2024-2025 ACADEMIC CATALOG

REDLANDS
COMMUNITY COLLEGE

Redlands Community College 2024-2025 Catalog

REDLANDS COMMUNITY COLLEGE
1300 S. Country Club Road
El Reno, Oklahoma 73036-5304
Phone: 405.262.2552
Fax: 405.422.1200
www.redlandscc.edu

Redlands Community College is accredited by the Higher Learning Commission, a Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, which is located at 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1411, 800.621.7440, www.hlcommission.org.

Redlands Community College is also in compliance with Public Law 101-226, the Drug Free Schools and Community Act Amendments of 1989 and the Drug Free Workplace Act of 1988. In support of the spirit and intent of these laws, Redlands Community College maintains an alcohol-, tobacco-, and drug-free campus by prohibiting the use of alcohol and/or illicit drugs by students and employees on College property or as part of any College activity and by prohibiting the use of tobacco inside College buildings.

<div align="center">Notice of Nondiscrimination Statement</div>

Redlands Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or status as a veteran, in any of its educational programs, activities, policies, practices, or procedures, including, but is not limited to, admissions, employment, eligibility for financial aid, and educational services, in accordance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Act of 1991, and other federal laws and regulations. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies:

<div align="center">
Compliance Officer
Redlands Community College
1300 S. Country Club Road
El Reno, OK 73036-5304
405.262.2552
</div>

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Message from the President

Welcome to Redlands Community College! On behalf of the administration, faculty, staff, students and the Board of Regents, we thank you for choosing Redlands. Our primary mission is helping you succeed in your academic and career endeavors.

Redlands offers something for everyone. At Redlands, you can take courses in a variety of formats, and we will gladly help you find the option that best fits your lifestyle. You can participate in traditional classroom settings, where you meet your fellow students and instructors in person, or, if you prefer, online instruction is available. We have hands-on learning in state-of-the-art laboratories, service learning opportunities where you can apply classroom learning to real-world, community-based projects, exciting internship opportunities with business and industry, and undergraduate research projects in science, math, agriculture and other areas.

Our dedicated faculty and staff are here to help you be successful whether you are attending short-term technical certificate programs or pursuing an associate degree. Redlands is dedicated to helping you move forward into the future that is right for you.

We will do our part to help you succeed, but you, as a student, will need to do your part in order to realize a successful future. You will need to accept the challenges placed before you by your professors. To receive the greatest benefit of your time at Redlands, you will need to attend your classes, participate in class discussions and projects, meet the timeline demands of assignments, bring your individual thoughts, ideas, and questions with you into the classroom, and participate in student organizations and activities.

We are glad you made the decision to begin your educational journey at Redlands Community College.

Respectfully,

Jena Marr

President

GOVERNING BOARDS
2023-2024

Oklahoma State Regents for Higher Education

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Dustin J. Hilliary, Assistant Secretary

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Jack Sherry

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Allison D. Garrett, Chancellor

Board of Regents - Redlands Community College

Janie Thompson, Chairman

Dr. Juanita Krittenbrink, Vice Chair

Dr. David Von Tungeln, Secretary

Lori Burns

Dr. Rhys Cole

Dale Cox

Kass Newell

ACADEMIC CALENDAR
2024-2025

SUMMER '24

Classes begin May 28

CAMPUS CLOSED
MAY 27: MEMORIAL DAY
JUNE 19: JUNETEENTH
JULY 4 : INDEPENDENCE DAY

Classes Begin	May 28
Last day to Add Classes*	May 29
Last Day to Drop Classes* with 100% refund	June 4
Last Day to Withdraw from Classes* with 0% refund	July 3
Semester Ends	July 18

FALL '24

Classes begin August 19

CAMPUS CLOSED
SEPTEMBER 2: LABOR DAY
OCT 17-18: FALL BREAK
NOV 25-29: THANKSGIVING
DEC 19 - JAN 1: WINTER BREAK

16-WEEK CLASSES

Classes Begin	Aug 19
Last day to Add Classes*	Aug 23
Last Day to Drop Classes* with 100% refund	Aug 30
Last Day to Withdraw from Classes* with 0% refund	Nov 8
Semester Ends	Dec 12

FIRST 8-WEEK CLASSES

Classes Begin	Aug 19
Last day to Add Classes*	Aug 20
Last Day to Drop Classes* with 100% refund	Aug 23
Last Day to Withdraw from Classes* with 0% refund	Sept 27
Semester Ends	Oct 10

SECOND 8-WEEK CLASSES

Classes Begin	Oct 14
Last day to Add Classes*	Oct 15
Last Day to Drop Classes* with 100% refund	Oct 22
Last Day to Withdraw from Classes* with 0% refund	Nov 15
Semester Ends	Dec 12

SPRING '25

Classes begin January 21

CAMPUS CLOSED
JAN 20: MARTIN LUTHER KING JR. DAY
MAR 17-21: SPRING BREAK
APR 18: GOOD FRIDAY

**Commencement
May 16**

16-WEEK CLASSES

Classes Begin	Jan 21
Last day to Add Classes*	Jan 27
Last Day to Drop Classes* with 100% refund	Feb 3
Last Day to Withdraw from Classes* with 0% refund	Apr 18
Semester Ends	May 15

FIRST 8-WEEK CLASSES

Classes Begin	Jan 21
Last day to Add Classes*	Jan 22
Last Day to Drop Classes* with 100% refund	Jan 27
Last Day to Withdraw from Classes* with 0% refund	Feb 27
Semester Ends	Mar 13

SECOND 8-WEEK CLASSES

Classes Begin	Mar 24
Last day to Add Classes*	Mar 25
Last Day to Drop Classes* with 100% refund	Mar 31
Last Day to Withdraw from Classes* with 0% refund	May 2
Semester Ends	May 15

*Add, Drop, and Withdraw requests must be submitted from your Redlands webmail account to admissions@redlandscc.edu or in person by 5 p.m. of the deadline date. Drop and Withdraw requests will not be accepted by phone or from a personal email account. See page 15 for complete details.

COLLEGE INFORMATION

ACCREDITATION

Redlands currently holds the maximum 10-year accreditation from the Higher Learning Commission of the North Central Association of Colleges and Schools. The last accreditation visit was in October 2020.

Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1411
800.621.7440
www.hlcommission.org

The Redlands Nursing Program has national accreditation through the Accreditation Commission for Education in Nursing (ACEN). The last accreditation visit was in October of 2017, resulting in conditional accreditation with a report due.

Accreditation Commission for Education in Nursing
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
404.975.5000
www.acenursing.org

The Redlands Community College nursing program 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. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status [59 O.S. §§567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made. Potential applicants to state-approved education programs, with a criminal history, may obtain a determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The determination of eligibility for licensure petition can be accessed at http://nursing.ok.gov/initialdeterm.pdf.

FACILITIES AND LOCATION

Redlands Community College is located in El Reno, Oklahoma, 25 miles west of Oklahoma City in central Oklahoma. Easily accessible to commuting students, El Reno is at the crossroads of several major highways. The College's buildings are all accessible to those with disabilities.

Facilities include the following:

- Ray Porter Academic Complex
- James E. Bass Student Center
- Austin Family Conference Center
- A.R. Harrison Learning Resources Center
- Multimedia Lifelong Learning Center
- Culture Center
- Physical Education Center
- Select Physical Therapy/Wellness Center
- Baseball Complex
- Bill S. Cole Nursing/Allied Health Building

- Gemini Center
- Physical Plant
- Cougar Crossing Apartments
- Art/Science Classroom Building
- Redlands Community College Royse Ranch
- Darlington Agriculture Education and Applied Research Center
- Darlington Hall
- H Building
- USDA Southern Plains Regional Climate Hub
- Center for Sustainability and Innovation
- Darlington Chapel

GOVERNANCE

Redlands Community College is governed by the Oklahoma State Regents for Higher Education and the Redlands Community College Board of Regents.

ABOUT THE COLLEGE

Redlands Community College is a fully accredited two-year college in the Oklahoma State System of Higher Education. The College was founded in 1938 under the auspices of El Reno Public Schools, District I-34 and was originally housed in the basement of El Reno High School. Later, the College moved to the former El Reno Post Office, which was converted into classrooms, laboratories and offices for the growing institution.

In 1971, the public school district Junior College ceased to exist and the people of the district voted to establish a full-fledged Junior College district under the governance of the El Reno Junior College Board of Regents. Later, in 1974, legislation was passed establishing the College as a full member of the Oklahoma State System of Higher Education. On September 1, 1991, the name of the College was officially changed to Redlands Community College.

Redlands Community College undertook the first phase of construction on its present site north of Interstate 40 at 1300 S. Country Club Road in 1971. Over the years, the campus has grown to include numerous buildings and now encompasses 55 acres. The 150-acre Darlington Agriculture Education and Applied Research Center and the 310-acre Redlands Royse Ranch are located north of El Reno and house all agriculture and equine operations.

In addition to modern classrooms and media services, Redlands Community College facilities include an Art Gallery, Culture Center, Conference Center, 15 computer labs with advanced technology, Cougar Crossing Apartments, and a Fitness Wellness Center.

Redlands Community College serves the needs of nearly 5,000 urban and rural credit students each year, offering a variety of programs and semester plans. From art to zoology, there's something for both degree seekers and lifelong learners.

High school students in more than 30 surrounding communities earn college credit through concurrent and off-campus classes. Internships, co-op education and clinical nursing experiences offer practical, hands-on learning throughout area industry and clinics.

Our athletic teams, a vital part of life at the College, compete on the national level. A benefit for athletes, the campus, and the community is Select Physical Therapy, a sports medicine clinic housed on campus.

PERSONNEL

A complete list of all Redlands Community College personnel can be found on the college website at www.redlandscc.edu/directory.

MISSION OF THE COLLEGE

Redlands Community College provides a learner-centered environment committed to academic excellence strengthened through service and civic engagement.

Value Statements

1. Learner-Centered Environment
   Provide a rich academic environment in which learners engage in designing and completing individual educational goals.

2. Academic Excellence
   Provide opportunities for continuous academic growth through a challenging and rigorous curriculum enhanced by the application of research and technology.

3. Collaboration and Service
   Provide learning opportunities in collaboration with public and private partners that reinforce the value of service to others and strengthen ethical development and civic engagement.

GENERAL EDUCATION PHILOSOPHY

The general education philosophy of Redlands Community College is to prepare students for the continuation of lifelong learning through the development of competent communication, efficient problem solving, and successful life skills. Redlands Community College

is committed to providing knowledge to a diverse student population, reflecting varied ages and life situations. Redlands Community College recognizes individual learning styles by providing traditional and alternative educational opportunities to ensure student success for the 21st century.

GENERAL EDUCATION OUTCOMES

COMMUNICATION
Communication reflects the ability to comprehend, analyze, and respond appropriately to oral, written interpersonal and visual information. Effective communication expresses information through speaking, writing, visual, and other appropriate modes of communication, including the tailoring of communication to various audiences, active listening, and attention to non-verbal cues.

CRITICAL THINKING
Critical Thinking reflects the skills and strategies for making reasonable decisions, including understanding the use of thought and language, recognizing the most common errors in logic, and using the essential skills of deductive and inductive argument analysis and evaluation.

INFORMATION TECHNOLOGY
Information Technology is the level of computer, electronics, and telecommunication literacy necessary to understand the purpose of information technology, including the manner in which it assists individuals and organizations to work more efficiently, how information technology influences and informs society, skill and knowledge is researching information, making appropriate ethical choices about the use of information technology, and using technology to advance societal goals.

QUANTITATIVE LITERACY
Quantitative literacy is an aggregate of skills, knowledge, beliefs, and problem-solving skills needed to engage effectively in quantitative situations involving the processing of data and new material in fields inside and outside of mathematics. This knowledge base facilitates logical reasoning, critical thinking, and valid problem-solving approaches which can be applied academically, personally, and professionally.

SOCIAL AND CULTURAL AWARENESS
Social and cultural awareness provides the basis to understand how each person shapes and is shaped by culture and society as well as to recognize and understand the obligation to engage in ethical, safe, and legal behaviors. It also provides the basis to analyze differences and commonalities among people, ideas, aesthetic traditions, and cultural practices to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in local, regional, national, and global communities.

ADMISSION AND ENROLLMENT

RESIDENCE REQUIREMENTS

Resident of Oklahoma

A resident of Oklahoma is one who has lived continuously in Oklahoma for at least 12 months duration and whose domicile is in Oklahoma. A person's domicile is his or her true, fixed, permanent home or habitation. It is the place where the person intends to remain and to which he or she expects to return. A person can have more than one residence, but only one domicile. Domicile has two components–residence and the intention to remain. When these two occur, there is domicile.

Nonresident of Oklahoma

A nonresident of Oklahoma is an individual who has not resided in Oklahoma for the last 12 months and has not established a domicile in Oklahoma; a person whose only purpose to be in Oklahoma is to attend school.

Permanent Resident

An individual who is not a citizen of the United States may become eligible for classification as an Oklahoma resident, provided he or she holds permanent resident status as defined by the Immigration and Naturalization Service, evidenced by the issuance of a green card; he or she also has resided in Oklahoma for at least 12 consecutive months following issuance of the green card.

Burden of Proof

The burden of proof of residence status or domicile shall be upon the applicant. Students filing an appeal for reclassification of his or her status shall do so on the Request for Change in Residence Status form provided by the Registrar's Office.

Members of the armed forces, along with their spouses and dependent children, who provide evidence that they are full-time active duty in the armed forces stationed in Oklahoma or temporarily present through military orders shall be classified upon receipt of an application of reclassification for in-state status. When members, their spouses, and dependent children are transferred out- of-state, they shall continue to be classified as in-state as long as they remain continuously enrolled.

CRITERIA FOR ADMISSION

Resident of Oklahoma

Any resident of Oklahoma who (a) is a graduate of an accredited high school and/or (b) has participated in the American College Testing program or a similarly acceptable battery of tests is eligible for admission to Redlands Community College. Non-High School Graduates, see page 10.

Nonresident of Oklahoma

A nonresident of Oklahoma, in order to be eligible for admission to any institution in the Oklahoma State System of Higher Education, (a) must be a graduate of a high school accredited by the appropriate regional association or by an appropriate accrediting agency of his or her home state and (b) must have participated in the American College Testing program or a similarly acceptable battery of tests.

First-Time Entering Students

Students seeking admission to Redlands Community College as a first-time college student must meet the following criteria:

1. Graduate from an accredited high school or have achieved a high school equivalency certificate based on the GED; and
2. Met high school curricular requirements
   a. 4 units English (grammar, composition, literature)
   b. 3 units Lab Science (from biology, chemistry, physics, or any lab science certified by the school district)
   c. 3 units Mathematics (from algebra, geometry, trigonometry, math analysis, pre-calculus, statistics, calculus, or advanced placement statistics; must have completed geometry and Algebra II)
   d. 3 units History and Citizenship Skills (including one unit of American History and two additional from history, economics, geography, government or non-western culture)
   e. 2 additional units from subjects previously listed or from computer science, foreign language, or any Advanced Placement course, psychology, sociology, or any liberal arts and science course taken via concurrent enrollment
   15 Total Required Units

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

a. 2 additional units: Fine arts – music, art, drama, and speech
b. 1 additional unit: Lab science (as described above)
c. 1 additional unit: Mathematics (as described above)
   4 Total Recommended Units

Recent high school graduates or GED recipients who are admitted into a degree program at Redlands Community College without having met high school curricular requirements must work towards satisfying any curricular deficiencies within their first 24 credit hours of college level work

Transfer Students from an Oklahoma College
Students who transfer from other higher education institutions to Redlands Community College must submit OFFICIAL transcripts from all institutions attended to enroll. Course descriptions and/or syllabi are required upon request. Students who have earned 24 or more semester hours of college credit will not be required to submit a high school transcript or GED scores.

• Each resident undergraduate must meet retention standards at Redlands Community College as specified in this catalog. See Academic Information–Scholastic Requirements for Continued Enrollment.
• Resident undergraduates who do not meet the College retention standards may be admitted on a probationary basis. A student will be allowed to continue on a probationary basis if he or she achieves a minimum 2.0 GPA. A student who achieves the College retention standards for all college courses attempted will be removed from probation.

Transfer Students from Out-of-State Colleges
Official transcripts of record from colleges or universities accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools will be given full value and must be submitted with an application for admission. Students who have earned 24 or more semester hours of college credit must only submit OFFICIAL college transcripts from each college attended, but they may be required to take placement examinations before enrolling in reading intensive courses, math intensive courses, or English Composition I.

Transfer Students from Non-Accredited Colleges
Official transcripts of record from degree-granting institutions accredited by organizations other than the Higher Learning Commission (HLC) and recognized by the U.S. Department of Education for the purpose of accrediting institutions of higher education are required and may be accepted in transfer when appropriate to the student's degree program and when Redlands Community College has had an opportunity to validate the courses.

Concurrent Students
A junior or senior student enrolled in an accredited Oklahoma high school or a home-schooled student may be admitted provisionally to Redlands Community College as a special student, if the requirements set forth as follows are met:

• The student must meet the published criteria of the Oklahoma State Regents for Higher Education (other than high school graduation) for admission to Redlands Community College.
• The student must be eligible to complete requirements for graduation from high school no later than the spring of the senior year, as attested by the high school principal or counselor. Students must also have written permission from a parent or legal guardian.

A high school student admitted under these provisions may enroll in a combined number of high school and college courses per semester not to exceed a full-time college work load of 19 credit hours.

International Students
All correspondence relating to international student admissions should be sent to:

Redlands Community College
Office of Admissions and International Relations
1300 S. Country Club Road
El Reno, OK 73036

International student admissions standards and procedures are located at www.redlandscc.edu/international-admissions Redlands Community College will issue a Form I-20 only after the student has met all conditions required for admission.

International academic work and transcripts may be required to be evaluated by World Education Services, Inc. before they will be considered for acceptance by Redlands Community College.

Non-Academic Criteria for Admission
In addition to academic criteria requirements, Redlands Community College shall consider granting admission based on the following non-academic criteria:

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

SPECIAL ADMISSION

Students admitted must meet curricular standards outlined in the *Criteria for Admission* section of this catalog. The only exceptions are students admitted in the following special admission categories.

Non-Degree Seeking Students

Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll as a non-degree seeking student in up to twelve (12) hours prior to providing transcripts. Placement testing may be required prior to enrollment in order to establish academic proficiency in a subject area or to meet a course prerequisite. Non-degree seeking students are not eligible for Financial Aid.

Alternative Admission Students

Students who have not met the high school curricular admissions requirements may be admitted through alternative admissions if the Admissions and Advising Office can determine and document that the student has a reasonable chance for academic success; has an unusual talent or ability in art, drama, music, sports, etc.; or is educationally or economically disadvantaged and shows promise of being able to succeed in a program at Redlands.

Non-High School Graduates

Any adult resident of Oklahoma (18 years of age or older) who has had his or her high school education interrupted before graduation is eligible for admission as a special student to Redlands Community College as follows:

- His or her high school class must have graduated prior to the beginning of the term he or she wishes to enter.
- The application is reviewed and assessed as a part of the admission process and the applicant is then appropriately advised.

The admission will be probationary for a period of two semesters. If, at the end of that time, he or she has made satisfactory progress (see retention standards), he or she may continue to enroll as a regular college student.

Home Study or Non-Recognized Accredited or Unaccredited High Schools

Students who are graduates of an unaccredited or home study high school program and/or who have participated in the ACT or the SAT are eligible for admission if their high school class has graduated. Students admitted under this category must meet high school curricular requirements as specified above.

Opportunity Admissions

Applicants who have not yet graduated from high school and whose ACT composite score is at the 99 percentile (Oklahoma norms), or whose combined critical reading and mathematical score on the SAT places them at the 99 percentile using national norms, may be eligible for admission. Admissibility is determined by the Executive Director of Student Services, or designee, and is not based solely on test scores.

Audit Enrollment

Any person eligible for regular admission may, with the consent of the Registrar, enroll in a course for audit. Request to change to audit status after midterm will require approval of the instructor. The student must adhere to the instructor's class attendance policy and may be withdrawn from the class for non-attendance.

The same tuition and fees are charged for auditing as for credit. Auditing notation is entered on the transcript of the student. A student who originally enrolls for audit may not change to a credit course.

Senior Citizens Audit Program

Oklahoma residents who are 65 years of age or older may enroll on an audit basis in academic courses, contingent upon space being available. The tuition will be waived but the individual will still be financially responsible for any fees that are associated with the course. The policy applies only to academic courses.

AMERICAN COLLEGE TEST-ACT

Redlands Community College has been designated as a national testing center for the ACT. Students wishing to take the National ACT must register online at www.actstudent.org.

ADMISSION TO NURSING PROGRAM

Admission to Redlands Community College does not guarantee entrance to the Nursing Program. All prospective nursing students must meet admission requirements of the nursing program found at www.redlandscc.edu/academics/programs-study/academic-departments/nursing-program/admission-requirements. Enrollment into the nursing program is selective admission based on earned points as outlined on the website. Student selection is made by an admissions committee each spring preceding fall admission.

A LPN-RN track is available for those with an unencumbered Oklahoma LPN license. LPN graduates from career technology centers within the consortium are given preference points. Contact the nursing department for detailed LPN-RN application information including specific deadline dates and procedures.

Graduation from the Redlands Community College nursing program leads to an Associate in Applied Science degree in nursing. Graduates are eligible to sit for the National Council Licensure Examination (NCLEX-RN) for licensure as a Registered Nurse.

CRITERIA FOR ENROLLMENT

Course Placement Testing Requirements

At Redlands Community College, we want to help you succeed, and part of your success as a college student depends on enrolling in courses that match your abilities and skills. Course Placement testing prior to enrollment may be required for students who do not meet required entry-level skills or prerequisites for college-level English and/or mathematics courses.

Redlands Community College uses ACCUPLACER NextGen®, a computerized assessment tool that identifies a student's English, arithmetic and algebraic skills. Our assessment is only open to students who have submitted their application and intend to enroll at Redlands Community College.

Course Placement testing results are only one of the factors that helps advisors determine the first semester English and/or mathematics courses a student should be enrolled in at Redlands Community College. Our advisors may also consider the following multiple measures:
- High school transcripts and/or high school GPA
- Previous success and/or completion of college level coursework
- Highest level of English and/or math completed

English Composition I & Mathematics

If a student does not place into college level English and math, the student may be advised to take one or more developmental (0-level) math, English, or reading courses. The multiple measures listed above will identify the set of developmental courses (if any) which should be completed as prerequisites for College Algebra, Functions and Modeling, General Quantitative Reasoning, or English Composition I.

Developmental Courses

While the completion of any prescribed developmental course(s) is required for students to take General Quantitative Reasoning, College Algebra, Functions and Modeling, and English Composition I, these courses are not applied to fulfill degree requirements. Developmental courses do not count in the graduation/retention GPA, but grades received for 0-level courses are counted in the current term statistics. Students may receive financial aid for these courses.

ADMISSION-ENROLLMENT PROCEDURES

Admissions Office

The Admissions and Advising Office is open Monday-Thursday from 8 a.m. until 5 p.m. and Friday from 8 a.m. to 4 p.m. During the summer, campus is closed on Fridays. The mailing address is 1300 S. Country Club Road, El Reno, OK 73036-5304 and the phone number is 405.422.1417 opt. 5.

Admission Procedures

Admission to Redlands Community College takes place year-round. The College maintains an open enrollment policy which encourages high school graduates and GED students to continue their education with us. If you do not have a high school diploma or the GED equivalent, you may be admitted to the college by taking the placement test.

Students applying to Redlands Community College as degree-seeking students must submit official and complete high school and college transcripts, DD Form 214 if applicable, test scores, and other credentials during the admission process. Failure to list all previously attended colleges or the submission of false information is grounds for denial of admission or immediate suspension.

New and Returning Students
Students will need to complete the following admission and enrollment procedures:

• Complete an online application for admission. Students who have not enrolled at Redlands for one full semester, not including summer, or longer must reapply for admission.
• During this process, applicants will be asked to submit official high school and/or college transcripts, ACT/SAT test scores, or GED scores. Applicants may submit unofficial transcripts at the time of admission, but will be required to submit all official and complete transcripts prior to enrollment.
• Once accepted, students should make an enrollment appointment with an advisor in the Admissions & Advising Office to select courses for the upcoming semester. (Placement testing may be required prior to selection of courses. See Course Placement Testing Requirements on page 9.)
• Following enrollment, students should obtain a student photo identification card.
• Last, go to the Business Office to pay tuition. The student is responsible for costs according to the fee schedule. See Enrollment Fees and Tuition Payment Schedule on pages 12-13. Obtain a parking decal after completing the online form at www.redlandscc.edu/campus-vehicle-registration

When a student enrolls, he or she is responsible for enrollment fees and charges. These charges will not be canceled or refunded unless the student initiates a formal drop before the designated last day to drop classes with a 100% refund. Students who fail to pay fees or to make suitable arrangements for payment of fees, may be denied admission to classes the following semester. See refund policy on pages 15-16.

TUITION

Tuition and Fees are approved by the Oklahoma State Regents for Higher Education and are subject to change without notice. (Refer to www.redlandscc.edu/paying-redlands/tuition-and-fees.)

When a student enrolls, he or she is responsible for enrollment tuition and fees. Students may view their bill anytime in Self-Service through the Go Redlands student portal at go.redlandscc.edu. The Business Office does not mail statements. These charges will not be canceled or refunded unless the student initiates a formal withdrawal in writing before the end of the Add/Drop period.

Students who fail to pay tuition and fees or to make suitable arrangements for payment of tuition and fees, may be denied admission to classes the following semester.

Oklahoma Resident
    Per Credit Hour
On-Campus Tuition $154.84

Non-Oklahoma Resident
    Per Credit Hour
On-Campus Tuition $240.35

($154.84 resident + $85.51 non-resident)

International Student
    Per Credit Hour
On-Campus Tuition/International Fee $315.35

($154.84 resident + $85.51 non-resident + $75 international fee)

Audit a Course (without credit):
Same charge as regular fees

Non-Credit Offerings
Non-credit courses, workshops and seminars will be priced on the basis of individual program costs.

Non-Credit Recreation and Fitness Classes
Full refunds will be granted to non-credit students who officially withdraw prior to the start of the first class meeting. Students who withdraw after the start of the first class meeting will not qualify for a refund. To officially withdraw, a non-credit student must contact the Fitness Center 405.422.1418 or 405.422.6229 or he/she will be billed for the class.

FEES

Miscellaneous Fees
For some services and in some courses, special services, supplies or equipment may be used. Costs for these are the responsibility of the student. Special charges are itemized below and reflected in student bills.

Course Fees
Per Credit Hour
Ag $20.00
Art $20.00
Athletic/Personal Trainer $15.00
Remedial/Developmental $15.00
Science $35.00

Mandatory Fees
Campus Safety & Wellness Fee........$25.00 per semester
Portal Access Fee.......................... $22.00 per credit hour

Special Fees
Academic Records Fee.................... $1.00 per credit hour
Prior Learning Assessment Fee..............................$12.00
Admissions Fee* (upon initial enrollment)............$25.00
Competitive Team Drug Testing Fee..$60.00 per semester
Private Music Instruction Fee ...…... $200.00 per semester

*non-refundable
**Every student will be charged Portal Access, Records/Transcript, and Campus Safety & Wellness fees regardless of enrollment type.*

Special Nursing Fees (Flat Rate Fees)
NURS 1116 Nursing I …………………………...$1,071.00
NURS 1128 Nursing II (New Students) …………...$828.00
NURS 1128 Nursing II (Returning Students)…......$575.00
NURS 1128 Nursing II (Repeat)……….…….…...$651.00
NURS 2238 Nursing III (New Students)………..$754.00
NURS 2238 Nursing III (Returning Students)…...$656.00
NURS 2238 Nursing III (Repeat)………………...$691.00
NURS 2248 Nursing IV (New Students)………...$631.50
NURS 2248 Nursing IV (Returning Students)…...$492.50
NURS 2248 Nursing IV (Repeat)………………...$568.50
NURS 2342 Nursing Capstone…………………….$192.50
Please refer to the Nursing Student Handbook online for additional information regarding related fees.

Testing Fees
For information about the different tests, visit www.redlandscc.edu/admissions/testing. Contact the Testing Center, LRC 210, for information on specific testing fees.

Fees Are Subject to Change
In the event that the Oklahoma State Regents for Higher Education approve a fee change, you will be assessed accordingly.

PAYMENT SCHEDULE
1. Methods of Payment (See page 13)

2. Withdrawals (See page 15)

3. Refunds (See page 15)

Methods of Payment
• Cash, check, money order, cashier's check, e-check (online only), credit card*, financial aid award letter, scholarship award letter, or enrollment in a TouchNet Payment Plan are all acceptable methods of payment or payment arrangement. Any check returned as insufficient funds will incur a $35 fee.
• Monthly or bi-weekly payments can be made through TouchNet. See the Business Office for details or go to the Go Redlands student portal at go.redlandscc.edu, sign in, and click on the TouchNet tile.

Where Do I Pay?
Your payment may be made by credit card* or e-Check online through the Self-Service student site at go.redlandscc.edu, by cash, card*, check, or money order in the Business Office or by check or money order in the U.S. mail to: REDLANDS COMMUNITY COLLEGE Bursar's Office, 1300 S. Country Club Rd., El Reno, OK 73036-5304. You should include your name, student ID number and the semester for which you are paying when paying by mail.

*PayPath, via TouchNet, accepts most major Credit/Debit cards for your convenience. A non-refundable PayPath service charge of 2.85% (minimum $3) will be added to your card payment. You will be given an opportunity to approve your payment prior to processing. The same fees are charged in the Business Office or when making a payment over the phone.

When is the Deadline to Pay?
Payment or payment arrangements should be made at the time of enrollment.

Tuition & Fees Charged
Students at Redlands Community College will be charged tuition and fees for all classes in which they are enrolled as of the last add/drop date for each enrollment period of each semester. Students who pay or set up satisfactory payment arrangements prior to this date will pay tuition and fees only.

STUDENTS WILL NOT BE DROPPED/WITHDRAWN FROM CURRENT CLASSES DUE TO NON-PAYMENT OF CURRENT TUITION AND FEES BY THE FEE DUE DATE. Instead, students will be automatically billed through the In-House Payment Plan for all tuition and fees due (see Option 2 below). Students should drop from any classes in which they do not wish to be enrolled prior to the add/drop deadline in order to avoid tuition, fees,

and/or finance charges. Students will receive a refund only for classes from which they drop prior to or during the official refund period. See the academic calendar for exact drop dates.

Payment Options*
Students may choose to pay their tuition and fees prior to the beginning of the semester or by enrolling in a TouchNet Payment Plan. Students who do not pay their account balance in full or who do not enroll in a TouchNet Payment Plan will be automatically set up on the In-House Payment Plan, which will incur late payment fees until the account balance is paid in full.

All correspondence from the Bursar's Office with the student about the student's account will be sent to the student's Redlands email account. The student may view his or her account online at any time by going to go.redlandscc.edu and signing into Self-Service. If the student has any questions about his or her account, the student should send an email inquiry to business.office@redlandscc.edu.

OPTION 1: Sign up for a TouchNet Payment Plan *
There will be additional convenience fees for each payment if using a debit or credit card. There will be no convenience fee if using a checking or savings account. Payments through the TouchNet Payment Plan will not include any additional finance charges on the outstanding balance as long as the account remains in good standing. A late fee of $25 will be added within 3 days of a missed payment. Additional finance and late payment charges on a defaulted account may be assessed by the College until the account is paid in full (see Option 2 below).
Students choosing to pay tuition and fees on a TouchNet Payment Plan are required to comply with the payment schedule in order to enroll in any future semesters.

OPTION 2: In-House College Payment Plan**
Students who do not pay their account balance in full or maintain a good-standing TouchNet Payment Plan will be automatically set up on the In-House College Payment Plan. Late fees will be added one month prior to the semester ending if 75% of the total bill is not paid, the last day of the semester if 100% of the total bill is not paid, and 30 days after the semester ends if the balance remains. Late fees are $50 and a student may have up to $150 in late fees added per semester. VA beneficiaries are not penalized in any way as a result of delayed VA payments. Accounts may be subject to collection action 30 days after the semester ends. Redlands Community College

participates in the Oklahoma Tax Commission Warrant Intercept Program, which deducts past due balances from tax refund checks. Past due accounts not paid by November 1 may be sent to the Oklahoma Tax Commission Warrant Intercept Program.
**Students who are paying through the In-House College Payment Plan are required to pay their bill in full in order to enroll, or remain enrolled, in any future semesters.

FINANCIAL AID APPLICANTS
Students who apply for federal student aid and are awarded by the published Fee Due Date and who maintain financial aid eligibility will have their tuition and fees deducted from their financial aid.

Students who are not awarded by the published Fee Due Date and have not paid their tuition and fees or who have not made satisfactory payment arrangements will automatically be billed through the College Payment Plan and incur late charges consistent with College policy.

Students who are awarded any type of scholarship and/or state, college, and/or Federal aid insufficient to cover their charges in full are responsible for the remaining balance due after their award(s) are credited to their account. Unless satisfactory payment arrangements are in place by the Fee Due Date, they will be billed monthly through the College Payment Plan and incur appropriate finance and late charges calculated on the remaining balance.

COMPLETE WITHDRAWAL OF STUDENTS WHO ARE TITLE IV RECIPIENTS
Recipients of Federal Title IV student financial aid funds (Pell Grants, SEOG, Direct and Parent PLUS Loans), who completely withdraw or who don't successfully complete any courses from the College during a semester may be required to repay a portion of the funds that are determined to be unearned. The calculation of earned vs. unearned funds is based directly on the portion of the semester the student attended before they completely withdrew. This calculation is not associated with the tuition refund policy of the College. It is a separate computation required in order to comply with Federal Title IV regulations.

WITHDRAWALS
A student who withdraws from a course after the Add/Drop period needs to formally withdraw from any class(es). It is recommended that the student contact their

instructor before starting this process. This process must be completed by the enrolled student in person, or in writing via his/her Redlands e-mail account. Telephone withdrawal will not be accepted by Admissions and Advising. Emailed withdrawals should be sent to Admissions@redlandscc.edu. Students may contact Admissions and Advising at 405.422.1417, option 5 if they have any questions about the withdrawal process. Please be sure to provide a current contact phone number with the request. It is the student's responsibility to follow-up with Admissions and Advising to ensure the request was received and processed.

REFUNDS OF FEES & TUITION

The refund policy for fees and tuition (except for Title IV recipients) collected from students shall be as follows:

1. Withdrawals and Changes of Enrollment
   A. Changes in schedules and complete withdrawals from the institution during the defined add/drop period will result in full charges for courses added and full credit for courses dropped. No refunds will be made after the add/drop period for that session except as stipulated for Title IV recipients in item B.

   B. The refund policy for fees and tuition collected from Title IV recipients shall be as follows:

      The Higher Education Act Amendments of 1992, (Title IV, Part G and 484V) require that each institution refunds unearned tuition, fees, room and board, and other charges to students who withdraw from an institution before the end of the semester or term.

      The Higher Education Act defines a "fair and equitable refund policy" as a policy that provides for a refund in an amount of at least the largest of the amounts provided under:

      a. The requirements of applicable state law;
      b. The specific refund requirements established by the institution's nationally recognized accrediting agency and approved by the Secretary of Education; or
      c. The Federal Government has set guidelines concerning students who receive Title IV Aid and completely withdraw from school or stop attending courses. Any student making a complete withdrawal or that stops attending

his or her classes who received a Federal Pell Grant, SEOG, Subsidized Stafford Loan, Unsubsidized Stafford Loan or a Parent (PLUS) Loan, will be required to return money to the school immediately if they drop out or stop attending courses before 60% of the semester has been finished. After the calculations are figured, the Redlands Community College Financial Aid Office will notify any student who might be required to return money to the Federal Government. Your Financial Aid Satisfactory Academic Progress status will also be evaluated at the end of the semester and you will be notified accordingly.

2. Fees Applicable Only for Current Semester— Fees are applicable only for the current semester. If a student drops and is entitled to a refund, the amount of the refund cannot be carried forward as a credit to a subsequent session.

3. Refunds for Classes Offered on a Non-Standard Schedule—Institutions may refund tuition and fees paid by a student who must drop from a course offered on a schedule that differs from the standard 16-week term or 15-week trimester. Each institution may develop refund procedures for courses offered on a non-standard schedule.

4. Reminder: Students who receive federal financial aid assistance and drop one or more classes or withdraw from college may be responsible for returning to the federal government some or all of the financial aid that they have received.

Refunds for Credit Courses
Schedule Changes or Complete Withdrawals***
Students adjusting their schedules or completely withdrawing from all classes during the first two weeks of a sixteen-week semester or the first week of a four-, six-, eight-, or other reduced-week semester will be charged 100% tuition and fees for any courses added and will receive a 100% refund of tuition and fees for any courses dropped. Finance and late charges accrued will not be reduced. See academic calendar for dates. No refunds will be made after this period except as stipulated for first-time enrollment of Title IV recipients.
*** See posted dates on the academic calendar. If you are receiving student financial assistance funds (*Pell Grants, SEOG, Stafford and Plus Loans and Academic*

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Competitiveness Grants) and completely withdraw from the College during a semester, you may be required to repay a portion of the funds that are determined to be "unearned." The calculation of earned vs. unearned funds is based directly on the portion of the semester you attended before totally withdrawing. This calculation is not related to the College's tuition refund policy. It is in addition to the College's refund policy and is required by Federal Title IV regulations. All refunds, including financial aid, will be paid according to the preference selected. Students will log into the Go Redlands student portal at go.redlandscc.edu and choose a refund preference in Self-Service. The Business Office does not have set refund dates. Refunds are only available AFTER Financial Aid has completed the transmittal process. Most accurate and up-to-date information is available on the student's Self-Service account. Once a refund has been issued, students will see it under the "Refunds" tab. Students will have a voucher listed with the amount of the refund. If a student loses a check, there will be a $15 fee to stop payment and reissue the check. Redlands has partnered with ECSI for refunds. Students who do not select an account for direct deposit will receive a check via mail to the address that we have on file. Students are responsible for making sure their address is accurate and up to date. The customer service number for ECSI is 1-800-437-6931.

STUDENT SERVICES

ADMISSIONS AND ADVISING OFFICE

Admissions and Advising is a resource for assisting prospective students in making a smooth transition into programs at Redlands Community College, as well as assisting all students in realizing their potential. The Admissions and Advising staff assists students in planning an educational program, as well as helping them accomplish their educational goals. The Admissions and Advising Office is located in the Ray Porter Academic Complex.

ACADEMIC ADVISING

Redlands Community College has created an advisement system to assist students in planning their academic program. Students meet with an advisor who will help in the preparation of each semester's class schedule and will provide information pertinent to the student's educational program. Enrollment may be completed as soon as schedules are available for each semester. A specific advisor is assigned to admit and counsel international students.

AMERICANS WITH DISABILITIES ACT (ADA) AND SECTION 504

The Americans with Disabilities Act (ADA) and Section 504 are federal anti-discrimination statutes that provide civil rights protection for persons with disabilities. Among other things, the legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Disability Support Services (DSS) office at ada@redlandscc.edu or call 405.422.1266.

In order to receive academic accommodations for a disability, the student must provide appropriate documentation of their disability to the DSS office. This information may be mailed, emailed, or hand-delivered. Students must also submit an accommodation request prior to the beginning of each semester. The online form can be found on the ADA page on the Redlands website. The DSS office is located in the Admissions & Advising Office, in the Ray Porter building. Link for more information: www.redlandscc.edu/accessibility.

ACADEMIC CENTER FOR ENHANCEMENT

The Dr. Owen and Bess Jenkins Center for Academic Enhancement is located on the second floor of the Multimedia Center Lifelong Learning Center, MM215B. Services include walk-in peer and professional tutoring for reading, writing, math, and other disciplines, online essay submissions, and specialty workshops.

Testing services include administering placement tests, the ACT, CLEP, DANTES, and other standardized tests, as well as course exams and make-up exams. The testing center is located on the second floor of the Multimedia Center Lifelong Learning Center, MM210.

CAREER SERVICES

Redlands Community College is preparing students for lifelong learning by offering a variety of services to enhance the career planning and exploration process.

Redlands Community College has moved toward a Career Services model with extensive efforts to provide career awareness and opportunities to a wide variety of students, while developing meaningful internship and experiential learning experiences.

Employers, recruiters, and business and industry representatives may contact Career Services to post job announcements.

Students may contact Career Services at Career.Services@redlandscc.edu for additional information. Career Services are offered under the Admissions and Advising umbrella.

ACADEMIC SUPPORT PROGRAMS

Student Support Services

Student Support Services (SSS) is a federally funded TRIO program that helps eligible students maximize their potential for success. SSS offers intensive academic advising and counseling, innovative instruction and tutorial support, and specially designed, skill-building workshops. Assistance in transferring to a four-year institution and opportunities for cultural enrichment also are available. Students interested in SSS should complete an application, available in S105A.

The G.O.A.L.S. Program
G.O.A.L.S. is a special program designed to provide education, training, and supportive services to single parents who qualify for TANF through Oklahoma Human Services (DHS). The program provides a wide variety of services to assist students in achieving their academic and life goals. G.O.A.L.S. offers self-paced career certificates, GED assistance, college programs (applied sciences), support groups, and job placement assistance. Students must meet specific income guidelines. Contact the G.O.A.L.S office at 405.422.6213 for more information.

Veterans Upward Bound
VUB is a federally-funded student support services TRIO program that helps eligible veterans maximize their potential for success. VUB provides college preparation instructional services, tutoring, basic skills enhancement opportunities, and college entrance services at two centers: El Reno on the Redlands campus and at the Oklahoma City Oklahoma Works American Job Center. Eligible veterans must meet specific income guidelines as well as specific veteran's guidelines. Veterans must reside in Blaine, Caddo, Canadian, Comanche, Creek, Grady, Hughes, Kay, Kiowa, Lincoln, Noble, Okfuskee, Oklahoma, Osage, Pawnee, Pottawatomie, Seminole, Stephens county to be eligible for this program. For more information, please reach Veterans Upward Bound at vub@redlandscc.edu or 405.422.1405.

