

Redlands Community College 2015-2016 Catalog

REDLANDS COMMUNITY COLLEGE

1300 S. Country Club Road
El Reno, Oklahoma 73036-5304

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<https://www.redlandsc.edu>

All information supplied in this publication is accurate at the time of printing; however, changes may occur and will supersede information in this publication. Please refer to the online version of this publication for the latest updates. The online version is the official version. This publication is printed by and issued by Redlands Community College. 50 copies were printed at a cost of \$235.00. The electronic publication is available on the College website at <https://www.redlandsc.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 30 North LaSalle Street, Suite 2400, Chicago, Illinois, 60602-2504, 800.621.7440, <http://www.ncahlc.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.

Notice of Nondiscrimination Statement

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 and procedures for students, employees and others:

Compliance Officer
Redlands Community College
1300 S. Country Club Road
El Reno, OK 73036-5304
405.422.1267
Human.Resources@redlandsc.edu

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Message from the President

On behalf of the faculty, students, staff and our Board of Regents I want to welcome you to Redlands Community College! Our primary mission at Redlands is helping you learn what you need to learn to have the life you want.

Redlands offers something for everyone. At Redlands you can learn the way that best fits your lifestyle. You can participate in a traditional classroom setting where you meet your fellow students and instructors in person, or if you prefer, online instruction is available, as well as distance-learning classes through interactive instructional television. We have hands on learning in state-of-the-art laboratories, service-learning opportunities where you can help out in the community, exciting internships 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, pursuing an associate degree or taking community activity classes. Redlands is dedicated to helping you move forward into the future that is right for you.

You, as a student, will need to do your part in order to become this fabulous, successful future you! You will need to stand tall and accept the educational challenges presented to you by your professors. To make the most of your time here at Redlands, you will need to attend class, 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.

Again, welcome. We are so glad you are here!

Respectfully,

Jack Bryant
President

GOVERNING BOARDS 2015-2016

Oklahoma State Regents for Higher Education

Michael C. Turpen, Chairman

John Massey, Vice Chair

Gen. Toney Stricklin, Secretary

Ronald H. White, M.D., Assistant Secretary

Glen D. Johnson, Chancellor

Joseph L. Parker, Jr.

Marlin “Ike” Glass, Jr.

Ann Holloway

Jay Helm

James D. “Jimmy” Harrel

Board of Regents - Redlands Community College

Travis Ketter, Chairman

Lynda McColl, Vice Chair

Richard A. Ruhl, Secretary

Charlie Beard

Dr. Kent Carder

James R. Kitch

Dr. Juanita Krittenbrink

Janie Thompson

ACADEMIC CALENDAR

2015-2016

Fall Semester

Class Work Begins – 8:00 AM.....	August 17, 2015
Last Day to Add 1st 8-Week or 16-Week Classes*	August 21, 2015
Last Day to Drop 1st 8-Week Classes*	August 21, 2015
Last Day to Drop 16-Week Classes*	August 28, 2015
Labor Day (Campus Closed)	September 7, 2015
Last Day to Withdraw from 1 st 8-Week Classes*	September 25, 2015
1st 8-Week Classes End.....	October 9, 2015
2nd 8-Week Classes Begin	October 12, 2015
Fall Break (Campus Closed).....	October 15-16, 2015
Last Day to Add/Drop 2 nd 8-Week Classes*	October 20, 2015
Last Day to Withdraw from 2 nd 8-Week & 16 Week Classes*	November 13, 2015
Last Day to Withdraw from ANY Fall Semester Nursing Classes	See Nursing Academic Calendar
Thanksgiving Break (Campus Closed)	November 23-27, 2015
Semester Ends.....	December 11, 2015
Winter Holiday Break (Campus Closed)	December 19, 2015-January 3, 2016

Spring Semester

Holiday – Martin Luther King Day (Campus OPEN – No Classes).....	January 18, 2016
Class Work Begins – 8:00 AM.....	January 19, 2016
Last day to Add 1 st 8-Week or 16-Week Classes*	January 25, 2016
Last Day to Drop 1 st 8-Week Classes*	January 25, 2016
Last Day to Drop 16-Week Classes*	January 29, 2016
Last Day to Withdraw from 1 st 8-Week Classes*	February 26, 2016
1st 8-Week Classes End	March 11, 2016
Spring Break (No Classes – Campus Closed).....	March 14-18, 2016
2nd 8-Week Classes Begin.....	March 21, 2016
Holiday – Good Friday (Campus Closed).....	March 25, 2016
Last Day to Add/Drop 2 nd 8-Week Classes*	March 28, 2016
Last Day to Withdraw from 2 nd 8-Week & 16-Week Classes*	April 15, 2016
Semester Ends.....	May 13, 2016
Commencement	May 13, 2016
Holiday – Memorial Day (Campus Closed)	May 30, 2016

*Add, Drop, and Withdraw requests must be submitted from your Redlands webmail account to student.services@redlandsc.edu, faxed to 405.422.1239, or in person by 5 PM of the deadline date. Drop and Withdraw requests will not be accepted by phone or from a personal e-mail account. See page 14 for complete details.

COLLEGE INFORMATION

ACCREDITATION

Redlands currently holds the maximum ten year accreditation from the Higher Learning Commission of the North Central Association of Colleges and Schools:

Higher Learning Commission
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-2504
800.621.7440
<http://www.ncahlc.org/>

The Redlands Nursing Program has national accreditation through the Accreditation Commission for Education in Nursing (ACEN). The last accreditation visit was in February of 2009, resulting in full accreditation for the maximum 8 year period through the Fall of 2017.

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
404.975.5000
<http://www.acenursing.org>

The Redlands nursing program is approved by the Oklahoma Board of Nursing (OBN), holding the maximum full approval of 5 years. The most recent review was conducted in the Fall of 2014. The program received full approval through the Fall of 2019.

Oklahoma Board of Nursing
2915 North Classen Blvd., Suite 524
Oklahoma City, Oklahoma 73106
405.962.1800 voice / 405.962.1821 fax
<http://www.ok.gov/nursing>

The Redlands Emergency Medical Services Program is accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Service Professions (CoAemsp). The program has received full accreditation for the 5 years, from July 2014 through July 2019.

Committee on Accreditation of Educational Programs
8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088
214.703.8445
<http://www.coaemsp.org>

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
- Conference Center
- A.R. Harrison Learning Resources Center
- Multimedia Lifelong Learning Center
- Culture Center
- Physical Education Center and Natatorium
- 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
- Equine Center
- Redlands Community College Royse Ranch
- Darlington Agriculture Education and Applied Research Center
- Darlington Hall
- H Building
- DeLaval Building

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, seven computer labs with advanced technology, Cougar Crossing Apartments, a Fitness Wellness Center, a swimming pool and sauna.

Redlands is one of few colleges that can boast five USA Today “All American” students and one Goldwater Scholar in the past decade. Redlands Community College serves the needs of more than 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. Redlands Community College also offers classes as part of the Downtown College Consortium in Oklahoma City.

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.

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.

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.

International Student

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 forms provided by the Registrar's Office.

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 is eligible for admission to Redlands Community College. Non-High School Graduates, see page 9.

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.

Placement Testing Requirements

Placement testing prior to enrollment is required for all first-time entering students who have not taken the ACT or students who score less than 19 in any subject area of the ACT. Course placement is mandatory under placement testing requirements.

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 during the admission process. Students who have earned more than 32 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 or other regional associations will be given full value and must be submitted with an application for admission along with ACT scores. Students who have earned more than 32 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, College Algebra or English Composition I.

Transfer Students from Non-Accredited Colleges

Transcripts of record from institutions not accredited by a regional association will be evaluated on the basis of recommendations contained in the current issue of the Transfer of Credit Practices of Designated Educational Institutions, published by the American Association of

Collegiate Registrars and Admission Officers, in accordance with OSRHE Policy 3.10.3.B.2. Transcripts of record from institutions not accredited by a regional association will be evaluated on an individual basis, and may not be accepted by Redlands Community College.

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 enrolled in less than a full-time load (fewer than six courses per semester) at the high school attended, as attested by the high school principal.
- 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.

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.

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.

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 can be located at <http://www.redlandsec.edu> under "Future Students Internationals." 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.

AMERICAN COLLEGE TEST-ACT

Oklahoma State Regents for Higher Education regulations specify all students who are admitted to an accredited institution of higher learning in Oklahoma must take the ACT examination.

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 <http://www.actstudent.org>.

ADMISSION TO SPECIAL PROGRAMS

Admission to the college does not guarantee entrance to special programs. All prospective nursing students must meet admission requirements of the nursing program.

Admission to Honors Program

Redlands Community College offers honors courses which provide students special opportunities and challenges commensurate with their academic abilities. Students who wish to be a part of this program must complete an application for admission and must meet at least one of the following criteria:

- An ACT score of 22 or above, or an ACT score of 20 and a grade point average of at least 3.25 from a college, or
- An ACT score of 20 and a grade point average of at least 3.25 from a high school, or
- Demonstrate special abilities and talents and complete a successful interview with the Honors Director

Honors classes are identified with an (H) following the course title in the class schedule and on the student's transcript. Individual courses may be taken for Honors credit as well. Students are given honors credit on their official transcripts.

Admission to Nursing Program

Nursing admissions Handbook is available online in the Academics link to Nursing.

ADMISSION-ENROLLMENT PROCEDURES

Admissions Office

The Admissions Office, located in the Student Services Center, is open Monday - Friday from 8 AM until 5 PM. The mailing address is 1300 S. Country Club Road, El Reno, OK 73036-5304 and the phone number is 405.422.1417. The addition of classes is usually permitted only during the first week of a sixteen-week semester and during the first week of an eight-week term or full summer term. Exact dates of the change of enrollment period are listed in the class schedule.

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, 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 Students

Students who have never attended Redlands need to complete the following admission and enrollment procedures:

- Complete an application for admission and submit to the Office of Admissions, along with OFFICIAL high school transcripts, ACT scores, an OFFICIAL transcript from each college attended and GED scores, if applicable.
- See an academic advisor in the Student Services Center to select courses for the upcoming semester. Placement Testing may be required prior to selection of courses. See Placement Testing Requirements.
- Following course selection with an advisor, submit registration form to Office of Records/Registrar. A copy of the enrollment for the upcoming semester will be given to the student.
- Have a photo identification card made.

- 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 page 12.

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 withdrawal before classes begin. 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.

Online Enrollment

If you are a current Redlands Community College student and have completed 12 hours, you may be able to enroll online. For more information or to enroll online, go to the my.REDLANDS portal at <http://my.redlandsc.edu>, log in, and click on the student tab. Students in certain majors or programs may be excluded from online enrollment. Please review the exclusions listed in the Online Enrollment Guide available on the my.REDLANDS portal.

Telephone Enrollment

Redlands Community College offers students the opportunity to enroll by telephone if they are an established student, having previously attended the College within the last two years. Call Student Services at 405.422.1417 and ask for an advisor.

ADMISSIONS CLASSIFICATIONS

Regular Admission

Admission requires the student to have a completed application for admission, OFFICIAL transcripts of all high school (or GED scores), college work attempted and ACT scores on file in the Office of Admissions & Records.

Students who have earned more than 32 semester hours of college credit must only submit OFFICIAL college transcripts from each college attended, but may be required to take placement examinations before enrolling in reading intensive courses, College Algebra or English Composition I.

English Composition I & College Algebra

To enroll in College Algebra, Math for Critical Thinking and English Composition I, a student must have achieved a score of 19 on the math and English subtests of the ACT. If a student's score is below a 19 in any subtest, then he/she must take the COMPASS placement test. Based on these placement scores, a student may be advised to take

one or more developmental (0-level) math, English or reading courses. The specific placement scores will identify the set of developmental courses (if any) which should be completed as prerequisites for College Algebra, Math for Critical Thinking or English Composition I.

Developmental Courses

While the completion of any prescribed developmental course(s) is required for students to take both College Algebra 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. A grade of “C” or better in developmental courses is required to remove a deficiency. Students may receive financial aid for these courses.

Probationary Admission

Any adult resident of Oklahoma, 18 years of age or older, who is not a high school graduate, is eligible for probationary enrollment if the student’s high school class has graduated. This status will be maintained for two semesters.

If, at the end of that time, he or she has made satisfactory progress according to the retention policies of the institution, he or she may enroll as a regular student.

This category of admission may also be granted to transfer students who do not meet the minimum standards. These standards must be met within one semester or the student will be suspended.

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 and the tuition will be waived. The policy applies only to academic courses.

TUITION

Tuition and Fees are approved by the Oklahoma State Regents for Higher Education and are subject to change without notice.

When a student enrolls, he or she is responsible for enrollment tuition and fees. These charges will not be canceled or refunded unless the student initiates a formal withdrawal before classes begin. 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 \$129.41

Non-Oklahoma Resident

Per Credit Hour

On-Campus Tuition \$200.88

International Student

Per Credit Hour

On-Campus Tuition \$250.88

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 Office of Fitness for Life 405.422.1418 or 405.422.6229 or they will be billed for the class.

Non-credit Continuing and Contracted Education Classes

Participants enrolled in non-credit classes, workshops, seminars or other activities offered by Office of Continuing and Contracted Education who officially withdraw before the scheduled starting time will receive a 100% refund. To officially withdraw, students must contact the Office of Continuing and Contracted Education at 405.422.1465. Participants who fail to officially withdraw will be billed.

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
Online/Alternative Delivery.....	\$48.00
Art.....	\$45.00
Athletic/Personal Trainer.....	\$15.00
CMSC.....	\$25.00
Hybrid Course.....	\$24.00
International.....	\$50.00
Remedial.....	\$15.00
Science.....	\$35.00
Tech Center Transcript.....	\$8.00

Special Fees

Academic Records Fee.....	\$1.00 per credit hour
Admissions Fee (upon initial enrollment).....	\$25.00

Special Nursing Fees (Flat Rate Fees)

NURS 1115 Foundations.....	\$933.75
NURS 1223 Adult Health Problems.....	\$385.38
NURS 1233 Parent Child Nursing.....	\$260.38
NURS 2103 Role Transition.....	\$398.25
NURS 2137 Complex Adult Health.....	\$693.75
NURS 2244 Mental Health.....	\$445.75
NURS 2255 Leadership.....	\$299.25

Please refer to the Nursing Student Handbook online for additional information regarding related fees.

