce demand for logistics and supply chain professionals across Oklahoma and the region. Labor market analyses from EAB Market Insights and state-aligned workforce data identify logistics, transportation, warehousing, inventory management, and distribution as high-demand occupational areas, with projected employment growth of approximately 15 percent over the next decade for transportation, storage, and distribution-related roles. Employer job posting activity remains strong, reflecting ongoing demand for workers with applied operational skills rather than solely managerial or theoretical preparation.

Students must complete all technical coursework with a grade of C or better and maintain an overall (retention/graduation) GPA of 2.50 or higher to meet graduation requirements.

Students must complete all program requirement courses with a C or better and maintain a 2.5 overall (retention/graduation) GPA.

For more detailed information, please contact the School of Technology, Arts, Sciences & Health at 918-293-5050 or visit <https://osuit.edu/academics/degrees-programs/logistics-and-supply-chain-technology>.

PROGRAM REQUIREMENTS: 41 CREDIT HOURS

Management Science and Information Systems (3 Cr Hrs)

MSIS 2103 Business Data Science Technologies

Business Administration (4 Credit Hours)

BADM 2111 Career Planning for Business

BADM 2153 Marketing Principles

Management (6 Credit Hours)

CS 2103 Adv Computer Concepts & Apps for Industry [P]

Accounting (3 Credit Hours)

ACCT 2103 Financial Accounting

Economics (3 Credit Hours)

ECON 2103 Microeconomics

Logistics & Supply Chain Technology (22 Credit Hours)

LSCT 1113 Logistics & Supply Chain Foundations

LSCT 1213 Inventory & Materials Management [P]

LSCT 1313 Transport, Distribution & Warehousing Sys [P]

LSCT 2114 Applied Logistics Data and Digital Tools [P]

LSCT 2113 Lean Logistics & Continuous Improvement

LSCT 2213 Integrated Supply Chain Ops & CLT Readiness

LSCT 2313 Logistics & Supply Chain Capstone-Practicum

GENERAL EDUCATION REQUIREMENTS: 19 CREDIT HRS

American History & Government (6 Credit Hours)

HIST 1493 US History to 1865 or

HIST 1493 US History since 1865

POLS 1113 US Government

Communications (6 Credit Hours)

ENGL 1113 Freshman Composition I and

ENGL 1213 Freshman Composition II [P] or

ENGL 1033 Technical Writing I and

ENGL 2033 Technical Writing II [P]

Computer Literacy (3 Credit Hours)

CS 1013 Computer Literacy & Applications

Mathematics & Statistics (3 Credit Hours)

MATH 1493 Math for Critical Thinking (A)

INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

ORIE 1011 College Strategies

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

NURSING (TRADITIONAL TRACK)

ASSOCIATE IN APPLIED SCIENCE (72 CREDIT HOURS)

The OSUIT Associate Degree in Nursing (ADN) program is accredited by the Accreditation Commission for Education in Nursing and is approved by the Oklahoma Board of Nursing.

Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. Oklahoma licensing requirements, including residency requirements, can be found at nursing.ok.gov.

Oklahoma is a member of the Nurse Licensure Compact (NLC), which enables graduates of the OSUIT nursing program to seek a multistate license allowing practice in all NLC member states. For more information about the NLC, including a map of current member states, please visit nursecompact.com. Students residing in or intending to pursue licensure in a non-NLC member state are responsible for reviewing state education and licensing requirements, as requirements vary.

Program Admission Requirements

Advisement: All students declaring a Nursing major are assigned to the Nursing department for advisement.

Application to the Program: Students wishing to be considered for the Nursing program must apply for admission to OSUIT, complete the online OSUIT Nursing application, and have the following documentation in their OSUIT application file by the final closing date of the application period. It is recommended that students meet with a nursing advisor prior to application.

1. Completion of the online applications for OSUIT admission and Nursing Program admission.
2. Demonstration of academic proficiency via the Next-Generation ACCUPLACER exam (as indicated on page 18)
3. All official college transcripts from every college attended (it is the responsibility of the student to ensure that all transcripts from any college attended are on file)

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

It is strongly recommended that all science courses be completed prior to the beginning of the nursing program. To be considered for admission to the program, students must have and maintain a minimum GPA of 2.0 in all required general education and nursing support courses. Successful completion of the Nursing program requires a grade of C in all courses related to the AAS in Nursing. A student cannot be admitted to the program with a D in any required course.

The following items identify the minimum physical and mental qualifications necessary to be considered for admission into and progression through the OSUIT Nursing program. They include, but are not limited to the following.

1. The ability to independently lift weights of up to 35% of recommended body weight.
2. The ability to facilitate movement in client's room and work areas.
3. Visual acuity sufficient to observe and assess client behavior, prepare and administer medications, and accurately read monitors and utilize equipment.
4. Auditory acuity sufficient to hear instructions, requests, and monitoring alarms, and to auscultate heart tones, breath sounds, and bowel sounds.
5. The motor ability necessary to manipulate equipment and supplies and to utilize palpation and percussion in client assessment.
6. The ability to proficiently speak, write, and comprehend the English language.
7. The ability to communicate in a professional manner, establish rapport with clients and colleagues, use problem-solving skills, and function effectively under stress.
8. A negative criminal history background check, negative drug screen, and documentation that all clinical requirements have been met will be required upon student's acceptance into the nursing program.

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

For more detailed information regarding OSUIT's Nursing program, please contact a program advisor at 918-293-5337 or visit osuit.edu/nursing.

PROGRAM REQUIREMENTS: 39 CREDIT HOURS

NURSING (39 CREDIT HOURS)

Must pass courses with a grade of C or better

NURS	1128	Foundations of Nursing [C],[P]
NURS	1229	Nursing Care of Families [P]
NURS	1322	Nursing Dosage Calculation [C]
NURS	2129	Nursing Care of Adults I [P]
NURS	2229	Nursing Care of Adults II [C],[P]
NURS	2222	Nursing Capstone Seminar [C]

GENERAL REQUIREMENTS: 33 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

Must pass courses with a grade of C or better

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

COMMUNICATIONS (6 CREDIT HOURS)

ENGL	1113	Freshman Composition I and
ENGL	1213	Freshman Composition II [P] or

NUTRITIONAL SCIENCE (3 CREDIT HOURS)

NSCI	1113	Introduction to Nutrition [N]
------	------	-------------------------------

Science (12 Credit Hours)

BIOL	2104	Human Anatomy [P] (L,N)
BIOL	2114	Human Physiology [P] (L,N)
BIOL	1114	General Microbiology [P] (L,N)

SOCIAL & BEHAVIORAL SCIENCES (6 CREDIT HOURS)

PSYC	1113	Introductory Psychology (S)
PSYC	2583	Developmental Psychology [P] (S)

GRADING SCALE

Score	Letter Grade
92-100	A
84-91	B
75-83	C
66-74	D
65-0	F



(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

NURSING (CAREER MOBILITY TRACK)

ASSOCIATE IN APPLIED SCIENCE (72 CREDIT HOURS)

The OSUIT Associate Degree in Nursing (ADN) program is accredited by the Accreditation Commission for Education in Nursing and is approved by the Oklahoma Board of Nursing.

The Career Mobility (LPN/Paramedic to RN Transition) track is a 3-semester course of study. Enrollment options include a traditional cohort where classes are offered during the day in a face-to-face classroom setting and hybrid cohort where classes are blended with lecture material online and tests, lab, and clinical hours in person.

Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. Oklahoma licensing requirements, including residency requirements, can be found at <https://oklahoma.gov/nursing>.

Oklahoma is a member of the Nurse Licensure Compact (NLC), which enables graduates of the OSUIT nursing program to seek a multistate license allowing practice in all NLC member states. For more information about the NLC, including a map of current member states, please visit <https://www.nursecompact.com/>. Students residing in or intending to pursue licensure in a non-NLC member state are responsible for reviewing state education and licensing requirements, as requirements vary.

Program Admission Requirements

Advisement: All students declaring a Nursing major are assigned to the Nursing department for advisement.

Application to the Program: Application is open to any Licensed Practical Nurse with an active, unencumbered Oklahoma or multi-state license and Paramedics who hold an active, unencumbered National Registry Certification and/or Oklahoma license. LPN/Paramedic students wishing to be considered for the Nursing program must apply for admission to OSUIT, and have the following documentation in their file in the Nursing department by the final closing date of the application period:

1. Demonstration of academic proficiency via the Next-Generation ACCUPLACER exam (See Placement);
2. 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 based on a point system. Once selected, students are made a conditional offer of acceptance contingent upon further guidelines that must be met once the student is accepted.

It is strongly recommended that all science courses be completed prior to the beginning of the Nursing program. To be considered for admission to the program, students must have and maintain a minimum GPA of 2.0 in all required general education and nursing support courses. Successful completion of the Nursing program requires a grade of C in all courses related to the AAS in Nursing. A student cannot be admitted to the program with a D in any required course.

The following items identify the minimum physical and mental qualifications necessary to be considered for admission into and progression through the OSUIT Nursing program. They include but are not limited to the following.

1. The ability to independently lift weights of up to 35% of recommended body weight.
2. The ability to facilitate movement in client's room and work areas.
3. Visual acuity sufficient to observe and assess client behavior, prepare and administer medications, and accurately read monitors and utilize equipment.
4. Auditory acuity sufficient to hear instructions, requests, and monitor alarms, and to auscultate heart tones, breathe sounds, and bowel sounds.
5. The motor ability necessary to manipulate equipment and supplies and to utilize palpation and percussion in client assessment.
6. The ability to proficiently speak, write, and comprehend the English language.
7. The ability to communicate in a professional manner, establish rapport with clients and colleagues, use problem-solving skills, and function effectively under stress.
8. A negative criminal history background check, negative drug screen, and documentation that all clinical requirements have been met will be required upon student's acceptance into the nursing program.

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

Prior Learning Credit: Career Mobility students may receive 16 credit hours of prior learning credit upon successful completion of NURS 1133 Transition to Registered Nursing that will apply to the following courses: NURS 1128 Foundations of Nursing, NURS 1322 Nursing Dosage Calculation, and NURS 1229 Nursing Care of Families.

For more detailed information regarding OSUIT's Nursing program, please contact a program advisor at 918-293-5337 or visit <https://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 [P]
 NURS 2129 Nursing Care of Adults I [P]
 NURS 2229 Nursing Care of Adults II [C],[P]
 NURS 2222 Nursing Capstone Seminar [C]

Students are eligible for up to 16 credit hours for courses below through Prior Learning Assessment

NUPL 1226 Nursing Care of Families Sem
 NURS 1128 Foundations of Nursing [C] [P]
 NURS 1322 Nursing Dosage Calculation [C]

NUTRITIONAL SCIENCE (3 CREDIT HOURS)

NSCI 1113 Introduction to Nutrition [N]
GENERAL REQUIREMENTS: 33 CREDIT HRS
AMER HISTORY & GOVERNMENT (6 CREDIT HOURS)
Must pass courses with a grade of C or better
 HIST 1483 US History to 1865 or
 HIST 1493 US History since 1865
 POLS 1113 US Government

SCIENCE (12 CREDIT HOURS)

BIOL 2104 Human Anatomy [P] (L,N)
 BIOL 2114 Human Physiology [P] (L,N)
 BIOL 1114 General Microbiology [P] (L,N)
SOCIAL & BEHAVIORAL SCIENCES (6 CREDIT HOURS)
 PSYC 1113 Introductory Psychology (S)
 PSYC 2583 Developmental Psychology [P] (S)
COMMUNICATIONS (6 CREDIT HOURS)
 ENGL 1113 Freshman Composition I and
 ENGL 1213 Freshman Composition II [P] or

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

PRE-EDUCATION

ASSOCIATE IN SCIENCE (60 CREDIT HOURS)

An Associate in Science degree in Pre-Education is designed for students interested in pursuing a career in education. The program provides a solid foundation in teaching and learning, covering core subjects such as mathematics, language arts, science, and social and behavioral sciences. Students also engage in guided observation and internship experiences, giving them hands-on opportunities to learn from classroom environments. This degree fulfills 60 of the 124 credit hours needed for a bachelor's degree in education and meets the general education requirements for early childhood, elementary, and special education. Students wishing to teach middle or high school can transfer these credits toward a bachelor's degree in education. The program offers a multi-prong approach to direct education employment while continuing their bachelor's degree with an OSUIT transfer partner. This program of study requires special program fees beyond OSUIT's current tuition and mandatory fees.

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

For more detailed information regarding OSUIT's Pre-Education degree, please contact the School of Technology, Arts, Sciences & Health at 918-293-4895 or visit osuit.edu/preeducation.

PROGRAM REQUIREMENTS: 45 CREDIT HOURS

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

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

COMMUNICATIONS (9 CREDIT HOURS)

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

COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
----	------	----------------------------------

HEALTH & PHYSICAL EDUCATION (3 CREDIT HOURS)

HHP	1113	Personal Health or
NSCI	1113	Introduction to Nutrition [N]

HUMANITIES (6 CREDIT HOURS)

Select from courses designated with an "H" as approved by program advisor.

EDUC	2003	Language and Literacy Across the Curriculum (H)
------	------	---

MATHEMATICS (3 CREDIT HOURS)

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

MATH	1493	Math for Critical Thinking (A)
MATH	1513	Pre-Calculus (A)
STAT	2013	Elementary Statistics (A)

ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
------	------	--------------------

SCIENCE (8 CREDIT HOURS)

Must select one course from each area. Each course selected must be a lab course.

Life Sciences

BIOL	1014	General Biology (Non-Majors) (L, N)
BIOL	1114	General Biology (L,N)
BIOL	1404	General Botany [P] (L, N)
BIOL	1604	Zoology [P] (L, N)

Physical Sciences

CHEM	1314	General Chemistry I [C] (L,N,P)
GEOL	1014	Earth Science (N)
PHYS	1114	General Physics I [P] (L,N)
PHYS	1204	General Physical Science (N)
PHYS	2014	University Physics I [P] (L, N)

SOCIAL & BEHAVIORAL SCIENCES (6 CREDIT HOURS)

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

GEOG	2243	Fundamentals of Geography (S)
PSYC	1113	Introductory Psychology (S)
PSYC	2583	Developmental Psychology [P] (S)
SOC	1113	Introductory Sociology (S)

EDUCATION PROGRAM REQUIREMENTS (9 CREDIT HOURS)

EDUC	1003	Introduction to Teaching
EDUC	1103	Introduction to Learning [P]
EDUC	2103	Planning for Instruction [P]

GUIDED PROGRAM ELECTIVES (6 CREDIT HOURS)

Choose from courses listed below or additional coursework approved by program advisor. Students should select courses that 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 requirement.

ASL	1363	American Sign Language I ♦
ASL	1373	American Sign Language II [P]
BIOL	1014	General Biology (Non-Majors) (L,N)
BIOL	1114	General Biology (L,N)
BIOL	1404	General Botany [P] (L,N)
BIOL	1604	Zoology [P] (L,N)
CHEM	1314	General Chemistry I [C] (L,N,P)
GEOL	1014	Earth Science (N)
MATH	1613	Trigonometry [P] (A)
MATH	2143	Pre-Discrete Mathematics [P] (A)
MATH	2144	Calculus I [P] (A)
PHYS	1114	General Physics I [P] (L,N)
PHYS	1204	General Physical Science (N)
PHYS	1214	General Physics II [P] (L,N)
PHYS	2014	University Physics I [P] (L,N)
PHYS	2114	University Physics II [P] (L,N)
PSYC	2313	Psychology of Personal Adjustment (S)
PSYC	2583	Developmental Psychology [P] (S)
SOC	1113	Introductory Sociology (S)
SPAN	1113	Elementary Spanish I ♦
SPAN	1213	Elementary Spanish II [P]
HIST	2323	Oklahoma History (S) ♦

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

♦ Recommended for transfer Students

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

PRE-EDUCATION CERTIFICATE PROGRAM

Oklahoma schools and districts face an ongoing need for qualified educators who understand the foundational principles of teaching, learning, and child development. To help meet this growing demand, OSUIT has designed the *Core Concepts in Education: Teaching and Learning* certificate to prepare future educators with the essential knowledge and skills needed to pursue teacher education programs or entry-level roles in educational settings.

This certificate, embedded within OSUIT's associate-level coursework, provides a comprehensive foundation in educational theory, lesson planning, classroom management, and literacy development. Students gain insight into the learning process, diversity in education, and the role of the teacher in today's classrooms.

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

For more detailed information regarding OSUIT's Pre-Education program, please contact a program advisor at 918-293-5050 or visit <https://osuit.edu/academics/degrees-programs/pre-education.html>.

CORE CONCEPTS IN EDUCATION:

TEACHING AND LEARNING

(18 CREDIT HOURS)

HIST	2323	Oklahoma History (S)
ENGL	1113	Freshman Composition I
EDUC	1003	Introduction to Teaching
EDUC	1103	Introduction to Learning [P]
EDUC	2003	Language and Literacy Across the Curriculum [H]
EDUC	2103	Planning for Instruction [P]

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

PRE-PROFESSIONAL STUDIES

ASSOCIATE IN SCIENCE (60 CREDIT HOURS)

OSUIT offers an Associate in Science in Pre-Professional Studies through which students may earn the first two years of a bachelor's degree in a variety of disciplines at this campus with the assurance that all courses will transfer to another Oklahoma college offering a bachelor's degree.

The OSUIT Pre-Professional Studies program is a significant first step in completing the first two years of a variety of four-year degrees. This degree also saves the student considerable time, travel, and money by allowing the student to remain closer to home for the first two years of study while fulfilling necessary degree requirements.

Rest assured that the Pre-Professional Studies degree has been carefully coordinated with other colleges to make the transfer of the 60 semester credit hours earned at this campus a seamless and straightforward process.

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

For more detailed information regarding OSUIT's Pre-Professional Studies program, please contact the School of Technology, Arts, Sciences & Health at 918-293-4895 or visit osuit.edu/preprofessional.

PROGRAM REQUIREMENTS: 21 CREDIT HOURS

GUIDED PROGRAM ELECTIVES (6 CREDIT HOURS)

Courses may be selected from the following courses and/or additional approved coursework (not utilized to fulfill general education requirements) that satisfies pre-major requirements at the four-year institution to which the student is transferring.

ASL	1363	American Sign Language I
ASL	1373	American Sign Language II [P]
BIOL	1404	General Botany [P] (L,N)
BIOL	1604	Zoology [P] (L,N)
BIOL	2114	Human Physiology [P] (L,N)
BIOL	2124	General Microbiology [P] (L,N)
CHEM	1314	General Chemistry I [C] (L,N,P)
CHEM	1515	General Chemistry II [P] (L,N)
GEOG	2243	Fundamentals of Geography (S)
HHP	1113	Personal Health
HIST	2323	Oklahoma History (S)
MATH	1613	Trigonometry [P] (A)
MATH	2144	Calculus I [P] (A)
MATH	2153	Calculus II [P] (A)
NSCI	1113	Introduction to Nutrition [N]
PHYS	1114	General Physics I [P] (L,N)
PHYS	1214	General Physics II [P] (L,N)
PHYS	2014	University Physics I [P] (L,N)
PHYS	2114	University Physics II [P] (L,N)
PSYC	2313	Psychology of Personal Adjustment (S)
PSYC	2583	Developmental Psychology [P] (S)
SOC	1113	Introductory Sociology (S)
SPAN	1113	Elementary Spanish I
SPAN	1213	Elementary Spanish II [P]

ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
------	------	--------------------

GENERAL EDUCATION REQUIREMENTS: 38 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

COMMUNICATIONS (9 CREDIT HOURS)

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

COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
----	------	----------------------------------

HUMANITIES (6 CREDIT HOURS)

Select from courses designated with an "H" as approved by program advisor.

MATHEMATICS (3 CREDIT HOURS)

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

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

SCIENCE (8 CREDIT HOURS)

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

BIOL	1014	General Biology (Non-Majors) (L, N)
BIOL	1114	General Biology (L,N)
BIOL	1404	General Botany [P] (L, N)
BIOL	1604	Zoology [P] (L, N)
BIOL	2104	Human Anatomy [P] (L,N)
BIOL	2114	Human Physiology [P] (L,N)
CHEM	1314	General Chemistry I [C] (L,N,P)
CHEM	1515	General Chemistry II [P] (L,N)
GEOL	1014	Earth Science (N)
PHYS	1114	General Physics I [P] (L,N)
PHYS	1204	General Physical Science (N)
PHYS	1214	General Physics II [P] (L,N)
PHYS	2014	University Physics I [P] (L,N)
PHYS	2114	University Physics II [P] (L,N)

SOCIAL & BEHAVIORAL SCIENCES (6 CREDIT HOURS)

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

GEOG	2243	Fundamentals of Geography (S)
PSYC	1113	Introductory Psychology (S)
PSYC	2583	Developmental Psychology [P] (S)
SOC	1113	Introductory Sociology (S)

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

SCHOOL OF ENGINEERING & CONSTRUCTION TECHNOLOGIES

AIR CONDITIONING & REFRIGERATION TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE (85 CREDIT HOURS)

Reap the career rewards of job security and variety and make great money with an AAS in Air Conditioning & Refrigeration Technology from OSUIT. For the next ten years, the construction industry nationwide needs at least 35,000 new HVAC technicians each year to meet its needs, resulting in high demand for program graduates.

The national average yearly salary is \$45,110 (\$21.69 per hour), and some technicians make \$75,000 or more per year. Recent graduates averaged about \$46,000 per year during their first year in the field (2018 graduate data). Employers in this industry also provide insurance, retirement benefits, transportation, and many even offer pay bonuses.

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

An Air Conditioning Refrigeration & Technology degree will prepare you to work in many specialty areas, including more than 25 different positions. These specialties include Residential Heating and Air Conditioning Service, Commercial Heating and Air Conditioning Service, Industrial Process Refrigeration, Commercial/Supermarket Refrigeration, Restaurant Equipment Service, Manufacturer Testing/Lab Testing, Air Testing and Balancing, Building Automation/Controls, and System Commissioning.

OSUIT has produced quality HVAC technicians for more than 70 years. Remarkably, the program has placed 90% of graduates for the last 25 years. One hundred percent of the program's recent graduates who wanted a job were employed, and many of them had multiple job offers. OSUIT's four classrooms, eight working labs, and broad curriculum set it apart from other programs in many ways.

Sample topics from the program curriculum include Residential and Commercial Air Conditioning, Unitary Refrigeration (the training facilities include 20 ice machines), Systems Controls (teaching DOC and Energy Management Systems), and Commercial Refrigeration and related equipment

The program includes classroom work and ample hands-on lab work. The program curriculum includes two half-semester company-sponsored internships, where students can often make \$14.00 or more per hour. While these internships may help you pay for your education, other financial help is available.

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

Enrollment in internships requires department approval and a minimum overall (retention/graduation) 2.0 GPA.

For more detailed information regarding OSUIT's Air Conditioning & Refrigeration Technology program – including the required tool list – please contact a program advisor at 918-293-5150 or visit osuit.edu/acr.

PROGRAM REQUIREMENTS: 66 CREDIT HOURS

AIR CONDITIONING & REFRIGERATION TECHNOLOGY (63 CREDIT HOURS)

ACR	1111	EPA Certification Information
ACR	1121	Intro to Air Conditioning & Refrigeration Technology
ACR	1126	ACR System Applications
ACR	1203	Electrical Controls
ACR	1206	Electrical Control Applications [C]
ACR	1336	Residential Air Conditioning & Heating Systems [P]
ACR	1343	Electronic Control Applications [P]
ACR	1344	Unitary Refrigeration [P]
ACR	2406	Commercial Refrigeration Applications [P]
ACR	2443	Systems Controls [P]
ACR	2513	Air Systems Design
ACR	2603	Commercial Air Conditioning [P]
ACR	2623	Mechanical Codes [P]
ACR	2653	Air Cond & Refrigeration Technology Capstone [C],[P]
ACR	2806	ACR Internship I [P] and
ACR	2906	ACR Internship II [P] or
ACR	2912	ACR Internship [P] (12 credit hours)

APPROVED TECHNICAL ELECTIVE (3 CREDIT HOURS)

CNS	1213	Construction Safety OSHA 30 Hour or
GTCT	1183	Welding

GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

COMMUNICATIONS (6 CREDIT HOURS)

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

COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
----	------	----------------------------------

APPROVED GENERAL EDUCATION ELECTIVE (3 CREDIT HOURS)

Consult with program advisor for an approved list of electives.

ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
------	------	--------------------

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

CIVIL ENGINEERING/SURVEYING TECHNOLOGIES

ASSOCIATE IN APPLIED SCIENCE (67 CREDIT HOURS)

Civil survey technicians are the backbone of their industry. They may work in construction or manufacturing or for a municipality or state government. Survey technicians operate, adjust, and calculate and record readings from the equipment they use at surveying job sites. Many industries depend on the surveying and mapping skills provided by surveying technicians.

The specific academic areas included in the AAS in Civil Engineering/Surveying Technologies include design/drafting, surveying, and civil engineering technology. Courses in these areas are taught by faculty with years of industry experience and solid academic credentials. Technicians are charged with implementing the design strategies of engineers and, therefore, must learn the application portion of the engineering discipline. OSUIT students learn to apply engineering technology in state-of-the-art laboratories using the latest equipment.

The surveying curriculum teaches students to utilize advanced problem-solving and technical skills in a constantly changing environment, ranging from indoor office work to outdoor fieldwork. Students use the latest surveying tool technologies, including the global positioning system (GPS), geographic information systems (GIS), and total stations. The program prepares students to utilize this technology in a variety of surveying tasks, including property line location, topographic surveys, and construction applications.

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

Students must complete all technical courses with a grade of C or better and maintain a 2.50 overall (retention/graduation) GPA.

For more detailed information regarding OSUIT's Civil Engineering/Surveying Technologies program – including the required tool list – please contact a program advisor at 918-293-5150 or visit osuit.edu/civil.

PROGRAM REQUIREMENTS: 48 CREDIT HOURS

TECHNICAL COURSE REQUIREMENTS (36 CREDIT HOURS)

CET	2123	Properties of Soils [P]
CET	2212	Transportation [P]
CET	2323	Statics [P]
CET	2806	Internship [P]
ETDG	1143	Introduction to Design/Drafting [C]
ETDG	1192	Applied AutoCAD [P]
ETDG	2663	Civil Technology Applications [P]
ETDG	2674	Civil Drafting [P]
SURV	1011	Introduction to Surveying
SURV	1223	Land Law I
SURV	2223	Land Law II [P]
SURV	2303	Surveying I [P]

APPROVED TECHNICAL ELECTIVES (12 CREDIT HOURS)

Selected from technical courses not utilized to meet other program requirements, as approved by the program advisor.

GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

COMMUNICATIONS (6 CREDIT HOURS)

Select from courses below or others as approved by program advisor

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

MATHEMATICS (6 CREDIT HOURS)

MATH	1513	Pre-Calculus (A)
MATH	1613	Trigonometry [P] (A)

INTERDEPARTMENTAL REQUIREMENTS: (1 CREDIT HOUR)

ORIE	1011	College Strategies
------	------	--------------------

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

CONSTRUCTION TECHNOLOGY-CONSTRUCTION MANAGEMENT OPTION ASSOCIATE IN APPLIED SCIENCE (87 CREDIT HOURS)

The need for construction managers continues to grow due to the ongoing expansion of construction activity at the state and national levels. Population and business growth will result in the construction of new residences, office buildings, retail outlets, hospitals, schools, infrastructure, restaurants, and other structures over the coming decade.

The entry-level salaries for OSUIT grads typically start in the upper \$40Ks, and some start as high as \$55,000 a year. It is also common for new hires to receive a signing bonus, moving allowance, and benefits.

Current students and alums agree on the quality of the program. Program graduate Brian Kizzia states, "I don't think my company would ever have even looked at me as a project manager if I hadn't gotten this degree. You're not going to learn everything for your job while in college, but it teaches you how to learn, and it shows your employer that you're committed."

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

The ideal recruit has a good work ethic, is a hands-on learner and a problem solver, and has good people skills. A construction background and a minority or female status are plusses. Graduates from the Construction Management program begin careers in the industry as entry-level managers and can expect opportunities with general contractors, subcontractors, material suppliers, or other industry-related businesses. The degree program emphasizes supervisory, administrative, and management responsibilities coupled with technical hands-on knowledge.

Graduates can qualify for positions such as office engineer, field engineer, safety engineer, assistant superintendent, project engineer, supervisor, estimator, scheduler, expeditor, inspector, or independent contractor.

Fast Facts:

- Future employment of construction managers is expected to remain strong.
- The 2019 national median annual salary for construction managers was \$95,260, with a job outlook projected to grow by 10% from 2018 to 2028 (US Department of Labor).
- Great hands-on labs and real-life situations are integrated into each course.
- The program includes two paid internships where students gain real-world experience.

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

Enrollment in internships requires department approval and a minimum overall (retention/graduation) 2.5 GPA.

For more detailed information regarding OSUIT's Construction Management program – including the required tool list – please contact a program advisor at 918-293-5150 or visit osuit.edu/constructionmanagement.

PROGRAM REQUIREMENTS: 62 CREDIT HOURS

CONSTRUCTION TECHNOLOGIES CORE (30 CREDIT HOURS)

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

APPROVED TECHNICAL ELECTIVES (3 CREDIT HOURS)

Selected from technical courses not utilized to meet other program requirements, as approved by the program advisor

CONSTRUCTION MANAGEMENT OPTION (32 CREDIT HOURS)

BLD	2303	Estimating II [P]
BLD	2503	Wall & Roof Systems [P]
BLD	2513	Interior Finishes & Specialties [P]
CNS	1223	Field Engineering II [P]
CNS	1303	Estimating I [P]
CNS	2123	Soils in Construction [P]
CNS	2403	Project Scheduling [P]
CNS	2432	Construction Documents & Shop Drawing Review [P]
CNS	2543	Concrete Construction [P]
CNS	2683	Construction Management Capstone Experience [P]
CNS	2693	Principles of Construction Management [P]

TECHNICAL SUPPORT COURSES: CREDIT HOURS

COMMUNICATIONS (3 CREDIT HOURS)

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

COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
----	------	----------------------------------

GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

COMMUNICATIONS (6 CREDIT HOURS)

Select from courses below or others as approved by program advisor

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

MATHEMATICS (3 CREDIT HOURS)

MATH	1513	Pre-Calculus (A)
MATH	1613	Trigonometry [P] (A)

INTERDEPARTMENTAL REQUIREMENTS: (1 CREDIT HOUR)

ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
------	------	--------------------

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

CONSTRUCTION TECHNOLOGY CERTIFICATE PROGRAM

Students must complete all program requirements with a grade of C or better and maintain an overall (retention/graduation) GPA of 2.5 or higher to meet graduation requirements.

For more detailed information regarding OSUIT's Construction Technologies programs, please contact a program advisor at 918-293-4610 or OSUIT-SECT@okstate.edu.

CONSTRUCTION MANAGEMENT

(18 CREDIT HOURS)

General Education Requirement

MATH	1513	Pre-Calculus (A)
------	------	------------------

Program Requirements

CNS	1113	Construction Materials & Procedures
CNS	1123	Field Engineering I
CNS	1213	Construction Safety OSHA 30 Hour
CNS	1263	Construction Blueprints & Specifications
CNS	1303	Estimating I [P]

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

ELECTRICAL CONSTRUCTION TECHNOLOGIES

ASSOCIATE IN APPLIED SCIENCE (88 CREDIT HOURS)

The skills and education needed to make an excellent salary, work anywhere in the world, or start a business are as close as an AAS in Electrical Construction Technologies from OSUIT. The Electrical Construction Technologies program prepares graduates to become electricians and industry leaders.

The growing demand for licensed electricians creates an excellent opportunity for someone wanting to make a good living as an electrician. In the last several years, graduates who desired to work have received well-paying jobs, with an average starting salary of \$35,000 to \$65,000 a year.

This degree prepares the graduate to work in all areas of the electrical industry – as a residential, commercial, or industrial electrician, field safety engineer or national electrical code inspector, or in estimating and design.

Graduates may work as:

- an electrical apprentice for an electrical contractor;
- a design and engineering assistant for an engineering firm;
- a maintenance electrician for a manufacturing plant; or
- a substation electrician.

Those who advance and earn a journeyman and then electrical contractor license can earn a higher salary at each level.

During the program, students experience two half-semester internships at a company where they commonly make approximately \$16.00 an hour. These internships are a great way to help pay for tuition; however, other financial help is also available.

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

For more detailed information regarding OSUIT's Electrical Construction Technologies program – including the required tool list – please contact a program advisor at 918-293-5150 or visit osuit.edu/electricalconstruction.

PROGRAM REQUIREMENTS: 69 CREDIT HOURS

TECHNICAL COURSE REQUIREMENTS (69 CREDIT HOURS)

CNS	2906	Construction Internship [P]
ECNT	1013	Introduction to the Electrical Trades
ECNT	1103	DC & AC Circuit Analysis
ECNT	1113	Basic Electrical Wiring Methods
ECNT	1213	Alternative Energy [P]
ECNT	1233	Electrical Motors & Controls [P]
ECNT	1253	Electrical Wiring Methods I – Residential
ECNT	1313	National Electrical Codes [P]
ECNT	2123	Electrical Calculations [P]
ECNT	2203	Testing & Commissioning [P]
ECNT	2213	Electrical Motors & Controls II [P]
ECNT	2473	Electrical Wiring Methods II – Commercial [P]
ECNT	2533	Electrical Wiring Methods III – Industrial [P]
ECNT	2603	Electrical Construction Capstone Experience [P]
ECNT	2613	Programmable Logic Controllers (PLC) for Electricians [P]
SEIM	1233	Instrumentation & Controls

APPROVED TECHNICAL ELECTIVES (3 CREDIT HOURS)

Selected from technical courses not utilized to meet other program requirements, as approved by the program advisor

GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST	1483	US History to 1865 <i>or</i>
HIST	1493	US History since 1865
POLS	1113	US Government

COMMUNICATIONS (6 CREDIT HOURS)

Select from courses below or others as approved by program advisor

ENGL	1033	Technical Writing I <i>or</i>
ENGL	1113	Freshman Composition I and
SPCH	1113	Introduction to Speech Communications <i>or</i>
SPCH	2313	Small Group Communications

COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
----	------	----------------------------------

MATHEMATICS (3 CREDIT HOURS)

MATH	1483	Mathematical Functions & Their Uses (A)
MATH	1513	Pre-Calculus (A)

INTERDEPARTMENTAL REQUIREMENTS: (1 CREDIT HOUR)

ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
------	------	--------------------

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

ELECTRICAL CONSTRUCTION TECHNOLOGIES CERTIFICAT PROGRAMS

Students must complete all program requirements with a grade of C or better and maintain an overall (retention/graduation) GPA of 2.5 or higher to meet graduation requirements.