Scholars for Excellence in Child Care
The SECC Program is a comprehensive scholarship program for child care providers. The SECC program ensures that eligible child care professionals in the state of Oklahoma have an opportunity to attend a two-year college to further their education while earning a Certificate of Mastery in Child Development, an Associate in Arts Degree in Family Studies and Child Development, and Associate in Applied Science in Child Development.

Program participants are provided intensive academic advising and counseling, tutorial support, and academic mentoring by the program academic support coordinator.

This scholarship may pay a percentage of the recipient's book and tuition costs each semester. Contact the SECC office for eligibility requirements or additional information at 405.422.1286.

FINANCIAL AID
The financial aid program at Redlands Community College is designed for qualified students who might not be able to continue their education without financial assistance. Eligible students may receive grants, loans, scholarships, student employment, or a combination of these programs. The College participates in the following Federal programs: Pell Grant, SEOG, Work Study, and Direct and Parent PLUS Loans. The Oklahoma State Regents for Higher Education administers all State programs.

Financial assistance is available to degree-seeking students and students who are seeking certain certificates of mastery from Redlands Community College. The following students are not eligible to receive Federal or State assistance: Students who are taking non-credit courses, students concurrently enrolled in college and high school courses, and students taking courses but not pursuing a degree or certificate.

To apply for Federal student aid, applicants must complete the Free Application for Federal Student Aid (FAFSA). This is a free process that must be completed each academic year. Students may apply online at studentaid.gov or by mailing a completed paper application to the U.S. Department of Education.

Although not required, the FAFSA application should be completed as soon as possible in order to ensure a timely response and to meet state grant deadlines. Students who plan to rely on financial aid to take advantage of tuition, housing, and bookstore charge privileges must have all required documentation submitted to the Financial Aid Office accordingly: July 15th for Fall, December 1st for Spring, and May 1st for Summer. Students applying for financial aid after these priority deadlines will need to make alternative arrangements for tuition, housing, and bookstore charges until financial aid can be processed.

For more information or if you would prefer to receive financial aid information through the mail please notify the Financial Aid Office at 405.422.6250 or visit our office on campus.

Financial Aid Eligibility
To be considered for Federal and/or State financial aid you must:

- be a degree- or certificate-seeking student.
- be a citizen or an eligible non-citizen of the United States.
- have a valid Social Security number.
- not be in default on a Federal Stafford, Direct, and/or a Perkins student loan.
- make Satisfactory Academic Progress (SAP) as explained below.

• have a high school diploma or GED.

Aid Disbursement
Any grant, loan, or scholarship money (refunds will be minus any bookstore charges, housing, and tuition) will be applied to your Business Office account (disbursed) after roster certifications in the fall/spring/summer semesters has concluded. Refunds are typically available to the student around the 4th week of the fall/spring terms and 3rd week of the summer term. No money will be disbursed prior to the first day of class for the semester.

Satisfactory Academic Progress (SAP)
Satisfactory Academic Progress is defined as the successful continued progression toward the attainment of an educational degree or certificate. Academic progress is reviewed at the end of each semester to determine if students may continue to receive funds.

A student applying for assistance through the Federal Pell Grant, SEOG, Work Study, Direct Loan programs, along with some State programs like OK Promise (OHLAP), is required to meet three separate criteria to maintain financial aid eligibility at Redlands Community College. A brief description of the requirements is outlined below.

• Students must maintain a minimum cumulative GPA.
• Students are required to complete (pass) at least 67% of the overall credit hours they attempt.
• Students must complete the requirements for their degree within a maximum number of attempted credit hours.

Failure to meet these minimum academic standards will result in the loss of financial aid eligibility but may be reinstated based on an appeal process.

For a complete description of the Satisfactory Academic Progress Policy, please visit the Redlands Community College website at www.redlandscc.edu/financial-aid-sap-policy.

Return of Title IV Aid - R2T4
The Federal Government has set guidelines concerning students who receive Title IV Federal Student Aid and completely withdraw from school or stop attending their courses. Federal student aid recipients who don't successfully complete any of their attempted hours, or completely withdraw after classes begin, but prior to completing at least 60% of the semester, will have to repay a portion of the federal funds that they received. Redlands Community College is required to calculate the amount of "earned" and "unearned" aid that a student received or that was credited to the student's account.

This calculation may require the student and/or the college, on the student's behalf, to immediately repay funds that were disbursed for the purpose of paying educational expenses. After the calculation is figured, the Financial Aid Office will notify the student regarding the amount of aid that must be returned to the Federal Government. Additionally, excessive withdrawals may have an adverse effect on a student's financial aid satisfactory academic progress, which will be evaluated at the end of each semester.

GRANTS
Pell Grants
Pell Grants are federal aid grants designed to provide financial assistance to qualified students attending post-high school educational institutions. Pell Grants are intended to be the "floor" of a financial aid package and may cover a significant portion of a student's college expenses. The amount of the Pell Grant is determined by federal need analysis criteria. Students must complete the Free Application for Federal Student Aid (FAFSA) at studentaid.gov. Applications are available through high school counselors, public libraries, and college financial aid offices.

Supplemental Educational Opportunity Grants - SEOG
SEOG is an additional federal aid program for students of exceptional financial need. Grants may range from $200 to $400 per year for students who qualify. Application is made by completing the FAFSA online. Earliest applicants with the greatest need are awarded first.

Oklahoma Tuition Aid Grants - OTAG
This grant is awarded to Oklahoma residents who are Pell-eligible with exceptional need, as demonstrated by the results of the Free Application for Federal Student Aid (FAFSA).

LOANS
William D. Ford Direct Loan Program
The Direct Loan program allows students and parents to borrow money from the U.S. Department of Education. These loans are borrowed money which must be repaid after the student graduates, drops below halftime enrollment, or completely withdraws. Redlands Community College currently participates in the following:

1. Federal Direct Loans for Students

   Federal Direct Loans are available to students based on their expected family contribution (EFC), which is determined by the FAFSA. Other criteria include cost

of attendance, grade level, and other types of financial aid which the student receives. Depending on the eligibility limits, a student may receive a loan from one or both of the following:

a. Subsidized – The U.S. Department of Education pays the interest while the student is enrolled on at least a halftime basis, or is in a grace period or on deferment.

b. Unsubsidized – Interest accrues from the time the loan is disbursed to the student College account to the time it is paid in full.

2. Federal Direct Loans for Parents of Dependent Undergraduate Students (PLUS)

   The PLUS loan is for parents of dependent students who want to borrow more than the Student Direct loan limits. A parent may borrow up to the cost of attendance, provided it does not exceed the student's unmet need. Unlike Student Direct loans, PLUS loans are subject to credit checks and approval by the U.S. Department of Education.

Federal Work Study

Through the Federal Work Study Program, students can earn money by working part-time for various departments on campus. These part-time positions are funded through the program and require that students meet financial and need-based eligibility.

SCHOLARSHIPS

Redlands Community College Scholarships and Waivers Scholarships are available through Redlands Community College at www.redlandscc.edu/scholarships. Tuition waiver applications are also available from Admissions and Advising or from area high school counselors and are due March 1 to ensure consideration for the following school year. Applications for tuition waivers and scholarships are online at www.redlandscc.edu/scholarships.

Tuition Waivers

Authorized by the Oklahoma State Regents for Higher Education from the educational and general budget in the form of general enrollment tuition waivers. These scholarships are gratuities and the student shall not be required to perform services in return for the award. At least 50 percent of all scholarship awards will be made on the basis of financial need with other awards being made on the basis of scholarship or field of academic interest. Tuition waivers are available for freshman and returning students.

Out Of State Tuition Waivers

Students who are charged out of state tuition but meeting at least one of the conditions below are eligible for this waiver.

- Graduated from a public or private high school in Oklahoma or received the GED certificate in Oklahoma.
- Satisfy admission standards, as determined by the State Regents, for Redlands Community College in which you intend to enroll
- Have secured admission and enrolled at Redlands Community College

The Out of State Tuition Waiver request form is available in the Registrar's Office.

President's Scholarships

Offered to a number of students who demonstrate high academic achievement and leadership.

Glen D. Johnson Tuition Waiver

The Glen D. Johnson Leadership Tuition Waiver was established to honor Dr. Johnson upon his retirement as Chancellor of the Oklahoma State System of Higher Education. The tuition waiver is awarded to a student who has completed at least 30 hours of college coursework/credits and will be classified as a sophomore, junior or senior. Recipients must be an Oklahoma resident with a 3.0 GPA and enrolled full time with a minimum of 12 credit hours per semester. Selection criteria for the Glen D. Johnson Leadership Tuition Waiver include leadership experience; demonstrated interest in public service, community engagement and civic participation; a short essay on the importance and value of public service; and a letter of recommendation from an individual who can attest to the student's leadership potential and commitment to public service. Applications are due February 1.

Academic Team Scholarships

Redlands Community College has an academic team that competes in state, regional and national competitions. Several scholarships are awarded each year. Recipients are determined by the coach. All team members enrolled in 12 hours are eligible. High school or middle school academic team experience is considered a plus, but not necessary. Any freshmen, sophomore or concurrent high school students interested in joining the academic team, but not enrolled in 12 hours are still encouraged to speak with the coach.

Athletic Scholarships

Available to qualified students who are recommended by the Athletic Director.

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The Ray Porter Faculty Senate Scholarship
Awarded annually to a deserving sophomore. The award is given by the Redlands Community College Faculty Senate on the basis of academic progress, need, and overall contributions to college life.

Phi Theta Kappa Scholarships
Awarded annually by Phi Theta Kappa, the international honor society for two-year colleges.

Special Scholarships
Awarded to high school graduates who plan to attend Redlands Community College. Selections are made by organizations, clubs; or individuals in cooperation with high schools and are based on need and academic achievement.

REDLANDS COMMUNITY COLLEGE
FOUNDATION SCHOLARSHIPS
To view all Foundation scholarships along with their complete guidelines, please go to:
www.redlandscc.edu/www.redlandscc.edu/scholarships.
Most Foundation scholarships are accepted from November 1 through February 1. Nursing Scholarships are due May 31.
- Alumni & Friends Association Endowed Scholarship
- Black Foundation Scholarship
- Burruss Family Endowed Scholarship
- Dr. Bill & Sondra Cole Scholarship
- Casey Dell Brantley Memorial Endowed Scholarship
- Cathi "Mac" Kennedy Endowed Scholarship
- Charles and Ruby Holbrook Scholarship
- Christopher Lane Endowed Scholarship
- Karen Boucher Memorial Scholarship
- Cheryl Ross Rinehart Memorial Nursing Scholarship
- Drs. Owen & Bess Jenkins Endowed Scholarship
- Edna McMahon Kelly Memorial Endowed Scholarship
- El Reno High School Class of '65 Endowed Scholarship
- El Reno Chamber of Commerce/Leslie F. Roblyer Memorial Endowed Scholarship
- El Reno Masonic Lodge #50/Redlands Community College Aggie Club Scholarship
- Emily Kay Wilds Memorial Scholarship
- Harold H. & Rebecca Raney Hutson Scholarship
- Henry Jo Von Tungeln Memorial Agriculture Scholarship
- James D. (Jim) Shaw Memorial Endowed Scholarship
- KLR (Kiwanis, Lions & Rotary Clubs) Scholarship

- Marie West Lyons Scholarship
- Martha Piper Nursing Scholarship
- Michael Earl Croy Memorial Scholarship
- N.E. and Pearl Douglas Memorial Scholarship
- Ray Porter Memorial Faculty Senate Endowed Scholarship
- Redlands Community College Foundation Scholarship
- Renna V. Royse Memorial Endowed Scholarship
- Romaette Bryant Memorial Nursing Scholarship
- Russell-Murray Hospice Nursing Scholarship
- Ruth Louise Wallace Endowed Scholarship
- Ruth Ellen Strong Memorial Scholarship
- Scott L. Harlan Memorial Endowed Scholarship
- T.G. Johnson Memorial Endowed Scholarship
- Tommy Pinkston Family Memorial Endowed Scholarship
- Trotter-Gambel Endowed Scholarship
- Tyler Knecht Memorial Endowed Scholarship
- Virdin Royse Memorial Scholarship
- William "Bill" Gorden Memorial Scholarship

Transfer Scholarships:
- Academic Team Transfer Scholarship
- Austin Family Endowed Scholarship
- Margaret E. Petree Scholarship
- Doris Anne Smith Memorial Scholarship

There are a variety of Redlands Foundation Scholarships set up through memorials and endowments. Students complete the online scholarship application, and the scholarships are awarded based on specific criteria set forth within each scholarship's guidelines. The scholarship committee will consider each applicant for as many scholarships as they meet the qualifications for.

ADDITIONAL SOURCES OF FINANCIAL ASSISTANCE
Bureau of Indian Education
The Bureau of Indian Education of the U.S. Department of Interior awards financial assistance to certain students of Indian descent who desire to obtain a college education. Students receiving such assistance must maintain a GPA of 2.0 on the 4.0 scale. For information contact: Bureau of Indian Education, Branch of Education, Cheyenne/Arapaho Tribes Higher Education, Cheyenne Arapaho Tribes, Box 38, Concho, OK 73022, or the appropriate tribal agency.

Vocational Rehab
Upon approval by a representative of the Vocational Rehabilitation Division of the State Board of Education, grants are made to students who have substantial employment disabilities and who are desirous of securing a college education. Contact the Department of Human Services in your area for further information.

Oklahoma National Guard Educational Assistance Program
The Oklahoma National Guard Educational Assistance Program (https://ok.ng.mil/eap/) was created by the Oklahoma legislature and signed into law by Gov. Kevin Stitt in 2022. The legislation created the Oklahoma National Guard Education Assistance Fund - a revolving fund administered by the Oklahoma State Regents of Higher Education - that pays for Oklahoma National Guard members' tuition as well as mandatory and academic fees at Oklahoma's public colleges and universities.

Who can apply for EAP benefits?
Currently serving Oklahoma National Guard members who:
• Have at least one year remaining on their enlistment contract with the Oklahoma National Guard from the beginning of semester.
• Maintained a cumulative GPA of 2.0 Undergraduate or 3.0 for Graduate at the end of each semester.
• Pursuing their first undergraduate or postgraduate degree program.

How do I apply for EAP benefits?
Students must fill out the EAP Request Form, (https://ok.ng.mil/eap/) and submit it no later than August 31 for the fall semester and January 31 for the spring semester.

Is EAP only for undergraduate degrees?
No, the EAP covers up to 40 hours of tuition and fees for students seeking their first graduate degree.

Can I use EAP for a professional degree, certificate or vo-tech.?
No, non-degree, professional degrees and certificates or second degree seeking students will not be processed for EAP.

What happens if I fail a course or drop out after the add/drop date?
If an OKNG member fails a course or withdraws after the add/drop date, the student will be responsible for payment.

Semester hours taken will also be counted toward the service member's 120/40 hours taken

Veterans' Services
Redlands Community College's associate degree and certificate programs of education and training are approved for payment of benefits by the State Approving Agency. Current VA education programs include the following:

• Chapter 33, Post 9/11 GI Bill®
• Chapter 30, Montgomery GI Bill®, active duty(MGIB)
• Chapter 1606, Montgomery GI Bill®, Selected Reserve (MGIB-SR)
• Chapter 35, Dependents Educational Assistance Program (DEA)
• Chapter 31, Vocational Rehabilitation & Employment (VR&E)

In order to be certified for GI Bill® benefits, students must be enrolled in courses that are required for the degree that the student is actively pursuing. Assistance with GI Bill® processing is available at the Registrar's Office.

VA beneficiaries' certifications will be updated to the VA to reflect accurate enrollment status. Change in enrollment may cause a debt to the VA if they drop, withdraw, or are administratively withdrawn. Academic probation and suspension are reviewed at the end of each semester. Academic probation and suspension are reported to the VA. Benefits will not be affected during probation. If a student is suspended, their enrollment certification will be terminated with the VA and they will not be allowed to re-enroll for one full semester. This may also cause the beneficiary to be in debt to the VA. VA beneficiaries that have excessive absences in their courses may be administratively withdrawn at the discretion of their instructor. This will also be reported to the VA and may cause a debt to the VA for the beneficiary. This can occur anytime during the semester up until the last day to withdraw from classes.

Students receiving VA benefits and financial aid are held to the same satisfactory progress standards as any student attending Redlands Community College. Please see Satisfactory Academic Progress for more information. If a student is receiving Post-9/11 GI Bill® benefits and are issued a refund due to change in enrollment, the school will hold the money until a debt letter has been received and then will return funds directly to the VA. All other VA beneficiaries will be issued a refund directly to them and therefore will be responsible for contacting the VA

Debt Management Center at 800.827.0648 to resolve any possible overpayment. VA Beneficiaries are not penalized for late payments that are sent directly to the school by the VA.

Additional veterans' services are also available with the Veterans Upward Bound (VUB) office located in N-134 of the Ray Porter Building. VUB is a postsecondary education assistance program funded by the U.S. Department of Education at no cost to the veteran and designed to meet the unique circumstances of veterans and current military service members by providing them a one-stop location for all their educational needs and all other veteran resources. The VUB office can be reached at 405.422.1405.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website www.benefits.va.gov/gibill.

Military Leave of Absence
A student who is a member of the active uniformed military services of the United States and called to active duty shall be eligible to withdraw from any or all courses for the period of active duty service without penalty to admission status or GPA and without loss of institutional financial aid or receive an "*I*" for any or all courses for the period of active duty status irrespective of the student's grade at the time the "*I*" is awarded; provided, however, that the student has completed a minimum of fifty percent of all coursework prior to being called to active duty and the student completes all courses upon return from active duty. The student's admission status and GPA shall not be penalized and the student shall not experience loss of institutional financial aid.

ACADEMIC INTEGRITY
Academic Integrity –– Policy
Redlands students are expected to conduct themselves according to the highest academic standards and to complete coursework in an honest and ethical manner. Plagiarism, cheating, or other forms of academic dishonesty will not be tolerated and students may receive an "F" grade for the course and be suspended or expelled from the College for repeated violations.

Plagiarism
Generally, plagiarism is the use of another's work – including ideas, opinions, data, illustrative material, or media – without properly attributing and citing the source. Plagiarism also includes:

- Using too much of one source, even if properly credited
- Re-using previously submitted work, even your own, in any class
- Copying from the Internet without citation
- Having someone else write a paper or complete an assignment for you
- Writing a paper or complete an assignment for someone else
- Sharing any course assignment with another student or allowing another student to view your work outside of the realm of peer review or assigned classroom group work

Cheating
Cheating is any attempt to gain undeserved academic credit for oneself or another, including:

- Copying from another student's test, quiz, assignment, or lab work
- Allowing another student to copy your work
- Using an electronic device to access or share information during a test or quiz
- Obtaining or providing unapproved copies of tests or quizzes (or test/quiz questions)
- Tampering with experimental data or creating data for experiments not performed or conducted
- Using unapproved materials during any class activity
- Coercing someone else to complete an assignment or take a test or quiz for you (or doing any of the above for someone else)
- Use of Artificial Intelligence (AI) to produce or help content without proper attribution or authorization is prohibited, unless designated by the instructor.

Additional Items of Academic Misconduct
The following items are also covered under this policy and could be subject to suspension or expulsion, even for a first offense:

- Falsifying college records, forms, or other documents
- Attempting to bribe faculty or staff to alter a grade
- Tampering with or destroying the work of other students

- Accessing computer systems or files without authorization
- Sharing of Redlands Enterprise Network Credentials with others

Academic Integrity - Procedure
For a first offense: If a professor determines that a student has cheated or plagiarized on any classroom assignment, the professor may deduct points up to a maximum of the full point value for that assignment. Additionally, the professor may require the student to re-do the assignment or recommend other appropriate action.

For a second offense: The maximum penalty for a second violation, including in separate courses, is an "F" or "AW" grade for the course where the second violation occurs.

For any further violations: The maximum penalty for any further violations, including in separate courses, is suspension or expulsion from the College.

Student Appeal
If the student feels the judgment was in error, he/she may request a Grade Appeal in accordance with Policy 601 Student Grade Appeals.

Reversal of Decision or Grade Change
The Department Head or Vice President for Academic Affairs may not change a grade issued by a professor, unless:
- The Grade Appeal process results in a decision favorable to the student;
- The professor is no longer employed by Redlands Community College;
- The professor is unable to make the grade change but provides written approval

STUDENT CONDUCT CODE
Student Conduct Code - Policy
Redlands Community College (Redlands) provides opportunities for continuous academic growth for its employees and students in support of all aspects of the Institution's mission. In our continued efforts to promote a quality educational experience, self-discipline is an important element in providing that quality educational experience and it is an essential part of the higher learning experience. It is important that all individuals in that educational experience understand the importance of the concepts of fairness and equity that applies to our students, our faculty, our staff and guests on our campus. This policy is set forth so that students will be informed in advance that actions and behavior which fail to demonstrate good self-discipline can result in sanctions being imposed by Redlands.

The provisions in our Student Conduct Code regarding student self-discipline and conduct are specifically designed to help students understand the institution's expectations regarding acceptable conduct and to provide a means for ensuring the security of, and a positive educational atmosphere for the members of the Redlands' community. This conduct code is designed to primarily be educational and positive in manner.

Definitions
Active Student - A student who is enrolled in a credit course or noncredit class in the current semester or is enrolled in a future semester.

Application
This policy applies to all students on campus, as well as those participating in official off-campus Redlands activities, classes, programs or events.

Enforcement
In instances when a student does not demonstrate adequate understanding of the needs and rights of the Redlands community, Redlands is committed to helping the student in understanding the need for corrective action. Redlands will first attempt to aid the student in finding ways to positively align future conduct in a manner conducive to the purpose and functions of Redlands. In cases of repeated violations of the Student Conduct Code, students will be referred to the Institutional and Student Compliance Officer who will consider the student's disciplinary history and may impose punitive disciplinary sanctions. Students are expected to observe all national, state, and local laws and Redlands rules, policies and procedures and to respect the rights and privileges of others.

Inactive Student - Any person possessing a Redlands ID number but not meeting the criteria of an active student.

Student - Any person who has been admitted to Redlands Community College and has been assigned a Redlands Student ID number.

Student Conduct Code - Procedure

Violations

Academic Misconduct: Cheating, plagiarism, unauthorized collaboration, alteration of academic materials, falsifying records of any kind or other academic misbehavior, as set forth in Redlands Policy 605, Academic Integrity.

Actions Not Committed on Redlands Property - may also be subject to Redlands disciplinary action in cases where a clear and distinct interest of Redlands is involved or affected. Sanctions will be applied only in response to actions which adversely affect the Redlands community's pursuit of its educational objectives, violate or show disregard for the rights of others, or damage property. This includes, but is not limited to, offenses related to the security and welfare of persons and/or property.

Attempts and Complicity: Attempting to or encouraging others to commit acts prohibited by this code. Apathy in the presence of prohibited conduct may constitute a violation of this policy.

Classroom Disruption: Engaging in behavior that a reasonable person would view as substantial or repeated interference with the instructor's ability to teach the class or the ability of other students to benefit from the instruction.

Discrimination: Redlands Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, gender identity, sexual orientation or status as a veteran in any of its educational programs, activities, policies, practices or procedures, including, but not limited to, admissions, employment, eligibility for financial aid and educational services, as set forth in Redlands Policy 510 Nondiscrimination and Complaints.

Disorderly Conduct: Disorderly behavior, indecent actions or breaching the peace on College property or at College-sponsored activities.

Disruption or Obstruction: Disrupting or obstructing normal College or College sponsored activities.

Drugs and Alcohol: Any violation of the Redlands Drug and Alcohol Policy as set forth in Redlands Policy 505 Drug-Free Schools and Communities, Redlands Policy 514 Alcoholic Beverages, Policy 519 Marijuana on

Campus and Policy 627 Competitive Teams Drug Testing, or the administrative procedures implementing those policies.

Failing or Refusing to Pay: on demand by a Redlands official the amount of any dishonored check given to Redlands or any Redlands sponsored organization for purposes including but not limited to event participation, or failing to make satisfactory settlement of any Redlands indebtedness.

Failure to Comply: Failing to comply with the lawful directions of any College employee acting within the scope of their official duties.

False Reporting: Knowingly making a false report of a bomb, active shooter, fire or other emergency, including the filing of knowingly false police reports.

False Representation(s): Knowingly making false representation(s) to the College in any form, written or verbal. Submission of false information or withholding information at the time of admission or readmission may make an individual ineligible at Redlands.

Fire Safety: Engaging in misuse or unauthorized use of fire extinguishers, fire sprinkling systems and other safety equipment or warning devices, and failure to evacuate when a fire alarm is activated.

Forgery or Unauthorized Use: Forging or using without authorization College documents or records, financial aid documents, computers, electronic mail, telephones, identification or College property.

Harassment and Bullying: Unwelcome conduct that is sufficiently severe and pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating or humiliating. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. Simple teasing, offhanded comments and isolated incidents (unless extremely serious) do not amount to abusive conduct.

Hazing: Engaging in any action or activity that causes or is likely to cause physical or mental discomfort or distress that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a

group or organization. Apathy in the presence of hazing is not a neutral act; it is a violation of this rule as set forth in Redlands Policy 503 Title IX and Sexual Misconduct.

Information Technology Usage: Violations of the terms of Redlands Policy 507: Acceptable Use of Redlands Enterprise Network, and the acceptable use policy for OneNet, the official telecommunications and information network for education and government, illegal or unauthorized use of computer hardware, software, equipment or devices, either Redlands owned/leased or privately owned, used on or off Redlands property.

Libel: Any false and malicious written or printed statement, or any sign, picture, or effigy, tending to expose a person to public ridicule, hatred, or contempt or to injure a person's reputation in any way.

Littering of Redlands property.

Physical Violence: Engaging in physical violence of any nature against any person, on or off campus. This includes fighting, assaulting, battering, using a knife, gun, or other weapon, physically abusing, restraining or transporting someone against his/her will, or acting in a manner that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm as set forth in Redlands Policy 503 Title IX and Sexual Misconduct, Policy 510 Nondiscrimination and Complaints and Policy 516 Weapons, Firearms, Ammunition, Fireworks, Explosives, and Dangerous Chemicals.

Property Damage: Defacing, damaging or destroying property belonging to the College or other individuals or groups on College property.

Refusal to Exhibit Appropriate Identification - to Redlands officials, faculty, staff or security personnel when requested to do so.

Refusal to Properly Display - a current Redlands parking decal on vehicles.

Retaliation: Taking any adverse action against a person who, acting in good faith, brings a complaint forward or against an individual who has participated in an investigation or conduct process, as set forth in Redlands Policy 503 Title IX and Sexual Misconduct.

Sexual Harassment: Making unwelcomed sexual advances, requests for sexual favors and other verbal or physical contact or communication of a sexual nature, as set forth in Redlands Policy 503 Title IX and Sexual Misconduct.

Sexual Misconduct: Engaging in non-consensual contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior, as set forth in Redlands Policy 503 Title IX and Sexual Misconduct and Redlands Policy 504 Sexual Assault.

Slander: The utterance in the presence of another person of a false statement or statements, damaging to a third person's character or reputation.

Solicitation Through the Distribution - of any type of publicity, printed materials, handbills or advertisements without prior approval. Provided, solicitation shall be permitted on campus by registered student organizations which occurs in conjunction with regular student activities and campus events with the approval of appropriate Redlands officials.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or to suffer substantial emotional distress.

Theft: Possessing property that is known or should have been known to be stolen, taking property without the consent of the owner, even with the intent to return the property, or obtaining property by false pretenses.

Theft, Vandalism, Intentional Misuse, destruction, damage, mutilation or defacement of property of Redlands, property of other students, or members of the Redlands community.

Unauthorized Entry: Entering into, or using without proper authorization, any College building, facility, vehicle, equipment room, area or College approved housing. This includes unauthorized possession or use of College keys, computers, lock combinations or other special access codes or passwords.

Use of Tobacco Products: Using tobacco in any form or using electronic cigarettes (vaping) in or on campus, or at any campus sponsored events, is strictly prohibited, as set forth in Redlands Policy 513 Tobacco Free Campus.

Violations of the Law: Any violation of federal, state or local law while on Redlands premises or while engaged in any Redlands sponsored activity.

Weapons: Possession or use of firearms, weapons, ammunition, fireworks, dangerous chemicals and explosives, except where explicitly permitted on College and College campuses by Oklahoma law or by the College President. (Provided, that this section shall not be construed to prohibit students who are certified law enforcement officers subject to emergency call to possess firearms authorized by law, on school premises.) The term "weapons" as used in this provision, is intended to describe anything used or designed to be used to injure another person and encompasses any type of device that is used as an instrument of defensive or offensive combat as set forth in Redlands Policy 516 Weapons, Firearms, Ammunition, Fireworks, Explosives, and Dangerous Chemicals.

Treatment of Violations of the Student Conduct Code
Violations of the Student Conduct Code by any Active Student will result in disciplinary actions in accordance with this policy.

Violations of the Student Conduct Code by any Inactive Student may result in penalties including but not limited to a 6-month "Notice to Leave" from the Redlands campus and the placement of a disciplinary hold on the student account preventing enrollment in any credit or non-credit courses for the duration of the Notice to Leave. For the hold to be removed from the student's account, a meeting must occur between the Inactive Student and the Student Conduct Council. Based upon an individualized assessment of the circumstances, additional conditions on enrollment may be imposed.

In cases of repeated violations of the Student Conduct Code, the Investigating Officer may consider the student's disciplinary history and impose increasing punitive disciplinary sanctions; provided, no prior disciplinary history is required to impose sanctions appropriate to the severity of the violations(s).

Complaints
Any member of the College community (faculty, staff or student) or any person who is unaffiliated by the College who has knowledge of an alleged violation of the Student Code of Conduct may file a complaint against a student alleging that a violation of the Student Code of Conduct has occurred. The College may itself initiate a complaint.

- A Student Conduct Code Complaint Form shall be filed with the Institutional and Student Compliance Officer within ten (10) college business days of an alleged non-Title IX violation.
- If extenuating circumstances arise, a late complaint may be accepted with the Institutional and Student Compliance Officer within twenty (20) college business days of the violation.
- A Sexual Assault/Sexual Harassment Complaint Form should be filed with the Title IX Officer within ten (10) college business days of the violation if possible.
- If extenuating circumstances arise, a late complaint may be accepted by the Title IX Officer within twenty (20) college business days of the violation.
- The complaint must be submitted in writing, on the official violation complaint form, and signed by the complainant, and must include the date, time, place, name(s) of person(s) involved (e.g., the accused, witnesses) and sufficient detail to make a determination of whether disciplinary action may be warranted.
- The Institutional and Student Compliance Officer or the Title IX Investigator will make the determination as to whether an initial conference with the student is needed.
- If an initial conference is needed, a file will be created and notification will be sent to the student.
- If an initial conference is not needed, a file will be created and a memo-to-file will be created which outlines the rationale for this decision.
- Complaints may be initiated for incidents where concurrent criminal charges are pending. The College may adjudicate incidents without regard to either pending civil litigation or criminal prosecution. College conduct proceedings may proceed before, during or after court proceedings.
- Summary Suspension may be imposed to ensure the safety and well-being of members of the College community, to preserve College property, to ensure the student's own physical or emotional safety, or if the student poses a threat

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to, disruption of or interference with the educational environment or operations of the College.

- Summary Suspension is defined as action taken that prohibits a student from returning to campus except under specified restrictions. In instances when a student has been directed to leave the College premises, a meeting to review the matter shall be scheduled by the Institutional and Student Compliance Officer as set forth in this Student Conduct Code.

Notice of Allegations and Initial Conference
The student against whom the official complaint has been filed shall be given written notification, which will be sent to his/her official student email account, or by certified letter that a complaint has been filed and shall also be given at the same time:

- A copy of the complaint's substantive allegations, including the name of the complaining party, except where concerns of personal safety are involved. In such instances, the dissemination of information that would personally identify the complaining party at this stage shall be determined by the Institutional and Student Compliance Officer.
- Written notification of the specific Student Conduct Code violation(s) alleged to have been committed.
- Written notification of the time, date and place where the student will be given the opportunity to respond to the Institutional and Student Compliance Officer regarding the allegations contained in the complaint.

The Institutional and Student Compliance Officer shall meet with the student to discuss the allegations contained in the complaint. At this conference, the Institutional and Student Compliance Officer shall review with the student:

- The allegations contained in the complaint.
- The possible sanctions that can be imposed.
- The rights and responsibilities of the student under this Student Conduct Code.

The student shall signify in writing that he/she has been notified of the allegations contained in the complaint, the possible sanctions and his/her rights and responsibilities under the Student Conduct Code.

The student may be accompanied by an advisor during the conduct process. The advisor is limited to advising the student and may not present information, question relevant parties or make statements during the proceedings.

- At the end of this conference the student shall either deny or admit the allegations filed again in the event that the student admits the allegation(s) filed against him/her, the Institutional and Student Compliance Officer shall determine what disciplinary sanctions will be imposed upon the student and shall notify the student in writing, which will be sent to him/her official e-mail account or by certified letter, as to the details of these sanctions.
- In the event that the student denies the allegation(s) filed against him/her, the Institutional and Student Compliance Officer shall make a determination regarding the truthfulness of the allegations and shall notify the student in writing, which will be sent to his/her official student e-mail account or by certified letter, of that determination and the disciplinary sanctions that may be imposed upon the student.
- In the event that the student neglects or refuses to appear for the conduct hearing, the student shall be deemed in default and to have admitted that the allegations contained in the complaint are true. In such a case, the Institutional and Student Compliance Officer has the authority to hear the case without input from the student and impose disciplinary sanctions. Notification of the outcome of the hearing will be sent to the student's official student e-mail account or by certified letter within ten (10) college business days.

In order for a student to be found responsible, the information must support a determination that it is more likely than not, or by preponderance of the evidence, that a violation of the Student Conduct Code occurred. Hearsay evidence may be considered but will be weighed accordingly.

In cases of repeated violations of the Student Conduct Code, the Institutional and Student Compliance Officer may consider the student's disciplinary history and impose increasingly punitive sanctions.

Sanctions
Written Warning: An official written notice that the student has violated college policies and that a more

severe disciplinary action will result should the student be involved in other violations while the student is enrolled at the College.

Restriction: A limitation on a student's privileges for a period of time and may include, but is not limited to, the denial of the use of facilities or access to parts of the campus, denial of the right to represent the College, or denial of participation in extracurricular activities not associated with academics (e.g. intramural sports, attending campus events, participation in student organizations and teams).

Educational and Behavioral Change Requirement: Opportunities for personal development. These requirements can include, but are not limited to, a reflection essay, community service, seeking academic or personal counseling, participation in an ethics or decision making class, and other relevant educational opportunities.

Class Removal: The student shall be dropped from a class or moved to another section of a class. Faculty members, in consultation with the Institutional and Student Compliance Officer, reserve the right to interim suspend a student from class pending a hearing for alleged violations of the Student Conduct Code occurring in the classroom that substantially interfere with teaching or other students' ability to learn.

No Contact Order: An absolute prohibition from contact with specified person or persons in any form whatsoever, including, but not limited to, contact in person, by phone, electronically, or through another person. A No Contact Order may be implemented as an interim measure for issues regarding sexual violence or other Title IX issues. Violating a No Contact Order may result in suspension from the College.

Restitution: Compensation for the damage caused to the College or any person's property on campus. This is not a fine but rather a repayment for labor costs and/or value of property destroyed, damaged, consumed or stolen.

Probation: A specified period of time during which the student is placed on formal notice that he/she is not in good standing with the College and that further violations of College regulations could subject him/her to suspension or expulsion from the College.

Suspension: The exclusion from enrollment in classes and other privileges or activities for a definite period of time not to exceed five (5) years and until conditions which are set forth in the hearing outcome letter are met. Students who are suspended from the College are not permitted on campus or campus housing at any time for any reason during the period of suspension, unless otherwise permitted by the Investigating Officer. Notation on the transcript is not made; however a record of the action is maintained in the student's record in the Registrar's Office. Any refund of tuition or fees will be subject to the College's normal withdrawal policy.

Expulsion: Expulsion is when a student is ordered to be removed as a student of the College on an immediate and permanent basis. When a student is expelled, record of this action will be made a part of the student's permanent record and will be noted on the student's transcript. A student who is expelled will not be allowed to re-enroll at the College.

On appeal, the Student Conduct Committee cannot recommend sanctions other than suspension or expulsion to replace an original sanction of suspension or expulsion unless the recommendation is unanimous or the Student Conduct Committee finds that the student did not commit the associated violation.

Appeals
When disciplinary sanctions are imposed, the student may appeal the decision. The Student Conduct Committee shall review appeals for any and all sanctions including suspension or expulsion. If an appeal is filed, the student may at the same time request that the Institutional and Student Compliance Officer /Title IX Officer delay the imposition of the disciplinary sanctions until final resolution of the appeal. The Institutional and Student Compliance Officer /Title IX Officer shall have discretionary authority to approve or deny such a request.

Student Conduct Committee Hearing Request
In order for the student to appeal to the Student Conduct Committee, the student must complete the Student Conduct Committee Hearing Request Form in its entirety. A detailed rationale and supporting documentation of the reason for appeal must be provided with the Student Conduct Committee Hearing Request Form.

This form must be submitted to the Institutional and Student Compliance Officer /Title IX Officer within five

(5) college business days from the date of the receipt by the student of the determination of the Investigating Officer. Students may be contacted by the Institutional and Student Compliance Officer /Title IX Officer if additional information is needed during the appeal process.

If the student fails to submit the appeal on the approved form or does not follow the submission procedures outlined in the sanction notification letter within this five (5) day time period, the student may lose all rights to appeal the determination.

The hearing to consider the appeal of the student will be set at a date not more than fifteen (15) college business days from the date of the formation of the Committee.

Student Conduct Committee
A Student Conduct Committee shall be chosen within three (3) college business days of the receipt of a completed Student Conduct Committee Hearing Request Form. The Committee shall be comprised of the following:
- Two (2) College staff members selected by random draw from the Staff Student Conduct Committee Pool.
- Two (2) College faculty members selected by random draw from the Faculty Student Conduct Committee Pool.
- Two (2) College students selected by random draw from current student activity groups/organizations.
- The chairperson will be the Institutional and Student Compliance Officer. This chairperson is non-voting except in case of a tie.

Under no circumstances may a College student, staff, faculty member or department head serve on the Committee if such person is the complainant, a witness to the incident or personally knowledgeable of the incident. The Institutional and Student Compliance Officer /Title IX Officer shall represent the College in the hearing.

No less than two (2) College business days prior to the Student Conduct Committee hearing, the Chief Discipline Officer/Title IX Officer shall submit written materials to the Student Conduct Committee including all of the following:
- A copy of the original conduct code violation complaint form

- A summary of the facts of the incident(s) which form the allegations against the student.
- The names of all witnesses who will be called to testify against the student, and a brief summary of the expected testimony of each witness.
- The identity of any affidavit, statement or other document the designated administrator plans to introduce as an exhibit, as well as a copy of any such document not previously provided by the student.
- The time, date and location of the hearing.
- The procedure to be followed at the hearing.

The student shall provide to the Institutional and Student Compliance Officer /Title IX Officer within five (5) college business days:
- The names of all witnesses who will be called to testify for the student, and a brief summary of the expected testimony of each witness.
- The identity of any affidavit, statement or other document the student plans to introduce as an exhibit, as well as a copy of any such document not previously provided to the designated administrator.

Rights of the Student
The student has the right to be represented by a person of the student's choice, the expenses of which, if any, must be borne by the student.
- This person may be an attorney.
- If the student chooses to be represented, he/she must notify the proper official as designated by the President and identify the representative's address and phone number no less than five (5) College business days prior to the Student Conduct Committee hearing.

The student has the right to confront and cross-examine witnesses who give oral testimony. The student has the right to present witnesses, affidavits, statements and other forms of documentary evidence.

Rights of the Institutional and Student Compliance Officer /Title IX Officer
The Chief Discipline Officer/Title IX Officer has the right to request a representative and/or legal advisor if such legal counsel is approved by the Redlands Community College Board of Regents.
- The Institutional and Student Compliance Officer /Title IX Officer has the right to confront and

cross-examine witnesses who give oral testimony.

- The Institutional and Student Compliance Officer /Title IX Officer has the right to present witnesses, affidavits, statements and other forms of documentary evidence.

Investigating Officer

Hearings before the Student Conduct Committee shall be conducted in substantial compliance with the following procedure: Both the Institutional and Student Compliance Officer /Title IX Investigator and the student will be permitted to present opening statements of no more than five (5) minutes in length to the Committee, with the designated administrator speaking first.

The Institutional and Student Compliance Officer /Title IX Investigator will present evidence first, followed by the student.

- The oral testimony of all witnesses will be made under oath.
- Each party will be permitted to cross-examine any witness giving oral testimony on behalf of the other party after that witness has testified.

Each party will be afforded the opportunity to present closing arguments of not more than five (5) minutes in length to the Committee at the conclusion of the hearing, with the student speaking last. Proceedings before the Committee will be recorded. All Student Conduct Committee hearings will be closed meetings.

Burden of Proof

The burden of proving the existence of the violations upon which the complaint is based rests with Institutional and Student Compliance Officer /Title IX Officer. As to each violation, the Chief Discipline Officer/Title IX Officer must demonstrate that it is more likely than not that the violation occurred (also known as the "preponderance of the evidence" standard).

Evidence

Strict conformity to courtroom rules of evidence is not required in the hearing conducted by the Committee. Rulings as to the admissibility of evidence will be made by the Chairperson of the Committee. The Chairperson of the Committee has the authority to limit incompetent, unduly repetitious or irrelevant exhibits and testimony.

Committee Findings and Recommendation

The Student Conduct Committee shall base its findings and recommendation solely on the evidence presented or submitted during the hearing.

On each violation alleged and under consideration by the Committee, the Committee shall conduct a vote as to whether the violation occurred. If a majority of Committee agree that a particular violation occurred, the Committee's findings shall be that the violation occurred; otherwise, the Committee's finding shall be that the violation did not occur.

If the Committee finds that some or all of the alleged violations occurred, it shall consider and make a recommendation by majority vote regarding the appropriate level of discipline to be imposed, which shall include one or more of the disciplinary sanctions provided in Section 607:1.5 of this Student Conduct Code.