Special EMT Fees (Flat Rate Fees)

EMT 1113 Emergency Medical Responder.....	\$340.00
EMT 1118 Basic.....	\$410.00
EMT 1129 Intermediate.....	\$470.00
EMT 1153 Operations and Rescue Awareness....	\$190.00
EMT 1319 Paramedic 1.....	\$620.00
EMT 2319 Paramedic 2.....	\$470.00
EMT 2419 Paramedic 3.....	\$570.00
EMT 2519 Paramedic 4.....	\$480.00

Testing Fees

Contact the Testing Center, LRC 22-A, 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.

TUITION AND FEES PAYMENT SCHEDULE

1. Methods of Payment (See page 12)
2. Withdrawals (See page 14)
3. Refunds (See pages 14-15)
4. Refunds of Audit Fee (See page 15)
5. Fee Schedule for Late Payment of Account (See page 15)

Methods of Payment

- Cash, check, money order, credit card, financial aid award letter, scholarship award letter, or enrollment in FACTS Tuition Payment Plan are all acceptable methods of payment or payment arrangement.
- Any items not allowed or balances not covered by award letters will be due at time of enrollment and can be paid by cash, check, credit card, or enrollment in FACTS Tuition Payment Plan.
- Monthly payments can be made through the FACTS Tuition Payment Plan. See the Bursar’s Office for details or go to the my.REDLANDS portal at <http://my.redlandsc.edu>, log in, and click on the student tab and look for the online tuition payment site. (Note: The FACTS plan requires an established checking or savings account.)

Where Do I Pay?

Your payment may be made in person in the Bursar’s Office, by credit card or eCheck online at <http://my.redlandsc.edu>, by cash, check, or money order in the Bursar’s Office, or by cash, check, or money order in the U.S. mail to: REDLANDS COMMUNITY COLLEGE Bursar’s Office, 1300 S. Country Club Road, 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.

The College accepts cash, check, eCheck, money order, Visa, and MasterCard.*

*If paying with credit card, a 275% credit card fee will apply.

When is the Deadline to Pay?

Payment or payment arrangements are required by the Fee Due Date. The **Fee Due Date** is the last day of the Add/Drop period for each semester. Add/Drop dates are published in the academic calendar.

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 Fee Due Date for each enrollment period of each semester. Students who pay or set up satisfactory payment arrangements on their date of enrollment or by the Fee Due Date for the semester will pay tuition and fees only. Students who choose to make monthly payments through FACTS will be assessed a one-time finance charge of \$25. Students enrolling after the initial Fee Due Date must pay in full at the time of enrollment or go to the Bursar's Office to find out the minimum payment due.

STUDENTS WILL NOT BE CANCELLED 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 College Payment Plan for all tuition and fees due (see Option 3 below). Students should withdraw from any classes in which they do not wish to be enrolled prior to the Fee Due Date in order to avoid tuition, fees, and/or finance charges. Students will receive a refund only for classes from which they withdraw prior to or during the official refund period. See the academic calendar for exact withdrawal dates.

Payment Options*

Students may choose to pay their tuition and fees prior to the beginning of the semester or by making monthly payments through the FACTS Tuition Payment Plan. Students who do not pay their account balance in full or who do not enroll in a FACTS payment plan will be automatically set up on the College Payment Plan, which will incur finance charges and 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 myREDLANDS email account. The student may view his or her account online at any time by going to <http://my.redlandsc.edu> and logging in. If the student has any questions about his or her account, the student should send an email inquiry to business.office@redlandsc.edu.*

OPTION 1: Pay Tuition and Fees by Fee Due Date

Students may pay their tuition and fees by the published Fee Due Date or on their date of enrollment and incur no additional finance charges. Students enrolling after the initial Fee Due Date must pay in full at the time of enrollment or go to the Bursar's Office to find out the minimum payment due.

OPTION 2: Make Monthly Payments through FACTS*

Students may choose to pay their account balance on a monthly basis by enrolling through the FACTS Tuition Payment Plan. There is a one-time finance charge of \$25. Monthly payments through FACTS will not include any additional finance charges on the outstanding balance as long as the account remains in good standing. FACTS will charge the student's bank account on the 5th of each month. NOTE: A late payment charge of \$25 will be assessed to any payment not collected by the 5th of each month. An additional attempt to collect the payment will then be made on the 20th of the same month. If the payment cannot be collected on the 20th, an additional collection fee of \$25 will be added and the student's account will be returned to the College. Additional finance and late payment charges will be assessed by the College until the account is paid in full (see Option 3 below).

**Students choosing to pay tuition and fees on a FACTS Tuition Payment Plan are required to comply with the payment schedule in order to enroll, or remain enrolled, in any future semesters.*

OPTION 3: College Payment Plan**

Students who do not pay their account balance in full by the Fee Due Date or set up a satisfactory payment arrangement through FACTS by the Fee Due Date or who default on their FACTS agreement will be automatically set up on the College Payment Plan. The student will be notified through the College issued student email account that their account is now managed by the College. An initial Finance Charge of \$50 will be assessed at the time the College Payment Plan is initiated for that student. Student account balances not covered by financial aid or a FACTS agreement can be divided into a maximum of four monthly payments for the semester under the College Payment Plan. Students will then be expected to make monthly payments by the 5th of each month. These monthly payments will include a 1.5% finance charge on the outstanding balance. Payment in full will be required no later than two weeks before the end of the semester. Accounts not paid in full two weeks before the end of the semester may have up to a 22% service charge applied to

the balance and may be turned over to collections at the end of the semester. Redlands Community College participates in the Oklahoma Tax Commission Warrant Intercept program, which deducts past due balances from tax refund checks.

***Students who are paying through the 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 finance and 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, Stafford and PLUS Loans), who completely withdraw 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

Withdrawal (whether from any class or a complete withdrawal) must be completed by the enrolled student in person or in writing as described below. Telephone withdrawal will not be accepted. Written withdrawals

should be addressed to the attention of Student Services. Faxed withdrawals should be faxed to 405.422.1239. The following process must be adhered to – whether to “drop a class” or “withdraw from all classes”: contact the Student Services Office to obtain the proper form; then, obtain all necessary approvals (Instructor, Student Services, Financial Aid, Business Office and Registrar’s Office). Until the proper form has been approved and processed by the Registrar’s Office, the student is not considered to have made a change in his or her registration. Written withdrawal requires the use of the proper form that can be obtained from the Office of Student Services or from the Redlands Community College Web site at <http://www.redlandsc.edu>. You may contact Student Services at 405.422.1417. The form should be returned by mail to the Office of Student Services, Redlands Community College, 1300 S. Country Club Road, El Reno, OK 73036, or faxed to 405.422.1239. Please be sure to provide a current contact phone number with your request. It is the student’s responsibility to follow-up with Student Services 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 withdraws 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 withdraw 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 Competiveness 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 by check and available on the 2nd and 4th Fridays of each month at the Bursar's Office. A Student ID will be required to pick up any refund check. NOTE: Payments made by credit card will be refunded to the credit card.

STUDENT SERVICES

STUDENT SERVICES CENTER

Student Services 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 Student Services staff assists students in planning an educational program, as well as helping them accomplish their educational goals. The Student Services Center is located in the main 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. An advisor is assigned to admit and counsel international students.

ACADEMIC CENTER FOR ENHANCEMENT

The Dr. Owen and Bess Jenkins Center for Academic Enhancement is located on the second floor of the A.R. Harrison Learning Resources Center, LRC 22-A. Services include walk-in peer and professional tutoring for reading, writing, math, science, business and other disciplines, online essay submissions, and specialty workshops.

Testing services include administering placement tests, Advanced Standing exams, the ACT, CLEP, DANTES, WorkKeys, and other standardized tests, as well as make-up exams.

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. Career planning is a process involving four steps:

- Self-Assessment
- Knowledge about career fields
- Knowledge about the job market
- Knowledge about how to prepare and market yourself

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, schedule on-campus interviews and recruiting, and request other services related to labor market opportunities.

Career Services hosts a Career Expo during the spring semester. The Career Expo provides students and members of the community the opportunity to visit with business, education, and technical services representatives regarding careers, training, and labor market information. Students may contact Career Services for additional information. While Career Services has been structured in a variety of ways, it currently exists as a department within the Student Services umbrella and provides a number of service options to Redlands students and the communities within the five-county service area of Redlands Community College.

ACADEMIC SUPPORT PROGRAMS

Academic Initiative to Motivate Students (A.I.M.S.)

A.I.M.S. is a federally funded student support services TRIO program that helps eligible students maximize their potential for success. A.I.M.S. 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 A.I.M.S. should complete an application, available in the Student Services Center.

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 primarily single parents returning to school. 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 405.422.6265 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 three centers: El Reno on the Redlands campus, Fort Cobb at Caddo-Kiowa Technology Center and Enid at Autry Technology Center. Eligible veterans must meet specific income guidelines as well as specific veteran's guidelines. Veterans must reside in Blaine, Caddo, Canadian, Garfield, Kay, Kingfisher, Kiowa, Logan, or Payne County to be eligible for this program. For more information you can reach Veterans Upward Bound at vub@redlandsc.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 and/or an Associate Degree in Family Studies and 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. Recipients also can receive a travel stipend for each semester they are enrolled in classes. Contact the SECC office for eligibility requirements.

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 Student and 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 <http://www.fafsa.gov> or by mailing a completed paper application to the U.S. Department of Education.

Although not required, the FAFSA application should be completed before March 15 each year 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 15 for Fall, December 1 for Spring, and May 1 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, contact the Financial Aid Office at Redlands Community College 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.
- register with Selective Service (if required).
- demonstrate an ability to benefit (see below).
- not be in default on a Federal Stafford, Direct, and/or a Perkins student loan.
- make Satisfactory Academic Progress (SAP) as explained below after the Ability to Benefit section.
- must have a high school diploma or GED.

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), are required to meet three separate criteria to maintain

financial aid eligibility at Redlands Community College. A brief description of the requirements is outlined below. Detailed information can be found on the College website at <http://my.redlandsc.edu>.

- 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 <http://my.redlandsc.edu>.

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 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) and submit the resulting Student Aid Report to the Financial Aid Office. 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 submitting the results of the FAFSA to the Financial Aid Office. Earliest applicants with the greatest need are awarded first.

Oklahoma Tuition Aid Grants - OTAG

This grant is awarded to Oklahoma residents with exceptional need, as demonstrated by the results of the Free Application for Federal Student Aid (FAFSA). The State of Oklahoma mandates a new deadline each year depending on the availability of funding. It is our recommendation that you submit your FAFSA no later than March 1 in order to receive the best chance for eligibility. The student need only apply with the FAFSA and answer all questions thoroughly concerning state of legal residency. The Oklahoma Tuition Aid Grant Office determines award amounts and notifies the student and the college.

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 criterion includes 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 AND WAIVERS

Scholarships are available through Redlands Community College. Applications are available from Student Services or from area high school counselors and are due March 1 to ensure consideration for the following school year. Submit applications for the following scholarships to the Student Services Center.

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.

President's Scholarships

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

Athletic Scholarships

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

The Ray Porter Faculty Association Scholarship

Awarded annually in December to a deserving sophomore. The award is given by the Redlands Community College Faculty Association 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.

Aggie Club Scholarship

Awarded to one sophomore agriculture major. Applicants must be members of the Aggie Club and should apply during the spring semester of their freshman year.

"Mind Games" Academic Team Scholarships

Redlands Community College has an academic team that competes in the KSBI Channel 52 televised bowl, "Mind Games." All participating team members are offered scholarships. All freshman or sophomore students enrolled in at least 6 hours for the fall and spring may qualify. High school or middle school academic team experience is considered a plus; however, any student interested is encouraged to speak with the academic team coach.

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, INC. SCHOLARSHIPS

To view all Foundation scholarships along with their complete guidelines please go to:

www.redlandscce.edu/scholarships. All Foundation scholarships are accepted from November 1st through February 1st.

February 1st is the deadline for all Foundation Scholarships.

- **Alumni and Friends Association Endowed Scholarship**
- **Burruss Family Endowed Scholarship**
- **Casey Dell Brantley Memorial Endowed Scholarship**
- **Cathi "Mac" Kennedy Endowed Scholarship**
- **Cheryl Ross Rinehart Memorial Nursing Endowed Scholarship**
- **Edna McMahan Kelly Memorial Endowed Scholarship**
- **El Reno High School (ERHS) Class of 65' Endowed Scholarship**
- **El Reno Area Arts Council Art 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**
- **Francis E. Horn Memorial Scholarship**

- **James D. (Jim) Shaw Memorial Endowed Scholarship**
- **Joe Entz Memorial Scholarship**
- **KLR Endowed Scholarship (Kiwanis, Lions & Rotary Clubs)**
- **Krystle Rogers Memorial Scholarship**
- **Marie West Lyons Endowed Scholarship**
- **Martha Piper Nursing Endowed Scholarship**
- **Michael Earl Croy Memorial Endowed Scholarship**
- **N.E. and Pearl Douglas Scholarship**
- **P&K Equipment John Deere Scholarship**
- **Dewayne Peters & Dennis Harryman Memorial Scholarship**
- **Harold H. & Rebecca Raney Hutson Endowed Scholarship**
- **Redlands Community College Foundation, Inc. Scholarships**
- **Renna V. Royse Memorial Endowed Scholarship**
- **Russell-Murray Hospice Nursing 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**
- **Redlands Community College-Follett Bookstore Scholarships**
- **Viridin Royse Memorial Endowed Scholarship**

Transfer Scholarships:

- **Margaret E. Petree Scholarship**

There are a variety of Redlands Foundation Scholarships set up through Memorial and Endowments. The scholarships are awarded based on specific criteria set forth within each scholarship's guidelines. The student needs only to submit one online application for these multiple scholarships. The scholarship committee will consider each applicant for as many scholarships as they meet the qualifications for. Any additional documentation is only required upon request. For a complete list of scholarships and their criteria, please go to www.redlandsc.edu/scholarships.

All Foundation scholarships are accepted from November 1st through February 1st. A scholarship application must accompany each scholarship request. Applications must be completed electronically.

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.

Veterans' Services

Redlands Community College's associate degree programs of education and training are approved for payment of benefits by the Veterans Administration. 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 1607, Reserve Educational Assistance Program (REAP)
- Chapter 35, Dependents Educational Assistance Program (DEA)
- Chapter 31, Vocational Rehabilitation & Employment (VR&E)

In order to maintain eligibility for Montgomery GI Bill benefits, students must be actively pursuing the degree program for which they have been certified. Assistance with Montgomery GI Bill processing is available at the Registrars' Office.

Additional veterans' services are also available with the Veterans Upward Bound (VUB) office located in S-104E of the Ray Porter Building. VUB is a free postsecondary education assistance program funded by the U.S. Department of Education 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. The VUB office can be reached at 405.422.1405.