For more detailed information regarding OSUIT's Engineering Technologies programs, please contact a program advisor at 918-293-3817 or OSUIT-SECT@okstate.edu.

RESIDENTIAL ELECTRICAL CONSTRUCTION

(18 CREDIT HOURS)

ECNT	1103	DC & AC Circuit Analysis
ECNT	1113	Basic Electrical Wiring Analysis
ECNT	1253	Electrical Wiring Methods I – Residential
ECNT	1213	Alternative Energy [P]
ECNT	1313	National Electrical Codes [P]
CNS	1213	Construction Safety OSHA 30-Hour

COMMERCIAL ELECTRICAL CONSTRUCTION II

(15 CREDIT HOURS)

This certificate is comprised of advanced coursework; the Commercial Electrical Construction I Certificate must be completed prior to pursuing this certificate.

ECNT	1313	National Electrical Codes [P]
ECNT	1233	Electrical Motors & Controls [P]
ECNT	2123	Electrical Calculations [P]
ECNT	2533	Electrical Wiring Methods III – Industrial [P]
ECNT	2603	Electrical Capstone Experience [P]

COMMERCIAL ELECTRICAL CONSTRUCTION I

(18 CREDIT HOURS)

ECNT	1103	DC & AC Circuit Analysis
ECNT	1113	Basic Electrical Wiring Analysis
CNS	1263	Construction Blueprints & Specifications
CNS	1213	Construction Safety OSHA 30-Hour
ECNT	1253	Electrical Wiring Methods I – Residential
ECNT	2473	Electrical Wiring Methods II – Commercial

INDUSTRIAL ELECTRICAL CONSTRUCTION

(12 CREDIT HOURS)

ECNT	2213	Electrical Motors & Controls II [P]
ECNT	2613	PLCs for Electricians [P]
ECNT	2203	Testing & Commissioning [P]
SEIM	1233	Instrumentation & Controls [P]

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

ENGINEERING TECHNOLOGIES-ELECTRICAL/ELECTRONICS OPTION

ASSOCIATE IN APPLIED SCIENCE (74 CREDIT HOURS)

Most industries rely on highly technical electronic, communication, and manufacturing equipment to create products and provide essential services. The Engineering Technologies program's Electrical/Electronics option at OSUIT prepares students for various careers in designing, evaluating, maintaining, and repairing these highly technical electrical and electronic systems. The program integrates engineering technology competencies and employability skills to produce highly skilled graduates in both technology and business concepts.

Faculty members facilitate learning using a hands-on approach where students learn by doing. Students work as individuals and in teams in realistic laboratory environments to solve challenging "real world" problems. This multi-disciplinary program produces graduates who become highly productive team members in their industry, often bridging the gap between engineers and the laypeople who implement their designs.

Students explore the design, implementation, and diagnosis of industrial and process automation and instrumentation through real-world projects using state-of-the-art equipment. Industry support of the program allows for current industry-standard equipment in the classroom, enabling graduates to enter the workplace prepared to be successful.

Program graduates find opportunities in the design, research, evaluation, testing, repair, and maintenance of electrical, mechanical, and automation systems that span most industrial and manufacturing disciplines. They are typically employed in a variety of sectors, including energy, petroleum, biomedical, chemical, cyber, electrical, industrial, and manufacturing disciplines, and often work for some of the world's largest corporations.

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

Students must complete all technical courses with a grade of C or better and maintain a 2.50 overall (retention/graduation) GPA.

For more detailed information – including the required tool list – please contact an Engineering Technologies program advisor at 918-293-5150 or visit osuit.edu/engineering.

PROGRAM REQUIREMENTS: 45 CREDIT HOURS

ENGINEERING TECHNOLOGIES CORE REQUIREMENTS (26 CREDIT HOURS)

ETD	1012	Safety Applications
ETDE	1283	AC/DC Circuits I [C]
ETDE	1293	AC/DC Circuits II [C],[P]
ETDE	1343	Motors & Controls [C],[P]
ETDE	1363	Electronic Devices & Standards [P]
ETDE	1373	Digital Systems & Microcontrollers [P]
ETDE	2113	Introduction to PLCs [P]
ETDE	2253	Hydraulics & Pneumatics [P]
ETDG	1143	Introduction to Design/Drafting [C]

ELECTRICAL/ELECTRONICS OPTION REQUIREMENTS (19 CREDIT HOURS)

ETD	2411	Employment Exploration
ETDE	1003	Introduction to Instrumentation Technology
ETDE	2223	Electrical Power Distribution [C],[P]
ETDE	2273	Electronic Control Devices [P]
ETDE	2809	Electrical/Electronics Internship [P]

GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

COMMUNICATIONS (6 CREDIT HOURS)

Select from courses below or others as approved by program advisor

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

COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
----	------	----------------------------------

HUMANITIES (3 CREDIT HOURS)

Select from courses designated with an "H" as approved by program advisor, include but not limited to course(s) listed below.

PHIL	1213	Ethics (H,S)
------	------	--------------

MATHEMATICS (6 CREDIT HOURS)

MATH	1513	Pre-Calculus (A)
MATH	1613	Trigonometry [P] (A)

SCIENCE (4 CREDIT HOURS)

PHYS	1114	General Physics I [P] (L,N)
------	------	-----------------------------

INTERDEPARTMENTAL REQUIREMENTS: (1 CREDIT HOUR)

ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
------	------	--------------------

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

ENGINEERING TECHNOLOGIES CERTIFICATE PROGRAMS

Students must complete all program requirements with a grade of C or better and maintain an overall (retention/graduation) GPA of 2.5 or higher to meet graduation requirements.

For more detailed information regarding OSUIT's Engineering Technologies programs, please contact a program advisor at 918-293-3817 or OSUIT-SECT@okstate.edu.

PRINCIPLES OF ELECTRONICS

(17 CREDIT HOURS)

ETD	1012	Safety Applications
ETDE	1283	AC/DC Circuits I [P]
ETDE	1293	AC/DC Circuits II [P]
ETDE	1363	Electronic Devices & Standards [P]
ETDG	1143	Introduction to Design/Drafting [P]
MATH	1513	Pre-Calculus

CONTROLS & AUTOMATION IN THE ELECTRIC INDUSTRY

(12 CREDIT HOURS)

ETDE	1343	Motor & Controls [P]
ETDE	2113	Introduction to PLCs [P]
ETDE	3143	PLC Applications [P]
ETDE	2273	Electronic Control Devices [P]

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

ENVIRONMENTAL HEALTH & SAFETY TECHNOLOGIES

ASSOCIATE IN APPLIED SCIENCE (73 CREDIT HOURS)

Environmental, Health and Safety Technicians (EHST) protect employees and the public by mitigating hazards in the workplace. EHST professionals apply the principles of math, science, engineering, communications and economics to the protection of people, property and the environment. The EHST program at OSUIT focuses on environmental, health and safety regulations and compliance with state and federal regulations. Graduates of the EHST Program are trained to assist employers in the management of hazardous materials and wastes, protect workers and the environment, and minimize the organization's economic output.

The Environmental, Health and Safety Technologies degree is designed for graduates who wish to obtain an entry-level management position in the areas of training, accident investigations, safety inspections, job hazards (safety) analysis, and regulatory compliance. The EHST program at OSUIT provides graduates with excellent career opportunities and an academic pathway to four-year institutions.

For more detailed information, please contact an Environmental Health & Safety Technologies program advisor at 918-293-5150 or visit osuit.edu/ehs.

PROGRAM REQUIREMENTS: 48 CREDIT HOURS

TECHNICAL COURSE REQUIREMENTS (48 CREDIT HOURS)

EHST	1113	General Industry Regulations & Standards
EHST	1123	Construction Regulations & Standards
EHST	1233	Hazardous Material Handling & Emergency Response
EHST	1243	Environmental Regulations
EHST	1312	Environmental Health & Safety Internship [P] (12 credit hrs)
EHST	1453	Emergency Preparedness & Planning
EHST	2143	HAZWOPER & Associated Regulations
EHST	2153	Incident & Accident Investigation
EHST	2203	Root Cause Analysis [P]
EHST	2253	Lean Processes
EHST	2263	Electro-Mechanical Safety
EHST	2273	Principles of Industrial Hygiene
SEIM	1123	AC/DC Circuit Analysis

GENERAL EDUCATION REQUIREMENTS: 24 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

COMMUNICATIONS (6 CREDIT HOURS)

Select from courses below or others as approved by program advisor

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

COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
----	------	----------------------------------

MATHEMATICS (6 CREDIT HOURS)

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

MATH	1493	Math for Critical Thinking (A)
MATH	1513	Pre-Calculus (A)

LEADERSHIP & MANAGEMENT ELECTIVE (3 CREDIT HOURS)

Select from course(s) below or others as approved by program advisor

AIL	1113	Foundations in Industry Leadership
-----	------	------------------------------------

INTERDEPARTMENTAL REQUIREMENTS: (1 CREDIT HOUR)

ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
------	------	--------------------

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

ENVIRONMENTAL HEALTH & SAFETY TECHNOLOGY CERTIFICATE PROGRAMS

Students must complete all program requirements with a grade of C or better and maintain an overall (retention/graduation) GPA of 2.5 or higher to meet graduation requirements.

For more detailed information regarding OSUIT's Engineering Technologies programs, please contact a program advisor at 918-293-4738 or OSUIT-SECT@okstate.edu.

FOUNDATIONS OF THE SAFETY INDUSTRY

(12 CREDIT HOURS)

EHST	1113	General Industry Regulations & Standards
EHST	1123	Construction Regulations & Standards
EHST	1233	Hazardous Material Handling & Emergency Response
EHST	1453	Emergency Preparedness & Planning

REGULATIONS & PRINCIPLES OF THE SAFETY INDUSTRY

(12 CREDIT HOURS)

EHST	1243	Environmental Regulations
EHST	2143	HAZWOPER & Associated Regulations
EHST	2153	Incident & Accident Investigation
EHST	2203	Root Cause Analysis [P]

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

HIGH VOLTAGE LINE TECHNICIAN

ASSOCIATE IN APPLIED SCIENCE (76 CREDIT HOURS)

A better life is within reach with an associate in applied science degree from the High Voltage Line Technician program at OSUIT. Job opportunities and the demand for qualified individuals in this field are steady, and high voltage line technician jobs begin, on average, at \$45,000 a year. Many recent graduates have reported an annual salary that averages \$57,400 (this includes overtime pay). Journeyman line technicians working for larger companies can average around \$75,000/year (without overtime), with an annual income of approximately \$100k (income varies by region). Most companies also offer a benefits package that includes health insurance, sick leave, paid vacations, and a retirement plan.

The most reliable businesses in the country – public service companies, utility construction companies, and power generating plants – want graduates from OSUIT. Earning this degree can place graduates in an exciting, well-paying career with immediate advancement potential.

The High Voltage Line Technician Program is two years in length and features hands-on instruction with equipment used in the industry. Along with classroom and lab work, students gain experience in the field through four paid company-sponsored internships – which could fund most of your educational costs. Students commonly make an average of \$16.00 per hour while on internship and work an average of 1,800 hours during the four semesters, totaling \$28,000 – and with overtime, it is possible to make even more.

In keeping with the institution's mission statement, OSUIT is committed to ensuring that its students have personalized faculty and peer interaction. To this end, the high voltage line technician program limits the number of students accepted in any term to 25 students admitted on a first-come, first-served basis. This highly competitive program can be subject to a waiting list. Prospective students are encouraged to contact the program advisor to be added to the waiting list at least a year in advance. High school students who wish to enroll in the program should request that they be added to the waitlist no later than their junior year.

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

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

For more detailed information regarding OSUIT's High Voltage Line Technician program – including the required tool list – please contact a program advisor at 918-293-4742 or visit osuit.edu/highvoltage.

PROGRAM REQUIREMENTS: 5 CREDIT HOURS

High Voltage Line Technician Program (57 Credit Hours)

HVLP	1121	Introduction to High Voltage Line Technician Program
HVLP	1132	High Voltage Safety [P]
HVLP	1216	High Voltage Internship I [P]
HVLP	1243	High Voltage Pole Climbing Techniques
HVLP	1316	High Voltage Internship II [P]
HVLP	1353	AC/DC for High Voltage
HVLP	2416	High Voltage Internship III [P]
HVLP	2483	Principles of Operation of High Voltage Distribution Systems [P]
HVLP	2516	High Voltage Internship IV [P]
HVLP	2553	Underground Distribution Systems [P]
HVLP	2563	Overhead Distribution Systems [C], [P]
HVLP	2643	Advanced Distribution Systems [P]
HVLP	2663	Heavy Construction Equipment & Operation [P]
HVLP	2673	Transmission Principles [P]
HVLP	2726	High Voltage Capstone Experience [P]

GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

American History & Government (6 Credit Hours)

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

Communications (6 Credit Hours)

Select from courses below or others as approved by program advisor

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

Computer Literacy (3 Credit Hours)

CS	1013	Computer Literacy & Applications
----	------	----------------------------------

Mathematics (3 Credit Hours)

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

MATH	1493	Math for Critical Thinking (A)
MATH	1513	Pre-Calculus (A)

INTERDEPARTMENTAL REQUIREMENTS: (1 CREDIT HOUR)

Orientation (1 Credit Hour)

ORIE	1011	College Strategies
------	------	--------------------

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

INDUSTRIAL MAINTENANCE TECHNOLOGIES-NATURAL GAS COMPRESSION OPTION ASSOCIATE IN APPLIED SCIENCE (70 CREDIT HOURS)

Students enrolled in OSUIT's Natural Gas Compression program receive individualized hands-on instruction on the industry's most current technologies. OSUIT's experienced faculty deliver the program in a 24,000 square foot state-of-the-art training facility and have designed it to prepare graduates for a long, successful career in the gas compression industry.

This five-semester program incorporates two semesters of mechanical systems training and two semesters of electrical, electronics, and instrumentation training, followed by one full semester of paid internship experience. The program internship serves to strengthen the student's technical education.

The Natural Gas Compression program receives strong industry support, and GPA/GPSA member companies serve to reinforce industry expectations for professional service technicians. Students participate in school-sponsored career fairs, advisory board meetings, and classroom training sessions. These industry-focused activities connect students with industry partners and assist in building meaningful networking relationships that lead to an internship and employment after graduation.

GPA/GPSA and GCA member companies provide learning opportunities through program internships. Internships allow students to apply what they have learned during the previous classroom/lab sessions in a real-world setting. The Natural Gas Compression program has a high job placement rate because OSUIT program graduates are in high demand in this industry. Most employers provide medical insurance, retirement benefits, transportation, and potential pay bonuses.

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

For current program information – including the required tool list – please contact a Natural Gas Compression advisor at 918-293-4742 or visit osuit.edu/gascompression.

PROGRAM REQUIREMENTS: 5 CREDIT HOURS

INDUSTRIAL MAINTENANCE TECHNOLOGIES CORE (27 CREDIT HOURS)

SEIM	1103	Fundamentals of Industrial Maintenance
SEIM	1123	AC/DC Circuit Analysis
SEIM	1233	Instrumentation & Controls
SEIM	2423	Electronic Control Devices [C]
SEIM	2513	Programmable Logic Controllers (PLCs) [P]
SEIM	2533	Industrial Maintenance Capstone [P]
SEGC	2609	Gas Compression Internship [P] or
SEPM	2659	Plant Maintenance Internship [P]

NATURAL GAS COMPRESSION OPTION REQUIREMENTS (18 CREDIT HOURS)

SEGC	1123	Engine Principles
SEGC	1133	Advanced Engine Technology
SEGC	1213	Engine Air, Fuel & Starting Systems [C]
SEGC	1243	Gas Compressors
SEGC	1313	Advanced Gas Compressors [P]
SEGC	2523	Engine Electrical [P]

GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

COMMUNICATIONS (6 CREDIT HOURS)

Select from courses below or others as approved by program advisor

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

COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
----	------	----------------------------------

HUMANITIES (3 CREDIT HOURS)

Select from courses designated with an "H" as approved by program advisor, including but not limited to course(s) listed below.

PHIL	1213	Ethics (H,S)
------	------	--------------

MATHEMATICS (3 CREDIT HOURS)

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

MATH	1493	Math for Critical Thinking (A)
MATH	1513	Pre-Calculus (A)

INTERDEPARTMENTAL REQUIREMENTS: (1 CREDIT HOUR)

ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
------	------	--------------------

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.



INSTRUMENTATION & AUTOMATION ENGINEERING TECHNOLOGY

BACHELOR OF TECHNOLOGY (129 CREDIT HOURS)

The Instrumentation & Automation Engineering Technology program prepares students to meet the technical demands of our increasingly automated society. Program graduates will gain expertise in automation and process control technologies, PLC programming, process troubleshooting, industrial IT networks, measurement instrumentation, discrete and analog control systems, microcontrollers, robotics, and electrical power distribution.

Program graduates will design, research, evaluate, test, repair, and maintain many types of electrical, mechanical, and automation systems that span most industrial and manufacturing disciplines. Program graduates can find employment opportunities in the energy, petroleum, biomedical, chemical, cyber, electrical, industrial, and manufacturing disciplines, working for some of the world's largest corporations.

The Bureau of Labor Statistics predicts the job market for instrumentation technologists will continue to grow. The International Society of Automation notes positions in automation and control offer above-average pay and benefits because of the level of skill and responsibility involved. Bachelor of Technology graduates have excellent opportunities for advancement into management positions due to their broad understanding of production processes, business acumen, and problem-solving skills as companies continue to install and upgrade high-tech production systems. Companies are adding sophisticated instrumentation and control systems to existing oil and gas production, food and chemical processing, and power generation facilities. Program graduates play a crucial part in this process, which extends the life of these facilities and enables them to meet stringent environmental requirements.

OSUIT's experienced instructors work closely with industry leaders to incorporate the latest business practices and emerging technologies into the program. Faculty provide students with one-on-one instruction, theory, hands-on technical skills, and general education classes that position graduates to quickly move to the top of their field.

PROGRAM ENTRY REQUIREMENTS

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

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

Students must complete all technical courses with a grade of C or better and maintain a 2.50 overall (retention/graduation) GPA.

For more detailed information regarding the BT in Instrumentation & Automation Engineering Technology – including a required tool list – please contact a program advisor at 918-293-5150 or visit osuit.edu/instrumentation.

PROGRAM REQUIREMENTS: 84 CREDIT HOURS

INSTRUMENTATION & AUTOMATION (78 CREDIT HOURS)

ETD	1012	Safety Applications
ETD	2411	Employment Exploration
ETDE	1003	Introduction to Instrumentation Technology
ETDE	1283	AC/DC Circuits I [C]
ETDE	1293	AC/DC Circuits II [C],[P]
ETDE	1343	Motors & Controls [C],[P]
ETDE	1363	Electronic Devices & Standards [P]
ETDE	1373	Digital Systems & Microcontrollers [P]
ETDE	2113	Introduction to PLCs [P]
ETDE	2133	Instrumentation [P]
ETDE	2223	Electrical Power Distribution [C],[P]
ETDE	2253	Hydraulics & Pneumatics [P]
ETDE	2273	Electronic Control Devices [P]
ETDE	3143	PLC Applications [P]
ETDE	3213	Project Management & Engineering Economics
ETDE	3223	Industrial Networks [C],[P]
ETDE	3233	Liquid & Gas Flow Measurement [P]
ETDE	3313	Heat Transfer & Fluid Mechanics [P]
ETDE	3513	Programming for Instrumentation [P]
ETDE	4112	Electrical/Elec Instrumentation Internship [P] (12 cred hours)
ETDE	4133	Process Measurement & Control [P]
ETDE	4313	Process Management [P]
ETDE	4813	Instrumentation Capstone [P]
ETDG	1143	Introduction to Design/Drafting [C]

APPROVED TECHNICAL ELECTIVES (3 CREDIT HOURS)

Selected from technical courses not utilized to meet other program requirements, as approved by the program advisor.

Lower-Division Technical Elective (3 credit hours)

Upper-Division Technical Elective (3 credit hours)

GENERAL EDUCATION REQUIREMENTS: 45 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

COMMUNICATIONS (9 CREDIT HOURS)

Select from courses below or others as approved by program advisor

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

COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
----	------	----------------------------------

HUMANITIES (6 CREDIT HOURS)

Select from courses designated with an "H" as approved by program advisor, including but not limited to course(s) listed below.

PHIL	1213	Ethics (H,S)
------	------	--------------

MATHEMATICS (13 CREDIT HOURS)

MATH	1513	Pre-Calculus (A)
MATH	1613	Trigonometry [P] (A)
MATH	2144	Calculus I [P] (A)
MATH	2153	Calculus II [P] (A)

SCIENCE (8 CREDIT HOURS)

CHEM	1314	General Chemistry I [C] (L,N,P)
PHYS	1114	General Physics I [P] (L,N)

SOCIAL & BEHAVIORAL SCIENCES (6 CREDIT HOURS)

Select from courses designated with an "S," as approved by program advisor, including but not limited to courses listed below.

PSYC	1113	Introductory Psychology (S)
------	------	-----------------------------

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

Program Educational Objectives The Instrumentation Engineering Technology (ETIA) program focuses on the application of electronics and computer technology to instrumentation, industrial automation, and process control systems. ETIA program prepares graduates who, within a few years after graduation, will:

1. Develop and expand their professional careers in fields related to instrumentation technologies, process control, and industrial processes automation, using their sound knowledge base and skill sets.
2. Demonstrate their expertise and professionalism in the field of Instrumentation Engineering Technology through their breadth of knowledge, strong personal skills, competency in all forms of communication, and teamwork.
3. Apply industry expectations to manage ethical, societal, and environmental issues effectively in practice.
4. Advance in their careers through professional development and the practice of lifelong learning.
5. Demonstrate sound knowledge and application of safety and safe practices, industry standards, and regulating agencies for compliance in professional practice.

Student Outcomes

- An ability to apply knowledge, techniques, skills and modern tools of mathematics, science, engineering, and technology to solve broadly-defined engineering problems appropriate to the discipline;
- An ability to design systems, components, or processes meeting specified needs for broadly-defined engineering problems appropriate to the discipline;
- An ability to apply written, oral, and graphical communication in broadly-defined technical and non-technical environments; and an ability to identify and use appropriate technical literature;
- An ability to conduct standard tests, measurements, and experiments and to analyze and interpret the results to improve processes; and
- An ability to function effectively as a member as well as a leader on technical teams.



Engineering
Technology
Accreditation
Commission



Setting the Standard for Automation™

PIPELINE INTEGRITY TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE (72 CREDIT HOURS)

The world is dependent on oil and gas for a majority of its energy source. The movement of these products safely and efficiently is critical to the global economy. Using over two million miles of pipeline and associated equipment to transport hydrocarbon products, the pipeline industry is a large sector of the energy business.

The large majority of the world's pipeline infrastructure is approaching 50 years of age. These pipelines will be called upon to continue to operate for many more decades as demand increases and new sources of products are discovered. The integrity and security of these structures must be well maintained and managed.

The need for skilled technicians to operate, maintain, repair, and manage the integrity and security of pipelines is increasing as federal, state, and local regulations impact the daily operation of pipelines. This program prepares students to be contributing members of the energy industry as Pipeline Integrity technicians, with a primary focus on the safety of the pipeline assets, environment, and general public.

Students will develop the skills and knowledge required to be successful in the pipeline integrity industry by completing this five-semester program. Key topics include assessing pipeline damage and risk, corrosion control, regulations, safety, non-destructive testing, design, and integrity management.

Faculty use a variety of learning approaches, including lecture and lab experiences. Students work individually and in teams using realistic laboratory environments and current technology to solve challenging "real world" problems. This multi-disciplinary program produces graduates who become highly productive team members in their industry, often bridging the gap between engineers and the laypeople who implement their designs.

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

For current program information – including required industry PPE – please contact a Pipeline Integrity Technology program advisor at 918-293-4742 or visit osuit.edu/pipeline.

PROGRAM REQUIREMENTS: 50 CREDIT HOURS

PIPELINE INTEGRITY TECHNOLOGY (41 CREDIT HOURS)

SEPL	1113	Introduction to Pipelines & Facilities
SEPL	1123	Pipeline Materials & Components
SEPL	1213	Processing & Product Handling
SEPL	2112	Pipeline Integrity Internship ^[P] (12 credit hours)
SEPL	2413	Regulations & Compliance
SEPL	2423	Integrity Management Concepts
SEPL	2523	Pipeline Maintenance & Repair
SEPL	2543	NACE CP1 Prep ^[P]
SEPL	2553	Pipeline Integrity Capstone
SEPL	2562	Project Management I
SEPL	2573	Project Management II ^[P]

TECHNICAL ELECTIVE COURSE (3 CREDIT HOURS)

Select one course from courses listed below.

CET	2123	Properties of Soils ^[P]
GCTC	1183	Welding
HVLP	2663	Heavy Construction Equipment & Operation

TECHNICAL SUPPORT COURSES (6 CREDIT HOURS)

Select two courses from courses listed below.

EHST	1113	General Industry Regulations & Standards
SEIM	1123	AC/DC Circuit Analysis <i>or</i>
SEPP	1113	Introduction to Electrical/Electronics

GENERAL EDUCATION REQUIREMENTS: 21 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

HIST	1483	US History to 1865 <i>or</i>
HIST	1493	US History since 1865
POLS	1113	US Government

COMMUNICATIONS (6 CREDIT HOURS)

Select from courses below or others as approved by program advisor

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

Computer Literacy (3 Credit Hours)

CS	1013	Computer Literacy & Applications
----	------	----------------------------------

HUMANITIES (3 CREDIT HOURS)

Select from courses designated with an "H" as approved by program advisor, including but not limited to course(s) listed below.

PHIL	1213	Ethics (H,S)
------	------	--------------

MATHEMATICS (3 CREDIT HOURS)

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

MATH	1493	Math for Critical Thinking (A)
MATH	1513	Pre-Calculus (A)

INTERDEPARTMENTAL REQUIREMENTS: (1 CREDIT HOUR)

ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
------	------	--------------------

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

POWER PLANT TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE (77 CREDIT HOURS)

Electricity plays a vital role in modern American life, and the demand for this valuable resource continues to grow throughout Oklahoma and the US. In recent years, power generation organizations have become dependent on increasingly complex information technologies, confronted new governmental regulations, and, like many workforce sectors, faced retirements among large numbers of their current workers. Not surprisingly, these changes have significantly impacted the availability of a sufficient number of well-prepared power production technical professionals.

Job prospects are expected to be favorable as many workers retire while the industry continues to build new plants. The gap between the skilled technicians that the industry workforce currently has and those needed by 2025 is substantial, and the power plant industry faces significant challenges in meeting the need for experienced technicians and continuing their training in advancing technologies (Oklahoma Office of Workforce Development, 2019).

Graduates of OSUIT's Power Plant Technology program are the workforce of the future, operating, maintaining, and expanding the power generation capacity of this state and country. Students utilize the same cutting-edge technology and equipment for hands-on training that they will later encounter in their careers as skilled plant operators. Sponsored on-site internships, a requirement for those in the program, ensure students learn and gain real-world experience before they graduate.

Students explore all aspects of plant operations, from water chemistry to electrical distribution, in the two-year program. Students develop a broad understanding of plant instrumentation and mechanical and electrical systems. With ten power plants within a one-hour drive of the OSUIT campus, site visits are part of the curriculum. Students have a chance to tour multiple plants and speak with operators. Many guest speakers from surrounding power companies provide students with current operations knowledge.

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

For more detailed information regarding OSUIT's Power Plant Technology program, please contact a program advisor at 918-293-4742 or visit osuit.edu/powerplant.

PROGRAM REQUIREMENTS: 57 CREDIT HOURS

POWER PLANT TECHNOLOGY (57 CREDIT HOURS)

SEPP	1113	Introduction to Electrical/Electronics
SEPP	1123	Introduction to Power Plants
SEPP	1133	Piping & Instrument Diagrams
SEPP	1223	Electrical Motors & Controls
SEPP	1233	Power Plant Computer Applications
SEPP	1312	Internship (P) (12 Credit Hours)
SEPP	2403	Plant Operations
SEPP	2413	Compliance Regulations (P)
SEPP	2423	Mechanical Systems (P)
SEPP	2443	Boilers & Prime Movers
SEPP	2503	Balance of Plant
SEPP	2523	Water Systems & Processes
SEPP	2543	Plant Chemicals & Water Quality
SEPP	2553	Safety Competency & Qualifications
SEPP	2623	Advanced Plant Operations
SEPP	2633	Power Plant Capstone

GENERAL EDUCATION REQUIREMENTS: 19 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

COMMUNICATIONS (6 CREDIT HOURS)

Select from courses below or others as approved by program advisor

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

MATHEMATICS (3 CREDIT HOURS)

MATH	1513	Pre-Calculus (A)
------	------	------------------

SCIENCE (4 CREDIT HOURS)

Select from laboratory science courses designated with an "N" as approved by program advisor.

INTERDEPARTMENTAL REQUIREMENTS: (1 CREDIT HOUR)

ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
------	------	--------------------

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

SCHOOL OF TRANSPORTATION & HEAVY EQUIPMENT

CAT DEALER PREP

ASSOCIATE IN APPLIED SCIENCE (75 CREDIT HOURS)

CAT Dealer Prep is a Caterpillar dealer-sponsored heavy equipment technician program. An essential feature of the program is that a student alternates one half of each semester on campus and the other half of the semester at the dealership. This intensive method of study and practice prepares high-performance technicians that the participating Caterpillar dealers demand. After six semesters of on-campus classes and on-site internships, graduates typically stay with the sponsoring dealership as full-time employees.

Technicians diagnose problems, disassemble equipment, examine it for defects and excessive wear, and recondition or replace parts. They test and adjust components and systems to ensure proper operation and prevent failures. Technicians use sophisticated diagnostic equipment and computers for diagnostics, record keeping, and communications within the shops and offices and with customers.

Individuals completing this program will find many opportunities with Caterpillar dealerships. Some of the areas of specialization available within a dealership include truck engines, industrial engines, heavy equipment, agricultural equipment, and component specialist.

Students must obtain an approved industry sponsor before enrolling in the program.

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

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

PROGRAM REQUIREMENTS: 56 CREDIT HOURS

CAT DEALER PREP CORE (41 CREDIT HOURS)

DHEC	1124	Introduction to Caterpillar
DHEC	1134	CAT Electrical Fundamentals
DHEC	1213	CAT Hydraulic Fundamentals [P]
DHEC	1223	CAT Fuel Systems
DHEC	1323	CAT Engine Fundamentals
DHEC	1333	CAT Machine Hydraulic Systems
DHEC	2413	CAT Engine Diagnostics & Repair
DHEC	2423	CAT Machine Electronic Systems [P]
DHEC	2524	CAT Power Train I
DHEC	2532	CAT Mobile Air Conditioning [P]
DHEC	2603	CAT Power Train II [P]
DHEC	2636	CAT Capstone

PROGRAM INTERNSHIPS (15 CREDIT HOURS)*

Students should consult with a program advisor to select internship course(s) that satisfy program curriculum requirements.

* Course credit may be available through Prior Learning Assessment. Contact advisor for mor information.

GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

COMMUNICATIONS (6 CREDIT HOURS)

Select from courses below or others as approved by program advisor

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

COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
----	------	----------------------------------

MATHEMATICS (3 CREDIT HOURS)

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

MATH	1493	Math for Critical Thinking (A)
MATH	1513	Pre-Calculus (A)

INTERDEPARTMENTAL REQUIREMENTS: (1 CREDIT HOUR)

ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
------	------	--------------------

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.



FORD ASSET

ASSOCIATE IN APPLIED SCIENCE (80 CREDIT HOURS)

The ASSET (Automotive Student Service Educational Training) program is an automotive service technician program sponsored by Ford Motor Company. The student spends the six-semester program alternating one half of the semester in study and practice on campus and the other half as an intern at a sponsoring Ford Motor Company dealership. This unique design allows each potential technician to immediately apply automotive service principles and techniques to real-world situations.

When completed, students earn an associate in applied science degree and become technicians for a Ford Motor Company dealership, usually at the same location as their internships.

New student enrollments are only accepted for the fall semester. Students must obtain an approved industry sponsor before enrolling in the program.

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

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

PROGRAM REQUIREMENTS: 61 CREDIT HOURS

FORD ASSET CORE (41 CREDIT HOURS)

AUMF	1011	Career Cornerstone: Introduction to Automotive Service
AUMF	1034	Ford Basic Electrical
AUMF	1113	Ford Engine Repair
AUMF	1233	Ford Base & Electrical Suspension & Steering
AUMF	1243	Ford Electronic System Diagnosis
AUMF	1353	Ford Engine Performance Theory & Operation
AUMF	1363	Ford Manual Trans/Transaxle & Driveline Repair
AUMF	2453	Ford Engine Performance Diagnosis & Testing
AUMF	2473	Ford Brake Systems & Advanced Brake Diagnosis
AUMF	2533	Ford Diesel Engine Performance Diagnosis
AUMF	2573	Ford Transfer Case/4WD Diagnosis & System Repair
AUMF	2613	Ford Automatic Transmission Repair & Electrical
AUMF	2683	Ford Capstone
AUMF	2693	Ford Climate Control

PROGRAM INTERNSHIPS (20 CREDIT HOURS)*

Students should consult with a program advisor to select internship course(s) that satisfy program curriculum requirements.

* Course credit may be available through Prior Learning Assessment. Contact advisor for more information.

GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

COMMUNICATIONS (6 CREDIT HOURS)

Select from courses below or others as approved by program advisor

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

Computer Literacy (3 Credit Hours)

CS	1013	Computer Literacy & Applications
----	------	----------------------------------

MATHEMATICS (3 CREDIT HOURS)

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

MATH	1493	Math for Critical Thinking (A)
MATH	1513	Pre-Calculus (A)

INTERDEPARTMENTAL REQUIREMENTS: (1 CREDIT HOUR)

ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
------	------	--------------------

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.



GENERAL MOTORS ASEP

ASSOCIATE IN APPLIED SCIENCE (78 CREDIT HOURS)

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

Students enroll in alternating half-semester sessions of on-campus study and on-site internships for six semesters as they complete their associate in applied science degree. This method of alternating on-campus study with internships is a highly successful method of quickly preparing new technicians for this rapidly growing field. Most graduates start work as GM technicians at the dealership where they interned.