The Committee shall inform the President's Designee in writing of its findings and recommended sanctions, if applicable, within three (3) College business days.

The President's Designee shall inform the student in writing of the findings and recommendations of the Committee and the final resolution of the alleged violations within fifteen (15) College business days after receipt of the Committee's findings and recommendations.

STUDENT GRIEVANCES

Student Grievances - Policy

A student of Redlands Community College who feels that he or she has been treated unfairly by an administrator, faculty member, or other staff member may raise the issue through a grievance, provided no other College procedure is available to address the issue. Issues addressed in other procedures, such as grade appeals, appeals of disciplinary action, and complaints of prohibited discriminatory action, shall be pursued in accordance with those procedures.

Informal Resolution

The student shall seek informal resolution of the matter before filing a formal grievance. The student shall first raise the issue with the individual whose action is grieved. If the grievance is not resolved, the student shall raise the issue with that individual's immediate supervisor. The individual whose action is grieved shall be given the

opportunity to respond to, and to participate in, the informal resolution process. Absent resolution at this level, the student may then seek formal resolution of the grievance.

Formal Resolution

Before filing a formal grievance, a student shall first seek informal resolution of the grievance. If an informal resolution is not reached, a student may file a formal grievance by following the procedures published in the Procedures section of the Policies and Procedures Manual.

Student Grievances – Procedure
Formal Resolution

A formal grievance must be filed within twenty (20) business days from the event or action which is grieved. Failure to first seek an informal resolution, or failure to file the formal grievance within this twenty (20) day period, will constitute a waiver of any right to pursue the grievance. The grievance must be submitted, in written form, to the individual whose action is grieved and to that individual's immediate supervisor. The individual whose action is grieved shall be given the opportunity to submit a written response to the grievance. If the grievance is not resolved at this level, the student may submit the grievance to the individual at the next level of administration above the immediate supervisor. Absent resolution, the student may submit the grievance to the individual at each succeeding level of administration, proceeding up the organizational flow chart, to the staff person who reports to the President who has administrative authority over the individual whose action is grieved. At each level of the formal grievance process, the grievance must be submitted in writing; the individual whose action is grieved, shall be given the opportunity to respond; and written notice of the decision shall be given to the student and to the individual whose action is grieved within ten (10) business days after submission of the response to the grievance. The decision of the staff person who reports to the President shall be the final institutional decision on all formal student grievances.

Additional Policies and Procedures

Redlands Community College is committed to creating and maintaining a community where all persons who participate in College programs and activities can work and learn together. All college policies and procedures, including but not limited to Title IX, Sexual Misconduct,

Nondiscrimination, Complaints, Drug-Free Campus and Alcohol, can be found at my.redlandscc.edu.

STUDENT ACTIVITIES

All student activities, except intercollegiate events, are coordinated through the office of the Student Organizations Coordinator. Students are encouraged to become involved with campus activities. Opportunities are available for social growth and the development of leadership qualities.

Intercollegiate Activities
All members of competitive teams must abide by the policies and procedures in the Student Competitive Teams Handbook.

Athletic Teams
Redlands Community College is a member of the National Junior College Athletic Association and the Bi-State West Athletic Conference. The mascot is the Cougar. Competitive sports include:

Women's Basketball
Women's Cross Country
Women's Golf
Women's Soccer
Men's Baseball
Men's Basketball
Men's Cross Country

Beef Team
The Redlands Beef Team competes in contests such as Oklahoma State Fair, Tulsa State Fair and Fort Worth Stock Show. Team members learn effective communication and leadership skills, teamwork, and analytical thinking with fellow peers at Redlands.

eSports Team
The Redlands eSports team is a member of the NJCAAE. Our players gain experience working as a team by competing in tournaments against other colleges playing games such as Valorant, Super Smash Bros Ultimate, Rocket League, Overwatch 2, Warzone 2.0, Fortnite, Apex Legends, Mario Kart and more. We have a fully equipped eSports gaming room on campus for our players to use for practice and competitions.

Livestock Judging Team
Redlands Community College has an active Livestock Judging Team on which team members learn the fundamentals of judging livestock and presenting oral

reasons. The Livestock Judging Team competes in state and national competitions.

Redlands Academic Team

Redlands Community College has an academic quiz bowl team. The quiz bowl team is considered the varsity sport of the mind with questions ranging all across the college curriculum. The team competes with other colleges in the state and region to qualify for nationals. Redlands academic team meets regularly to practice and hosts several high school or middle school tournaments throughout the year. The team began in 2011 and has won many awards and titles.

Shooting Sports Team

The Redlands Shooting Sports team is entering its second year of competition. Team members travel around the region competing in trap, skeet and sporting clays.

STUDENT CLUBS AND ORGANIZATIONS

Redlands Community College encourages all clubs and organizations to increase participation and student involvement by hosting campus activities. Any organization or club wishing to host an official college-sponsored event must have written permission from the sponsor and/or president of the organization at least one week prior to the event.

Aggie Club

The Redlands Aggie Club gives agricultural students an opportunity to gain skills and leadership, team building, and fundraising along with the chance to build a great industry network and lifelong friendships.

Agriculture Ambassadors

Agriculture Ambassadors is a select group of students dedicated to enhancing the image of and interest in the agriculture community and the Redlands Department of Agriculture. Ambassadors visit area Oklahoma FFA chapters, host prospective students on campus, speak on behalf of the Agriculture Department and participate in service learning activities in the community.

Art Club

The Art Club provides an opportunity for students interested in various forms of art to come together and support one another in pursuing the arts and creating college or community projects.

Baptist Collegiate Ministries

Baptist Collegiate Ministries is an off-campus organization which provides opportunities for Christian nurture, fellowship and service. Membership is open to students of all faiths.

Book Club

Do you love to read? The Redlands Book Club was created to bring the college community together to engage in discussions about books from a variety of genres.

Chess Club

The Chess Club provides an opportunity for students interested in chess to gather together and play, compete, and strategize the game of chess.

Dungeons & Dragons Club

The Dungeons & Dragons Club is an avenue for students interested in the role-playing game to come together, socialize and enjoy D & D.

eSports Club

The Redlands eSports Club offers students an opportunity to come together and have fun playing a variety of video games with your fellow students. We have a fully equipped eSports gaming room on campus for our students to use Monday – Friday with PCs and Switches currently available.

Fellowship of Christian Athletes

FCA is an organization open to all students, but the primary focus is to present to athletes and coaches and to all whom they influence, the challenge and adventure of receiving Jesus Christ as Lord, serving Him in their relationships and in the fellowship of the church.

Native American Student Organization

The Native American Student Organization (NASO) helps promote Native American culture and fellowship among all students on campus. NASO is open to all students and works with community partners to provide academic, social, and cultural support.

Phi Theta Kappa

Phi Theta Kappa is the largest international honor society for American two-year colleges. Membership in PTK is conferred on those two-year college students who have established academic excellence, as judged by the college faculty. Initiates must have completed at least 12 hours of two-year college work, must be judged of good moral character, and must possess qualities of good citizenship. To be eligible for membership in the Alpha Beta Upsilon chapter, initiates must have met these requirements and have obtained a 3.25 GPA for one semester. After becoming a member of PTK, it is necessary to maintain a 3.0 GPA in order to remain a member in good standing.

Phi Theta Kappa Alumni
Gamma chapter of Phi Theta Kappa Oklahoma Alumni is a community-based organization for members of PTK who wish to continue their participation in the society after leaving the two-year college. Any person who joined PTK while attending a two-year college is eligible for membership in this organization. Gamma chapter serves primarily as a support group for Alpha Beta Upsilon chapter, but also offers its members opportunities to participate in PTK activities at the local, regional, and international levels.

Photography Club
The Photography Club strives to inspire people to enjoy taking photographs and improve their camera skills.

Pre-Nursing Club (PNC)
The PNC at Redlands Community College seeks to support all Redlands Community College pre-nursing students or those interested in the nursing profession both academically and socially by providing opportunities to learn about nursing specialties through guest speakers, academic and career pathways, our nursing program, and activities you can participate in while networking with current nursing students, faculty, staff, and members of the community. The PNC offers students an opportunity to interact with a diverse, undergraduate student, faculty, staff, and community population to learn about current nursing needs, trends within the healthcare community, and the nursing programs passion to address healthcare disparities.

Redlands Ambassadors
The Redlands Ambassador Program is a leadership program that allows students to enhance their leadership and communication skills as well as add to their academic resume while serving as the college's greatest advocates. Redlands Student Ambassadors give campus tours to prospective students and families, maintain full-time student status and a minimum 2.75 GPA, attend mandatory meetings, participate in leadership workshops and community service projects, and assist with special events as needed. Ambassadors are selected at the beginning of each academic year. Applications must be submitted to Admissions and Advising.

SAGA – Sexuality & Gender Alliance
SAGA provides an opportunity for fellowship, support and celebration of all sexuality and gender identities among students and gives them an opportunity to participate in activities throughout the college and community. SAGA is an organization for and run by students, and membership is open to all students regardless of sexuality and gender; allies are welcome!

Student Nursing Association
The Redlands Community College Student Nursing Association is designed to advance the professionalism of nursing students by giving them the chance to meet each other and their instructors in a non-structured setting, as well as to meet students from around the state at conventions. Both category I and category II nursing students can join the group, which combines professional development with instruction and community service.

Student Government Association
The Redlands Student Government Association exists to be the voice of our students here at Redlands and in the community. RSGA encourages participation in elections, city council meetings and political activities regardless of party affiliation, and works with the Oklahoma Student Government Association in advancing higher education for all Oklahoma students. RSGA is a great way to enhance leadership skills and gain practical experience in exercising our voice. RSGA meets regularly throughout the year and would love to hear from any student who has ideas or would like to be a part of the college voice.

Sustainable Living Club
Redlands' Sustainable Living Club provides an opportunity for students to learn and share practices. The club also provides an avenue for creative college and community projects.

RECREATIONAL OPPORTUNITIES
Fitness Center
Full-time students may utilize free of charge the Fitness Center, which includes the wellness center, the racquetball court and the walking area in the gym. Wellness classes are available throughout the year at an additional cost.

Fitness workout equipment, treadmills and stationary bicycles are available. Students may use the Fitness Center during specified times with a valid student ID. Times vary each semester. Anyone living in the Redlands Community College service area may purchase individual or family passes for this program from the Athletic Office. For current information call 405.422.1418.

Gymnasium
The gymnasium may be used for walking and stretching exercises from 6-9 a.m. and from 12-1 p.m., Monday through Friday.

Racquetball
Students may use the racquetball courts with a valid student ID. Hours are: 6 a.m. to 8 p.m., Monday through Friday and 8 a.m. to 12 p.m. on Saturday.

Supervision of Children
Individuals too young to be admitted to Redlands Community College are required to be under the supervision of a responsible adult at all times while on campus. Students are not allowed to bring children to class or to any of the instructional laboratories.

The security officer on duty should be notified if unattended children are observed or if poorly supervised children interfere with the educational process. Adult students who are responsible for disruptive children may be subject to disciplinary procedures.

Athletic Game Schedules
Athletic schedules are available at www.redlandscc.edu.

BOOKSTORE & CAMPUS STORE
Textbooks and course materials are available through our virtual Barnes & Noble College bookstore. Students can comparison shop for textbook purchases and rentals online at bncvirtual.com/redlandscc. Purchases using financial aid are also made through the platform. Textbooks purchased through the online retailer can be shipped to Cougar Corner for pick up.

Cougar Corner in the Ray Porter Academic Complex is the go-to place for Redlands gear, greeting card, electronic accessories, snacks, salad bar (Mon-Thur) or even a hot breakfast each morning of the week.

Store hours are Monday-Thursday from 7:30 a.m. until 5 p.m. and Friday from 7:30 a.m. to 4 p.m. Summer hours are Monday-Thursday, 7:30 a.m.-5 p.m.

EMPLOYMENT SERVICES
Employers may contact the college through Career Education requesting assistance in locating either part-time or full-time employees. Computerized job listing services are also available. A limited number of students are employed by the College as departmental assistants.

EARLY COLLEGE AWARENESS
Concurrent Enrollment
By enrolling in concurrent classes available through Redlands Community College, high school students can begin earning their college degree while still in high school. The general education classes will satisfy general education requirements at virtually every institution of higher education in Oklahoma as well as most other states. Students who wish to concurrently enroll should contact their high school counselor for enrollment instructions or call Admissions and Advising at 405.422.1417 for more information.

Upward Bound Program
Redlands Community College TRIO Upward Bound is an intensive, year-round, college preparatory program. Our mission is to assist low-income, first-generation, college bound, high school students in attaining the necessary skills to achieve college admission and completion of their baccalaureate degree.

Redlands Community College TRIO Upward Bound prepares students academically, culturally, and socially to succeed at the post-secondary level and provides fundamental support to participants in their preparation for college entrance. Upward Bound serves high school students from El Reno, Calumet, Geary, Hinton, Minco, and Union City.

The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.

FOUNDATION AND ALUMNI
The Redlands Community College Foundation, Inc. was established in 1976 for the sole purpose of providing support for programs and activities which strengthen the quality of instruction and expand educational opportunities for students enrolled at the college.

The Redlands Community College Foundation, Inc. is governed by a Board of Directors and managed by an Executive Director. The Board of Directors is responsible for managing all contributions and assets of the Redlands Community College Foundation in a responsible manner in order to ensure maximum benefit for the college.

The Redlands Community College Foundation, Inc. is legally and fiscally separate from the College and is a 501(c)(3) charitable corporation organized under the laws of the state of Oklahoma. Contributions to the Redlands Community College Foundation may be tax deductible.

Alumni and Friends Association
The Redlands Community College Alumni & Friends Association was organized in 1986 to benefit the students, faculty, and former students of the college by participating in various community activities and events.

MEDICAL EMERGENCIES
Accidents on campus requiring emergency assistance should be reported to Security.

TRAFFIC AND PARKING REGULATIONS
The following traffic and parking regulations apply to any person operating a motor vehicle on campus:

- All vehicles must have a current College parking decal on display.
- Parking is allowed only in designated areas.
- No parking or driving is allowed on grass areas.
- Students shall not park in areas marked handicapped parking or loading and unloading zone without a special permit.
- Traffic flow directions must be followed.
- The speed limit on all campus property is 10 miles per hour.
- Inoperable vehicles left unattended on campus property for five business days may be towed at owner's expense.

Fines may be assessed for violation of Redlands Community College traffic and parking regulations. Vehicles found in violation of the parking regulations may be receive a parking ticket. The first violation is $25, second is $50, the third and additional violations may result in the vehicle being towed at the owner's expense.

To review the full Parking Policy and Procedure, visit my.redlandscc.edu.

SECURITY
Campus security is available 24 hours a day. If it is a life threatening situation, call 911 immediately. For security assistance, call 405.422.6200 at any time.

STUDENT ID CARDS
All students must obtain a Student Identification (ID) card. There are two ways to do this:

1. Visit Admissions & Advising Office and have a plastic ID card created.
2. Download the "Touchnet 360U" app from the Google Play or Apple App Store and create a digital Student ID card.
   a. Student ID photos uploaded through the 360U app will go through an approval process before being released for use on the ID cards.

What is the purpose of the Student ID card?

- Used for student identification on campus for safety and security of students and employees
- Students can add funds onto their plastic or digital ID cards to make purchases in the Cougar Corner Store
- Students can get free admission to athletic events and the Redlands Fitness Center

How do students add funds to their cards once created?

- Log in to "Go Redlands" and access the OneCard tile to load funds onto the card OR
- Log in to the "Touchnet 360U" app to load funds onto the card OR
- Visit the Business Office on campus to load funds onto the card

Note: if there are any remaining funds on the ID card when the student leaves Redlands, there is a $25 fee to request a refund check on those funds

LEARNING RESOURCES CENTER
Hours: Monday-Thursday 8 a.m.-5 p.m. and Friday 8 a.m.-4 p.m. (Changes in hours will be posted in advance.) During the summer, campus is closed on Fridays.

The A.R. Harrison Learning Resources Center (LRC) is located at the north end of the multimedia Lifelong Learning Center. The LRC provides access to print resources and electronic databases of articles, eBooks, reference materials, and streaming videos. Laptops are available to check-out. There are four study rooms located in the LRC that are available to book for small or large study groups.

Information about the LRC can be found on the website at   redlandscc.edu/content/learning-resources-center. Access to electronic databases is provided remotely through Canvas (the learning management system). After signing in, click on the Start Here module, then Library Research and Information.

Books not held locally are available through interlibrary loan and the OK-Share program. Reserve materials, Internet access, and printer/copier are also available for student and faculty use in the LRC.

The computer lab is open to students and faculty whenever the LRC is open and/or there are classes in session in the Multimedia Lifelong Learning building.

Students using computers on any Redlands campus must comply with the Network Acceptable Use Policy and Procedures in the following section.

ACCEPTABLE USE OF REDLANDS ENTERPRISE NETWORK POLICY

Statement of Policy

Redlands Community College ("Redlands") has made significant investments in telecommunications technology to promote and support the exchange of information in furtherance of the mission and goals of the College. Use of these resources must be consistent with the mission, goals, and policies of the College and must be in compliance with applicable law. Every computer account, user account, e-mail mailbox, phone extension, and voicemail mailbox (collectively, "Account") issued by the College remains the property of the College.

Applicability of Policy

This policy applies to all use of the College telecommunications technology, including, but not limited to, servers, desktops, laptops, telephones, printers, switches, firewalls, and any other network, equipment, hardware device and software that could be utilized in any manner and for any purpose (collectively, the "Redlands Enterprise Network" [REN]) and Internet access through the REN for any purpose.

Authorized Users

The authorized users of the REN are those persons who are members of the College community or who have specific authorization to use the REN. For purposes of this policy, the students, employees, and staff, including contractors, of the College are considered to be the members of the College community. The person to whom the Account is issued is responsible for the Account and its use. This responsibility continues until the person is no longer a student, employee, or contractor of the College, at which time all rights regarding the Account are terminated. College Alumni are the exception to this policy. Alumni shall retain access to their College-issued e-mail mailbox, which requires a limited access Account. Using another person's Account or allowing someone else to use an Account makes both parties subject to disciplinary action. Guidelines for keeping an Account secure are published in the Procedures section of the Policies and Procedures Manual.

Prohibited Use of Redlands Enterprise Network

The use of the REN is prohibited for:

- illegal purposes;
- transmitting threatening, obscene or harassing materials;
- interfering with or disrupting network users, services, or equipment (disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses, and using the network to make unauthorized entry to any other computers accessible via the network);
- profit-making from the selling of services and/or the sale of network access;
- excessive private or personal business.

Specifically Prohibited Activities

The following activities are specifically prohibited:

- tampering with Redlands Community College-owned computer or communication hardware and/or software;
- defining and/or changing IP addresses on any machine;
- intercepting or attempting to intercept e-mail and file transfers;
- originating or attempting to originate mail from someone else;
- attempting to sign in to computers without an Account.

Account Data

Access to data within Accounts issued by Redlands Community College without written permission of the authorized Account user is prohibited. However, if probable cause exists to believe such data files or programs contain information relevant to a College business requirement or legal proceeding, a person other than the authorized Account user may examine such data files or programs. Permission for such access may be granted only by the Colleges President. Access to accounts and/or data by the Information Technology Department for routine REN maintenance work is permitted.

Disclaimer of Liability

Redlands Community College is not responsible for, and shall not be held liable for, the actions of users of the REN, or for damages caused or suffered by such users. Further, the College is not responsible for, and shall not be held liable for, any loss of data, for delays, non-deliveries, mis-deliveries, or for service interruptions. The College is not responsible for the accuracy or quality of information obtained through the use of the REN.

Suspension and Revocation of Privileges

Access to and use of the REN is a privilege. Inappropriate or unauthorized use will be grounds for suspension or revocation of REN access and use privileges. Any use or

attempted use of the REN which is in violation of any applicable College policies or procedures shall be grounds for suspension or revocation of REN access and use privileges. Confirmed misuse of the REN may also result in liability for monetary damages and for expenses incurred by the College in connection with the misuse; expulsion from the College; termination of employment; and/or legal action. One who misuses the REN may be subject to civil lawsuits and prosecution for criminal offenses.

Standards and Conditions of Use
Use of the College Network must be in compliance with all applicable College policies and procedures. The standards and conditions of use are published in the Procedures section of the Policies and Procedures Manual.

ACCEPTABLE USE OF REDLANDS ENTERPRISE NETWORK PROCEDURE

Guidelines for Account Creation
System access, based on user need, is requested via an Information Services (ITS) ticketing system. Requests for access must be submitted by the automated Human Resources system (HR initiated) or by the relevant Department Head.

If the request does not issue from either of the above sources then requests for system or data access will be directed to the following employees:
• Student Data – Executive Director of Student Services or Registrar
• Employee Data – Director of Human Resources
• Financial Data – Executive Vice President
• Surveillance Cameras – Executive Vice President
• Other Access – Case by case basis.

Faculty and Staff Accounts are created only after written notification from the Office of Human Resources. A manual process that includes creation of an Account using industry standard least user access privileges is performed. The employee will then set up a single sign-on account through Go Redlands by entering their personal email address and/or cell phone number.

Student Accounts are created automatically through a standard process that includes exportation of user information from a student information system into an authentication system. Unique usernames are provided directly to the student by the Admissions and Advising office. Students will set up a single sign-on account

through Go Redlands by entering their personal email address and/or cell phone number.

Contractor Accounts are created only after written notification by the College's CFO of a contractual requirement. The management of the Technology Department shall review the access requirements on an individual basis and provide an Account using industry standard least user access privileges needed to fulfill the contract obligations.

Support Accounts are created as needed and identified to the management of the Technology Department. The management of the Technology Department will review the access requirements on an individual basis and provide an Account using industry standard least user access privileges needed to fulfill the contract obligations.

Guidelines for Keeping Account Secure
• Account log-on information (username and password) should not be shared with anyone for any reason at any time.
• The account holder will set up his/her account by following the prompts on the Go Redlands webpage.
• Passwords must be a minimum of nine (9) characters, should include upper and lowercase letters, and should have at least one (1) number.
• Account users should not use items of common knowledge about themselves as passwords (such as birthdate, child's name, favorite pet, etc.).
• Any user who suspects that his or her Account security has been breached should contact the Department of Technology's Helpdesk for remediation immediately.

Suspension and Revocation of Privileges
An authorized user's privilege of accessing and using the REN may be suspended or revoked by the College President or his or her designee.

Grounds for Suspension or Revocation of Privileges
• Inappropriate or unauthorized use or attempted use of the REN.
• Use or attempted use which is in violation of any applicable College policy or procedure, including Prohibited Use of Redlands Enterprise Network Policy, Specifically Prohibited Activities Policy, and the Standards and Conditions of Use Procedure.
• Loss of status as an authorized user as defined in the Authorized User Policy for any reason.
• Account inactivity for longer than one (1) year. Redlands Community College will keep student

email accounts indefinitely as long as they show use via login. If the student account is inactive for over one (1) year, the student account will be permanently deleted with no chance of recovery.

Procedure for Suspension or Revocation of Privileges
Any time the College President has reason to believe grounds for suspension or revocation of a user's privileges exist, the President, or his or her designee, is authorized to suspend the user's privileges, without prior notice. Any such suspension will be followed by notice of the suspension to the user and by a determination of whether the user's privileges should be revoked. If access and use privileges are revoked, the affected user will be notified. If reinstatement of privileges is possible, the affected user will be notified of the conditions and requirements for reinstatement.

Standards and Conditions of Use
The following standards and conditions of use are applicable to all users of the REN, as defined in the Acceptable Use of Redlands Enterprise Network Policy.

- The REN shall not be used in violation of any College policy or procedure, any city, state or federal law, or any contractual obligation of the College.
- Use of the REN shall be in compliance with the standards of the Oklahoma Higher Education OneNet Network.
- Software shall not be installed on, copied or downloaded from the REN, without the express written consent of the management for technology.
- Hardware shall not be connected to the REN without the express written consent of the management for technology.
- Personal files and data shall not be saved or stored on the REN.
- Students will receive emergency and non-emergency notifications to their Redlands email address from the College as needed.
- Users shall not allow the display on REN computer screens of images, sounds, or messages that could create an atmosphere of discomfort, harassment or intolerance to others in the vicinity.
- Users shall not use the REN to engage in any conduct that is calculated to harass or to cause embarrassment, shame, or intimidation.
- Users shall not misuse or damage any component of the REN or take action calculated to cause any such damage.

- Unauthorized use or attempted unauthorized use of the REN is considered misuse of the REN and is grounds for suspension and/or revocation of a user's access and use privileges.
- Academic and research activities shall be given priority in the event of a conflict over use of the College's computer lab(s) resources. The priorities for use of the College's computer lab(s) resources are:
  - First: College students, organizations and groups that have reserved exclusive use of the lab(s);
  - Second: College students who are enrolled in classes that require the use of specific software that is installed on a limited number of computers in the College's computer lab(s);
  - Third: Students and faculty who wish to access the lab(s) for educational uses;
  - Fourth: Persons who are not students or staff of the College, but have reserved use of the computer lab(s) to access data processing, indexing, or textual information from the REN or the Internet.
  - Fifth: Other general users of the College or the Community using the lab(s) for acceptable recreational use.
- Users shall not rely upon College staff that monitor or supervise the computer lab(s) to provide training in computer or Internet usage.
- Campus printers require the use of the Campus Card in order to print.
- Users who are disruptive will be asked to leave the computer lab(s) and, if necessary, will be removed by Security.
- Users whose conduct is in violation of any standard or condition of use contained in this procedure will be asked to leave the computer lab(s) immediately and, if necessary, will be removed by Security.
- Users are strongly discouraged from bringing children under twelve (12) years of age into the computer lab and any person under sixteen (16) years of age shall be accompanied by an adult while in the computer lab(s). Children are not authorized users of the REN. If a child is disruptive in the computer lab(s), the child and the adult accompanying the child will be asked to leave and, if necessary, will be removed by Security.

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Technology Assistance

Please contact the Redlands Community College Technology Support Services at 405.422.1288 or Technology.Support@redlandscc.edu for help with access issues in regards to:

• Online courses
• GoRedlands
• Self-Service
• Student email

RELEASE OF STUDENT INFORMATION AND ACCESS TO STUDENT RECORDS

Public Law 93.380 (also known as the Buckley Amendment, also known as the Family Educational Rights and Privacy Act of 1974 as amended) has reference to the release of student information. The law permits the release of directory information unless the student requests this information not be released.

Directory information as defined by Redlands Community College includes the student's name, major, classification, current mailing address, cell phone, Redlands email address, dates of attendance, enrollment status (full-time/part-time), degrees and awards received, photograph, the name of the institution attended immediately prior to admission to the College, participation in officially recognized activities and sports, and weight, height, and hometown of members of competitive teams.

Students wishing to withhold directory information at any point during their time enrolled at Redlands must notify the Registrar's Office. The Registrar's Office must be notified in writing, via an in-person visit, fax or email from the student's own Redlands email account. The Registrar's Office is located in the Ray Porter Building on the Redlands Community College campus at 1300 S. Country Club Rd., El Reno, OK 73036. The fax number for the Registrar's Office is 405.422.1242 and the email address is records@redlandscc.edu. In the written notice, the student must give his/her name, address, telephone, student ID number, and a statement requesting a block on his/her directory information. The block will remain in effect until revoked by the student. If the student would like to allow others to access his/her information, the student must provide the same information listed above as well as the name of the person(s) who may have access and what information can be made available.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, vice president, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The rights to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her

professional responsibility. Upon request, the College discloses educational records without consent to officials of another school in which a student seeks or intends to enroll. Another exception which permits disclosure without consent is disclosure to relevant College, law enforcement or other officials as related to a health or safety emergency. Disclosure without consent is permitted in specifically defined health and safety emergencies that may affect the student him/herself, other students, or employees and visitors to the College. Disclosure of confidential information to parents, if the student is enrolled in a college-level course, is not permitted regardless of the student age. Written consent from the student must be given to the College that specifies the type of information to be released, to whom the information may be released and the time period for which the written consent is valid. For more information about the disclosure guidelines in FERPA, please visit the FERPA website at

www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW. Washington, D.C. 20202-4605

ACADEMIC INFORMATION

ARTICULATION-TRANSFERRING CREDITS

A student who has completed the Associate in Arts or Associate in Science degree requirements at Redlands Community College may transfer into a Bachelor's degree program at any senior institution in the Oklahoma State System of Higher Education and be assured of completing a program of studies in an orderly fashion. These assurances are a part of the articulation policy of the Oklahoma State Regents for Higher Education. Copies of the entire Policy Statement on Articulation of Students Among Institutions in the Oklahoma State System of Higher Education are available for student viewing in the Admissions and Advising Office.

CLASSIFICATION OF STUDENTS

Freshman
0 - 30 semester hours earned

Sophomore
31 or more semester hours earned

Full-Time Student
A student enrolled in 12 credit hours or more during a regular semester or 6 credit hours or more during a summer session.

Less than Full-Time Student
9 - 11 credit hours are classified as three-quarter time
6 - 8 credit hours are classified as half time
5 or less credit hours are classified as less-than-half time

GRADING SYSTEM

Final grades are reported for each student for every course undertaken accordingly.

A semester hour is the unit of credit at Redlands Community College and is defined as the amount of credit given for one clock hour in class per week for 16 weeks (or the equivalent). Most classes meet three hours per week and, therefore, carry three semester hours of credit.

Grades used in calculating Grade Point Average (GPA) are calculated on a 4.0 basis as follows:

Grade	Definition	Grade Point Per Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0

Other Symbols

I—An incomplete grade (*I*) may be used to indicate that additional work is necessary to complete a course at the discretion of the instructor. It is not a substitute for an *F*. To receive an "I" grade, the student must have satisfactorily completed 70% of the required coursework for the semester as defined by the instructor. The maximum time limit to satisfy the *I* will be one semester (Spring or Fall) from the date the *I* grade was issued, with the instructor having the option to reduce the time limit at their discretion. *I* grades not changed by the instructor within this time will be changed to the grade specified by the instructor upon issuing the *I* that is the score of all course work required in the current semester course syllabus. An incomplete form from the faculty member consisting of the requirements for removal of the *I* will be submitted to the Registrar with the final grades.

AU—Audit status is available for any person eligible for regular enrollment, with the consent of the Registrar. Audit status is used for a student not interested in obtaining a course grade, but who is enrolled simply to get course information. The deadline to change enrollment status from a credit to an audit will be the eighth week of a 16-week semester or the fourth week of an 8-week semester. If a student wishes to change to an audit after the deadline, he or she must have the instructor's permission. The student who is in audit status must adhere to the instructor's policies on course work and attendance.

W—A withdrawal grade of (*W*) is issued when a student initiates a withdrawal during the institution's allowable withdrawal period. An institution's withdrawal period for a *W* shall begin after the last day of the drop period and shall not exceed three-fourths of the duration of the class length. The *W* grade is GPA neutral.

AW—An administrative withdrawal (*AW*) may be initiated by the instructor to indicate a student has been involuntarily withdrawn by the institution. Such institutional penalties must follow formal institutional procedures. The *AW* grade is GPA neutral.

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

Grading Scale
Grade Definition Grade per points semester hour
A* Excellent..4
B* Good..3
C* Average 2
D* Passing 1
F* Failure 0
I Incomplete 0
W Withdrawal/Passing..0
P Satisfactory Completion 0
NP Unsatisfactory Completion 0
AU Audit-No Credit 0
AW Administrative Withdrawal/ Non-Attendance......0
*Used in calculating GPA

Appeal of Grades
When a student believes that a final grade he or she received is inaccurate, a grade appeal may be initiated. The appeal will follow a specified procedure and must be initiated within one full semester after the grade was awarded. (A full semester is defined as a fall or spring semester).

A. In general admission program classes, students wishing to appeal a grade must first discuss the grade with the instructor who assigned it.
B. If a student desires further action, a written summation of the grade appeal should be submitted to the appropriate Department Head. After the written appeal is received, a meeting will be scheduled within one week by the Department Head. The student, the instructor, and the Department Head will be present in the meeting. Within 24 hours after the meeting, the Department Head will arrive at a decision and will submit this decision in writing to the instructor and to the student. If the instructor of the course is also the Department Head, the Vice President for Academic Affairs or their designee will be the next level of the grade appeal and shall assume the responsibilities of the Department Head.
C. If the student or the instructor desires to appeal further, he or she should appeal to the Appeals Committee. Within one week after receiving the decision from the Department Head, the written appeal must be submitted to the administrator in charge of academic instruction who will, in turn, notify the Appeals Committee. The Committee will meet within one week after the administrator in charge of academic instruction receives the written appeal. The Appeals Committee, chaired by the Chairperson of the Standing Institutional Committee on Curriculum, will consist of one (1) faculty member appointed by the President of the College, one (1) faculty member appointed by the President of the Faculty Senate, one (1) advisor appointed by the administrator in charge of Admissions and Advising, one (1) faculty member appointed by the Department Head involved in Step B, and one (1) student appointed by the Student Activities Coordinator. At this point the student and/or the instructor may designate and identify one (1) other person to be present and participate in the Hearing. The name and official capacity of this person must be stated in the written appeal sent to the administrator in charge of academic instruction. The student, the instructor, and the Department Head will also be present. The Appeals Committee will reach its decision by secret ballot reflecting a simple majority. The student and the instructor shall be notified in writing within 24 hours. The action of the Appeals Committee is binding. The student or instructor may appeal the decision to the Board of Regents of the College through the President of Redlands Community College.

Final Grades
Instructors are required to submit to the Registrar's Office a final semester grade for each student whose name appears on the official roll and grade sheet. The official records of student grades are permanently filed in the Records Office.

Grade Changes
A grade recorded in error may be changed only by the instructor within the following semester. All other

requests for grade changes will be approved by the instructor and the appropriate Department Head.

Repeated Course Work
A student shall have the prerogative to repeat courses and have only the second grade earned if the grade is a D or an F, regardless of whether it is lower than the first grade, count in the calculation of the GPA (up to a maximum of four courses but not to exceed 18 hours). The second course with its grade will be listed in the semester earned. The Explanation of Grades section of the transcript will note only the second grade earned is used in the calculation of the retention and graduation GPAs. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the retention and graduation GPAs.

Academic Reprieve
Students who can demonstrate extraordinary circumstances which contributed to or caused poor performance in a previously completed semester or term may request an academic reprieve through the Registrar's Office within the following guidelines:
1. Prior to requesting academic reprieve, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses;
2. The request may be for one semester of enrollment or two consecutive semesters of enrollments. If the reprieve is awarded, all grades and hours are included during the semester(s) for which a reprieve has been requested. If the student's request is for two consecutive semesters, the Registrar may choose to reprieve only one semester;
3. The student must petition for consideration of academic reprieve according to institutional policy; and
4. All courses remain on the student's transcript, but are not calculated in the student's GPA. Course work with a passing grade included in a reprieved semester may be used to demonstrate competency in the subject matter. However, the course work may not be used to fulfill credit hour requirements.

Academic Renewal
Students who have had academic trouble in the past and who have been out of higher education for a number of years may recover without penalty and have a fresh start by requesting an academic renewal. Students may apply for a renewal within the following guidelines:

1. At least three years must have elapsed between the last semester being renewed and the time the renewal is being requested.
2. Prior to requesting Academic Renewal, the student must have earned a minimum of twelve credit hours (excluding activity or performance courses) with a grade point average of 2.0 or higher. During this period, no grade lower than a "C" may have been earned in any regularly-graded coursework.
3. The renewal will be for all courses completed before the date specified in any approved renewal. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements.

A student may receive only one Academic Reprieve or one Academic Renewal during his/her academic career. Semesters or terms reprieved will continue to appear on the official college transcript, but will be noted with an #. The transcript legend will further note that reprieved/renewal coursework is not used in the calculation of the retention/graduation grade point average but is used in the calculation of the cumulative grade point average.

ACADEMIC LOAD
A student is considered full time when enrolled in 12 or more credit hours during a semester. However, a student who plans to complete a degree program in two years should remember degree requirements vary and the minimum number of credit hours for degree completion is 60. No student will be permitted to enroll in more than 18 semester hours during any traditional semester without permission of the Vice President for Academic Affairs.

Course Descriptions
The number assigned to each course reflects specific information:

• The first digit denotes course level.
• Courses numbered 0001 to 0999 are zero-designation courses, which satisfy remediation requirements and do not count toward the completion of the student's college degree.
• Courses numbered 1000 to 1999 are primarily freshman level courses.
• Courses numbered 2000 to 2999 are primarily sophomore level courses.
• The second and third digits identify the course within the total offerings of the department.

- The fourth digit denotes the number of credit hours assigned to the course. Courses offered for a variable number of credit hours end with the numbers 1-4.

RETENTION STANDARDS

The following standards determine the retention of students at Redlands Community College. Failure to meet these standards will result in the student being placed on academic probation and, unless corrected, academic suspension.

0 - 30 semester hours attempted—1.70 retention GPA
when semester hours exceed 30—2.00 retention GPA

ACADEMIC NOTICE

A student is placed on academic notice if he or she has 30 or fewer credit hours and a retention GPA of 1.70 to 2.0. These students are encouraged to utilize student academic services to become more successful in their coursework, such as meeting regularly with each of the faculty teaching their classes, visiting the Academic Center for Enhancement (ACE) for tutoring and other recommended services, or enrolling in COL1111-College Success for a full course on how to be more successful. Academic notice is reflected on the transcript but is not considered a probationary status.

ACADEMIC PROBATION

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

ACADEMIC SUSPENSION

A student placed on academic suspension will not be allowed to re-enroll for one full semester. Students who have been placed on academic suspension may be readmitted after the lapse of one full semester--not including summer. They will be readmitted on probation. If a student is suspended for a second time, the student cannot enroll at the College without attending another accredited school and acquiring a 2.0 GPA.

Students that are placed on academic suspension for the first time may appeal their suspension status by submitting a written request to the Vice President for Academic Affairs.

ADDING AND DROPPING COURSES

All changes of enrollment must be initiated with a student's advisor and brought to the Registrar's Office. The addition of classes is allowed only during the first week of classes. See Academic Calendar for specific dates.

CLASS ATTENDANCE

Students are expected to attend classes in which they are enrolled. It is the responsibility of the student to consult with the instructor when they must be absent. Instructors have the option of determining whether an absence is excused or unexcused and can initiate the procedure for granting an administrative withdrawal (*AW*) for non-attendance.

HONORS

Redlands Community College currently offers academically talented students the opportunity to enhance their regular coursework with innovative research and writing projects through an individualized contract pending their professor's approval. This contract allows interested students to expand their understanding of the course material by pursuing an independent study of a subject in greater depth.

A student must earn a minimum grade of a *B* in the course and fully complete the additional agreed-upon research project to the professor's satisfaction in order to receive an Honors notation on his/her transcript. If a student does not complete the full parameters of the Honors contract, that student's grade in the overall course will not be affected. However, a student's failure to complete an Honors contract may result in fewer Honors contract opportunities.

If a student successfully completes 15 credit hours of Honors work while attending Redlands Community college, he/she will graduate "With Honors" and receive special recognition at Commencement.

For more information, contact the Honors Program office at 405.422.1220 or Honors.Program@redlandscc.edu.

ACADEMIC SERVICE LEARNING

Service Learning is an educational experience that enriches learning by engaging students in meaningful service to their schools and communities. It is an academic teaching method that helps students develop by taking the curriculum they learn in the classroom and using that knowledge in a real-world application setting. Students also participate in thoughtful, structured

reflection, with a desired outcome of increased empathy and a heightened sense of civic responsibility.

Students at Redlands Community College may earn Service Learning course credit through an individualized Student/Faculty Agreement pending their professor's approval or by enrolling in Introduction to Service Learning, SOC 1121-3.

For more information, contact the Service Learning office at 405.422.1220 or Service.Learning@redlandscc.edu.

PRIOR LEARNING ASSESSMENT

Prior learning assessment (*PLA*) is defined as learning that is attained outside the sponsorship of legally authorized and accredited post-secondary institutions. The term applies to learning acquired from work and life experiences, independent reading and study, the mass media, and participation in formal courses sponsored by associations, business, government, industry, the military, and unions. The granting of block credit in applicable programs falls under PLA rules at Redlands Community College.

A maximum of 50 percent of required hours towards a degree or certificate may be granted for *PLA* credit (including but not limited to Advanced Standing, CLEP, DSST, credit by examination, Advanced Placement credit, and credit for military training).

Students applying for prior learning assessment credit must be currently enrolled or eligible to re-enroll at Redlands Community College. Credits will be posted on the student's transcript after successfully completing 12 or more semester hours at Redlands Community College. The courses for which credit is awarded will be recorded with a *P* on the transcript with a notation signifying how the credit was earned. Credit may not be earned in a course when a course of more advanced standing has been completed.

Documentation in support of requests prior learning assessment credit should be submitted to the Registrar's Office. These documents will become a part of the student's official records and will be retained by the college. There is a per credit hour transcripting fee for all *PLA* credits.

TESTING AND CREDIT BY EXAMINATION

Students are offered the opportunity to earn a maximum of 32 semester hours of credit by examination, by Advanced Standing, the College Level Examination Program, the DANTES Standardized Subject Tests, or the Advanced Placement program. No tuition charges are assessed for credit by examination; however, the student must pay the designated examination fee.

Advanced Standing
No tuition charges are assessed for credit by examination. However, the student must pay the Advanced Standing examination fee or the CLEP examination fee, depending upon the exam being taken.

Forms for initiating the Advanced Standing Examination procedure may be obtained in the Testing Center in LRC 22-A.

College Level Examination Program
In order to register for the College Level Examination Program (*CLEP*), students must contact the Testing Center, LRC 22-A for a registration form.

Credit will be granted in a designated course if students achieve the score of 50 or above on a CLEP test.

In some instances, students may test out of two semesters of work based on CLEP scores. Contact the Testing Center for more information on specific score requirements.

Typically, students will be notified by mail within one week following the return of scores from CLEP whether they will or will not receive credit in courses for which tests were taken. At that time credit for courses earned through CLEP tests will be posted on the student's transcript.