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 the one-week add/drop period and after roster certifications in the fall/spring/summer semesters has concluded. Refunds are typically available at the Business Office around the 4th week of the term. The first disbursement for summer will be after the one-week add/drop period. No money will be disbursed prior to the first day of class for the semester.

STUDENT CONDUCT CODE

Students attending Redlands Community College are expected to conduct themselves in a manner appropriate to an educational institution of higher learning and to pursue course work in an honest and ethical manner. Any academic dishonesty including cheating, collusion, or plagiarism will not be tolerated. **Plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer—professional or student—without giving proper credit. Expulsion, suspension, or any lesser penalty may be imposed for plagiarism.**

Inappropriate student conduct which adversely affects any Redlands Community College student, faculty member, employee, or other member of the college community may subject the student to disciplinary action.

The violation of any local, state, or federal law on the college campus or in a vehicle owned by Redlands Community College may subject a student to disciplinary action. Violation of any official policy of the College Board of Regents may also subject a student to disciplinary action. Other grounds for student disciplinary action include:

Grounds for Student Disciplinary Action

- disturbing the public peace
- violence toward any person or property
- disrupting the function of the college
- interfering with faculty or staff in the performance of their duties
- gambling
- consumption or possession of alcoholic beverages or illegal narcotics in any form on campus or at any activity sponsored by or for a student organization
- falsifying or causing the falsification of any official college record
- use, possession, or distribution of firearms, weapons, pellet or air soft guns, ammunition, blanks, firecrackers, or explosives on campus
- illegal carrying of a concealed weapon on campus

- participation in or encouragement of any action on campus which endangers the health, education, or welfare of any other person (including “hazing”)
- violation of any applicable college rule or regulation publication of anonymous or unauthorized publications on campus is prohibited*

*Authorization for distribution of publications on campus must be obtained from the College President or the Dean of Campus Life prior to distribution.

Student Misconduct Procedures

Disciplinary Procedures

Student misconduct should be reported to the office of the Dean of Campus Life. The Dean of Campus Life will investigate the reported misconduct, review the same with the student as appropriate, and take the appropriate disciplinary action.

A student who believes the disciplinary action is unfair may file an appeal with the Committee on Student Conduct by submitting a written appeal to the Dean of Campus Life within 24 hours after the initial decision of the Dean of Campus Life.

The Committee on Student Conduct shall be comprised of:

- one administrator selected by the Redlands Community College President
- two faculty members selected by the Faculty Association President
- two students selected by the Dean of Campus Life

If the disciplinary action is suspension or expulsion, the Committee on Student Conduct must allow the student to appear before the committee to present the appeal. Otherwise, the committee may choose to simply review documentation submitted by the student and the Dean of Campus Life.

The Committee on Student Conduct may uphold, reverse, or modify the decision of the Dean of Campus Life. The decision of the Committee on Student Conduct shall be the final institutional decision on the disciplinary action.

PENALTIES

Reprimand: A reprimand may be oral or written and shall not become part of a student’s permanent record. The reprimand will be noted by the Dean of Campus Life.

Conduct Probation: A student placed on conduct probation shall be given written notice of the same and a copy of the notice may be placed in the student’s files. Following satisfactory completion of the probation, the

notice of probation may be removed from the student's files, if requested. Misconduct by a student on conduct probation may result in further disciplinary action.

Immediate Suspension: A student may be suspended any time there is danger of immediate harm to any member of the Redlands Community College community or property. Any College administrator may suspend a student under such circumstances. The suspension shall be effective immediately and may be subsequently appealed to the Committee on Student Conduct by submitting a written appeal to the Dean of Campus Life within in 24 hours.

Suspension: A student may be suspended for misconduct for a definite period of time, not less than the remainder of the semester in which the suspension is imposed. Such a suspension may be recorded in the student's file. The student may apply for readmission following expiration of the suspension period.

Expulsion: A student who has been expelled for misconduct will normally not be allowed to apply for readmission. The expulsion for misconduct may be included in the student's file.

Grievances/Complaints

- Statement of Policy

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

Informal Resolution

The student must 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 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 must first seek informal resolution of the grievance. If an informal solution 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, as outlined in the Statement of Procedure below.

- Statement of 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) business 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 the administration, proceeding up the organizational flow chart, to the Vice President or Administrator 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 Vice President or Administrator shall be the final institutional decision on all formal student grievances. All formal student complaints are to be recorded and maintained in a secure file on the "Student Complaint Log" in the office of the Dean of Campus Life.

503 POLICY - Sexual Harassment

503.1 Statement of Policy

Redlands Community College expressly prohibits sexual harassment of members of the College community, including students, employees, and visitors. Sexual harassment will not be tolerated or condoned. Those who engage in sexual harassment may be subject to sanctions imposed by the College as well as to civil and criminal penalties. The College is committed to providing an environment that is free from sexual harassment and to providing appropriate means of addressing complaints regarding sexual harassment.

503.2 Related Procedure

The Procedures section of the Policies and Procedures Manual contains a procedure with definitions, examples, and a complaint procedure that are related to this Sexual Harassment Policy. The definitions in the related procedure are incorporated by reference into this policy.

Adopted June 1996

Revised February 2001

503 PROCEDURE - Sexual Harassment**503.2:1 Definition and Examples**

For purposes of this procedure and the related policy, the term "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, written, graphic, or physical conduct of a sexual nature when:

- A. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or academic standing; or
- B. Submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or
- D. Such conduct, either by intent or by effect, creates an intimidating, hostile, or offensive academic or work environment.

Examples of such prohibited conduct include, but are not limited to:

- A. Persistent, unwelcome flirtation;
- B. Advances, and/or propositions of a sexual nature;
- C. Continued or repeated verbal abuse of a sexual nature;
- D. Repeated insults, slurs, names, remarks, humor, jokes, and/or anecdotes that belittle or demean the sexuality or the sex of an individual or a group;
- E. Repeated, unwelcome comments of a sexual nature about a person's body or clothing;
- F. Displays of sexually suggestive or sexually explicit objects or pictures;
- G. Inappropriate written or electronic material or images of a sexual nature;
- H. Unnecessary physical contact such as patting, pinching, hugging, or repeated brushing against the body;
- I. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is

incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol;

- J. Actions or suggestions indicating that benefits will be gained or lost based upon a person's response to sexual advances;
- K. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

503.2:2 Anti-Retaliation

The College prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the College's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The College will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the College will take prompt responsive action, including possible discipline, including disenrollment or termination, if applicable.

503.2:3 Designation of Compliance Officer

All employees of the College shall be responsible for compliance with the College's anti-harassment policy. The College's Compliance Officer shall coordinate compliance with Title 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 laws and regulations pertaining to prohibited discrimination. The College's Compliance Officer may be contacted at:

Compliance Officer
 Redlands Community College
 1300 South Country Club Road
 El Reno, OK 73036-5304
 405.262.2552
 Email: Human.Resources@redlandsc.edu

503.2:4 Complaints of Discrimination

Any person who feels that he or she has been sexually harassed by any College student, employee, or visitor may file a complaint of discrimination with the College's Compliance Officer, the person responsible for coordinating compliance with the relevant anti-discrimination laws. If that person is the subject of the complaint, the complaint should be addressed to the Compliance Officer's supervisor, the Vice President for Finance and Campus Services, who may be contacted at:

Vice President for Finance and Campus Services
 Redlands Community College
 1300 South Country Club Road
 El Reno, OK 73036-5304
 405.422.1265
 Email: Jena.Marr@redlandsc.edu

503.2:5 Investigation of Complaints

College employees, supervisors, or administrators must immediately report any complaints, reports, observations, or other information of alleged sexual harassment to the designated compliance coordinator, even if that College employee is investigating the alleged sexual harassment as part of the College's student or employee disciplinary process, and provide the complainant with information for filing a complaint of harassment, including a complaint form if requested, and contact information for the College's designated compliance coordinator. If the College uses its disciplinary procedures to investigate and resolve an alleged sexual harassment complaint, those disciplinary procedures will comply with the College's standards for a prompt and equitable complaint procedure.

Once the College receives a grievance, complaint or report alleging sexual harassment, or becomes aware of possible harassing conduct, the College will conduct a prompt, adequate, thorough, and impartial investigation to determine whether unlawful sexual harassment occurred. If necessary, the College will take immediate, interim action or measures to protect the alleged victim and prevent further potential harassment during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the College's investigation. The College will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The College will investigate all complaints of sexual harassment, even if an outside entity or law enforcement

agency is investigating a complaint involving the same facts and allegations. The College will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegations(s) involve possible criminal conduct, the College will notify the complainant of his or her right to file a criminal complaint, and College employees will not dissuade the complainant from filing a criminal complaint either during or after the College's investigation.

The College will complete its investigation within ten (10) business days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the extended timeframe to complete the investigation will not exceed ten (10) additional business days, without the consent of the complainant. Periodic status updates will be given to the parties, if necessary.

The College's investigation will include, but is not limited to:

- A. Providing the parties with the opportunity to present witnesses and provide evidence.
- B. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct,
- C. Some of the factors the College will consider include:
 1. The nature of the conduct and whether the conduct was unwelcome,
 2. The surrounding circumstances, expectations, and relationships,
 3. The degree to which the conduct affected one or more students' education,
 4. The type, frequency, and duration of the conduct,
 5. The identity of and relationship between the alleged harasser and the subject or subjects of the harassment,
 6. The number of individuals involved,
 7. The age and sex of the alleged harasser and the alleged victim(s) of the harassment,
 8. The location of the incidents and the context in which they occurred,

- 9. The totality of the circumstances, and
 - 10. Other relevant evidence.
- D. A review of the evidence using a “preponderance .of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- A. A summary of the facts,
- B. An analysis of the appropriate legal standards applied to the specific facts,
- C. Findings regarding whether harassment occurred, and
- D. If a finding is made that harassment occurred, the recommended remedy or remedies necessary to eliminate harassment, prevent its recurrence, and remedy its effects, if applicable.
- E. If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report, unless the compliance coordinator is the subject of the complaint. The College will ensure that prompt, appropriate, and effective remedies are provided if a finding of harassment is made (see the Remedies section, below, for additional information about remedies). The College will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

503.2:6 Determination

The person investigating the complaint will issue a written determination as to the validity of the complaint and a description of the resolution, if any. A copy of the determination and any resolution will be provided to the parties within ten (10) business days after completion of the investigation. If dissatisfied with the determination or any resolution, a complainant may appeal the determination to the Vice President for Finance and Campus Services, or the College President, if the Vice President for Finance and Campus Services issued the original determination or any resolution.

503.2:7 Appeal

A determination and any resolution originally issued by the Compliance Officer may be appealed to the Vice President for Finance and Campus Services. A determination and any resolution originally issued by the Vice President may be appealed to the College President, who may be contacted at:

President’s Office
 Redlands Community College
 1300 South Country Club Road
 El Reno, OK 73036-5304
 405.422.1258
 EMail: Jack.Bryant@redlandsc.edu

To appeal, a Notice of Appeal should be filed in writing within ten (10) business days after the complainant’s receipt of the original determination and any resolution. The complaint, determination, and any resolution, and any other relevant documentation, should be submitted with the Notice of Appeal. On receiving the Notice of Appeal, the Vice President or President will review the documentation, conduct any additional investigation necessary, and issue a written decision within ten (10) business days after receiving the Notice of Appeal or after completion of any investigation. The decision on the appeal may affirm, reverse, or modify the original determination and resolution.

503.2:8 Remedies

The right of a person to prompt and equitable resolution of complaints filed under this procedure will not be impaired by the person's pursuit of other available remedies such as filing complaints with responsible outside agencies of departments. Filing a complaint under this procedure is not a prerequisite to the pursuit of such other remedies.

If the College knows or reasonably should know about possible discrimination, retaliation, or harassment, the College will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination, harassment, or retaliation during the College’s pending investigation. These interim measures will be prompt, effective, and tailored to the specific situation, and may include a change in the student’s seating assignment or class, a change in an employee’s work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the College’s investigation, and other remedies, such as those listed below.

The College will minimize any burden on the alleged victim when taking interim measures. For instance, the

College generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser to remain. In addition the College will ensure that the complainant is aware of his or her rights, including a strong prohibition against retaliation for reporting discrimination or harassment or cooperating with any investigation or proceeding, and any available resources, such as counseling, health, and mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the College determines that unlawful discrimination or harassment occurred, the College will take prompt and effective action to eliminate the discrimination or harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

- A. Providing an escort to ensure the complainant can move safely between classes and activities.
- B. Ensuring the complainant and alleged harasser do not attend the same classes.
- C. Providing counseling services.
- D. Providing medical services.
- E. Providing academic support services, such as tutoring.
- F. Arranging for the complainant to re-take a course or withdraw from a course without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The College may provide remedies for the broader population as well, including but not limited to:

- A. Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students or employees affected by sexual harassment or sexual violence, and notifying students and employees of campus and community counseling, health, mental health, and other student services.
- B. Designating an individual from the College's counseling center to be "on call" to assist victims of sexual harassment or violence whenever needed.
- C. Providing additional training to the College's designated compliance coordinator and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.

- D. Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by College employees in notifying those authorities.
- E. Creating a committee of students or employees and College officials to identify strategies for ensuring that students and employees:
 1. Know the College's prohibition against discrimination, harassment, and retaliation.
 2. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
 3. Understand how and to whom to report any incidents of discrimination.
 4. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
 5. Feel comfortable that College officials will respond promptly and equitably to reports of discrimination, harassment (including violence) and retaliation.
 6. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the College's policies against anti-discrimination, anti-harassment, and anti-retaliation.
- F. Conducting, in conjunction with students or employees, a "climate check" to assess the effectiveness of efforts to ensure that the College is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the College.
- G. In addition to these remedies, the College may impose disciplinary sanctions against the student or employee who harassed the complainant, including possible expulsion or termination.

503.2:9 Confidentiality:

The identity of the complainant will be kept confidential, to the extent permitted by state and federal law. The College will notify the complainant of the anti-retaliation provisions of applicable laws and that the College will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

Adopted June 1996
 Revised February 2001
 Revised February 2002
 Revised February 2011
 Revised August 2014

510 POLICY - Nondiscrimination and Complaints

510.1 Statement of Policy

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 not limited to, admissions, employment, eligibility for financial aid, and educational services, in accordance with Title 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.

510.2 Designation of Responsible Employee(s)

All employees of the College shall be responsible for compliance with the nondiscrimination policy. The College's Compliance Officer shall coordinate the compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, 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 laws and regulations on prohibited discrimination.