New student enrollments are only accepted for the fall semester. Students must obtain an approved industry sponsor before enrolling in the program.

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

Form current program information, please contact a General Motors ASEP program advisor at 918-293-4710 or visit osuit.edu/gm.

PROGRAM REQUIREMENTS: 61 CREDIT HOURS

FORD ASSET CORE (41 CREDIT HOURS)

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

PROGRAM INTERNSHIPS (20 CREDIT HOURS)*

Students should consult with a program advisor to select internship course(s) that satisfy program curriculum requirements.

* Course credit may be available through Prior Learning Assessment. Contact advisor for more information.

GENERAL EDUCATION REQUIREMENTS: 21 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

COMMUNICATIONS (6 CREDIT HOURS)

Select from courses below or others as approved by program advisor

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

COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
----	------	----------------------------------

MATHEMATICS (3 CREDIT HOURS)

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

MATH	1493	Math for Critical Thinking (A)
MATH	1513	Pre-Calculus (A)

LEADERSHIP & MANAGEMENT ELECTIVE (3 CREDIT HOURS)

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

AIL	1113	Foundations in Industry Leadership
BADM	1113	Introduction to Business (S)
MGMT	2243	Introduction to Entrepreneurship & Small Business Management

INTERDEPARTMENTAL REQUIREMENTS: (1 CREDIT HOUR)

ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
------	------	--------------------

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.



Education Foundation



KOMATSU ACT

ASSOCIATE IN APPLIED SCIENCE (78 CREDIT HOURS)

KOMATSU ACT (Advanced Career Training) is a Komatsu America International Company and Komatsu distributor-sponsored heavy equipment technician program. An essential feature of the program is that a student alternates one half of each semester on campus and the other half of the semester on-site at the sponsoring distributor's location. This intensive method of study and practice prepares a high-performance technician that the participating Komatsu distributors demand. After six semesters of on-campus classes and on-site internships, graduates typically stay with the sponsoring Komatsu distributor as full-time employees.

Komatsu technicians maintain, service, diagnose and repair machines and equipment used in all forms of construction, mining, materials handling, and other industrial activities. They diagnose problems, disassemble equipment, examine it for defects and excessive wear, and recondition or replace parts. Technicians test and adjust components and systems to ensure proper operation and prevent failures. They use sophisticated diagnostic equipment and computers for diagnostics, record keeping, and communications within the shops and offices and with customers.

Typical progression within a company includes journeyman technician, field technician, and specialist/master technician. Potential management advances include foreman/ supervisor, service manager, parts manager, product support manager, trainer, and various executive-level positions.

Students must obtain an approved industry sponsor before enrolling in the program.

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

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

PROGRAM REQUIREMENTS: 59 CREDIT HOURS

KOMATSU ACT REQUIREMENTS (44 CREDIT HOURS)

DHEK	1104	Komatsu General Basics
DHEK	1124	Komatsu Parts & Service Publications
DHEK	1216	Komatsu Engines & Fuel Systems
DHEK	1324	Komatsu Basic Hydraulics [P]
DHEK	1333	Komatsu Basic Electrical Systems [P]
DHEK	1352	Vehicle Air Conditioning Systems [P]
DHEK	2416	Komatsu Wheel Loaders-Advan Hydraulics & Power Train [P]
DHEK	2516	Komatsu Hydraulic Excavators [P]
DHEK	2603	Komatsu Advanced Diesel Emissions [P]
DHEK	2626	Komatsu Capstone [P]

PROGRAM INTERNSHIPS (15 CREDIT HOURS)*

Students should consult with a program advisor to select internship course(s) that satisfy program curriculum requirements.

* Course credit may be available through Prior Learning Assessment. Contact advisor for mor information.

GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

COMMUNICATIONS (6 CREDIT HOURS)

Select from courses below or others as approved by program advisor

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

COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
----	------	----------------------------------

MATHEMATICS (3 CREDIT HOURS)

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

MATH	1493	Math for Critical Thinking (A)
MATH	1513	Pre-Calculus (A)

INTERDEPARTMENTAL REQUIREMENTS: (1 CREDIT HOUR)

ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
------	------	--------------------

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.



MOPAR CAP

ASSOCIATE IN APPLIED SCIENCE (73 CREDIT HOURS)

The MOPAR Career Automotive Program (MCAP) is a six-semester associate in applied science degree program designed to prepare graduates to work as a Chrysler, Dodge, Jeep, Ram, or FIAT Service Technician.

The unique aspect of this program is its alternating internships. A student intensively studies and applies service techniques in OSU Institute of Technology's outstanding automotive service technology facilities for half of each semester and spends the other half of each semester on an on-site internship at the sponsoring dealership. This repeating model builds students' competency levels by allowing them to immediately apply what they learned in the classroom in a real-world setting until graduation. Upon graduation, the internship typically converts to full-time employment.

New student enrollments are only accepted for the fall semester. Students must obtain an approved industry sponsor before enrolling in the program.

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

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

PROGRAM REQUIREMENTS: 54 CREDIT HOURS

MOPAR CAP CORE (39 CREDIT HOURS)

AUMC	1003	Fundamentals of Electrical
AUMC	1103	Automotive Service Fundamentals
AUMC	1163	Steering & Suspension Systems
AUMC	1203	Brake Systems
AUMC	1243	Automotive Electronic Systems I
AUMC	1263	Automotive Electronic Systems II
AUMC	1303	MOPAR Drivelines
AUMC	1323	MOPAR Automatic Transmissions
AUMC	2413	Heating & Air Conditioning Systems
AUMC	2503	Engine Performance Theory & Operation
AUMC	2543	Engine Systems Theory & Operation
AUMC	2603	Diesel Engine & Fuel Injection Systems
AUMC	2613	MOPAR CAP Capstone

PROGRAM INTERNSHIPS (15 CREDIT HOURS)*

Students should consult with a program advisor to select internship course(s) that satisfy program curriculum requirements.

* Course credit may be available through Prior Learning Assessment. Contact advisor for more information.

GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

COMMUNICATIONS (6 CREDIT HOURS)

Select from courses below or others as approved by program advisor

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

COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
----	------	----------------------------------

Approved General Education Elective (3 Credit Hours)

Consult with program advisor for an approved list of electives.

INTERDEPARTMENTAL REQUIREMENTS: (1 CREDIT HOUR)

ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
------	------	--------------------

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.



Education Foundation



NAEDA AGRICULTURAL EQUIPMENT TECHNICIAN ASSOCIATE IN APPLIED SCIENCE (76 CREDIT HOURS)

The North American Equipment Dealers Association (NAEDA) was established by a progressive group of independent hardware, farm implement, and mercantile dealers to help increase their profitability and solve common problems.

Ask any agricultural and industrial equipment dealer about the most significant challenges they face, and you'll find that the lack of qualified service technicians is a frequent answer. Each year, as equipment becomes more technologically advanced, the need for skilled technicians grows. NAEDA addresses this problem with the industrial and agricultural equipment technician program at OSU Institute of Technology. The technicians produced by this program maintain, service, diagnose, and repair machines and equipment used in all forms of agricultural and industrial activities.

An essential feature of the program is that a student alternates one half of each semester on campus and the other half of the semester on-site at the sponsoring distributor's location. This intensive method of study and practice prepares a high-performance technician that the participating NAEDA distributors demand. After six semesters of on-campus classes and on-site internships, graduates typically stay with the sponsoring NAEDA distributor as full-time employees.

Students must obtain an approved industry sponsor before enrolling in the program.

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

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

PROGRAM REQUIREMENTS: 54 CREDIT HOURS

NAEDA Ag Equipment Technician Training Core (39 CREDIT HOURS)

DHER	1123	Fundamentals of Maintenance
DHER	1133	Pre-Delivery & Preventive Maintenance
DHER	1143	Principles of GPS Applications
DHER	1223	Wiring Circuits, Charging & Starting Systems
DHER	1233	Hydraulic Principles
DHER	1323	Electronic Systems [P]
DHER	1333	Hydraulic Systems [P]
DHER	2416	Engines & Fuel Systems
DHER	2512	Mobile Air Conditioning [P]
DHER	2514	Power Train
DHER	2603	Yield Monitoring, Variable Rate & Auto Steer Diagnostics
DHER	2633	Capstone

PROGRAM INTERNSHIPS (15 CREDIT HOURS)*

Students should consult with a program advisor to select internship course(s) that satisfy program curriculum requirements.

* Course credit may be available through Prior Learning Assessment. Contact advisor for more information.

GENERAL EDUCATION REQUIREMENTS: 21 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

COMMUNICATIONS (6 CREDIT HOURS)

Select from courses below or others as approved by program advisor

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

COMPUTER LITERACY (3 CREDIT HOURS)

CS	1013	Computer Literacy & Applications
----	------	----------------------------------

MATHEMATICS (3 CREDIT HOURS)

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

MATH	1493	Math for Critical Thinking (A)
MATH	1513	Pre-Calculus (A)

LEADERSHIP & MANAGEMENT ELECTIVE (3 CREDIT HOURS)

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

AIL	1113	Foundations in Industry Leadership [P]
BADM	1113	Introduction to Business (S)
MGM	2243	Introduction to Entrepreneurship & Small Business Management

INTERDEPARTMENTAL REQUIREMENTS: (1 CREDIT HOUR)

ORIENTATION (1 CREDIT HOUR)

ORIE	1011	College Strategies
------	------	--------------------

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.



PRO-TECH ASSOCIATE IN APPLIED SCIENCE (76 CREDIT HOURS)

The Pro-Tech automotive service technologies program is a cooperative two-year college-level student technician-training program leading to an applied science degree associate. The School of Transportation & Heavy Equipment administers the program's activities while working closely with automotive service industry associations, suppliers, and distributors.

The program is developed by and for professional automotive independent service centers. The student spends six semesters alternating study and practice on campus and at an independent service center. This unique design allows each potential technician to immediately apply automotive service principles and techniques to real-world situations.

The plan of study calls for students to spend one half of each semester on campus and the other half of the semester as an intern at a sponsoring independent service center. This repeating model builds students' competency levels by allowing them to immediately apply what they learned in the classroom in a real-world setting until graduation. Upon graduation, the internship typically converts to full-time employment.

New student enrollments are only accepted for the fall semester. Students must obtain an approved industry sponsor before enrolling in the program.

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

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

PROGRAM REQUIREMENTS: 54 CREDIT HOURS

PRO-TECH Core (39 Credit Hours)

AUMP	1003	Automotive Service Fundamentals
AUMP	1053	Automotive Engines
AUMP	1073	Electrical/Electronics Training I
AUMP	1083	Electrical/Electronics Training II
AUMP	1203	Electrical Diagnosis
AUMP	1233	Automotive Brake Systems
AUMP	1283	Automotive Steering & Suspension
AUMP	1373	Automotive Manual Drivetrain
AUMP	1393	Automotive Automatic Transmissions & Transaxles
AUMP	2473	Automotive Engine Performance
AUMP	2593	Automotive Heating, Ventilation & Air Conditioning
AUMP	2693	Automotive Capstone
AUMP	2783	Advanced Automotive Diagnostics

PROGRAM INTERNSHIPS (15 CREDIT HOURS)

Students should consult with a program advisor to select internship course(s) that satisfy program curriculum requirements

GENERAL EDUCATION REQUIREMENTS: 21 CREDIT HOURS

American History & Government (6 Credit Hours)

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

Communications (6 Credit Hours)

Select from courses below or others as approved by program advisor

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

Computer Literacy (3 Credit Hours)

CS	1013	Computer Literacy & Applications
----	------	----------------------------------

Leadership & Management Elective (3 Credit Hours)

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

AIL	1113	Foundations in Technical Leadership
BADM	1113	Introduction to Business (S)
MGMT	2243	Introduction to Entrepreneurship & Small Business Management

Approved General Education Elective (3 Credit Hours)

Consult with program advisor for an approved list of electives.

INTERDEPARTMENTAL REQUIREMENTS: (1 CREDIT HOUR)

Orientation (1 Credit Hour)

ORIE	1011	College Strategies
------	------	--------------------

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.



Education Foundation



PRO-TECH CERTIFICATE PROGRAMS

Students must complete all program requirements with a grade of C or better and maintain an overall (retention/graduation) GPA of 2.5 or higher to meet graduation requirements.

For more detailed information regarding OSUIT's Transportation Technologies programs, please contact a program advisor at 918-293-5388.

AUTOMOTIVE ENTRY LEVEL TECHNICIAN

(24 CREDIT HOURS)

AUMP	1003	Automotive Service Fundamentals
AUMP	1053	Automotive Engines
AUMP	1073	Electrical/Electronics Training I
AUMP	1083	Electrical/Electronics Training II
AUMP	1203	Electrical Diagnosis
AUMP	2473	Automotive Engine Performance
AUMP	2593	Automotive Heating, Ventilation, & Air Conditioning
AUMP	2783	Advanced Automotive Diagnostics

AUTOMOTIVE POWERTRAIN TECHNICIAN

(21 CREDIT HOURS)

AUMP	1003	Automotive Service Fundamentals
AUMP	1053	Automotive Engines
AUMP	1073	Electrical/Electronics Training I
AUMP	1083	Electrical/Electronics Training II
AUMP	1373	Automotive Manual Drivetrain
AUMP	1393	Automotive Automatic Transmission & Transaxles
AUMP	2473	Automotive Engine Performance

AUTOMOTIVE MAINTENANCE TECHNICIAN

(15 CREDIT HOURS)

AUMP	1003	Automotive Service Fundamentals
AUMP	1053	Automotive Engines
AUMP	1073	Electrical/Electronics Training I
AUMP	1233	Automotive Break System
AUMP	1283	Automotive Steering & Suspension

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

TRUCK TECHNICIAN

ASSOCIATE IN APPLIED SCIENCE (61 CREDIT HOURS)

Over-the-road trucks are becoming more advanced and require highly trained technicians to ensure proper diagnosis and repair. Service technicians must possess a thorough knowledge of math, science, reading comprehension, and writing skills to maintain, diagnose and repair these new technologies.

Today's service technicians also require interpersonal skills to communicate with customers, peers, and management as front-line employees with direct customer contact. In addition to these soft skills, program graduates also acquire an advanced understanding of engines and engine controls, transmissions, differentials, electrical and electronic systems, chassis, air conditioning, brakes, and steering.

Students can complete the Truck Technician program in five semesters, which includes four semesters of on-campus instruction and one semester as an intern at a sponsoring dealership.

Students must obtain an approved industry sponsor before enrolling in their final semester.

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

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

PROGRAM REQUIREMENTS: 42 CREDIT HOURS

Truck Technician Core (30 Credit Hours)

DHEU	1143	Maintenance & Inspections
DHEU	1153	Maintenance Fundamentals
DHEU	1213	Introduction to Fluid Power
DHEU	1253	Electrical Circuits, Charging & Starting Systems Diagnostics & Repair
DHEU	1313	Power Train Systems
DHEU	1343	Brake Systems
DHEU	2452	Air Conditioning Systems
DHEU	2523	Diesel Engine & Fuel Systems
DHEU	2524	Capstone - Electronic Systems Interface
DHEU	2533	Diesel Engine Overhaul Techniques

PROGRAM INTERNSHIPS (12 CREDIT HOURS) *

Students should consult with a program advisor to select internship course(s) that satisfy program curriculum requirements.

* Course credit may be available through Prior Learning Assessment. Contact advisor for more information.

GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

American History & Government (6 Credit Hours)

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

Communications (6 Credit Hours)

Select from courses below or others as approved by program advisor

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

Computer Literacy (3 Credit Hours)

CS	1013	Computer Literacy & Applications
----	------	----------------------------------

Approved General Education Elective (3 Credit Hours)

Consult with program advisor for an approved list of electives.

INTERDEPARTMENTAL REQUIREMENTS: (1 CREDIT HOUR)

Orientation (1 Credit Hour)

ORIE	1011	College Strategies
------	------	--------------------

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

TRUCK TECHNICIAN CERTIFICATE PROGRAM

Students must complete all program requirements with a grade of C or better and maintain an overall (retention/graduation) GPA of 2.5 or higher to meet graduation requirements.

For more detailed information regarding OSUIT's Transportation Technologies programs, please contact a program advisor at 918-293-5388.

DIESEL ENTRY LEVEL TECHNICIAN

(15 CREDIT HOURS)

DHEU	1313	Power Train Systems
DHEU	2452	Air Conditioning Systems
DHEU	2523	Diesel Engine & Fuel Systems
DHEU	2524	Capstone – Electronic Systems Interface
DHEU	2533	Diesel Engine Overhaul Techniques

(C) = Course has Corequisite, (P) = Course has Prerequisite(s). See General Education Course Offering information for other notations explanation.

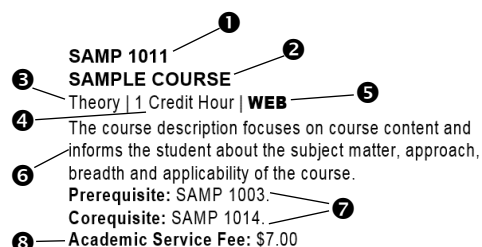
COURSE DESCRIPTIONS

ARRANGEMENT

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

SAMPLE COURSE DESCRIPTION

- ❶ Course Number (see below)
- ❷ Course Title
- ❸ Course Type
- ❹ Number of Credit Hours
- ❺ WEB = Available Fully Online (Availability Varies by Term)
- 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- to four-letter prefix (discipline) plus a four digit course number following the prefix. The first digit of the course number designates the general course level:

1 – Freshman 2 – Sophomore 3 – Junior 4 – Senior

Course numbers that begin with a 0 (zero) designate nontransferable courses that do not apply to program requirements. The second and third digits identify the course within a department. The fourth digit to the right, in most cases, designates the number of credit hours awarded for the course. A course number ending in 0 designates a course with variable credit.

PREREQUISITES & COREQUISITES

Some courses have requirements that students must meet prior to or at the time of enrollment in that course. The academic catalog lists these requirements at the end of the course description as “prerequisites” or “corequisites.”

Although not stated for every course, students may obtain the School Dean’s approval to enroll in place of a prerequisite or prerequisite course if the student has satisfied the requirement by other means.

PREREQUISITE

A prerequisite is a course (or qualification) that a student must successfully complete before they may register for a subsequent course. It is the student’s responsibility to comply with the prerequisites of all courses they enroll in.

The most stringent placement restrictions are prerequisites. If a course lists a prerequisite requirement, the department has determined that students who lack the prerequisite are unlikely to succeed in the course. Therefore, the student must meet the prerequisite or demonstrate that they have satisfied the requirement by other means before enrolling in the course.

COREQUISITE

A corequisite is a course that students must take prior to or at the same time as another course. If a course lists a corequisite requirement, the department has determined that students who lack the corequisite are unlikely to succeed in the course. Therefore, the student must have taken the corequisite prior to enrollment in the course, co-enroll in the corequisite course in the same term, or demonstrate that the requirement has been satisfied by other means before enrolling in the course.

ACADEMIC SERVICE FEE

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

SCHEDULING

OSUIT does not offer all courses every semester. Therefore, students are encouraged to follow their degree plan of study and work closely with a program advisor to develop their class schedule.

CODE LETTERS

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

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

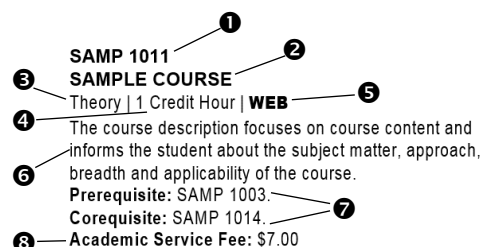
COURSE DESCRIPTIONS

ARRANGEMENT

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

SAMPLE COURSE DESCRIPTION

- ❶ Course Number (see below)
- ❷ Course Title
- ❸ Course Type
- ❹ Number of Credit Hours
- ❺ WEB = Available Fully Online (Availability Varies by Term)
- 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- to four-letter prefix (discipline) plus a four digit course number following the prefix. The first digit of the course number designates the general course level:

1 – Freshman 2 – Sophomore 3 – Junior 4 – Senior

Course numbers that begin with a 0 (zero) designate nontransferable courses that do not apply to program requirements. The second and third digits identify the course within a department. The fourth digit to the right, in most cases, designates the number of credit hours awarded for the course. A course number ending in 0 designates a course with variable credit.

PREREQUISITES & COREQUISITES

Some courses have requirements that students must meet prior to or at the time of enrollment in that course. The academic catalog lists these requirements at the end of the course description as “prerequisites” or “corequisites.”

Although not stated for every course, students may obtain the School Dean’s approval to enroll in place of a prerequisite or prerequisite course if the student has satisfied the requirement by other means.

PREREQUISITE

A prerequisite is a course (or qualification) that a student must successfully complete before they may register for a subsequent course. It is the student’s responsibility to comply with the prerequisites of all courses they enroll in.

The most stringent placement restrictions are prerequisites. If a course lists a prerequisite requirement, the department has determined that students who lack the prerequisite are unlikely to succeed in the course. Therefore, the student must meet the prerequisite or demonstrate that they have satisfied the requirement by other means before enrolling in the course.

COREQUISITE

A corequisite is a course that students must take prior to or at the same time as another course. If a course lists a corequisite requirement, the department has determined that students who lack the corequisite are unlikely to succeed in the course. Therefore, the student must have taken the corequisite prior to enrollment in the course, co-enroll in the corequisite course in the same term, or demonstrate that the requirement has been satisfied by other means before enrolling in the course.

ACADEMIC SERVICE FEE

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

SCHEDULING

OSUIT does not offer all courses every semester. Therefore, students are encouraged to follow their degree plan of study and work closely with a program advisor to develop their class schedule.

CODE LETTERS

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

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

COURSE PREFEX KEY

ACCT	Accounting	GTAU	General Technology - Automotive
ACR	Air Conditioning & Refrigeration	GTCT	General Technology - Construction
AIL	Applied Industry Leadership	GTET	General Technology - Engineering
ASL	American Sign Language	GTGE	General Technology
AUMC	MOPAR CAP	HHP	Health & Human Performance
AUMF	Ford ASSET	HHPL	Health & Human Services Prior Learning
AUMG	GM ASEP	HIST	History
AUMP	Pro-Tech	HUM	Humanities
AUPL	Automotive Prior Learning	HVLP	High Voltage Line Technician
BADM	Business Administration	INPL	Industrial Technologies Prior Learning
BDPL	Business & Digital Technologies Prior Learning	ITD	Information Technologies
BIOL	Biology	MATH	Mathematics
BLD	Building Construction	MGMT	Management
CET	Civil Engineering Technology	MMT	Multimedia Technology
CHEM	Chemistry	NSCI	Nutritional Sciences
CNS	Construction Technology	NUPL	Nursing Prior Learning
CS	Computer Literacy	NURS	Nursing
CUA	Culinary Arts	ORIE	Orientation
DHE	Diesel & Heavy Equipment	PHIL	Philosophy
DHEC	CAT Dealer Prep	PHYS	Physical Science
DHEK	Komatsu ACT	POLS	Political Science
DHER	NAEDA Agricultural Equipment Technician	PSYC	Psychology
DHEU	Truck Technician	READ	Reading
ECNT	Electrical Construction	SEGC	Natural Gas Compression
ECON	Economics	SEIM	Industrial Maintenance
EDUC	Education	SEPL	Pipeline Integrity
EHST	Environmental Health & Safety	SEPM	Plant Maintenance
ENGL	English	SEPP	Power Plant
ETD	Engineering Technologies	SOC	Sociology
ETDE	Electrical & Electronics	SPAN	Spanish
ETDG	Engineering Design Drafting	SPCH	Speech
GEN	General Studies	STAT	Statistics
GEOG	Geography	SURV	Surveying
GEOL	Geology	TTEN	Toyota T-TEN
GRD	Graphic Design	TTPL	Transportation Technologies Prior Learning
GTAC	General Technology - Air Conditioning	VIS	Visual Communications

COURSE DESCRIPTIONS

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

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

A study of the theory and practice of managerial accounting including analysis of cost behavior with an emphasis on the accumulation of product costs and budgeting for planning and performance evaluation. Other topics covered include job order costing, process costing, cost-volume analysis, capital budgeting, standard costs and departmentalization.

Prerequisite: ACCT 2103.

Academic Service Fee: \$21.00

AIR CONDITIONING & REFRIGERATION (ACR)

ACR 1111

EPA CERTIFICATION INFORMATION

Theory | 1 Credit Hour

Instruction concerning EPA rules and regulations is given to provide the student an opportunity to take and pass the EPA Certification test. Current rules and regulations concerning ozone depletion, CAA, and Montreal Protocol are taught.

Academic Service Fee: \$33.00

ACR 1121

INTRODUCTION TO AIR CONDITIONING & REFRIGERATION TECHNOLOGY

Theory | 1 Credit Hour

An orientation into the world of Air Conditioning and Refrigeration technology, including career opportunity exploration, licensing requirements, safety, tools and your college strategies.

Academic Service Fee: \$33.00

ACR 1126

ACR SYSTEM APPLICATIONS

Theory/Lab | 6 Credit Hours

This course covers the use of hand tools and industry specific tools, as well as copper tube flaring, swaging, cutting and brazing. It includes the theory of the compression refrigeration cycle to include components which make up a refrigeration system, and the operation and analysis of basic refrigeration systems including evacuation, charging, recovery, control adjustments and efficiency checks. Also emphasizes career opportunities in the air conditioning and refrigeration fields.

Academic Service Fee: \$198.00

ACR 1203

ELECTRICAL CONTROLS

Theory/Lab | 3 Credit Hours

A study of basic electrical properties and their behavior in series, parallel, and combination circuits. Theories of operation of electrical components common to air conditioning and refrigeration systems such as switches, relays, contactors, starter boxes, transformers, time delay relays, defrost timers, motors of various types, capacitors and motor starting relays are also examined.

Academic Service Fee: \$99.00

ACR 1206

ELECTRICAL CONTROL APPLICATIONS

Theory/Lab | 6 Credit Hours

Electrical components and circuits and how they relate to air conditioning and refrigeration systems form the basis of instruction. Emphasis is on actual wiring and troubleshooting of basic circuits, with techniques for troubleshooting 'live' circuits with volt meters and amp meters practiced. Students also gain experience designing and wiring circuits using common electrical components studied in ACR 1203.

Corequisite: ACR 1203.

Academic Service Fee: \$198.00

ACR 1336

RESIDENTIAL AIR CONDITIONING & HEATING SYSTEMS

Theory/Lab | 6 Credit Hours

Individual projects examining residential air conditioning and heating systems with respect to: installation, operation, and servicing of split system equipment, package equipment, unitary equipment, gas heating, electric heating, hydronic heating, and oil heating are discussed and/or reviewed in the lab. Topics including R-22 and R-410A Systems are discussed and analyzed. A strong emphasis is put on wiring diagrams, control circuits and troubleshooting.

Prerequisites: ACR 1126, ACR 1203 and ACR 1206.

Academic Service Fee: \$198.00

ACR 1343

ELECTRONIC CONTROL APPLICATIONS

Theory/Lab | 3 Credit Hours

Solid state electronic controls, bridge-circuits and direct digital controls as applied to air conditioning and refrigeration. Emphasis is devoted to wiring and testing system components and control circuits.

Prerequisites: ACR 1203 and ACR 1206.

Academic Service Fee: \$99.00

ACR1344**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

ACR2090**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

ACR2406**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

ACR2443**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

ACR2513**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

ACR2603**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

ACR2623**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

ACR2653**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

ACR2806**ACR INTERNSHIP I**

Internship | 6 Credit Hours

A supervised cooperative industry experience, which allows students the opportunity to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines.

Prerequisites: Student must be in good academic standing with a minimum of a 2.0 overall (retention/graduation) GPA and have completed ACR 1126, ACR 1203, ACR 1206 and ACR 1336.

Academic Service Fee: \$198.00

ACR2906**ACR INTERNSHIP II**

Internship | 6 Credit Hours

A supervised cooperative industry experience, which allows students the opportunity to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines.

Prerequisites: Student must be in good academic standing with a minimum of a 2.0 overall (retention/graduation) GPA and have completed ACR 1336 and ACR 2806.

Academic Service Fee: \$198.00

ACR2912**ACR INTERNSHIP**

Internship | 12 Credit Hours

A supervised cooperative industry experience, which allows students the opportunity to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines.

Prerequisites: Student must be in good academic standing with a minimum of a 2.0 overall (retention/graduation) GPA and have completed ACR 1126, ACR 1203, ACR 1206 and ACR 1336.

Academic Service Fee: \$396.00

AMERICAN SIGN LANGUAGE (ASL)

ASL 1363**AMERICAN SIGN LANGUAGE I**

Theory | 3 Credit Hours

An introduction to ASL (American Sign Language) which emphasizes basic signs, alphabet, numbers, and culture of the d/Deaf (deaf and hard of hearing) as well as facial and body expressions.

Academic Service Fee: \$21.00

ASL 1373**AMERICAN SIGN LANGUAGE II**

Theory | 3 Credit Hours

A continuation of ASL (American Sign Language) which continues to emphasize basic signs, alphabet, numbers, and culture of the d/Deaf (deaf and hard of hearing) as well as facial and body expressions.

Prerequisite: ASL 1363 or instructor's approval.

APPLIED INDUSTRY LEADERSHIP (AIL)

AIL 1101**AIL PROGRAM ORIENTATION**

Theory | 1 Credit Hour

In this course, students will explore an in-depth introduction and overview of the Applied Industry Leadership program. Delving into its purpose, expected learner outcomes, major assignments, and assessment criteria, students will not only enhance their leadership skills but also refine strategies for overall program success.

Academic Service Fee: \$7.00

AIL 1113**FOUNDATIONS IN INDUSTRY LEADERSHIP**

Theory | 3 Credit Hours

Establishes key concepts for industry leadership development. Explores internal and external factors involved in becoming a successful leader, including globalization and diversity topics.

Academic Service Fee: \$21.00

AIL 1213**FUNDING THE INDUSTRIAL ENTERPRISE**

Theory | 3 Credit Hours

Introduces the principles and best practices of financial resource management. Surveys concepts and tools of accounting, budgeting and marketing.

Academic Service Fee: \$21.00

AIL 3103**DATA BASICS FOR INDUSTRY**

Theory | 3 Credit Hours

This hands-on course covers the essentials of how data is organized, analyzed, and applied in industry environments. Students will gain the skills to transform data into actionable insights. By the end of the course, students will be equipped to collaborate effectively with analysts and decision-makers, confidently interpreting and communicating data to drive industry decisions.

Academic Service Fee: \$21.00

AIL 3113**TRANSFORMING DATA INTO ACTION**

Theory | 3 Credit Hours

This course deepens problem-solving, communication, and strategic thinking skills, preparing students to confidently apply data in industry challenges and organizational change. Students expand their ability to analyze industry data, translate insights for different audiences, and drive informed decisions.

Prerequisite: AIL 3103.

Academic Service Fee: \$21.00

AIL 3213**HUMAN RESOURCE MANAGEMENT**

Theory | 3 Credit Hours

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 industrial enterprise.

Prerequisite: AIL 1213.

Academic Service Fee: \$21.00

AIL 3233**APPLIED HUMAN RESOURCE MANAGEMENT**

Theory | 3 Credit Hours

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 an industrial enterprise setting.

Corequisite: AIL 3213.

Academic Service Fee: \$21.00

AIL 3243**INTRODUCTION TO HEALTHCARE MANAGEMENT**

Theory | 3 Credit Hours

This course explores the structure, operation, and leadership of healthcare delivery organizations and nonprofits. Students will examine topics such as transformational and servant leadership, decision-making, resource management, advocacy, and community partnerships. Emphasis is placed on organizational development, communication strategies, and the roles of clinical professionals. Through theoretical knowledge and practical case studies, students will develop the skills needed to effectively manage complex healthcare organizations and drive positive change.

Academic Service Fee: \$21.00

AIL 3253**HEALTHCARE MANAGEMENT & FINANCE**

Theory | 3 Credit Hours

This course covers the key elements of healthcare management, including healthcare payment systems, insurance management, and reimbursement strategies. Students will learn about employee credentialing, accreditation, and licensing requirements for healthcare professionals. The course also explores the financial structure of healthcare organizations, focusing on budgeting, financial reporting, and cost management. This is an essential course for those pursuing careers in healthcare administration, providing a solid foundation in the operational and regulatory aspects of the industry. Corequisite: AIL 3243.

Academic Service Fee: \$21.00

AIL 3303**STRATEGIC FINANCIAL LEADERSHIP**

Theory | 3 Credit Hours

This course provides a comprehensive approach to financial decision-making in leadership roles, equipping learners with the analytical skills to assess financial health, optimize resource

allocation, and drive long-term business viability. Emphasizing financial intelligence as a leadership tool, students will develop strategic frameworks for budgeting, investment analysis, and financial risk management.

Academic Service Fee: \$21.00

AIL 3313

BUSINESS OPERATIONS STRATEGY

Theory | 3 Credit Hours

This course provides a deepened exploration of how businesses optimize operations for efficiency, scalability, and competitive advantage. Learners will examine strategic decision-making in supply chain management, process improvement, and operational leadership, with an emphasis on aligning operations with long-term business goals.

Prerequisite: AIL 3303.

Academic Service Fee: \$21.00

AIL 3413

INDUSTRY OPERATIONS MANAGEMENT

Theory | 3 Credit Hours

Advances students' knowledge of industrial 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

AIL 3433

APPLIED INDUSTRY OPERATIONS MANAGEMENT

Theory/Lab | 3 Credit Hours

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 an industrial enterprise setting.

Corequisite: AIL 3413.

Academic Service Fee: \$21.00

AIL 4113

ADVANCED LAW AND BUSINESS ETHICS

Theory | 3 Credit Hours

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.

Prerequisite: AIL 3213

Academic Service Fee: \$21.00

AIL 4133

APPLIED ADVANCED LAW AND BUSINESS ETHICS

Theory/Lab | 3 Credit Hours

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 an industry setting.

Corequisite: AIL 4113.

Academic Service Fee: \$21.00

AIL 4143

DATA VISUALIZATION PRINCIPLES

Theory | 3 Credit Hours

In this course, students will learn to design data visualizations that go beyond aesthetics to drive understanding, engagement, and informed decision-making.

Prerequisite: AIL 3133.

Academic Service Fee: \$21.00

AIL 4153

ETHICAL DATA LEADERSHIP

Theory | 3 Credit Hours

Through case studies and real-world examples, this course explores the intersection of data, ethics, and governance. Students will analyze legal requirements, ethical dilemmas, and best practices for managing data responsibly.

Prerequisite: AIL 4143.