DANTES Standardized Subject Tests Examination
The DANTES Standardized Subject Tests (*DSST)* is a credit-by-examination program, similar to CLEP. By utilizing both the DSST and CLEP programs, students have access to a wide variety of credit-by-examination opportunities.

Registration for DSST is handled through the Testing Center, LRC 22-A.

Credit for courses earned through DSST tests will be posted on the student's transcript after the conclusion of the term during which the credit was earned—provided the student has completed 12 semester hours or more through regular enrollment in courses.

Advanced Placement Program
Redlands Community College grants credit for exams in the Advanced Placement (*AP*) program as administered by the College Entrance Examination Board in Princeton,

New Jersey. The AP tests are taken by high school students in May of their junior or senior year of high school. Credit at Redlands Community College will be granted in a corresponding course for a score of three, four, or five on an examination. Credits will be posted on the student's transcript after successfully completing 12 or more semester hours at Redlands Community College. If a student has received AP credit for a prerequisite, the College will post that credit for documentation.

Articulation for Nursing Program
The LPN-to-RN course track allows LPNs to articulate into the nursing program by receiving credit for the first semester nursing course, NURS 1116 Nursing I.

Evaluation of Military Service
Veterans with a minimum of six months of active military service may receive the following credits by submitting a copy of their separation papers—DD Form 214 or DD 215—to the Registrar's Office:

Fitness for Life—3 credits
Personal Health—2 credits

Veterans interested in receiving college credit for military training must submit completion certificates, JST transcript, CCAF transcript, evaluation forms, or other proof of completion to the Registrar. Evaluation is as recommended by the Guide of the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education. Copies of discharge and/or official service records must be submitted to the Registrar's Office for credit. Redlands Community College may accept, modify, or reject military training credit, depending upon the evaluation.

Students utilizing VA educational benefits must submit all previous training records, post-secondary transcripts, and military transcripts to be evaluated for prior credit, whether or not prior credit is granted, before a student can be certified.

Transfer of Credit from other Accredited Colleges and Universities
Semester credit hours earned at another college may be applied toward a degree or certificate program at Redlands Community College. The credit must have been earned from degree-granting colleges and universities accredited by the HLC.

The Registrar's Office will make the determination of acceptance of any course to be accepted for transfer to Redlands Community College. Credit will be evaluated from each individual college transcript. The number of credit hours to be accepted and the applicability of such evaluated credit will also be determined at that time.

Applicability of evaluated courses to a particular program at the College is made by the academic division of the specific curriculum in accordance with the recommendation for transfer from the Office of the Registrar.

TRANSCRIPTS
The Registrar's Office will send student transcripts upon the student's request to any college or agency named.

The Family Educational Rights and Privacy Act require the confidential nature of student records be preserved. Transcripts of college work will be released only if the student has signed a written statement requesting such information be released. See the Student Privacy Right.

Before grades and transcripts are released, all financial obligations to the College must be satisfied.

GRADUATION REQUIREMENTS
Application for Graduation
Spring and summer graduation candidates should apply for graduation no later than the last Friday in March. Applications will be accepted after this date but these applicants will not be eligible for consideration for academic awards for that graduating class. Fall graduation candidates should submit application for graduation no later than the second Friday in November. This application will initiate action toward a complete transcript evaluation to determine eligibility for graduation.

All required records, such as high school transcripts, ACT scores, and college transfer transcripts, must be on file to graduate from Redlands Community College.

Degree Awards
Graduation with an associate's degree from Redlands Community College requires a student to have completed the program requirements with a retention graduation GPA of 2.0. While a student may earn a GPA of 2.0 which includes one or more grades of *D*, it is well to remember grades below *C* may not fulfill graduation requirements in some programs.

For the associate degree, a student must complete 15 hours in residency at the College. Correspondence classes and credit by examination may not be used toward the resident credit hour requirement. No more than one-half of the work required for any degree or certificate may be taken by correspondence and credit by examination.

Summer graduation candidates may participate in the spring graduation ceremonies if they need nine hours or less to complete graduation requirements. The required hours needed to complete graduation requirements must be taken during the summer term. Graduation candidates that need more than nine hours to finish degree requirements will need to apply as a December graduate.

The diploma will be presented following the successful completion of the required course work and the clearing of all obligations at the institution.

Additional Degrees

An additional degree for a different program may be earned by accumulating an additional 15 credit hours in residence at Redlands Community College above those submitted for the first degree. A minimum GPA of 2.0 must be attained on the 15 appropriate additional hours submitted. The specific degree and program requirements for the second degree must be successfully completed.

Advanced standing credits may not be used for the additional degree hours.

Program Degree Procedures

Degree seeking students should follow the course requirement pattern for the academic area program selected as outlined in the catalog in effect at the time of entry. The program requirements remain in effect as long as continued, uninterrupted enrollment is maintained, with the exception of summer terms.

A student needing assistance in planning a program of study should request the assistance of personnel in the Admissions and Advising Office. Any substitution of course requirements listed for the associate's degree must be approved by the Registrar's Office. A student has the option of meeting new degree requirements adopted since the date of enrollment.

Commencement Procedure

At least one semester before they plan to complete their degree requirements, students should begin the commencement procedure as follows:

- All final, OFFICIAL transcripts from all schools attended and ACT scores must be on file before an official program plan can be prepared.
- A final check of the program and an application plan for graduation should take place in the Registrar's Office before the time of enrollment for the last semester of attendance.

- Once grades are recorded for the final semester of enrollment, a final review will take place and students will be contacted as to their status.

Degrees are conferred three times yearly; at the close of the fall, spring, and summer terms. Commencement ceremonies are held at the conclusion of the spring semester only. Summer graduation candidates participate in the preceding spring ceremony. Students are strongly encouraged to participate in the commencement ceremony. The graduation date indicated on the Redlands Community College transcript will be the last official day of the semester at the close of the fall, spring, or summer terms.

HONORS AND AWARDS

Honor Rolls

A President's Honor Roll, published at the close of each regular term, includes the names of students who have completed 12 or more hours and have a GPA of not less than 3.8, with no grade less than a *B*—excluding 0-level courses. A Vice President's Honor Roll is published similarly and includes the names of students who have completed 12 or more hours of work and have a GPA of 3.50 to 3.79, with no grade less than *C*—excluding 0-level courses.

Commencement Honors

Students who have completed at least 60 semester hours prior to commencement are eligible for consideration for the following honors:

Summa Cum Laude	3.75 - 4.00 cumulative GPA
Magna Cum Laude	3.50 - 3.74 cumulative GPA
Cum Laude	3.25 - 3.49 cumulative GPA

President's Academic Award

The graduating sophomore completing all degree work by the end of the spring semester of graduation and having the highest cumulative GPA will be recognized as the recipient of the President's Academic Award. This award will be awarded only one time to an individual. If a student has received the award while earning a first degree, the President's Academic Award cannot be awarded to the same earning a second degree.

DEGREES, PROGRAMS AND CERTIFICATES

Redlands Community College offers Associate in Arts, Associate in Science, and Associate in Applied Science degrees, as well as Certificates of Mastery in the areas listed in Section II—Programs of Study of this catalog.

The Associate in Arts degree provides students with a general education background and allows them to take specialized courses within their major and minor fields prior to transferring to a four-year institution.

The Associate in Science degree provides students with a general education background and allows them to take specialized courses within their major and minor fields prior to transferring to a four-year institution.

The Associate in Applied Science degree is a two-year program which gives students a minimum general education background and a specialization in a selected technical program.

The Certificate of Mastery may be a one, two, or three semester program with concentration within a prescribed field of study. The objectives of these programs may be to prepare the student for immediate job entry, to help the student upgrade skills within an existing job, to aid in the preparation for a change in careers, or to provide opportunities for personal satisfaction.

Transferring General Education Courses
It may be necessary for students to take additional courses in general education to meet minimum professional certification requirements, as defined by the state of Oklahoma, i.e. health and physical education, geography, Oklahoma history, etc., for teacher education certification. The completion of these requirements does not preclude requirements of senior institutions of particular grade for points for admission to professional departments or fields.

Note: State requirements for professional programs may change; therefore, pre-professional degree requirements outlined in this catalog may change. Always check with Admissions and Advising to make sure your program has not changed as a result of new state requirements.

ASSOCIATE IN ART AND ASSOCIATE IN SCIENCE DEGREES

Requirements for graduation include the completion of a minimum of 60 semester hours of academic work with at least a 2.0 GPA, 15 semester hours of which must be in residence at Redlands Community College. General education requirements must comprise 37 of the minimum 60 semester hours.

General Education Requirements for the A.A. and A.S. Degree .... 37 Hours
A portion of the 60 semester credit hours required for the A.A. and A.S. degrees must include a general education core of a minimum of 37 semester credit hours which shall include the following:

English ....6 hours
    ENGL 1113   English Composition I
    ENGL 1213   English Composition II
Social Studies ....6 hours
    HIST 1483   United States History to 1877 *or*
    HIST 1493   United States History, 1877 to Present
    POLS1113   United States Government
Science ....7-8 hours
Includes one 3- or 4-hour course in Life Science and one 3- or 4-hour course in Physical Science (One must be a lab science).

Humanities ....6 hours
    Choose from the following courses:
    ART 1113   Art Appreciation I
    ART 1123   Art Appreciation II
    ART 2443   Art in Movie Making
    ENGL 2413   Introduction to Literature
    ENGL 2423   Introduction to Fiction
    ENGL 2433   American Literature I
    ENGL 2443   American Literature II
    ENGL 2453   Introduction to Poetry
    HIST 2123   Western Civilization, Origins to 1500
    HIST 2133   Western Civilization, 1500 to Present
    HUM 2001-3 Humanities Seminar
    HUM 2113   General Humanities I
    HUM 2183   Comparative Religions
    HUM 2223   General Humanities II
    HUM 2243   Film as Literature
    MUS 1343   Music Appreciation
    PHIL 1113   Introduction to Philosophy
Mathematics ....3 hours
    Must be a 1000 or 2000 level course.
Selected General Ed Requirements ....6-8 hours
At least one course from the following areas: Psychology, social sciences, foreign languages, fine arts (art, music, drama). Additional liberal arts and sciences courses as needed to meet the minimum total of 37 credit hours required in this policy.
Institutional Requirements ....1 hour
The Oklahoma State Regents for Higher Education requires students to demonstrate computer proficiency defined as competency in the use of a variety of software and networking applications. This competency requirement is met by successful completion of the course sections taught at Redlands Community College (live, hybrid, and online). Every course section has an online Learning Management System (LMS) component where students demonstrate computer proficiency through validation of computer-related academic work. The COL

1111 College Success course, a requirement of all degree plans, has an introductory component to computer use within the LMS. Subsequent course sections will have online submission of assignments, online testing and quizzes, online syllabus, discussion boards, online class activities, emailing, and online grade access.

Program Requirements................................... 23+ hours
The remaining minimum of 23 semester credit hours of academic work shall be applicable to the student's major objective, including any prerequisite courses necessary for his or her anticipated upper-division program.

ASSOCIATE IN APPLIED SCIENCE DEGREES

The requirements for graduation shall include the completion of a minimum of 60 semester hours with a minimum 2.0 GPA, 15 semester hours of which must be completed in residence at Redlands Community College.

General Education Requirements for the A.A.S. Degree
....18 Hours
A portion of the 60 semester credit hours must include a general education core of a minimum of 18 semester credit hours which shall include the following:
Communications .... 6 hours
    ENGL 1113   English Composition I
    ENGL 1213   English Composition II
    Refer to specific degrees.
Social Studies... 6 hours
    HIST 1483   United States History to 1877 *or*
    HIST 1493   United States History, 1877 to Present
    POLS1113   United States Government
Selected General Ed. Requirements.............. 6 hours
Electives may be selected electives, approved, or free electives from the following areas: science, mathematics, human relations, management, behavioral science, economics, and communication. Refer to specific degrees.
Technical-Occupational Specialty Courses... 27+ hours
Courses which are in the major area of emphasis for the student, i.e., criminal justice courses for the criminal justice major. Refer to specific degrees.
Support and Related Courses .... 0-15 hours
Courses which are not a part of the technical-occupational specialty, but which support the specialty, i.e., Human Anatomy and Physiology for nursing. Refer to specific degrees.
Electives... 0-4 hours
In addition to the required general education courses, a minimum of 60 credit hours is required for the completion on the Associate in Applied Science degree. A student must take the required courses designated within the program in addition to the required general education courses. Electives can be taken to total 60 credit hours if the program allows. Refer to specific degrees.

CERTIFICATE OF MASTERY PROGRAMS

A number of programs are available to students who want intensive training in a specialized area, but do not want to enter a two-year curriculum. The time required to complete a certificate program is one, two, or three semesters, depending upon the number of specialized courses required. For certificate of mastery programs, twenty-five percent of the hours must be completed in residence at Redlands Community College.

Requirements for the awarding of a certificate in a like degree program must be completed and applied for before the degree program requirements are completed.

PROGRAMS OF STUDY

The following programs and degrees offered are listed alphabetically in this section. Degrees are listed as Associate in Science (A.S.), Associate in Arts (A.A.), Associate in Applied Science (A.A.S.), and Certificate of Mastery.

ALPHBETICAL LIST:

Agriculture-Agribusiness (A.S.)
Agriculture-Agricultural Communications (A.S.)
Agriculture-Agriculture Education (A.S.)
Agriculture-Agriculture Technology (A.S.)
Agriculture-Agroecology (A.S.)
Agriculture-Animal Science (A.S.)
Agriculture-General Agriculture (A.S.)

Agriculture Technology & Sustainability (A.A.S.)

Applied Technology-Allied Health (A.A.S.)**
5 emphasis areas:
      Health Career
      Medical Assistant
      Medical Coding Specialist
      Respiratory Therapy
      Surgical Technology

Applied Technology-Applied Agriculture-Veterinary Assistant Emphasis (A.A.S.)**

Applied Technology-Business and Accounting-Accounting and Business Education Emphasis (A.A.S.)**

Applied Technology-Computer Systems and Applications (A.A.S)* *
5 emphasis areas:
      Computer Aided Drafting and Design
      Computer Information Systems
      Computer Programming
      Digital Media Technology
      Graphic Design

Applied Technology-Industrial Power and Transportation (A.A.S)**
7 emphasis areas:
      Automotive Collision Technology
      Automotive Service Technology
      Aviation Maintenance Technology
      Diesel Technology
      Electrical Trades Emphasis
      HVACR Technology
      Industrial Automation and Robotics Technology

Artificial Insemination in Livestock (Certificate of Mastery)

Athletic/Personal Trainer-Athletic Trainer (A.S.)

Athletic/Personal Trainer-Personal Trainer (A.S.) Athletic Trainer (Certificate of Mastery)

Business Administration (A.A.)*

Business Administration Technology (A.A.S.)

Child Development (A.A.S.)*

Child Development (Certificate of Mastery)*

Computer Science-Cybersecurity (A.S.)

Computer Science-Data Analytics (A.S.)

Criminal Justice (A.A.)*
Criminal Justice-Corrections (A.A.S.)*
Criminal Justice-General Studies in Criminal Justice (A.A.S.)*
Criminal Justice-Law Enforcement (Certificate of Mastery)*

Drone Technology (Certificate of Mastery)

Enterprise Development-Business Administration (A.A.)*
Enterprise Development-General Studies (A.A.)*

Enterprise Development-Business Administration (A.S.)*
Enterprise Development-General Studies (A.S.)*
Enterprise Development (Certificate of Mastery)*

Family Studies and Child Development (A.A.)*

Film and Video Production (Certificate of Mastery)

Human/Social Services Assistant (Certificate of Mastery)*

Liberal Studies (A.A.)*

Nursing (A.A.S.)

Personal Trainer (Certificate of Mastery)

Pre-Education Elementary (A.A.)

Pre-Professional Sciences (A.S.)

Psychology (A.A.)

Uncrewed and Autonomous Aircraft Systems (A.S.)

Sustainable Food Systems Technology (Certificate of Mastery)

*100% online delivery
**100% online delivery for Redlands courses

LISTED BY DEGREE:

ASSOCIATE IN SCIENCE
Agriculture-Agribusiness
Agriculture-Agricultural Communications
Agriculture-Agriculture Education
Agriculture-Agriculture Technology
Agriculture-Agroecology
Agriculture-Animal Science
Agriculture-General Agriculture

Athletic/Personal Trainer-Athletic Trainer
Athletic/Personal Trainer-Personal Trainer

Computer Science-Cybersecurity
Computer Science-Data Analytics

Enterprise Development-Business Administration
Enterprise Development-General Studies

Pre-Professional Sciences

Uncrewed and Autonomous Aircraft Systems

ASSOCIATE IN ARTS
Business Administration*

Criminal Justice*

Enterprise Development-Business Administration*
Enterprise Development-General Studies*

Family Studies and Child Development*

Liberal Studies*

Pre-Education Elementary

Psychology

ASSOCIATE IN APPLIED SCIENCE
Agriculture Technology & Sustainability

Applied Technology-Allied Health (5 emphasis areas)**
        Health Career
        Medical Assistant
        Medical Coding Specialist
        Respiratory Therapy
        Surgical Technology

Applied Technology-Applied Agriculture-Veterinary
Assistant Emphasis**

Applied Technology-Business and Accounting -
Accounting and Business Education Emphasis**

Applied Technology-Computer Systems and
Applications (5 emphasis areas)**
        Computer Aided Drafting and Design
        Computer Information Systems
        Computer Programming
        Digital Media Technology
        Graphic Design

Applied Technology-Industrial Power and
Transportation (7 emphasis areas)**
        Automotive Collision Technology
        Automotive Service Technology
        Aviation Maintenance Technology
        Diesel Technology
        Electrical Trades Emphasis
        HVACR Technology
        Industrial Automation and Robotics Technology

Business Administration Technology

Child Development*

Criminal Justice-Corrections*
Criminal Justice-General Studies in Criminal Justice*

Nursing

CERTIFICATE OF MASTERY
Artificial Insemination in Livestock
Athletic Trainer
Child Development*
Criminal Justice-Law Enforcement*
Drone Technology (Certificate of Mastery)
Enterprise Development*
Film and Video Production
Human/Social Services Assistant*
Personal Trainer
Sustainable Food Systems Technology

*100% online delivery
**100% online delivery for Redlands courses

AGRICULTURE
Agribusiness Option
Associate in Science

General Requirements: Total Hours: 62 Minimum GPA: 2.0

Program Description: The Associate in Science degree program is designed to lay a foundation in Agriculture studies and meet the needs of students to continue education at a four-year university. Students have a choice to select one of seven (7) option areas of study: Agribusiness, Agricultural Communications, Agriculture Education, Agriculture Technology, Agroecology, Animal Science, or General Agriculture.

General Education Requirements... 37 hours

Area	Min. Hours	Courses		
Communications	6	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
Social Science	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History, 1877-Present
		POLS	1113	U.S. Government
Life Science	4	BISC	1114	Biology with Lab
Physical Science	5	CHEM	1315	General Chemistry I with Lab
Humanities	6	See humanities course options list on page 48.		
Mathematics	6	MATH	1513	College Algebra or
		MATH	1483	Functions & Modeling
		MATH	1613	Trigonometry or
		MATH	2193	Elementary Statistics
Selected General Ed Requirements	3	SPCH	1113	Introduction to Public Speaking
Institutional Requirements	1	COL	1111	College Success

Agribusiness Option Requirements .... 15 hours

Area	Min. Hours	Courses		
Agriculture Sciences	3	AGEC	2143	Principles of Agricultural Marketing or
		AGEC	2113	Farm & Ranch Management
Accounting	6	ACCT	2173	Financial Accounting
		ACCT	2183	Managerial Accounting
Economics	3	ECON	2193	Principles of Macroeconomics
Mathematics	3	MATH	2103	Business Calculus

Program Core Requirement .... 10 hours

Area	Min. Hours	Courses		
Agricultural Sciences	6	AGRI	2193	Agriculture Internship
		AGEC	1373	Introduction to Agriculture Economics
Agriculture Electives	4	AGRN	1124	Introduction to Soil Science or
		AGRN	1214	Introduction to Plant Science

AGRICULTURE
Agricultural Communications Option
Associate in Science

General Requirements: Total Hours: 62 Minimum GPA: 2.0

Program Description: The Associate in Science degree program is designed to lay a foundation in Agriculture studies and meet the needs of students to continue education at a four-year university. Students have a choice to select one of seven (7) option areas of study: Agribusiness, Agricultural Communications, Agriculture Education, Agriculture Technology, Agroecology, Animal Science, or General Agriculture.

General Education Requirements.. 37 hours

Area	Min. Hours	Courses		
Communications	6	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
Social Science	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History, 1877-Present
		POLS	1113	U.S. Government
Life Science	4	BISC	1114	Biology with Lab
Physical Science	5	CHEM	1315	General Chemistry I with Lab
Humanities	6	See humanities course options list on page 48.		
Mathematics	6	MATH	1513	College Algebra or
		MATH	1483	Functions & Modeling
		MATH	1613	Trigonometry or
		MATH	2193	Elementary Statistics
Selected General Ed Requirements	3	SPCH	1113	Introduction to Public Speaking
Institutional Requirements	1	COL	1111	College Success

Agricultural Communications Option Requirements... 15 hours

Area	Min. Hours	Courses		
Agriculture Sciences	9	AGRI	2103	Communication in Agriculture
		AGRI	2303	Agriculture Leadership
		AGRI	2302	Livestock Photography in Agriculture
		AGRI	2301	Service Learning in Agriculture
Accounting	3	ACCT	2173	Financial Accounting
Marketing	3	AGEC	2143	Principles of Ag Marketing

Program Core Requirement .... 10 hours

Area	Min. Hours	Courses		
Agricultural Sciences	6	AGRI	2193	Agriculture Internship
		AGEC	1373	Introduction to Agriculture Economics
Agriculture Electives	4	AGRN	1124	Introduction to Soil Science or
		AGRN	1214	Introduction to Plant Science

AGRICULTURE
Agriculture Education Option
Associate in Science

General Requirements: Total Hours: 62 Minimum GPA: 2.0

Program Description: The Associate in Science degree program is designed to lay a foundation in Agriculture studies and meet the needs of students to continue education at a four-year university. Students have a choice to select one of seven (7) option areas of study: Agribusiness, Agricultural Communications, Agriculture Education, Agriculture Technology, Agroecology, Animal Science, or General Agriculture.

General Education Requirements.. 37 hours

Area	Min. Hours	Courses		
Communications	6	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
Social Science	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History, 1877-Present
		POLS	1113	U.S. Government
Life Science	4	BISC	1114	Biology with Lab
Physical Science	5	CHEM	1315	General Chemistry I with Lab
Humanities	6	See humanities course options list on page 48.		
Mathematics	6	MATH	1513	College Algebra or
		MATH	1483	Functions & Modeling
		MATH	1613	Trigonometry or
		MATH	2193	Elementary Statistics
Selected General Ed Requirements	3	SPCH	1113	Introduction to Public Speaking
Institutional Requirements	1	COL	1111	College Success

Agriculture Education Option Requirements... 15 hours

Area	Min. Hours	Courses		
Agriculture Sciences	12	AGRI	2301	Service Learning in Agriculture
		AGRI	2303	Agriculture Leadership
		AGRN	1124	Introduction to Soil Science* or
		AGRN	1214	Introduction to Plant Science*
		ANSI	1124	Introduction to Animal Science
Education	3	PSY	1113	Elements of Psychology or
		AGRI	2143	Introduction to Agriculture Education

Program Core Requirement .... 10 hours

Area	Min. Hours	Courses		
Agricultural Sciences	6	AGRI	2193	Agriculture Internship
		AGEC	1373	Introduction to Agriculture Economics
Agriculture Electives	4	AGRN	1124	Introduction to Soil Science or
		AGRN	1214	Introduction to Plant Science

*If asterisked courses have been taken in program core requirements, they cannot be counted toward Agriculture Education Option Requirements.

AGRICULTURE
Agriculture Technology Option
Associate in Science

General Requirements: Total Hours: 62 Minimum GPA: 2.0

Program Description: The Associate in Science degree program is designed to lay a foundation in Agriculture studies and meet the needs of students to continue education at a four-year university. Students have a choice to select one of seven (7) option areas of study: Agribusiness, Agricultural Communications, Agriculture Education, Agriculture Technology, Agroecology, Animal Science, or General Agriculture.

General Education Requirements.. 37 hours

Area	Min. Hours	Courses		
Communications	6	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
Social Science	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History, 1877-Present
		POLS	1113	U.S. Government
Life Science	4	BISC	1114	Biology with Lab
Physical Science	5	CHEM	1315	General Chemistry I with Lab
Humanities	6	See humanities course options list on page 48.		
Mathematics	6	MATH	1513	College Algebra or
		MATH	1483	Functions & Modeling
		MATH	1613	Trigonometry or
		MATH	2193	Elementary Statistics
Selected General Ed Requirements	3	SPCH	1113	Introduction to Public Speaking
Institutional Requirements	1	COL	1111	College Success

Agriculture Technology Option Requirements... 15 hours

Area	Min. Hours	Courses		
Agriculture Technology	9	AGTE	1013	Drone Technology I
		AGTE	1033	Coding and Robotics I
		AGTE	2013	Drone Technology II
Agriculture Electives	6	AGSU	1024	Aquaponics
		AGSU	2022	Vermiculture Technology
		AGTE	1022	Drone Technology III: Photo/Video
		AGTE	2022	Applied Modeling and Mapping in Agriculture
		AGTE	2034	Coding and Robotics II
		ANSI	2142	Artificial Insemination

Program Core Requirement .... 10 hours

Area	Min. Hours	Courses		
Agriculture Electives	6	AGRI	2193	Agriculture Internship
		AGEC	1373	Introduction to Agriculture Economics
Agriculture Electives	4	AGRN	1124	Introduction to Soil Science or
		AGRN	1214	Introduction to Plant Science

AGRICULTURE
Agroecology Option
Associate in Science

General Requirements: Total Hours: 62 Minimum GPA: 2.0

Program Description: The Associate in Science degree program is designed to lay a foundation in Agriculture studies and meet the needs of students to continue education at a four-year university. Students have a choice to select one of seven (7) option areas of study: Agribusiness, Agricultural Communications, Agriculture Education, Agriculture Technology, Agroecology, Animal Science, or General Agriculture.

General Education Requirements... 37 hours

Area	Min. Hours	Courses		
Communications	6	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
Social Science	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History, 1877-Present
		POLS	1113	U.S. Government
Life Science	4	BISC	1114	Biology with Lab
Physical Science	5	CHEM	1315	General Chemistry I with Lab
Humanities	6	See humanities course options list on page 48.		
Mathematics	6	MATH	1513	College Algebra or
		MATH	1483	Functions & Modeling
		MATH	1613	Trigonometry or
		MATH	2193	Elementary Statistics
Selected General Ed Requirements	3	SPCH	1113	Introduction to Public Speaking
Institutional Requirements	1	COL	1111	College Success

Agroecology Option Requirements .... 15 hours

Area	Min. Hours	Courses		
Agriculture	3	AGSU	1013	Introduction to Agroecology and Sustainable Practices
Sustainability	4	AGSU	1024	Aquaponics
	2	AGSU	1032	Alternative Sustainable Enterprises
	3	AGSU	2043	Greenhouse Management
	3	AGSU	2223	Applied Sustainability/Agriculture Technology Capstone

Program Core Requirement .... 10 hours

Area	Min. Hours	Courses		
Agricultural Sciences	6	AGRI	2193	Agriculture Internship
		AGEC	1373	Introduction to Agriculture Economics
Agriculture Electives	4	AGRN	1124	Introduction to Soil Science or
		AGRN	1214	Introduction to Plant Science

AGRICULTURE
Animal Science Option
Associate in Science

General Requirements: Total Hours: 62 Minimum GPA: 2.0

Program Description: The Associate in Science degree program is designed to lay a foundation in Agriculture studies and meet the needs of students to continue education at a four-year university. Students have a choice to select one of seven (7) option areas of study: Agribusiness, Agricultural Communications, Agriculture Education, Agriculture Technology, Agroecology, Animal Science, or General Agriculture.

General Education Requirements.. 37 hours

Area	Min. Hours	Courses		
Communications	6	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
Social Science	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History, 1877-Present
		POLS	1113	U.S. Government
Life Science	4	BISC	1114	Biology with Lab
Physical Science	5	CHEM	1315	General Chemistry I with Lab
Humanities	6	See humanities course options list on page 48.		
Mathematics	6	MATH	1513	College Algebra or
		MATH	1483	Functions & Modeling
		MATH	1613	Trigonometry or
		MATH	2193	Elementary Statistics
Selected General Ed Requirements	3	SPCH	1113	Introduction to Public Speaking
Institutional Requirements	1	COL	1111	College Success

Animal Science Option Requirements .... 15 hours

Area	Min. Hours	Courses		
Animal Science	12	AGRN	2333	Range and Pasture Management
		ANSI	1124	Introduction to Animal Science
		ANSI	1213	Livestock Production
		ANSI	2112	Livestock Evaluation & Selection
		ANSI	2023	Meat & Carcass Evaluation
		ANSI	2123	Livestock Feeding
		ANSI	2133	Advanced Livestock Evaluation & Selection
		ANSI	2142	Artificial Insemination
		ANSI	2143	Anatomy and Physiology of Reproduction
		ANSI	2163	Beef Production
Accounting	3	ACCT	2173	Financial Accounting

Program Core Requirement .... 10 hours

Area	Min. Hours	Courses		
Agricultural Sciences	6	AGRI	2193	Agriculture Internship
		AGEC	1373	Introduction to Agriculture Economics
Agriculture Electives	4	AGRN	1124	Introduction to Soil Science or
		AGRN	1214	Introduction to Plant Science

AGRICULTURE
General Agriculture Option
Associate in Science

General Requirements: Total Hours: 62 Minimum GPA: 2.0

Program Description: The Associate in Science degree program is designed to lay a foundation in Agriculture studies and meet the needs of students to continue education at a four-year university. Students have a choice to select one of seven (7) option areas of study: Agribusiness, Agricultural Communications, Agriculture Education, Agriculture Technology, Agroecology, Animal Science, or General Agriculture.

General Education Requirements.. 37 hours

Area	Min. Hours	Courses		
Communications	6	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
Social Science	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History, 1877-Present
		POLS	1113	U.S. Government
Life Science	4	BISC	1114	Biology with Lab
Physical Science	5	CHEM	1315	General Chemistry I with Lab
Humanities	6	See humanities course options list on page 48.		
Mathematics	6	MATH	1513	College Algebra or
		MATH	1483	Functions & Modeling
		MATH	1613	Trigonometry or
		MATH	2193	Elementary Statistics
Selected General Ed Requirements	3	SPCH	1113	Introduction to Public Speaking
Institutional Requirements	1	COL	1111	College Success

General Agriculture Option Requirements .... 15 hours

Area	Min. Hours	Courses		
Agriculture Sciences	15	ACCT	2173	Financial Accounting
		AGEC	2113	Farm and Ranch Management
		AGEC	2143	Principles of Agricultural Marketing
		AGRI	2103	Communication in Agriculture
		AGRI	2303	Agriculture Leadership
		AGRI	2301	Service Learning in Agriculture
		AGRN	2333	Range and Pasture Management
		ANSI	1124	Introduction to Animal Science
		ANSI	1213	Livestock Production
		ANSI	2023	Meat & Carcass Evaluation
		ANSI	2112	Livestock Evaluation & Selection
		ANSI	2123	Livestock Feeding
		ANSI	2133	Advanced Livestock Evaluation & Selection
		ANSI	2142	Artificial Insemination
		ANSI	2143	Anatomy/Physiology of Reproduction
		ANSI	2163	Beef Production

Program Core Requirement .... 10 hours

Area	Min. Hours	Courses		
Agricultural Sciences	6	AGRI	2193	Agriculture Internship
		AGEC	1373	Introduction to Agriculture Economics
Agriculture Electives	4	AGRN	1124	Introduction to Soil Science or
		AGRN	1214	Introduction to Plant Science

AGRICULTURE TECHNOLOGY AND SUSTAINABILITY
Associate in Applied Science

General Requirements: Total Hours: 60 • Minimum GPA: 2.0

Program Description: The Associate in Applied Science in Agriculture Technology and Sustainability is designed to introduce students in sustainable agriculture practices and agriculture technology including aquaponics, vermiculture, drone technology, robotics, and GIS mapping. Practical, hands-on training prepares students for entry into career options associated with farming, gardening, community organizations, agricultural businesses, or to continue their education in sustainable food production and agricultural professions.

General Education Requirements.. 18 hours

Area	Min. Hours	Courses		
Communications	6	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
Social Science	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History, 1877 to Present
		POLS	1113	U.S. Government
Selected General Ed Requirements	6	BISC, BOT, CHEM, HUM, MUS, ART, PSY, SOC, GEG, PHSC, GEOL, ASTR		

Program Support Requirements .... 17 hours

Area	Min. Hours	Courses		
Business	3	BUS	1103	Introduction to Business
Communications	6	SPCH	1113	Introduction to Public Speaking
		AGRI	2103	Communication in Agriculture or
		BUS	2093	Business Communications
Science	4	BISC	1114	Biology with Lab
Math	3	MATH	1303	General Quantitative Reasoning or
		MATH	1483	Functions and Modeling or
		MATH	1513	College Algebra
Institutional Requirement	1	COL	1111	College Success

Program Technical Specialty .... 25 hours

Area	Min. Hours	Courses		
Agriculture Sustainability	9	AGSU	1013	Introduction to Agroecology and Sustainable Practices
		AGSU	2022	Vermiculture Technology
		AGSU	1024	Aquaponics
Agriculture Technology	9	AGTE	1013	Drone Technology I
		AGTE	1033	Coding and Robotics I
		AGTE	2013	Drone Technology II
Capstone	3	AGSU	2223	Applied Sustainability/Agriculture Technology Capstone
Electives	4	AGTE	1022	Drone Technology III: Photo/Video
		AGTE	2022	Applied Modeling and Mapping in Agriculture
		AGTE	2034	Coding and Robotics II
		ANSI	2142	Artificial Insemination

APPLIED TECHNOLOGY
Allied Health Option
Health Career Emphasis
Associate in Applied Science

General Requirements: Total Hours: 61 Minimum GPA: 2.0
Program Description: This program is for the student to gain concentrated training in areas of the health care field. Students will put their knowledge to use with actual clients during clinical rotations in hospitals, rehabilitation centers and other health-related agencies. Major program requirements are obtained through successful completion of the specified specialized certification and licensure exams provided through the technology center.

General Education Requirements.. 18 hours

Area	Min. Hours	Courses	
Communications	6	ENGL1113	English Composition I
		ENGL1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
General Ed Electives	6	Select from: AHS, ART, BISC, BUS, CHEM, CMSC, COM, CJ, ECON, ENGL, SPA, HPER, HUM, MGMT, MATH, PHIL, PSY, SOC, SPCH, ZOOL	

Program Requirements.. 24 hours
Allied Health block credit completed at an ODTCE Technology Center

Area	Min. Hours	
Health Careers	24	Health Careers block credit is contingent upon successful completion of the certification exams in BLS Provider CPR, Certified Nursing Assistant (LTCA), AND one of the following: Advanced Unlicensed Assistant, Home Health Aide Deeming, NCCT ECG Technician NCET, or NCCT Phlebotomy Technician (NCPT)

Support and Related Courses .... 18 hours

Area	Min. Hours	Courses	
	3	PSY 1113	Elements of Psychology or
		SOC 1113	Intro. Sociology
	4	BISC 1114	Biology with Lab or
		BISC 1115	Principles of Biology with Lab or
		ZOOL2134	Human Anatomy with Lab
	3	MATH 1303	General Quantitative Reasoning or
		MATH 1483	Functions & Modeling or
		MATH 1513	College Algebra
	3	AHS 1123	Medical Terminology
	2	HPER 2312	First Aid
	3	CMSC 1223	Business Application Software

Institutional Requirements .... 1 hour

Institutional Requirement	1	COL 1111	College Success

APPLIED TECHNOLOGY
Allied Health Option
Medical Assistant Emphasis
Associate in Applied Science

General Requirements: Total Hours: 62 Minimum GPA: 2.0
Program Description: This program is for the student to gain concentrated training in areas of the health care field. Students will put their knowledge to use with actual clients during clinical rotations in hospitals, rehabilitation centers and other health-related agencies. Major program requirements are obtained through successful completion of the specified specialized certification and licensure exams provided through the technology center.

General Education Requirements.. 18 hours

Area	Min. Hours	Courses	
Communications	6	ENGL1113	English Composition I
		ENGL1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
General Ed Electives	6	Select from: AHS, ART, BISC, BUS, CHEM, CMSC, COM, CJ, ECON, ENGL, SPA, HPER, HUM, MGMT, MATH, PHIL, PSY, SOC, SPCH, ZOOL	

Program Requirement .... 25 hours
Allied Health Technical block credit completed at an ODTCE Technology Center

Medical Assistant	25	Medical Assistant block credit is contingent upon successful completion of the certification exams in AMT Registered Medical Assistant and AHA BLS Provider

Support And Related Courses .... 18 hours

Area	Min. Hours	Courses	
	3	PSY 1113	Elements of Psychology or
		SOC 1113	Intro. Sociology
	4	BISC 1114	Biology with Lab or
		BISC 1115	Principles of Biology Lab or
		ZOOL2134	Human Anatomy with Lab
	3	MATH 1303	General Quantitative Reasoning or
		MATH 1483	Functions & Modeling or
		MATH 1513	College Algebra
	3	AHS 1123	Medical Terminology
	2	HPER 2312	First Aid
	3	CMSC 1223	Business Application Software

Institutional Requirements .... 1 hour

Institutional Requirement	1	COL 1111	College Success

APPLIED TECHNOLOGY
Allied Health Option
Medical Coding Specialist Emphasis
Associate in Applied Science

General Requirements: Total Hours: 62 Minimum GPA: 2.0
Program Description: This program is for the student to gain concentrated training in areas of the health care field. Students will put their knowledge to use with actual clients during clinical rotations in hospitals, rehabilitation centers and other health-related agencies. Major program requirements are obtained through successful completion of the specified specialized certification and licensure exams provided through the technology center.

General Education Requirements... 18 hours

Area	Min. Hours	Courses	
Communications	6	ENGL1113	English Composition I
		ENGL1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
General Ed Electives	6	Select from: AHS, ART, BISC, BUS, CHEM, CMSC, COM, CJ, ECON, ENGL, SPA, HPER, HUM, MGMT, MATH, PHIL, PSY, SOC, SPCH, ZOOL	

Program Requirement .... 25 hours
Allied Health block credit completed at an ODTCE Technology Center

Medical Coding	25	Medical Coding Specialist block credit is contingent upon successful completion of one of the following certification exams: AAPC Certified Professional Coder (CPC), Pearson View Certified Coding Specialist (CCS), AHIMA Certified Coding Specialist (CCS), or AHIMA Certified Coding Specialist Physician Based (CCS-P)

Support And Related Courses .... 18 hours

Area	Min. Hours	Courses	
	3	PSY 1113	Elements of Psychology or
		SOC 1113	Intro. Sociology
	3	AHS 1123	Medical Terminology
	3	MATH 1303 General Quantitative Reasoning or	
		MATH 1483 Functions & Modeling or	
		MATH 1513 College Algebra	
	3	CMSC 1223 Business Application Software	
	6	SPCH, BUS, ECON, MRKT, or MGMT	

Institutional Requirements .... 1 hour
Institutional Requirement 1   COL   1111   College Success

APPLIED TECHNOLOGY
Allied Health Option
Respiratory Therapy Emphasis
Associate in Applied Science

General Requirements: Total Hours: 62 Minimum GPA: 2.0
Program Description: This program is for the student to gain concentrated training in areas of the health care field. Students will receive targeted instruction in respiratory care including respiratory therapy, laboratory practice, and clinical experience. Major program requirements are obtained through successful completion of the specified specialized certification and licensure exams provided through the technology center.

General Education Requirements.. 18 hours

Area	Min. Hours	Courses	
Communications	6	ENGL1113	English Composition I
		ENGL1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
General Ed Electives	6	Select from: AHS, ART, BISC, BUS, CHEM, CMSC, COM, CJ, ECON, ENGL, SPA, HPER, HUM, MGMT, MATH, PHIL, PSY, SOC, SPCH, ZOOL	

Program Requirement .... 30 hours
Allied Health block credit completed at an ODTCE Technology Center

Area	Min. Hours	Courses
Respiratory Therapy	30	Respiratory Emphasis block credit is contingent upon successful completion of Registered Respiratory Therapist (RRT) National Credential certification

Support And Related Courses... 13 hours

Area	Min. Hours	Courses	
	3	PSY 1113	Elements of Psychology or
		SOC 1113	Introduction to Sociology
	4	BISC 1114	Biology with Lab or
		BISC 1115	Principles of Biology with Lab or
		ZOOL2134	Anatomy with Lab
	3	MATH 1303 General Quantitative Reasoning or	
		MATH 1483 Functions & Modeling or	
		MATH 1513 College Algebra	
	3	CMSC 1223 Business Application Software	

Institutional Requirements ....1 hour

Institutional Requirement	1	COL 1111	College Success

APPLIED TECHNOLOGY
Allied Health Option
Surgical Technology Emphasis
Associate in Applied Science

General Requirements: Total Hours: 63 Minimum GPA: 2.0
Program Description: This program is for the student to gain concentrated training in areas of the health care field. Students will put their knowledge to use with actual clients during clinical rotations in hospitals, rehabilitation centers and other health-related agencies. Major program requirements are obtained through successful completion of the specified specialized certification and licensure exams provided through the technology center.

General Education Requirements... 18 hours

Area	Min. Hours	Courses	
Communications	6	ENGL1113	English Composition I
		ENGL1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
General Ed Electives	6	Select from: AHS, ART, BISC, BUS, CHEM, CMSC, COM, CJ, ECON, ENGL, SPA, HPER, HUM, MGMT, MATH, PHIL, PSY, SOC, SPCH, ZOOL	

Program Requirement .... 30 hours
Allied Health block credit completed at an ODTCE Technology Center
*2.5 minimum GPA required for the NBSTSA CST certification or NCCT TS-C Certification program.