510.3 Complaints

Complaints of prohibited discrimination should be addressed to the College's Compliance Officer, the person responsible for coordinating compliance with the relevant law. If that person is the subject of the complaint, the complaint should be addressed to a person with administrative authority over the Compliance Officer. Guidelines for filing a complaint are published in the Procedures section of the Policies and Procedures Manual.

510.4 Investigation

A filed complaint alleging prohibited discrimination will be investigated, as may be appropriate. The investigation shall be conducted by the Compliance Officer. If that person is the subject of the complaint, the person who accepted the filed complaint will conduct the investigation. The investigation will be adequate, reliable, and impartial and will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

510.5 Determination

The person investigating the complaint will issue a written determination as to the validity of the complaint and a description of the resolution, if any. A copy of the determination and resolution, if any, will be provided to the complainant within ten (10) business days after completion of the investigation, or as soon thereafter as practical. If dissatisfied with the determination and resolution, if any, a complainant may request reconsideration of the complaint.

510.6 Other Remedies

The right of a person to prompt and equitable resolution of complaints filed under this procedure will not be impaired by the person's pursuit of other available remedies such as filing complaints with responsible outside agencies or departments. Filing a complaint under this procedure is not a prerequisite to the pursuit of such other remedies.

510.7 Compliance Officer

To contact the College's Compliance Officer:

Compliance Officer
Redlands Community College
1300 South Country Club Road
El Reno, OK 73036-5304
405.262.2552
Email: Human.Resources@redlandsc.edu

Adopted December 1997

Revised February 2001

Revised February 2002

Revised February 2008

Revised December 2010

510 PROCEDURE - Nondiscrimination and Complaints

510.1:1 Statement of Procedure

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 not limited to, admissions, employment, eligibility for financial aid, and educational services, in accordance with Title 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.

510.2:1 Designation of Compliance Officer

All employees of the College shall be responsible for compliance with the College's nondiscrimination policy. The College's Compliance Officer shall coordinate the compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, 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 laws and regulations pertaining to prohibited discrimination. The College's Compliance Officer may be contacted at:

Compliance Officer
Redlands Community College
1300 South Country Club Road
El Reno, OK 73036-5304
405.262.2552
Email: Human.Resources@redlandsc.edu

510.3:1 Anti-Retaliation

The College prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the College's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The College will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the College will take prompt responsive action, including possible discipline, including disenrollment or termination, if applicable.

510.4:1 Anti-Harassment

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- A. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- B. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the College, whether those programs take place in a College facility, on a College bus, at a class or training program sponsored by the College at another location, or elsewhere.

Discriminatory harassment because of a person's race, color, national origin, religion, disability, age, sex, or other protected category, may include, but is not limited to:

- A. Name-calling
- B. Teasing or taunting
- C. Insults, slurs, or derogatory names or remarks
- D. Demeaning jokes
- E. Inappropriate gestures
- F. Graffiti or inappropriate written or electronic material
- G. Visual displays, such as cartoons, posters, or electronic images
- H. Threats or intimidating or hostile conduct
- I. Physical acts of aggression, assault, or violence
- J. Criminal offenses

See the College's Policy and Procedure (503) pertaining to sexual harassment for additional information and examples of sexual harassment.

If the College knows or reasonably should know about possible harassment, including violence, the College will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Complaints of Discrimination," below), and take appropriate interim measures, if necessary. If the College determines that unlawful harassment occurred, the College will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the College will follow this policy and grievance procedure.

All College employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who

witness or become aware of possible discrimination, harassment, or retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance officer).

510.5:1 Complaints of Discrimination

An employee, student, or any other person who feels that he or she has been the subject of discrimination, retaliation, or harassment by the College may file a complaint with the College's Compliance Officer, the person responsible for coordinating compliance with the relevant anti-discrimination laws. If that person is the subject of the complaint, the complaint should be addressed to the Compliance Officer's supervisor, the Vice President for Finance and Campus Services, who may be contacted at:

Vice President for Finance and Campus Services
Redlands Community College
1300 South Country Club Road
El Reno, Oklahoma 73036-5304
405.422.1265
Email: Jena.Marr@redlandsc.edu

510.5:2 Investigation

College employees, supervisors, or administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination, retaliation, or harassment, to the designated compliance coordinator, even if that College employee is investigating the alleged discrimination as part of the College's student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a complaint form if requested, and contact information for the College's designated compliance coordinator. If the College uses its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the College's standards for a prompt and equitable complaint procedure. Other individuals may report alleged discrimination to the designated coordinator.

Once the College receives a grievance, complaint, or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the College will conduct a prompt, adequate, thorough, and impartial investigation to determine whether unlawful discrimination, retaliation, or harassment occurred. If necessary, the College will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation

during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with any alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the College's investigation. The College will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The College will investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The College will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegation(s) involve possible criminal conduct, the College will notify the complainant of his or her right to file a criminal complaint, and College employees will not dissuade the complainant from filing a criminal complaint either during or after the College's investigation.

The College will complete its investigation within ten (10) business days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the extended timeframe to complete the investigation will not exceed ten (10) additional business days, without the consent of the complainant. Periodic status updates will be given to the parties, if necessary.

The College's investigation will include, but is not limited to:

- A. Providing the parties with the opportunity to present witnesses and provide evidence.
- B. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- C. For allegations involving harassment, some of the factors the College will consider include:
 1. the nature of the conduct and whether the conduct was unwelcome,

2. the surrounding circumstances, expectations, and relationships,
 3. the degree to which the conduct affected one or more students' education,
 4. the type, frequency, and duration of the conduct,
 5. the identity of and relationship between the alleged harasser and the subject or subjects of the harassment,
 6. the number of individuals involved,
 7. the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment,
 8. the location of the incidents and the context in which they occurred,
 9. the totality of the circumstances, and
 10. other relevant evidence.
- D. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- A. A summary of the facts,
- B. An analysis of the appropriate legal standards applied to the specific facts,
- C. Findings regarding whether discrimination occurred, and
- D. If a finding is made that discrimination occurred, the recommended remedy or remedies necessary to eliminate discrimination, including harassment and retaliation, prevent its recurrence, and remedy its effects, if applicable.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report, unless the compliance coordinator is the subject of the complaint. The College will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made (see the Remedies section, below, for additional information about remedies). The College will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

510.5:3 Determination

The person investigating the complaint will issue a written determination as to the validity of the complaint and a description of the resolution, if any. A copy of the determination and any resolution will be provided to the parties within ten (10) business days after completion of the investigation. If dissatisfied with the determination or any resolution, a complainant may appeal the determination to the Vice President for Finance and Campus Services, or the College President, if the Vice President for Finance and Campus Services issued the original determination or any resolution.

510.5:4 Appeal

A determination and any resolution originally issued by the Compliance Officer may be appealed to the Vice President for Finance and Campus Services. A determination and any resolution originally issued by the Vice President may be appealed to the College President, who may be contacted at:

President's Office
 Redlands Community College
 1300 South Country Club Road
 El Reno, Oklahoma 73036-5304
 405.422.1258
 Email: Jack.Bryant@redlandsc.edu

To appeal, a Notice of Appeal should be filed in writing within ten (10) business days after the complainant's receipt of the original determination and any resolution. The complaint, determination, and any resolution, and any other relevant documentation, should be submitted with the Notice of Appeal. On receiving the Notice of Appeal, the Vice President or President will review the documentation, conduct any additional investigation necessary, and issue a written decision within ten (10) business days after receiving the Notice of Appeal or after completion of any investigation. The decision on the appeal may affirm, reverse, or modify the original determination and resolution.

510.5:5 Remedies

The right of a person to prompt and equitable resolution of complaints filed under this procedure will not be impaired by the person's pursuit of other available remedies such as filing complaints with responsible outside agencies or departments. Filing a complaint under this procedure is not a prerequisite to the pursuit of such other remedies.

If the College knows or reasonably should know about possible discrimination, retaliation, or harassment, the College will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the

school community, and prevent further potential discrimination, harassment, or retaliation during the College's pending investigation. These interim measures will be prompt, effective, and tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the College's investigation, and other remedies, such as those listed below.

The College will minimize any burden on the alleged victim when taking interim measures. For instance, the College generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser to remain. In addition the College will ensure that the complainant is aware of his or her rights, including a strong prohibition against retaliation for reporting discrimination or harassment or cooperating with any investigation or proceeding, and any available resources, such as counseling, health, and mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the College determines that unlawful discrimination or harassment occurred, the College will take prompt and effective action to eliminate the discrimination or harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

- A. Providing an escort to ensure the complainant can move safely between classes and activities.
- B. Ensuring the complainant and alleged harasser do not attend the same classes.
- C. Providing counseling services.
- D. Providing medical services.
- E. Providing academic support services, such as tutoring
- F. Arranging for the complainant to re-take a course or withdraw from a course without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The College may provide remedies for the broader student population as well, including but not limited to:

- A. Designating an individual from the College's counseling center to be "on call" to assist victims of harassment or violence whenever needed.
- B. Providing additional training to the College's designated compliance coordinators and other employees who are involved in addressing,

investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.

- C. Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by College employees in notifying those authorities.
- D. Creating a committee of students or employees and College officials to identify strategies for ensuring that students and employees:
 1. Know the College's prohibition against discrimination, harassment, and retaliation.
 2. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
 3. Understand how and to whom to report any incidents of discrimination.
 4. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
 5. Feel comfortable that College officials will respond promptly and equitably to reports of discrimination, harassment (including violence) and retaliation.
 6. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the College's policies against anti-discrimination, anti-harassment, and anti-retaliation.
 7. Conducting, in conjunction with students or employees, a "climate check" to assess the effectiveness of efforts to ensure that the College is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the College.

In addition to these remedies, the College may impose disciplinary sanctions against the student or employee who discriminated, harassed, or retaliated against the complainant, including possible expulsion or termination.

510.5:6 Confidentiality

The identity of the complainant will be kept confidential, to the extent permitted by state and federal law. The College will notify the complainant of the anti-retaliation provisions of applicable laws and that the College will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

Adopted December 1997

Revised February 2002

Revised February 2011
Revised August 2014

STUDENT ACTIVITIES

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

Intercollegiate Activities

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 Golf
 Men's Baseball
 Men's Basketball

Honors Program

The Redlands Community College Honors program offers academically talented students stimulating class experiences and interaction with other exceptional students. This program promotes academic excellence challenging students to achieve their full potential. Students may enter the Honors program by meeting one of these criteria: High school GPA of 3.5 on a 4.0 scale; ACT score of 22; or enter as a probationary honors student and when 9 hours of honors credit is completed with no grade below a "B," the student may be admitted to the program. For further information, contact the Honors Director.

Equestrian Team

Redlands Community College students compete in the Intercollegiate Horse Show Association. In the competitions students ride in western horsemanship classes, which include rail work and a pattern. In rail work, riders are asked to walk, jog and lope their horses along the rail. During the pattern segment, riders are expected to complete patterns of various degrees of difficulty, depending upon their experience level; patterns sometimes include loping and trotting circles, side stepping, backing and riding figure eights. The team competes in state and national 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.

Mind Games Academic Team

Redlands Community College has an academic bowl team that participates in the KSBI channel 52 televised "Mind Games." Each week Oklahoma colleges compete for the title of the state's smartest school. Mind Games is considered the varsity sport of the mind with challenging questions ranging across the college curriculum. The Redlands Community College team also meets regularly to practice and scrimmage other teams in preparation for the on air competition.

STUDENT CLUBS AND ORGANIZATIONS

The official student activities calendar is maintained in the Student Services Center. All requests for official college-sponsored events must be submitted on the proper form to the Student Activities director at least one week prior to the event. The request must be signed by the sponsor and the president of the organization. Request forms are available in the Student Services Center.

Aggie Club

The main objective of the Aggie Club is to promote western heritage through activities involving competition and participation in agriculture-related events.

Art Club

The purpose of the Art Club is to promote a higher interest and knowledge of the fine arts. The club meets twice a month for presentations, show and tell, field trips, workshops and much more. All students are welcome to join and attend activities.

Baptist Collegiate Ministries

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

Dungeons and Dragons Club

The purpose of the Dungeons and Dragons Club is to promote socializing and creativity through the shared enjoyment of role-playing games, collectible card games, and other games regardless of experience level.

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.

Mu Alpha Theta

Mu Alpha Theta is the National High School and Two-Year College Mathematics Honor Society with 105,000 student members in June 2014 in more than 2100 schools. We are dedicated to inspiring keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics in high school and two-year college students.

Native American Service Organization

The Native American Service Organization promotes awareness in and an appreciation of the Native American experience.

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

Phi Theta Kappa Alumni Gamma of Oklahoma Alumni chapter 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 photographs and photo safari.

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.

RECREATIONAL OPPORTUNITIES

Fitness for Life

Full-time students may participate free of charge in the Fitness for Life program, a noncredit community service which provides access during specified time periods to the college indoor swimming pool, the fitness wellness center, the racquetball court, the walking area in the gym, and the dry and steam saunas. Anyone living in the Redlands Community College service area may purchase individual or family passes for this program from the Athletic Office by calling 405.422.1418.

Fitness Wellness Center

Fitness workout equipment, treadmills, and stationary bicycles are available. Students may use the Fitness Wellness Center during specified times with a valid student ID. Times vary each semester. For current information call 405.422.1418.

Gymnasium

The gymnasium may be used for walking and stretching exercises from 6 AM to 9 AM and from 12PM to 1 PM, Monday through Friday.

Natatorium

The College Natatorium features a six-lane, 42-foot wide, 75-foot long, 152,000-gallon swimming pool. Students may use the pool during specified times with a valid student ID. Times vary each semester.

Racquetball

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

Saunas

Students may use the dry and steam saunas with a valid student ID. Hours are: 6 AM to 8 PM, Monday through Friday and 8 AM to 12 PM 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 <http://www.redlandsc.edu>.

BOOKSTORE

The Bookstore, managed by Follett Higher Education Group, carries required textbooks and accompanying supplies. In addition, the Bookstore offers Redlands Community College clothing and gifts, class rings, and many other items.

The Bookstore is located in the Ray Porter Academic Complex and is open Monday-Friday, 8:00 AM-5:00 PM. Summer hours are Monday-Thursday, 8:00 AM-5:00 PM. The Bookstore also has extended back-to-school rush hours and textbook rental. Please check with the Bookstore for these hours.

Refunds are given during the first two weeks of class during regular semesters. A receipt is required. The book must be in the condition in which it was purchased. The Bookstore buys back books every day. Check prices and order textbooks online 24 hours a day at <http://www.efollett.com>. Major credit cards are accepted. Financial aid can be used on Follett website.

The bookstore can be accessed online at <http://www.redlandsc.edu>.