Academic Service Fee: \$21.00

AIL 4203

HEALTHCARE ISSUES IN DIVERSE POPULATIONS

Theory | 3 Credit Hours

This course explores the health challenges and disparities faced by diverse populations, focusing on social, cultural, and environmental factors. Students will learn about community-based solutions and strategies to address these disparities, including public health interventions and culturally competent care, aiming to promote health equity and improve outcomes for underserved groups.

Prerequisite: AIL 3253.

Academic Service Fee: \$21.00

AIL 4213

HEALTHCARE QUALITY & SAFETY

Theory | 3 Credit Hours

This course introduces the principles of healthcare quality and patient safety, equipping students with the skills to analyze safety challenges, design effective measures, and lead quality improvement initiatives. Students will explore key topics such as quality improvement models (e.g. PDSA), patient safety science, cultural competence, ethical decision-making, and risk management. With insights from global organizations like WHO and AHRQ and industry leaders, the course emphasizes fostering a culture of safety and addressing issues such as medication errors and national patient safety goals.

Prerequisite: AIL 4203.

Academic Service Fee: \$21.00

AIL 4303

BUSINESS MARKETING STRATEGIES

Theory | 3 Credit Hours

This course provides business leaders with the essential knowledge to develop and execute marketing strategies that enhance brand positioning, customer engagement, and long-term business growth. Learners will explore how to integrate pricing strategies, distribution channels, digital marketing, and consumer analytics into broader business objectives. Special emphasis is placed on leveraging data-driven insights and emerging marketing trends to maintain competitive advantage.

Prerequisite: AIL 3313.

Academic Service Fee: \$21.00

AIL 4313

INDUSTRY EXPANSION

Theory | 3 Credit Hours

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

AIL 4323**ADVANCED TALENT AND ORGANIZATIONAL LEADERSHIP**

Theory | 3 Credit Hours

This course builds on human resource management concepts in AIL 3213 by emphasizing executive-level leadership, talent development, and organizational change. Learners will develop leadership strategies for workforce planning, performance optimization, and fostering inclusive, high-performing teams.

Prerequisite: AIL 4303.

Academic Service Fee: \$21.00

AIL 4333**APPLIED INDUSTRY EXPANSION**

Theory/Lab | 3 Credit Hours

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 an industry setting.

Corequisite: AIL 4313.

Academic Service Fee: \$21.00

AIL 4513**PROCESS OPTIMIZATION IN THE INDUSTRIAL ENTERPRISE**

Theory | 3 Credit Hours

Investigates quality management theories as they relate to supply chain processes and planning.

Academic Service Fee: \$21.00

AIL 4533**APPLIED TOPICS IN INDUSTRIAL PROCESS OPTIMIZATION**

Theory/Lab | 3 Credit Hours

Projects will analyze process optimization best practices from award-winning enterprises and apply lessons learned to each student's chosen field.

Corequisite: AIL 4513.

Academic Service Fee: \$21.00

AIL 4613**PROJECT PLANNING & IMPLEMENTATION IN THE INDUSTRIAL ENTERPRISE**

Theory | 3 Credit Hours

Investigates project management theories as they relate to optimizing project life cycles and resource allocation.

Academic Service Fee: \$21.00

AIL 4633**APPLIED TOPICS IN INDUSTRIAL PROJECT PLANNING & IMPLEMENTATION**

Theory/Lab | 3 Credit Hours

Projects will demonstrate project optimization best practices. Students will complete a project management assignment using a tool that fits the needs of their chosen industry.

Corequisite: AIL 4613.

Academic Service Fee: \$21.00

AIL 4904**CAPSTONE**

Theory/Lab | 4 Credit Hours

Culmination of studies in the Applied Industry Leadership program. Students analyze real-world problems, propose solutions, and develop authentic change initiative deliverables for their chosen technology field, synthesizing leadership theories and management best practices.

Prerequisite: Course must be taken in final semester.

Academic Service Fee: \$21.00

MOPAR CAP (AUMC)**AUMC 1003****FUNDAMENTALS OF ELECTRICAL**

Theory/Lab | 3 Credit Hours

Designed to develop fundamental electrical knowledge and skills for the MOPAR® CAP student and to prepare the student for successful completion of the FCA Fundamentals of Electrical Skills Gateway Assessment. Areas of instruction include: Ohm's Law, electrical measurements, reading and understanding wiring diagrams, meter usage and circuit analysis for diagnostics.

Academic Service Fee: \$90.00

AUMC 1103**AUTOMOTIVE SERVICE FUNDAMENTALS**

Theory/Lab | 3 Credit Hours

Automotive Service Fundamentals prepares the MOPAR® CAP student to understand and develop skills necessary to diagnose and repair Chrysler built vehicles. Areas of instruction include: Safety, Hand and Power Tools, Special Equipment, Fastening Devices, Service Information, Semi and Precision Measuring, Scan Tools, New Vehicle Preparation, Light Vehicle Maintenance, and Application of the Chrysler Six-Step Diagnostic Process.

Academic Service Fee: \$90.00

AUMC 1163**STEERING & SUSPENSION SYSTEMS**

Theory/Lab | 3 Credit Hours

Steering & Suspension Systems provides the MOPAR® CAP student with a theoretical understanding of basic steering and suspension geometry and principles and instills practical skills needed to identify, diagnose, adjust, align, remove, and repair components of the steering and suspension systems. This course provides specific diagnostic methods used to troubleshoot steering and suspension systems, including wheel and tire wear concerns. Emphasis is placed on service procedures, using service information, special tools and equipment for diagnosis and repair.

Academic Service Fee: \$90.00

AUMC 1203**BRAKE SYSTEMS**

Theory/Lab | 3 Credit Hours

Brake Systems provides the MOPAR® CAP student with the theory of basic brake operation and hydraulic principles. Students will gain knowledge on the proper use of service information, special tools, and brake service equipment. Practical applications include diagnosis, adjustment, removal, and repair of brake components. Emphasis is placed on how to use a systematic approach to diagnose and repair the root cause of vehicle base brake hardware, brake hydraulics, electronic anti-lock brake systems, traction control systems, and vehicle stabilization control systems, as well as root causes of vehicle noise, vibration, and harshness (NVH) concerns.

Academic Service Fee: \$90.00

AUMC 1213**MOPAR INTERNSHIP I**

Internship | 3 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

Academic Service Fee: \$90.00

AUMC 1243**AUTOMOTIVE ELECTRONIC SYSTEMS I**

Theory/Lab | 3 Credit Hours

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

Academic Service Fee: \$90.00

AUMC 1263**AUTOMOTIVE ELECTRONIC SYSTEMS II**

Theory/Lab | 3 Credit Hours

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

Academic Service Fee: \$90.00

AUMC 1291-1292 (1-2 CREDIT HOURS)**ADVANCED MOPAR INTERNSHIP I**

Internship | 1-2 Credit Hours

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

AUMC 1303**MOPAR DRIVELINES**

Theory/Lab | 3 Credit Hours

This course prepares MOPAR® CAP students by giving them the skills needed to diagnose, adjust, remove and repair components

of advanced or updated driveline components found on automobiles. Components include automatic transmissions/transaxles, manual transmissions/transaxles, differentials, all-wheel drive (AWD) and four-wheel drive components. This course includes a focus on how to use a systematic approach to diagnose and repair the root cause of driveline failures. Service information procedures and the use of special tools are emphasized to help in the diagnosis and repair of advanced automotive drivelines.

Academic Service Fee: \$90.00

AUMC 1313**MOPAR INTERNSHIP II**

Internship | 3 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

Academic Service Fee: \$90.00

AUMC 1323**MOPAR AUTOMATIC TRANSMISSIONS**

Theory/Lab | 3 Credit Hours

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

Academic Service Fee: \$90.00

AUMC 1391-1392 (1-2 CREDIT HOURS)**ADVANCED MOPAR INTERNSHIP II**

Internship | 1-2 Credit Hours

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

AUMC 2090**SPECIAL PROJECTS**

Theory/Lab | 1-9 Credit Hours

Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of automotive service with credit hours assigned based on level and amount of effort involved.

Prerequisite: School Dean's approval.

Academic Service Fee: \$30.00 per credit hour, as determined by course credit

AUMC 2413**HEATING & AIR CONDITIONING SYSTEMS**

Theory/Lab | 3 Credit Hours

Heating & Air Conditioning Systems provides the MOPAR® CAP student with the theory and application of heating and air conditioning systems found on FCA automobiles and light trucks. Principles of refrigeration, air flow, heating and various climate control component operations are also covered. The inspection, testing, servicing and diagnosis of climate control system components, as well as automatic temperature control systems are emphasized. Safety is stressed.

Academic Service Fee: \$90.00

AUMC 2423**MOPAR INTERNSHIP III**

Internship | 3 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

Academic Service Fee: \$90.00

AUMC 2491-2492 (1-2 CREDIT HOURS)**ADVANCED MOPAR INTERNSHIP III**

Internship | 1-2 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the MOPAR® CAP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

Academic Service Fee: \$30.00 per credit hour, as determined by course credit

AUMC 2503**ENGINE PERFORMANCE THEORY & OPERATION**

Theory/Lab | 3 Credit Hours

Engine Performance Theory & Operation provides the MOPAR® CAP student with the theory, demonstration and application of FCA ignition systems, electronic fuel injection and emission control systems. It includes the use of service information and scan tools, as well as the advanced use of lab scopes and specialized testing equipment. Emphasis is placed on diagnosis, failure analysis and service of components including, fuel delivery, fuel injection, emission control devices and sub-systems that control engine, fuel, and exhaust components according to manufacturer specifications. Safety is stressed.

Academic Service Fee: \$90.00

AUMC 2513**MOPAR INTERNSHIP IV**

Internship | 3 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

Academic Service Fee: \$90.00

AUMC 2543**ENGINE SYSTEMS THEORY & OPERATION**

Theory/Lab | 3 Credit Hours

Engines Systems Theory & Operation provides the MOPAR® CAP student with the theory, demonstration and application of engine repair procedures according to the manufacturer specifications, which includes disassembly, cleaning, inspection, measurement, service and reassembly. Emphasis is given to system diagnosis and failure analysis and includes the proper use of hand tools, precision measurement devices and other specialized equipment. Safety is stressed.

Academic Service Fee: \$90.00

AUMC 2591-2592 (1-2 CREDIT HOURS)**ADVANCED MOPAR INTERNSHIP IV**

Internship | 1-2 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the MOPAR® CAP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

Academic Service Fee: \$30.00 per credit hour, as determined by course credit

AUMC 2603**DIESEL ENGINE & FUEL INJECTION SYSTEMS**

Theory/Lab | 3 Credit Hours

Diesel Engine & Fuel Injection Systems provides the MOPAR® CAP student with the knowledge and skills necessary to diagnose and service current FCA diesel engine and fuel related performance concerns. The primary focus for this course is diagnosing diesel internal engine and cylinder head failures and diesel fuel delivery systems, including fuel injectors, fuel pumps, pump timing, and computer and related electrical systems. Emphasis is placed on the use of service information, diagnostic flow charts and specific diagnostic procedures to evaluate engine condition and performance. Safety is stressed.

Academic Service Fee: \$90.00

AUMC 2613**MOPAR CAP CAPSTONE**

Theory/Lab | 3 Credit Hours

Provides the MOPAR® CAP student with the knowledge and skills necessary to diagnose and service components and sub-systems on current production Chrysler vehicles, and is used to reinforce the ASE vehicle service areas in engines, engine performance, steering, suspension, brakes, electrical, automatic transmissions and manual transmissions, including drive train systems. An emphasis is placed on proper use of service information and special tools used in the diagnosis and repair procedures.

Academic Service Fee: \$90.00

AUMC 2623**MOPAR INTERNSHIP V**

Internship | 3 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

Academic Service Fee: \$90.00

AUMC 2691-2692 (1-2 CREDIT HOURS)**ADVANCED MOPAR INTERNSHIP V**

Internship | 1-2 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the MOPAR® CAP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

Academic Service Fee: \$30.00 per credit hour, as determined by course credit

FORD ASSET (AUMF)**AUMF 1011****CAREER CORNERSTONE: INTRODUCTION TO AUTOMOTIVE SERVICE**

Theory | 1 Credit Hour

An overview of the automotive field with detailed specifics focused on Ford Motor Company, and includes historical information, understanding how the dealership functions, efficiency, productivity, time and labor guide usage, VIN codes, service manual usage, introduction to scan tool devices, pre-delivery inspection, precision measurement usage and safety. Its emphasis is on career networking focusing on the variety of related career opportunities within the automotive service industry.

Academic Service Fee: \$30.00

AUMF 1034**FORD BASIC ELECTRICAL**

Theory/Lab | 4 Credit Hours

The theory and application of electrical principles and concepts. Subjects covered include proper use of digital multimeters, OHM's Law, series circuits, parallel circuits and series parallel circuits. Emphasis is placed on diagnostic procedures through on-bench and practical exercises using automotive applications.

Academic Service Fee: \$120.00

AUMF 1104**INTERNSHIP I**

Internship | 4 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and have successfully completed all previous required AUMF core courses.

Academic Service Fee: \$120.00

AUMF 1113**FORD ENGINE REPAIR**

Theory/Lab | 3 Credit Hours

Theory, demonstration and lab work covering the operation and principles of two- and four-stroke engines, and engine systems, including the identification of engine parts, diagnosis and service of the cooling, fuel (gas and diesel), lubrication, ignition, diesel fuel injection and valve-train systems, with special emphasis on cylinder head service. The operation and service of turbo-chargers and 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 AUMG core courses.

Academic Service Fee: \$120.00

AUMG 1273

GM MANUAL DRIVE TRAINS

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, driving, 4-wheel drive systems and vibration analysis. Emphasis is given to preventive maintenance, system diagnosis, failure analysis and proper service procedures and includes the discussion and operation of specialized shop tools and equipment. Shop safety is stressed.

Academic Service Fee: \$90.00

AUMG 1293

GM SUSPENSION & STEERING

Theory/Lab | 3 Credit Hours

The theory, demonstration and application of component and system function, operation, adjustment, diagnosis and service, which includes principles of suspension geometry and alignment angles. Advanced topics address the demonstration and application of GM steering and suspension system operation, diagnosis and service, including electronic steering and suspension, CV joint wheels, tires and axles related to noise, vibration and harshness. The use of specialized tools and equipment, proper vehicle lifting, and supporting procedures are involved, and the latest product considerations are discussed. Emphasis is given to preventive maintenance, system diagnosis and failure analysis. Safety is stressed.

Academic Service Fee: \$90.00

AUMG 1303

GM AUTOMOTIVE ELECTRICAL & ELECTRONIC SYSTEMS II

Theory/Lab | 3 Credit Hours

The theory and application of semiconductor devices, service manual usage and advanced automotive electricity. Subjects covered include diodes, transistors, microprocessors and basic automotive systems, as well as the theory, testing, diagnosis and repair of body electrical accessories including power windows and seats, windshield wipers, cruise controls, audio systems and computer controlled body electronics. Emphasis is placed on diagnostic procedures through on-bench and practical exercises using automotive applications.

Academic Service Fee: \$90.00

AUMG 1314

GM INTERNSHIP II

Internship | 4 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and have successfully completed all previously required AUMG core courses.

Academic Service Fee: \$120.00

AUMG 1391-1393 (1-3 CREDIT HOURS)

ADVANCED GM INTERNSHIP II

Internship | 1-3 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the General Motors ASEP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.
Academic Service Fee: \$30.00 per credit hour, as determined by course credit

AUMG 2090**SPECIAL PROJECTS**

Theory/Lab | 1-9 Credit Hours

Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of automotive service with credit hours assigned based on level and amount of effort involved.

Prerequisite: School Dean's approval.

Academic Service Fee: \$30.00 per credit hour, as determined by course credit

AUMG 2214**GM INTERNSHIP III**

Internship | 4 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and have successfully completed all previous required AUMG core courses.

Academic Service Fee: \$120.00

AUMG 2523**GM AUTOMATIC TRANSMISSIONS & TRANSAXLES**

Theory/Lab | 3 Credit Hours

An introduction into the theory and application of automatic transmissions and transaxles, which includes an overview discussion and hands-on activities with the various components that make up the automatic transmission and how they function, as well as the logical process to diagnose a malfunction.

Interactive diagnosis, disassembly, component inspection, failure analysis, reassembly of transmissions/transaxles is taught. Strong emphasis is placed on the diagnosis of and scan tool operation on computer controlled transmissions and transaxles. The proper use of transmission specialty tools and shop procedures, as well as safety is emphasized.

Academic Service Fee: \$90.00

AUMG 2533**GM AUTOMOTIVE HEATING & AIR CONDITIONING**

Theory/Lab | 3 Credit Hours

The theory, demonstration and application of GM climate control components and systems operation, adjustment, diagnosis and service, to include common HVAC principles and service. Emphasis is given to preventive maintenance, system diagnosis and failure analysis, and the use of specialized tools and equipment. Safety is stressed.

Academic Service Fee: \$90.00

AUMG 2544**GM INTERNSHIP IV**

Internship | 4 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and

have successfully completed all previous required AUMG core courses.

Academic Service Fee: \$120.00

AUMG 2583**GM AUTOMOTIVE ENGINE PERFORMANCE**

Theory/Lab | 3 Credit Hours

The theory and application of GM electronic engine controls. Subjects include GM fuel and ignition systems as related to current GM engines. Emphasis is on diagnosis and repair procedures using computer diagnostic scan tools, electrical meters, scopes and infrared diagnostic equipment.

Academic Service Fee: \$90.00

AUMG 2591-2593 (1-3 CREDIT HOURS)**ADVANCED GM INTERNSHIP IV**

Internship | 1-3 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the General Motors ASEP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

Academic Service Fee: \$30.00 per credit hour, as determined by course credit

AUMG 2653**GM AUTOMOTIVE DIESEL SYSTEMS**

Theory/Lab | 3 Credit Hours

Provides the GM ASEP student with the knowledge and skills necessary to diagnose and service current GM diesel engine and fuel related performance concerns. Course focuses upon diagnosing diesel internal engine and cylinder head failures, as well as diesel fuel delivery systems, including fuel injectors, fuel pumps, pump timing, computer and related electrical systems. Emphasis is placed on the use of service information, diagnostic flow charts and specific diagnostic procedures to evaluate engine condition and performance. Safety is stressed.

Academic Service Fee: \$90.00

AUMG 2683**GM ASEP CAPSTONE**

Theory/Lab | 3 Credit Hours

GM ASEP Capstone is designed to allow students to utilize and refine skills previously learned in their educational process. Included are the diagnosis and servicing of the advanced electronically controlled systems found on today's vehicles, the proper use of special tools and information used to make repairs to industry standards, discussion of student goals and duties specific to the industry, and specific competencies demonstrated during the course. Students complete updated courses and exit assessments.

Academic Service Fee: \$90.00

AUMG 2891-2893 (1-3 CREDIT HOURS)**ADVANCED GM INTERNSHIP III**

Internship | 1-3 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the General Motors ASEP program. This internship is a cooperative

agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses. Academic Service Fee: \$30.00 per credit hour, as determined by course credit

AUMG 2904 GM INTERNSHIP V

Internship | 4 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and have successfully completed all previous required AUMG core courses.

Academic Service Fee: \$120.00

AUMG 2991-2993 (1-3 CREDIT HOURS)

ADVANCED GM INTERNSHIP V

Internship | 1-3 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the General Motors ASEP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

Academic Service Fee: \$30.00 per credit hour, as determined by course credit

Pro-Tech (AUMP)

AUMP 1003

AUTOMOTIVE SERVICE FUNDAMENTALS

Theory/Lab | 3 Credit Hours

This course prepares the Pro-Tech student to understand and develop skills necessary to diagnose and repair automotive vehicles. Areas of instruction include: Safety, Hand and Power Tools, Special Equipment, Fastening Devices, Service Information, Semi and Precision Measuring, Scan Tools, New Vehicle Preparation, Light Vehicle Maintenance, and Application of the Six-Step Diagnostic Process.

Academic Service Fee: \$90.00

AUMP 1013

PRO-TECH INTERNSHIP I

Internship | 3 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and have successfully completed all previous required AUMP core courses.

Academic Service Fee: \$90.00

AUMP 1053

AUTOMOTIVE ENGINES

Theory/Lab | 3 Credit Hours

The theory, demonstration and application of engine repair procedures according to manufacturer's specifications, which includes disassembly, cleaning, inspection, measurement, service, reassembly and R&R. Emphasis is given to system diagnosis and failure analysis including the proper use of hand tools, precision measurement devices and other specialized equipment. Safety is stressed.

Academic Service Fee: \$90.00

AUMP 1073

ELECTRICAL/ELECTRONICS TRAINING I

Theory/Lab | 3 Credit Hours

The theory and application of electrical principles and concepts. Subjects covered include proper use of digital multimeters, OHM's Law, series circuits, parallel circuits and series parallel circuits. Emphasis is placed on diagnostic procedures through on-bench and practical exercises using automotive applications.

Academic Service Fee: \$90.00

AUMP 1083

ELECTRICAL/ELECTRONICS TRAINING II

Theory/Lab | 3 Credit Hours

The theory and application of semiconductor devices, batteries, starting systems and service manual usage. Subjects covered include diode, transistors, microprocessor and basic automotive system. Emphasis is placed on diagnostic procedures through on-bench and practical exercises using automotive applications.

Academic Service Fee: \$90.00

AUMP 1091-1094 (1-4 CREDIT HOURS)

ADVANCED PRO-TECH INTERNSHIP I

Internship | 1-4 Credit Hours

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

AUMP 1113

PRO-TECH INTERNSHIP II

Internship | 3 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and have successfully completed all previously required AUMP core courses.

Academic Service Fee: \$90.00

AUMP 1203**ELECTRICAL DIAGNOSIS**

Lab | 3 Credit Hours

Emphasizes hands on learning in the areas of electrical diagnosis, diagnostic procedures, information retrieval, component accessibility and diagnostic equipment usage.

Academic Service Fee: \$90.00

AUMP 1213**PRO-TECH INTERNSHIP III**

Internship | 3 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and have successfully completed all previous required AUMP core courses.

Academic Service Fee: \$90.00

AUMP 1233**AUTOMOTIVE BRAKE SYSTEMS**

Theory/Lab | 3 Credit Hours

The theory and application of the operation and repair of conventional automotive brake systems, anti-lock brake systems and traction control systems used in vehicles will be taught, with emphasis given to preventive maintenance, system diagnosis, failure analysis and proper service procedures. The course includes an overview, discussion and hands-on activities that expose students to the variety of components that make up the brake systems used in today's diverse automobiles. Course also includes the discussion and operation of specialized shop tools and equipment. Shop safety is stressed.

Academic Service Fee: \$90.00

AUMP 1283**AUTOMOTIVE STEERING & SUSPENSION**

Theory/Lab | 3 Credit Hours

The theory, demonstration and application of component and system function of steering and suspension systems will be taught, including service and diagnosis of steering and suspension components. Alignment fundamentals and application will be covered, with topics including alignment machine training and diagnosis of tire wear and pull conditions. Emphasis is given to preventative maintenance, system diagnosis, and failure analysis.

Academic Service Fee: \$90.00

AUMP 1291-1294 (1-4 CREDIT HOURS)**ADVANCED PRO-TECH INTERNSHIP II**

Internship | 1-4 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the Pro-Tech program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

Academic Service Fee: \$30.00 per credit hour, as determined by course credit

AUMP 1373**AUTOMOTIVE MANUAL DRIVETRAIN**

Theory/Lab | 3 Credit Hours

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

Academic Service Fee: \$90.00

AUMP 1393**AUTOMOTIVE AUTOMATIC TRANSMISSIONS & TRANSAXLES**

Theory/Lab | 3 Credit Hours

An introduction into the theory and application of automatic transmissions and transaxles, which includes an overview discussion and hands-on activities involving the various components that make up the automatic transmission, how they function and the logical process to diagnose a malfunction. Interactive diagnosis, disassembly, component inspection, failure analysis, and reassembly are covered. Strong emphasis is placed on the diagnosis of, and scan tool operation on, computer controlled transmissions and transaxles. The proper use of transmission specialty tools, shop procedures, and safety are emphasized.

Academic Service Fee: \$90.00

AUMP 1491-1494 (1-4 CREDIT HOURS)**ADVANCED PRO-TECH INTERNSHIP III**

Internship | 1-4 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the Pro-Tech program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

Academic Service Fee: \$30.00 per credit hour, as determined by course credit

AUMP 2003**PRO-TECH INTERNSHIP IV**

Internship | 3 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and have successfully completed all previous required AUMP core courses.

Academic Service Fee: \$90.00

AUMP 2013**PRO-TECH INTERNSHIP V**

Internship | 3 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and is supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and have successfully completed all previous required AUMP core courses.

Academic Service Fee: \$90.00

AUMP 2090**SPECIAL PROJECTS**

Theory/Lab | 1-9 Credit Hours

Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of automotive service with credit hours assigned based on level and amount of effort involved.

Prerequisite: School Dean's approval.

Academic Service Fee: \$30.00 per credit hour, as determined by course credit

AUMP 2391-2394 (1-4 CREDIT HOURS)**ADVANCED PRO-TECH INTERNSHIP IV**

Internship | 1-4 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the Pro-Tech program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

Academic Service Fee: \$30.00 per credit hour, as determined by course credit

AUMP 2473**AUTOMOTIVE ENGINE PERFORMANCE**

Theory/Lab | 3 Credit Hours

The theory and application of electronic engine control, including tune ups, throttle body and multiple injection systems, electronic and computer controlled ignition systems, direct injection, and variable timing systems. Emphasis is on diagnosis, adjustments and repair procedures using electrical meters, scopes and scan tool diagnostic equipment. Emission and catalyst service testing and diagnosis are performed.

Academic Service Fee: \$90.00

AUMP 2491-2494 (1-4 CREDIT HOURS)**ADVANCED PRO-TECH INTERNSHIP V**

Internship | 1-4 Credit Hours

This course serves as an alternate internship for those students who have received prior learning credit for application toward the Pro-Tech program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

Academic Service Fee: \$30.00 per credit hour, as determined by course credit

AUMP 2593**AUTOMOTIVE HEATING, VENTILATION & AIR CONDITIONING**

Theory/Lab | 3 Credit Hours

The theory, demonstration and application of HVAC components, system operation and adjustment, climate control systems operation, and diagnosis and service, including automatic temperature controls. Emphasis is given to preventive maintenance, system diagnosis and failure analysis, and hand-on activities involve the use of specialized tools and equipment. Safety is stressed.

Academic Service Fee: \$90.00

AUMP 2693**AUTOMOTIVE CAPSTONE**

Theory/Lab | 3 Credit Hours

Designed to allow students to utilize and refine skills previously learned in the educational process. Included are the diagnosis and servicing of electronically controlled systems found on today's vehicles, as well as the proper use of special tools and information used to make repairs to industry standards. Includes discussion of student goals and duties specific to the industry, and specific competencies demonstrated during the course. Students complete the Career Passport, post-tests and exit assessments.

Academic Service Fee: \$90.00

AUMP 2783**ADVANCED AUTOMOTIVE DIAGNOSTICS**

Theory/Lab | 3 Credit Hours

The theory and application of electronic engine control as they apply to OBD II systems. Advanced theory on electronic fuel systems with further diagnosis and testing using scan tools and advanced use of lab scopes and specialized testing equipment are emphasized.

Academic Service Fee: \$90.00

AUTOMOTIVE PRIOR LEARNING (AUPL)**AUPL 1101-1105 (1-5 CREDIT HOURS)****BEGINNING AUTOMOTIVE INTERNSHIP I°**

Prior Learning Credit | 1-5 Credit Hours

This course is utilized to award prior learning credit for application toward an automotive service technology AAS degree, and reflects an evaluation of a student's cumulative prior learning experiences as they pertain to their chosen degree program. These experiences must incorporate work performed in accordance with industry standards and reflect university level content and rigor, and may include industry certifications, technical and on-the-job training, workshops, military training, and independent study.

AUPL 1201-1205 (1-5 CREDIT HOURS)**BEGINNING AUTOMOTIVE INTERNSHIP II°**

Prior Learning Credit | 1-5 Credit Hours

This course is utilized to award prior learning credit for application toward an automotive service technology AAS degree, and reflects an evaluation of a student's cumulative prior learning experiences as they pertain to their chosen degree program. These experiences must incorporate work performed in accordance with industry standards and reflect university level content and rigor, and may include industry certifications, technical and on-the-job training, workshops, military training, and independent study.

AUPL 1301-1305 (1-5 CREDIT HOURS)**BEGINNING AUTOMOTIVE INTERNSHIP III °**

Prior Learning Credit | 1-5 Credit Hours

This course is utilized to award prior learning credit for application toward an automotive service technology AAS degree, and reflects an evaluation of a student's cumulative prior learning experiences as they pertain to their chosen degree program. These experiences must incorporate work performed in accordance with industry standards and reflect university level content and rigor, and may include industry certifications, technical and on-the-job training, workshops, military training, and independent study.

AUPL 1401-1405 (1-5 CREDIT HOURS)**BEGINNING AUTOMOTIVE INTERNSHIP IV °**

Prior Learning Credit | 1-5 Credit Hours

This course is utilized to award prior learning credit for application toward an automotive service technology AAS degree, and reflects an evaluation of a student's cumulative prior learning experiences as they pertain to their chosen degree program. These experiences must incorporate work performed in accordance with industry standards and reflect university level content and rigor, and may include industry certifications, technical and on-the-job training, workshops, military training, and independent study.

AUPL 1501-1505 (1-5 CREDIT HOURS)**BEGINNING AUTOMOTIVE INTERNSHIP V °**

Prior Learning Credit | 1-5 Credit Hours

This course is utilized to award prior learning credit for application toward an automotive service technology AAS degree, and reflects an evaluation of a student's cumulative prior learning experiences as they pertain to their chosen degree program. These experiences must incorporate work performed in accordance with industry standards and reflect university level content and rigor, and may include industry certifications, technical and on-the-job training, workshops, military training, and independent study.

° 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

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 1313**DATAWORKS 101**

Theory | 3 Credit Hours

Go behind the scenes of the data that shapes our world. Through hands-on projects utilizing user-friendly tools, students will clean and analyze real-world data sets to build a solid foundation in data literacy.

Prerequisites: CS 1013 and any lower-division MATH or STAT course.

Academic Service Fee: \$21.00

BADM 2033**DATA ANALYTICS IN ACTION**

Theory | 3 Credit Hours

Dive into the real world of data analytics using popular tools and authentic data sets. Through immersive hands-on projects, students will leverage coding and statistical techniques to manipulate, visualize, and interpret complex data - extracting powerful insights that can drive informed decisions.

Prerequisite: BADM 1313.

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 2111**CAREER PLANNING FOR BUSINESS SUCCESS**

Theory | 1 Credit Hour

In this course, students will learn about building connections both for their career and personal life. Also covered are methods to determine if pursuing a Business major aligns with their interests. Additionally, topics include preparing for the transition from an Associates to a Bachelor's degree program or starting work, and identifying professional career goals.

Academic Service Fee: \$7.00

BADM 2153**MARKETING PRINCIPLES**

Theory | 3 Credit Hours

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

Emphasizes composition and preparation of written business communications. Elements of cultural diversity, proofreading and listening skills are also addressed.

Academic Service Fee: \$21.00

BADM 2903**BUSINESS/OCCUPATIONAL INTERNSHIP**

Internship | 3 Credit Hours

Students work in a supervised business environment performing live assignments. Students are required to schedule, complete, and interview with workplace supervisor prior to the intern experience.

Academic Service Fee: \$21.00

BUSINESS & DIGITAL TECHNOLOGIES PRIOR LEARNING (BDPL)

BDPL 1101-1142 (1-42 CREDIT HOURS)
PLA BUSINESS & DIGITAL TECHNOLOGIES°

Prior Learning Credit | 1-42 Credit Hours

This course is utilized to award block credit via prior learning assessment for application toward AAS in Applied Technology program requirements. The amount of credit awarded will vary by individual, and is based upon an evaluation of a student's cumulative prior learning experiences as they pertain to their chosen career field. These experiences must incorporate work performed in accordance with industry standards and reflect university-level content and rigor, and may include industry certifications, technical and on-the-job training, workshops, military training, and independent study.

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

BIOLOGY (BIOL)

BIOL 1014 (L, N)
GENERAL BIOLOGY (NON-MAJORS)

Theory/Lab | 4 Credit Hours

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 (L, N)
GENERAL BOTANY

Theory/Lab | 4 Credit Hours

Morphology and anatomy of plants. Plant functioning: photosynthesis, water relations, translocation, hormonal regulations, and photoperiodism. Survey of the plant division, algae and fungi.

Prerequisite: BIOL 1114 or School Dean's approval.

Academic Service Fee: \$53.00

BIOL 1604 (L, N)
ZOOLOGY

Theory/Lab | 4 Credit Hours

Morphology, physiology, ecology, embryological development, behavior, life histories and importance to man of representatives of major groups. Evolution of systems and mechanisms which have allowed animals to survive and adapt to diverse habitats.

Prerequisite: BIOL 1114 or School Dean's approval.

Academic Service Fee: \$53.00

BIOL 2104 (L, N)
HUMAN ANATOMY

Theory/Lab | 4 Credit Hours

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: BIOL 1114 or School Dean's approval.

Academic Service Fee: \$53.00

BIOL 2124 (L, N)
GENERAL MICROBIOLOGY

Theory/Lab | 4 Credit Hours

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°

Prior Learning Credit | 3 Credit Hours

A cooperative agreement between industry and education, which allows the students to utilize either construction life experience and/or trade-specific education skills in carpentry, electrical, masonry, mechanical and plumbing. All work is performed in accordance with industry standards and is supervised by construction contractors or other approved industry professionals.

BLD 1603
CONSTRUCTION EXPERIENCE &/OR TRADE SKILLS
EDUCATION II°

Prior Learning Credit | 3 Credit Hours

A cooperative agreement between industry and education, which allows the students to utilize either construction life experience and/or trade-specific education skills in carpentry, electrical, masonry, mechanical and plumbing. All work is performed in accordance with industry standards and is supervised by

construction contractors or other approved industry professionals.

BLD 2090

SPECIAL PROJECTS

Theory/Lab | 1-9 Credit Hours

Individual study under the supervision of an instructor may be arranged with credit hours to be determined. Projects may be undertaken in any area of the building construction field.

Prerequisite: School Dean's approval.