Surgical Technology	30	Surgical Technology block credit is contingent upon successful completion of the NBSTSA CST certification or NCCT TS-C Certification

Support And Related Courses .... 14 hours

Area	Min. Hours	Courses	
	8	ZOOL2134	Anatomy with Lab
		ZOOL2144	Physiology with Lab
	3	MATH 1303 General Quantitative Reasoning or	
		MATH 1483 Functions & Modeling or	
		MATH 1513 College Algebra	
	3	AHS 1123	Medical Terminology

Institutional Requirements .... 1 hour

Institutional Requirement	1	COL 1111	College Success

APPLIED TECHNOLOGY
Applied Agriculture Option
Veterinary Assistant Emphasis
Associate in Applied Science

General Requirements: Total Hours: 62 Minimum GPA: 2.0
Program Description: This program is for the student to gain concentrated training in areas of the veterinary assisting field. Students will gain hands-on experience, conduct clinical observations, and work with animals and veterinary teams. Major program requirements are obtained through successful completion of the specified specialized certification or OVMA specified certification.

General Education Requirements...21 hours

Area	Min. Hours	Courses	
Communications	6	ENGL1113	English Composition I
		ENGL1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
General Ed Electives	9	AHS, ART, BISC, BUS, CHEM, CMSC, COM, CJ, ECON, ENGL, SPA, HPER, HUM, MGMT, MATH, PHIL, PSY, SOC, SPCH, ZOOL	

Program Requirement ....12 hours
Veterinary Assistant block credit completed at an ODTCE Technology Center
Successful completion of all certification exams required for the program in this area.

Veterinary Assistant	Veterinary Assistant block credit is contingent upon successful completion of the ODCTE Competency Certification Veterinary Assistant

Support And Related Courses ....28 hours

Area	Min. Hours		Courses	
Sciences	13	ANSI	1124	Introduction to Animal Science
		CHEM	1214	Survey of General, Organic, & Biochemistry with Lab
		ZOOL	1125	Zoology with Lab
Animal Science	9		Any ANSI courses not previously listed on this degree	
Economics	3	AGEC	1373	Introduction to Agriculture Economics
Agriculture Electives	3	AGRI	2193	Agriculture Internship

Institutional Requirements ....1 hour

Institutional Requirement	1	COL	1111	College Success

APPLIED TECHNOLOGY
Business and Accounting Option
Accounting and Business Education Emphasis
Associate in Applied Science

General Requirements: Total Hours: 61 Minimum GPA: 2.0
Program Description: This program is for the student to gain concentrated training in areas of the accounting and business field. Students will put their knowledge to use by demonstrating skills in accounting and business settings. Major program requirements are obtained through successful completion of the specified specialized certification and licensure exams provided through the technology center.

General Education Requirements... 18 hours

Area	Min. Hours	Courses	
Communications	6	ENGL1113	English Composition I
		ENGL1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
General Ed Electives	6	Select from: AHS, ART, BISC, BUS, CHEM, CMSC, COM, CJ, ECON, ENGL, SPA, HPER, HUM, MGMT, MATH, PHIL, PSY, SOC, SPCH, ZOOL	

Program Requirement .... 24 hours
Business and Accounting block credit completed at an ODTCE Technology Center

Accounting & Business Education	24	Accounting and Business Education block credit is contingent upon successful completion of the certification exam in Microsoft Office Specialist

Support And Related Courses .... 18 hours

Area	Min. Hours	Courses	
	3	PSY 1113	Elements of Psychology or
		SOC 1113	Intro. Sociology
	3	MATH 1303 General Quantitative Reasoning or	
		MATH 1483 Functions & Modeling or	
		MATH 1513 College Algebra	
	12	SPCH, BUS, ECON, MRKT, MGMT	

Institutional Requirements .... 1 hour

Institutional Requirement	1	COL 1111	College Success

APPLIED TECHNOLOGY
Computer Systems and Applications Option
Computer Aided Drafting & Design Emphasis
Associate in Applied Science

General Requirements: Total Hours: 61 Minimum GPA: 2.0
Program Description: This program is for the student to gain concentrated training in areas of the computer aided drafting and design field. Students will put their knowledge to use by application of various design software in real-world situations. Major program requirements are obtained through successful completion of the specified specialized certification and licensure exams provided through the technology center.

General Education Requirements.. 18 hours

Area	Min. Hours	Courses	
Communications	6	ENGL1113	English Composition I
		ENGL1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
General Ed Electives	6	Select from: AHS, ART, BISC, BUS, CHEM, CMSC, COM, CJ, ECON, ENGL, SPA, HPER, HUM, MGMT, MATH, PHIL, PSY, SOC, SPCH, ZOOL	

Program Requirement .... 24 hours
Computer Systems and Applications block credit completed at an ODTCE Technology Center

Area	Min. Hours	Courses
Computer Aided Drafting & Design	24	Computer Aided Drafting and Design block credit is contingent upon successful completion of the certification exams in AutoDesk-AutoCAD AND one of the following certifications: AutoDesk-Revit, AutoDesk-Civil 3D, AutoDesk-Inventor, or Solidworks

Support And Related Courses .... 18 hours

Area	Min. Hours	Courses
	3	PSY 1113 Elements of Psychology or
		SOC 1113 Intro. Sociology
	3	MATH 1303 General Quantitative Reasoning or
		MATH 1483 Functions & Modeling or
		MATH 1513 College Algebra
	3	CMSC 1223 Business Application Software
	9	SPCH, BUS, ECON, MRKT, or MGMT

Institutional Requirements .... 1 hour

Institutional Requirement	1	COL	1111	College Success

APPLIED TECHNOLOGY
Computer Systems and Applications Option
Computer Information Systems Emphasis
Associate in Applied Science

General Requirements: Total Hours: 61 Minimum GPA: 2.0
Program Description: This program is for the student to gain concentrated training in areas of the computer information systems field. Students will put their knowledge to use by application of various skills in real-world situations. Major program requirements are obtained through successful completion of the specified specialized certification and licensure exams provided through the technology center(s).

General Education Requirements.. 18 hours

Area	Min. Hours	Courses	
Communications	6	ENGL1113	English Composition I
		ENGL1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
General Ed Electives	6	Select from: AHS, ART, BISC, BUS, CHEM, CMSC, COM, CJ, ECON, ENGL, SPA, HPER, HUM, MGMT, MATH, PHIL, PSY, SOC, SPCH, ZOOL	

Program Requirement .... 24 hours
Computer Systems and Applications block credit completed at an ODTCE Technology Center

Computer Information Systems	24	Computer Information Systems block credit is contingent upon successful completion of CompTIA A+ certification OR two of the following certifications: Device Configuration and Management, Network Security, PC Pro, or Software Networking

Support And Related Courses .... 18 hours

Area	Min. Hours	Courses	
	3	PSY 1113	Elements of Psychology or
		SOC 1113	Intro. Sociology
	3	CMSC 1223	Business Application Software
	12	SPCH, BUS, ECON, MRKT, or MGMT	

Institutional Requirements .... 1 hour

Institutional Requirement	1	COL 1111	College Success

APPLIED TECHNOLOGY
Computer Systems and Applications Option
Computer Programming Emphasis
Associate in Applied Science

General Requirements: Total Hours: 61 Minimum GPA: 2.0
Program Description: This program is for the student to gain concentrated training in areas of the computer programming field. Students will put their knowledge to use by application of various programming software in real-world situations. Major program requirements are obtained through successful completion of the specified specialized certification and licensure exams provided through the technology center(s).

General Education Requirements.. 18 hours

Area	Min. Hours	Courses	
Communications	6	ENGL1113	English Composition I
		ENGL1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
General Ed Electives	6	Select from: AHS, ART, BISC, BUS, CHEM, CMSC, COM, CJ, ECON, ENGL, SPA, HPER, HUM, MGMT, MATH, PHIL, PSY, SOC, SPCH, ZOOL	

Program Requirement .... 24 hours
Computer Systems and Applications block credit completed at an ODTCE Technology Center

Computer Programming	24	Computer Programming block credit is contingent upon successful completion of three of the following MTA or ITS certifications: HTML and CSS, JavaScript, Software Development (C#), Python, HTML5, Database.

Support And Related Courses .... 18 hours

Area	Min. Hours	Courses	
	3	PSY 1113	Elements of Psychology or
		SOC 1113	Intro. Sociology
	3	CMSC 1223	Business Application Software
	12	SPCH, BUS, ECON, MRKT, or MGMT	

Institutional Requirements .... 1 hour

Institutional Requirement	1	COL	1111	College Success

APPLIED TECHNOLOGY
Computer Systems and Applications Option
Digital Media Technology Emphasis
Associate in Applied Science

General Requirements: Total Hours: 61 Minimum GPA: 2.0

Program Description: This program is for the student to gain concentrated training in areas of the digital media technology field. Students will put their knowledge to use by application of various software in real-world situations. Major program requirements are obtained through successful completion of the specified specialized certification and licensure exams provided through the technology center.

General Education Requirements.. 18 hours

Area	Min. Hours	Courses	
Communications	6	ENGL1113	English Composition I
		ENGL1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
General Ed Electives	6	Select from: AHS, ART, BISC, BUS, CHEM, CMSC, COM, CJ, ECON, ENGL, SPA, HPER, HUM, MGMT, MATH, PHIL, PSY, SOC, SPCH, ZOOL	

Program Requirement .... 24 hours

Computer Systems and Applications block credit completed at an ODTCE Technology Center

Digital Media	24	Digital Media Technology block credit is contingent upon successful completion of one of the Adobe Certified Associate certifications: InDesign, Photoshop, Premiere Pro OR two of the following ODCTE Competency certifications: Editor, Motion Graphics Artist, Production Assistant, Producer, 3D Modeler, or 3D Animator

Support And Related Courses .... 18 hours

Area	Min. Hours	Courses	
	3	PSY 1113	Elements of Psychology or
		SOC 1113	Intro. Sociology
	3	CMSC 1223	Business Application Software
	12	SPCH, BUS, ECON, MRKT, or MGMT	

Institutional Requirements .... 1 hour

Institutional Requirement	1	COL	1111	College Success

APPLIED TECHNOLOGY
Computer Systems and Applications
Graphic Design Emphasis
Associate in Applied Science

General Requirements: Total Hours: 61 Minimum GPA: 2.0
Program Description: This program is for the student to gain concentrated training in areas of the graphic design field. Students will put their knowledge to use by application of various software in real-world situations. Major program requirements are obtained through successful completion of the specified specialized certification and licensure exams provided through the technology center.

General Education Requirements.. 18 hours

Area	Min. Hours	Courses	
Communications	6	ENGL1113	English Composition I
		ENGL1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
General Ed Electives	6	Select from: AHS, ART, BISC, BUS, CHEM, CMSC, COM, CJ, ECON, ENGL, SPA, HPER, HUM, MGMT, MATH, PHIL, PSY, SOC, SPCH, ZOOL	

Program Requirement .... 24 hours
Computer Systems and Applications block credit completed at an ODTCE Technology Center

Graphic Design	24	Graphic Design block credit is contingent upon successful completion of one of the Adobe Certified Associate certifications: InDesign, Illustrator, or Photoshop OR two of the following ODCTE Competency certifications: Copy Center Technician, Graphic Designer, Illustrator, or Production Artist	

Support And Related Courses .... 18 hours

Area	Min. Hours	Courses	
	3	PSY 1113	Elements of Psychology or
		SOC 1113	Intro. Sociology
	3	CMSC 1223	Business Application Software
	12	SPCH, BUS, ECON, MRKT, or MGMT	

Institutional Requirements .... 1 hour

Institutional Requirement	1	COL	1111	College Success

APPLIED TECHNOLOGY
Industrial Power and Transportation Option
Automotive Collision Technology Emphasis
Associate in Applied Science

General Requirements: Total Hours: 61 Minimum GPA: 2.0
Program Description: This program is for the student to gain concentrated training in areas of auto detailing, nonstructural collision repair, refinishing, structural collision repair, shop management, and customer service. Major program requirements are obtained through successful completion of the specified specialized certification and licensure exams provided through the technology center.

General Education Requirements.. 18 hours

Area	Min. Hours	Courses	
Communications	6	ENGL1113	English Composition I
		ENGL1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
General Ed Electives	6	Select from: AHS, ART, BISC, BUS, CHEM, CMSC, COM, CJ, ECON, ENGL, SPA, HPER, HUM, MGMT, MATH, PHIL, PSY, SOC, SPCH, ZOOL	

Program Requirement .... 24 hours
Automotive Collision Technology block credit completed at an ODTCE Technology Center

Area	Min. Hours	Courses
Automotive Collision Technology	24	Automotive Collision Technology block credit is contingent upon successful completion of the certification exams in EITHER I-Car/PDP EE Pro Level 1 OR at least two of the Student ASE areas: Painting and Refinishing, Structural Analysis and Damage Repair, Non-structural Analysis and Damage Repairs, and Mechanical and Electrical Systems

Support And Related Courses .... 18 hours

Area	Min. Hours	Courses
	3	PSY 1113 Elements of Psychology or SOC 1113 Intro. Sociology
	3	MATH 1303 General Quantitative Reasoning or MATH 1483 Functions & Modeling or MATH 1513 College Algebra
	3	CMSC 1223 Business Application Software
	9	SPCH, BUS, ECON, MRKT, or MGMT

Institutional Requirements .... 1 hour

Institutional Requirement	1	COL 1111	College Success

APPLIED TECHNOLOGY
Industrial Power and Transportation Option
Automotive Service Technology Emphasis
Associate in Applied Science

General Requirements: Total Hours: 61 Minimum GPA: 2.0

Program Description: This program is for the student to gain concentrated training in areas of NATEF Certified Program diagnosing and repairing passenger cars and light trucks, including current computer controlled models. Major program requirements are obtained through successful completion of the specified specialized certification and licensure exams provided through the technology center.

General Education Requirements... 18 hours

Area	Min. Hours	Courses	
Communications	6	ENGL1113	English Composition I
		ENGL1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
General Ed Electives	6	Select from: AHS, ART, BISC, BUS, CHEM, CMSC, COM, CJ, ECON, ENGL, SPA, HPER, HUM, MGMT, MATH, PHIL, PSY, SOC, SPCH, ZOOL	

Program Requirement .... 24 hours

Automotive Service Technology block credit completed at an ODTCE Technology Center

Area	Min. Hours	Courses
Automotive Service Technology	24	Automotive Service Technology block credit is contingent upon successful completion of at least four of the certification exams in the Student ASE areas: Automatic Transmission/Transaxle, Automobile Service Technology, Brakes, Electrical & Electronic Systems, Engine Performance, Engine Repair, Heating & Air Conditioning, Maintenance & Light Repair, Manual Drive Train & Axles, and Suspension & Steering

Support And Related Courses .... 18 hours

Area	Min. Hours	Courses
	3	PSY 1113 Elements of Psychology or
		SOC 1113 Intro. Sociology
	3	MATH 1303 General Quantitative Reasoning or
		MATH 1483 Functions & Modeling or
		MATH 1513 College Algebra
	3	CMSC 1223 Business Application Software
	9	SPCH, BUS, ECON, MRKT, or MGMT

Institutional Requirements .... 1 hour

Institutional Requirement	1	COL	1111	College Success

APPLIED TECHNOLOGY
Industrial Power and Transportation Option
Aviation Maintenance Technology Emphasis
Associate in Applied Science

General Requirements: Total Hours: 61 Minimum GPA: 2.0
Program Description: This program is for the student to gain concentrated training in areas of FAA-approved program provides students with broad and varied experience in aviation science and theory related to aircraft shop practice, maintenance and repair. Major program requirements are obtained through successful completion of the specified specialized certification and licensure exams provided through the technology center.

General Education Requirements... 18 hours

Area	Min. Hours	Courses	
Communications	6	ENGL1113	English Composition I
		ENGL1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
General Ed Electives	6	Select from: AHS, ART, BISC, BUS, CHEM, CMSC, COM, CJ, ECON, ENGL, SPA, HPER, HUM, MGMT, MATH, PHIL, PSY, SOC, SPCH, ZOOL	

Program Requirement .... 42 hours
Aviation Maintenance Technology block credit completed at an ODTCE Technology Center

Aviation Maintenance Technology	42	Aviation Maintenance Technology block credit is contingent upon successful completion of the certification exams in FAA Mechanics Certificate with Airframe and Powerplant ratings, and Federal Aviation Administration (FAA, part 147) approved program

Institutional Requirements .... 1 hour

Institutional Requirement	1	COL	1111	College Success

APPLIED TECHNOLOGY
Industrial Power and Transportation Option
Diesel Technology Emphasis
Associate in Applied Science

General Requirements: Total Hours: 61 Minimum GPA: 2.0

Program Description: This program is for the student to gain concentrated training in areas of this NATEF aligned program that will prepare students for a career in the diesel maintenance and repair industry. The emphasis of the program is heavy-duty, over-the-road trucks and equipment.. Major program requirements are obtained through successful completion of the specified specialized certification and licensure exams provided through the technology center.

General Education Requirements.. 18 hours

Area	Min. Hours	Courses	
Communications	6	ENGL1113	English Composition I
		ENGL1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
General Ed Electives	6	Select from: AHS, ART, BISC, BUS, CHEM, CMSC, COM, CJ, ECON, ENGL, SPA, HPER, HUM, MGMT, MATH, PHIL, PSY, SOC, SPCH, ZOOL	

Program Requirement .... 24 hours

Diesel Technology block credit completed at an ODTCE Technology Center

Diesel Technology	24	Diesel Technology block credit is contingent upon successful completion of the certification exams in at least 2 of the Student ASE areas: Brakes, Steering and Suspension, Electrical, and Diesel Engines

Support And Related Courses .... 18 hours

Area	Min. Hours	Courses
	3	PSY 1113 Elements of Psychology or
		SOC 1113 Intro. Sociology
	3	MATH 1303 General Quantitative Reasoning or
		MATH 1483 Functions & Modeling or
		MATH 1513 College Algebra
	3	CMSC 1223 Business Application Software
	9	SPCH, BUS, ECON, MRKT, or MGMT

Institutional Requirements .... 1 hour

Institutional Requirement	1	COL	1111	College Success

APPLIED TECHNOLOGY
Industrial Power and Transportation Option
Electrical Trades Emphasis
Associate in Applied Science

General Requirements: Total Hours: 61 Minimum GPA: 2.0
Program Description: This program is for the student to gain concentrated training in areas of this NCCER affiliated program. Students will learn both residential and commercial electrician installations. This will include knowledge and skills in the use and understanding of the National Electrical Code, blueprint reading, NEC code calculations, safety and wiring methods. Major program requirements are obtained through successful completion of the specified specialized certification and licensure exams provided through the technology center.

General Education Requirements.. 18 hours

Area	Min. Hours	Courses	
Communications	6	ENGL1113	English Composition I
		ENGL1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
General Ed Electives	6	Select from: AHS, ART, BISC, BUS, CHEM, CMSC, COM, CJ, ECON, ENGL, SPA, HPER, HUM, MGMT, MATH, PHIL, PSY, SOC, SPCH, ZOOL	

Program Requirement .... 24 hours
Electrical Trades block credit completed at an ODTCE Technology Center

Electrical Trades	24	Electrical Trades block credit is contingent upon successful achievement of the Apprenticeship licensure

Support And Related Courses .... 18 hours

	Min. Hours	Courses
	3	PSY 1113 Elements of Psychology or SOC 1113 Intro. Sociology
	3	MATH 1303 General Quantitative Reasoning or MATH 1483 Functions & Modeling or MATH 1513 College Algebra
	3	CMSC 1223 Business Application Software
	3	ECON 1353 Personal Finance
	6	SPCH, BUS, ECON, MRKT, or MGMT

Institutional Requirements .... 1 hour

Institutional Requirement	1	COL 1111	College Success

APPLIED TECHNOLOGY
Industrial Power and Transportation Option
HVACR Technology Emphasis
Associate in Applied Science

General Requirements: Total Hours: 61 Minimum GPA: 2.0
Program Description: This program is for the student to gain concentrated training in areas of this NCCER affiliated program. Students learn fundamentals of safety, mechanics, refrigeration, electricity for HVACR, residential and light commercial air conditioning, domestic and commercial refrigeration, and sheet metal. Major program requirements are obtained through successful completion of the specified specialized certification and licensure exams provided through the technology center.

General Education Requirements.. 18 hours

Area	Min. Hours	Courses	
Communications	6	ENGL1113	English Composition I
		ENGL1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
General Ed Electives	6	Select from: AHS, ART, BISC, BUS, CHEM, CMSC, COM, CJ, ECON, ENGL, SPA, HPER, HUM, MGMT, MATH, PHIL, PSY, SOC, SPCH, ZOOL	

Program Requirement .... 24 hours
HVACR Technology block credit completed at an ODTCE Technology Center

	Min. Hours	Courses
HVACR Technology	24	HVACR Technology block credit is contingent upon successful completion of the certification exams in EPA Certification and OSHA 10 Gastite Certification

Support And Related Courses .... 18 hours

	Min. Hours	Courses
	3	PSY 1113 Elements of Psychology or
		SOC 1113 Intro. Sociology
	3	MATH 1303 General Quantitative Reasoning or
		MATH 1483 Functions & Modeling or
		MATH 1513 College Algebra
	3	CMSC 1223 Business Application Software
	9	SPCH, BUS, ECON, MRKT, or MGMT

Institutional Requirements .... 1 hour

Institutional Requirement	1	COL 1111	College Success

APPLIED TECHNOLOGY
Industrial Power and Transportation Option
Industrial Automation and Robotics Technology Emphasis
Associate in Applied Science

General Requirements: Total Hours: 61 Minimum GPA: 2.0
Program Description: This program is for the student to gain concentrated training in areas of electro-mechanical technician, programmable logic controller or controls technician. Students develop skills in the areas of mechanical systems integration and maintenance, electrical controls, robotic automation and controls, fluid power including hydraulics and pneumatics, and programmable logic control. Major program requirements are obtained through successful completion of the specified specialized certification and licensure exams provided through the technology center.

General Education Requirements.. 18 hours

Area	Min. Hours	Courses	
Communications	6	ENGL1113	English Composition I
		ENGL1213	English Composition II
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
General Ed Electives	6	Select from: AHS, ART, BISC, BUS, CHEM, CMSC, COM, CJ, ECON, ENGL, SPA, HPER, HUM, MGMT, MATH, PHIL, PSY, SOC, SPCH, ZOOL	

Program Requirement .... 24 hours
Industrial Automation and Robotics Technology block credit completed at an ODTCE Technology Center

Industrial Automation and Robotics Technology	24	Industrial Automation and Robotics Technology block credit is contingent upon successful completion of the certification exams in SACA Gold Level Certification – Industry Automation Specialist	

Support And Related Courses .... 18 hours

Area	Min. Hours	Courses
	3	PSY 1113 Elements of Psychology or
		SOC 1113 Intro. Sociology
	3	MATH 1303 General Quantitative Reasoning or
		MATH 1483 Functions & Modeling or
		MATH 1513 College Algebra
	3	CMSC 1223 Business Application Software
	9	AGTE, SPCH, BUS, ECON, MRKT, or MGMT

Institutional Requirements .... 1 hour

Institutional Requirement	1	COL	1111	College Success

ARTIFICIAL INSEMINATION IN LIVESTOCK
Certificate of Mastery

General Requirements: Total Hours: 19 • Minimum GPA: 2.0
Program Description: The certificate is designed to prepare students for work in the area of artificial insemination in livestock.

Specialized Program Requirements .... 19 hours

Area	Min. Hours	Courses		
General Education	7	ENGL	1113	English Composition I
		BISC	1114	Biology with Lab
Program Requirements	12	ANSI	1124	Intro to Animal Science
		ANSI	2143	Anatomy and Physiology of Reproduction
		ANSI	2142	Artificial Insemination
		AGRI	2193	Agriculture Internship

ATHLETIC TRAINER
Certificate of Mastery

General Requirements: Total Hours: 18 • Minimum GPA: 2.0
Program Description: The certificate is designed to prepare students for work in the area of athletic training.

Specialized Program Requirements .... 18 hours

Area	Min. Hours	Courses		
General Education	3	ENGL	1113	English Composition I
Program Requirements	15	HPER	1243	Introduction to Athletic Training
		HPER	1601	Athletic/Personal Training Practicum I
		HPER	2343	Care & Prevention of Athletic Injuries
		HPER	2593	Protective Techniques in Athletic Training
		HPER	2601	Athletic Training Level II
		HPER	2651	Athletic Training Level III
		AHS	2013	Nutrition

ATHLETIC/PERSONAL TRAINER
Athletic Trainer Option
Associate in Science

General Requirements: Total Hours: 60-62 Minimum GPA: 2.0

Program Description: The Athletic/Personal Trainer program is designed for students who are interested in entering the fields of corporate wellness, health/fitness clubs, fitness education programs, and personal fitness training. After completing the Personal Trainer Option of this Degree, students will be ready to take one of the many fitness certification exams and begin working in the fitness field of their choice.

General Education Requirements.. 37-38 hours

Area	Min. Hours	Courses		
Communications	6	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
Social Science	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History 1877 to Present
		POLS	1113	U.S. Government
Life Science	4	ZOOL	2134	Anatomy with Lab
Physical Science	4-5	CHEM	1214	Survey of General, Organic, & Biochemistry with Lab or
		CHEM	1315	General Chemistry I with Lab
Mathematics	3	MATH	1513	College Algebra
Humanities	6	See humanities course options list on page 48.		
Selected General	7	PSY	1113	Elements of Psychology
Ed Requirements		ZOOL	2144	Physiology with Lab
Institutional Requirement	1	COL	1111	College Success

Athletic Trainer Option Requirements.. 23-24 hours

Area	Min. Hours	Courses		
Health/Physical	20-21	HPER	1302	Introduction to Physical Education
Education		HPER	1322	Personal Health or
		HPER	1553	Lifetime Fitness and Management
		HPER	1252	Orientation to Exercise Science
		HPER	1601	Athletic/Personal Training Practicum I
		HPER	1243	Introduction to Athletic Training
		HPER	2312	First Aid
		HPER	2343	Care and Prevention of Athletic Injuries
		HPER	2601	Athletic Training Level 2
		HPER	2593	Protective Techniques in Athletic Training
		HPER	2651	Athletic Training Level 3
Allied Health Science	3	AHS	2013	Nutrition

ATHLETIC/PERSONAL TRAINER
Personal Trainer Option
Associate in Science

General Requirements: Total Hours: 60-62 Minimum GPA: 2.0

Program Description: The Athletic/Personal Trainer program is designed for students who are interested in entering the fields of corporate wellness, health/fitness clubs, fitness education programs, and personal fitness training. After completing the Personal Trainer Option of this Degree, students will be ready to take one of the many fitness certification exams and begin working in the fitness field of their choice.

General Education Requirements.. 37-38 hours

Area	Min. Hours	Courses		
Communications	6	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
Social Science	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History1877 to Present
		POLS	1113	U.S. Government
Life Science	4	ZOOL	2134	Anatomy with Lab
Physical Science	4-5	CHEM	1214	Survey of General, Organic, & Biochemistry with Lab or
		CHEM	1315	General Chemistry I with Lab
Mathematics	3	MATH	1513	College Algebra
Humanities	6	See humanities course options list on page 48.		
Selected General	7	PSY	1113	Elements of Psychology
Ed Requirements		ZOOL	2144	Physiology with Lab
Institutional Requirement	1	COL	1111	College Success

Personal Trainer Option Requirements... 23-24 hours

Area	Min. Hours	Courses		
Health/Physical	20-21	HPER	1302	Introduction to Physical Education
Education		HPER	1322	Personal Health or
		HPER	1553	Lifetime Fitness and Management
		HPER	1252	Orientation to Exercise Science
		HPER	1601	Athletic/Personal Training Practicum I
		HPER	2103	Exercise Testing and Prescription
		HPER	2312	First Aid
		HPER	2343	Care and Prevention of Athletic Injuries
		HPER	2611	Personal Training Practicum II
		HPER	2623	Personal Training Certification Course
		HPER	2661	Personal Training Practicum III
Allied Health	3	AHS	2013	Nutrition

BUSINESS ADMINISTRATION
Associate in Art

General Requirements: Total Hours: 62 • Minimum GPA: 2.0
Program Description: The Associate in Arts degree is designed to prepare students for further study in Business.

General Education Requirements... 38 hours

Area	Min. Hours	Courses		
Communications	9	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
		SPCH	1113	Introduction to Public Speaking
Social Science	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History 1877 to Present
		POLS	1113	U.S. Government
Life Science	3	BISC, BOT, MICR, ZOOL (Lecture)		
Physical Science	3	CHEM, ASTR, GEOL, PHSC, PHYS (Lecture)		
Science Lab	1	BISC, BOT, CHEM, ASTR, GEOL, MICR, PHSC, PHYS, ZOOL (Lab)		
Humanities	6	Choose from humanities course options list on page 48.		
Math	3	MATH	1513	College Algebra or
		MATH	1483	Functions and Modeling
Selected General	7	PSY	1113	Elements of Psychology or
Ed Requirements		SOC	1113	Introduction to Sociology
		BUS	2093	Business Communications
		COL	1111	College Success

Program Core Requirements .... 24 hours

Area	Min. Hours	Courses		
Accounting	6	ACCT	2173	Financial Accounting
		ACCT	2183	Managerial Accounting
Business	3	MATH	2193	Elementary Statistics
Economics	6	ECON	2193	Principles of Macroeconomics
		ECON	2203	Principles of Microeconomics
Marketing	3	MRKT	2323	Principles of Marketing
Computer Science	3	CMSC	1223	Business Applications Software
Business Electives	3	BUS	1353	Business Ethics
		BUS	2163	Business Law
		MGMT	2033	Principles of Management
		MGMT	2103	Occupational/Technical Internship
		MGMT	2143	Business Leadership

BUSINESS ADMINISTRATION TECHNOLOGY
Associate in Applied Science

General Requirements: Total Hours: 61 • Minimum GPA: 2.0
Program Description: The Associate in Applied Science degree in Business Administration Technology is designed to prepare students for entry into careers in various areas of Business Administration.

General Education Requirements.. 19 hours

Area	Min. Hours	Courses		
Communications	6	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
Social Science	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History, 1877 to Present
		POLS	1113	U.S. Government
Selected General	6	BISC, BOT, CHEM, HUM, MUS, ART, PSY,		
Ed Requirements		SOC, GEG, PHSC, GEOL, ASTR		
Institutional Requirement	1	COL	1111	College Success

Program Core Requirements.. 42 hours

Area	Min. Hours	Courses		
Math	3	MATH	1303	General Quantitative Reasoning or
		MATH	1513	College Algebra
Speech	3	SPCH	1113	Introduction to Public Speaking or
		SPCH	2133	Interpersonal Communications
Computer Science	3	CMSC	1223	Business Applications Software
Business/	15	BUS	1103	Introduction to Business
Management/		BUS	1353	Business Ethics
Marketing		BUS	2093	Business Communications
		MGMT	2033	Principles of Management
		MRKT	2323	Principles of Marketing
Economics	9	ECON	1353	Personal Finance
		ECON	2193	Principles of Macroeconomics
		ECON	2203	Principles of Microeconomics
Accounting	6	ACCT	2173	Financial Accounting
		ACCT	2183	Managerial Accounting
Electives	3	BUS	2163	Business Law or
		MGMT	2103	Occupational/Technical Internship or
		MGMT	2143	Business Leadership

CHILD DEVELOPMENT
Associate in Applied Science

General Requirements: Total Hours: 61 • Minimum GPA: 2.0

Program Description: The Associate in Applied Science in Child Development consists of curriculum to prepare child development professionals. The program prepares students for a job in child development centers or in an educational setting for young children.

General Education Requirements... 18 hours

Area	Min. Hours	Courses		
Communications	6	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
Social Science	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History, 1877 to Present
		POLS	1113	U.S. Government
Selected General	6	BISC, BOT, CHEM, MATH, MUS, ART, PSY, SOC, SPCH,		
Ed Requirements		CMSC, GEG, PHSC		

Technical-Occupational Specialty Courses... 31 hours

Area	Min. Hours	Courses		
Child Development	31	CD	2101	Portfolio Development in Early Childhood Education
Education		CD	2053	Child Growth and Development
		CD	2063	Behavior and Guidance of Young Children
		CD	2023	Nutrition, Health and Safety for Children
		CD	2043	Parent and Community Relations
		CD	2073	Music, Movement and Creative Arts
		CD	2103	Education and Services for Children with Special Needs
		CD	2173	Cognitive Skills for Children
		CD	2183	Language and Social Skills for Children
		CD	2203	Early Childhood Education Program Planning and Eval.
		CD	2223	Professionalism in Early Childhood Education

Support and Related Courses .... 9 hours

Area	Min. Hours	Courses		
Sociology	3	SOC	2183	Sociology of the Family
Child Development	3	CD	2233	Assessment and Eval of Child Growth and Development
Management	3	MGMT	2103	Occupational/Technical Internship (CD)

Institutional Requirements .... 3 hours

Area	Min. Hours	Courses		
Computer Science	3	CMSC	1223	Business Applications Software

CHILD DEVELOPMENT
Certificate of Mastery

General Requirements: Total Hours: 18 • Minimum GPA: 2.0

Program Description: The Certificate of Mastery in Child Development allows students to obtain specialized training that can lead to the educational requirements for a CDA credential or to fulfill the requirements for the Department of Human Services professional development. Certificate completers are able to meet the specific needs of children and work with parents and other adults to nurture children's physical, social, emotional, and intellectual growth in a child development framework.

Specialized Program Requirements .... 18 hours

Area	Min. Hours	Courses		
Communications	3	ENGL	1113	English Composition I
Child Development	15	CD	2023	Nutrition, Health and Safety for Children
		CD	2043	Parent and Community Relations
		CD	2053	Child Growth and Development
		CD	2063	Behavior and Guidance of Young Children
		CD	2073	Music, Movement and Creative Arts
		CD	2103	Education and Services for Children with Special
		CD	2173	Cognitive Skills for Children
		CD	2183	Language and Social Skills for Children
		CD	2203	Early Childhood Education Program Planning and Eval.
		CD	2223	Professionalism in Child Development Needs
		CD	2233	Assessment and Eval. of Child Growth and Development

COMPUTER SCIENCE
Cybersecurity Option
Associate in Science

General Requirements: Total Hours: 62 Minimum GPA: 2.0
Program Description: The Associate in Science degree in Computer Science is designed to give students a firm foundation in programming, data structures, information and network security.

General Education Requirements.. 37 hours

Area	Min. Hours	Courses		
Communications	6	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
Social Science	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History, 1877-Present
		POLS	1113	U.S. Government
Life Science	3	BISC, BOT, MICR, ZOOL (Lecture)		
Physical Science	3	CHEM, ASTR, GEOL, PHSC, PHYS (Lecture)		
Science Lab	1	BISC, BOT, CHEM, ASTR, GEOL, MICR, PHSC, PHYS, ZOOL (Lab)		
Humanities	6	See humanities course options list on page 48.		
Mathematics	3	MATH	1513	College Algebra
Selected General	9	PSY	1113	Elements of Psychology or
Ed Requirements		SOC	1113	Introduction to Sociology
		CMSC	1223	Business Application Software
		SPCH	1113	Introduction to Public Speaking

Cybersecurity Option Requirements... 6 hours

Area	Min. Hours	Courses		
Criminal Justice	3	CJ	1113	Introduction to Criminal Justice
Computer Science	3	CMSC	2243	Network Security

Program Core Requirement .... 18 hours

Area	Min. Hours	Courses		
Computer Science	12	CMSC	1123	Computer Science Concepts I
		CMSC	1133	Computer Science Concepts II
		CMSC	1193	Principles of Information Securities & Ethics
		CMSC	2013	Discrete Math
Computer Science/	6	BUS	1353	Business Ethics
Business Electives		BUS	2093	Business Communications
		BUS	2163	Business Law
		CMSC	2313	Data Structures
		CMSC	2413	Programming in C#
		CMSC	2513	Programming in C++
		MGMT	2033	Principles of Management
		MGMT	2143	Business Leadership
		MRKT	2323	Principles of Marketing

Institutional Requirements .... 1 hour

Institutional Requirement	1	COL	1111	College Success

COMPUTER SCIENCE
Data Analytics Option
Associate in Science

General Requirements: Total Hours: 62 Minimum GPA: 2.0

Program Description: The Associate in Science degree in Computer Science is designed to give students a firm foundation in programming, data structures, information and network security.

General Education Requirements.. 37 hours

Area	Min. Hours	Courses		
Communications	6	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
Social Science	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History, 1877-Present
		POLS	1113	U.S. Government
Life Science	3	BISC, BOT, MICR, ZOOL (Lecture)		
Physical Science	3	CHEM, ASTR, GEOL, PHSC, PHYS (Lecture)		
Science Lab	1	BISC, BOT, CHEM, ASTR, GEOL, MICR, PHSC, PHYS, ZOOL (Lab)		
Humanities	6	See humanities course options list on page 48.		
Mathematics	3	MATH	1513	College Algebra
Selected General	9	PSY	1113	Elements of Psychology or
Ed Requirements		SOC	1113	Introduction to Sociology
		CMSC	1223	Business Application Software
		SPCH	1113	Introduction to Public Speaking

Data Analytics Option Requirements .... 6 hours

Area	Min. Hours	Courses		
Computer Science	3	CMSC	2313	Data Structures
Mathematics	3	MATH	2193	Elementary Statistics

Program Core Requirement .... 18 hours

Area	Min. Hours	Courses		
Computer Science	12	CMSC	1123	Computer Science Concepts I
		CMSC	1133	Computer Science Concepts II
		CMSC	1193	Principles of Information Securities & Ethics
		CMSC	2013	Discrete Math
Computer Science/	6	BUS	1353	Business Ethics
Business Electives		BUS	2093	Business Communications
		BUS	2163	Business Law
		CMSC	2243	Network Security
		CMSC	2413	Programming in C#
		CMSC	2513	Programming in C++
		MGMT	2033	Principles of Management
		MGMT	2143	Business Leadership
		MRKT	2323	Principles of Marketing

Institutional Requirements .... 1 hour

Institutional Requirement	1	COL	1111	College Success

CRIMINAL JUSTICE
Associate in Arts

General Requirements: Total Hours: 62 • Minimum GPA: 2.0

Program Description: The Criminal Justice program is designed for students who intend to transfer to a Baccalaureate program in criminal justice. The freshman and sophomore level courses introduce the student to Criminal Justice and provide him or her with the general education core requirements. Those enrolled in the Associate in Arts Criminal Justice program are encouraged to work closely with their advisors and with the admissions department at the 4-year institution where they wish to transfer in designing their course of study.

General Education Requirements.. 37 hours

Area	Min. Hours	Courses		
Communications	6	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
Social Science	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History 1877 to Present
		POLS	1113	U.S. Government
Life Science	3	BISC, BOT, MICR, ZOOL (Lecture)		
Physical Science	3	CHEM, ASTR, GEOL, PHSC, PHYS (Lecture)		
Science Lab	1	BISC, BOT, CHEM, ASTR, GEOL, MICR, PHSC, PHYS, ZOOL (Lab)		
Humanities	6	Choose from humanities course options list on page 48.		
Math	3	MATH	1303	General Quantitative Reasoning or
		MATH	1513	College Algebra or
		MATH	1483	Functions & Modeling
Psychology/Sociology	6	PSY	1113	Elements of Psychology
		SOC	1113	Introduction to Sociology
Selected General Ed Requirements	3	PSY, SOC, ART, HIST, PHIL, POLS, SPA, or SPCH		

Program Core Requirements.. 24 hours

Area	Min. Hours	Courses		
Criminal Justice	9	CJ	1113	Introduction to Criminal Justice
		CJ	2313	Criminal Law
		CJ	2443	Criminal Law and Procedures
		CJ	2333	Police Organization and Management
	9	Any other CJ courses except CJ 2451, CJ 2461, CJ 2471 or CJ 2363		
Social Science	3	SOC	2133	Crime and Delinquency
		SOC	2173	Problems in Sociology
		SOC	2183	Sociology of the Family
Physical Education	3	HPER	1553	Lifetime Fitness and Management

Institutional Requirements .... 1 hour

Institutional Requirement	1	COL	1111	College Success

CRIMINAL JUSTICE
Corrections Option
Associate in Applied Science

General Requirements: Total Hours: 62 • Minimum GPA: 2.0

Program Description: This Criminal Justice Program allows students to gain knowledge which will enhance their opportunity to become employed in a criminal justice career with a specialty in one of the following areas: Corrections or General Studies in Criminal Justice. This Associate in Applied Science program option is for the student who desires a career in Corrections.

General Education Requirements.. 18 hours

Area	Min. Hours	Courses		
Communications	6	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
Social Science	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History, 1877 to Present
		POLS	1113	U.S. Government
Selected General	6	PSY	1113	Elements of Psychology
Ed Requirements		SOC	1113	Introduction to Sociology

Corrections Option Requirements.. 31 hours

Area	Min. Hours	Courses		
Criminal Justice	12	CJ	1253	American Corrections System
		CJ	2353	Administration of Correctional Institutions
		CJ	2433	Community and Cultural Diversity
		CJ	2453	Probation and Parole
Criminal Justice Electives	9-12	CJ		Any other CJ course not previously selected
Sociology	3-6	SOC		Any other SOC course not previously selected
Support Electives	4	Courses from student's area of interest		

Core Technical-Occupational Courses.. 13 hours

Area	Min. Hours	Courses		
Criminal Justice	9	CJ	1113	Introduction to Criminal Justice
		CJ	2313	Criminal Law
		CJ	2443	Criminal Law and Procedure
Fitness	3	HPER	1553	Lifetime Fitness and Management
Institutional Requirement	1	COL	1111	College Success

CRIMINAL JUSTICE
General Studies in Criminal Justice Option
Associate in Applied Science

General Requirements: Total Hours: 62 • Minimum GPA: 2.0

Program Description: This Criminal Justice Program allows students to gain knowledge which will enhance their opportunity to become employed in a criminal justice career with a specialty in one of the following areas: Corrections or General Studies in Criminal Justice. This Associate in Applied Science program option is constructed for the student desiring a career in a generic criminal justice field.