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 classes taken 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 Student Services at 405.422.1417 for more information.

Upward Bound Program

Upward Bound is a special program designed for a select number of high school students who have the potential to continue their education beyond high school and achieve success in college. Students currently attending high school in Calumet, El Reno, Geary, Hinton, Kingfisher, Minco, Okarche, and Union City and meet the federal guidelines for the program may be eligible to participate.

Upward Bound offers individualized instruction in a spectrum of academic areas, counseling, tutoring, career education, leadership training, motivational activities, cultural enrichment and other services.

Students who complete the Upward Bound program are eligible to participate in the bridge component, which allows students to take up to nine hours of college classes the summer after their graduation from high school.

FOUNDATION AND ALUMNI

The Foundation

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. Scholarships are awarded to qualifying students for the fall semester. Each year, the association hosts an after-graduation reception which allows the family, friends, and faculty an opportunity to celebrate the accomplishments of the students. During the first week of fall and spring semesters, volunteers assist in the college bookstore as well as greet new and returning students to the campus.

CAFETERIA

Located in the Student Center, the cafeteria offers fast-food service Monday-Friday until 5pm, during the school semester.

MEDICAL EMERGENCIES

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

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

Traffic and Parking Regulations

- 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 published by the physical plant director must be followed.
- The speed limit in driveways on campus is 15 miles per hour.
- The speed limit in parking areas on campus is 10 miles an hour.

Fines may be assessed for violation of Redlands Community College traffic and parking regulations. Vehicles found in violation of the parking regulations may be immobilized. Such immobilized vehicle will be released only upon payment of a \$5 fine for each violation. Repeated violations of traffic or parking regulations may lead to denial of the offender's right to bring a motor vehicle on campus.

In order to provide a safe and healthy working and learning environment, the use and consumption of alcohol, illegal drugs and tobacco in any form is prohibited in all buildings and vehicles of the College.

Security

Campus security is available during normal business hours, after hours, and on weekends. If it is a life threatening situation, call 911 immediately. If you are using a campus office phone, call 911. Tell them what you need and where you are. For security assistance, call 405.422.6200 at any time. Tell them what you need and where you are.

Student ID Cards

All students must obtain a student identification card. The student ID card will be used to print in the computer labs and for making copies on the campus copy machines. The identification card must be used when cashing personal checks or picking up any funds being released at the college Business Office. Your ID may also be used for free admission to athletic events, fitness for life center, and the natatorium. The student ID card is available in the

Physical Plant building as part of the enrollment procedure.

COMMUNITY SERVICE

The office of Community Service has a broad mandate to serve as a liaison between the campus population and the communities served by the college. The office supports the mission of the college and shares its vision by providing programming, activities, and opportunities designed to enhance the learning, cultural, economic, and social environment locally, regionally, and globally. The college strives to bring a broad range of cultural activities and programs for students and residents living in the region through activities and programs, including art and educational exhibits, public performances, and several academic and cultural events throughout the year.

LEARNING RESOURCES CENTER

Hours: Monday-Thursday 8:00 AM - 8:00 PM; Friday 8:00 AM - 5:00 PM; Saturday 10:00 AM - 2:00 PM. (Changes in hours will be posted in advance.)

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.

Access to materials in the LRC is provided through the online catalog at <http://library.redlandsc.edu>. 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.

Access to electronic databases is provided remotely through the my.Redlandsc portal. After logging in, click the "Student" tab and "Library Services" in the left-hand menu.

Information Commons

The Commons 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 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 log-on 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 College's President. Access to Accounts and/or data by the Department of Technology 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

- 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. A unique username and password is then provided to the user's direct supervisor for delivery to the employee. The employee is informed that the original password should be changed upon first log-on.
- 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 and passwords are provided directly to the student by the Department of Enrollment Management.
- 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 password assigned when an Account is established shall be changed by the Account holder upon first log-on.
- 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.

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.

- A. 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.
- B. Use of the REN shall be in compliance with the standards of the Oklahoma Higher Education OneNet Network.
- C. Software shall not be installed on, copied, or downloaded from the REN, without the express written consent of the management for technology.
- D. Hardware shall not be connected to the REN without the express written consent of the management for technology.

- E. Personal files and data shall not be saved or stored on the REN.
- F. 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.
- G. Users shall not use the REN to engage in any conduct that is calculated to harass or to cause embarrassment, shame, or intimidation.
- H. Users shall not misuse or damage any component of the REN or take action calculated to cause any such damage.
- I. 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.
- J. 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.
- K. Users shall not rely upon College staff that monitor or supervise the computer lab(s) to provide training in computer or Internet usage.
- L. Campus printers require the use of the Campus Card in order to print.
- M. Users who are disruptive will be asked to leave the computer lab(s) and, if necessary, will be removed by Security.
- N. 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.
- O. 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.

Technology Assistance

Please contact the Redlands Community College Technology Support at 405.422.1288 for help with access issues in regards to:

- IETV
- Online courses
- myREDLANDS
- Student e-mail

DRUG-FREE SCHOOLS AND COMMUNITIES ACT

Statement of Policy

The basic intent of the Drug-Free Policy is to insure that Redlands Community College will maintain a drug-free environment.

Compliance

Redlands Community College will comply in spirit, as well as in fact, to the Drug-Free Schools and Communities Act Amendments of 1989.

Policies to Prevent Abuse

Redlands Community College recognizes its responsibility as an educational and public service institution to promote a healthy and productive environment. This responsibility demands an implementation of programs and services which facilitate that effort. The College is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students and employees. The College program includes this policy which prohibits illegal use of drugs and alcohol in the workplace, on College property, or as part of any College-sponsored activities. In order to meet these responsibilities, College policy:

1. Requires all students and employees to abide by the terms of this policy as a condition of initial and continued enrollment/employment.
2. Recognizes that the illegal use of drugs and alcohol is in direct violation of local, state, and federal laws as well as policy, which strictly prohibits the illegal use, possession, manufacture, dispensing, and/or distribution of alcohol, drugs, or controlled substances in the workplace, on its premises, or as a part of any College-sponsored activities.

3. Considers a violation of this policy to be a major offense which can result in satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution and/or immediate disciplinary action up to and including termination from employment, and suspension or expulsion from the College. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.
4. Recognizes that violations of applicable local, state, and federal laws may subject an incarceration, imprisonment, and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities. A current listing of applicable local, state and federal sanctions may be obtained through the Student Services Center.
5. Requires an employee to notify his or her supervisor in writing of a criminal conviction for drug or alcohol related offenses occurring in the workplace no later than five calendar days following the conviction.
6. Provides access, through referral, to counseling services for counseling and training programs which inform students and employees about the dangers of drug and alcohol abuse. Voluntary participation in or referral to these services is strictly confidential.
7. Forbids an employee from performing sensitive safety functions while a prohibited drug is in his or her system.
8. Mandates drug testing of sensitive safety employees prior to employment, when there is reasonable cause, after an accident and before returning to duty after refusing to take a drug test or after not passing a drug test. (Sensitive safety employees are defined in CFR Volume 32, Part 280 and CFR Volume 49 Part 653. This legislation is available for review in the Student Services Center).
9. Provides for annual distribution of this policy to all staff, faculty, and students.

Health Risks

Health risks generally associated with alcohol and drug abuse can result in, but are not limited to, a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes, and thought disorders.

The Student Services Center and the Business Office staff are responsible for disseminating information to students and employees about the dangers of drug and alcohol

abuse and availability of counseling and rehabilitation programs. The appropriate Vice President is responsible for notifying federal funding agencies within ten (10) calendar days whenever an employee is convicted of a drug-related crime which occurred in the workplace. This policy is based on the Drug Free Workplace Act of 1988, (P.L. 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226).

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, address, telephone number, Redlands email address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (full-time/part-time), degrees and awards received, photograph and the name of the institution attended immediately prior to admission to the College.

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 Road, El Reno, OK 73036. The fax number for the Registrar's Office is 405.422.1242 and the email address is records@redlandsc.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.

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 <http://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

CAMPUS PHONE DIRECTORY

Main College Number: 405.262.2552

Academic Center for Enhancement (assessment, tutoring, testing).....	422.6274
Admissions.....	422.1417
Agriculture, LS & MS.....	422.1289
Allied Health and Nursing Division.....	422.6224
Workforce & Economic Development	422.1464
AIMS Program.....	422.1434
Athletics	422.1418
Bookstore	422.1270
Business Office	422.1230
CAMS, DF & PA	422.1289
Community Service	422.1464
Cooperative Education.....	422.1271
Darlington Education and Applied Research Center	422.1423
Emergency On Campus (Security)	422.6200
Equine Center.....	262.5838
Events/Use of Facilities	422.1281
Financial Aid.....	422.6250
Fitness for Life.....	422.1418
Food Service	422.1261

Foundation and Alumni	422.1464
GOALS Program	422.6263
Learning Resources Center.....	422.1254
Marketing and Communications.....	422.1490
Physical Plant	422.1400
President	422.1258
Registrar and Records.....	422.6238
Select Physical Therapy.....	422.1291
Student Activities	422.1417
Student Services	422.1417
Technology Support	422.1288
Tutoring Services.....	422.6215
Upward Bound Program.....	422.1250
Veterans Upward Bound Program.....	422.1250
Vice President for Academic Affairs.....	422.1228
Vice President for Finance and Campus Services.....	422.1410
Vice President for Strategic Planning, Marketing and Research.....	422.1447
Vice President for Student Services and Institutional Advancement.....	422.1490
Vice President for Workforce and Economic Development.....	422.1271
Weight Room.....	422.7554

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 Student Services Center.

CLASSIFICATION OF STUDENTS

Freshman

0-30 hours earned

Sophomore

31 or more hours earned

Full-Time Student

A student enrolled in 12 credit hours or more during a regular semester or six credit hours or more during a summer session.

Less than Full-Time Student

9-11 credit hours are classified three-quarter time

6-8 credit hours are classified half time

5 or less credit hours are classified less-than-half time

GRADING SYSTEM

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

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—To receive an incomplete (*I*) grade, the student should have satisfactorily completed 70% of the required course work for the semester. The time limit will be at the discretion of the instructor and will not exceed one calendar year.

AU—Audit status is available for any person eligible for regular enrollment, with the consent of the Registrar. Audit status is used for the 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—An automatic 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 an automatic *W* shall begin after the 10th day of classes in the regular session and the fifth day of classes in the summer term and shall not exceed 12 weeks of a 16-week semester or, in general, not exceed three-fourths of the duration of any term. For any drop or withdrawal accepted after this deadline, a *W* or *F* will be assigned, depending upon the student's standing in the class. If an *F* grade is assigned, it is calculated in the student's GPA; the *W* grade is GPA neutral. Any drop or withdrawal after this deadline will be issued a *W* or *F* depending on the academic standing of the student and upon a recommendation by the faculty member and division director. The Provost and Vice President of Academic Affairs will review all *W* and *AW* submissions occurring after the 12th week.

AW—An administrative withdrawal (*AW*) may be assigned by the Provost and Vice President of Academic Affairs to indicate a student has been involuntarily withdrawn by the institution during the designated semester for disciplinary or financial reasons or inadequate attendance. Such institutional penalties must follow formal institutional procedures. Administrative withdrawals are 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
AU Audit-No Credit.....	0
AW Administrative Withdrawal/ Non-Attendance.....	0

*Used in calculating GPA

Appeal of Grades

When a student believes a final grade is inaccurate, a grade appeal may be initiated. The appeal will follow a specified procedure. The grade appeal must be initiated within one full semester after the grade was given. A full semester means fall or spring semester.

- A. 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 Division Director. After the written appeal is received, a meeting will be scheduled within one week by the Division Director. The student, the instructor, and the Division Director will be present in the meeting. Within 24 hours after the meeting, the Division Director will arrive at a decision and will submit this decision in writing to the instructor and to the student.
- 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 Division Director, the written appeal must be submitted to the Provost and Vice President of Academic Affairs who will, in turn, notify the Appeals Committee. The Committee will meet within one week after the Provost and Vice President of Academic Affairs receives the written appeal.
- D. The Appeals Committee, chaired by the Chairperson of the Standing Institutional Committee on Academic Affairs and 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 Association, one (1) counselor appointed by the **Vice President of Student Services**, one (1) faculty member appointed by the Division Director involved in Step B. 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 Provost and Vice President of Academic Affairs. The student, the instructor, and the Division Director 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.

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, the appropriate Division Director, and the Provost and Vice President of Academic Affairs, in accordance with OSRHE Policy 3.11.6.

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. 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 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 Provost and Vice President of Academic Affairs.

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 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 Dean for Enrollment Management and Marketing.

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 weeks of any semester.

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.

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.

A maximum of 32 semester hours toward a degree or half of the hours required for a certificate may be granted for *PLA* credit (including but not limited to Advanced Standing, CLEP, DANTES, credit by examination, Advanced Placement credit, and credit for military training).

Students applying for prior learning assessment credit must be currently enrolled 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 transcribing 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. Credit may not be earned in a course when a course of more advanced standing has been completed.

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. For those courses requiring an essay component, i.e., ENGL 1113 and ENGL 1213, a passing score is required on the essay as well as on the objective portion. Essays will not be critiqued for students. Scores for ENGL 1113 and ENGL 1213 are calculated by taking one-half of the scaled score and adding to that score the number of points granted for the essay.

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.

Credit may not be earned in a course when a course of more advanced standing has been completed. 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.

Advanced Placement Plan or Articulation for Nursing Program

The Advanced Placement Plan allows LPNs, EMTs, and Paramedics to receive credit by examination for the first two semesters of nursing major course work in the program.

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, AARTS 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.

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 colleges and universities accredited by the HLC or other regional associations.

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, in writing, 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 March 31. Applications will be accepted after the March 31 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 November 15. This application will initiate action toward a complete transcript evaluation to determine eligibility for graduation.

Graduation exercises are held at the close of the spring semester. Attendance is required of all graduates. An application to be excused from graduation is available in the Registrar's Office and must be approved by the Provost and Vice President of Academic Affairs.

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's 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 readmitted student must follow a program plan specified by the current academic year catalog.

A student needing assistance in planning a program of study should request the assistance of personnel in the Student Services Center. Any substitution of course requirements listed for the associate's degree must be recommended by the division director and approved by the Provost and Vice President of Academic Affairs. The course substitution document must be filed in 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. 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 64 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 Award

The graduating sophomore completing all degree work by the end of the spring semester of graduation, completing all course work in residence at Redlands Community College, and having the highest cumulative GPA will be recognized as the recipient of the President's 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 Award cannot be awarded to the same earning a second degree.