Academic Service Fee: \$32.00 per credit hour, as determined by course credit

BLD 2303

ESTIMATING II

Theory/Lab | 3 Credit Hours

Extensive use is made of contract documents for quantity take off, pricing and bid preparation. Students also learn the development of unit labor and material prices, output and production, methods of approximate estimating and how subcontractors and material suppliers bid and give quotations.

Prerequisites: CNS 1303 and CS 1013.

Academic Service Fee: \$96.00

BLD 2503

WALL & ROOF SYSTEMS

Theory/Lab | 3 Credit Hours

Techniques of exterior and interior wall construction, including structural steel framing, metal buildings, wood masonry and other wall systems. Other specific roof systems include steel joist, metal deck, wood trusses, tee-slabs, roof insulation, built-up roofing, shingles and metal roofing systems.

Prerequisites: CNS 1113, CNS 1223 and CNS 1263.

Academic Service Fee: \$96.00

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

Students learn and apply concepts of forces, moments, reactions, free-body diagrams, friction, internal forces and moments of inertia.

Prerequisite: MATH 1613.

CET 2805

INTERNSHIP

Internship | 5 Credit Hours

A cooperative agreement between industry and education allows students to utilize and refine skills previously learned in their education process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Successful completion of a minimum of three semesters of related coursework or School Dean's approval.

CHEMISTRY (CHEM)

CHEM 1314 (L, N)

GENERAL CHEMISTRY I

Theory/Lab | 4 Credit Hours

General Chemistry I is an algebra-based course. This course includes nomenclature, atomic and molecular structure, stoichiometry, chemical bonding, states of matter, thermochemistry, acids and bases, and gas laws, and includes laboratory exercises. A minimum of 75% of the lab component must be traditional face-to-face instruction (as opposed to online instruction).

Prerequisite: MATH 1483 or MATH 1513.

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 degree options.

Prerequisite: School Dean's approval.

Academic Service Fee: \$32.00 per credit hour, as determined by course credit

CNS 2123

SOILS IN CONSTRUCTION

Theory/Lab | 3 Credit Hours

Students learn properties and applications of soils and how they relate to certain construction operations. Laboratory testing exercises provide hands-on practice of basic principles and procedures.

Prerequisites: CNS 1123 and MATH 1513.

Academic Service Fee: \$96.00

CNS 2403

PROJECT SCHEDULING

Theory/Lab | 3 Credit Hours

Project schedules are developed, which include bar method and the (CPM) critical path method. Selected assignments require computer utilization. Shop drawings and material submittals scheduling are also included.

Prerequisites: CNS 1303 and CNS 2432.

Academic Service Fee: \$96.00

CNS 2413

MECHANICAL SYSTEMS

Theory | 3 Credit Hours

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

specifications as they relate to bidding, bonds, insurance and the general conditions.

Prerequisites: CS 1013, CNS 1113 and CNS 1263.

Academic Service Fee: \$64.00

CNS 2543

CONCRETE CONSTRUCTION

Theory/Lab | 3 Credit Hours

Reinforced concrete construction techniques, including forming systems, concrete placement and finishing are covered, with an emphasis on slabs, walls, beams, columns, curb and gutter, bridge and highway construction. Pre-case and tilt-up systems are also included.

Prerequisite: CNS 1113.

Academic Service Fee: \$96.00

CNS 2683

CONSTRUCTION MANAGEMENT CAPSTONE EXPERIENCE

Theory/Lab | 3 Credit Hours

Designed for the graduating student, this course includes the fundamental theories and strategies of construction management and administration. It expands the concepts presented in previous construction coursework through simulation and actual problem resolution practice. The student completes their Career Passport, exit assessment instruments and other graduation requirements. Prerequisites: CNS 1213, CNS 2403, BLD 2303 and at least one internship.

Academic Service Fee: \$96.00

CNS 2693

PRINCIPLES OF CONSTRUCTION MANAGEMENT

Theory | 3 Credit Hours

Students study construction management principles and techniques and learn the application of these principles through lecture, case studies and laboratory experiences. Topics covered include planning, organizing, staffing, directing, cost and risk control, subcontractor management, purchasing and project start up and close out procedures for a commercial construction project.

Prerequisite: CNS 2432.

Academic Service Fee: \$96.00

CNS 2800

CONSTRUCTION INTERNSHIP

Internship | 1-12 Credit Hours

A cooperative agreement between industry and education, which allows the students to utilize and refine skills learned in their educational process. All work is performed in accordance with industry standards, and supervised by construction contractors and school representatives.

Prerequisites: School Dean's approval and an overall (retention/graduation) GPA of 2.5 or greater.

Academic Service Fee: \$32.00 per credit hour, as determined by course credit

CNS 2806

CONSTRUCTION INTERNSHIP

Internship | 6 Credit Hours

A cooperative agreement between industry and education, which allows the students to utilize and refine skills learned in their educational process. All work is performed in accordance with the industry standards and supervised by construction contractors and school representatives.

Prerequisites: School Dean's approval and an overall (retention/graduation) GPA of 2.5 or greater.

Academic Service Fee: \$192.00

CNS 2900

CONSTRUCTION INTERNSHIP

Internship | 1-12 Credit Hours

A cooperative agreement between industry and education, which allows the students to utilize and refine skills learned in their educational process. All work is performed in accordance with industry standards and supervised by construction contractors and school representatives.

Prerequisites: School Dean's approval and an overall (retention/graduation) GPA of 2.5 or greater.

Academic Service Fee: \$32.00 per credit hour, as determined by course credit

CNS 2906

CONSTRUCTION INTERNSHIP

Internship | 6 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills learned in their educational process. All work is performed in accordance with the industry standards and supervised by construction contractors and school representatives.

Prerequisites: School Dean's approval and an overall (retention/graduation) GPA of 2.5 or greater.

Academic Service Fee: \$192.00

COMPUTER LITERACY (CS)

CS 1013

COMPUTER LITERACY & APPLICATIONS

Theory | 3 Credit Hours

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

ADVANCED COMPUTER CONCEPTS & APPLICATIONS FOR INDUSTRY

Theory | 3 Credit Hours

This course is designed to provide students with a basic understanding of accounting principles and the practical application of such principles when using Microsoft Excel. Emphasizing the integration of technology in financial analysis, students will learn to proficiently use Excel for mathematical equations, construct income statements, generate graphs and tables, and analyze data for informed decision-making. The course fosters a hands-on approach, enabling students to develop practical skills that bridge the gap between theoretical concepts and real-world applications in industry.

Prerequisite: CS 1013.

Academic Service Fee: \$21.00

CULINARY ARTS (CUA)

CUA 1136

SKILL DEVELOPMENT I

Theory/Lab | 6 Credit Hours

In this course students will learn the foundations of cooking to include culinary knife skills and proper production methods of

stocks, sauces, soups, vegetables, and starches using commercial equipment. This course teaches and demonstrates the importance of professional standards including safety and sanitation, personal hygiene and food quality. Students are also expected to use proper culinary terminology and communicate effectively in a commercial kitchen environment.

Academic Service Fee: \$660.00

CUA 1146

SKILL DEVELOPMENT II

Theory/Lab | 6 Credit Hours

This course teaches fundamental cooking methods of proteins to include beef, pork, chicken, and fish and reinforce competencies from CUA 1136 Skill Development I. Students will be introduced to basic butchering techniques and fabrication. Students will perform sauce, vegetable, and starch cookery in addition to fresh pasta production to accompany the proteins appropriately. The professional standards of sanitation, personal hygiene, knife skills and communication with culinary terminology are reinforced.

Prerequisite: CUA 1136.

Academic Service Fee: \$660.00

CUA 1293

BREAKFAST COOKERY

Theory/Lab | 3 Credit Hours

This course is designed to teach the student culinary breakfast concepts including instruction and practical application of a variety of competencies. Students will learn egg cookery, omelet production, pancakes & waffles, breakfast potatoes & proteins, and hot cereals. Students are also introduced to sausages & production, breakfast beverages, crepes, quiches, poached egg dishes and quick breads. The emphasis is on applying culinary techniques to cook and present quality breakfast dishes for buffet and a la carte presentations.

Prerequisite: CUA 1146.

Academic Service Fee: \$330.00

CUA 1313

MEAT FABRICATION

Theory/Lab | 3 Credit Hours

Students will learn to identify and fabricate a variety of proteins, including beef, pork, lamb, chicken, and fish into standard food service cuts. Students will fabricate primal cuts into steaks & chops, fabricate whole chicken into parts, and will learn techniques for filleting both round and flat fish. They will then demonstrate and practice appropriate cooking methods for each fabricated protein. In addition, students will gain an understanding of the importance of proper knife care, federal inspection standards and the grading system used for food service purchasing.

Prerequisite: CUA 1146.

Academic Service Fee: \$330.00

CUA 1373

BAKING FUNDAMENTALS

Theory/Lab | 3 Credit Hours

This course is an introduction to baking, with an emphasis on applying basic formulas, fundamentals, and procedures to produce consistent bakery products. Students will learn proper usage of all bakery equipment. Students will prepare classical pastries and breads for service and a variety of decorated desserts including plated, individual, and frozen desserts. Additional emphasis is placed on restaurant production of pies, cakes,

variety breads, fillings, sweet doughs and specialty items.

Prerequisite: CUA 1146.

Academic Service Fee: \$330.00

CUA 1413

DINING ROOM OPERATIONS

Theory/Lab | 3 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 and understand the role of beverages in the hospitality industry. Elements of a successful restaurant service will be applied in the lab restaurant including: appropriate setting, traffic flow, proper dining atmosphere, side duties, teamwork, effective communication, and proper guest interaction, while establishing and maintaining high standards and personal and industry sanitation and safety.

Academic Service Fee: \$330.00

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: \$110.00 per credit hour, as determined by course credit

CUA 2103

SUSTAINABLE GARDENING

Theory/Lab | 3 Credit Hours

This course will explore topics related to local and sustainable food systems that work to conserve resources, minimize waste, and lessen the impact on the environment. Students will grow herbs, microgreens, and edible flowers using both aquaponic and hydroponic systems. Learners will gain a fundamental understanding of gardening by planning, planting, and harvesting seasonal vegetables in outdoor gardens. Upon completion of the course, students will be familiar with both terminology and techniques related to maintaining a kitchen garden.

Academic Service Fee: \$330.00

CUA 2113

SEASONAL KITCHEN

Theory/Lab | 3 Credit Hours

This course will explore topics related to seasonality in contemporary kitchens. Students will study the historical influences of food as it relates to cuisine. Some of the topics explored will be farm to table, plant-based cuisine, foraging, and sustainability. Through a combination of lectures, site visits, and kitchen activities students will gain a fundamental understanding of a wide range of topics that are popular and important to the American food movement. Upon completion of the course, students will be familiar in both the terminology and techniques related to a seasonal kitchen.

Prerequisites: CUA 1146 and CUA 1313.

Academic Service Fee: \$330.00

CUA 2123**ADVANCED BAKING**

Theory/Lab | 3 Credit Hours

Students will utilize skills learned in CUA 1373 to prepare more complex and challenging desserts and pastries. Students will learn cake decorating techniques, including piping, fondant and tiered cake production. Students will develop skills producing mousse cakes, entremets, laminated doughs, chocolates, and confections. They will also experiment and develop modern platings of traditional desserts.

Prerequisite: CUA 1373.

Academic Service Fee: \$330.00

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: \$660.00

CUA 2183**SHOWPIECES**

Theory/Lab | 3 Credit Hours

Students develop skills needed to plan, execute, and display artistic showpieces made from food products. Mediums covered are pulled sugar, cast sugar, pastillage, ice, chocolate, tallow, and salt dough. Basic uses of color, form, and design are covered. Students prepare pieces for display in the dining room, as well as for competitions.

Prerequisite: CUA 1146.

Academic Service Fee: \$330.00

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: \$330.00

CUA 2313**ADVANCED COOKING**

Theory/Lab | 3 Credit Hours

Students demonstrate advanced cooking methods and techniques while operating an on-site public restaurant. Students will plan, requisition, and execute menus, to include preparing a variety of soups, sauces, proteins, vegetables, starches and garnishes for buffet and a la carte service. Emphasis is on applying knowledge of culinary procedure, proper mise en place, production, sanitation, and the dedication to quality needed to produce

consistent, fresh, appealing, and flavorful meals.

Prerequisites: CUA 1146.

Academic Service Fee: \$330.00

CUA 2413**GARDE MANAGER**

Theory/Lab | 3 Credit Hours

A competency-based introduction to the world of the cold kitchen. It includes instruction and application of condiments, cold soups, sauces (including vinaigrettes), hors d'oeuvres, 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 1146.

Academic Service Fee: \$330.00

CUA 2473**REGIONAL CUISINE**

Theory/Lab | 3 Credit Hours

This course introduces students to distinctive ingredients, flavor profiles, and culinary techniques from various regions of the world, both domestic and international. Students will practice creating these regional cuisines while operating an on-site public restaurant, during which students will plan, requisition, and execute menus, to include preparing a variety of regional soups, sauces, proteins, vegetables, starches and garnishes for buffet and a la carte service.

Prerequisites: CUA 1373 and CUA 2314.

Academic Service Fee: \$330.00

CUA 2563**FOUNDATIONS OF HOSPITALITY MANAGEMENT**

Theory | 3 Credit Hours

This course will introduce managing the various human and financial aspects of the restaurant business. The physical features of restaurant facility management will be covered as well as hiring, training, developing, and leading a team to execute exceptional food and service keeping in mind best practices and legal aspects. This course will also emphasize the importance of proper cost control as a means to maximize profitability of restaurants.

Prerequisite: CUA 1416.

Academic Service Fee: \$330.00

CUA 2623**CULINARY ARTS CAPSTONE**

Lab | 3 Credit Hour

This course is a comprehensive assessment of abilities learned throughout the culinary program. Students will demonstrate successful preparation of high quality products utilizing industry standards for proper knife skills, stock making, cooking methods, and sauce making. Students will also demonstrate proper planning, preparation and presentation of a variety of baked goods. Projects and assignments are designed to assess student readiness for entry into the workforce. Students must have a minimum 2.0 overall (retention/graduation) GPA.

Prerequisites: CUA 2123 and CUA 2314.

Corequisite: CUA 2806.

Academic Service Fee: \$330.00

CUA 2806**CULINARY INTERNSHIP**

Internship | 6 Credit Hours

Students work in industry with supervised employment and observation. All program requirements must be complete before

enrolling in this course. Student must have a minimum 2.0 overall (retention/graduation) GPA.

Prerequisites: CUA 2123 and CUA 2314.

Corequisite: CUA 2621.

Academic Service Fee: \$330.00

DIGITAL DESIGN & PRODUCTION

DDP 1133

DRAWING AND DESIGN FUNDAMENTALS

Theory/Lab | 3 Credit Hours

This course introduces foundational visual communication principles through the integration of basic drawing and design concepts. Students explore line, shape, value, space, composition, and visual hierarchy while developing observational skills and design thinking. Traditional drawing techniques are combined with introductory design applications to build visual literacy applicable across digital media disciplines.

Academic Service Fee: \$45.00

DDP 1153

PUBLISHING I

Theory/Lab | 3 Credit Hours

Students are introduced to the Macintosh operating system, file management, basic typography, basic typesetting, and desktop printer output for single and multi-page documents. A basic overview of industry-appropriate applications is covered.

Academic Service Fee: \$45.00

DDP 2513

DIGITAL DESIGN APPLICATIONS

Theory/Lab | 3 Credit Hours

This course focuses on the creation of digital design solutions for interactive and online media. Students develop user-focused visual assets for web, UI/UX, and digital platforms while exploring usability, accessibility, and responsive design principles. Emphasis is placed on designing effective, platform-appropriate visual communication using industry-standard tools.

Academic Service Fee: \$45.00

DDP 2523

ADVERTISING DESIGN

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 application on the computer.

Prerequisites: DDP 1133, DDP 1153

Academic Service Fee: \$45.00

DDP 2533

PUBLICATION DESIGN AND PRODUCTION

Theory/Lab | 3 Credit Hours

This course explores advanced layout, typography, and production techniques for print and digital publications. Students use professional publishing workflows to design multi-page documents while managing typography, color, imagery, and

production specifications. Emphasis is placed on preparing files for commercial printing and digital distribution.

Academic Service Fee: \$45.00

DDP 2613

3D ANIMATION

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: DDP 1133, DDP 1143, DDP 1263

Academic Service Fee: \$45.00

DDP 2623

3D TEXTURING AND MATERIALS

Theory/Lab | 3 Credit Hours

This course introduces physically based rendering (PBR) workflows for creating realistic and stylized surface textures for 3D models. Students use industry-standard texturing software to develop materials that respond accurately to lighting and rendering environments. Emphasis is placed on material realism efficiency, and pipeline integration.

Prerequisites: DDP 2613

Academic Service Fee: \$45.00

DDP 2633

ADVANCED 3D MODELING

Theory/Lab | 3 Credit Hours

This advanced course builds on foundational 3D modeling skills with a faculty-selected focus area such as hard-surface modeling, organic modeling, environment design, or production-ready asset development. Students refine technical precision, workflow efficiency, and creative problem-solving while producing portfolio-quality 3D models aligned with industry standards.

Prerequisites: DDP 2613

Academic Service Fee: \$45.00

DDP 2703

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: Core classes

Academic Service Fee: \$45.00

DDP 2712

DIGITAL DESIGN PRODUCTION CAPSTONE

Theory/Lab | 3 Credit Hours

Represents the final culmination of the program of study involving either hypothetical or live assignments and incorporates all 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. Posttests will be administered and included in the student's final grade. Participation in an industry portfolio review and multiple industry interviews are required.

Prerequisites: Core classes

Academic Service Fee: \$45.00

DDP 2803**DIGITAL DESIGN PRODUCTION INTERNSHIP**

Internship | 3 Credit Hours

On-the-job training in industry that emphasizes supervised employment and observation.

Prerequisites: Core classes

Academic Service Fee: \$45.00

DIESEL & HEAVY EQUIPMENT (DHE)**DHE 2033****DIESEL SKILLS I°**

Prior Learning Credit | 3 Credit Hours

A comprehensive coverage of safety issues as they pertain to the diesel industry. Specific safety rules, maintaining a safe work environment, following company policies and procedures and maintaining tools and equipment are stressed. Additionally, workplace relationships are examined and students are exposed to basic academic skills such as problem-solving, reading comprehension and writing skills necessary to be successful within the diesel industry.

DHE 2043**DIESEL SKILLS II°**

Prior Learning Credit | 3 Credit Hours

The student demonstrates an ability to perform preventive and predictive maintenance on diesel vehicles. Maintenance and use of reference materials, pre-delivery inspections, scheduled maintenance inspections, scheduled services and the preparation of documentation of maintenance services are studied.

DHE 2053**DIESEL SKILLS III°**

Prior Learning Credit | 3 Credit Hours

Students study electrical circuits and charging and starting systems. Diagnosis, service and repair of electrical and electronic systems are performed. Students learn the use of meters and test equipment in troubleshooting electrical systems. Identifying electrical symbols used on wiring diagrams and schematics are covered. Students also diagnose, service, and repair starting systems and charging systems.

DHE 2090**SPECIAL PROJECTS**

Theory/Lab | 1-9 Credit Hours

An individual study is conducted under the supervision of an instructor. Projects may be undertaken in any area of diesel and heavy equipment with credit hours assigned according to level and amount of effort required.

Prerequisites: Written instructor-student plan and the School Dean's approval.

DHE 2800**INTERNSHIP**

Internship | 1-12 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned during their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall

(retention/graduation) GPA and a valid driver's license or have School Dean or designee's approval.

DHE 2900**INTERNSHIP**

Internship | 1-12 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned during their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

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

CAT DEALER PREP (DHEC)**DHEC 1113****INTERNSHIP I**

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

Academic Service Fee: \$90.00

DHEC 1124**INTRODUCTION TO CATERPILLAR**

Theory/Lab | 4 Credit Hours

A review of the OSUIT Student Handbook, and discussions of OSUIT: class, lab, and internship policies and procedures. Upon completion, students demonstrate the ability to administer and use the Caterpillar Literature Library. Critical literature, such as service and parts manuals and reporting systems like SIMS (Service Information Management System) is included. Students identify hardware and tools, and describe proper uses, which includes a pre-test, an introduction to Caterpillar and participating dealer history, and career exploration.

Academic Service Fee: \$120.00

DHEC 1134**CAT ELECTRICAL FUNDAMENTALS**

Theory/Lab | 4 Credit Hours

The theory and application of basic electrical concepts, the use of diagnostic tools, troubleshooting and wiring repair procedures. Emphasis is put on electrical systems analysis, along with preventive and predictive maintenance. Students locate and identify machine components from schematics. Students also analyze charging and starting system faults.

Academic Service Fee: \$120.00

DHEC 1213**CAT HYDRAULIC FUNDAMENTALS**

Theory/Lab | 3 Credit Hours

Introduces the laws and principles of fluid mechanics. Students locate and identify machine components from schematics, draw and read schematics, and identify fittings, seals and components used in hydraulic systems on Caterpillar equipment. Pascal's Law is used to calculate force-pressure-area relationships. Students also calculate energy-work-power relationships.

Prerequisite: DHEC 1124.

Academic Service Fee: \$90.00

DHEC 1223**CAT FUEL SYSTEMS**

Theory/Lab | 3 Credit Hours

A thorough examination of Caterpillar fuel systems, including forged body, sleeve metering, scroll types and unit injection. Operation, testing and adjusting are stressed.

Academic Service Fee: \$90.00

DHEC 1233**INTERNSHIP II**

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

Academic Service Fee: \$90.00

DHEC 1313**INTERNSHIP III**

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

Academic Service Fee: \$90.00

DHEC 1323**CAT ENGINE FUNDAMENTALS**

Theory/Lab | 3 Credit Hours

An introduction to Caterpillar engine terminology and operating principles, and includes the identification and function of components and engine systems. Safety, precision measurements, use of hand tools, and technical manuals are stressed. Students disassemble, determine reusability, assemble and adjust components. Engine servicing and preventive maintenance are examined.

Academic Service Fee: \$90.00

DHEC 1333**CAT MACHINE HYDRAULIC SYSTEMS**

Theory/Lab | 3 Credit Hours

Designed to teach the systems operation, and the testing and adjusting procedures for the pilot operated hydraulic systems, the load sensing pressure compensated hydraulic system, the electro-hydraulic system and the hydrostatic system. Students identify different systems, trace the oil flow through the systems and state the systems operation. Students also identify system components and are able to discuss their operation.

Academic Service Fee: \$90.00

DHEC 2413**CAT ENGINE DIAGNOSTICS & REPAIR**

Theory/Lab | 3 Credit Hours

The application of repair procedures for Caterpillar internal combustion engines is emphasized. Parts evaluation, reusability, failure analysis, and diagnostics are covered. Safety, special tools, and service literature are stressed.

Academic Service Fee: \$90.00

DHEC 2423**CAT MACHINE ELECTRONIC SYSTEMS**

Theory/Lab | 3 Credit Hours

Examines the application and operation of electronic systems used by Caterpillar for engines, transmissions, hydraulic systems, and monitoring systems. Diagnosis, system analysis and repairs are emphasized.

Prerequisite: DHEC 1134 and DHEC 1333.

Academic Service Fee: \$90.00

DHEC 2433**INTERNSHIP IV**

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

Academic Service Fee: \$90.00

DHEC 2513**INTERNSHIP V**

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

Academic Service Fee: \$90.00

DHEC 2524**CAT POWER TRAIN I**

Theory/Lab | 4 Credit Hours

The basic components and operations of power train systems used in Caterpillar machines are discussed, and includes basic components, couplings, manual shift transmissions and power shift transmissions. Basic components and component function are explained as they relate to the operation of various power train systems.

Academic Service Fee: \$120.00

DHEC 2532**CAT MOBILE AIR CONDITIONING**

Theory/Lab | 2 Credit Hours

Examines theory and application of refrigeration principles as applied to Caterpillar mobile equipment. Emphasis is placed on preventive maintenance, diagnostics, repair, and regulation compliance.

Prerequisite: DHEC 1134.

Academic Service Fee: \$60.00

DHEC 2603**CAT POWER TRAIN II**

Theory/Lab | 3 Credit Hours

The methods for transferring power are discussed. Mechanical power train components include differentials, brakes, final drives, and undercarriage. Hydraulically driven machines are also included. The content is treated as general information for power train components in all Caterpillar machines.

Prerequisite: DHEC 2524.

Academic Service Fee: \$90.00

DHEC 2636**CAT CAPSTONE**

Theory/Lab | 6 Credit Hours

An applied research project, and includes improvements in diagnostics, service and maintenance processes, technical support systems, emerging technology, etc. The technical aspect of study includes verification of competencies in areas such as: air conditioning, engines, drive train, electronics, hydraulic systems and safety. Project management is stressed as a key to completing the objectives. Diagnostic tooling is used to evaluate machine system operation. Students also participate in a post-test to determine technical competency gain.

Academic Service Fee: \$180.00

KOMATSU ACT (DHEK)**DHEK 1104****KOMATSU GENERAL BASICS**

Theory/Lab | 4 Credit Hours

A study of Metric and English precision measurement, tool and fastener identification and use, personal safety, equipment safety and shop safety. Course is designed to acquaint students with the federal safety regulations relating to maintenance safety: EPA, OSHA, Hazardous Materials and Waste. Included is a review of the OSUIT Student Handbook and discussions of class, lab and internship policies and procedures. This is a Career Cornerstone course that includes a technical pre-test, an introduction to Komatsu history, career exploration and information for the student's Career Passport.

Academic Service Fee: \$120.00

DHEK 1124**KOMATSU PARTS & SERVICE PUBLICATIONS**

Theory/Lab | 4 Credit Hours

An explanation of the purpose and use of Komatsu Publications, including operations manuals, maintenance manuals, reusability guides, service management publications, microfiche and computer-based CSS and CARE. Students become familiar with Komatsu terminology, machine and engine nomenclature and the part numbering system. Students practice locating information using Komatsu publications and complete service reports, pre-delivery reports and receiving reports. An introduction to customer service skills is included.

Academic Service Fee: \$120.00

DHEK 1143**KOMATSU INTERNSHIP I**

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

Academic Service Fee: \$90.00

DHEK 1216**KOMATSU ENGINES & FUEL SYSTEMS**

Theory/Lab | 6 Credit Hours

A study of the operation, maintenance and repair of engines and related fuel systems used in Komatsu equipment. Presents terminology, concepts and techniques needed to properly diagnose and repair engines, and emphasizes the rebuilding procedures and testing of engines and fuel systems. It includes cleaning, inspection, measurement, troubleshooting techniques, tune-up procedures, and failure analysis. The proper usage of tools, precision measurement devices, safety, and service publications is stressed.

Academic Service Fee: \$180.00

DHEK 1243**KOMATSU INTERNSHIP II**

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

Academic Service Fee: \$90.00

DHEK 1324**KOMATSU BASIC HYDRAULICS**

Theory/Lab | 4 Credit Hours

A study of the fundamentals, theory and application of mobile hydraulic principles. Students locate and identify machine components from schematics, draw and read schematics, and

identify fittings, seals and components used in hydraulic systems on Komatsu equipment. Pascal's Law is used to calculate energy-work-power relationships. Hydraulic principles and operation of pumps, control valves, actuators, fluid conditioners used on Komatsu equipment are covered, as well as failure analysis, diagnostics and reconditioning of hydraulic components.

Prerequisite: DHEK 1104.

Academic Service Fee: \$120.00

DHEK 1333

KOMATSU BASIC ELECTRICAL SYSTEMS

Theory/Lab | 3 Credit Hours

An introductory study of electricity and electrical components and circuits that introduces the student to electrical principles and electrical and electronic diagnostic tools. Students use Ohm's Law to calculate volts, amps and ohms within series and parallel circuits, and interpret and draw schematics using common electrical symbols. Students locate and identify machine components using schematics and diagnose and repair wiring circuits and starting and charging system faults.

Prerequisite: DHEK 1104.

Academic Service Fee: \$90.00

DHEK 1343

KOMATSU INTERNSHIP III

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

Academic Service Fee: \$90.00

DHEK 1352

VEHICLE AIR CONDITIONING SYSTEMS

Theory/Lab | 2 Credit Hours

The basics of compression refrigeration systems in cars, trucks, and mobile equipment. The use of hand tools and other specialized air conditioning/ refrigeration tools are emphasized in the laboratory, as well as identification of sealed system components and their function, and system maintenance and repair.

Prerequisite: DHEK 1333.

Academic Service Fee: \$60.00

DHEK 2416

KOMATSU WHEEL LOADERS - ADVANCED HYDRAULICS & POWER TRAIN

Theory/Lab | 6 Credit Hours

A study of the structure and function of Komatsu wheel loaders. Students identify and locate power train and hydraulic components, troubleshoot torque converters, transmissions, and hydraulic systems, and examine the application, operation, maintenance and troubleshooting of the components in Komatsu wheel loaders. Students learn components and theory of operation, as well as disassembly and assembly techniques. Students diagnose and repair differentials, brakes and planetary drives and practice repair procedures on the articulated joint. Hydraulic systems are reviewed with an emphasis on the steering

system. Students study how to use test results for diagnosis purposes, and how to use Komatsu publications to determine which attachments can be used for special applications. Students use PM Clinic Test Kit.

Prerequisites: DHEK 1216, DHEK 1324 and DHEK 1333.

Academic Service Fee: \$180.00

DHEK 2443

KOMATSU INTERNSHIP IV

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

Academic Service Fee: \$90.00

DHEK 2516

KOMATSU HYDRAULIC EXCAVATORS

Theory/Lab | 6 Credit Hours

A basic study of the structure and function of Komatsu designed hydraulic excavators which requires the student to select and use the correct Komatsu troubleshooting charts for diagnose and repair of electronic systems and to test and adjust hydraulic controlling components and engine systems. Students identify, locate and troubleshoot electronic sensors and switches. Students use onboard monitors for diagnostic purposes, learn the proper use of Komatsu Electrical "T" Adapter Kits for use with digital volt/ohm meters, and use electrical repair kits and 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 diagnostic 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 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

Academic Service Fee: \$90.00

DHEK 2603

KOMATSU ADVANCED DIESEL EMISSIONS

Theory/Lab | 3 Credit Hours

This course begins with a basic explanation of diesel particulate filters (DPFs), continues by detailing the DPF system components and normal operation of the DPF, and concludes with fault diagnosis and the operator interface display. Course also introduces selective catalytic reduction (SCR) and reviews system

components and operation, operator indications, maintenance considerations, and diagnostics.

Prerequisite: DHEK 1216.

Academic Service Fee: \$90.00

DHEK 2626

KOMATSU CAPSTONE

Theory/Lab | 6 Credit Hours

An applied research project identified during internships as a work based problem in need of improvement. Research can include improvements in diagnostics, service and maintenance processes, technical support systems, etc. The technical areas of study include the evolution of Komatsu crawler tractor design, including structure and function. Students identify and locate power train and hydraulic components, troubleshoot and adjust damper, torque converter and transmission. Students diagnose, service and repair differentials, final drives and steering brakes, controls and linkages, remove, repair and install powerpacks, identify, evaluate, service, repair and adjust undercarriage components, study the wear characteristics of undercarriage components, and evaluate competitive track design. Before going on their final internship, students participate in a post-test to determine technical competency gain.

Prerequisite: DHEK 2516.

Academic Service Fee: \$180.00

NAEDA AGRICULTURAL EQUIPMENT TECHNICIAN (DHER)

DHER 1113

NAEDA INTERNSHIP I

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

Academic Service Fee: \$120.00

DHER 1123

FUNDAMENTALS OF MAINTENANCE

Theory/Lab | 3 Credit Hours

An introduction to the skills and knowledge required by all service technicians including: precision measurement; environmental and safety regulation compliance; safety and personal protection equipment; fastener identification; hand and power tool identification, use and safety; lifting and blocking; torque wrench use; tapping, threading, and thread inserts. Students receive forklift operation training and testing, and demonstrate the ability to follow written instructions, complete business forms and perform basic math skills. Includes a review of the OSUIT Student Rights and Responsibilities.

Academic Service Fee: \$120.00

DHER 1133

PRE-DELIVERY & PREVENTIVE MAINTENANCE

Theory/Lab | 3 Credit Hours

Includes a review of pre-delivery, preventive maintenance (PM) and the responsibilities of the service technician to ensure that all

PM items are performed to a benchmark standard. Students review pre-delivery and PM standards established by equipment manufacturers and associations, and use manufacturer service and maintenance software and literature to determine proper pre-delivery and PM procedures, as well as oil sampling etc. They perform walk around inspections and pre-delivery inspections, test coolant, and learn proper disposal methods for used oil, filters, coolant, batteries, etc. Course introduces correct machine operation, specifically related to safety precautions listed in the operators manual, as well as regulations for safe machine transportation to include tie-down, flagging, permitting and weight distribution.

Academic Service Fee: \$120.00

DHER 1143

PRINCIPLES OF GPS APPLICATIONS

Theory/Lab | 3 Credit Hours

An explanation of how the GPS system works, sources of errors, and methods used for improving the basic accuracy of the system, including Differential GPS. The wide range of GPS agricultural applications is introduced and the main types and features of various GPS receivers are discussed. Students identify proper manufacturer terminology used in GPS applications.

Academic Service Fee: \$120.00

DHER 1213

NAEDA INTERNSHIP II

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

Academic Service Fee: \$120.00

DHER 1223

WIRING CIRCUITS, CHARGING & STARTING SYSTEMS

Theory/Lab | 3 Credit Hours

Introduces electrical laws and principles, and includes the use of digital volt/ohm meters, amp probes, wiring diagrams and electrical schematics, wire and connector repair methods, and semiconductors. Students learn to diagnose, maintain, and repair electrical circuits, charging circuits, and starting circuits. Emphasis is on diagnostics, preventive maintenance, and correct repair procedures.

Academic Service Fee: \$120.00

DHER 1233

HYDRAULIC PRINCIPLES

Theory/Lab | 3 Credit Hours

A study of the fundamentals, theory and application of mobile hydraulic principles. Students locate and identify machine components from schematics; draw and read schematics; and identify fittings, seals and components used in hydraulic systems on agricultural and construction equipment. Pascal's Law is used to calculate energy-work-power relationships. Hydraulic principles and operation of pumps, control valves, actuators, fluid conditioners used on modern equipment are covered, as well as

failure analysis, diagnostics and reconditioning of hydraulic components.