General Education Requirements.. 18 hours

Area	Min. Hours	Courses		
Communications	6	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
Social Science	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History, 1877 to Present
		POLS	1113	U.S. Government
Selected General	6	PSY	1113	Elements of Psychology
Ed Requirements		SOC	1113	Introduction to Sociology

General Studies in Criminal Justice Option Requirements... 31 hours

Area	Min. Hours	Courses	
Criminal Justice	21	CJ	Any CJ course not previously selected
Sociology	6	SOC	Any SOC course not previously selected
Support Electives	4	Courses from student's area of interest	

Core Technical-Occupational Courses.. 13 hours

Area	Min. Hours	Courses		
Criminal Justice	9	CJ	1113	Introduction to Criminal Justice
		CJ	2313	Criminal Law
		CJ	2443	Criminal Law and Procedure
Fitness	3	HPER	1553	Lifetime Fitness and Management
Institutional Requirement	1	COL	1111	College Success

CRIMINAL JUSTICE-LAW ENFORCEMENT
Certificate of Mastery

General Requirements: Total Hours: 18 • Minimum GPA: 2.0
Program Description: This certificate is designed to lead to careers in law enforcement, corrections, juvenile justice, and homeland security.

Specialized Program Requirements .... 18 hours

Area	Min. Hours	Courses		
General Education	9	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
		PSY	1113	Elements of Psychology
Program Requirements	9	CJ	1113	Introduction to Criminal Justice
		CJ	2313	Criminal Law
		CJ	2443	Criminal Law and Procedures

DRONE TECHNOLOGY
Certificate of Mastery

General Requirements: Total Hours: 20 • Minimum GPA: 2.0

Program Description: This certificate is designed to provide students with work-force ready skillsets for safe and legal flight of uncrewed aircraft, with an emphasis on safety, proficiency, and flight planning.

Specialized Program Requirements .... 20 hours

Area	Min. Hours	Courses		
General Education	3	ENGL	1113	English Composition I
Program	3	AGTE	1033	Coding and Robotics I or
Requirements		AGTE	2023	Aviation Meteorology
	3	BUS	1103	Introduction to Business or
		MRKT	2323	Principles of Marketing
	11	AGTE	1013	Drone Technology I
		AGTE	2013	Drone Technology II
		AGTE	1022	Drone Technology III: Photo/Video
		AGSU	2223	Applied Sustainability/Agriculture Technology Capstone

ENTERPRISE DEVELOPMENT
Business Administration Option
Associate in Art

General Requirements: Total Hours: 60 • Minimum GPA: 2.0
Program Description: This program is designed for working adults who have already earned at least 18 hours of college credit and want to finish an Associate's degree. Other requirements include student must have a minimum 2.0 GPA from previous college credits, have completed any required remedial courses with a "C" grade or better, and the final 18 semester hours must be earned at an Oklahoma two-year college accredited by NCAHLC.

General Education Requirements.. 37 hours

Area	Min. Hours	Courses		
Communications	9	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
		SPCH	1113	Introduction to Public Speaking
Political Sciences	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History, 1877 to Present
		POLS	1113	U.S. Government
Mathematics	3	MATH	1303	Quantitative Reasoning
		MATH	1483	Functions and Modeling
		MATH	1513	College Algebra
		MATH	2193	Elementary Statistics
Life Sciences*	3-4	BISC	1113	Biological Concepts
		BISC	1114	Biology with Lab
		BOT	1114	Botany with Lab
		MICR	2134	Intro to Microbiology with Lab
		ZOOL	2134	Anatomy with Lab
		ZOOL	2144	Physiology with Lab
Physical Sciences*	3-4	CHEM	1215	Chemistry I with Lab
		CHEM	1315	General Chemistry I with Lab
		GEOL	1053	Earth Science
		GEOL	1054	Physical Geology with Lab
		PHSC	1114	Physical Science with Lab
		PHYS	1115	Physics I with Lab
Humanities	6	See Humanities course options on page 48.		
Social Sciences,	6	PSY	1113	Elements of Psychology
Technology,		SOC	1113	Introduction to Sociology
And Language		CMSC	1223	Business Application Software
		SPA	1053	Conversational Spanish I

*One course from either life science or physical science must include a Lab.

Business Administration Option Requirements .... 23 hours

Area	Min. Hours	Courses		
Accounting I (Financial)	3	ACCT	2173	Financial Accounting
Accounting II (Managerial)	3	ACCT	2183	Managerial Accounting
Macroeconomics	3	ECON	2193	Principles of Macroeconomics
Microeconomics	3	ECON	2203	Principles of Microeconomics
Marketing	3	MRKT	2323	Principles of Marketing
Business Statistics	3	BUS	2513	Business Statistics
Business Internship	3	MGMT	2103	Occupational/Technical Internship
Capstone Seminar	2	MGMT	2002	Career Education Seminar

ENTERPRISE DEVELOPMENT
General Studies Option
Associate in Art

General Requirements: Total Hours: 60 • Minimum GPA: 2.0

Program Description: This program is designed for working adults who have already earned at least 18 hours of college credit and want to finish an Associate's degree. Other requirements include student must have a minimum 2.0 GPA from previous college credits, have completed any required remedial courses with a "C" grade or better, and the final 18 semester hours must be earned at an Oklahoma two-year college accredited by NCAHLC.

General Education Requirements.. 37 hours

Area	Min. Hours	Courses		
Communications	9	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
		SPCH	1113	Introduction to Public Speaking
Political Sciences	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History, 1877 to Present
		POLS	1113	U.S. Government
Mathematics	3	MATH	1303	Quantitative Reasoning
		MATH	1483	Functions and Modeling
		MATH	1513	College Algebra
		MATH	2193	Elementary Statistics
Life Sciences*	3-4	BISC	1113	Biological Concepts
		BISC	1114	Biology with Lab
		BOT	1114	Botany with Lab
		MICR	2134	Intro to Microbiology with Lab
		ZOOL	2134	Anatomy with Lab
		ZOOL	2144	Physiology with Lab
Physical Sciences*	3-4	CHEM	1215	Chemistry I with Lab
		CHEM	1315	General Chemistry I with Lab
		GEOL	1053	Earth Science
		GEOL	1054	Physical Geology with Lab
		PHSC	1114	Physical Science with Lab
		PHYS	1115	Physics I with Lab
Humanities	6	See Humanities course options on page 48.		
Social Sciences,	6	PSY	1113	Elements of Psychology
Technology,		SOC	1113	Introduction to Sociology
And Language		CMSC	1223	Business Application Software
		SPA	1053	Conversational Spanish I

*One course from either life science or physical science must include a Lab.

General Studies Option Requirements.. 23 hours

Area	Min. Hours	Courses
Electives	23	Courses determined by student's field of interest from college offerings.

ENTERPRISE DEVELOPMENT
Business Administration Option
Associate in Science

General Requirements: Total Hours: 60 • Minimum GPA: 2.0

Program Description: This program is designed for working adults who have already earned at least 18 hours of college credit and want to finish an Associate's degree. Other requirements include student must have a minimum 2.0 GPA from previous college credits, have completed any required remedial courses with a "C" grade or better, and the final 18 semester hours must be earned at an Oklahoma two-year college accredited by NCAHLC.

General Education Requirements... 37 hours

Area	Min. Hours	Courses		
Communications	9	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
		SPCH	1113	Introduction to Public Speaking
Political Sciences	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History, 1877 to Present
		POLS	1113	U.S. Government
Mathematics	3	MATH	1303	Quantitative Reasoning
		MATH	1483	Functions and Modeling
		MATH	1513	College Algebra
		MATH	2193	Elementary Statistics
Life Sciences*	3-4	BISC	1113	Biological Concepts
		BISC	1114	Biology with Lab
		BOT	1114	Botany with Lab
		MICR	2134	Intro to Microbiology with Lab
		ZOOL	2134	Anatomy with Lab
		ZOOL	2144	Physiology with Lab
Physical Sciences*	3-4	CHEM	1215	Chemistry I with Lab
		CHEM	1315	General Chemistry I with Lab
		GEOL	1053	Earth Science
		GEOL	1054	Physical Geology with Lab
		PHSC	1114	Physical Science with Lab
		PHYS	1115	Physics I with Lab
Humanities	6	See Humanities course options on page 48.		
Social Sciences,	6	PSY	1113	Elements of Psychology
Technology,		SOC	1113	Introduction to Sociology
And Language		CMSC	1223	Business Application Software
		SPA	1053	Conversational Spanish I

*One course from either life science or physical science must include a Lab.

Business Administration Option Requirements .... 23 hours

Area	Min. Hours	Courses		
Accounting I (Financial)	3	ACCT	2173	Financial Accounting
Accounting II (Managerial)	3	ACCT	2183	Managerial Accounting
Macroeconomics	3	ECON	2193	Principles of Macroeconomics
Microeconomics	3	ECON	2203	Principles of Microeconomics
Marketing	3	MRKT	2323	Principles of Marketing
Business Statistics	3	BUS	2513	Business Statistics
Business Internship	3	MGMT	2103	Occupational/Technical Internship
Capstone Seminar	2	MGMT	2002	Career Education Seminar

ENTERPRISE DEVELOPMENT
General Studies Option
Associate in Science

General Requirements: Total Hours: 60 • Minimum GPA: 2.0

Program Description: This program is designed for working adults who have already earned at least 18 hours of college credit and want to finish an Associate's degree. Other requirements include student must have a minimum 2.0 GPA from previous college credits, have completed any required remedial courses with a "C" grade or better, and the final 18 semester hours must be earned at an Oklahoma two-year college accredited by NCAHLC.

General Education Requirements.. 37 hours

Area	Min. Hours	Courses		
Communications	9	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
		SPCH	1113	Introduction to Public Speaking
Political Sciences	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History, 1877 to Present
		POLS	1113	U.S. Government
Mathematics	3	MATH	1303	Quantitative Reasoning
		MATH	1483	Functions and Modeling
		MATH	1513	College Algebra
		MATH	2193	Elementary Statistics
Life Sciences*	3-4	BISC	1113	Biological Concepts
		BISC	1114	Biology with Lab
		BOT	1114	Botany with Lab
		MICR	2134	Intro to Microbiology with Lab
		ZOOL	2134	Anatomy with Lab
		ZOOL	2144	Physiology with Lab
Physical Sciences*	3-4	CHEM	1215	Chemistry I with Lab
		CHEM	1315	General Chemistry I with Lab
		GEOL	1053	Earth Science
		GEOL	1054	Physical Geology with Lab
		PHSC	1114	Physical Science with Lab
		PHYS	1115	Physics I with Lab
Humanities	6	See Humanities course options on page 48.		
Social Sciences,	6	PSY	1113	Elements of Psychology
Technology,		SOC	1113	Introduction to Sociology
And Language		CMSC	1223	Business Application Software
		SPA	1053	Conversational Spanish I

*One course from either life science or physical science must include a Lab.

General Studies Option Requirements... 23 hours

Area	Min. Hours	Courses
Electives	23	Courses determined by student's field of interest from college offerings.

ENTERPRISE DEVELOPMENT
Certificate of Mastery

General Requirements: Total Hours: 18 • Minimum GPA: 2.0
Program Description: This certificate is designed to familiarize the student with the business world. This certificate can prepare students for either employment or further education in business.

Specialized Program Requirements .... 18 hours

Area	Min. Hours	Courses		
General Education	3	ENGL	1113	English Composition I
Program	3	BUS	1103	Introduction to Business or
Requirements		MGMT	2033	Principles of Management or
		MRKT	2323	Principles of Marketing or
	3	ECON	1353	Personal Finance
	3	ECON	2193	Principles of Macroeconomics or
		ECON	2203	Principles of Microeconomics
	3	BUS	2163	Business Law or
		AMT	2433	Legal Terminology
	3	CMSC	1223	Business Applications Software

FILM AND VIDEO PRODUCTION
Certificate of Mastery

General Requirements: Total Hours: 18 • Minimum GPA: 2.0

Program Description: This certificate will prepare students for either immediate employment in the film and video production industry or further education in mass media communications.

Specialized Program Requirements .... 18 hours

Area	Min. Hours	Courses		
General Education	3	ENGL	1113	English Composition I
Program Requirements	9	FV	1063	Film and Video Production I
		FV	2063	Film and Video Production II
		FV	2043	Film and Video Editing
	6	FV	2053	Introduction to Screenwriting
		FV	2001-4	Seminar in Filmmaking
		FV	2101-4	Internship in Film and Video Production
		HUM	2243	Film as Literature
		ART	2443	Art in Moviemaking
		AGTE	1013	Drone Technology I
		AGTE	2013	Drone Technology II

FAMILY STUDIES AND CHILD DEVELOPMENT
Associate in Arts

General Requirements: Total Hours-62 • Minimum GPA-2.0

Program Description: Associate in Arts in Family Studies and Child Development is a preparatory degree to allow students to pursue a degree in the area of family studies and/or child development. The degree provides a background for students to learn about families and family relationships.

General Education Requirements.. 37 hours

Area	Min. Hours	Courses		
Communications	9	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
		SPCH	1113	Introduction to Public Speaking or
		SPCH	2133	Interpersonal Communication
Social Science	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History, 1877 to Present
		POLS	1113	U.S. Government
Life Science	3	BISC, BOT, MICR, ZOOL (Lecture)		
Physical Science	3	CHEM, ASTR, GEOL, PHSC, PHYS (Lecture)		
Science Lab	1	BISC, BOT, CHEM, ASTR, GEOL, MICR, PHSC, PHYS, ZOOL (Lab)		
Humanities	6	See Humanities course options list on page 48.		
Mathematics	3	MATH	1303	General Quantitative Reasoning or
		MATH	1483	Functions and Modeling or
		MATH	1513	College Algebra
Selected General	6	PSY	1113	Elements of Psychology
Ed Requirements		SOC	1113	Introduction to Sociology

Program Requirements.. 22 hours

Area	Min. Hours	Courses		
Child Dev/Sociology	12	CD	2053	Child Growth and Development
		CD	2043	Parent and Community Relations
		CD	2063	Behavior and Guidance of Young Child
		CD	2023	Nutrition, Health and Safety
		CD	2173	Cognitive Skills of the Child
		CD	2073	Music, Movement and Creative Arts
		CD	2103	Education and Services for Children with Special Needs
		CD	2183	Language and Social Skills
		CD	2223	Professionalism in CD
		CD	2233	Assessment and Evaluation of Child
	3	CD	2203	Program Planning and Evaluation or
		ECM	2123	Center Financial Planning and Management
	7	CD	2101	Portfolio Development
		SOC	2183	Sociology of the Family
		MGMT	2103	Occupational Technical Internship

Institutional Requirements .... 3 hours

Area	Min. Hours	Courses		
Computer Science	3	CMSC	1223	Business Applications Software

HUMAN/SOCIAL SERVICES ASSISTANT

Certificate of Mastery

General Requirements: Total Hours: 18 • Minimum GPA: 2.0
Program Description: This certificate is designed to lead to careers in human services organizations and agencies including: family support provider, direct care specialist, and youth guidance specialist.

Specialized Program Requirements .... 18 hours

Area	Min. Hours	Courses		
General Education	3	ENGL	1113	English Composition I
Program Requirements	15	PSY	1113	Elements of Psychology
		PSY	2163	Developmental Psychology
		SOC	1113	Introduction to Sociology
		SOC	2133	Crime and Delinquency
		SOC	2183	Sociology of the Family

LIBERAL STUDIES
Associate in Arts

General Requirements: Total Hours: 60 • Minimum GPA: 2.0

Program Description: The Liberal Studies program provides students with a broad exposure to various academic disciplines during their first two years of post-secondary education. It offers students considerable latitude in curriculum choices but restricts selections to university-parallel transfer courses offered by Redlands Community College. The Associate in Arts Liberal Studies degree incorporates essential training in written, oral, and numerical communications while helping students develop an appreciation of the arts and sciences. Skills developed in the program will support whatever career students may pursue.

General Education Requirements... 37 hours

Area	Min. Hours	Courses		
Communications	9	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
		SPCH	1113	Introduction to Public Speaking or
		SPCH	2133	Interpersonal Communications
Social Science	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History, 1877 to Present
		POLS	1113	U.S. Government
Life Science	3	BISC, BOT, MICR, ZOOL (Lecture)		
Physical Science	3	CHEM, ASTR, GEOL, PHSC, PHYS (Lecture)		
Science Lab	1	BISC, BOT, CHEM, ASTR, GEOL, MICR, PHSC, PHYS, ZOOL (Lab)		
Humanities	6	See humanities course options list on page 48.		
Mathematics	3	MATH 1303		General Quantitative Reasoning or
		MATH 1483		Functions and Modeling or
		MATH 1513		College Algebra
Selected General	3	PSY, SOC and		
Ed Requirements	3	ANTH, ART, GEG, HIST, MUS, PHIL, POLS, SPA, SPCH		

Program Requirements.. 22 hours

Area	Min. Hours	Courses
Electives	22	Courses to be selected from the student's field of interest.

Institutional Requirements .... 1 hour

Institutional Requirement	1	COL	1111	College Success

NURSING
Associate in Applied Science

General Requirements: Total Hours: 70 • Minimum GPA: 2.75 for admission and 2.0 for graduation
Program Description: The Nursing Program at Redlands Community College is a two-year Associate in Applied Science Degree. A graduate of this program is eligible to write to the National Council Licensure Exam (NCLEX) for licensure as a Registered Nurse.

General Education Requirements.. 23 hours

Area	Min. Hours	Courses		
Communications	6	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
Social Science	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History, 1877 to Present
		POLS	1113	U.S. Government
Selected General	6	PSY	1113	Elements of Psychology
Ed Requirements		PSY	2163	Developmental Psychology
Physical Science	4	CHEM	1214	Survey of General, Organic, & Biochemistry with Lab
Institutional Requirement	1	COL	1111	College Success

Technical-Occupational Specialty Courses... 32 hours

Area	Min. Hours	Courses		
Nursing	32**	NURS	1116	Nursing I
		NURS	1128	Nursing II
		NURS	2238	Nursing III
		NURS	2248	Nursing IV
		NURS	2342	Nursing Capstone

Support and Related Courses .... 15 hours

Area	Min. Hours	Courses		
Life Science	12	MICR	2134	Introduction to Microbiology with Lab
		ZOOL	2134	Anatomy with Lab
		ZOOL	2144	Physiology with Lab
Pharmacology	3	AHS	2113	Pharmacology

*4 hour Chemistry with Lab approval required. See Nursing Advisor.
**A student is not eligible to enroll in nursing courses until he or she is accepted into the program.

NOTE: Nursing courses are divided into theory, laboratory, and clinical components. A satisfactory standard of performance must be maintained in all components of each nursing course. If a student has unsatisfactory performance in theory, laboratory, or clinical, a passing grade will not be assigned to any component.

Additional requirements are listed in the Nursing Student Handbook.

PERSONAL TRAINER
Certificate of Mastery

General Requirements: Total Hours: 18 • Minimum GPA: 2.0
Program Description: The certificate is designed to prepare students for work in the area of personal training.

Specialized Program Requirements .... 18 hours

Area	Min. Hours	Courses		
General Education	3	ENGL	1113	English Composition I
Program Requirements	15	HPER	1252	Orientation to Exercise Science
		HPER	1302	Introduction to Physical Education
		HPER	1601	Athletic/Personal Training Practicum I
		HPER	2103	Exercise Testing & Prescription
		HPER	2312	First Aid
		HPER	2611	Personal Training Level II
		HPER	2661	Personal Training Level III
		AHS	2013	Nutrition

PRE-EDUCATION ELEMENTARY
Associate in Arts

General Requirements: Total Hours-63 • Minimum GPA-2.0 (Must have a 2.5 GPA to be admitted to teacher education programs at four year institutions.)

Program Requirements: The Pre-Education program consists of a curriculum preparing students who plan to teach in the elementary education field. With an Associate's degree in Pre-Education, students are prepared to continue further education toward an elementary education degree.

General Education Requirements.. 38 hours

Area	Min. Hours	Courses		
Communications	9	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
		SPCH	1113	Introduction to Public Speaking
Social Science	9	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History 1877 to Present
		POLS	1113	U.S. Government
		PSY	1113	Elements of Psychology
Life Science	4	BISC	1114	Biology with Lab
Physical Science	4	PHSC	1114	General Physical Science with Lab
Humanities	6	ART	1113	Art Appreciation I
		ART	1123	Art Appreciation II
		HUM	2113	Humanities I
		MUS	1343	Music Appreciation
		PHIL	1113	Philosophy
Math	6	MATH	1023	Structural Concepts in Arithmetic I
		MATH	1303	General Quantitative Reasoning

Program Core Requirements.. 24 hours

Area	Min. Hours	Courses		
Communications	3	ENGL	2413	Introduction to Literature
Mathematics	6	MATH	1123	Structural Concepts in Arithmetic II
		MATH	1513	College Algebra
Social Studies	6	GEG	2253	World Regional Geography
		SOC	1113	Intro to Sociology
Science	4	ASTR	1614	Astronomy with Lab
Language	5	SPA	1115	Beginning Spanish I

Institutional Requirements .... 1 hour

Institutional Requirement	1	COL	1111	College Success

PRE-PROFESSIONAL SCIENCES
Associate in Science

General Requirements: Total Hours: 60-61 • Minimum GPA: 2.0

Program Description: This Associate in Science degree program is designed to meet the needs of students to continue studies at a four-year university or professional college in the biological, physical, and health related sciences; education or mathematics. Biological sciences fields include agriculture, botany, zoology, ecology, microbiology, forestry, physiology, and environmental science. Physical sciences fields include geology, astronomy, meteorology, physics, and chemistry. Professional health fields include nursing, dentistry, optometry, medicine, veterinary medicine, and physical and occupational therapy.

General Education Requirements..37-38 hours

Area	Min. Hours	Courses		
Communications	6	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
Social Science	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History, 1877 to Present
		POLS	1113	U.S. Government
Life Science	4-5	BISC	1115	Principles of Biology with Lab
		ZOOL	2134	Anatomy with Lab
		ZOOL	1125	Zoology with Lab
Physical Science	5	CHEM	1315	General Chemistry I with Lab
		PHYS	1115	Physics I with Lab
Humanities	6	See humanities course options listing on page 48.		
Mathematics	6	MATH	1513	College Algebra
		MATH	1613	Trigonometry or
		MATH	2193	Elementary Statistics
Selected General Ed Requirements	3	ANTH, ART, GEG, HIST, HUM, MUS, PHIL, POLS, PSY, SOC, SPA, SPCH		
Institutional Requirements	1	COL	1111	College Success

Program Requirement .... 23 hours

Area	Min. Hours	Courses		
Science/Math	14-23	BISC	1115	Principles of Biology with Lab
		MICR, ZOOL		
		ASTR, CHEM, GEOL, PHSC, PHYS		
		MATH	1613	Trigonometry
		MATH	2193	Elementary Statistics
		MATH	2714	Calculus I
		MATH	2734	Calculus II
		MATH	2754	Calculus III
		NASC		
Electives	0-9	AGTE	1013	Drone Technology I
		AGTE	2013	Drone Technology II
		AGRN	1214	Introduction to Plant Science
		AGSU	1013	Introduction to Agroecology and Sustainable Practices
		AGSU	1024	Aquaponics
		AGSU	1032	Alternative Sustainable Enterprises
		AGSU	2022	Vermiculture Technology
		ANSI	2142	Artificial Insemination
		AHS	1123	Medical Terminology
		AHS	2013	Nutrition
		AHS	2113	Pharmacology
		PSY	2163	Developmental Psychology

PSYCHOLOGY
Associate in Arts

General Requirements: Total Hours: 60 • Minimum GPA: 2.0

Program Description: The Associate in Arts in Psychology consists of a curriculum which provides learning experiences in early and contemporary theories of behavior such as: how individuals think, behave, and make decisions, relate to others, adjust to, and/or cope with stress, appreciate and value differences in individuals and groups, and understand themselves and others. Upon successful completion of the Associate's degree in Psychology, a student will be able to seek an entry level position in a human services agency and/or continue his or her education at a four-year institution.

General Education Requirements.. 38 hours

Area	Min. Hours	Courses		
Communications	9	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
		SPCH	1113	Introduction to Public Speaking
Social Science	6	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History, 1877 to Present
		POLS	1113	U.S. Government
Life Science	3	BISC, BOT, MICR, ZOOL (Lecture)		
Physical Science	3	CHEM, ASTR, GEOL, PHSC, PHYS (Lecture)		
Science Lab	1	BISC, BOT, CHEM, ASTR, GEOL, MICR, PHSC, PHYS, ZOOL (Lab)		
Humanities	6	See humanities course options list on page 48.		
Mathematics	3	MATH 1303		General Quantitative Reasoning or
		MATH 1483		Functions and Modeling or
		MATH 1513		College Algebra
Selected General Ed Requirements	7	ART, CJ, ENGL, GEG, HIST, HPER, MATH, MUS, PHIL, POLS, SOC, SPA, SPCH		

Program Requirements.. 21 hours

Area	Min. Hours	Courses		
Psychology	6	PSY	1113	Elements of Psychology
		PSY	2163	Developmental Psychology
Sociology	6	SOC	1113	Introduction to Sociology (required)
		SOC	2183	Sociology of the Family
Selected Program Requirements	9	CJ	2053	Organized Crime & Gangs
		CJ	2063	Understanding Violence & Victimization
		CJ	2073	Drugs & Society
		CJ	2083	Serial Killers
		PSY	2033	Adolescent Psychology
		PSY	2043	Social Psychology
		SOC	2133	Crime and Delinquency
		SOC	2173	Problems in Sociology

Institutional Requirements ....1 hour

Institutional Requirement	1	COL	1111	College Success

SUSTAINABLE FOOD SYSTEMS TECHNOLOGY
Certificate of Mastery

General Requirements: Total Hours: 18 • Minimum GPA: 2.0

Program Description: The certificate is designed to prepare students for work and career opportunities in the area of sustainable food production and alternative agricultural practices with an emphasis on the use of technology to achieve a reliable and safe food source.

Specialized Program Requirements .... 18 hours

Area	Min. Hours	Courses		
General Education	7	ENGL	1113	English Composition I
		BISC	1114	Biology with Lab
Program	3	AGSU	1013	Introduction to Agroecology and Sustainable Practices
Requirements	4	AGSU	1024	Aquaponics
	4	AGSU	1032	Alternative Sustainable Enterprises or
		AGSU	2042	Container Gardening or
		AGSU	2022	Vermiculture Technology

UNCREWED AND AUTONOMOUS AIRCRAFT SYSTEMS
Associate in Science

General Requirements: Total Hours: 62 • Minimum GPA: 2.0

Program Description: This program is designed to provide students with work-force ready preparation for safe and legal flight of uncrewed aircraft at a commercial level of proficiency. Curricular focus is on practical flight training with hands-on operations experience in piloting UAVs/sUASs (drones) from multiple manufacturers.

General Education Requirements.. 38 hours

Area	Min. Hours	Courses		
Communications	9	ENGL	1113	English Composition I
		ENGL	1213	English Composition II
		SPCH	1113	Introduction to Public Speaking
Social Science	9	HIST	1483	U.S. History to 1877 or
		HIST	1493	U.S. History, 1877 to Present
		POLS	1113	U.S. Government
		PSY	1113	Elements of Psychology or
		SOC	1113	Introduction to Sociology
Life Science	3	BISC, BOT, MICR, ZOOL (Lecture)		
Physical Science	3	CHEM, ASTR, GEOL, PHSC, PHYS (Lecture)		
Science Lab	1	BISC, BOT, CHEM, ASTR, GEOL, MICR, PHSC, PHYS, ZOOL (Lab)		
Humanities	6	See humanities course options listing on page 48.		
Mathematics	6	MATH	1483	Functions and Modeling or
		MATH	1513	College Algebra
		MATH	1613	Trigonometry or
		MATH	2193	Elementary Statistics
Institutional Requirements	1	COL	1111	College Success

Program Requirement .... 24 hours

Area	Min. Hours	Courses		
Agriculture Technology	17	AGTE	1013	Drone Technology I
		AGTE	2013	Drone Technology II
		AGTE	1022	Drone Technology III: Photo/Video
		AGTE	1033	Coding and Robotics I
		AGTE	2023	Aviation Meteorology
		BUS	1103	Introduction to Business
Electives	7	AGTE	2022	Applied Modeling and Mapping in Agriculture
		AGTE	2034	Coding and Robotics II
		AGSU	2223	Applied Sustainability/Agriculture Technology Capstone
		FV	2043	Film and Video Editing
		ECON	1353	Personal Finance or
		MRKT	2323	Introduction to Marketing

COURSE DESCRIPTIONS

Courses and their descriptions are listed alphabetically on the following pages. The number assigned to each course reflects specific information. The first digit denotes course level. Courses numbered 0001 to 0999 are zero-designation courses, which satisfy remediation requirements and do not count toward the completion of the student's college degree. Courses numbered 1000 to 1999 are primarily freshman-level courses. Courses numbered 2000 to 2999 are primarily sophomore-level courses. The second and third digits identify the course within the total offerings of the department. The fourth digit denotes the number of credit hours assigned to the course. Courses offered for a variable number of credit hours end with the numbers 1-5.

Accounting (ACCT)
Agricultural Economics (AGEC)
Agriculture (AGRI)
Agriculture Sustainability (AGSU)
Agriculture Technology (AGTE)
Agronomy (AGRN)
Allied Health Science (AHS)
Animal Science (ANSI)
Anthropology (ANTH)
Art (ART)
Astronomy (ASTR)
Biological Science (BISC)
Botany (BOT)
Business (BUS)
Chemistry (CHEM)
Child Development (CD)
College Success (COL)
Communications (COM)
Computer Science (CMSC)
Criminal Justice (CJ)
Early Childhood Center Management (ECM)
Economics (ECON)
English (ENGL)

Film and Video (FV)
Geography (GEG)
Geology (GEOL)
Health, Physical Education & Recreation (HPER)
History (HIST)
Humanities (HUM)
Management (MGMT)
Marketing (MRKT)
Mathematics (MATH)
Microbiology (MICR)
Music (MUS)
Natural Science (NASC)
Nursing (NURS)
Philosophy (PHIL)
Physical Science (PHSC)
Physics (PHYS)
Political Science (POLS)
Psychology (PSY)
Sociology (SOC)
Spanish (SPA)
Speech (SPCH)
Zoology (ZOOL)

ACCOUNTING

ACCT 2173 FINANCIAL ACCOUNTING
This course is a study of accounting theories and concepts involved in analyzing, processing, interpreting, and communicating decision-making information for internal and external uses. These courses are intended for majors and non-majors. (Spring, Fall)

ACCT 2183 MANAGERIAL ACCOUNTING
Prerequisite: ACCT 2173 Financial Accounting
This course is a study of accounting theories and concepts involved in analyzing, processing, interpreting, and communicating decision-making information for internal and external uses. These courses are intended for majors and non-majors. (Spring, Fall)

AGRICULTURAL ECONOMICS

AGEC 1373 INTRODUCTION TO AGRICULTURE ECONOMICS
This course presents basic economic theory of production, marketing and consumption of agricultural products and the role and structure of agriculture in the American economy. (Spring, Fall)

AGEC 2113 FARM AND RANCH MANAGEMENT
This course covers the application of principles and practices of farm and ranch management in order to improve or enhance the profitability of the enterprise. (Spring)

AGEC 2143 PRINCIPLES OF AGRICULTURE MARKETING
This course covers the types of marketing practices and alternatives to these marketing practices. Emphasis will be on the application of principles of marketing for consideration when marketing agriculture products and how to identify markets and market strengths and weaknesses in order to enhance the selling price of those products. (Spring)

AGRICULTURE

AGRI 2001-3 AGRICULTURE SEMINAR
This course is a study of selected topics in agriculture.

AGRI 2103 COMMUNICATION IN AGRICULTURE
Prerequisite: ENGL 1113 English Composition I
This course focuses on the fundamentals of agriculture news writing and other communication methods. The students will be informed of careers in agricultural communications and the importance of the media in agriculture and related fields. (Fall)

AGRI 2143 INTRODUCTION TO AGRICULTURE EDUCATION
This course is an exploration into the world of teaching agricultural education with a primary focus on the agricultural education programs. Required components will enable students to explore their roles as educators by including hands on experience with SAE projects (Supervised Agricultural Experiences), classroom observations, pedagogical methods, leadership and building community relationships. (Fall)

AGRI 2193 AGRICULTURE INTERNSHIP
This course is designed to enhance students' classroom experience in agricultural related areas. The internship will provide the students opportunities to gain further insight into the multi-faceted agriculture industry. (Spring, Fall)

AGRI 2223 EXPLORATIONS IN AGRICULTURAL RESEARCH
This course is designed as a research foundations experience which will offer students the opportunity to be involved in introductory agricultural research experiences. Explorations in agricultural research will enable students to see the relevance of course work in a "real life" learning laboratory. This course will encourage students to use the skills learned in the introductory animal science, agriculture computers, and anatomy and physiology classes in the exploration of agricultural research. (Spring)

AGRI 2301 SERVICE LEARNING IN AGRICULTURE
This course integrates community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. This course involves students in community service activities to enhance their academic and personal development. (Spring, Fall)

AGRI 2302 LIVESTOCK PHOTOGRAPHY IN AGRICULTURE
This course provides an opportunity for the student to learn how to set up livestock for photos, catalog and sale design, landscape agriculture, getting to know the camera, settings on camera, rules of photography, photo contest entries, exposure, balance and attractiveness of photos. Bracketing, High Density Resolutions and artsy photography will also be learned. The student will get information on how to manage and adjust photos on a computer using Picassa, Photoshop and Photomatix. (Spring)

AGRI 2303 AGRICULTURE LEADERSHIP
The course will enable students to explore their roles as leaders in a changing agriculture industry. The emphasis will be on enabling students to explore their personal values system as it applies to leadership. Specific topics include: vision, values, balance, self-awareness and the leadership context. (Spring)

AGRICULTURE SUSTAINABILITY

AGSU 1013 INTRODUCTION TO AGROECOLOGY AND SUSTAINABLE PRACTICES
This course provides an introduction to the principles, history, and practices associated with sustainability and agroecology. Students will be exposed to topics including sustainable agriculture principles and outlook, soil fertility, tillage/no-till, composting, cover crops, crop rotation, and vermiculture/composting. (Fall)

AGSU 1024 AQUAPONICS
Prerequisite: AGSU1013 Introduction to Agroecology and Sustainable Practices
This course covers aquaculture and hydroponics as they combine to form an aquaponics approach, including sustainable aquatics feed production, seeding approaches, micronutrient supplementation, stocking density, plant selection, and the basic physical and biological principles governing sustainable farm and agribusiness operations. System types presented include Deep Water Culture, Media-based Beds, Nutrient Film Technology and Vertical. Greenhouse-based, warehouse (LED light), and outdoor applications will be addressed. 3 hours lecture; 1 hour lab credit. (Spring)

AGSU 1032 ALTERNATIVE SUSTAINABLE ENTERPRISES
This course provides a more in-depth examination of sustainable practices /enterprises including vermiculture, composting, recycling, vertical gardening, container gardening, edible landscapes, square foot / raised bed methodologies, water reclamation, and alternative energy sources. 2 hours lecture. (Fall)

AGSU 2012 EDIBLE LANDSCAPE
This course prepares students to design, install, maintain, and harvest intentional food crops and ornamental plants with a nutritional value which have been integrated into a landscape design. Identification of edibles, planting, pruning, and propagation will be addressed. (Spring)

AGSU 2022 VERMICULTURE TECHNOLOGY
This course prepares students to engage in both vermiculture and vermicomposting. Topics of study and application include the selection, care, breeding, and harvesting of worms, as well as advantages/disadvantages of multiple vermicompost methods. In addition, students will be prepared to use both worms and vermicompost in traditional and alternative agricultural applications. (Fall)

AGSU 2032 APICULTURE
This course prepares students in the basics of keeping honey bees, including bee biology, care of bees throughout the year, and management of colonies for maximum bee health and honey production and collection. (Summer)

AGSU 2042 CONTAINER GARDENING
This course prepares students to design and manage gardening / food production system limited space or urban areas. Plant selection (herbs, flowers, vegetables), water and fertilization needs, and container selection will be included, as well as other limited space growing options such as raised beds and square-foot options. (Fall)

AGSU 2043 GREENHOUSE MANAGEMENT
Prerequisite AGSU1013 Introduction to Agroecology and Sustainable Practices
This course covers greenhouse facilities planning and equipment selection and operation, along with economic/business applications associated with greenhouse operations. Topics include types of greenhouses, location factors, materials, glazing selection, calculation of and provision of heating and cooling requirements, lighting, benches, and energy conservation. 3 hours lecture credit. (Spring)

AGSU 2223 APPLIED SUSTAINABILITY/AGRICULTURE TECHNOLOGY CAPSTONE
Prerequisites: Must successfully have completed a minimum of 2 AGSU or AGTE courses (one of which must have included a lab) to enroll in this course.
This course provides an opportunity to explore areas of applied sustainability or agriculture technology through the development of a research or advanced learning project culminating in a written report and capstone presentation. (Spring)

AGRICULTURE TECHNOLOGY

AGTE 1013 DRONE TECHNOLOGY I
This course prepares students with an introduction to drone flight and proficiency, with particular focus on safe and efficient operation. Students will be exposed to multiple drone types and will have dedicated flight time to become familiar with controls and techniques. In

addition, this course will include all materials and knowledge base necessary to pass the FAA TRUST test now required for recreational drone use. 2 hours lecture credit, 1 hour lab credit. (Fall)

AGTE 1022 DRONE TECHNOLOGY III: PHOTO/VIDEO
Prerequisite: FAA Part 107 Licensure/Certification required.
This course reinforces the basics of flying a drone, with particular attention to fundamentals, safety, and legal aspects. Photography and videography instruction, including rules of composition relative to this type of imagery, practice flight patterns, and troubleshooting aerial imagery problems, is presented along with composition and photographic/videographic technique and editing. 1 hour lecture credit, 1 hour lab credit. (Spring)

AGTE 1033 CODING AND ROBOTICS I
This course provides an overview of electrical components including breadboards, batteries, LEDs, resistors, jumper wires, and switches; building series and parallel circuits; working with Raspberry Pi; and, writing code in Python. 2 hours lecture credit, 1 hour lab credit. (Fall)

AGTE 2013 DRONE TECHNOLOGY II
This course prepares students to complete the Federal Aviation Administration Part 107 Certification process, including the required examination. Key focal areas are: Drone Properties; Drone Maintenance; Pilot Decision Making; Load Factors; Use of Sectional Charts and Topographical Maps; Pilot Performance; and, Emergency Procedures. 3 hours lecture credit. (Fall)

AGTE 2022 APPLIED MODELING AND MAPPING IN AGRICULTURE
This course introduces students to Geographic Information Systems (GIS) in concert with multimodal mapping technologies using drone-collected data. Hands-on exposure to spatial analysis, 3D modeling, and agriculture mapping applications are provided during laboratory assignments. Topics include map projection, coordinate systems, and integration of drone-collected data into models and/or information mapping suitable for import into smart systems such as irrigation and tractor modules. 1 hour lecture credit, 1 hour lab credit. (Spring)

AGTE 2023 AVIATION METEOROLOGY
This is an introductory course designed to provide students with a fundamental understanding of meteorological principles as they apply to aviation operations. Students will explore the impact of weather phenomena on flight planning, navigation, and safety. Emphasis is placed on developing essential skills for interpreting weather data, making informed decisions, and mitigating weather-related risks in aviation.

AGTE 2034 CODING AND ROBOTICS II
This course provides guided practice in the use of electrical components, building circuits, working with Raspberry Pi, and writing code in Python, along with the complementary skills of reading schematics, troubleshooting, project planning, and multimeter use. Students will synthesize activities and knowledge base to build a fully programmable, mobile robot. 3 hours lecture credit, 1 hour lab credit. (Spring)

AGRONOMY

AGRN 1124 INTRODUCTION TO SOIL SCIENCE
This course explores the principal physical, chemical, and biological properties of soil related to plant growth. Students will be instructed on the methods of soil testing and fertilizer usage. This course also explores the formation and classification of soils and rural and urban land use. 3 hours lecture credit, 1 hour lab credit. (Spring)

AGRN 1214 INTRODUCTION TO PLANT SCIENCE
This course covers the concepts and principles of plant growth including crop land, rangeland, and pasture land. It explores the importance of plant resources to the producer, modern management and production practices, and maintenance of natural resources. 3 hours lecture credit, 1 hour lab credit. (Fall)

AGRN 2333 RANGE AND PASTURE MANAGEMENT
This course covers the application of range and pasture management principles to maintain plant and animal growth. Emphasis will be on identification of major range and pasture plants, determination of stocking rates, and identification of means and practices for maintaining and enhancing plant growth in an economical and cost effective manner. (Fall)

ALLIED HEALTH SCIENCE

AHS 1123 MEDICAL TERMINOLOGY
This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations and symbols are included in the content. Programmed learning resources, individual and group presentations, seminars and independent study are utilized to build study

skills in constructing/analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are also introduced as related terms are presented. (Spring, Summer, Fall)

AHS 2001-4 TOPICS IN ALLIED HEALTH SCIENCE
This course provides selected learning opportunities in specific areas of health sciences.

AHS 2013 NUTRITION
This course examines the basic composition of nutrients and accessory factors required for adequate human nutrition. It includes the application of nutritional principles to the planning of normal and special dietary regime. (Spring, Summer, Fall)

AHS 2113 PHARMACOLOGY
This course is an in-depth study of pharmacologic principles, including pharmacodynamics, pharmacokinetics, specific drug groups and considerations in administration. Trends and issues in pharmacologic perspectives also are discussed. The course will benefit those going into health careers such as EMT, nursing, medicine and pharmacy. (Spring, Summer, Fall)

ANIMAL SCIENCE

ANSI 1124 INTRODUCTION TO ANIMAL SCIENCE
This course examines the various areas and types of production in animal agriculture. It provides an introduction to nutrition, genetics, reproduction, breeds within species, and an overview of the current status of animal agriculture in the United States. 3 hours lecture credit, 1 hour lab credit. (Spring, Fall)

ANSI 1213 LIVESTOCK PRODUCTION
This course covers the application of the basic principles of livestock production. Emphasis will be on livestock breeds, characteristics and selection, balancing rations, and feeding recommendations. (Spring)

ANSI 2001-3 ANIMAL SCIENCE SEMINAR
This course is a study of selected topics in Animal Science.