Academic Scholars Award

This award is given to a student completing all work by the end of the spring semester of graduation and having the highest cumulative GPA, not qualifying for the President's Award, and completing the last 30 semester hours in residence. This award will be given only one time to an individual.

Honors Graduates

A student may graduate as a Redlands Community College "Honors" student with 15 hours of honors credit completed while maintaining a graduation retention GPA of 3.25 with no grade lower than a *B* in honors course work. For further information, contact the Honors Director.

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 Completion 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 Student Services to make sure your program has not changed as a result of new state requirements.

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 1-5.

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
 - 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
- HUM 2001-3 Humanities Seminar
- HUM 2113 General Humanities I
- HUM 2173 Beliefs and Believers
- HUM 2223 General Humanities II
- HUM 2243 Film as Literature
- HUM 2613 Leadership Development
- MUS 1343 Music Appreciation
- PHIL 1113 Introduction to Philosophy
- PHIL 1413 Contemporary Ethical Reasoning

Mathematics.....3 hours

Must be a 1000 or 2000 level course.

Selected General Ed Requirements6-8 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.....3 hours

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. At Redlands Community College, this competency requirement is met by completing one of the following two options:

1. Successful completion of Advanced Standing Exam for CMSC.
2. Successful completion of one of the following Course options:

- AGRI 2113 Microcomputers in Agriculture
Computer Applications
- CMSC 1113 Intro to Computers and Concepts
- CMSC 1213 Computer Science
- CMSC 1223 Business Applications Software
- CMSC 1233 Spreadsheet Applications
- CMSC 1243 Database Applications
- CMSC 1373 Operating Systems

Program Requirements23+ 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 credit hours with a

minimum 2.0 GPA, 15 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 *or*
- ENGL 2033 Technical Writing and Professional Report Writing

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 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., equine courses for the equine 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.

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.

SECTION II-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.), Certificate of Mastery, and Certificate of Achievement.

ALPHBETICAL LIST:

Agriculture (A.S.) (ten option areas)

- Agricultural Communication
- Agricultural Economics
- Pre Agriculture Education
- Animal Science
- Animal Reproduction
- Equine Science
- Enology
- Farm and Ranch Management
- General Agriculture
- Viticulture

Applied Technology (A.A.S.)

- Information Technology

Art (A.A.)

Artificial Insemination (Certificate of Mastery)

Athletic/Personal Trainer (A.S.) (two option areas)

- Athletic Trainer
- Personal Trainer

Pre-Professional Sciences (A.S.)

(five option areas)

- Education – Mathematics
- Education – Science
- Life Science
- Physical Science
- Mathematics

Business Administration Technology (A.A.S.)

(three option areas)

- Accounting
- Administrative Assistant
- Management

Business Administration (A.A.)

Child Development (A.A.S.)

Child Development (Certificate of Mastery)

Criminal Justice (A.A.)

Criminal Justice (A.A.S.) (five option areas)

- Collegiate Officer Program
- Corrections
- Emergency Preparedness/Homeland Security
- General Studies in Criminal Justice
- Juvenile Justice

Pre-Education Elementary (A.A.)

Emergency Medical Technology Paramedic (A.A.S.)

Enterprise Development (A.A.) (two option areas)

- Business Administration
- General Studies

Enterprise Development (Certificate of Mastery)

Equine Studies (Certificate of Mastery)

Family Studies and Child Development (A.A.)

General Studies (A.A.)

Nursing (A.A.S.)

Psychology (A.A.)

School Age Children (Certificate of Mastery)

Sustainable Agriculture (A.A.S.) (two option areas)

- Enology
- Viticulture

LISTED BY DEGREE:

ASSOCIATE IN SCIENCE

- Agriculture (ten option areas)
 - Agricultural Communication
 - Agricultural Economics
 - Pre-Agriculture Education
 - Animal Science
 - Animal Reproduction
 - Equine Science
 - Enology
 - Farm and Ranch Management
 - General Agriculture
 - Viticulture
- Athletic/Personal Trainer (two option areas)
 - Athletic Trainer
 - Personal Trainer
- Pre-Professional Sciences (five option areas)
 - Education – Mathematics
 - Education – Science
 - Life Science
 - Physical Science
 - Mathematics

ASSOCIATE IN ARTS

- Art
- Business Administration
- Criminal Justice
- Pre-Education Elementary
- Enterprise Development (two option areas)
 - Business Administration
 - General Studies
- Family Studies and Child Development
- General Studies
- Psychology

ASSOCIATE IN APPLIED SCIENCE

- Applied Technology
 - Information Technology
- Business Administration Technology (three option areas)
 - Accounting
 - Administrative Assistant
 - Management
- Child Development
- Criminal Justice (five option areas)
 - Collegiate Officer Program
 - Corrections
 - Emergency Preparedness/Homeland Security
 - General Studies in Criminal Justice
 - Juvenile Justice
- Emergency Medical Technology-Paramedic
- Nursing
- Sustainable Agriculture (two option areas)
 - Enology
 - Viticulture

CAREER CERTIFICATE PROGRAMS

- Certificates of Mastery**
 - Artificial Insemination
 - Child Development
 - Enology
 - Enterprise Development
 - Equine Studies
 - School Age Children
 - Viticulture

AGRICULTURE Associate in Science

General Requirements: Total Hours: 64 Minimum GPA: 2.0

Program Description: The program of study offered in agriculture is designed to provide both comprehensive and specialized training to prepare graduates for careers in a wide range of fields of agriculture. Students have a choice to select one of ten (10) option areas of study: Agriculture Communications, Agriculture Economics, Pre Agriculture Education, Animal Science, Animal Reproduction, Equine Science, Enology, Farm & Ranch Management, General Agriculture, Viticulture. Upon completion of the Associate in Science Degree, students are prepared for additional education at a four year university or have skills sufficient for employment.

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		
		BISC 1114 Biology with Lab		
Life Science	4	BISC 1114 Biology with Lab		
Physical Science	5	CHEM 1315 General Chemistry I with Lab or		
		CHEM 1215 General Chemistry with Lab		
Humanities	6	ART 1113 Art Appreciation I		
		ART 1123 Art Appreciation II		
		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		
		HUM 2001-3 Humanities Seminar		
		HUM 2113 General Humanities I		
		HUM 2173 Beliefs and Believers		
		HUM 2223 General Humanities II		
		HUM 2613 Leadership Development		
		MUS 1343 Music Appreciation		
		PHIL 1113 Introduction to Philosophy		
		PHIL 1413 Contemporary Ethical Reasoning		
		Mathematics	3	MATH 1473 Math for Critical Thinking or
				MATH 1513 College Algebra
				AGEC 1374 Introduction to Agricultural Economics
		Selected General Ed Requirements	3	SPCH 1113 Fundamentals of Speech

Program Requirements 24 hours

Program Core Requirement 12 hours

Area	Min. Hours	Courses
Agricultural Sciences	8	AGRI 1101 Agriculture Orientation
		ANSI 1124 Introduction to Animal Science
		AGRI 2193 Agriculture Industry Internship or
		AGRI 2303 Agriculture Leadership
Agriculture Electives	4	AGRN 1124 Introduction to Soil Science or
		AGRN 1214 Introduction to Plant Science

Program Option Requirements 12 hours

Select one option from:

- Agriculture Communications
- Agriculture Economics
- Pre Agriculture Education
- Animal Science

Animal Reproduction
 Equine Science
 Enology
 Farm & Ranch Management
 General Agriculture
 Viticulture

Institutional Requirements..... 3 hours

Area	Min. Hours	Courses	
Computer Science	3	AGRI 2113	Microcomputers in Agriculture or fulfillment of computer literacy. See page 41 for options.

AGRICULTURE OPTION AREAS (10) Associate in Science

Agricultural Communications Option Requirements 12 hours

Area	Min. Hours	Courses	
Agriculture Sciences	9	AGRI 2103	Communication in Agriculture
		AGRI 2303	Agriculture Leadership
		AGRI 2223	Explorations in Ag Research
		AGRN 1124	Introduction to Soil Science or*
		AGRN 1214	Introduction to Plant Science*
Electives	3	ACCT 2173	Financial Accounting
		AGEC 2143	Principles of Ag Marketing

*If asterisked courses have been taken in general education requirements, they cannot be counted toward Ag Communications Option Requirements.

Agriculture Economics Option Requirements 12 hours

Area	Min. Hours	Courses	
Agriculture Sciences	6	AGEC 2113	Farm and Ranch Management
		AGEC 2143	Principles of Agricultural Marketing
Accounting	3	ACCT 2173	Financial Accounting
Economics	3	ECON 2193	Principles of Macroeconomics or
		ECON 2203	Principles of Microeconomics

Pre Agriculture Education 12 hours

Area	Min. Hours	Courses	
Agriculture Sciences	6	AGRI 2303	Agriculture Leadership*
		AGRN 1124	Introduction to Soil Science or*
		AGRN 1214	Introduction to Plant Science *
		AGRI 2143	Intro to Ag Education
Agriculture Electives	3	AGRI 2103	Communications in Ag
		ANSI 2112	Livestock Evaluation & Selection
		ANSI 2142	Artificial Insemination
		AGRN 2333	Range/Pasture Management
		ANSI 2333	Livestock Fitting & Grooming
Electives	3	MATH 1513	College Algebra*
		PSY 1113	Elements of Psychology

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

Animal Reproduction Option Requirements..... 12 hours

Area	Min. Hours	Courses	
Agriculture Sciences	5	ANSI 2142	Artificial Insemination*
		ANSI 2143	Anatomy and Physiology of Reproduction*
Agriculture Electives	7	AGRI 2193	Agriculture Industry Internship or
		AGRI 2303	Agriculture Leadership
		ANSI 1213	Livestock Production
		ANSI 2112	Livestock Evaluation and Selection
		EQSC 2243	Equine Breeding & Management

*Required for Option

AGRICULTURE OPTION AREAS (10) Associate in Science

Animal Science Option Requirements 12 hours

Area	Min. Hours	Courses	
Animal Science	12	AGRN 2333	Range and Pasture Management
		ANSI 2112	Livestock Evaluation & Selection
		ANSI 2123	Livestock Feeding
		ANSI 2133	Advanced Livestock Evaluation & Selection
		ANSI 2143	Anatomy and Physiology of Reproduction
		ANSI 2233	Livestock Fitting and Grooming
		ANSI 2142	Artificial Insemination
		ANSI 2163	Beef Production
		AGRI 2223	Explorations in Ag Research
		AGRN 1124	Introduction to Soil Science or*
		AGRN 1214	Introduction to Plant Science*
		ACCT 2173	Financial Accounting

*If asterisked courses have been taken in general education requirements, they cannot be counted toward Animal Science option requirements.

Equine Science Option Requirements 12 hours

Area	Min. Hours	Courses	
Equine Science	12	EQSC 1113	Introduction to Equine Science
		EQSC 1213	Horsemanship
		ANSI 2123	Livestock Feeding
		ANSI 2143	Anatomy and Physiology of Reproduction
		EQSC 2122	Equine Judging
		EQSC 2132	Advanced Equine Judging
		EQSC 2193	Equine Industry Internship

Enology Option Requirements 12 hours

Area	Min. Hours	Courses	
Enology	12	ENO 1113	Intro to Enology
		ENO 1123	Sensory Evaluation
		ENO 2112	Intermediate Enology
		ENO 2123	Analysis of Must and Wine
		ENO 2132	Winery Operations
		ENO 2972	Vineyard and Winery Marketing
		ENO 2101-2104	Winery Practicum

Farm & Ranch Management Option Requirements 12 hours

Area	Min. Hours	Courses	
Agriculture Science	12	AGRN 2333	Range & Pasture Management
		AGEC 2143	Principles of Agricultural Marketing
		AGEC 2113	Farm and Ranch Management
		ANSI 2163	Beef Production
		ANSI 2123	Livestock Feeding

AGRICULTURE OPTION AREAS (10) Associate in Science

General Agriculture Option Requirements..... 12 hours

Area	Min. Hours	Courses	
Agriculture Sciences	12	AGEC 2113	Farm and Ranch Management
		AGEC 2143	Principles of Ag. Marketing
		AGRI 2103	Communication in Agriculture
		AGRI 2223	Explorations in Ag Research
		AGRI 2303	Agriculture Leadership
		AGRN 1124	Introduction to Soil Science or*
		AGRN 1214	Introduction to Plant Science*
		AGRN 2333	Range and Pasture Management
		ANSI 2112	Livestock Eval. & Selection
		ANSI 2123	Livestock Feeding
		ANSI 2132	Adv. Livestock Eval. & Selection
		ANSI 2142	Artificial Insemination
		ANSI 2143	Anatomy/Physiology of Reproduction
		ANSI 2163	Beef Production
		ANSI 2233	Livestock Fitting & Grooming
		ACCT 2173	Financial Accounting

*If asterisked courses have been taken in general education requirements, they cannot be counted toward General Agriculture option requirements.

Viticulture Option Requirements..... 12 hours

Area	Min. Hours	Courses	
Viticulture	12	VIN 2122	Regional Vineyard Management
		VIN 1113	Intro to Viticulture
		VIN 1121	Global Terroir
		VIN 2012	Integrated Pest Management
		VIN 2112	Spring Viticulture
		VIN 2221	Vineyard Safety
		VIN 2972	Tasting Room Management
		VIN 2101-2104	Vineyard Practicum

ATHLETIC/PERSONAL TRAINER Associate in Science

General Requirements: Total Hours: 63 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 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	5	CHEM 1315 General Chemistry I with Lab
Mathematics	3	MATH 1513 College Algebra
Humanities	6	See humanities course options list on page 41.
Selected General Ed Requirements	7	PSY 1113 Elements of Psychology ZOOL 2144 Physiology with Lab

Program Requirements 23 hours

Select one option from: (Requirements for each option listed below.)

- Athletic Trainer
- Personal Trainer

Athletic Trainer Option 23 hours

Area	Min. Hours	Courses
Health/Physical Education	20	HPER 1302 Introduction to Physical Education
		HPER 1322 Personal Health
		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

Personal Trainer Option 23 hours

Area	Min. Hours	Courses
Health/Physical Education	20	HPER 1302 Introduction to Physical Education
		HPER 1322 Personal Health
		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

Institutional Requirements 3 hours

Must fulfill computer literacy requirement. See page 41 for options.

ART Associate in Arts

General Requirements: Total Hours: 64 • Minimum GPA: 2.0

Program Description: The program consists of Redlands Community College degree requirements and courses generally completed in a two-year Associate in Arts Degree. When students complete the requirements of the art program, they will be eligible to transfer to a four-year institution in an art related field of study such as art education, commercial art, or fine arts.