Academic Service Fee: \$120.00

DHER 1313

NAEDA INTERNSHIP III

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

Academic Service Fee: \$120.00

DHER 1323

ELECTRONIC SYSTEMS

Theory/Lab | 3 Credit Hours

The student is required to use diagnostic testing as specified by manufacturer software, literature, troubleshooting charts and wiring diagrams to complete required service, repair, or replacement procedures on agricultural and construction equipment electronic systems. Students identify, locate, service, test and repair connectors, sensors, actuators, switches and control modules, and use onboard diagnostic systems, T-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

NAEDA INTERNSHIP IV

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall

(retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

Academic Service Fee: \$120.00

DHER 2416

ENGINES & FUEL SYSTEMS

Theory/Lab | 6 Credit Hours

An introduction to engine terminology, operating principles and maintenance; engine systems are examined along with diagnostic, repair and maintenance procedures. The student is given an understanding of the theory, operation, troubleshooting and repair of diesel engine intake, exhaust and fuel systems used in equipment. The function and operation of various types of fuel systems, fuel system maintenance and basic troubleshooting is covered. The application of repair procedures for engines is emphasized. Disassembly, parts evaluation and reusability, failure analysis, assembly, tune-up procedures, and troubleshooting are covered, along with the proper use of the EST service tool. Safety, special tool use, and the use of service publications are stressed.

Academic Service Fee: \$240.00

DHER 2512

MOBILE AIR CONDITIONING

Theory/Lab | 2 Credit Hours

A study of the theory, application, and repair of mobile air conditioning and refrigeration systems. Emphasis is on preventive maintenance, design, failure analysis, troubleshooting, proper repair and refrigerant recovery recycle methods.

Prerequisite: DHER 1223.

Academic Service Fee: \$80.00

DHER 2513

NAEDA INTERNSHIP V

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

Academic Service Fee: \$120.00

DHER 2514

POWERTRAIN

Theory/Lab | 4 Credit Hours

Discussion of the basic components, operations, maintenance, diagnostics with the EST service tool and the repair of power train systems used in agricultural and construction equipment using proper special tooling. The basic components, couplings, clutches, manual transmissions, torque converters, and power shift transmissions, hydrostatic transmissions, differentials, brakes, and final drives are included, as well as hydraulically driven machines.

Academic Service Fee: \$160.00

DHER 2603**YIELD MONITORING, VARIABLE RATE & AUTO STEER
DIAGNOSTICS**

Theory/Lab | 3 Credit Hours

Summarizes how GPS integrates with guidance systems, yield monitoring systems, and variable rate technologies, also provides an explanation of the components of yield monitoring, variable rate, and auto steer systems along with the integration of machine electronics and hydraulics into those systems. System design, principles of operation, sensors, calibration, and system diagnostics are studied.

Academic Service Fee: \$120.00

DHER 2633**CAPSTONE**

Theory/Lab | 3 Credit Hours

An applied research project identified during internships, as a work-based problem in need of improvement. Research can include improvements in diagnostic, service, and maintenance processes, technical support systems, customer service, etc. Advanced application of diagnostics principles relating to engine, power train, electrical systems, electronics, hydraulics, brakes and other equipment systems, and development of preventive maintenance systems are included.

Academic Service Fee: \$120.00

TRUCK TECHNICIAN (DHEU)**DHEU 1143****MAINTENANCE & INSPECTIONS**

Theory/Lab | 3 Credit Hours

This course will review pre-delivery, preventive maintenance (PM), commercial vehicle inspection program (CVIP), and the responsibilities of the service technician to ensure that all PM items are performed to benchmark standards. Students will review PM standards established by the Commercial Motor Vehicle Safety Act (CMVSA) American Standard Inspection Procedures for Motor Vehicles, Trailers, and Semi-Trailers operated on Public Highways (ANSI) the National Highway Traffic Safety Administration (NHTSA) and the Commercial Vehicle Safety Alliance (CVSA) Vehicle Out-of-Service Criteria. Students will perform: basic steering, alignment and suspension inspections; walk-around inspections; A, B, C and D inspections; trailer inspections; and pre-delivery inspections. They will also test coolant; and describe proper disposal methods for used oil, filters, coolant, batteries, etc.

Academic Service Fee: \$90.00

DHEU 1153**MAINTENANCE FUNDAMENTALS**

Theory/Lab | 3 Credit Hours

An introduction to the skills and knowledge required by all service technicians, including precision measurement, safety regulation compliance, lifting and blocking, torque wrench use, Kenworth product identification, and service literature usage. The career cornerstone course includes a review of the OSUIT Handbook, a technical pre-test, development of the career passport, and career exploration.

Academic Service Fee: \$90.00

DHEU 1213**INTRODUCTION TO FLUID POWER**

Theory/Lab | 3 Credit Hours

This course introduces the theory and application of mobile hydraulics and pneumatics. The differences and similarities between hydraulics and pneumatics are identified. Students will locate and identify components from schematics, draw and read schematics, and identify fittings, seals and components used in mobile hydraulic and pneumatic systems. Pascal's Law will be used to calculate energy-work-power relationships. Operation, maintenance, repair, and diagnostics of pumps, compressors, control valves, actuators and fluid conditioners in power steering and hydraulic and brake systems is emphasized.

Academic Service Fee: \$90.00

DHEU 1253**ELECTRICAL CIRCUITS, CHARGING & STARTING SYSTEMS
DIAGNOSTICS & REPAIR**

Theory/Lab | 3 Credit Hours

Introduces electrical laws and principles, and includes the use of digital volt/ohm meters, amp probes, wiring diagrams and electrical schematics, wire and connector repair methods, and semiconductors. Students learn to diagnose, maintain, and repair electrical circuits, charging circuits, and starting circuits. Emphasis is on diagnostics, preventive maintenance, and correct repair procedures.

Academic Service Fee: \$90.00

DHEU 1313**POWER TRAIN SYSTEMS**

Theory/Lab | 3 Credit Hours

An introduction to clutches, manual transmissions, drivelines and differentials. Emphasis is on power flow, diagnostics, disassembly, inspection, failure analysis, repair and assembly.

Academic Service Fee: \$90.00

DHEU 1343**BRAKE SYSTEMS**

Theory/Lab | 3 Credit Hours

A review of hydraulic and pneumatic principles as they apply to braking systems, including anti-skid and traction control. Maintenance and repair of the air brake systems components and medium duty hydraulic brake system components is covered. Students perform foundation brake maintenance.

Academic Service Fee: \$90.00

DHEU 2433**INTERNSHIP IV**

Internship | 3 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

Academic Service Fee: \$90.00

DHEU 2452**AIR CONDITIONING SYSTEMS**

Theory/Lab | 2 Credit Hours

A study of the theory, application, and repair of mobile air conditioning and refrigeration systems. Emphasis is on preventive maintenance, design, failure analysis, troubleshooting, proper repair and refrigerant recovery recycle methods.

Academic Service Fee: \$60.00

DHEU 2523**DIESEL ENGINE & FUEL SYSTEMS**

Theory/Lab | 3 Credit Hours

An introduction to diesel engine terminology, operating principles and maintenance. Engine systems are examined along with diagnostic, repair, and maintenance procedures. Students study fuel injection systems used by major diesel engine manufacturers, as well as the function and operation of various types of fuel systems, fuel system maintenance and basic troubleshooting.

Academic Service Fee: \$90.00

DHEU 2524**CAPSTONE - ELECTRONIC SYSTEMS INTERFACE**

Theory/Lab | 4 Credit Hours

Course represents a culmination of the program of study and provides students with opportunity to solve theoretical and real-world problems through utilization of advanced applications and diagnostic principles related to engines, emissions after treatment, power trains, brakes, air conditioning and other electronic controlled or monitored truck systems.

Academic Service Fee: \$120.00

DHEU 2533**DIESEL ENGINE OVERHAUL TECHNIQUES**

Theory/Lab | 3 Credit Hours

Emphasizes the application of repair procedures for diesel engines. Disassembly, parts evaluation and reusability, failure analysis, assembly, tune up procedures and troubleshooting are covered. Safety, special tool use, and use of service publications are stressed.

Academic Service Fee: \$90.00

DHEU 2612**TRUCK TECHNICIAN INTERNSHIP**

Internship | 12 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

Academic Service Fee: \$360.00

ELECTRICAL CONSTRUCTION (ECNT)**ECNT 1013****INTRODUCTION TO THE ELECTRICAL TRADES**

Theory | 3 Credit Hours

An introduction to electricity, this course targets the general concepts, ideas, history and relationships of the electrical trade,

including employment opportunities, job descriptions, general safety and standards.

Academic Service Fee: \$96.00

ECNT 1103**DC & AC CIRCUIT ANALYSIS**

Theory/Lab | 3 Credit Hours

A study of electricity involving electrical laws, units, components, impedance and magnetism.

Academic Service Fee: \$96.00

ECNT 1113**BASIC ELECTRICAL WIRING METHODS**

Theory/Lab | 3 Credit Hours

An introduction to the wiring methods that are common in all areas of electrical work. This class will prepare the student for area-specific wiring methods to be taught in the following semester.

Academic Service Fee: \$96.00

ECNT 1213**ALTERNATIVE ENERGY**

Theory/Lab | 3 Credit Hours

An introduction to the codes, methods, and safety of generation, integration and storage of electricity from various alternative energy sources

Prerequisite: ECNT 1103.

Academic Service Fee: \$96.00

ECNT 1233**ELECTRICAL MOTORS & CONTROLS**

Theory/Lab | 3 Credit Hours

An in-depth study of single phase, 3-phase and DC motors; stop/start stations; forward and reverse; hard and soft start and ladder diagrams are taught.

Prerequisite: ECNT 1103.

Academic Service Fee: \$96.00

ECNT 1253**ELECTRICAL WIRING METHODS I - RESIDENTIAL**

Theory/Lab | 3 Credit Hours

An examination, study and implementation of electrical wiring and wiring devices found in various types of residential structures. Study to include National Electrical Code as it applies for these occupancies.

Academic Service Fee: \$96.00

ECNT 1313**NATIONAL ELECTRICAL CODES**

Theory | 3 Credit Hours

An in-depth study of the latest National Electrical Code is taught, with emphasis on the total code and the licenses that can be obtained in this state and others.

Prerequisite: ECNT 1253.

Academic Service Fee: \$96.00

ECNT 2123**ELECTRICAL CALCULATIONS**

Theory | 3 Credit Hours

The study of electrical calculations required to troubleshoot circuits, perform complex conduit bends, and calculate voltage drops and sizing of conduits, conductors, motor circuits, transformers, over-current protection, and electrical service.

Prerequisites: ECNT 1233 and ECNT 2473.

Academic Service Fee: \$96.00

ECNT 2203**TESTING & COMMISSIONING**

Theory/Lab | 3 Credit Hours

Introduction to the process of electrical testing, documentation, and safe start-up of electrical equipment.

Prerequisite: ECNT 1233.

Academic Service Fee: \$96.00

ECNT 2213**ELECTRICAL MOTORS & CONTROLS II**

Theory/Lab | 3 Credit Hours

Builds on the knowledge built in Electrical Motors & Controls, incorporating additional instruction in three-phase, soft starts and drives, troubleshooting and maintenance procedures.

Prerequisite: ECNT 1233.

Academic Service Fee: \$96.00

ECNT 2473**ELECTRICAL WIRING METHODS II - COMMERCIAL**

Theory/Lab | 3 Credit Hours

Analysis of electric power distribution of transformer secondary systems as it pertains to the construction of commercial installations is focused on, and includes feeder and service calculation as required by National Electrical Code.

Prerequisite: ECNT 1253.

Academic Service Fee: \$96.00

ECNT 2533**ELECTRICAL WIRING METHODS III - INDUSTRIAL**

Theory/Lab | 3 Credit Hours

An in-depth study of hazardous locations, more detailed coverage of branch circuits and their associated calculations, site lighting and industrial light fixtures, lighting protection, plus the study of panel board, motor control bus ways and other industrial products and centers, tools.

Prerequisites: ECNT 1253 and ECNT 2473.

Academic Service Fee: \$96.00

ECNT 2603**ELECTRICAL CONSTRUCTION CAPSTONE EXPERIENCE**

Theory/Lab | 3 Credit Hours

An in-depth examination of all studied wiring systems, layouts and characteristics. The use of blueprints to make estimates of materials and labor costs is stressed. Special emphasis is placed on integration of all fundamental and general education classes (i.e. math, English, technical writing). The course is arranged so the student has a solid understanding of the electrical contracting business. The National Electrical Code, safety, and the electrical methods taught in previous classes are used, and the student completes the exit assessment instrument and other graduation requirements.

Prerequisites: ECNT 1253, ECNT 2473, ECNT 2533 and completion of one internship, or approval by the School Dean.

Academic Service Fee: \$96.00

ECNT 2613**PROGRAMMABLE LOGIC CONTROLLERS (PLC) FOR ELECTRICIANS**

Theory/Lab | 3 Credit Hours

Industry has traditionally relied on engineers and instrumentation and control technicians to design, build, operate, maintain, and repair Programmable Logic Controller (PLC) systems. As PLC's have evolved, many mechanical technicians to help support engineers and I&C technicians in the area of PLC's. Designed for

incumbent work force technicians and student technicians not traditionally responsible for PLC systems, but require basic skills and knowledge for entering into PLC support roles. Focus is placed on fundamental programming and wiring of PLC systems.

Prerequisite: ECNT 1233.

Academic Service Fee: \$96.00

ECONOMICS (ECON)**ECON 2103 (S)****MICROECONOMICS**

Theory | 3 Credit Hours

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.

Academic Service Fee: \$21.00

ECON 2203**MACROECONOMICS**

Theory | 3 Credit Hours

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

EDUCATION (EDUC)**EDUC 1003****INTRODUCTION TO TEACHING**

Theory/Lab | 3 Credit Hours

This introductory course is designed for students interested in exploring the field of education and developing the essential skills needed for effective teaching. By combining theory and practice, students will learn key teaching principles, including different strategies, educational models, and the educator's role in creating inclusive, student-centered environments.

ACADEMIC SERVICE FEE: \$21.00

EDUC 1103**INTRODUCTION TO LEARNING**

Theory/Lab | 3 Credit Hours

This course provides an introduction to learning, focusing on human development, effective instruction, and strategies to support learning. Students will explore key ideas in cognitive and social development and learn how to use these concepts to create engaging, fair learning environments for all students. Observations in a PK-12 setting are required.

Prerequisites: EDUC 1003.

Academic Service Fee: \$21.00

EDUC 2003**LANGUAGE AND LITERACY ACROSS THE CURRICULUM**

Theory | 3 Credit Hours

This course explores the essential role of language and literacy in supporting student learning across all subject areas. It examines how reading, writing, speaking, and listening skills are foundational to academic success and how these skills interact with content knowledge in subjects like math, science, and social studies. Students will gain a deep understanding of language and literacy

development, with an emphasis on comprehension strategies, vocabulary, and the factors that influence literacy outcomes.

Academic Service Fee: \$21.00

EDUC 2103

PLANNING FOR INSTRUCTION

THEORY/LAB | 3 CREDIT HOURS

This course provides an in-depth exploration of the principles and practices involved in planning and managing an effective classroom. Focusing on the design and delivery of instruction, students will learn how to create structured, engaging lessons that meet the diverse needs of students while creating a positive, supportive learning environment. Emphasis is placed on lesson planning, classroom management, professional conduct, the use of technology, and fostering resources to enhance instruction. The course includes observations in the PK-12 education setting.

Prerequisites: EDUC 1103.

Academic Service Fee: \$21.00

ENVIRONMENTAL HEALTH & SAFETY (EHST)

EHST 1113

GENERAL INDUSTRY REGULATIONS & STANDARDS

Theory | 3 Credit Hours

This OSHA 30-hour General Industry Outreach Training course is a comprehensive safety training program designed for those working within general industry. The course design structure and content provides vital information for those working as safety directors, forepersons, and field supervisors. The course provides complete information on OSHA compliance issues, and how to navigate the Code of Federal Regulations set forth by the Department of Labor.

EHST 1123

CONSTRUCTION REGULATIONS & STANDARDS

Theory | 3 Credit Hours

This OSHA 30-hour Construction Industry Outreach Training is designed for anyone in the construction industry. The course is specifically made to meet the requirements for safety directors, forepersons, and field supervisors. The course provides complete information on OSHA compliance issues, and how to navigate the Code of Federal Regulations set forth by the Department of Labor.

EHST 1233

HAZARDOUS MATERIAL HANDLING & EMERGENCY RESPONSE

Theory | 3 Credit Hours

This course will focus on the examination of issues concerning the use of hazardous materials in construction and industrial environments and includes information on the Department of Transportation (DOT) regulatory requirements related to the handling and management of hazardous materials. Chemical and physical properties and issues related to the transportation of these materials will be covered.

EHST 1243

ENVIRONMENTAL REGULATIONS

Theory/Lab | 3 Credit Hours

This course is geared to the new environmental professional and designed to introduce environmental regulatory requirements and addresses the environmental regulations applicable to general industry related to air emissions, waste disposal, water management, spill management and associated reporting

requirements. Practical and hands-on examples of real-world regulatory activities will be provided.

EHST 1312

ENVIRONMENTAL HEALTH & SAFETY INTERNSHIP

Internship | 12 Credit Hours

This course expands further into the various principles and applications learned in the classroom and lab environments as students complete an applied internship in the environmental health and safety industry.

Prerequisites: EHST 1113 and EHST 1123.

EHST 1453

EMERGENCY PREPAREDNESS & PLANNING

Theory | 3 Credit Hours

This course studies the emergencies which create a variety of hazards for workers. The various causes of emergencies (natural disasters, severe weather, and specific hazards such as chemical, biological, diseases and radiation) are discussed. Preparation and practice for emergencies and the role of planning including the necessary equipment needed, evacuation procedures and safety during emergencies are addressed.

EHST 2143

HAZWOPER & ASSOCIATED REGULATIONS

Theory/Lab | 3 Credit Hours

This course provides a comprehensive look at regulatory requirements and effective environmental management strategies necessary to lead an effective environmental compliance program. In this course, a more detailed look at the core environmental regulations and the application of requirements to facilities will be covered.

EHST 2153

INCIDENT & ACCIDENT INVESTIGATION

Theory | 3 Credit Hours

This course provides students with a practical approach to investigating workplace accidents by emphasizing how to conduct a thorough investigation, find the root cause(s) and make effective recommendations to prevent similar instances from reoccurring. This course will also cover proper protocols in filing forms and reports with local, state, and federal entities.

EHST 2203

ROOT CAUSE ANALYSIS

Theory | 3 Credit Hours

In this course, students will learn various methods of solving problems that are utilized to diagnose faults, variations, and indifferences across an array of industries. Multiple tools for determining root cause will be presented in the course.

Prerequisite: EHST 2153.

EHST 2253

LEAN PROCESSES

Theory | 3 Credit Hours

This course provides students with the applications of Lean in manufacturing and across various service areas/industries. The main focus of the Lean philosophy is the reduction of waste, improvement of quality and the reduction of production time and cost in order to improve stakeholder value.

EHST 2263**ELECTRO-MECHANICAL SAFETY**

Theory/Lab | 3 Credit Hours

This course is a comprehensive safety class designed for students who will be involved in the electrical or mechanical safety fields. Special emphasis will be placed on electric vehicle/agricultural equipment safety protocols, charging stations, industry specific electro-mechanically driven equipment, and power grid safety requirements.

EHST 2273**PRINCIPLES OF INDUSTRIAL HYGIENE**

Theory | 3 Credit Hours

This course provides an introduction to the field and will familiarize students with the various techniques and procedures involved in the practice of industrial hygiene. Content focuses on terminology, concepts, and methodology in the practices of industrial hygiene.

ENGLISH (ENGL)**ENGL 0102****TECHNICAL WRITING STRATEGIES**

Theory | 2 Credit Hours | Non-Credit Bearing

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

This corequisite strategies course provides learning support and supplemental instruction for students co-enrolled in ENGL 1113 Freshman Composition I. Eligibility is determined by student's college readiness placement exam scores. This course does not count toward graduation or any degree program.

Corequisite: ENGL 1113.

Academic Service Fee: \$51.00

ENGL 1033**TECHNICAL WRITING I**

Theory | 3 Credit Hours

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

Course focuses on the writing process and strategies for improving writing. The assignments reflect the fundamentals of expository writing, with an emphasis on structure, organization, and style.

Prerequisite: 2.8 unweighted high school GPA or transfer GPA for 24 credit hours unless Accuplacer, ACT, or SAT exempts them.

Academic Service Fee: \$21.00

ENGL 1213**FRESHMAN COMPOSITION II**

Theory | 3 Credit Hours

Course continues to focus on the writing skills learned in ENGL 1113, as well as research skills and argumentative writing. The emphasis is on technique, style, and form.

Prerequisite: ENGL 1113 or School Dean's approval.

Academic Service Fee: \$21.00

ENGL 2033**TECHNICAL WRITING II**

Theory | 3 Credit Hours

This course continues the emphasis on the writing process taught in ENGL 1033 and includes a brief review of composition techniques. The assignments include various types of technical reports, with emphasis on preparation, data collection and research, organization, style, format, graphics, and formal report writing.

Prerequisite: ENGL 1033, ENGL 1113, or School Dean's approval.

Academic Service Fee: \$21.00

ENGL 2413 (D, H)**INTRODUCTION TO LITERATURE**

Theory | 3 Credit Hours

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

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

An introduction to the works of the chief American writers from the Civil War to the present, with attention both to the historical context and to selected works chosen for close analysis.

Academic Service Fee: \$21.00

ENGL 3113**CREATIVE WRITING**

Theory | 3 Credit Hours

The focus is on improving students' abilities to develop creative writings while learning techniques for reading like writers.

Assignments reflect the vocabulary of writers, and class is

structured primarily as a workshop for students to read and critique their peers' writing. This course offers instruction for invention, genre exploration, revision, and appropriate etiquette in a workshop setting.

Prerequisite: ENGL 1033 or ENGL 1113.

Academic Service Fee: \$21.00

ENGL 3323

TECHNICAL WRITING III

Theory | 3 Credit Hours

This course reviews the basics of technical writing and recognizable workplace formats. The course also focuses on the ethical and accurate transfer of information to technical and non-technical audiences, problem-solving strategies, critical thinking skills, revision and editing strategies, as well as using visual aids to convey accurate information.

Prerequisite: ENGL 1213 or ENGL 2033; or School Dean's approval.

Academic Service Fee: \$21.00

ENGL 3413 (D, H)

SURVEY OF MULTICULTURAL LITERATURE

Theory | 3 Credit Hours

This survey course examines works of literature by and about people of diverse cultural backgrounds, and will include the exploration of cultural and individual identities. Course will emphasize analysis of works, authors, and themes through a historical and cultural lens.

Academic Service Fee: \$21.00

ENGINEERING TECHNOLOGIES (ETD)

ETD 1012

SAFETY APPLICATIONS

Theory | 2 Credit Hours

Students learn OSHA regulations and practice safety procedures in the following areas: hazard recognition and control, materials handling, flammables, fire protection, electrical safety, machine guarding, confined spaces, personal protective equipment, and accident investigation and reporting, lock out tag out, and general first aid.

Academic Service Fee: \$70.00

ETD 1102

BASIC MECHANICS

Theory/Lab | 2 Credit Hours

Introduces students to general shop safety and practices, proper use and care of general hand tools, soldering techniques, applications of precision measuring and layout, and proper use and care of general power tools such as drill presses and grinders.

Academic Service Fee: \$70.00

ETD 2090

SPECIAL PROJECTS

Theory/Lab | 1-9 Credit Hours

An individual study under the supervision of an instructor. Projects are undertaken in any area of the engineering technology field with credit hours determined by the level and amount of effort required.

Academic Service Fee: \$35.00 per credit hour, as determined by course credit

ETD 2411

EMPLOYMENT EXPLORATION

Theory | 1 Credit Hour

Students develop effective résumé and cover letter writing skills, as well as interview techniques. Intended to assist students with focusing on their search for full-time employment (AAS students) or internship opportunities (BT students).

Academic Service Fee: \$35.00

ETD 3090

SPECIAL PROJECTS

Theory/Lab | 1-9 Credit Hours

An individual study under the supervision of an instructor. Projects are undertaken in any area of the engineering technology field with credit hours determined by the level and amount of effort required.

Academic Service Fee: \$35.00 per credit hour, as determined by course credit

ETD 4414

CAPSTONE

Theory/Lab | 4 Credit Hours

The culminating student experience in Engineering Technologies, and utilizes applied research projects identified during student internships. Students work in teams to investigate alternatives for real problems which have the potential to increase employer productivity. The student teams analyze potential, design alternative solutions, test the most viable alternative, interpret the findings, document the best practices and promote deployment back to employers. Faculty assists students in the design and conduct of their applied research efforts.

Prerequisites: Course should be taken in the semester of graduation or with the School Dean's approval, and the student must have a minimum 2.0 overall (retention/graduation) GPA.

Academic Service Fee: \$140.00

ELECTRICAL & ELECTRONICS (ETDE)

ETDE 1003

INTRODUCTION TO INSTRUMENTATION TECHNOLOGY

Theory/Lab | 3 Credit Hours

This course will introduce the student to the role of instrumentation engineering in various industries. The student will learn how instrumentation is used to measure and control properties of processes. Basic trade skills common to the field will be reviewed. Students will learn to create flowcharts, develop algorithms, read basic code and use various computer tools to acquire and analyze measurement data.

Academic Service Fee: \$105.00

ETDE 1283

AC/DC CIRCUITS I

Theory/Lab | 3 Credit Hours

This course covers the fundamentals of DC and AC electric circuit theory. This includes detailed coverage of direct current, alternating current, Ohm's law, energy and power relationships, and series, parallel and combinational resistive circuit laws. An introduction to magnetism and electromagnetism and their roles in DC and AC motor and generator operation will be introduced. Inductance and capacitance and their fundamental applications will also be introduced, as well as troubleshooting and safety in electrical circuits. Students will be introduced to electronic test equipment and its proper operation, including the digital

multimeter, oscilloscope, function generator and DC power supplies. Exposure to these topics in a laboratory setting is included using onsite facilities and hardware and software simulation tools.

Corequisite: MATH 1513.

Academic Service Fee: \$105.00

ETDE 1293

AC/DC CIRCUITS II

Theory/Lab | 3 Credit Hours

This course is a continuation of ETDE 1283 AC/DC Circuits I, and introduces students to circuit analysis techniques in DC and AC electric circuits. This includes detailed coverage of rules and laws such as Kirchhoff's Voltage and Current Laws, loaded voltage dividers, Thevenin's Theorem, maximum power transfer theorem, superposition principle, and Wheatstone bridges. The student will analyze combinational inductive, reactive, and resistive circuits. Power factor will be introduced, along with basic passive AC circuits, such as filters, integrators and differentiators. Fundamental transformer theory will be introduced. Exposure to these topics in a laboratory setting is included using onsite facilities and hardware and software simulation tools.

Prerequisites: ETDE 1283 and MATH 1513.

Corequisite: MATH 1613.

Academic Service Fee: \$105.00

ETDE 1333

INDUSTRIAL ELECTRICAL SYSTEMS

Theory/Lab | 3 Credit Hours

Designed to give the student a broad overview and exposure to a variety of electrical and electronic principles and practices. A combination of classroom activities, study and research, and hands-on applications so the student has a clear understanding of the topics, as well as the ability to manipulate appropriate tools, software and equipment.

Academic Service Fee: \$112.00

ETDE 1343

MOTORS & CONTROLS

Theory/Lab | 3 Credit Hours

Introduces the fundamental concepts of electrical motors and associated electrical controls. Topics include ladder diagrams, schematic diagrams, contactors, motor starters, control relays, timing relays, pilot control devices, AC/DC motors and related control devices. Upon completion, students should be able to properly select, install and troubleshoot motors and associated control systems.

Prerequisite: ETDE 1283.

Corequisite: ETDE 1293.

Academic Service Fee: \$112.00

ETDE 1363

ELECTRONIC DEVICES & STANDARDS

Theory/Lab | 3 Credit Hours

Students learn to identify, specify, and troubleshoot electronic devices used in power supplies, amplifiers, oscillators, sensor circuits, electro-optical, and industrial control circuits. Students learn how to research and use manufacturer specification sheets. Device measurements are made with multimeters, oscilloscopes, frequency counters and other test equipment. Students are introduced to standards development for measurements and devices. An overview of professional organizations such as American National Standards Institute, International Standards Organization, and National Institute of Standards and Technology

is included. Students complete a course project integrating devices into a working system. Technical reports and presentations are vital components of the course.

Prerequisite: ETDE 1293.

Academic Service Fee: \$105.00

ETDE 1373

DIGITAL SYSTEMS & MICROCONTROLLERS

Theory/Lab | 3 Credit Hours

Introduces digital logic, number systems, and circuits as they relate to computing, memory, and control systems. Topics include numbering systems, logic gates, flip-flops, counters, shift registers, latches, decoders, multiplexers, interfaces, displays, I/O, and timing circuits. Students learn how to research and use manufacturer specification sheets. Students learn computer communication systems, communication standards, and troubleshooting. Microprocessors, microcontrollers, and embedded systems are introduced. Students complete a course project using a microcontroller that demonstrates hardware control and software programming. Technical reports and presentations are vital components of the course.

Prerequisite: ETDE 1363.

Academic Service Fee: \$105.00

ETDE 2113

INTRODUCTION TO PLCs

Theory/Lab | 3 Credit Hours

An introductory course in programmable logic controllers (PLCs) and their applications in industrial environments. Topics include ladder logic programming, input and output modules, power supplies, selection and installation of controllers, and interfacing controllers with equipment. Upon successful completion, the student should be able to install PLC's and create basic programs.

Prerequisite: ETDE 1343.

Academic Service Fee: \$105.00

ETDE 2133

INSTRUMENTATION

Theory/Lab | 3 Credit Hours

The fundamentals of industrial instrumentation. Topics include the operation and calibration of electric, electronic and pneumatic instruments as well as the basic physical laws of temperature, pressure, flow and level. Upon successful completion the student is able to design, install, maintain and calibrate basic instruments and control devices.

Prerequisite: ETDE 2113.

Academic Service Fee: \$105.00

ETDE 2223

ELECTRICAL POWER DISTRIBUTION

Theory/Lab | 3 Credit Hours

Students study the physical properties of electromagnetic and electromechanical energy conversion devices and their application to conventional rotating machines. Electrical energy generation, transmission and distribution and relay technology are also covered.

Prerequisite: ETDE 1293.

Corequisite: ETDE 1363.

Academic Service Fee: \$105.00

ETDE 2253**HYDRAULICS & PNEUMATICS**

Theory/Lab | 3 Credit Hours

Hydraulic principles, types of hydraulic fluids and their characteristics are covered. Describes components of the hydraulic system and their functions, including filters and strainers, reservoirs and accumulators, pumps, piping, tubing and hoses, control valves, relief valves, and actuating devices. Covers a variety of operating principles of reciprocating, positive displacement, rotary, and dynamic air compressors. Covers primary and secondary air treatment. Includes valves, logic devices, cylinders, and air motors.

Prerequisites: ETDE 1283 and MATH 1513.

Academic Service Fee: \$105.00

ETDE 2273**ELECTRONIC CONTROL DEVICES**

Theory/Lab | 3 Credit Hours

An introduction to a wide range of electronic devices and industrial automatic controls. Emphasis is placed on motor speed/position controls and programmable devices. Topics include specialized switches, sensors, stepper motors, stepper motor controllers, variable frequency drives, and control systems common to the industrial environment. Upon completion, the learner is able to install, troubleshoot, and program variable frequency drives and stepper control systems. Students also analyze how variable speed drives save energy and maintenance costs in industrial applications.

Prerequisites: ETDE 1343 and ETDE 1363.

Academic Service Fee: \$105.00

ETDE 2808**ELECTRICAL/ELECTRONICS INTERNSHIP**

Internship | 8 Credit Hours

An internship is a cooperative agreement between industry and education which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines and is supervised by industry and school representatives.

Prerequisites: Recommendation by program instructor and a minimum overall (retention/graduation) GPA of 2.5.

Academic Service Fee: \$280.00

ETDE 2812**ELECTRICAL/ELECTRONICS INTERNSHIP**

Internship | 12 Credit Hours

An internship is a cooperative agreement between industry and education which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines and is supervised by industry and school representatives.

Prerequisites: Recommendation by program instructor and a minimum overall (retention/graduation) GPA of 2.5.

Academic Service Fee: \$420.00

ETDE 3143**PLC APPLICATIONS**

Theory/Lab | 3 Credit Hours

Programmable logic controllers (PLCs) and their applications in industrial environments. Topics include basic programming, hardware specifications, and wiring. After successful completion, the student is able to program and troubleshoot fundamental PLC

systems and related control devices.

Prerequisite: ETDE 2113.

Academic Service Fee: \$105.00

ETDE 3153**PRINCIPLES OF ELECTRIC VEHICLE TECHNOLOGY**

Theory | 3 Credit Hours

The study of the technology behind electric vehicles. Topics include the working principle of electric vehicles, roles played by motors, power electronics and power management, battery technology, EV charging and future trends in the development of electric cars.

Academic Service Fee: \$105.00

ETDE 3213**PROJECT MANAGEMENT & ENGINEERING ECONOMICS**

Theory | 3 Credit Hours

The principles and techniques of managing engineering projects are presented, and emphasis is placed on project teams, design process, estimates, project budgeting, scheduling, proposals, and Microsoft project.

Academic Service Fee: \$105.00

ETDE 3223**INDUSTRIAL NETWORKS**

Theory/Lab | 3 Credit Hours

Students learn the fundamentals of local area networks and their operation in the industrial control environment. Topics include the characteristics of network topologies, system hardware (repeaters, bridges, routers, and gateways), system configuration, and installation and administration of the LAN. Upon completion, students are able to install, maintain, and manage typical industrial control networks.

Prerequisite: ETDE 2273.

Corequisite: ETDE 3143.

Academic Service Fee: \$105.00

ETDE 3233**LIQUID & GAS FLOW MEASUREMENT**

Theory/Lab | 3 Credit Hours

Provides guidelines for the selection and use of liquid and gas flow meters and their theory of operation, advantages/disadvantages. Topics include methods and equipment that are used for accurate calibration, gas and liquid flow calculations, fluid properties, and the use of primary and secondary flow standards.

Prerequisites: ETDE 3313 and PHYS 1114.

Academic Service Fee: \$105.00

ETDE 3253**PRINCIPLES OF MANUFACTURING SYSTEMS**

Theory | 3 Credit Hours

This course is a quantitative and qualitative study of industrial automation & manufacturing systems. Topics will include selected manufacturing processes, industrial control systems, mechatronics, flexible manufacturing systems, quality management, and product design. Students will research and complete a project focused on product and process development.