ANSI 2023 MEAT ANIMAL/CARCASS EVALUATION
This course discusses how to identify and evaluate carcass cuts and apply yield grades and grading standards to live meat animals. Students have an opportunity to select superior meat animals. (Spring)

ANSI 2112 LIVESTOCK EVALUATION AND SELECTION
Prerequisite: Must be on the Livestock Judging Team to enroll in this course.
This course covers the use of performance records, pedigree information and visual appraisal in the evaluation of cattle, swine, and sheep. Students have the opportunity to judge livestock classes and give oral reasons. (Spring, Fall)

ANSI 2123 LIVESTOCK FEEDING
This course covers the principles of animal nutrition with emphasis on nutrients and their functions for various classes of livestock feeding. Students are taught how to formulate rations for domestic livestock and to use the results of the rations to improve rate of gain and control production costs. (Spring)

ANSI 2133 ADVANCED LIVESTOCK EVALUATION/SELECTION
This course provides advanced training with livestock evaluation and selection. Emphasis will be on the demonstrated ability to judge livestock classes and present oral reasons for selection. Students have the opportunity to serve on the Redlands Community College Livestock Judging Team.

ANSI 2142 ARTIFICIAL INSEMINATION
This course is a study and practice of artificial insemination of beef cattle including heat detection, semen care and storage, semen deposition, synchronization, sanitation, and sire selection. (Spring, Fall)

ANSI 2143 ANATOMY AND PHYSIOLOGY OF REPRODUCTION
This course provides the opportunity to examine the reproductive systems of livestock as such systems produce new offspring. Emphasis will be on identifying the heat cycle, collecting and storing semen and semen deposition, applying the methods of synchronization to alter the heat cycle and demonstrating proficiency with cattle artificial insemination. (Spring)

ANSI 2163 BEEF PRODUCTION
This course provides an introduction to the beef cattle industry. Students will study topics including cattle reproduction, anatomy and physiology, management, marketing, and pasture management. Upon completion students should be able to demonstrate a basic understanding of beef cattle production practices and the economic impact of the beef cattle industry in Oklahoma. (Fall)

ANSI 2233 FITTING AND GROOMING
This Course provides the opportunity to demonstrate procedures for grooming livestock for sale and show. Emphasis will be on how to identify, select and use equipment for grooming beef cattle. (Fall)

ANTHROPOLOGY

ANTH 2013 ANTHROPOLOGY
This course is an introduction to the study of the origin and development of human culture. Particular topics include race, society, customs, and beliefs.

ART

ART 1013 BASIC ART I: 2D DESIGN
This is an introductory course in the two dimensional use of the principles and elements of art and design. Emphasis is placed on the organizational command of the 2D picture plane and issues of illusion. Format of this class will be a combination of studio practice, lecture, demonstration, critique, and quizzes. Students will explore a variety of art mediums including: Drawing, Painting, Mixed Media, and Printmaking. In class exercises, process work, research, and written reflections challenge students to explore the basics of two-dimensional design. Throughout the course, students will collect works to create a portfolio to be evaluated at the end of the semester. (Spring, Fall)

ART 1023 BASIC ART II: 3D DESIGN
Prerequisite: ART 1013 Basic Art I: 2D Design
This is an introductory course in the Three Dimensional use of the principles and elements of art and design. Students will work using both the additive and subtractive process, exploring media through representational, abstract and expressive works. Technique as well as composition will be explored through the use of both the elements and principals working in three dimensions. Color theory will be explored and discussed in depth as well as the historical context of these methods. Studio experiences, research, and written reflections will challenge students to explore these processes. Throughout the course, students will collect works to create a portfolio to be evaluated at the end of each semester. (Spring, Fall)

ART 1073 COLOR AND DESIGN
This course is a study of color theories, perceptions, and the practical application of color principles to a variety of design problems. Students will learn color mixing and color application through a series of projects using color harmonies and visual/psychological color effects. Students will explore the uses of color while using the principles of design in the creation of original works of art. Throughout the course, students will collect works to create a portfolio to be evaluated at the end of each semester. (Spring)

ART 1113 ART APPRECIATION I
This course is the study of art from a variety of different backgrounds and cultures as both product and process. Aesthetic judgment making in evaluation of art from different times and places is stressed. (Spring, Fall)

ART 1123 ART APPRECIATION II
This course is a study of arts, artists, and their cultures from the 15th Century to present. (Spring, Fall)

ART 2001-3 ART SEMINAR
This course is a study of selected topics in art.

ART 2063 INTRODUCTION TO DIGITAL PHOTOGRAPHY
Digital photography has changed the way photographers, both beginners and professionals, think. This class will give the student basics on what type of camera, computer, and software they may want or need to achieve the digital darkroom. They will learn how to capture an image and what to do with that image. Time will be spent on how to move the image from the camera to the computer, along with making corrections for exposure and color. One of the most convenient things about digital photography is how easy it is to share your photos with others. The class will cover printing, e-mailing, and how to prepare your photo to use on a website. (Spring, Fall)

ART 2093 PAINTING I
This course is an introduction to the materials and technical aspects of painting with oil or acrylic media. Students will work from direct observation and reference material, exploring use of media through representational and expressive paintings. The process of painting, as well as composition (balance, unity, emphasis, and manipulation of space) will be explored through the use of color, value, line, texture, opacity, and shape. Students will learn color mixing and glazing techniques, and experiment with various brushwork and knife techniques. Throughout the course, students will collect works to create a portfolio to be evaluated at the end of each semester. (Spring, Fall)

ART 2103 PAINTING II
Prerequisites: ART 2093 Painting I
This is an advanced course focusing on the materials and technical aspects of painting with oil or acrylic media. Students will work from direct observation and reference material as well as exploring the use of media through

more experimental techniques. Students will experiment with the formal and expressive potential of surface and objective and subjective color as well as the psychological effects of color. Students will learn how to stretch and prepare canvas and work toward finding their own voice and artistic style while creating original art works that show an extremely high level of craftsmanship and presentation. Throughout the course, students will collect works to create a portfolio to be evaluated at the end of each semester. (Spring, Fall)

ART 2113 DRAWING II
Prerequisites: ART 2283 Drawing I
This is an advanced drawing course, which builds off the student's existing drawing skills and knowledge of the medium. The course will emphasize creative exploration and discovery of students' own aesthetic language, while continuing to introduce and explore a variety of tools and techniques. Emphasis will be placed on the further growth of all aesthetic qualities as they relate to a more complicated visual means of expression. (Spring)

ART 2123 NATIVE AMERICAN PAINTING
This course introduces the student to the symbolism, heritage and painting techniques involved in Native American art.

ART 2163 INTERMEDIATE DIGITAL PHOTOGRAPHY
This course complements ART 2063, Introduction to Digital Photography, with students progressing in the areas of more advanced computer software skills and photography techniques. Upon completion, the students will possess a greater knowledge of color management and file formats, including JPEG, TIFF, and Photoshop files. (Spring, Fall)

ART 2213 SCULPTURE
Prerequisites: ART 1013 Basic Art I: 2D Design or approval of the instructor
Sculpture is the creative approach to sculptural building techniques and form exploration using a variety of media. This course will focus on idea development, using both traditional and nontraditional three-dimensional materials. It will emphasize conceptual reasoning and consideration of material choice, craft, form, space, site, presentation, and context. It will provide a forum for the discussion and exploration of sculptural practices, and the possibilities made available by such an expansive field. (Fall)

ART 2233 POTTERY I
This is an introductory course in the basics of ceramics. Students enrolled in this course need no previous knowledge of art. The course is structured to provide instruction and basic techniques of clay construction and design. Methods of pottery include a variety of hand building techniques and an introduction to wheel throwing. Through this course, students will develop a basic terminology of ceramics as well as being introduced to the glazing and firing process. (Spring, Fall)

ART 2243 PAINTING III
Prerequisite: ART 2103 Painting II
This course covers advanced exploration of materials and technical aspects of painting. Students may use their choice of oil or acrylic painting media for this class. Students will explore the historical concepts of painting and contrast them to contemporary methods. Students will have the opportunity to concentrate on developing their individual concepts and means of personal expression while creating a substantial body of work. (Spring, Fall)

ART 2263 POTTERY II
Prerequisite: ART 2233 Pottery I
Pottery II is a course in advanced pottery, building off of previous knowledge and experience with clay. This course continues to develop the students' skills in a variety of techniques including hand building and wheel throwing. Students will continue their experience and gain further knowledge in glazing and firing processes, as well as building their ceramics vocabulary. Students will also be given an opportunity to explore their own ideas and personal style in the creation of a body of work. (Spring, Fall)

ART 2283 DRAWING I
The impulse to draw is instinctive and the act of drawing is a vital tool in the creative process of making art. This course is an introduction to drawing and emphasis will be on representational and expressive drawing through direct observation. The process of drawing, as well as composition, light and shade, figure-ground relationship, proportion, perspective, and line quality will be explored in a variety of media. The student will develop a working knowledge of linear perspective and gain experience in using other various means for creating an illusion of spatial depth within a drawing. (Spring)

ART 2443 ART IN MOVIE MAKING
Storytelling using the visual mediums of film and video is a collaborative process, utilizing dozens of creative individuals. This course is an examination of the significant roles that artists play in the film, video and social media related industries. (Spring, Fall)

ASTRONOMY

ASTR 1614 ASTRONOMY WITH LAB
This course is designed to examine the history and principles of astronomy. Topics related to the solar system, stars, galaxies and universe are covered. Includes a hands-on practical experience in areas including optics, optical telescopes, modeling of our solar system, use of a telescope, and nighttime observation of constellations. This course will satisfy physical science requirements for graduation. 3 hours lecture credit, 1 hour lab credit. (Fall)

BIOLOGICAL SCIENCE

BISC 1113 BIOLOGICAL CONCEPTS
This course is designed to provide fundamental information concerning life and life processes with an introduction to the integration between structure and function. Introduction of principles at the major levels of biological organization is included. This course will satisfy the lecture-only life science requirement for graduation and is not intended for health or science majors. 3 hours lecture credit. (Spring, Summer, Fall)

BISC 1114 BIOLOGY WITH LAB
This course includes fundamental information concerning life and life processes with an introduction to the integration of structure and function. Application of principles at the major levels of biological organization is included in both lecture and laboratory. 3 hours lecture credit, 1 hour lab credit. (Spring, Fall)

BISC 1115 PRINCIPLES OF BIOLOGY WITH LAB
This course includes an introduction to the integration between structure and function among all levels of biological organization. Application of principles utilizing the scientific method for studying cell structure/function, evolution, genetics, anatomy, physiology, and ecology are emphasized. The investigative laboratory introduces important techniques and methodologies used to develop critical thinking and problem solving skills with additional comprehensive instrumentation, observation, and evaluation utilizing "hypothesis-based" inquiry. This course is intended for Pre-Professional Science majors-Life Science option. 3 hours lecture credit, 2 hours lab credit. (Fall)

BOTANY

BOT 1114 BOTANY WITH LAB
This course is a study of morphology, anatomy, and physiology of plants with emphasis in phylogenetic relationships. Plant ecology, variation heredity and economic importance are included. 3 hours lecture credit, 1 hour lab credit.

BUSINESS

BUS 1103 INTRODUCTION TO BUSINESS
This course is an overview of modern business and an introduction to various functions of business such as economics, management, marketing, finance, business law, and government involvement. (Fall)

BUS 1353 BUSINESS ETHICS
This course introduces students to traditional concepts of ethical behavior, as they apply to the challenges of conducting business in the modern marketplace. The student will be encouraged to develop an understanding of ethics that is both legally and philosophically defensible by examination of notable moral failures in the business environment. Special emphasis will be given to the definition of ethical terms, recognition of the potential costs and benefits of ethical business behavior, and the application of this knowledge to actual business scenarios. (Spring)

BUS 2001-4 BUSINESS SEMINAR
This course presents studies in selected topics in business.

BUS 2093 BUSINESS COMMUNICATIONS
Prerequisite: ENGL 1113 English Composition I (Required), ENGL 1213 English Composition II (Required), and SPCH1113 Introduction to Public Speaking is recommended or approval of the instructor.
This course is a study and analysis of business and industrial communication problems, an analysis into communication theory and instruction and practice in effective communications, including the memorandum, letters, various business reports, proposals, and professional oral presentations. (Fall)

BUS 2163 BUSINESS LAW
This is an introductory course covering the principles of law as applied to contracts, warranties, commercial paper, agencies, types of business organizations, sales, property, bailment's, bankruptcy, and government regulations. (Spring)

BUS 2513 BUSINESS STATISTICS
Prerequisite: MATH 1513 College Algebra
This course focuses on techniques for descriptive and inferential measures with emphasis on business applications. Topics covered include scientific decision making, data summary techniques, frequency distributions, probability, sampling, and hypothesis testing. (Fall)

CHEMISTRY

CHEM 1214 SURVEY OF GENERAL, ORGANIC, AND BIOCHEMISTRY WITH LAB

This course is designed for Redlands Community College pre-nursing students. The course content ranges from selected topics in general chemistry including unit conversions, atomic structure, periodic trends, chemical bonding, acid/base chemistry, chemical equilibrium, electrolytes, properties of solutions and gas laws. The course also introduces topics from organic chemistry and biochemistry that relate to cell structure and chemical reactions in living organisms. An emphasis is placed on relating the content of the course material to human health. 3 hours lecture credit, 1 hour lab credit.

CHEM 1315 GENERAL CHEMISTRY I WITH LAB

Corequisite or Prerequisite: MATH 1483 Functions and Modeling or MATH 1513 College Algebra **OR** Prerequisite: MATH 0482 with MATH 1483 OR MATH 0512 with MATH 1513

This course includes the fundamental principles of this discipline such as the philosophy of chemistry, atomic theory and structure, types of compounds and chemical nomenclature, states of matter, solutions and ionization, chemical reactions and stoichiometry, molecular bonding and structure, electron distribution and atomic spectra, nature of gases, acids and bases, and thermochemistry. Laboratory activities will correspond with the topics in lecture and will serve to reinforce these concepts through hands-on learning. This course is designed for students with strong math and science ability who typically progress to CHEM 1415: General Chemistry II with Lab. 4 hours lecture credit, 1 hour lab credit. (Spring, Fall)

CHEM 1415 GENERAL CHEMISTRY II WITH LAB

Prerequisite: CHEM 1315 General Chemistry I with Lab (or equivalent)

A continuation of CHEM 1315 General Chemistry I with Lab to include a study of chemical kinetics, chemical equilibria, solubility products, redox reactions, electrochemistry, chemical thermodynamics, nuclear chemistry, metallic/transitional elements, qualitative analysis, organic chemistry / biochemistry and nuclear chemistry. Emphasis will be placed on chemical analysis utilizing instrumental methods. Laboratory activities will correspond with the topics in lecture and will serve to reinforce these concepts through hands-on learning. 3 hours lecture, 2 hours lab credit.

CHEM 2115 ORGANIC CHEMISTRY I WITH LAB

Prerequisites: CHEM 1415 General Chemistry II with Lab (or equivalent)

This course provides students with a study of carbon and its compounds (inclusive of major functional groups except those taught in Organic Chemistry II). The study will place emphasis on organic molecular structures and nomenclature, synthesis and other reactions, stereochemistry and reaction mechanisms and an introduction to instrumental methods of analysis. Laboratory activities will include selected experiments involving the properties, preparation, analysis, and separation of organic compounds. Emphasis will be placed on tradition "wet" methods and an introduction to instrumental methods of analysis such as nuclear magnetic resonance (nmr) and infrared spectroscopy. 3 hours lecture credit, 2 hour lab credit.

CHEM 2125 ORGANIC CHEMISTRY II WITH LAB

Prerequisite: CHEM 2115 Organic Chemistry I with Lab (or equivalent)

This course provides students with a continued study of organic compounds (primarily biochemistry and those functional groups not covered in Organic Chemistry I). The study will place emphasis on molecular structures and nomenclature, synthesis and other reactions, stereochemistry and reaction mechanisms and an introduction to instrumental methods of analyzing these compounds (e.g. electrophoresis, nmr, and infrared spectroscopy). Experiments and excursions will be included to provide students with "hands-on" activities to include calibration of instruments, chemical analysis, and graph interpretation. 3 hours lecture credit, 2 hours lab credit.

CHILD DEVELOPMENT

CD 2001-4 CHILD DEVELOPMENT SEMINAR

This course includes special topic courses offered as the need arises in the areas of child development, early childhood education, and parenting education. Mini-courses or workshops also are included.

CD 2023 NUTRITION, HEALTH AND SAFETY FOR CHILDREN

This course covers how to establish and maintain physically and psychologically safe and healthy learning environments for children. Emphasis is on understanding the developmental consequences of stress and trauma, protective factors and resilience, the development of mental health and the importance of supportive relationships. Also covered are basic nutrition and health and safety management practices for young children,

including specific procedures for infants and toddlers and procedures regarding childhood illness and communicable diseases. Discussion will include ways to recognize signs of emotional distress, child abuse and neglect in young children and the responsibility and procedures for reporting known or suspected abuse or neglect to appropriate authorities. Analysis of the USDA Dietary Guidelines and the application of those guidelines to planning meals and snacks for children are also covered. The course combines classroom instruction, hands-on activities and observations of children in group care. (Spring)

CD 2043 PARENT AND COMMUNITY RELATIONS
This course is designed to prepare early childhood professionals who have the ability to establish and maintain positive collaborative relationships with families, who can respect parents' choices and goals for children and communicate effectively with parents about curriculum and children's progress and who can involve families in assessing and planning for individual children, including children with disabilities, developmental delays or special abilities and support parents in making decisions related to their child's development and parenting. The content includes how professionals can become aware of educational resources available in the community. Participation in and planning of family and community activities that relate to the early childhood profession is also a part of the course. (Summer, Fall)

CD 2053 CHILD GROWTH AND DEVELOPMENT
This course emphasizes the knowledge necessary to understand factors that influence the development of young children and the sequence and interdependency of physical, social, emotional, cognitive and language development in children from birth to age eight. Covered also is the development and interdependency of all developmental areas to meet the needs of the group and individual while respecting each child's unique rates of development. The course combines classroom instruction, hands-on activities and observation of children in group care to develop competence in working with young children. (Fall)

CD 2063 BEHAVIOR AND GUIDANCE OF YOUNG CHILDREN
This course emphasizes the knowledge necessary to provide positive child guidance strategies which help children learn to make responsible decisions regarding their own behavior and contributes to the development of self-control, self-motivation and self-respect. This course also outlines common causes of inappropriate classroom behavior. Also covered will be the roles families play and

how routines, classroom arrangement and the activities provided have a direct effect on a child's behavior. The course combines classroom instruction, hands-on activities and observation of children in group care to develop competence in working with young children. (Spring, Summer, Fall)

CD 2073 MUSIC, MOVEMENT AND CREATIVE ARTS
This course emphasizes the acquisition of the knowledge of and ability to develop and implement meaningful, integrated learning experiences, using the central concepts and tools of inquiry in music, movement, creative arts and perceptual motor development. Understanding and appreciating the role of the arts in the development of young children and providing children with meaningful experiences in the arts is also covered. The course combines classroom instruction, hands-on activities and observations of children in group care to develop competence in the design and implementation of curriculum and instructional strategies related to music, movement and creative arts. (Spring, Fall)

CD 2101 PORTFOLIO DEVELOPMENT IN CHILD DEVELOPMENT
In this course, the student begins compiling a professional portfolio. The portfolio will be developed around the state standards for early childhood education and the standards of the National Association for Education of Young Children. The portfolio will continue to be developed throughout the degree program. (Spring)

CD 2103 EDUCATION AND SERVICES FOR CHILDREN WITH SPECIAL NEEDS
This course is designed to provide an understanding of conditions which affect children's development and learning, including risk factors, developmental variations and developmental patterns of specific disabilities. Content covers how to create and modify environments and experiences to meet the individual needs of children with disabilities, developmental delays and special abilities. The course also includes opportunities to evaluate and demonstrate appropriate use of technology with young children, including assistive technologies. Knowledge of state and federal legislation related to providing services for children with disabilities and their families is also emphasized. The course combines classroom instruction, hands-on activities and observation of children with special needs. (Fall)

CD 2173 COGNITIVE SKILLS FOR CHILDREN
This course explores theories of cognitive development and learning styles. Discussion will center on how to

integrate curriculum and instructional strategies to encourage children's critical thinking, problem solving, performance and technological skills. The course combines classroom instruction, hands-on activities and observations of children in group care and it provides opportunities to apply theories of cognitive development and learning styles to the design, development, implementation and modification of differing instructional approaches based upon children's individual cognitive development and learning styles. (Summer, Fall)

CD 2183 LANGUAGE AND SOCIAL SKILLS FOR CHILDREN
This course explores methods of skill development in encouraging children's language and social development. Emphasis will be on 1) developing an understanding of emergent literacy theories and practices, 2) learning how to encourage classroom environments that foster positive dispositions toward literacy and 3) learning the processes and strategies for fostering young children's writing skills, reading skills and second language acquisition skills. The course combines classroom instruction, hands-on activities and observations of children in group care. (Spring)

CD 2203 PROGRAM PLANNING AND EVALUATION IN CHILD DEVELOPMENT
This course provides the opportunity to plan, implement and evaluate an integrated curriculum that focuses on children's needs and interests and takes into account culturally valued content and children's home experiences. Content will cover how to create, evaluate and select developmentally appropriate materials, equipment and environments that support children's learning. The course will also focus on the design, implementation and evaluation of programs that address the importance of a multicultural approach to early childhood education. The course combines classroom instruction, hands-on activities and observations of children in group care. (Spring)

CD 2223 PROFESSIONALISM IN CHILD DEVELOPMENT
This course prepares students to become early childhood professionals who reflect on their practices, articulate a philosophy and rational for decisions and continually self-assess and evaluate the effects of their choices and actions on others. Content will explore the early childhood profession and its multiple historical, philosophical and social foundations, including how these foundations influence current thought and practice. Opportunities will be provided to demonstrate a knowledge of and

commitment to the professions code of ethical conduct and the importance of seeking out opportunities to grow professionally by locating and using appropriate professional literature, organizations, resources and experiences to inform and improve their practice. (Fall)

CD 2233 ASSESSMENT & EVALUATION OF CHILD GROWTH & DEVELOPMENT
This course covers the use of informal and formal assessment strategies to plan an individual curriculum and teaching practices based on each child's growth and development. Emphasis will be on how to observe, record and assess young children's development and learning and how to engage children in self-assessment for the purpose of planning appropriate programs, environments and interactions and adapting for individual differences. Also covered will be how to develop and use authentic, performance-based assessments of children's growth and development to assist in planning and to communicate with children and parents. The course combines classroom instruction, hands-on activities and observations of children in group care. (Spring)

COLLEGE SUCCESS

COL 1111 COLLEGE SUCCESS
College Success is a required course for all degree-seeking students at Redlands Community College; it is also highly recommended the first semester for all students who wish to learn successful college and professional behaviors. It offers students techniques to increase personal responsibility, motivation, and self-discipline as well as apply a variety of active learning strategies to become proficient in critical and creative reasoning. Students will also have the opportunity to expand their academic study skills as well as plan their college and career pathways.

COMMUNICATIONS

COM 1113 INTRODUCTION TO COMMUNICATIONS
This course is concerned with the improvement of skills in four areas of communication—listening, speaking, reading and writing. Interpersonal and small group communication is also stressed.

COM 1213 AMERICAN SIGN LANGUAGE I
This is a beginning course designed to develop the receptive and expressive manual communication skills used primarily by American-born persons who are deaf. Emphasis is on acquiring elementary conversational skills through targeted grammar, syntax and vocabulary. The

importance of nonverbal factors is incorporated through the use of gestures, pantomime, body language and eye training. 2 semester credit hours lecture; 1 semester credit hour

COM 2001-3 COMMUNICATIONS SEMINAR
This course is a study of selected topics in communications and other aspects of the communicative arts.

COM 2113 AMERICAN SIGN LANGUAGE II
Prerequisite: COM 1213 American Sign Language I
This course is a continuation of American Sign Language I, with an emphasis on acquiring greater elementary conversational skills through an increase of targeted grammar, syntax and vocabulary. Expanded emphasis is on expressive skills to begin the development of sign language fluency. Completion of COM 1213 American Sign Language I and COM 2113 American Sign Language II should prepare pre-education majors to meet the State foreign language requirement. 2 hours lecture credit, 1 hour lab credit.

COMPUTER SCIENCE

CMSC 1123 COMPUTER SCIENCE CONCEPTS I
This course is an introduction to the fundamental concepts of computer programming, focusing on algorithms, problem solving, and software development using procedural and object-oriented programming. Concepts include data types, variables, procedures, functions, loops, expressions, iterations, lists, searching and sorting, file input and output, and source code management.

CMSC 1133 COMPUTER SCIENCE CONCEPTS II
This course, building upon Computer Science Concepts I, delves deeper into object-oriented programming. It explores key concepts like class inheritance, encapsulation, and polymorphism. The curriculum encompasses abstract classes, interfaces, GUI programming, event-driven programming, classic data structure usage (lists, stacks, and queues), and object-oriented design principles. The primary focus lies in program design, modularity, debugging, and documentation. Paired programming projects emphasize source code management. Prerequisite: CMSC-1123 is required.

CMSC 1193 PRINCIPLES OF INFORMATION SECURITIES AND ETHICS
This course offers a comprehensive exploration of the essential aspects of establishing an effective information security program. It places a particular emphasis on fostering awareness about information security, developing secure systems, managing their implementation and maintenance, and promoting ethical conduct in the field. Throughout this course, participants will gain a thorough understanding of contemporary information security practices. Topics covered include information security policies, procedural processes, computer science methodologies, essential security tools, and cultivating awareness – all of which are critical components in ensuring information security. The course takes a hands-on and practical approach, using real-world case scenarios to illustrate the principles and practical application of information security in various settings, including both corporate enterprises and personal home environments.

CMSC 1223 BUSINESS APPLICATIONS SOFTWARE
This is an introductory, hands-on course providing computer and software experience using the current version of the Microsoft Windows operating system, Internet Explorer and Microsoft Office Professional software which includes MS Word (word processing), MS Excel (spreadsheets), MS PowerPoint (presentations) and MS Access (databases). (Spring, Summer, Fall)

CMSC 2001-4 COMPUTER SCIENCE SEMINAR
This course is a study of selected topics in computer science.

CMSC 2013 DISCRETE MATH
Prerequisite: CSMC 1223 Business Application Software and MATH 1513 College Algebra
An advanced course in discrete mathematics. Theory and application of discrete mathematical models fundamental to analysis of problems in computer science. Set theory, formal logic and proof techniques, relations and functions, combinations and probability, undirected and directed graphs, Boolean algebra, switching logic.

CMSC 2243 Network Security
Prerequisite: CSMC 1223 Business Application Software
This course will explore the intricate realm of core concepts and techniques that underpin network security. Gain insights into the theoretical foundations that distinguish the field of networking. This course takes a hands-on approach, allowing you to apply your knowledge practically. Throughout the course, the student will investigate a variety of network defense strategies, explore the latest advancements in network implementation, and analyze timeless challenges inherent in each layer of the network hierarchy and their interconnections.

CMSC 2313 DATA STRUCTURES
Prerequisite: CSMC 1123 Computer Science Concepts I
This course provides an overview of the essential skills required for working with frequently encountered data structures. It commences with an examination of approaches to data abstraction in various programming languages and proceeds to explore the creation and management of diverse data structures, such as arrays, stacks, queues, linked lists, binary search trees, hash tables, and binary heaps. Additionally, the course delves into algorithmic concepts like divide and conquer, time complexity, sorting, and Big O notation, with a focus on optimizing efficiency.

CMSC 2413 PROGRAMMING IN C#
A course in programming in the C# language, with a pre requisite of prior programming experience. This course includes advanced C# topics, including development in the Unity engine.

CMSC 2513 PROGRAMMING IN C++
Prerequisite: CMSC 2413 Programming in C#
A course in object oriented programming in the C++ language, with a prerequisite of prior programming experience. This course includes dynamic memory allocation, linked lists, stacks, queues, and binary trees, polymorphism, inheritance, and encapsulation. The design process used is object oriented.

CRIMINAL JUSTICE

CJ 1113 INTRODUCTION TO CRIMINAL JUSTICE
This course is an overview of the criminal justice system to include police, courts, and corrections. (Spring, Fall)

CJ 1223 INTRODUCTION TO LAW ENFORCEMENT
This course covers the history, development, and functions of law enforcement. (Spring)

CJ 1243 TRAFFIC INVESTIGATION AND ENFORCEMENT
Prerequisite: CJ 2313 Criminal Law or CJ 2443 Criminal Law and Procedure
Recommendation: Completion of CJ 1223 Introduction to Law Enforcement is helpful.
This course is an in-depth description of police responsibility in traffic control, organization of traffic duties and accident investigation and reports. The course includes a discussion of safety precaution and procedures and an introduction to procedures for reports including DUI reporting. (Fall)

CJ 1253 AMERICAN CORRECTIONS SYSTEM
This course is a description and analysis of the history of correctional thought and practice, the agencies and personnel responsible for carrying out criminal sentences and the rights and restrictions which apply to criminal offenders. (Fall)

CJ 1313 PATROL PROCEDURES
Prerequisite: CJ 2313 Criminal Law or CJ 2443 Criminal Law and Procedure
This course is an in-depth description of police responsibility in patrol functions and concepts, routine patrol duties, citizen contacts and response to police calls. The course includes an in-depth discussion of misdemeanor and felony traffic stops, patrol techniques, mechanics of arrest, officer survival and other patrol occurrences. (Summer)

CJ 2001-4 CRIMINAL JUSTICE SEMINAR
This course presents studies in selected topics of criminal justice.

CJ 2043 REPORT WRITING
Prerequisite: ENGL 1113 English comp I; CJ 2343 criminal investigation
This course focuses on the skills necessary for job-related and academic writing skills in law enforcement and criminal justice. Emphasis is placed upon writing narrative reports for incidents and fatality and non-fatality traffic accidents, search warrant affidavits and returns, memos, letters, short reports, proposals, resumes and research papers. Writing assignments will be based upon work-related scenarios relevant to law enforcement. (Spring)

CJ 2053 ORGANIZED CRIME AND GANGS
Understanding Organized Crime provides a comprehensive introduction to the subject of organized crime. This course covers the complex and controversial issues associated with organized crime. Topics covered include the various definitions of organized crime, why it continues to exist, how it has evolved throughout history and different types of organized crime factions. Students will learn about organized crime and how law-enforcement practitioners today are counteracting these prevailing criminal organizations. (Spring)

CJ 2063 UNDERSTANDING VIOLENCE AND VICTIMIZATION
Understanding Violence and Victimization, explores selected types of violence and examines the causes and responses to such victimization. It addresses topics such as domestic violence, stranger violence, workplace

violence, school violence, criminal justice violence and the violence of terrorism. (Fall)

CJ 2073 DRUGS AND SOCIETY
This course offers an interdisciplinary, comprehensive survey of all aspects of the drug and alcohol abuse issue, including the impact of drugs on our society; their history and the pharmacological impact of drugs on the body; drug policy implications; the criminal justice system response; the effects, treatment and prevention of abuse; theories of use; the drug business; and drug law enforcement. (Fall)

CJ 2083 SERIAL KILLERS
This course provides the students with a model of the crime scene actions of serial murderers based on information available. The course also gives an overview of the related scientific knowledge, introduces methods to classify the serial predator and presents a classification model of serial murderers and their crime scene behaviors based on empirical and repeatable studies, the course will discuss advances in the areas of police investigations, etiology and treatment possible. (Fall)

CJ 2093 INTRODUCTION TO TERRORISM
Introduction to Terrorism will provide students with a working knowledge of people, ideas, organizations and current issues in the field. This course covers the historical and contemporary issues relating to terrorism. (Spring)

CJ 2101-4 PRACTICUM IN CRIMINAL JUSTICE
This course provides an opportunity to gain practical experience in a criminal justice setting. (Spring)

CJ 2201-4 SPECIFIC PROBLEMS IN CRIMINAL JUSTICE
This course presents selected studies of current social problems in criminal justice.

CJ 2313 CRIMINAL LAW
This course is a study of the nature of criminal law, its philosophical and historical development, the definition and elements of major offenses in the criminal codes of all levels of government and the penalties which attach to those convicted of committing crimes. Oklahoma statutes are used as illustrations. (Fall)

CJ 2333 POLICE ORGANIZATION AND MANAGEMENT
This course is a description of the principles of organization, leadership and management as applied to law enforcement agencies and personnel at all levels of government. The role of agency executives and major issues affecting personnel administration are discussed. (Spring)

CJ 2343 CRIMINAL INVESTIGATION
Prerequisites: CJ 2313 Criminal Law or CJ 2443 Criminal Law and Procedures.
This course is an examination of investigative fundamentals and principles which apply to crime scene processing, case building and preparation and case presentation in court. Emphasis is given to case investigation models, developing leads, theory building, conceptual approaches to the investigative mandate and information processing and reporting. (Spring)

CJ 2353 THE ADMINISTRATION OF CORRECTIONAL INSTITUTIONS
This course is a study of the organization, management and leadership of institutions which confine offenders. The course includes discussion of short-term detention facilities, jails, prisons, personnel issues, staff-inmate relations and the future directions of institutional design and administration. (Spring)

CJ 2363 ENVIRONMENTAL SECURITY PROCEDURES
This course is designed to assist in gaining an in-depth knowledge of Environmental Security Procedures in a prison setting. Environmental Security Procedures is essential for the health, safety and welfare of the inmate, the correctional officer and the general public. This course includes the five types of emergencies that can occur in a correctional facility, the reasons for the "games" inmates play and how to effectively transport an inmate outside the security of the facility.

CJ 2433 COMMUNITY AND CULTURAL DIVERSITY
This course is an examination of the conflict, both historical and current, which prevents criminal justice agencies and various communities from forming lasting partnerships directed toward the control of crime and peaceful relations. New approaches to criminal justice, interpersonal relations and the role of the media in dramatizing racial and ethical differences are discussed. (Spring)

CJ 2443 CRIMINAL LAW AND PROCEDURE
This course is a study of the rules and case laws which define the legal methods for conducting arrests and searches, using force, conducting trials, introducing evidence, assigning legal counsel and supervising offenders in the community and institutions. (Spring)

CJ 2451 CUSTODY AND CONTROL
Corequisite: CJ 2461 Defensive Driving and CJ 2471
Firearms
Prerequisite: Approval of the Instructor
This course instructs students in the necessary attitudes, knowledge and psychomotor skills in the area of weaponless (open hand) subject control, intermediate range weapons use and self-defense techniques. The course also instructs students in how to negate or minimize the use of excessive and unnecessary deadly force to meet legal review. It covers the need and use of verbal commands in the law enforcement environment.

CJ 2453 PROBATION, PAROLE AND COMMUNITY TREATMENT
This course is an examination of the most common and the new methods of supervising offenders in the community. The structure, management and personnel of probation, parole, and other correctional services, as well as innovative approaches to working with offenders such as house arrest, electronic monitoring, and intensive supervision, are discussed. (Fall)

CJ 2461 DEFENSIVE DRIVING
Corequisite: CJ 2451 Custody and Control and CJ 2471
Firearms
Prerequisite: Approval of the Instructor
This course is an overview of the legal aspects of law enforcement driving. Instruction in the skills of desirable law enforcement driving behavior is covered both in theory and application.

CJ 2471 FIREARMS
Corequisite: CJ 2451 Custody and Control and CJ 2461
Defensive Driving
Prerequisite: Approval of the Instructor
This course provides knowledge and understanding of the procedures for safety and legal handling of firearms. It also emphasizes the mechanical functions and basic maintenance procedures of service revolvers. Instruction in the basics of marksmanship, with emphasis placed on the mental process involved in various shoot/don't shoot situations, is covered both in theory and application.

EARLY CHILDHOOD CENTER MANAGEMENT

ECM 2123 EARLY CHILDHOOD CENTER
FINANCIAL PLANNING & MANAGEMENT
This course is designed to provide practical experience in designing and managing a financial plan and budget, as well as guidelines and tools for complying with or amending a budget. Content covered will include examination of budget categories, analysis of the expenditure ad income sides of the budget, exploration of basic budgetary terms and tools, examination of the benefits of a financial plan and analysis of personal financial planning and management skills and habits and how these skills and habits could impact the manner in which the professional would manage an early childhood center. Also included will be the development of an early childhood center business plan. (Spring)

ECM 2133 EARLY CHILDHOOD CENTER
PERSONNEL DEVELOPMENT AND
MANAGEMENT
This course is designed to study the principles, procedures and organizational techniques currently utilized by business in the development and management of personnel. It includes a study of current developments within the general field of personnel development and management, including employment practices, employee assessment and evaluation, orientation, training programs, related federal and state legislation, regulations and orders, workforce diversity, employee and employer/management relations and compensation management.

ECONOMICS

ECON 1353 PERSONAL FINANCE
This course is an introductory course covering the various problems of individual/consumer financial management. The recommended course content topics include: personal budgeting, consumer loans and installment loans, credit cards and charge accounts, personal insurance, savings accounts, investments, social security, housing options, commercial bank services, financial institution services, planning, personal taxes, wills, estate planning, retirement planning, and leasing arrangements. (Spring, Fall)

ECON 2001-4 SEMINAR IN ECONOMICS
This course is a study of selected topics in economics.

ECON 2193 PRINCIPLES OF MACROECONOMICS
The recommended course content topics include; basic principles of demand and supply, national income accounting, business cycles, inflation and unemployment, determinants of the level of output, employment and prices, money and banking, fiscal policy, monetary policy, economic growth, international trade and finance. (Spring, Fall)

ECON 2203 PRINCIPLES OF MICROECONOMICS
The recommended course content topics include; Basic principles of demand and supply, elasticity, opportunity

cost, utility analysis, production and cost, market structures, factor market, government regulations, and international trade. (Spring, Fall)

ENGLISH

ENGL 0013 FUNDAMENTALS OF READING AND WRITING
This course is offered to give students an opportunity to improve their basic reading and writing skills through a curriculum of vocabulary and comprehension and rules of grammar and organization. Assignments will focus on application of reading and writing skills for the college classroom as well as practical life environments. *Students must earn a letter grade of a "C" or higher to continue the English course sequence.*

ENGL 0022 COLLEGE READING AND WRITING
Co-Requisite: ENGL 1113 English Composition I
This course assists students in developing reading and writing strategies that will benefit them for success in future college classes in their chosen academic programs. Emphasis will be placed on the importance of developing listening, reading, and writing skills. Students will focus on the foundational building blocks of reading and writing to enhance their success in the co-requisite English Composition I experience.

ENGL 0023 COLLEGE READING AND WRITING
Co-Requisite: ENGL 1113 English Composition I
This course assists students in developing reading and writing strategies that will benefit them for success in future college classes in their chosen academic programs. Emphasis will be placed on the importance of developing listening, reading, and writing skills. Students will focus on the foundational building blocks of reading and writing to enhance their success in the co-requisite English Composition I experience.

ENGL 0153 ENGLISH PREP I
Prerequisite: score on placement exam indicating a need for developmental English and/or Reading
English Prep is a sequences of courses for TRIO Student Support Services' students which is mastery-based and is designed to prepare student for English Composition I. The first level of topics for English Prep include: a curriculum of basic writing skills, parts of speech, grammar, punctuation, sentences and paragraphs. The second level of topics include: developing listening, reading and writing skills as well as a working knowledge of rhetorical modes. This course is individualized and does provide opportunity for students to complete more than one level of topics during a semester course. Course

instruction is supplemental with a web-based learning system. ***You must be TRIO SSS student in order to enroll in this class.*** (Spring, Summer, Fall)

ENGL 0163 ENGLISH PREP II
Prerequisite: successful completion of English Prep I
English Prep is a sequence of courses for the TRIO Student Support Services' students which is mastery-based and is designed to prepare students for English Composition I. English Prep II focuses on level two topics including: developing listening, reading and writing skills as well as a working knowledge of rhetorical modes. This course is individualized. Course instruction is supplemented with a web-based learning system. ***You must be a TRIO SSS student in order to enroll in this class.*** (Spring, Summer, Fall)

ENGL 1113 ENGLISH COMPOSITION I
This course provides an introduction to college-level writing and focuses on the development of communication that is logical, appropriate, organized and effective. Emphasis is also placed on critical reading skills and the identification of rhetorical strategies. (Spring, Summer, Fall)

ENGL 1213 ENGLISH COMPOSITION II
Prerequisite: ENGL 1113 English Composition I
In this course, students will reinforce and extend their abilities in academic writing and research techniques; it builds upon the foundational skills learned in English Composition I. Students will also gain practice in research and source evaluation, logic, argumentation and documentation as well as enhance their critical reading and thinking skills. (Spring, Summer, Fall)

ENGL 2001-3 ENGLISH SEMINAR
This course is a study of selected topics in English.

ENGL 2063 CREATIVE WRITING I
Prerequisite: ENGL 1113 English Composition I or approval of the instructor
This course is designed to develop imaginative thinking and writing skills in order to produce stories, poems, and plays.

ENGL 2413 INTRODUCTION TO LITERATURE
Prerequisite: ENGL 1113 English Composition I
Introduction to Literature reviews the major genres of literature: poetry, prose and drama. It also explores techniques of interpretation. (Spring, Fall)

ENGL 2423 INTRODUCTION TO FICTION
Prerequisite: ENGL 1113 English Composition I
This course develops a basis for the interpretation, evaluation and appreciation of fiction, particularly the novel and short story. Representative sections are read, discussed and analyzed, with consideration for themes, mood, characterization, style, tone, language and other related characteristics. It introduces literary criticism.

ENGL 2433 AMERICAN LITERATURE I
Prerequisite: ENGL 1113 English Composition I
This course is designed to develop and enhance skills in literary interpretation. Reading selections include short stories, poetry, drama, biographies and essays.