General Education Requirements 37 hours

Area	Min. Hours	Courses
Communications	9	ENGL 1113 English Composition I ENGL 1213 English Composition II SPCH 1113 Fundamentals of Speech
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, ZOO (Lecture)
Physical Science	3	CHEM, ASTR, GEOL, PHSC, PHYS (Lecture)
Science Lab	1	BISC, BOT, CHEM, ASTR, GEOL, MICR, PHSC, PHYS, ZOO (Lab)
Humanities	6	Choose from humanities course options list on Page 41.
Mathematics	3	MATH 1473 Math for Critical Thinking or MATH 1513 College Algebra
Selected General Ed Requirements	3	PSY, SOC and
	3	ART, GEG, HIST, MUS, PHIL, POLS, SPA, SPCH

Program Requirements 24 hours

Area	Min. Hours	Courses
Art	18	ART 1013 Basic Art I - 2D Design ART 1023 Basic Art II - 3D Design ART 1073 Color and Design ART 2093 Painting I ART 2103 Painting II ART 2233 Pottery I ART 2283 Drawing I ART 2113 Drawing II ART 2213 Sculpture ART 2263 Pottery II HIST 2123 Western Civilization, 1500 to 1815 HIST 2133 Western Civilization, 1815 to Present ART 2243 Painting III ART 2063 Introduction to Digital Photography
Art/History	6	

Institutional Requirements..... 3 hours

Must fulfill computer literacy requirement. See page 41 for options.

ARTIFICIAL INSEMINATION Certificate of Mastery

General Requirements: Total Hours: 16 • Minimum GPA: 2.0

Program Description: The certificate is designed to prepare students for work in the area of artificial insemination.

Specialized Program Requirements **16 hours**

Area	Min. Hours	Courses	
General Education	7	ENGL 1113	English Composition I
		BISC 1114	Biology w/ Lab
Program Requirements	9	ANSI 1124	Intro to Animal Science
		ANSI 2143	Anatomy and Physiology of Reproduction
		ANSI 2142	Artificial Insemination

BUSINESS ADMINISTRATION TECHNOLOGY Associate in Applied Science

General Requirements: Total Hours: 63-66 • Minimum GPA: 2.0

Program Description: All Associate in Applied Sciences degrees are designed to prepare students for entry into careers in the various areas of Business Administration: accounting, administrative assistant, management.

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, ECON, HUM, MATH, MUS, ART, PSY, SOC, SPCH, CMSC, GEG, PHSC

Technical-Occupational Specialty Courses..... 30-33 hours

Select one option from: (Requirements for each option listed on following pages.)

- Accounting
- Administrative Assistant
- Management

Program Core Requirements..... 15 hours

Area	Min. Hours	Courses
Business Math	9	BUS 1103 Introduction to Business BUS 2093 Business Communications BUS 1053 Business Math or MATH 1513 College Algebra
Economics	3	ECON 1353 Personal Finance
Computer Science	3	CMSC 1223 Business Applications Software OR Fulfillment of computer literacy requirement through options listed on Page 41*.

*CMSC 1223 must be completed before enrolling in any Technical/Occupational Specialty Course.

Accounting Option 33 hours

Accounting	24	ACCT 1073 College Accounting ACCT 2173 Financial Accounting ACCT 2183 Managerial Accounting ACCT 2213 Computerized Accounting ACCT 2193 Internal Control and Auditing ACCT 2223 Tax Accounting ACCT 2603 Intermediate Accounting I ACCT 2103 Payroll Accounting
Computer Science	3	CMSC 1233 Spreadsheet Applications
Economics	3	ECON 2193 Principles of Macroeconomics
Management	3	BUS 1353 Business Ethics or MGMT 2143 Business Leadership

**BUSINESS ADMINISTRATION TECHNOLOGY OPTION AREAS (3)
Associate in Applied Science**

Administrative Assistant Option 33 hours

Accounting	6	ACCT 1073	College Accounting
		ACCT 2173	Financial Accounting
Administrative	6	AMT 2153	Word Processing I
Mgmt. and Tech		AMT 2303	Desktop Publishing
Business	6	BUS 1353	Business Ethics
		BUS 2163	Business Law
Computer Science	6	CMSC 1233	Spreadsheet Applications
		CMSC 1243	Database Applications
Management	9	MGMT 2033	Principles of Management
		AMT 2163	Administrative Management
		MGMT 2103	Occupational/Technical Internship or
		MGMT 2143	Business Leadership

Management Option 33 hours

Accounting	9	ACCT 2173	Financial Accounting
		ACCT 2183	Managerial Accounting
		ACCT 2213	Computerized Accounting
Business	6	BUS 1353	Business Ethics
		BUS 2163	Business Law
Computer Science	3	CMSC 1233	Spreadsheet Applications
Economics	6	ECON 2193	Principles of Macroeconomics
		ECON 2203	Principles of Microeconomics
Management	6	MGMT 2033	Principles of Management
		MGMT 2103	Occupational/Technical Internship or
		MGMT 2143	Business Leadership
Marketing	3	MRKT 2323	Principles of Marketing

BUSINESS ADMINISTRATION Associate in Art

General Requirements: Total Hours: 64 • Minimum GPA: 2.0

Program Description: The Associate in Arts degree is designed to prepare students for further study in Business.

General Education Requirements 37 hours

Area	Min. Hours	Courses
Communications	9	ENGL 1113 English Composition I ENGL 1213 English Composition II
Social Science	6	SPCH 1113 Fundamentals of Speech 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 41.
Math	3	MATH 1513 College Algebra
Selected General Ed Requirements	3	PSY 1113 Elements of Psychology SOC 1113 Introduction to Sociology SPCH 2133 Interpersonal Communications or SPCH 2313 Business and Professional Speech HUM 2613 Leadership Development Studies

Program Core Requirements 27 hours

Area	Min. Hours	Courses
Accounting	6	ACCT 2173 Financial Accounting ACCT 2183 Managerial Accounting
Business	3	BUS 2513 Business Statistics
Economics	9	ECON 2193 Principles of Macroeconomics ECON 2203 Principles of Microeconomics ECON 1353 Personal Finance
Math	3	MATH 2103 Business Calculus**
Computer Science	3	CMSC 1223 Business Applications Software*
Business Electives	3	BUS 1353 Business Ethics BUS 2093 Business Communications BUS 2163 Business Law MGMT 2033 Principles of Management MGMT 2103 Occupational/Technical Internship MGMT 2143 Business Leadership MRKT 2323 Principles of Marketing

Institutional Requirements

*CMSC 1223 fulfills Institutional Computer Literacy Requirement.

**Prerequisite is MATH 1513 College Algebra.

***Please note: MATH 2103 offered spring semester only.

CHILD DEVELOPMENT Associate in Applied Science

General Requirements: Total Hours: 64 • 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 or ENGL 2033 Technical Writing and Reporting
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, MATH, MUS, ART, PSY, SOC, SPCH, CMSC, GEG, PHSC

Technical-Occupational Specialty Courses..... 31 hours

Child Development Education	31	CD 2101 Portfolio Development in Early Childhood 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 Evaluation CD 2223 Professionalism in Early Childhood Education
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Support and Related Courses 12 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
Art	3	ART 1033 Arts and Crafts
Management	3	MGMT2103 Occupational/Technical Internship (CD)

Institutional Requirements..... 3 hours

Must fulfill computer literacy requirement. See page 41 for options.

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. All Child Development courses for this certificate must be taken at Redlands Community College.

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 2183	Language and Social Skills for Children
		CD 2203	Early Childhood Education Program Planning and Evaluation
		CD 2223	Professionalism in Child Development Needs
		CD 2233	Assessment and Evaluation of Child Growth and Development

CRIMINAL JUSTICE Associate in Applied Science

General Requirements: Total Hours: 64 • 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: Collegiate Officer Program (COP), Corrections, Emergency Preparedness/ Homeland Security, General Studies in Criminal Justice, and Juvenile Justice.

General Education Requirements 18 hours

Area	Min. Hours	Courses
Communications	6	ENGL 1113 English Composition I
		ENGL 1213 English Composition II or
		ENGL 2033 Technical Writing and Reporting
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	PSY 1113 Elements of Psychology
		SOC 1113 Introduction to Sociology

Technical-Occupational Specialty and Support Courses 46 hours

Students must take the 18-credit hour core technical-occupational course sequence and select one 28-credit hour option area from: (Requirements for each option are listed below and on following pages.)

- Collegiate Officer Program (COPS)
- Corrections
- Emergency Preparedness/Homeland Security
- General Studies in Criminal Justice
- Juvenile Justice

Core Technical-Occupational Courses (required for all option areas)..... 15 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
Computer Science	3	CMSC 1223 Business Applications Software

Technical-Occupational Specialty Option Area Courses 31 hours

Collegiate Officer Program (COPS) Option: This Associate in Applied Science program Option is designed for a student who desires a career in law enforcement as a Certified Police Officer in the State of Oklahoma. This program provides a student an alternative means to become a police officer in this state through an agreement with the Council on Law Enforcement and Education (CLEET). A graduate of this program is eligible to take the certification test for employment as a police officer in the State of Oklahoma as soon as he/she is hired by an agency.

Area	Min. Hours	Courses
Criminal Justice	21	CJ 1243 Traffic Investigation and Enforcement
		CJ 1313 Patrol Procedures
		CJ 1253 American Corrections Systems
		CJ 2043 CJ Report Writing
		CJ 2433 Community and Cultural Diversity
		CJ 2343 Criminal Investigation
		CJ 2451 Custody and Control
		CJ 2461 Defensive Driving
		CJ 2471 Firearms
Electives	7	Any CJ course not previously selected. Courses from student's area of interest; Foreign language such as Spanish strongly encouraged.
Support Courses	3	EMT 1113 First Responder

CRIMINAL JUSTICE OPTION AREAS (5)

Associate in Applied Science

Corrections Option: This Associate in Applied Science program option is for the student who desires a career in Corrections.

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 Courses	3	EMT 1113	First Responder
Support Electives	1	Courses from student's area of interest	

Emergency Preparedness/Homeland Security Option: This Associate in Applied Science program option is designed for individuals responsible for the safety and security in areas such as business operations, civil agencies, and local communities.

Area	Min. Hours	Courses	
Criminal Justice	24*	HLS 1013	Introduction to Terrorism
		HLS 1113	Homeland Security
		HZMT 1013	Chemistry of Hazardous Material
		WMD 1013	Introduction to Weapons of Mass Destruction
		HLS 1213	Intermediate Terrorism
		HLS 1233	Domestic Terrorism
		HLS 1253	International Terrorism
		HLS 1313	Terrorism and Religion
		HLS 2113	Psychology of Terrorism
		HLS 2173	Islam and Militant Extremists
		HLS 2133	Counter Terrorism and Terrorism
		HLS 2153	Terrorism Tactics
		WMD 2033	Chemical Weapons and Terrorism
		WMD 2013	Biological Weapons and Terrorism
		WMD 2053	Nuclear/ Radiological Weapons and Terrorism
		WMD 2073	Energetic Materials and Terrorism
		HZMT 1113	Hazardous Materials I
		HZMT 2113	Hazardous Materials II
		AGRI 2403	Agricultural Emergencies and Agroterrorism
		EMT 1118	EMT Basic
		EMT 1119	EMT Advanced or
		EMT 1319	Paramedic Care I
		EMT 2313	Tactical Medicine
Support Courses	7	EMT 1118	EMT Basic

*Need Program Advisor Approval

General Studies in Criminal Justice Option: This Associate in Applied Science program option is constructed for the student desiring a career in a generic criminal justice field.

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	

CRIMINAL JUSTICE OPTION AREAS (5) Associate in Applied Science

Juvenile Justice Option: This Associate in Applied Science program option is designed for those individuals who desire a career in the juvenile justice system.

Area	Min. Hours	Courses
Sociology	9	SOC 2133 Crime and Delinquency SOC 2173 Problems in Sociology SOC 2183 Sociology of the Family
Psychology	6	PSY 2043 Social Psychology PSY 2033 Adolescent Psychology Criminal Justice
Criminal Justice	7	CJ 2104 Practicum in CJ CJ 2433 Community and Cultural Diversity
Criminal Justice Electives	6	CJ Select from any CJ courses
Support Courses	3	EMT 1113 First Responder

CRIMINAL JUSTICE Associate in Arts

General Requirements: Total Hours: 64 • 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 41.
Math	3	MATH 1473 Math for Critical Thinking MATH 1513 College Algebra
Psychology/Sociology	6	PSY 1113 Elements of Psychology SOC 1113 Introduction to Sociology
Selected General Ed Requirements	3	PSY, SOC, ART, HIST, PHIL, POLS, SPAN, 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
Social Science	3	Any other CJ courses except CJ 2451, CJ 2461, CJ 2471 or CJ 2363 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 3 hours

Must fulfill computer literacy requirement. See page 41 for options.

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 36 hours

Area	Min. Hours	Courses
Communications	9	ENGL 1113 English Composition I
		ENGL 1213 English Composition II
		SPCH 1113 Fundamentals of Speech
Social Science	6	HIST 1483 U.S. History to 1877 or
		HIST 1493 U.S. History 1877 to Present
		POLS 1113 U.S. Government
		BISC, BOT, MICR, ASTR, GEOL, PHSC, PHYS, and
Life Science	8	
Physical Science	4	GEOL 1054 Physical Geology w/ Lab
Humanities	3	ENGL 2413 Introduction to Literature
Math	6	MATH 1513 College Algebra
		MATH 1473 Math for Critical Thinking

Program Core Requirements 24 hours

Area	Min. Hours	Courses
Mathematics	6	MATH 1023 Structural Concepts I
		MATH 1123 Structural Concepts II
Social Studies	15	HIST 2123 Western Civilization
		GEG 2243 Human Geography
		SOC 1113 Intro to Sociology
		PSY 1113 Elements of Psychology
		PSY 2163 Developmental Psychology
Language	3	COM 1213 Sign Language I or
		SPA 1115 Beginning Spanish I

Institutional Requirements 3 hours

Must fulfill computer literacy requirement. See page 41 for options.

EMERGENCY MEDICAL TECHNOLOGY PARAMEDIC Associate in Applied Science

General Requirements: Total Hours: 69-70 • Minimum GPA: 2.0

Program Description: The Emergency Medical Technology program at Redlands Community College is designed to provide the knowledge and skills necessary to allow graduates to become licensed as EMTs or Paramedics to serve in career or volunteer positions. These courses follow the current National EMS Education Standards and allow students to take the appropriate National Registry of EMTs (NREMT) Computer Based Testing (CBT) examination. Redlands Community College is approved by the Oklahoma State Department of Health, Emergency Medical Services Division, as a facility for all levels of EMT education/training.