Academic Service Fee: \$105.00

ETDE 3313**HEAT TRANSFER & FLUID MECHANICS**

Theory/Lab | 3 Credit Hours

A calculus-based course offering fundamental principles of thermal-fluid sciences important to the design synthesis and operation of process control systems. Students analyze fluid

systems using Bernoulli and general energy equations, laminar and turbulent flows, flow and pressure measurements and flow forces. Students also study heat transfer by conduction, convection, and radiation.

Prerequisites: ETDE 2253, MATH 2714 and PHYS 1114.

Academic Service Fee: \$105.00

ETDE 3513

PROGRAMMING FOR INSTRUMENTATION

Theory/Lab | 3 Credit Hours

Introduces students to computer-based data acquisition and process control using graphical programming to automatically measure physical properties encountered in instrumentation engineering technology.

Prerequisite: ETDE 2133.

Academic Service Fee: \$105.00

ETDE 4112

ELECTRICAL/ELECTRONICS INSTRUMENTATION INTERNSHIP

Internship | 12 Credit Hours

An internship is a cooperative agreement between industry and education which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines and is supervised by industry and school representatives.

Prerequisites: ETD 2411, recommendation by program instructor, and a minimum overall (retention/graduation) GPA of 2.5.

Academic Service Fee: \$420.00

ETDE 4133

PROCESS MEASUREMENT & CONTROL

Theory/Lab | 3 Credit Hours

An advanced course in electronic/pneumatic instrumentation devices commonly used in process measurement and control systems. Students work in a teaming environment to apply various control methodologies (i.e., PID, etc.) to monitor and control process variables in solving real world problems. Upon successful completion, the student is able to design, install, maintain and calibrate process measurement and control systems.

Prerequisites: ETDE 3223, ETDE 3233, ETDE 3513 and MATH 2714.

Academic Service Fee: \$105.00

ETDE 4313

PROCESS MANAGEMENT

Theory/Lab | 3 Credit Hours

This course will give the student an overview of Distributed Control Systems (DCS) and Supervisory Control and Data Acquisition (SCADA) systems, along with practical applications of these systems. Topics include expanded communication platforms and protocols, advanced programming languages, cloud based systems, an introduction to IIOT, an introduction to Safety Integrated Systems, and Control System security.

Prerequisites: ETDE 3223 and MATH 2714.

Academic Service Fee: \$105.00

ETDE 4813

INSTRUMENTATION CAPSTONE

Theory/Lab | 3 Credit Hours

The capstone course is the culminating student experience in Instrumentation Engineering. Students work in teams from the project's conception phase, through design and construction, to completion. Through these phases students employ principles and techniques acquired in ETDE 3213 Project Management and

Engineering Economics. Faculty serve as technical advisors to assist students in the design and conduct of their applied research efforts.

Prerequisites: ETDE 3213, ETDE 3223, ETDE 3513, School Dean's approval and a minimum overall (retention/graduation) GPA of 2.5.

Academic Service Fee: \$105.00

ENGINEERING DESIGN DRAFTING (ETDG)

ETDG 1143

INTRODUCTION TO DESIGN/DRAFTING

Theory/Lab | 3 Credit Hours

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 online resources to independently determine a solution when presented with an unknown concept.

Prerequisite: ETDG 1143.

Academic Service Fee: \$100.00

ETDG 1253

TECHNICAL DRAWING

Theory/Lab | 3 Credit Hours

Using visualization skills and considering spatial relationships each learner creates technical drawings that include orthographic, section and auxiliary views. Complete dimensioned drawings are created according to ANSI and other industry standards. Using Microsoft software, all learners produce a bill of material, calculate unit conversions and perform Internet research.

Prerequisite: ETDG 1143.

Academic Service Fee: \$150.00

ETDG 1523

ARCHITECTURAL DESIGN

Theory/Lab | 3 Credit Hours

Students use architectural theories to design an aesthetic and structurally sound light commercial building, and apply drafting standards to produce construction documents while maintaining ADA specifications for the purpose of building a commercial structure. Students also use software that provides early exploration of design concepts and forms and the ability to more accurately maintain the designer's vision through the design, documentation, and construction process. This software allows the designer to make a change and automatically update it across the project, which is an essential element in the building information modeling (BIM) process. The software taught supports

sustainable design, clash detection, and construction planning and fabrication.

Prerequisites: ETDG 1143 and ETDG 2143.

Academic Service Fee: \$150.00

ETDG 2090

SPECIAL PROJECTS

Theory/Lab | 1-9 Credit Hours

An individual study under the supervision of an instructor. Projects are undertaken in any area of the engineering technology field with credit hours determined by the level and amount of effort required.

Academic Service Fee: \$50.00 per credit hour, as determined by course credit

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.

Prerequisite: ETDG 1143.

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

Theory/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 (retention/graduation) 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 (retention/graduation) GPA of 2.5.

Academic Service Fee: \$600.00

GENERAL STUDIES (GEN)

GEN 2090**SPECIAL PROJECTS**

Theory/Lab | 1-9 Credit Hours

Individual study under the supervision of an instructor with credit hours to be arranged. Projects relevant to the student's major area of study may be selected.

Prerequisite: School Dean's approval.

Academic Service Fee: \$7.00 per credit hour, as determined by course credit

GEOGRAPHY (GEOG)

GEOG 2243 (S)**FUNDAMENTALS OF GEOGRAPHY**

Theory | 3 Credit Hours

An introduction to basic geographic concepts, with an emphasis on the interrelationships of people with their physical and cultural environment.

Academic Service Fee: \$21.00

GEOLOGY (GEOL)

GEOL 1014 (N)**EARTH SCIENCE**

Theory | 4 Credit Hours

The study of sciences related to earth and our solar system – geology, meteorology, oceanography, and astronomy. Note: Physical Science elective.

Academic Service Fee: \$53.00

GRAPHIC DESIGN (GRD)

GRD 1133**BASIC DRAWING**

Theory/Lab | 3 Credit Hours

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: \$45.00

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: \$45.00

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: \$45.00

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 research project.

Prerequisite: GRD 1133.

Academic Service Fee: \$45.00

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 to four-color print designs, as well as principles of pre-press processes are covered while the student achieves the three targets of production: time, quality, and costs.

Prerequisites: GRD 1143, GRD 1213 and VIS 1203.

Academic Service Fee: \$45.00

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: \$45.00

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: \$45.00

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: \$45.00

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: \$45.00

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.

Prerequisites: GRD 2523 and GRD 2543, or the School Dean's approval.

Academic Service Fee: \$45.00

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: \$90.00

GRD 2800

GRAPHIC DESIGN INTERNSHIP

Internship | 1-12 Credit Hours

On-the-job training in industry that emphasizes supervised employment and observation.

Prerequisites: GRD 2543 or the School Dean's approval and a minimum overall (retention/graduation) GPA of 2.0.

Academic Service Fee: \$15.00 per credit hour, as determined by course credit

GENERAL TECHNOLOGY - CONSTRUCTION (GTCT)

GTCT 1183

WELDING

Theory/Lab | 3 Credit Hours

This course is designed to develop knowledge and basic skills in the welding of ferrous and non-ferrous metals using the arc process of stick electrodes. Basic use and understanding of MIG

(Microwire Inert Gas) welding processes and the use of oxygen-acetylene cutting torches are included.

Academic Service Fee: \$138.00

GENERAL TECHNOLOGY (GTGE)

GTGE 1111

COLLEGE CORNERSTONE

Theory | 1 Credit Hour

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

A comprehensive study of personal health with emphasis on mental health, human sexuality, growth and development, psychoactive drugs, communicable diseases, degenerative diseases, consumer, and community health resulting in a positive change in the health attitudes and practices of students.

Academic Service Fee: \$21.00

HEALTH & HUMAN SERVICES PRIOR LEARNING (HHPL)

HHPL 1101-1142 (1-42 CREDIT HOURS)**PLA HEALTH & HUMAN SERVICES***

Prior Learning Credit | 1-42 Credit Hours

This course is utilized to award block credit via prior learning assessment for application toward AAS in Applied Technology program requirements. The amount of credit awarded will vary by individual, and is based upon an evaluation of a student's cumulative prior learning experiences as they pertain to their chosen career field. These experiences must incorporate work performed in accordance with industry standards and reflect university-level content and rigor, and may include industry certifications, technical and on-the-job training, workshops, military training, and independent study.

HHPL 1230**PLA SURGICAL TECHNOLOGY***

Prior Learning Credit | 30 Credit Hours

This course is utilized to award prior learning credit for qualified AAS in Applied Technology students who possess a valid Certified Surgical Technology (CST) license or have successfully completed an approved CAAHEP-accredited Surgical Technology training program. Course credit indicates successful completion of a program of study designed to prepare the student to maintain, monitor, and enforce the sterile field and adherence to aseptic technique by preoperative, surgical team, and postoperative personnel. Typical topics include instruction in instrument and equipment sterilization and handling, surgical supplies management, wound exposure and closure, surgical computer and robot operation and monitoring, maintenance of hemostasis, and patient and team scrubbing.

HHPL 2014**APPLIED ANATOMY & PHYSIOLOGY***

Prior Learning Credit | 4 Credit Hours

This course is utilized to award prior learning credit for qualified AAS in Applied Technology students with prior training and experience in allied health sciences. Course credit indicates successful completion of a program of study designed to provide an overview of the structure and function of the human body from an integrative and applied perspective. Typical topics include instruction in the functions and structures of the human body and an exploration of how cells, tissues, and organ systems work together to maintain homeostasis within the human body, laying the foundation for understanding diagnosis and treatment of diseases in a health care setting.

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

HISTORY (HIST)

HIST 1483**US HISTORY TO 1865**

Theory | 3 Credit Hours

The history of the US from European colonization through the Civil War period. One section is usually offered each semester with an emphasis on Native American contributions to the US History.

Academic Service Fee: \$21.00

HIST 1493**US HISTORY SINCE 1865**

Theory | 3 Credit Hours

The history of the US from the reconstruction period to the present is discussed. Emphasis is given to the growth of industry and its impact on domestic and foreign affairs.

Academic Service Fee: \$21.00

HIST 1613 (H, I)**WESTERN CIVILIZATION TO 1500**

Theory | 3 Credit Hours

An exploration of western civilization from the ancient world to the Reformation with a multicultural perspective on the study of mankind.

Academic Service Fee: \$21.00

HIST 1623 (H, I)**WESTERN CIVILIZATION AFTER 1500**

Theory | 3 Credit Hours

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

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, I)**HUMANITIES I**

Theory | 3 Credit Hours

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, I)**HUMANITIES II**

Theory | 3 Credit Hours

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

A course designed to give students an appreciation of music through analysis of the impact of music over various time periods of the civilization of humankind throughout the world.

Academic Service Fee: \$21.00

HUM 2243 (D, H) NATIVE PEOPLES OF NORTH AMERICA

Theory | 3 Credit Hours

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 (H, I) 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 (D, H, I) STUDY/TRAVEL/WORK ACROSS CULTURES & BORDERS

Theory | 3 Credit Hours

In today's world, interaction with people of other cultures is no longer an exceptional event, but an increasingly familiar occurrence. Often these interactions occur at the local supermarket or even with a routine customer service phone call. Also, it is ever more common for Americans to interact across cultures as part of their personal or work travels to other countries. Prepares participants to more effectively engage with people of other cultures and cope with the inevitable challenges faced when crossing political and social borders.

Academic Service Fee: \$21.00

HIGH VOLTAGE LINE TECHNICIAN (HVLP)

HVLP 1121 INTRODUCTION TO HIGH VOLTAGE LINE TECHNICIAN PROGRAM

Theory | 1 Credit Hour

High voltage industry career opportunities, including salary information, placement requirements, current trends, research on companies and the physical, mental, and social needs in the high voltage industry are covered. Topics related to being successful in

college and a career cornerstone experience that emphasizes networking with professionals and student organizations are included.

Academic Service Fee: \$35.50

HVLP 1132 HIGH VOLTAGE SAFETY

Theory/Lab | 2 Credit Hours

Pole top rescue, bucket truck rescue, and the many safety hazards that exist, including heat exhaustion, heat stroke, insect bite or stings in the High Voltage industry are covered. Administering first aid, training opportunities that must occur, and the proper use of different types of fall protection are studied.

Prerequisite: HVLP 1243.

Academic Service Fee: \$71.00

HVLP 1216 HIGH VOLTAGE INTERNSHIP I

Internship | 6 Credit Hours

A cooperative agreement between industry and education, which allows the student to utilize and define skills learned in their educational process. All work is performed in accordance with the industry standards and is supervised by an electrical line foreman or utility worker. Students work with different types of companies and with various types of material and equipment.

Prerequisites: HVLP 2563, departmental approval, an overall (retention/graduation) GPA of 2.5 or greater, and a current CDL.

Academic Service Fee: \$213.00

HVLP 1243 HIGH VOLTAGE POLE CLIMBING TECHNIQUES

Theory/Lab | 3 Credit Hours

Strength and flexibility training needed to perform the duties of a line technician, as well as wooden pole climbing techniques, tool recognition and proper use, material recognition, and knot tying are covered. Students work with various types of material and equipment. Safety instructions are emphasized and required safety equipment is used while in the pole climbing area.

Academic Service Fee: \$106.50

HVLP 1316 HIGH VOLTAGE INTERNSHIP II

Internship | 6 Credit Hours

A cooperative agreement between industry and education which allows the student to utilize and define skills learned during their educational process. All work is performed in accordance with the industry standards and is supervised by an electrical line foreman or utility worker. Students work for different types of companies and with various types of material and equipment.

Prerequisites: HVLP 2483, departmental approval, an overall (retention/graduation) GPA of 2.5 or greater, and a current CDL.

Academic Service Fee: \$213.00

HVLP 1353 AC/DC FOR HIGH VOLTAGE

Theory | 3 Credit Hours

A study of overhead electricity introduces principles of alternating current through step-up, step-down transformers, substations, long distance transmission, and distribution from power generation to the consumer and through the power line circuit. Atomic theory of electron flow characteristics will also be covered.

Academic Service Fee: \$106.50

HVLP 2416**HIGH VOLTAGE INTERNSHIP III**

Internship | 6 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and define skills previously learned in their educational process. All work is performed in accordance with industry standards and supervised by an electrical line foreman or utility worker. Students work for different types of companies and with various types of material and equipment. Prerequisites: HVLP 2483, departmental approval, an overall (retention/graduation) GPA of 2.5 or greater, and a current CDL. Academic Service Fee: \$213.00

HVLP 2483**PRINCIPLES OF OPERATION OF HIGH VOLTAGE DISTRIBUTION SYSTEMS**

Theory/Lab | 3 Credit Hours

Study of overhead and underground high voltage systems, transformer configurations, line voltage drops and the installation of overhead and underground systems are covered. Safety practices are emphasized and students will work with various types of material and equipment in this hands-on course. Prerequisites: HVLP 2563 and HVLP 2663.

Academic Service Fee: \$106.50

HVLP 2516**HIGH VOLTAGE INTERNSHIP IV**

Internship | 6 Credit Hours

A cooperative agreement between industry and education, which allows the student to utilize and define skills learned in their educational process. All work is performed in accordance with the industry standards and supervised by an electrical line foreman or utility worker. Students work for different types of companies and with various types of material and equipment. Prerequisites: Departmental approval, an overall (retention/graduation) GPA of 2.5 or greater, and a current CDL. Academic Service Fee: \$213.00

HVLP 2553**UNDERGROUND DISTRIBUTION SYSTEMS**

Theory/Lab | 3 Credit Hours

While similar in nature to overhead systems, an underground system has its own requirements. Construction techniques, tools and equipment and traffic control are given extensive coverage. Troubleshooting maintenance and care of personal equipment are covered with special emphasis on safety. Students work with various types of material and equipment.

Prerequisite: HVLP 2483.

Academic Service Fee: \$106.50

HVLP 2563**OVERHEAD DISTRIBUTION SYSTEMS**

Theory/Lab | 3 Credit Hours

An in depth study of construction techniques, tools equipment and personal protective equipment used in overhead distribution systems. Safety practices are emphasized while students work with various types of material and equipment in this hands-on course.

Prerequisite: HVLP 1243.

Corequisite: HVLP 1353.

Academic Service Fee: \$106.50

HVLP 2643**ADVANCED DISTRIBUTION SYSTEMS**

Theory/Lab | 3 Credit Hours

A study of high voltage and the distribution electrical field. High voltage equipment, tools, distribution equipment and safety procedures are covered. Local rules and regulations, as well as electrical codes are covered as they pertain to these two types of installations. Students work with various types of material and equipment.

Prerequisites: HVLP 2553, HVLP 2563, and completion of two High Voltage internships.

Academic Service Fee: \$106.50

HVLP 2663**HEAVY CONSTRUCTION EQUIPMENT & OPERATION**

Theory/Lab | 3 Credit Hours

A study of the Class A Commercial Driver's License (CDL) driving regulations and various types of equipment used in overhead and underground high voltage systems. Safety practices are emphasized while students drive and back equipment in this hands-on course.

Prerequisite: Departmental approval and a current CDL permit.

Academic Service Fee: \$136.50

HVLP 2673**TRANSMISSION PRINCIPLES**

Theory/Lab | 3 Credit Hours

An in-depth study of construction techniques, tools, equipment, and care of personal protective equipment used in transmission construction, which includes building and maintaining different transmission structures. Students learn the skills required for hot-sticking at different voltages 69Kv to 138Kv lines using hook-ladders and baker-boards.

Prerequisite: HVLP 2483.

Academic Service Fee: \$106.50

HVLP 2726**HIGH VOLTAGE CAPSTONE EXPERIENCE**

Theory/Lab | 6 Credit Hours

The designing of distribution, transmission and underground systems, and includes the procuring and estimating of the material involved in these systems. Local rules and regulations, as well as electrical codes are covered as they pertain to these types of installations. Reviews the high voltage line technician procedures learned in previous courses as needed. Safety practices are emphasized as students work with various types of material and equipment in this hands-on course.

Prerequisite: HVLP 2516.

Academic Service Fee: \$213.00

HVLP 2812**HIGH VOLTAGE INTERNSHIP**

Internship | 12 Credit Hours

A cooperative agreement between industry and education, which allows the student to utilize and define skills learned in their educational process. All work is performed in accordance with the industry standards and is supervised by an electrical line foreman or utility worker.

Prerequisites: Departmental approval, an overall (retention/graduation) GPA of 2.5 or greater, and a current CDL.

Academic Service Fee: \$426.00

INDUSTRIAL TECHNOLOGIES PRIOR LEARNING (INPL)

INPL 1101-1142 (1-42 CREDIT HOURS)

PLA INDUSTRIAL TECHNOLOGIES°

Prior Learning Credit | 1-42 Credit Hours

This course is utilized to award block credit via prior learning assessment for application toward AAS in Applied Technology program requirements. The amount of credit awarded will vary by individual, and is based upon an evaluation of a student's cumulative prior learning experiences as they pertain to their chosen career field. These experiences must incorporate work performed in accordance with industry standards and reflect university-level content and rigor, and may include industry certifications, technical and on-the-job training, workshops, military training, and independent study.

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

INFORMATION TECHNOLOGIES (ITD)

ITD 1013

FUNDAMENTALS OF INFORMATION TECHNOLOGIES

Theory/Lab | 3 Credit Hours

This course will introduce students to IT literacy, environmental and safety concepts, operating systems, software, hardware, networking, alternative technologies, security, and computational thinking.

Academic Service Fee: \$45.00

ITD 1033

COMPUTER LOGIC & FLOWCHARTING

Theory/Lab | 3 Credit Hours

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

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

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

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

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.

Prerequisite: ENGL 1033 or ENGL 1113.

Academic Service Fee: \$45.00

ITD 1333

OBJECT-ORIENTED PROGRAMMING USING JAVA

Theory/Lab | 3 Credit Hours

Students learn how to design, code and test applications in Java using object-oriented programming techniques. Topics include classes, data types, variables, methods, recursion, operators, control statements, inheritance and polymorphism, arrays, packages, interfaces, exception handling, Input/Output, Java applets and strings.

Academic Service Fee: \$45.00

ITD 1353

WEB DEVELOPMENT

Theory/Lab | 3 Credit Hours

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.

Prerequisite: ITD 1033.

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 1393

FOUNDATIONS OF ARTIFICIAL INTELLIGENCE

Theory/Lab | 3 Credit Hours

This introductory course covers AI fundamentals, including machine learning, neural networks, and natural language processing. Students engage in hands-on exercises with AI tools while exploring ethical considerations and industry-inspired/modeled applications. By course end, students will have a solid foundation to further explore AI-driven innovations.

Academic Service Fee: \$45.00

ITD 1403

CYBER ETHICS & LAW

Theory/Lab | 3 Credit Hours

Course topics include developments and ethical issues affecting IT professionals and influencing professional ethics, such as state licensing, cyberterrorism, hacktivism, erosion of privacy due to electronic surveillance, positive and negative impacts of social networking, design and implementation of safety-critical systems,

impact of IT on the standard of living, worker productivity, and health care.

Prerequisite: ENGL 1033 or ENGL 1113.

Academic Service Fee: \$45.00

ITD 2090

SPECIAL PROJECTS

Theory/Lab | 1-9 Credit Hours

Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of information technologies with credit hours assigned based on level and amount of effort involved.

Prerequisite: School Dean's approval.

Academic Service Fee: \$15.00 per credit hour, as determined by course credit

ITD 2133

NETWORK SUPPORT MANAGEMENT

Theory/Lab | 3 Credit Hours

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

An introduction to database systems with emphasis on data modeling, design, construction, and use of efficient relational databases. Topics include database architecture, entity-relationship (ER) models, normalization, indexing, security, and SQL query development and validation.

Prerequisite: ITD 1033.

Academic Service Fee: \$45.00

ITD 2223

OPERATING SYSTEMS

Theory/Lab | 3 Credit Hours

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

Students learn how to design, develop and evaluate interactive application interfaces. Topics include events, regular expressions, exception handling, debugging, and testing.

Prerequisite: ITD 2343.

Academic Service Fee: \$45.00

ITD 2273

APPLIED ARTIFICIAL INTELLIGENCE & ADVANCED TECHNIQUES

Theory/Lab | 3 Credit Hours

Building on ITD 1393, this course delves into deep learning, reinforcement learning, and advanced AI applications. Students gain hands-on experience with current industry used frameworks while tackling industry-inspired/modeled challenges in AI ethics, security, and scalability. Projects focus on developing AI-driven solutions for industry and research applications.

Prerequisite: ITD 1393.

Academic Service Fee: \$45.00

ITD 2313

SCRIPT PROGRAMMING

Theory/Lab | 3 Credit Hours

Students learn to develop and execute scripts. Topics include parsing command line arguments, regular expressions, program logic, functions, error handling, file processing and other scripting techniques.

Prerequisite: ITD 1033.

Academic Service Fee: \$45.00

ITD 2343

OBJECT-ORIENTED PROGRAMMING USING C#

Theory/Lab | 3 Credit Hours

Students learn how to design, code, and test applications in C# using object-oriented programming techniques. Topics include classes, data types, variables, methods, recursion, operators, control statements, inheritance, polymorphism, arrays, packages, interfaces, Input/Output, and strings.

Prerequisite: ITD 1033.

Academic Service Fee: \$45.00

ITD 2413

ENTERPRISE SECURITY MANAGEMENT

Theory/Lab | 3 Credit Hours

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 3113

APPLIED MACHINE LEARNING & MODEL DEPLOYMENT

Theory/Lab | 3 Credit Hours

Students apply machine learning algorithms using industry-standard tools to solve business and operational problems. Emphasis is on selecting, training, and evaluating models, then deploying them in practical environments. Deliverables extend

beyond code to include deployment plans, stakeholder presentations, and business cases, integrating both technical and business evaluation metrics.

Academic Service Fee: \$45.00

ITD 3123

LINUX WORKSTATION & SERVER OS

Theory/Lab | 3 Credit Hours

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

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

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

Focuses on IT employment and career readiness. Students demonstrate job readiness, the ability to articulate their professional goals, and develop the materials and soft skills necessary to secure appropriate IT employment. Topics include employment procedures and guidelines, career planning and job searches, and common workplace issues.

Prerequisites: Students must have a minimum 2.5 overall (retention/graduation) GPA and department approval.

Academic Service Fee: \$15.00

ITD 3213

CLOUD COMPUTING FOR AI SOLUTIONS

Theory/Lab | 3 Credit Hours

Students design and implement AI solutions in cloud environments while comparing cloud, hybrid, and on-premises approaches. Emphasis is on principles and patterns that apply across environments, with most labs in cloud platforms (AWS/Azure/GCP) and selected modules on hybrid/on-premises systems.

Academic Service Fee: \$45.00

ITD 3223

INTERNET OF THINGS FUNDAMENTALS (IOT)

Theory/Lab | 3 Credit Hours

Students gain a comprehensive understanding of Internet of Things (IoT) technologies through the development and assessment of

end-to-end IoT systems. Topics include designing an IoT solution and collecting, storing, and visualizing data obtained from IoT sensors.

Prerequisites: ITD 1223, ITD 2223 and ITD 2313.

Academic Service Fee: \$45.00

ITD 3243

SERVER-SIDE WEB PROGRAMMING

Theory/Lab | 3 Credit Hours

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

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

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 3313

DATA ENGINEERING FOR AI

Theory/Lab | 3 Credit Hours

This course emphasizes the data engineering practices required to support applied AI. Scope is revised so students design and implement data preparation and integration workflows suitable for cloud or hybrid environments rather than full enterprise-scale pipelines. Core employability skills include ETL, data cleaning, acquisition, and evaluation.

Academic Service Fee: \$45.00

ITD 3323

ENTERPRISE FRAMEWORK PROGRAMMING

Theory/Lab | 3 Credit Hours

Students gain a working knowledge of advanced topics in C#. Topics include: C#, XML, database programming and multithreading.

Prerequisites: ITD 1203 and ITD 2203.

Academic Service Fee: \$45.00

ITD 3333

APPLICATION DEVELOPMENT USING .NET

Theory/Lab | 3 Credit Hours

Students learn to develop enterprise applications using .NET. Topics include: data structures, web applications, and

interprocess communication.

Prerequisites: ITD 1353, ITD 2203 and ITD 2343.

Academic Service Fee: \$45.00

ITD 3423

SECURE ELECTRONIC COMMERCE

Theory/Lab | 3 Credit Hours

This course will explore electronic commerce technology models and issues, facilitation of secure online communications, and threats to web security. Topics include cryptography, digital signatures, certificates and public key infrastructures (PKI), security-conscious programming for web-based applications, cryptocurrencies, tokenization and mobile payment protocols.

Prerequisites: ITD 1353, ITD 2203 and ITD 2313.

Academic Service Fee: \$45.00

ITD 3433

DIGITAL FORENSICS

Theory/Lab | 3 Credit Hours

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

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

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

Students create secure database applications using advanced database development tools and techniques. Topics include variable types, logic structures, creating and working with program units, subprograms and functions, Dynamic SQL, database development and utilization, access control and database security utilities.

Prerequisites: ITD 2203 and ITD 2343.

Academic Service Fee: \$45.00

ITD 3523

INTRODUCTION TO CRYPTOGRAPHY

Theory/Lab | 3 Credit Hours

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

Students apply techniques of threat landscapes that impact networks today. Topics include: firewall policies, security fabric, user authentication, SSL, VPN, dial-up IPsec VPN, security profiles such as IPS, antivirus, web filtering, and application control.

Prerequisites: ITD 1243 and ITD 2223.

Academic Service Fee: \$45.00

ITD 3543

ENTERPRISE NETWORKING

Theory/Lab | 3 Credit Hours

Implementation, analysis and administration of a virtual infrastructure. Topics include server implementations and configuration; creating, configuring and managing virtual machines, virtual networks and storage devices; resource allocation, balancing resources utilization and performance management tool technologies.

Prerequisites: ITD 1223 and ITD 2223.

Academic Service Fee: \$45.00

ITD 3613

EMERGING & CONVERGING TECHNOLOGIES

Theory/Lab | 3 Credit Hours

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

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

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

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

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

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

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

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

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

Introductory course in Software Systems Integration. Topics to be covered include principles of systems integration, methodologies, systems testing, integration platforms, process documentation,

data integration and best practices.

Prerequisites: ITD 1243, ITD 2313 and ITD 2203.

Academic Service Fee: \$45.00

ITD 3793

IT PROJECT MANAGEMENT

Theory/Lab | 3 Credit Hours

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 4133

AI INTEGRATION & SYSTEMS THINKING

Theory/Lab | 3 Credit Hours

Students learn to integrate AI solutions into organizational systems using systems thinking and cross-functional communication. Coursework emphasizes change management, KPI design, ROI analysis, and workflow integration. Projects require students to assume cross-functional roles in simulated teams.

Academic Service Fee: \$45.00

ITD 4203

CYBER DEFENSE & INCIDENT RESPONSE

Theory/Lab | 3 Credit Hours

Course explores the roles required during a cyber incident which investigate, analyze, and respond to cyber incidents within the network environment.

Prerequisite: ITD 3643.

Academic Service Fee: \$45.00

ITD 4223

PENETRATION TESTING & ETHICAL HACKING

Theory/Lab | 3 Credit Hours

Students will learn how to perform detail reconnaissance, exploit systems to gain access and measure real business risks, and scan target networks using best practices.

Prerequisite: ITD 3543 and ITD 3653.

Academic Service Fee: \$45.00

ITD 4233

AI STRATEGY ETHICS & GOVERNANCE

Theory/Lab | 3 Credit Hours

This course addresses the strategic, ethical, and governance dimensions of applied AI. Students explore compliance frameworks, risk management, and organizational oversight. Deliverables include ethics memos, risk assessments, and governance frameworks tied to industry scenarios.

Academic Service Fee: \$45.00

ITD 4333

AI COMMUNICATION & PROFESSIONAL PRACTICE

Theory/Lab | 3 Credit Hours

This course develops student ability to communicate AI solutions to technical and non-technical stakeholders. Emphasis is on professional presentations, reports, and training materials contextualized for industry audiences. Students synthesize technical, business, and ethical considerations into

communication deliverables that prepare them for the ITD 4753 Capstone and ITD 4806 Internship.

Academic Service Fee: \$45.00

ITD 4753

APPLIED RESEARCH & DEVELOPMENT (CAPSTONE COURSE)

Theory/Lab | 3 Credit Hours

The culminating educational experience in Information Technologies, in which students work on substantial, applied research projects to investigate alternate solutions to real problems relating to employer productivity. The various projects may require student teams to analyze potential design alternatives, interpret results, document best practices, and report their findings.

Prerequisites: ITD 3793, a minimum 2.5 overall (retention/graduation) GPA, enrollment in the final semester of the BT in Information Technologies program, and department approval.

Academic Service Fee: \$45.00

ITD 4800

IT INTERNSHIP

Internship | 1-12 Credit Hours

A cooperative agreement between IT industry and education in which students utilize and refine previously learned skills, and gain a working knowledge of and experience with contemporary industry culture, standards and practices.

Prerequisites: ITD 3201, a minimum 2.5 overall (retention/graduation) GPA, and department approval.

Academic Service Fee: \$15.00 per credit hour, as determined by course credit

ITD 4900

ADVANCED IT INTERNSHIP

Internship | 1-12 Credit Hours

A cooperative agreement between IT industry and education in which students utilize and refine previously learned skills, and gain a working knowledge of and experience with contemporary industry culture, standards and practices.

Prerequisites: ITD 4800, a minimum 2.5 overall (retention/graduation) GPA, and department approval.

Academic Service Fee: \$15.00 per credit hour, as determined by course credit

MATHEMATICS (MATH)

MATH 0142

MATH FOR CRITICAL THINKING STRATEGIES

Theory | 2 Credit Hours | Non-Credit Bearing

This corequisite strategies course provides learning support and supplemental instruction for students co-enrolled in MATH 1493 Math for Critical Thinking. Eligibility is determined by student's college readiness placement exam scores. This course does not count toward graduation or any degree program.

Corequisite: MATH 1493.

Academic Service Fee: \$51.00

MATH 0152

PRE-CALCULUS STRATEGIES

Theory | 2 Credit Hours | Non-Credit Bearing

This corequisite strategies course provides learning support and supplemental instruction for students co-enrolled in MATH 1513 Pre-Calculus. Eligibility is determined by student's college

readiness placement exam scores. This course does not count toward graduation or any degree program.

Corequisite: MATH 1513.

Academic Service Fee: \$51.00

MATH 0182

MATHEMATICAL FUNCTIONS STRATEGIES

Theory | 2 Credit Hours | Non-Credit Bearing

This corequisite strategies course provides learning support and supplemental instruction for students co-enrolled in MATH 1483 Mathematical Functions & Their Uses. Eligibility is determined by student's college readiness placement exam scores. This course does not count toward graduation or any degree program.

Corequisite: MATH 1483.

Academic Service Fee: \$51.00

MATH 0202

BUSINESS MATHEMATICS STRATEGIES

Theory | 2 Credit Hours | Non-Credit Bearing

This corequisite strategies course provides learning support and supplemental instruction for students co-enrolled in MATH 2003 Business Mathematics. Eligibility is determined by student's college readiness placement exam scores. This course does not count toward graduation or any degree program.

Corequisite: MATH 2003.

Academic Service Fee: \$51.00

MATH 1223 (A)

APPLIED TECHNICAL MATHEMATICS

Theory | 3 Credit Hours

This course addresses the basic mathematical skills that are required by technicians who operate or maintain electrical or mechanical equipment which is utilized in modern power generation and manufacturing facilities. The course is designed to be taught in conjunction with electrical and mechanical courses. It places a strong emphasis upon practical application of the mathematical concepts being taught. Topics in the course include basic arithmetic/shop mathematics and applied algebra, solid geometry, trigonometry, basic graphs, statistics, and computer number systems.

Academic Service Fee: \$21.00

MATH 1483 (A)

MATHEMATICAL FUNCTIONS & THEIR USES

Theory | 3 Credit Hours

This course features the study of equations and functions (linear, polynomial, rational, exponential, and logarithmic) from various perspectives (symbolic, verbal, numerical, and graphical). Digital techniques are used for graphing functions, solving questions, and modeling data through regression methods.

Academic Service Fee: \$21.00

MATH 1493 (A)

MATH FOR CRITICAL THINKING

Theory | 3 Credit Hours

Math for Critical Thinking prepares students to apply basic mathematics skills to problems frequently encountered in daily life. Emphasis is on solving real-world problems through calculation, analysis, and interpretation of quantitative information. Topics include numeracy, financial literacy, basic statistical reasoning, and graphing strategies.