ENGL 2443 AMERICAN LITERATURE II
Prerequisite: ENGL 1113 English Composition I
This course is designed to increase the ability to discern literary techniques in the various genres and to use this knowledge as a basis for interpreting literature. Reading selections include examples from each of the five genres.

ENGL 2453 INTRODUCTION TO POETRY
Prerequisite: ENGL 1113 English Composition I
This course is a study of poetry as literary art with emphasis on understanding, recognizing and appreciating poetic techniques and forms and the rhetoric of verse. Representative works are read, discussed and analyzed with emphasis on theme, structure and language.

FILM AND VIDEO

FV 1063 FILM AND VIDEO PRODUCTION I
This is the entry-level production course in the film and digital video program. The course allows students to explore the basic tenets of film and video storytelling using modern production equipment in a creative environment. Students will discover that filmmaking is a highly collaborative process, and that mastering both technical and interpersonal communication skills is the key to producing coherent narrative films of personal interest.

FV 2001-4 SEMINAR IN FILMMAKING
This course is a study of selected topics in filmmaking.

FV 2013 DOCUMENTARY FILM
Prerequisite: ENGL 1113 English Composition I or approval of the instructor.
This course covers the history and development of film as a documentary medium. Topics include major historical movements in documentary filmmaking as well as an investigation of the technical, ethical, and narrational challenges specific to the documentary film.

FV 2043 FILM AND VIDEO EDITING
Focuses on non-linear software-based procedures and techniques for editing single camera productions. Emphasis on planning, organization, and execution of basic and advanced editing theories through hands-on assignments using non-linear digital equipment.

FV 2053 INTRODUCTION TO SCREENWRITING
Prerequisite: ENGL 1113 English Composition I or approval of the instructor.
This course examines the basic mechanics and structure of the screenplay form. Story arcs are analyzed through written and screened film examples. The student will demonstrate proficiency by writing a short project in the screenplay format designed to expand appreciation of the literary as well as the physical.

FV 2063 FILM AND VIDEO PRODUCTION II
Prerequisite: ENGL 1113 English Composition I and FV 1063 Film and Video Production I
This is the upper-level production course in the film and digital video program. The course allows students to expand and build upon their growing knowledge of film and video storytelling techniques by studying more advanced aspects of the various departments in a film's production.

FV 2101-4 INTERNSHIP IN FILM AND VIDEO PRODUCTION
This course provides an opportunity to gain practical experience in a film and video production setting.

GEOGRAPHY

GEG 2243 HUMAN GEOGRAPHY
A study of the major organizing concepts of human and cultural geography, including people's geographic behavior in terms of their spatial organizations of global patterns of culture. (Fall)

GEG 2253 WORLD REGIONAL GEOGRAPHY
A study of the world's major geographic religions integrating the components of the political, historic, economic, social and physical and environments. (Fall)

GEOLOGY

GEOL 1053 EARTH SCIENCE
This is a survey course of geology, which includes the study of geologic forces in the earth such as volcanism, earthquakes, plate tectonics, mountain building, gravitation, weathering, erosion, sedimentation, groundwater, glaciation, ocean events and fossilization. The course presents the composition of the earth's interior

with concentration on the crust and techniques of reading the geologic history from Precambrian eras to present through the story told by the three basic types of rocks, how they form and where they are found in relation to one another. This course will satisfy the lecture-only physical science requirement for graduation and is not intended for health or science majors. 3 hours lecture credit. (Spring, Summer, Fall)

GEOL 1054 PHYSICAL GEOLOGY WITH LAB
This is a beginning course in geology, which includes the study of topographic maps, rocks and minerals, geological process and agents, landforms, weathering, running water, ground water, glaciers, gravity and volcanism. The course includes a hands-on study of the properties of minerals and rocks, how to read maps-topographic and geologic and some interpretation of geologic formation. This course will satisfy the physical science requirement for graduation. 3 hours lecture credit, 1 hour lab credit.

HEALTH, PHYSICAL EDUCATION, & RECREATION

HPER 1191 SPORTS PARTICIPATION
This course offers competition in basketball, baseball and volleyball. It may be repeated for a maximum of four credit hours in each sport. Each enrollment will specify the sport in which the student is engaged. (Spring, Fall)

HPER 1201 SUPER CIRCUIT
Super Circuit is a self-paced course designed for each student to learn to use weight machines in an aerobic manner. Implementation of the use of weight machines with aerobic stations presents an opportunity to gain optimal level of physical fitness. (Spring, Fall)

HPER 1241 BODY BUILDING FOR WOMEN
Body Building means more than just lifting weights. It means knowing how to shape and contour the body along with staying physically fit. This course is designed for female students to have individual programs for their optimal level of fitness. (Fall)

HPER 1243 INTRODUCTION TO ATHLETIC TRAINING
This course is an introduction to methods of prevention and immediate care of athletic injuries. It covers basic information concerning the health and well-being of athletes. (Spring)

HPER 1252 ORIENTATION TO EXERCISE SCIENCE
An orientation to exercise science will be will be given by exploring the various sub-disciplines of motor behavior, biomechanics, exercise physiology, exercise psychology, pedagogy, and sport. It will also offer a look at career opportunities in the field of exercise science, along with philosophy, goals, and issues of health and physical activity in our society. (Fall)

HPER 1302 INTRODUCTION TO PHYSICAL EDUCATION
This course is designed as an introduction to the profession of physical education. It includes a brief history, the philosophy and modern trends of physical education, teacher qualifications, vocational opportunities, expected competencies and skills testing. (Spring, Fall)

HPER 1312 FOUNDATIONS OF RECREATION
This course is designed to develop knowledge, understanding and skills in the basic outdoor recreation activities in the community setting.

HPER 1322 PERSONAL HEALTH
This course is a study of the principles from natural, biological, social and behavioral sciences as they may be applied to healthful living. It emphasizes knowledge, attitudes and practices related to self-direction of healthy behavior. (Spring, Summer, Fall)

HPER 1512 THEORY OF BASKETBALL
This course is designed to teach the fundamental skills, techniques and concepts of the game for the athlete or prospective coach. (Fall)

HPER 1532 THEORY OF BASEBALL
This course is designed to teach the fundamental skills, techniques and concepts of the game for the athlete or prospective coach. (Fall)

HPER 1553 LIFETIME FITNESS AND MANAGEMENT
This course is designed to assist in developing and enhancing health and physical fitness. Fitness activity and wellness will be studied in order to assist in the development of regular exercise, stress management and proper nutrition. This course meets the institutional physical education requirement. (Spring, Fall)

HPER 1601 ATHLETIC/PERSONAL TRAINING PRACTICUM I
This practicum provides student athletic and personal trainers basic knowledge dealing with ranges of motion,

planes of the body and terminology needed to effectively work in a training room setting. (Spring, Fall)

HPER 2001-4 PHYSICAL EDUCATION SEMINAR
This course is a study of special subjects or problems in physical education. (Fall)

HPER 2103 EXERCISE TESTING AND PRESCRIPTION
This course covers knowledge of anatomy and physiology as it relates to exercise testing and prescription of exercise. Students will learn to administer and interpret screening methodologies as a prerequisite to exercise testing and prescription of exercise. Students will learn to interpret the results of testing and prescribe the appropriate exercise. The course will also exercise protocols for special needs individuals. (Spring)

HPER 2191 SPORTS PARTICIPATION II
This course advanced competitive skills for sports such as basketball, baseball, volleyball, and cross country. It may be repeated for a maximum of four credit hours in each sport. Each enrollment will specify the sport in which the student is engaged. (Spring, Fall)

HPER 2201 SUPER CIRCUIT II
Super Circuit is a self-paced course designed for each student to learn to use advanced techniques with weight machines in an aerobic manner. Implementation of the use of weight machines with aerobic stations presents an opportunity to gain optimal level of physical fitness. (Spring, Fall)

HPER 2302 COACHING ATHLETICS
This is a course of study in the coaching of the major sports to emphasize this phase of physical education. Methods of coaching are studied through lectures, demonstrations, practice and assigned readings. (Spring)

HPER 2312 FIRST AID
This is a knowledge-based course designed to instruct a student in the emergency care of injuries and sudden illness. Students will be introduced to basic human anatomy and physiology as related to injuries in order to understand how body systems react to injury. Various first aid treatment options will be presented to help students understand why certain treatments are better than others. Prospective coaches, athletic trainers and personal trainers will be presented with knowledge that will help prepare them for periodic skills-based certification coursework. (Spring)

HPER 2343 CARE AND PREVENTION OF ATHLETIC INJURIES
This course will give a general knowledge toward injury prevention and immediate care for the most common sports injuries. Basic foundations are also provided in more specific areas of rehabilitation. (Fall)

HPER 2593 PROTECTIVE TECHNIQUES IN ATHLETIC TRAINING
This course is designed for the student pursuing a career as an Athletic Trainer, for a coach whose school does not have access to athletic training services or for an individual pursuing a career in sport medicine. This course will allow students to develop a basic understanding of the principles of supportive taping and wrapping and custom pad development for the prevention of athletic injuries. (Spring)

HPER 2601 ATHLETIC TRAINING LEVEL 2
Prerequisite: HPER 1243 Introduction to Athletic Injuries or HPER 1601 Athletic/Personal Training Practicum I
This practicum provides student athletic trainers an understanding of the proper management of serious injuries. Students will get hands-on application of experience on the proper use of ambulatory aid, care for cervical spine injuries and proper neurological assessment of concussions. (Spring, Fall)

HPER 2611 PERSONAL TRAINING PRACTICUM II
Prerequisite: HPER 2103 Exercise Testing and Prescription and HPER 1601 Athletic/Personal Training Practicum I
This practicum provides student personal trainers with a clinical setting on the RCC campus. Students will get hands-on application experience in health appraisals and assessments, development and implementation of cardiovascular and strength training programs, reassessment tests including cardio-respiratory fitness, body composition, muscular fitness, flexibility and lower back function. (Fall)

HPER 2623 PERSONAL TRAINER CERTIFICATION COURSE
Prerequisites: ZOOL 2134 Anatomy with Lab; ZOOL 2144 Physiology with Lab; HPER 2103 Exercise Testing and Prescription; and AHS2013 Nutrition
The course is designed to bridge the gap between clinical exercise science related course work and the practical application skills of personal training. Learn how to properly screen and evaluate clients for safe participation in an exercise program, design and implement exercise prescriptions for multiple populations and goal attainment and apply the principles of exercise in a personal training

environment. A Personal Training Certification is available through the National Council for Strength and Fitness upon successful completion of the course. (Spring, Fall)

HPER 2651 ATHLETIC TRAINING LEVEL 3
Prerequisite: HPER 2343 Care and Prevention of Athletic Injuries and HPER 2601 Athletic Training Level 2
This practicum provides student athletic trainers with a clinical setting on the RCC campus. Students will get hands-on application experience to aid in the prevention of athletic injuries, to recognize and care for those that occur, to refer to the appropriate medical specialist and work for complete recovery through rehabilitation, so that RCC athletes may return to full participation as safely and quickly as possible. The practicum takes place over a semester period. During the semester the student will work in the RCC athletic training room and with the athletic teams. (Spring, Fall)

HPER 2661 PERSONAL TRAINING PRACTICUM III
Prerequisite: HPER 2343 Care and Prevention of Athletic Injuries and HPER 2611 Personal Training Practicum II
This practicum provides student personal trainers with a clinical setting in collaboration with selected facilities and programs in the area. Students will be placed under the supervision of qualified professionals in the fitness field to observe and expand their practical and professional knowledge. This invaluable field experience provides exposure to a variety of areas that use personal trainers. Learning opportunities may include working with a Physical Therapist, Commercial Gym Personal Trainer, Corporate Gym Personal Trainer, Hospital Wellness Program, Public School Recreation Department or Private Personal Trainers. (Spring, Fall)

HISTORY

HIST 1483 UNITED STATES HISTORY TO 1877
This course is a survey of American history to 1877. (Spring, Fall)

HIST 1493 UNITED STATES HISTORY, 1877 TO PRESENT
This course is a survey of American history from 1877 to present. (Spring, Summer, Fall)

HIST 2001-3 HISTORY SEMINAR
Prerequisite: Approval of the instructor. This course presents studies in selected topics in history which

develop capabilities in historical analysis and creative expression.

HIST 2123 WESTERN CIVILIZATION, ORIGINS TO 1500
This course is an introductory survey of the history of Europe and the Middle East from ancient civilizations to the Renaissance. The course examines the social, cultural, intellectual, religious, political, and economic developments in civilization prior to 1500. (Fall)

HIST 2133 WESTERN CIVILIZATION, 1500 TO PRESENT
This course is an introductory survey of the history of Europe, the Middle East, and the Americas from the Reformation to the present. The course examines the social, cultural, intellectual, religious, political, and economic developments since 1500. (Spring)

HUMANITIES

HUM 2001-3 HUMANITIES SEMINAR
This course is a study of selected topics in humanities.

HUM 2113 GENERAL HUMANITIES I
Prerequisite: ENGL 1113 English Composition I
A multidisciplinary study of humanities from Antiquity through the Medieval Era. (Spring, Summer, Fall)

HUM 2183 COMPARATIVE RELIGIONS
This course is a study of the major world religions both ancient and modern, including the historical developments, major historical figures, philosophical tenets, belief systems, and sacred texts within each one.

HUM 2223 GENERAL HUMANITIES II
Prerequisite: ENGL 1113 English Composition I
A multidisciplinary study of humanities from the Early Modern Period to the present. (Spring, Summer, Fall)

HUM 2233 HUMANITIES THROUGH THE ARTS
This course provides a survey of the humanities through art, music, literature and other artistic forms which illustrate the relationships among the arts and the major concerns of humankind. This course covers Classical Greece to the present.

HUM 2243 FILM AS LITERATURE
Prerequisite: ENGL 1113 English Composition I
Film Studies is designed to introduce students to the aesthetics of film, how an entire film functions, how to analyze a film critically and how film art has changed throughout history. Students will learn the basics of the elements of literature, film form, and technique and will

apply these principles to films screened in and out of class. (Spring, Fall)

MANAGEMENT

MGMT 2001-4 CAREER EDUCATION SEMINAR
This course is a study of selected topics related to experiential education and career awareness.

MGMT 2033 PRINCIPLES OF MANAGEMENT
This course is designed to present the basic principles of management such as planning, decision making, organizing, staffing, communicating, motivating, leading and controlling. Concepts of management apply to both profit and non-profit organizations. (Spring)

MGMT 2103 OCCUPATIONAL/TECHNICAL INTERNSHIP
This course is a directed internship experience in an organization at a level requiring specific duties and responsibilities related to the student's program of study. It is designed to integrate on-campus classroom study with practical hands-on work experience in the student's major field of study. A student must meet all of the requirements for internship participation including completion of at least 25 credit hours of course work before enrollment with a 2.0 GPA or higher. During the semester of internship, the student is required to provide evidence of an hour log, objectives, and a portfolio outlining internship/work experience. (Spring)

MGMT 2143 BUSINESS LEADERSHIP
This course is designed to integrate on-campus classroom study with practical hands-on business leadership and professional development opportunities. The student will establish leadership goals in the areas of business leadership, professional development, ethical and diversity responsibilities, problem-solving and community service. The student is required to provide evidence of these goals and their accomplishment by assembling a Business Leadership portfolio. The student will be required to participate in activities in four leadership environments: business, civic/community, educational and social. (Fall)

MARKETING

MRKT 2323 PRINCIPLES OF MARKETING
This course is designed to cover a systems approach to marketing in both profit and non-profit organizations. Topics include planning and forecasting, market segmentation, social responsibility, consumerism, evaluation of consumer behavior and marketing strategies related to introduction and prolonging of product life cycles, classification of consumer and industrial goods and services, pricing, promotion and distribution channels. (Fall)

MATHEMATICS

MATH 0011 BASIC MATH REVIEW
This course presents fundamental operations on integers, common fractions, decimals, and percents and their applications.

MATH 0153 MATH PREP I
Prerequisite: score on placement exam indicating a need for developmental mathematics.
Math Prep is a sequence of courses for TRIO Student Support Services' students which is mastery-based and is designed to prepare students for College Algebra. The first level of topics for math prep includes: Fundamental operations on integers, decimals, fractions, and percentages; geometry, data analysis, and application problems. A second level of topics includes: real numbers, order of operations, algebraic expressions, linear equations, inequalities, graphing, polynomials, and factoring. The third level of topics include: rational expressions and equations, systems of equations, quadratic equations and graphs, radical expressions and equations, and an introduction to functions. The minimum requirement for successful course completion of Math Prep I is level one topics. This course is individualized and does provide opportunity for students to complete more than one level of topics during a semester course. Course instruction is supplemented with a web-based learning system. ***You must be a TRIO SSS student in order to enroll in this class.*** (Spring, Summer, Fall)

MATH 0163 MATH PREP II
Prerequisite: Successful completion of Math Prep I
Math Prep is a sequence of courses for TRIO Student Support Services' students which is mastery-based and is designed to prepare students for College Algebra. Math Prep II focuses on level two and level three topics. Level two topics includes: real numbers, order of operations, algebraic expressions, linear equations, inequalities, graphing, polynomials, and factoring. The third level of topics include: rational expressions and equations, systems of equations, quadratic equations and graphs, radical expressions and equations, and an introduction to functions. The minimum requirement for successful course completion of Math Prep II is level two topics. This course is individualized and does provide opportunity for students to complete more than one level of topics during a semester course. Course instruction is

supplemented with a web-based learning system. ***You must be a TRIO SSS student in order to enroll in this class.*** (Spring, Summer, Fall)

MATH 0234 FOUNDATIONS OF MATHEMATICAL REASONING

This course surveys a variety of mathematical topics needed to prepare students for college-level statistics, quantitative reasoning or STEM path algebraic reasoning course. Topics include: numeracy with an emphasis on estimation and fluency with large numbers; evaluating expressions and formulas; rates, ratios, and proportions; percentages; solving equations; linear models; data interpretations including graphs and tables; verbal, algebraic and graphical representations of functions; exponential models. Any student with an ACT math score < 19 is required to take the math placement exam. (Spring, Fall)

MATH 0482 FUNCTIONS AND MODELING REVIEW

Prerequisite: MATH 0234 Foundations of Mathematical Reasoning with a grade of "C" or higher, or appropriate course placement score.
Co-Requisite: MATH 1483 Functions and Modeling
This course covers the same topics as Functions and Modeling, but in an expanded time format. This allows for increased guided learning activities and learner/instructor interaction. This expanded format version is designed and required to be taken in conjunction with MATH 1483 Functions and Modeling to receive full academic credit. (Spring, Fall)

MATH 0512 COLLEGE ALGEBRA REVIEW

Prerequisite: MATH 0234 Foundations of Mathematical Reasoning with a grade of "C" or higher, or appropriate course placement score.
Co-requisite: MATH 1513 College Algebra
This course covers the same topics as traditional College Algebra, but in an expanded time format. This allows for increased guided learning activities and learner/instructor interaction. This expanded format version is designed and required to be taken in conjunction with College Algebra (MATH 1513) to receive full academic credit. (Spring, Fall)

MATH 1023 STRUCTURAL CONCEPTS IN ARITHMETIC I

This course presents an introduction to problem solving and number theory as they relate to numeration systems, rational numbers, elementary algebra, functions and the use of current technologies. Does not apply toward a major or minor in mathematics. Does not substitute for MATH 1303 or MATH 1513. (Spring)

MATH 1123 STRUCTURAL CONCEPTS IN ARITHMETIC II

This course is an introduction to geometric notation, and the study of constructions, measurements, similarity, congruence, translations, rotations, and reflections. This course is designed for elementary education majors. Does not apply toward a major or minor in mathematics. (Spring)

MATH 1303 GENERAL QUANTITATIVE REASONING

Prerequisite of 3 years of high school mathematics OR a required score on placement exam OR equivalent.
This course poses problems that involve quantitative relationships in real-world data by means of numerical, symbolic, and visual representations. Includes an introduction to basic logical reasoning, basic statistics and probability, interpretation of numerical data, graph reading, hypothesis testing and simple regression. No previous knowledge of these tools is assumed. Does not apply toward a major in nursing, business, agriculture, science, or mathematics. (Spring, Fall)

MATH 1483 FUNCTIONS AND MODELING

Prerequisite: ACT Math sub score of 19 or appropriate course placement score
This course is designed for students in agricultural, business, life/health science, or social science majors, but not certain STEM majors. This course involves the study of equations and functions (linear, polynomial, rational, exponential, logarithmic) from various perspectives (symbolic, verbal, numerical, graphical); digital techniques for graphing functions. (Spring, Summer, Fall)

MATH 1513 COLLEGE ALGEBRA

Prerequisite: ACT Math sub score of 19 or appropriate course placement score
This course is designed to require the student to:
- Solve system of equations: this includes but is not limited to polynomial, logarithmic, exponential, rational, radical and absolute value.
- Perform operations on functions: identify the properties and characteristics of functions. This includes but is not limited to domain and range, one-to-one, inverse, increasing and decreasing, and asymptotic behavior.
- Identify and construct graphs and apply their transformations. Graphs include but are not limited to basics graphs, polynomial, rational and piecewise.

- Apply algebraic concepts to real world problems. (Spring, Summer, Fall)

MATH 1613 TRIGONOMETRY
Prerequisite or Co-requisite: MATH 1513 College Algebra or required score on placement examination.
This course will require the student to evaluate trigonometric functions and their inverses, graph trigonometric functions, prove trigonometric identities, solve trigonometric equations, solve problems involving triangles and indirect measurement, use trigonometric forms of complex numbers, identify and graph polar curves. (Fall)

MATH 2001-3 MATHEMATICS SEMINAR
This course presents selected topics in mathematics, studying areas not covered by the standard curricula.

MATH 2103 BUSINESS CALCULUS
Prerequisite: MATH 1513 College Algebra or required score on placement examination, either within the last year.
This course is an introductory course in differential and integral calculus to analyze and solve theoretical and applied problems from business, economics, life sciences, and social sciences.

MATH 2193 ELEMENTARY STATISTICS
Prerequisite: ACT score of 19 or appropriate score on placement examination or MATH 0234 Foundations of Mathematical Reasoning
This course will require the student to solve problems applying the concepts of random sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance. (Spring, Summer, Fall)

MATH 2714 CALCULUS I
Prerequisite: MATH 1613 Trigonometry or required score on placement examination within the last year.
This course will require the student to compute, interpret and apply the basic concepts of limits, differentiation and integration to algebraic and transcendental functions and solve applied problems that include rates of change, optimization, area and total change in a function. (Spring)

MATH 2734 CALCULUS II
Prerequisite: MATH 2714 Calculus I or required score on placement examination within the last year.
This course will require the student to use integration techniques to find antiderivatives, compute definite integrals, and solve application problems that include volume, length of arc, surface area; investigate the convergence of improper integrals; perform basic operations on vectors and analyze functions of three variables and their contour plots.

MATH 2754 CALCULUS III
Prerequisite: MATH 2734 Calculus II or required score on placement examination within the last year.
This course will require the student to use infinite series, Taylor polynomials and compute partial derivatives, gradients, differentials, double and triple integrals in rectangular, cylindrical and spherical coordinate systems, curl and divergence of a vector field, and path and surface integrals of vector fields directly and by applying Green's Theorem, Stokes' Theorem and the Divergence Theorem; write parameterizations for lines, curves and surfaces; and solve application problems that include optimization, work and flow of vector fields.

MICROBIOLOGY

MICR 2134 INTRODUCTION TO MICROBIOLOGY WITH LAB
Prerequisite: CHEM 1315 General Chemistry I with Lab or CHEM 1214 Survey of General, Organic, and Biochemistry with Lab with a grade of "C" or higher and 3 credit hours of life science with a grade of "C" or higher or permission of instructor.
Introductory course based on the guidelines of the American Society for Microbiology. The core concept of microbial diversity is integrated to include microbial cell biology, microbial genetics and the interactions and impact of microorganisms on humans and on the environment. Laboratory exercises are aimed at reinforcing lecture topics, basic microbiological techniques as well as basic identification and safety techniques. 3 hours lecture credit, 1 hour lab credit. (Summer, Fall)

MICR 2135 MICROBIOLOGY WITH LAB
Prerequisite: Introductory General Chemistry Course and 3 credit hours of life science.
Introductory majors course based on the guidelines of the American Society for Microbiology. The core concept of microbial diversity is integrated to include microbial cell biology, microbial genetics and the interactions and impact of microorganisms on humans and on the environment. The basic laboratory reinforces lecture topics, basic microbiology techniques as well as basic identification and safety techniques. In addition, the extended laboratory introduces basic techniques of molecular biology such as DNA purification, agarose and polyacrylamide gel electrophoresis, protein purification, bacterial transformation, in vitro enzyme assays, bacterial

bioremediation and antibody detection using the ELISA techniques. 3 hours lecture credit, 2 hours lab credit.

MUSIC

MUS 1123 FUNDAMENTALS OF MUSIC
This course offers hands-on experience in music methods. Emphasized are the five elements of music: rhythm, melody, harmony, form and expression. (Spring)

MUS 1134 MUSIC THEORY I
This course is a review of the rudiments of tonal music: scales, key signature, intervals and triads. It incorporates four-part music writing, music analysis, composition and associated skills. Also included is the development of basic aural skills related to sight-reading with rhythmic, melodic and harmonic dictation. (Fall)

MUS 1234 MUSIC THEORY II
Prerequisite: MUS 1134 Music Theory I
This course is a continuation of the integrated approach to music theory covering traditional diatonic practice with an expanded study of harmonic progression and part writing, music analysis, ear-training, dictation and sight-singing. (Spring)

MUS 1343 MUSIC APPRECIATION
This course is a survey of music from Baroque through the mid-twentieth century, with an introduction of music terminology and the music of antiquity (Middle Ages and Renaissance). Emphasis will be placed on how music relates as an aesthetic experience to life, culture and social activity. (Fall)

MUS 2001-3 MUSIC SEMINAR
This course is a study of selected topics in music.

MUS 2041 CLASS PIANO I
This course offers group instruction in fundamentals of the keyboard through basic note reading, rhythm, scales and beginning music reading. (Fall)

MUS 2051 CLASS PIANO II
Prerequisite: MUS 2041 Class Piano I
This course offers group instruction in fundamentals of the keyboard with a continuation of music reading and an introduction to traditional piano literature. (Spring)

MUS 2111-2 PRIVATE INSTRUCTION IN MUSIC
This course will be specified by each enrollment as to the type of private instruction. Students interested in private music lessons should contact a music instructor for additional information. (Spring, Fall)

MUS 2151 CHORAL UNION
This course is a singing organization which offers the study and performance of standard compositions from the classical and popular repertory and is open to all college students. It requires three hours of rehearsal a week. It may be repeated for credit. (Spring, Fall)

NATURAL SCIENCE

NASC 0123 NATURAL SCIENCE CONCEPTS
This is a course designed to meet prerequisites to science courses for those students lacking two units of lab science in high school or acceptable ACT scores. 2 hours lecture credit, 1 hour lab credit.

NASC 1013-EXPERIENTIAL APPLIED SCIENTIFIC RESEARCH
Prerequisite: Successful completion of one (1) year of research and instruction at BlueSTEM AgriLearning Center and USDA Grazinglands Research Laboratory
This course is designed for students to apply USDA scientific protocols to research conducted at USDA Grazinglands Research Laboratory under the supervision of BlueSTEM AgriLearning Center Staff. Students will be expected to work under the direction of USDA scientists, BlueSTEM educators, and designated education facilitators and instructors. Requirements of this course include research logs, completion of interim assignments related to the research, oral and written communication, ability to follow government research protocols, and presentations at local, regional, state, or national junior science symposium(s). (Fall)

NASC 1023 ADVANCED EXPERIENTIAL APPLIED SCIENTIFIC RESEARCH
Prerequisite: NASC 1013-Experiential Applied Scientific Research
This course is designed for students to continue the application of USDA scientific protocols to research conducted at USDA Grazinglands Research Laboratory under the supervision of BlueSTEM AgriLearning Center Staff. Students will be expected to work under the direction of USDA scientists, BlueSTEM educators, and designated education facilitators and instructors. Requirements of this course include research logs, completion of interim assignments related to the research, oral and written communication, ability to follow government research protocols, and presentations at local, regional, state, or national junior science symposium(s). (Spring)

NASC 2001-3 NATURAL SCIENCE SEMINAR

This course is an introduction to many of the various courses offered in science. Areas include biology, zoology, botany, chemistry, physics, geology and other related sciences.

NASC 2012 INTRODUCTION TO APPLIED RESEARCH IN SCIENCE

This course will introduce students to applying the scientific method to basic science research. The research will consist of traditional laboratory work and/or field research. The research will include a variety of scientific disciplines that span both the physical and life sciences. The course will require students to identify a research question, develop a hypothesis, plan and execute experiments, collect and analyze data and develop conclusions. The student will organize the scientific research into a formal oral presentation and/or poster presentation. (Spring)

NASC 2014 METHODOLOGY OF APPLIED RESEARCH IN NATURAL SCIENCES

This course is designed as an interdisciplinary approach to scientific research. Each student will be responsible for individual research projects which include the research, experimental plan and design and collection and analysis of field data. A required scientific report will utilize the scientific method offering experience of cross-curricula dimensions including statistical evaluation of research data. Areas of emphasis will include hydrology, agriculture, biology, chemistry, microbiology and technology. (Spring)

NASC 2214 METHODS OF SCIENTIFIC RESEARCH AND WRITING

This course is designed for the students to apply and complete the scientific method to their research from the previous semesters. The requirements complete the steps of scientific research by teaching the student communication through writing. The course is designed as a "mock publication" to be completed with an oral presentation. Enrollment is contingent on permission of instructor.

NURSING

NURS 1116 NURSING I

Pre-Requisites: COL 1111 College Success; CHEM 1214 Survey of General, Organic, and Biochemistry w/Lab; ENGL 1113 English Composition I; PSY 1113 Elements of Psychology; and ZOOL 2134 Anatomy with Lab.

Co-Requisites: AHS 2113 Pharmacology; ENGL 1213 English Composition II; and ZOOL 2144 Physiology with Lab.

Students will be Introduced to nursing process utilized to shape critical thinking skills necessary to discern course of action in a knowledgeable yet caring manner. Focus is on concepts related to professional behaviors, therapeutic communication, caring behaviors, health care safety, teaching/learning, collaboration, dosage calculation, pharmacology and understanding of nursing concepts. Each learner will be expected to accept accountability for personal learning and demonstration of safe nursing care. Coursework includes individual learning and assessment, group learning experiences, laboratory skill demonstration, laboratory simulation, and clinical rotation. (Fall)

NURS 1128 NURSING II

Pre-Requisites: NURS 1118 Nursing I; AHS 2113 Pharmacology; ENGL 1213 English Composition II; and ZOOL 2144 Physiology with Lab.
Co-Requisites: PSY 2163 Developmental Psych; POLS 1113 U.S. Government

Students will develop additional nursing knowledge, pharmacological understanding, and skills to meet needs of patients ranging from normal maternal-child processes through geriatrics populations. Focus is on concepts building nursing knowledge, skills, and safe clinical reasoning highlighting caring behaviors necessary to meet the needs of individuals and family groups. Each learner will be expected to demonstrate understanding of personal accountability following safety standards, professionalism, and caring behaviors. Coursework includes individual learning and assessment, group learning experiences, laboratory skill demonstration, laboratory simulation, and clinical rotation. (Spring)

NURS2001-2004 NURSING TOPICS

This course provides selected learning opportunities in specific areas of nursing.

NURS 2238 NURSING III

Pre-Requisites: NURS 1128 Nursing II; PSY 2163 Developmental Psych; POLS 1113 U.S. Government
Co-Requisites: ZOOL 2134 Introduction to Microbiology with Lab

Students will utilize nursing knowledge, pharmacological understanding, and skills to safely care for vulnerable populations across the lifespan ranging from high risk maternal –child populations through geriatrics in critical care settings. Students will build upon nursing knowledge, pharmacological

understanding, and skills acquired in previous nursing courses to safely care for multiple patients in acute and complex care settings. Focus is on concepts building nursing knowledge, skills, and safe clinical reasoning highlighting caring behaviors necessary to meet the needs of individuals and family groups. Each learner will be expected to act with an increasing level of personal accountability for compliance with safety standards, professionalism, and caring behaviors. Coursework includes individual learning and assessment, group learning experiences, laboratory simulation, and clinical rotation. (Fall)

NURS 2248 NURSING IV
Pre-Requisites: NURS 2238 Nursing III; ZOOL 2134 Introduction to Microbiology with Lab
Co-Requisites: NURS 2342 Nursing Capstone; HIST 1483 U.S. History to 1877 or HIST 1493 U.S. History 1877 to Present
Students will build upon nursing knowledge, pharmacological understanding, and skills acquired in previous nursing courses to safely care for multiple patients in mental health settings and safely mange responsibility for groups of patients. Focus is on concepts related to community-based care environments, vulnerable populations, and those with mental health concerns. Focus is on concepts supporting a collaborative approach used to safely manage responsibilities for groups of patients in a caring manner within a technologically rich healthcare environment. . Coursework includes individual learning and assessment, group learning experiences, laboratory simulation, and clinical rotation. (Spring)

NURS 2342 NURSING CAPSTONE
Pre-Requisites: NURS 2238 Nursing III; POLS 1113 U.S. Government; ZOOL 2134 Introduction to Microbiology with Lab
Co-Requisites: NURS 2248 Nursing IV; HIST 1483 U.S. History to 1877 or HIST 1493 U.S. History 1877 to Present
Students will individualize a personal preparation plan for licensure preparation. Additional focus is on the concepts of health care organizations, economics, policy, ethics and law. (Spring)

PHILOSOPHY

PHIL 1113 INTRODUCTION TO PHILOSOPHY
This course is a study of the human race and the universe through an emphasis on selections from some of the representative philosophers of the past and present. (Fall)

PHYSICAL SCIENCE

PHSC 1114 PHYSICAL SCIENCE WITH LAB
This is a lecture-demonstration with laboratory course. This course presents concepts from the areas of astronomy, chemistry, physics and earth sciences. 3 hours lecture credit, 1 hour lab credit. (Spring, Fall)

PHYSICS

PHYS 1115 PHYSICS I WITH LAB
Prerequisites: Math 1513 College Algebra or required score on placement exam
This is a study of mechanics, relativity, heat, thermodynamics and harmonic motion. Hands-on approaches are used in the laboratory to reinforce the material covered in lecture portion of the class. 4 hours lecture credit, 1 hour lab credit.

PHYS 1215 PHYSICS II WITH LAB
Prerequisites: PHYS 1115 Physics with Lab
This is a more detailed look into the experimental side of physics. The course includes an in-depth study of electricity, magnetism, light and modern physics. Experiments will emphasize electrical and magnetic phenomena, optical properties and certain modern physics phenomena. The lab requires a lab notebook be kept and a project be performed at the end of the semester. 3 hours lecture credit, 2 hours lab credit.

PHYS 2515 ENGINEERING PHYSICS I WITH LAB
Prerequisite/Corequisite: MATH 2714 Calculus I
This course is a calculus based hands-on approach to mechanics, kinematics, force, energy, relativity, heat, thermodynamics, and harmonic motion. Projects will include robotics, radio spectrometry and Python programming. 4 hours lecture credit, 1 hour lab credit.

PHYS 2525 ENGINEERING PHYSICS II WITH LAB
Prerequisite/Corequisite Recommended MATH 2734 Calculus II and MATH 2754 Calculus III OR Permission of Instructor
This course is a more detailed calculus based hands-on approach to waves, electromagnetism, optics, relativity, and quantum physics. Projects will include circuit building, robotics, radio spectrometry and Python programming. 3 hours lecture credit, 2 hour lab credit.

POLITICAL SCIENCE

POLS 1113 UNITED STATES GOVERNMENT
This course studies the principles, structure, processes and functions of the United States federal government. (Spring, Fall)

POLS 2001-3 POLITICAL SCIENCE SEMINAR
This course presents studies in selected topics in political science.

POLS 2143 INTRODUCTION TO STATE AND LOCAL GOVERNMENT
This course looks at the place of the state in American federalism and studies the government of municipalities and counties. (Spring)

PSYCHOLOGY

PSY 1113 ELEMENTS OF PSYCHOLOGY
A survey of the major areas of study in Psychology such as motivation, learning, physiology, personality, social psychology, industrial-organizational psychology, perception, cognitive, abnormal behavior, and treatment. (Fall, Spring, Summer)

PSY 2001-3 PSYCHOLOGY SEMINAR
This course presents studies in selected topics in psychology. (Spring, Fall)

PSY 2033 ADOLESCENT PSYCHOLOGY
Prerequisite: PSY 1113 Elements of Psychology
This course covers the physical, mental, social and emotional development of youth, with attention given to observation of the adolescent. (Spring)

PSY 2043 SOCIAL PSYCHOLOGY
Prerequisite: PSY 1113 Elements of Psychology
The course will cover topics such as: conformity, social influences, social cognition, prosocial behavior, prejudice, group processes, interpersonal attraction and social comparison. (Spring)

PSY 2163 DEVELOPMENTAL PSYCHOLOGY
The course will cover social, emotional, physical and cognitive aspects of human development throughout the life span. (Spring, Summer, Fall)

SOCIOLOGY

SOC 1113 INTRODUCTION TO SOCIOLOGY
A general survey of the field of sociology, the origin and development of social institutions, and social processes. (Spring, Summer, Fall)

SOC 1121-3 INTRODUCTION TO SERVICE LEARNING
Prerequisite: ENGL1113 English Composition I
By combining academic theory with practical real-life experience, service-learning provides students with a broader and deeper understanding of themselves and their place in the community and fosters the students' sense of civic engagement. This course provides academic-based, community service projects and adheres to the principles of Campus Compact. Credit hours earned will depend upon the amount of time the student plans to invest each week in the service project. (Spring, Summer, Fall)

SOC 2001-3 BEHAVIORAL AND SOCIAL SCIENCE SEMINAR
This course presents selected studies in sociology.

SOC 2133 CRIME AND DELINQUENCY
Prerequisite: SOC 1113 Introduction to Sociology
This course is a survey of the nature and extent of crime in selected areas of the nation. It includes identification of the contributing causes of the crime for each area; designation of the particular approaches to apprehension and identification of the socially acceptable means of treatment. (Spring)

SOC 2173 PROBLEMS IN SOCIOLOGY
This course is an exploration of selected social issues in contemporary society. (Fall)

SOC 2183 SOCIOLOGY OF THE FAMILY
This course is an exploration of the patterns and purposes of courtship and insight into marriage and the development of family life. (Spring, Summer, Fall)

SPANISH

SPA 1053 CONVERSATIONAL SPANISH I
This course covers speaking and responding in basic Spanish phrases and sentences. It also introduces very basic concepts of Spanish grammar and the reading and writing of simple sentences in Spanish. This course is not intended to fulfill foreign language degree requirements. (Fall)

SPA 1063 CONVERSATIONAL SPANISH II
Prerequisite: SPA 1053 Conversational Spanish I or approval of the instructor.
This course is designed to elaborate and embellish upon basic conversational skills introduced in Conversational Spanish I. Practical oral and written communication in Spanish will be emphasized. This course is not intended to fulfill foreign language degree requirements. (Spring)

SPA 1115 BEGINNING SPANISH I
This is an elementary course in Spanish grammar, pronunciation, reading and conversation. The student will be able to communicate better in a global society. (Fall)

SPA 1125 BEGINNING SPANISH II
Prerequisite: SPA 1115 Beginning Spanish I
This course is a continuation of SPA 1115 Beginning Spanish I, an elementary course in understanding, speaking, reading and writing Spanish. The student will be able to communicate in a global society with the knowledge of the Spanish language. (Spring)

SPEECH

SPCH 1113 INTRODUCTION TO PUBLIC SPEAKING
A study and application of the principles and techniques of preparing for, participating in, and evaluating, at the interpersonal and public levels, exclusively oral communication (public speaking). (Fall, Spring)

SPCH 2001-3 SPEECH SEMINAR
This course is a study of selected topics in speech.

SPCH 2133 INTERPERSONAL COMMUNICATION
This is a course in which skills in effective communications with friends, family and co-workers are developed through the application of theoretical communication principles to everyday situations. Use of role playing, interviewing and group discussion activities allows the application of acquired knowledge about self-concept, listening, body language, assertiveness and conflict management to their relationships with individuals and small groups. (Spring, Summer, Fall)

ZOOLOGY

ZOOL 1125 ZOOLOGY WITH LAB
This course is a study of the animal kingdom with emphasis on phylogenetic relationships, comparative anatomy, physiology, morphology, behavior and ecological relationships of all animal behavior. Evolution of systems and mechanisms which have allowed animals to survive and adapt to diverse habitats will also be studied. 3 hours lecture credit, 2 hours lab credit. (Spring-odd years only)

ZOOL 2134 ANATOMY WITH LAB
Corequisite: CHEM 1315 General Chemistry I with Lab or CHEM 1214 Survey of General, Organic, and Biochemistry with Lab **OR**
Prerequisite: CHEM 1315 General Chemistry I with Lab or CHEM 1214 Survey of General, Organic, and Biochemistry with Lab with a grade of "C" or higher or permission of instructor.
(AAS Applied Technology in Allied Health – Surgical Technology emphasis is exempt from CHEM corequisite or prerequisite)
This course covers cytology, histology, development and gross morphology of all human body systems. A look at a few diseases will also be addressed in the appropriate body system to compare the normal conditions with the abnormal characteristics that develop in both lecture and laboratory. 3 hours lecture credit, 1 hour lab credit. (Spring, Summer, Fall)

ZOOL 2144 PHYSIOLOGY WITH LAB
Prerequisite: CHEM 1315 General Chemistry I with Lab or CHEM 1214 Survey of General, Organic, and Biochemistry with Lab with a grade of "C" or higher and ZOOL 2134 Anatomy with Lab with a grade of "C" or higher or permission of instructor.
(AAS Applied Technology in Allied Health – Surgical Technology emphasis is exempt from CHEM corequisite or prerequisite)
This course involves the study of the functional systems of the human body. Included are the special senses, circulatory, digestive, endocrine, nervous, muscular, respiratory, skeletal, integumentary, urinary and reproductive systems. 3 hours lecture credit, 1 hour lab credit. (Spring, Fall)

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