Academic Service Fee: \$21.00

MATH 1513 (A)**PRE-CALCULUS**

Theory | 3 Credit Hours

The study of equations and functions (polynomial, rational, radical, exponential, logarithmic) and systems of equations.

Prerequisite: 2.8 unweighted high school GPA or transfer GPA for 24 credit hours unless Accuplacer, ACT, or SAT exempts them.

Academic Service Fee: \$21.00

MATH 1613 (A)**TRIGONOMETRY**

Theory | 3 Credit Hours

The study of trigonometric functions and their inverses, trigonometric identities, solutions of triangles, and applications.

Prerequisite: MATH 1513.

Academic Service Fee: \$21.00

MATH 2003 (A)**BUSINESS MATHEMATICS**

Theory | 3 Credit Hours

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 (A)**PRE-DISCRETE MATHEMATICS**

Theory | 3 Credit Hours

Topics from trigonometry, to include trigonometric functions and inverses, graphs and identities; also includes logic, sets, probability, and combinatorics.

Prerequisite: MATH 1513.

Academic Service Fee: \$21.00

MATH 2144 (A)**CALCULUS I**

Theory | 4 Credit Hours

An introduction to derivatives, integrals, and their applications.

Prerequisite: MATH 1613.

Academic Service Fee: \$28.00

MATH 2153 (A)**CALCULUS II**

Theory | 3 Credit Hours

Integration and its applications; the calculus of transcendental functions; techniques of integration; and the introduction to differential equations.

Prerequisite: MATH 2144.

Academic Service Fee: \$21.00

MATH 2423 (A)**MATH CONCEPTS FOR EDUCATORS**

Theory | 3 Credit Hours

Designed to provide the foundations for teaching arithmetic and geometry on the elementary level. Origins of numerals, number bases, systems of whole numbers, integers, rational numbers, real numbers, and intuitive geometry are some of the topics included. Also focuses on current issues in mathematics education and research, as well as the use of microcomputers in mathematics education.

Academic Service Fee: \$21.00

MATH 2714 (A)**ELEMENTARY CALCULUS**

Theory | 4 Credit Hours

Differential and integral calculus including trigonometric, exponential, logarithmic, and inverse functions and their applications. Also includes an introduction to ordinary differential equations.

Prerequisite: MATH 1613 or equivalent, or School Dean's approval.

Academic Service Fee: \$28.00

MATH 3103 (A)**DISCRETE MATHEMATICS**

Theory | 3 Credit Hours

Students investigate discrete mathematical concepts, to include: logic, Boolean algebra, probability and combinatorics, set theory, proofs, proof techniques, relations, functions, graph theory and trees.

Prerequisites: MATH 2143 or School Dean's approval.

Academic Service Fee: \$21.00

MANAGEMENT (MGMT)**MGMT 2003****BUILDING DATA NARRATIVES**

Theory | 3 Credit Hours

Explore interesting data stories and discover powerful messages from visualizations. Students get hands-on practice with user-friendly software to learn the best ways for making data storytelling understandable and meaningful for everyone.

Prerequisites: BADM 1313 and CS 1013.

Academic Service Fee: \$21.00

MGMT 2243**INTRODUCTION TO ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT**

Theory | 3 Credit Hours

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

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

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

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: \$45.00

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: \$45.00

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: \$45.00

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: \$45.00

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: \$45.00

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 and GRD 1143.

Academic Service Fee: \$45.00

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: \$45.00

MMT 1463**INTRODUCTION TO DIGITAL SCULPTING**

Theory/Lab | 3 Credit Hours

This course focuses on the creative and technical use of ZBrush. ZBrush is a powerful, industry standard 3D sculpting application. Students learn the fundamentals of sculpting objects and how the ZBrush application integrates with other programs such as Maya and Substance Painter. The class works in tandem with MMT 1323.

Prerequisites: GRD 1243 and MMT 1223.

Academic Service Fee: \$45.00

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: \$15.00 per credit hour, as determined by course credit

MMT 2113**GAME DESIGN FUNDAMENTALS**

Theory/Lab | 3 Credit Hours

This course introduces the fundamentals of game design, employing an industry-standard game engine such as Unreal, a powerful tool for visualizing 3D environments in real-time. Students will learn to navigate the game engine interface, manage assets, modify 3D objects utilizing in-engine modeling and transformation tools, create shaders, illuminate scenes, and use advanced geometric optimization techniques. Students will work on projects that involve level design and world-building, learning how to incorporate natural elements such as foliage, landscapes,

and water. By the end of the course, students will have a solid foundation in using an industry-standard game engine to create visually stunning 3D environments for various industries such as games, XR, visual effects, and industrial visualization.

Prerequisites: GRD 1243 and MMT 1453.

Academic Service Fee: \$45.00

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 ONLINE MEDIA 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 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 3D plan of study or the School Dean's approval.

Academic Service Fee: \$180.00

MMT 2800

MULTIMEDIA INTERNSHIP

Internship | 1-12 Credit Hours

The internship consists of on-the-job training in the industry, and emphasizes supervised employment and observation.

Prerequisites: VIS 2433 or the School Dean's approval and a minimum overall (retention/graduation) GPA of 2.0.

Academic Service Fee: \$30.00 per credit hour, as determined by course credit

NUTRITIONAL SCIENCES (NSCI)

NSCI 1113 (N)

INTRODUCTION TO NUTRITION

Theory | 3 Credit Hours

Explores functions of the nutrients in human life processes and their relationship to disease and health conditions, including nutrient relationship to health as a basis for food choices.

Academic Service Fee: \$39.75

NURSING PRIOR LEARNING (NUPL)

NUPL 1226

NURSING CARE OF FAMILIES SEMINAR^o

Prior Learning Credit | 6 Credit Hours

This course provides prior learning credit to the Licensed Practical Nurse for the theoretical knowledge of the nursing processes and clinical skills needed to meet the individual needs of the client during the developmental processes of pregnancy, birthing, and the post-partum period as well as care of the pediatric and psychiatric/mental health client.

^o Course is offered through prior learning assessment and is not available on the OSUIT campus.

NURSING (NURS)

NURS 1113

ECG INTERPRETATION

Theory | 3 Credit Hours

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

Examines the etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention of selected diseases and disorders for each body system.

NURS 1128**FOUNDATIONS OF NURSING**

Theory/Lab-Simulation/Clinical | 8 Credit Hours

Introduces the student to the roles of the nurse as a provider of care, a manager of care, and a member within the discipline of nursing. As a provider of care, the student learns to assist the client to meet their needs when health fluctuates on the wellness-illness continuum. An overview of the nursing process is presented as a method for planning care for clients throughout the life span along with the significance of providing culturally competent nursing care. Emphasis is placed on establishing nurse/client relationships and therapeutic communications. Skills associated with the role of the nurse are the primary focus. Admittance to the nursing program is required.

Prerequisite/Corequisite: Concurrent enrollment in NURS 1322 required, unless previously completed.

Academic Service Fee: \$547.50

NURS 1132**PRE-NURSING PREPARATION**

Theory | 2 Credit Hours

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**TRANSITION TO REGISTERED NURSING**

Theory/Lab | 3 Credit Hours

Designed to provide career mobility for the eligible licensed practical nurse or registered paramedic, 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

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 and provide safe, quality nursing care for clients and their families in the above specified settings. The clinical component utilizes theory content from NURS 1229 Nursing Care of Families. Prerequisites: NURS 1128 and NURS 1322. Academic Service Fee: \$597.50

NURS 1322**NURSING DOSAGE CALCULATION**

Theory | 2 Credit Hours

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

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

Provides the study and/or analysis of selected topics in nursing to include individual and/or group study to assist a student in strengthening their knowledge base in a specific nursing topic. This can be accomplished through independent assignments in nursing literature, films, computer-assisted instruction, web-based research, reading, and/or mentoring. Course may be repeated with a different topic up to 9 credit hours. Individualized study is open to OSUIT enrolled Nursing Students only.

NURS 2129**NURSING CARE OF ADULTS I**

Theory/Lab-Simulation/Clinical | 9 Credit Hours

The student utilizes theoretical knowledge, nursing process and clinical skills to meet the biological-psychological-sociological needs of individual adults experiencing medical-surgical

disorders. Theory related to an expanded assessment is presented and emphasis is placed on the students functioning more independently when providing client care within an interdisciplinary framework. Professional growth and personal accountability are stressed. The clinical content utilizes theory content from NURS 2129 Nursing Care of Adults I. Theory and campus laboratory skills enable the student to plan and provide care for clients with acute and chronic illnesses in the clinical setting.

Prerequisite: NURS 1229.

Academic Service Fee: \$597.50

NURS 2222

NURSING CAPSTONE SEMINAR

Theory | 2 Credit Hours

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

Focuses on development of competence in medical terminology, including root words in light of anatomy, physiology, pathology, procedures of body systems, diagnostic procedures, abbreviations, documentation guidelines, and pharmacology.

ORIENTATION (ORIE)

ORIE 1011

COLLEGE STRATEGIES

Theory | 1 Credit Hour

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

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

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

PHIL 1413 (A, H)

THE ART OF ANALYTICAL THINKING

Theory | 3 Credit Hours

Students will sharpen their analytical skills to tackle real-world challenges through practical argument and data analysis activities. Bite-sized assignments and presentations allow students to actively flex their creative-thinking abilities and develop a systematic approach to complex problem-solving.

Prerequisites: CS 1013 and any lower-division ENGL course.

Academic Service Fee: \$21.00

PHYSICAL SCIENCE (PHYS)

PHYS 0123

SCIENCE

Theory/Lab | 3 Credit Hours | Non-Credit Bearing

Designed to prepare students for entry into a college level science course, and familiarizes the student with the basic concepts of physics, chemistry, earth science and life science. Students learn proper laboratory proceedings and are able to apply the scientific method in solving problems in lab experiments. Does not count toward graduation or any degree program. Placement is determined by entry assessment scores.

Academic Service Fee: \$95.25

PHYS 1114 (L, N)

GENERAL PHYSICS I

Theory/Lab | 4 Credit Hours

Emphasizes the areas of mechanics and thermodynamics. The laboratory portion utilizes computer-generated data and graphs.

Prerequisite: MATH 1613 or the School Dean's approval.

Academic Service Fee: \$53.00

PHYS 1204 (N)

GENERAL PHYSICAL SCIENCE

Theory | 4 Credit Hours

General Physical Science is a lecture/demonstration course for non-science majors. This course presents concepts from two or more of the fields of astronomy, chemistry, geology, meteorology and physics.

Academic Service Fee: \$53.00

PHYS 1214 (L, N)**GENERAL PHYSICS II**

Theory/Lab | 4 Credit Hours

A continuation of PHYS 1114 General Physics I, and includes topics from electricity, magnetism, light, optics and modern physics.

Prerequisites: MATH 1613 and PHYS 1114, or the School Dean's approval.

Academic Service Fee: \$53.00

PHYS 2014 (L, N)**UNIVERSITY PHYSICS I**

Theory/Lab | 4 Credit Hours

University Physics I is a calculus-based course for physical science and engineering majors. This course includes mechanics, waves, heat, and thermodynamics; with laboratory.

Prerequisite: MATH 2144.

Academic Service Fee: \$53.00

PHYS 2114 (L, N)**UNIVERSITY PHYSICS II**

Theory/Lab | 4 Credit Hours

University Physics II is a calculus-based course for physical science and engineering majors and is a continuation of PHYS 2014. Topics include electricity, magnetism, and geometric and physical optics; with laboratory.

Prerequisite: PHYS 2014.

Academic Service Fee: \$53.00

POLITICAL SCIENCE (POLS)

POLS 1113**US GOVERNMENT**

Theory | 3 Credit Hours

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

An introduction presenting the principles, theories, vocabulary and applications of the science of psychology. Heredity and environment, development of personality, behavior, learning applications and lifespan development are discussed.

Academic Service Fee: \$21.00

PSYC 2313 (S)**PSYCHOLOGY OF PERSONAL ADJUSTMENT**

Theory | 3 Credit Hours

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

A study of the nature and course of development of human behavior from birth through childhood, adolescence, adulthood and old age.

Prerequisite: PSYC 1113 or the School Dean's approval.

Academic Service Fee: \$21.00

READING (READ)

READ 0143**READING FUNDAMENTALS**

Theory | 3 Credit Hours | Non-Credit Bearing

Reviews the fundamentals of reading with an emphasis toward the improvement of reading comprehension and vocabulary skills.

This is a competency-based course and placement is determined by entry assessment scores. Does not count toward graduation or any degree program.

Academic Service Fee: \$76.50

NATURAL GAS COMPRESSION (SEGC)

SEGC 1123**ENGINE PRINCIPLES**

Theory/Lab | 3 Credit Hours

A study of operation and application of two- and four-stroke cycle engines to include engine cooling and lubrication systems, lube oil analysis, startup procedures, tune-up procedures, preventive and predictive maintenance. Proper alignment and installation of large stationary engines are included.

Academic Service Fee: \$126.00

SEGC 1133**ADVANCED ENGINE TECHNOLOGY**

Theory/Lab | 3 Credit Hours

Introduces the overhaul procedures for reciprocating natural gas engines, which includes disassembly, inspection, measurements, failure analysis, and reassembly. The use of hand tools, special tools, precision measurement tools, shop safety, and usage of manuals is stressed. Also includes an introduction to gas turbine engine operating principles and systems.

Academic Service Fee: \$126.00

SEGC 1213**ENGINE AIR, FUEL & STARTING SYSTEMS**

Theory/Lab | 3 Credit Hours

Students study the intake, exhaust, fuel and starting systems used on natural gas engines including an introduction to air/fuel ratio control systems. Theory of operation and development of skills in the repair, adjustment and testing of the component parts of these systems is also included. The effects of fuel properties, air/fuel ratio, and emissions on both rich burn and lean burn natural gas engines are studied.

Corequisite: SEGC 1243.

Academic Service Fee: \$126.00

SEGC 1243**GAS COMPRESSORS**

Theory/Lab | 3 Credit Hours

Introduces the theory, application, maintenance, and repair of the reciprocating, rotary, and centrifugal natural gas compressor, including operating principles, identification of the component parts and their functions, design characteristics, methods of balancing, and lubrication systems. Calculations of gas flow, rod loads, compressor sizing, horsepower ratings and compressor analysis charts are included. Safety, precision measurement, use of the manuals, use of tools, and proper adjustments are included with overhaul exercises.

Academic Service Fee: \$126.00

SEGC 1313**ADVANCED GAS COMPRESSORS**

Theory/Lab | 3 Credit Hours

This course expands upon the fundamentals of reciprocating, rotary screw, and centrifugal natural gas compressor operation. Special emphasis is placed on disassembly, reassembly, operating procedures, applications, lubrication systems analysis, and alignment between the driver and compressor. Safety procedures, use of online applications and tools, and proper sizing procedures are included in the course.

Prerequisite: SEGC 1243.

Academic Service Fee: \$126.00

SEGC 2523**ENGINE ELECTRICAL**

Theory/Lab | 3 Credit Hours

Students study the theory and application of the ignition systems from magnetos to CPUs, electronic governors, air fuel ratio control systems and control panels used on natural gas engines with emphasis on maintenance, diagnostics, and repair of the systems and components.

Prerequisites: SEGC 1213 and SEIM 1123.

Academic Service Fee: \$126.00

SEGC 2609**GAS COMPRESSION INTERNSHIP**

Internship | 9 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

Academic Service Fee: \$378.00

INDUSTRIAL MAINTENANCE (SEIM)**SEIM 1103****FUNDAMENTALS OF INDUSTRIAL MAINTENANCE**

Theory/Lab | 3 Credit Hours

Students will gain a basic understanding of industrial maintenance. Equipment identification and function, safety, OSHA, EPA, hazardous materials, and waste regulations are included. Tools, fasteners, pipe, pipe fittings, valves, tubing, tubing

fittings, imperial and metric precision measurement and fork lift operation are studied.

Academic Service Fee: \$126.00

SEIM 1123**AC/DC CIRCUIT ANALYSIS**

Theory/Lab | 3 Credit Hours

The basic principles of AC/DC electrical circuits are covered. Subjects included are: electrical safety, operating characteristics of the circuit components, use of symbols in schematics, electrical laws, series, parallel, and series/parallel circuits, DVOM electrical measurement, transformers, magnetism, and impedance.

Academic Service Fee: \$126.00

SEIM 1233**INSTRUMENTATION & CONTROLS**

Theory/Lab | 3 Credit Hours

The study of the basics of pneumatics, electrical analog and digital modes of control; and hands-on practical exercises in calibrating, tuning, aligning, and troubleshooting. Data acquisition and data communications are also included.

Academic Service Fee: \$126.00

SEIM 2423**ELECTRONIC CONTROL DEVICES**

Theory/Lab | 3 Credit Hours

This course provides a study of the operation, types and maintenance of various AC and DC motors and generators. Topics include NFPA 70E: Standard for Electrical Safety in the Workplace, LOTO, reversing, timing and counting functions, stopping methods, load, torque and power quality requirements, reduced-voltage starting circuits, motor drive circuits, wiring configurations, power transformers, and preventive and predictive maintenance.

Corequisite: SEIM 1123.

Academic Service Fee: \$126.00

SEIM 2433**MOTORS & CONTROLS**

Theory/Lab | 3 Credit Hours

This course provides a comprehensive study of the principles and techniques of electromechanical devices such as switches, circuit protection devices, relays, smart relays, and solenoids. In addition, the course introduces NFPA 70E electrical safety, ladder logic, wiring diagrams, and circuit troubleshooting.

Corequisite: SEIM 1123.

Academic Service Fee: \$126.00

SEIM 2513**PROGRAMMABLE LOGIC CONTROLLERS (PLCS)**

Theory/Lab | 3 Credit Hours

An introductory course in programmable logic controllers (PLCs) and their applications in industrial environments. Course topics include PLC programming, hardware specifications, wiring, PLC ladder logic diagrams, sensors, input and output modules, control devices, rack configuration and programming rungs with addresses. PLC configuration and troubleshooting techniques are also covered.

Prerequisite: SEIM 2423.

Academic Service Fee: \$126.00

SEIM 2533**INDUSTRIAL MAINTENANCE CAPSTONE**

Theory/Lab | 3 Credit Hours

Students research employability skills, prepare and critique job applications and resumes, and develop interview skills and portfolios. While preparing their resumes and portfolios students will review and be tested over all previous technical classes and discuss how to best present the knowledge and skills acquired in these classes. This class prepares students for internship and full-time employment.

Prerequisites: Student must have successfully completed all previous core and academic courses, except Internship, as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA or have School Dean or designee's approval.

Academic Service Fee: \$126.00

PIPELINE INTEGRITY (SEPL)**SEPL 1113****INTRODUCTION TO PIPELINES & FACILITIES**

Theory | 3 Credit Hours

An introduction to the basics of the pipeline industry and duties of a Pipeline Integrity Technologist. Students gain an understanding about pipelines, products transported in pipelines, basic pipeline design and pipeline terminology.

Academic Service Fee: \$150.00

SEPL 1123**PIPELINE MATERIALS & COMPONENTS**

Theory/Lab | 3 Credit Hours

A study of the physical basics of a pipeline. Materials and processes used to manufacture pipe, and basic maintenance are discussed in detail. Students must have taken or be enrolled in Intermediate Algebra or higher.

Academic Service Fee: \$150.00

SEPL 1213**PROCESSING & PRODUCT HANDLING**

Theory/Lab | 3 Credit Hours

Students explore pipeline equipment maintenance schedules, operations and maintenance activities, failure investigation and a variety of maintenance and repair topics.

Academic Service Fee: \$150.00

SEPL 2112**PIPELINE INTEGRITY 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 2313**INTRODUCTION TO PLCS**

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.

Academic Service Fee: \$150.00

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.

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.

Academic Service Fee: \$150.00

SEPL 2523**PIPELINE MAINTENANCE & REPAIR**

Theory/Lab | 3 Credit Hours

Students examine general pipeline repair activities, non-destructive testing methods, mitigation and remediation of exposed pipeline, coatings, and the creation of assessment reports.

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 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.

Academic Service Fee: \$150.00

SEPL 2542**NACE CP1 PREP**

Theory/Lab | 2 Credit Hours

Students prepare for the National Association of Corrosion Engineer's level one examination.

Academic Service Fee: \$100.00

SEPL 2553**PIPELINE INTEGRITY 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.

Academic Service Fee: \$150.00

SEPL 2563**PROJECT MANAGEMENT**

Theory | 3 Credit Hours

Students learn and apply their knowledge of economic principles in making decisions and choosing among alternatives. Project schedules are developed using both the bar method and the critical path method. This includes study of basis of equivalent worth, rate of return, payback analysis and estimating a project through completion.

Academic Service Fee: \$150.00

PLANT MAINTENANCE TECHNOLOGIES (SEPM)**SEPM 2659****PLANT MAINTENANCE INTERNSHIP**

Internship | 9 Credit Hours

A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA and a valid driver's license, or have School Dean or designee's approval.

POWER PLANT (SEPP)**SEPP 1113****INTRODUCTION TO ELECTRICAL/ELECTRONICS**

Theory/Lab | 3 Credit Hours

A general survey of basic electrical technology. Terminology, tools and equipment, safety procedures, and fundamental electrical concepts are covered. Students see fundamental concepts demonstrated through hands-on projects. The class develops practical skills in selecting circuit components, circuit construction, and measuring instruments. A basic understanding of series and parallel circuits, electromagnetic induction and application, and the configuration of the power grid is achieved.

Academic Service Fee: \$75.00

SEPP 1123**INTRODUCTION TO POWER PLANTS**

Theory | 3 Credit Hours

An introduction to electric power generation and power plant systems and processes. Students will survey the many types of power generation facilities, from traditional to renewable energy.

Emphasis is placed on combined cycle generation, Rankine cycle generation, and plant systems, layouts and flow paths. Students visit facilities and interact with industry personnel on topics such as employee expectations, organizational structure, communication, career paths, and culture.

Academic Service Fee: \$75.00

SEPP 1133**PIPING & INSTRUMENT DIAGRAMS**

Theory/Lab | 3 Credit Hours

Students develop proficiency in the reading, understanding, and application of system Piping and Instrumentation Diagrams (P&ID). Students gain proficiency in reading P&IDs for tracing and troubleshooting systems and Lock-out/Tag-out of equipment. Safety programs and OSHA regulations are reinforced within plant system walk-downs as part of the curriculum.

Academic Service Fee: \$75.00

SEPP 1223**ELECTRICAL MOTORS & CONTROLS**

Theory/Lab | 3 Credit Hours

Students achieve an understanding of the fundamental concepts of motors, motor starters, and control circuits. Topics include AC/DC motors and starters, motor control circuits and interfaces with plant instrumentation and control, and interpretation of technical documentation (such as built prints, control documentation, and manufacturer manuals).

Academic Service Fee: \$75.00

SEPP 1233**POWER PLANT COMPUTER APPLICATIONS**

Theory/Lab | 3 Credit Hours

This course is an applied exploration of software and computer skills used in the energy industry. Students are taught the use and application of operating systems and programs for writing, communications, and data collection, organization and analysis. Topics include spreadsheet development and PowerPoint presentations, as well as common work order management and Work Permit, Hot Work, Confined Space, LOTO, and Job Hazard Analysis form development, storage, and retrieval. Students will be introduced to communication, scheduling, and organizational skills through the use of email planning and scheduling programs.

Academic Service Fee: \$75.00

SEPP 1312**INTERNSHIP**

Internship | 12 Credit Hours

A cooperative agreement between industry and education allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA, or have the School Dean or instructor's approval.

Academic Service Fee: \$300.00

SEPP 2403**PLANT OPERATIONS**

Theory/Lab | 3 Credit Hours

This class is designed as a transition from descriptive to operational characteristics of power plants. The focus is on the operation of combustion turbines, steam turbines, and generators. This includes the operation of auxiliary equipment associated with this large equipment.

Academic Service Fee: \$75.00

SEPP 2413**COMPLIANCE REGULATIONS**

Theory | 3 Credit Hours

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.

Academic Service Fee: \$75.00

SEPP 2543**PLANT CHEMICALS & WATER QUALITY**

Theory/Lab | 3 Credit Hours

This course covers the proper handling, storage, dosage, and analysis of chemicals common to the power industry. Topics covered include plant permitting and water chemistry related to corrosion, corrosion control, boiler water, circulating water, makeup water, and wastewater. Students are taught in a lab setting to calibrate, operate, and maintain lab equipment. Emphasis is placed on following policies and procedures and documentation.

Academic Service Fee: \$75.00

SEPP 2553**SAFETY COMPETENCY & QUALIFICATION**

Theory | 3 Credit Hours

This course is designed to provide students with training that leads to qualifications and certifications for OSHA 10 or OSHA 30 (Industrial), First Aid and Safety, CPR, HAZWOPER, and Forklift & Man Lift Operation.

Academic Service Fee: \$75.00

SEPP 2623**ADVANCED PLANT OPERATIONS**

Theory/Lab | 3 Credit Hours

Students gain the knowledge necessary to comprehend overall plant operations and respond to situations that call for corrective action as well as opportunities to enhance plant production. Students will learn skills and techniques for continuous improvement while learning and critiquing responses to operating scenarios out of the norm. Students will use existing knowledge of equipment, systems, and instrumentation to understand the operation of an entire unit in a facility. Students study concepts related to commissioning, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the process technician's individual and team role in performing tasks associated with these concepts within an operating unit.

Academic Service Fee: \$75.00

SEPP 2633**POWER PLANT CAPSTONE**

Theory/Lab | 3 Credit Hours

The culmination of the Power Plant program and preparation for full-time employment. Students complete understanding and achievement of program objectives, research employment opportunities, and prepare for job placement. During preparation of personal resumes and portfolios, students discuss how to best present the skills acquired in their previous classes, as well as how to describe the knowledge and experience they have gained, in preparation for starting their career at a power plant facility.

Academic Service Fee: \$75.00

SEPP 2800**POWER PLANT INTERNSHIP**

Internship | 1-12 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program

Information Guide and have a minimum 2.0 overall (retention/graduation) GPA, or have the School Dean or instructor's approval.

Academic Service Fee: \$25.00 per credit hour, as determined by course credit

SEPP 2900

ADVANCED POWER PLANT INTERNSHIP

Internship | 1-12 Credit Hours

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 overall (retention/graduation) GPA, or have the School Dean or instructor's approval.

Academic Service Fee: \$25.00 per credit hour, as determined by course credit

SOCIOLOGY (SOC)

SOC 1113 (S)

INTRODUCTORY SOCIOLOGY

Theory | 3 Credit Hours

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 1113

ELEMENTARY SPANISH I

Theory | 3 Credit Hours

Offers college-level instruction in the fundamentals of pronunciation, elements of grammar, easy reading, and conversation.

Academic Service Fee: \$35.00

SPAN 1213

ELEMENTARY SPANISH II

Theory | 3 Credit Hours

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

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

This course focuses on enhancing student understanding of and skills for participation in small group interaction. This course addresses various social dimensions of group processes such as group development, leadership, conflict resolution, and verbal and nonverbal communication strategies. Particular emphasis is on task-oriented groups.

Academic Service Fee: \$21.00

STATISTICS (STAT)

STAT 0212

ELEMENTARY STATISTICS STRATEGIES

Theory | 2 Credit Hours | Non-Credit Bearing

This corequisite strategies course provides learning support and supplemental instruction for students co-enrolled in STAT 2013 Elementary Statistics. Eligibility is determined by student's college readiness placement exam scores. This course does not count toward graduation or any degree program.

Corequisite: STAT 2013.

Academic Service Fee: \$51.00

STAT 2013 (A)

ELEMENTARY STATISTICS

Theory | 3 Credit Hours

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

Each learner determines how the concepts of boundary creation, ownership transfer, and description of real property, easements, and the history of boundaries are applied to the practice of land surveying.

SURV 2223**LAND LAW II**

Theory | 3 Credit Hours

Each learner understands the role of the surveyor in the legal system and applies the legal principles of locating conveyances, and boundaries in the field to the practice of surveying.

Prerequisite: SURV 1223.

SURV 2303**SURVEYING I**

Theory/Lab | 3 Credit Hours

An introduction to and application of plane surveying procedures and field problems related to linear and angular measurements, differential leveling and topographic surveys. Students gain competency through a series of practical and real world field applications.

Prerequisites: MATH 1513 and SURV 1011.

TOYOTA T-TEN (TTEN)

TTEN 1345**TOYOTA STEERING & SUSPENSION**

Theory/Lab | 5 Credit Hours

The theory, demonstration and application of Toyota steering and suspension systems. Operation, diagnosis, adjustments and servicing are emphasized using proper procedures, special equipment and tools. A holistic approach to Toyota vehicle suspension systems, including noise, vibration and harshness (NVH) analysis using Toyota diagnostic tools, is taught and safety is stressed.

Academic Service Fee: \$150.00

TTEN 1405**TOYOTA ELECTRICAL SYSTEMS I**

Theory/Lab | 5 Credit Hours

The theory and application of electrical principles and concepts, batteries, and starting and charging systems used on Toyota vehicles. Subjects covered include proper use of multimeter, Ohm's Law, series, parallel and series parallel circuits, charging and starting system testing, service, and diagnosis. Emphasis is placed on diagnostic procedures, electrical diagram usage, and diagnosis of various on car faults.

Academic Service Fee: \$150.00

TTEN 1724**INTRODUCTION TO AUTOMOTIVE TECHNOLOGY**

Theory/Lab | 4 Credit Hours

This course provides an introduction to the Toyota T-TEN program and a foundation for students to build upon to adequately equip them for industry. Includes an introduction to basic dealership operations, service literature/information, shop safety, hand and power tool usage, automotive basics, automotive maintenance, light repair, and lubrication service fundamentals.

Academic Service Fee: \$120.00

TTEN 1805**TOYOTA ELECTRICAL SYSTEMS II**

Theory/Lab | 5 Credit Hours

The theory, demonstration and application of electrical circuit operation and testing on Toyota simulators and vehicles using meters, interactive wiring diagrams, and oscilloscopes, as well as the Toyota Information System. Testing is performed according to Toyota specifications and includes wire repair and component

testing, with an emphasis on systematic testing, failure analysis, diagnosis and service according to Toyota specifications. Safety is stressed.

Academic Service Fee: \$150.00

TTEN 1822**TOYOTA INTERNSHIP I**

Internship | 2 Credit Hours

A cooperative agreement between industry and education which allows T-TEN students to utilize and refine skills previously learned in their educational process. All work is performed to industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing, completed previous required T-TEN core courses and must have a valid driver's license.

Academic Service Fee: \$60.00

TTEN 1825**TOYOTA BRAKE SYSTEMS**

Theory/Lab | 5 Credit Hours

The theory, demonstration and application of Toyota brake systems operation, diagnosis, preventive maintenance and service. Includes proper use of specialized tools and equipment for Toyota. Power brakes, load sensing braking systems, as well as anti-lock brake systems, and skid control, are taught, with an emphasis given to system diagnosis, failure analysis and Toyota recommended service procedures. Safety is stressed.

Academic Service Fee: \$150.00

TTEN 1842**TOYOTA INTERNSHIP II**

Internship | 2 Credit Hours

A cooperative agreement between industry and education which allows T-TEN students to utilize and refine skills previously learned in their educational process. All work is performed to industry standards and guidelines, and supervised by industry and school representatives.

Prerequisites: Student must be in good academic standing, completed previous required T-TEN core courses and must have a valid driver's license.

Academic Service Fee: \$60.00

TTEN 1915**TOYOTA ENGINE REPAIR**

Theory/Lab | 5 Credit Hours

The theory, demonstration and application of Toyota engine repair and service procedures. Subjects included are identification, diagnosis, inspection, disassembly, measurement and assembly with emphasis given to the use of the Toyota Information System (TIS), special tools, precision measurement device, troubleshooting techniques and shop safety.

Academic Service Fee: \$150.00

TTEN 2090**SPECIAL PROJECTS**

Theory/Lab | 1-9 Credit Hours

Individual study is arranged under the supervision of an instructor with credit hours to be determined. Projects may be undertaken in any area of Automotive Technology.

Prerequisite: School Dean's approval.

Academic Service Fee: \$30.00 per credit hour, as determined by course credit

TEN 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

TEN 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

TEN 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

TEN 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

TEN 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

TEN 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

TEN 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

TEN 2925**TOYOTA CLIMATE CONTROL SYSTEMS**

Theory/Lab | 5 Credit Hours

The theory, demonstration and application of Toyota vehicle heating, ventilating and air conditioning (HVAC) systems. Includes basic heating, refrigeration and air conditioning, component identification and function, air flow systems, electrical circuits related to HVAC systems, special tools and equipment usage, as well as system service, repair and adjustments, recovery, recycling and charging and performance testing. Emphasis is also placed on diagnosis and safety.

Academic Service Fee: \$150.00

TRANSPORTATION TECHNOLOGIES PRIOR LEARNING (TTPL)**TTPL 1101-1142 (1-42 CREDIT HOURS)****PLA TRANSPORTATION TECHNOLOGIES^o**

Prior Learning Credit | 1-42 Credit Hours

This course is utilized to award block credit via prior learning assessment for application toward AAS in Applied Technology program requirements. The amount of credit awarded will vary by individual, and is based upon an evaluation of a student's cumulative prior learning experiences as they pertain to their chosen career field. These experiences must incorporate work performed in accordance with industry standards and reflect university-level content and rigor, and may include industry certifications, technical and on-the-job training, workshops, military training, and independent study.

^o Course is offered through prior learning assessment and is not available on the OSUIT campus.

VISUAL COMMUNICATIONS (VIS)**VIS 1123****PUBLISHING I**

Theory/Lab | 3 Credit Hours

Students are introduced to the Macintosh operating system, file management, basic typography, basic typesetting, and desktop

printer output for single and multi-page documents. A basic overview of industry-appropriate applications is covered.
Academic Service Fee: \$45.00

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: \$45.00

VIS 1223

PUBLISHING II

Theory/Lab | 3 Credit Hours

A project-driven course emphasizing page layout software.

Students create multi-page color layouts for print and digital media. Projects incorporate keyboard shortcuts, file management, typographic rules, grids, style sheets, and master pages using multiple industry-appropriate applications.

Prerequisite: VIS 1123 or School Dean's approval.

Academic Service Fee: \$45.00

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: \$45.00

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-color process.

Academic Service Fee: \$45.00

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: \$15.00 per credit hour, as determined by course credit

VIS 2433

3D MODELING & ANIMATION PRACTICUM

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: \$45.00

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-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: \$45.00