General Education Requirements 18 hours

Area	Min. Hours	Courses	
Communications	6	ENGL 1113	English Composition I
		ENGL 1213	English Composition II or
		ENGL 2033	Technical Writing and Reporting
Social Science	6	HIST 1483	U.S. History to 1877 or
		HIST 1493	U.S. History, 1877 to Present
		POLS 1113	U.S. Government
		MATH 1513	College Algebra
Mathematics	3	PSY 1113	Elements of Psychology or
Selected General Ed Requirements	3	SOC 1113	Introduction to Sociology

Support and Related Courses 12-13 hours

Area	Min. Hours	Courses	
Life Science	8	ZOOL 2134	Anatomy w/ Lab
		ZOOL 2144	Physiology w/ Lab
Physical Science	4 – 5*	CHEM 1315	General Chemistry I w/ Lab

Technical-Occupational Specialty Courses..... 39 hours

Area	Min. Hours	Courses	
EMT	39	EMT 1153	Operations/Rescue Awareness
		EMT 1319	Paramedic Care I
		EMT 2319	Paramedic Care II
		EMT 2419	Paramedic Care III
		EMT 2519	Paramedic Care IV

*4 hour Chemistry with Lab approval required-See EMT Advisor.

Note: EMT Basic licensure/certification required to enter Technical-Occupational Specialty Courses.

Note: Grade of “B” or higher is required in all Technical-Occupational Specialty Courses to be eligible for the NREMT CBT examination.

Note: Grade of “C” or higher is required in all specialty, support, and related courses.

ENOLOGY

Certificate of Mastery

General Requirements: Total Hours: 15 • Minimum GPA: 2.0

Program Description: The program emphasizes the application of viticulture and winemaking theory for decision-making in actual production situations. The Viticulture and Enology Certificates prepare students for direct entry in the wine industry upon completion of their course of study at Redlands Community College. Also, students currently employed in the wine industry may upgrade and update their skills and knowledge and those with a general interest in wines, pairing wine and food, and viticulture and grapevines may take classes for enjoyment and further knowledge. In addition, courses are available for students interested in transferring to a four-year institution.

Specialized Program Requirements 15 hours

Area	Min. Hours	Courses		
Enology	13	ENO	1113	Intro to Enology
		ENO	1123	Sensory Evaluation
		ENO	2112	Intermediate Enology
		ENO	2123	Analysis of Must and Wine
		ENO	2132	Winery Operations
		ENO	2141	Wine and Society
		ENO	2103	Enology Practicum
		VIT	2962	Vineyard and Winery Marketing
Viticulture	2			

ENTERPRISE DEVELOPMENT 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 Fundamentals of Speech
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 1473 Math for Critical Thinking 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 ZOO 2134 Anatomy with Lab ZOO 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 41.
Social Sciences, Technology, And Language	6	PSY 1113 Elements of Psychology SOC 1113 Introduction to Sociology SPA 1053 Conversational Spanish I CMSC 1223 Business Application Software

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

Program Requirements 23 hours

Select one option from: (Requirements for each option listed below.)

- Business Administration
- General Studies

Business Administration Option 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

General Studies Option 23 hours

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 15 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	ACCT 1073	College Accounting or
		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 or
		CMSC 1113	Intro to Computers and Concepts

EQUINE STUDIES Certificate of Mastery

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

Program Description: This certificate is designed to prepare students for further work in the equine industry.

Specialized Program Requirements 18 hours

Area	Min. Hours	Courses
General Education	3	ENGL 1113 English Composition I
Program	9	EQSC 1113 Introduction to Equine Science
Requirements		EQSC 1213 Horsemanship
		EQSC 2122 Equine Judging
		EQSC 2132 Advance Equine Judging
		EQSC 2134 Advance Equine Care & Training
		EQSC 2423 Equine Anatomy & Physiology
		EQSC 2193 Equine Industry Internship
		AGEC 2113 Farm and Ranch Management
		AGRI 2103 Communications in Agriculture
	3	EQSC 2223 Equine Nutrition and Health or
		ANSI 2123 Livestock Feeding
	3	EQSC 2243 Equine Breeding and Management or
		ANSI 2143 Anatomy & Physiology of Reproduction

FAMILY STUDIES AND CHILD DEVELOPMENT Associate in Arts

General Requirements: Total Hours-65 • 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 Fundamentals of Speech 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 43.
Mathematics	3	MATH 1023 Structural Concepts in Arithmetic or MATH 1513 College Algebra or MATH 1473 Math for Critical Thinking
Selected General Ed Requirements	6	PSY 1113 Elements of Psychology SOC 1113 Introduction to Sociology

Program Requirements 25 hours

Area	Min. Hours	Courses
Child Dev/Sociology	15	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 w/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 or ECM 2133 Center Personnel Development & Management
	7	CD 2101 Portfolio Development SOC 2183 Sociology of the Family MGMT 2103 Occupational Technical Internship

Institutional Requirements 3 hours

Computer Science	3	CMSC 1223 Business Applications Software* or Successful completion of the Computer Literacy Assessment.
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* Fulfills computer literacy requirement.

GENERAL STUDIES Associate in Arts

General Requirements: Total Hours: 64 • Minimum GPA: 2.0

Program Description: The General 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 General 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 Fundamentals of Speech
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 41.
Mathematics	3	MATH 1473 Math for Critical Thinking MATH 1513 College Algebra
Selected General	3	PSY, SOC and
Ed Requirements	3	ANTH, ART, GEG, HIST, MUS, PHIL, POLS, SPA, SPCH

Program Requirements 24 hours

Area	Min. Hours	Courses
Electives	24	Courses to be selected from the student's field of interest.

Institutional Requirements..... 3 hours

Must fulfill computer literacy requirement. See page 41 for options.

NURSING Associate in Applied Science

General Requirements: Total Hours: 69-70 • Minimum GPA: 2.5

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 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
Selected General Ed Requirements	6	POLS 1113 U.S. Government PSY 1113 Elements of Psychology SOC 1113 Introduction to Sociology

Technical-Occupational Specialty Courses..... 32 hours

Area	Min. Hours	Courses
Nursing	32*	NURS 1115 Fundamentals of Nursing w/Lab NURS 1121 Fundamentals of Nursing Clinical NURS 1223 Adult Health Problems w/Lab NURS 1211 Adult Health Problems Clinical NURS 1233 Parental-Child Nursing w/Lab NURS 1241 Parental-Child Nursing Clinical NURS 2137 Complex Adult Health w/Lab NURS 2131 Complex Adult Health Clinical NURS 2243 Care of the Psychiatric Patient w/Lab NURS 2241 Care of the Psychiatric Patient Clinical NURS 2255 Leadership and Management w/Lab NURS 2261 Leadership and Management Clinical

*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. Student must pass required standardized exit exam within three attempts to receive a passing grade and graduate the nursing program.

Support and Related Courses 19-20 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
Physical Science	4-5*	CHEM 1315 General Chemistry I with Lab or CHEM 1215 Chemistry I with Lab
Behavioral Science	3	PSY 2163 Developmental Psychology

*4 hour Chemistry with Lab approval required. See Nursing Advisor. Additional requirements are listed in the Nursing Student Handbook.

PRE-PROFESSIONAL SCIENCES Associate in Science

General Requirements: Total Hours: 61-63 • 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. Education fields include science education or mathematics education.

General Education Requirements 38-40 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, BOT, MICR, ZOOL *Required Education and Life Science Option: BISC 1115
Physical Science	4-5	CHEM, ASTR, GEOL, PHSC, PHYS
Humanities	6	See humanities course options listing on page 41.
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 *Required Education Option: PSY 1113 or SPCH 1113
Computer Science	3	CMSC 1223 Business Applications Software or fulfillment of computer literacy requirement. See page 41 for options.

Program Requirement..... 23 hours

Select one option from: (Requirements for each option listed below and on following pages.)

- Education-Mathematics
- Education-Science
- Life Science
- Mathematics
- Physical Science

Education-Mathematics Option

Area	Min. Hours	Courses
Mathematics	17	MATH 2714 Calculus I MATH 2734 Calculus II MATH 2754 Calculus III NASC 2012 Applied Field Experience: Education PSY 1113 Elements of Psychology or SPCH 1113 Fundamentals of Speech
Electives	6	MATH 1613 Trigonometry or MATH 2193 Elementary Statistics PHYS 1115 Physics I w/ Lab PHYS 1215 Physics II w/ Lab GEOL, ASTR, PHSC

**PRE-PROFESSIONAL SCIENCES OPTION AREAS (5)
Associate in Science**

Education – Science Option

Area	Min. Hours	Courses	
Science	10	BISC 1115	Principles of Biology w/ Lab
		NASC 2012	Applied Field Experience: Education
		PSY 1113	Elements of Psychology <u>or</u>
		SPCH 1113	Fundamentals of Speech
Electives	13	BOT 1114	Botany w/ Lab
		ZOOL 1115	Zoology w/Lab
		MICR 2134	Introduction to Microbiology w/ Lab
		CHEM 1315	General Chemistry I w/ Lab
		CHEM 1415	General Chemistry II w/ Lab

Life Science Option

Area	Min. Hours	Courses	
Life Science	5	BISC 1115	Principles of Biology w/ Lab
	11-18	AHS, BISC, BOT, MICR, NASC, WILD, ZOOL	
Electives	0-7	AHS, ASTR, BISC, BOT, CHEM, GEOL, MATH, MICR, NASC, PHYS, WILD, ZOOL	
		PSY 2163	Developmental Psychology
		SOC 1113	Introduction to Sociology

Mathematics Option

Area	Min. Hours	Courses	
Mathematics	15	MATH 2193	Elementary Statistics
		MATH 2714	Calculus I
		MATH 2734	Calculus II
		MATH 2754	Calculus III
Electives	8	MATH, CMSC, CHEM, PHYS	

Physical Science Option

Area	Min. Hours	Courses	
Physical Science	23	ASTR, CHEM, GEOL, MATH, NASC, PHSC, PHYS	
Mathematics			

PSYCHOLOGY Associate in Arts

General Requirements: Total Hours: 64 • 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 37 hours

Area	Min. Hours	Courses
Communications	9	ENGL 1113 English Composition I ENGL 1213 English Composition II SPCH 1113 Fundamentals of Speech
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 41.
Mathematics	3	MATH 1513 College Algebra or MATH 1473 Math for Critical Thinking
Selected General Ed Requirements	6	ART, ENGL, GEG, HIST, MATH, MUS, PHIL, POLS, SPA, SPCH

Program Requirements 24 hours

Area	Min. Hours	Courses
Psychology	12	PSY 1113 Elements of Psychology (required) PSY 1203 Psychology of Personal Adjustment PSY 2043 Social Psychology PSY 2163 Developmental Psychology PSY 2033 Adolescent Psychology PSY 2213 Introduction to Personality Theory
Sociology	9	SOC 1113 Introduction to Sociology (required) SOC 2133 Crime and Delinquency SOC 2173 Problems in Sociology SOC 2183 Sociology of the Family
Social Studies	3	SS 2233 Social Studies Capstone

Institutional Requirements..... 3 hours

Must fulfill computer literacy requirement. See page 41 for options.

SCHOOL AGE CHILDREN Certificate of Mastery

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

Program Description: This certificate is designed to familiarize the student with children in the school ages. This certificate can prepare students for either employment or further education in child care areas.

Specialized Program Requirements **18 hours**

Area	Min. Hours	Courses	
General Education	3	ENGL 1113	English Composition I
Program Requirements	15	CD 2173	Cognitive Skills for Children
		CD 2103	Education and Services for Children with Special Needs
		CD 2063	Behavior and Guidance of Young Children
		PSY 2163	Developmental Psychology
		SOC 2183	Sociology of the Family

SUSTAINABLE AGRICULTURE Associate in Applied Science

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

Program Description: This program emphasizes the application of viticulture and winemaking theory for decision-making in actual production situations. The Viticulture and Enology Degrees prepare students for direct entry in the wine industry upon completion of their course of study at Redlands Community College. Also, students currently employed in the wine industry may upgrade and update their skills and knowledge and those with a general interest in wines, pairing wine and food, and viticulture and grapevines may take classes for enjoyment and further knowledge. Bachelor of Applied Science degrees will accept transfers from this program.

General Education Requirements 30 hours

Area	Min. Hours	Courses
English	6	ENGL 1113 English Composition I ENGL 1213 English Composition II or ENGL 2033 Technical Writing and Reporting
Speech	3	SPCH 1113 Fundamentals of Speech or SPCH 2313 Business and Professional Speech
Social Science	3	POLS 1113 U.S. Government
Life Science	4	BISC 1114 Biology with Lab
Physical Science	4	PHSC 1114 Physical Science with Lab or higher
Math	3	MATH 1473 Math for Critical Thinking or higher
Business	3	BUS 2513 Business Statistics or higher
Orientation	1	ORT 1111 Orientation or
Agriculture	3	AGRI 1101 Agriculture Orientation AGEC 2113 Farm and Ranch Management or AGRN 2313 Weed Science or AGEC 2143 Agriculture Marketing or higher

Technical-Occupational Specialty and Support Courses 25 hours

Enology students take 15 hours from Enology and any 10 hours from Viticulture.

Viticulture students take 15 hours from Viticulture and any 10 hours from Enology.

Area	Min. Hours	Courses
Enology	10-15	ENO 1113 Intro to Enology ENO 1123 Sensory Evaluation ENO 2112 Intermediate Enology ENO 2123 Analysis of Must and Wine ENO 2132 Winery Operations ENO 2141 Wine and Society ENO 2103 Enology Practicum VIN 2962 Vineyard and Winery Marketing
Viticulture	10-15	VIN 2122 Regional Vineyard Management VIN 1113 Intro to Viticulture VIN 1121 Global Terroir VIN 2012 Integrated Pest Management VIN 2112 Spring Viticulture VIN 2221 Vineyard Safety VIN 2231 Soil, Irrigation and Nutrition VIN 2103 Viticulture Practicum VIN 2962 Vineyard and Winery Marketing

Support and Related Courses 5 hours

Area	Min. Hours	Courses
Chemistry	5	CHEM 1215 Chemistry I with Lab

VITICULTURE Certificate of Mastery

General Requirements: Total Hours: 15 • Minimum GPA: 2.0

Program Description: This program emphasizes the application of viticulture and winemaking theory for decision-making in actual production situations. The Viticulture and Enology Certificates prepare students for direct entry in the wine industry upon completion of their course of study at Redlands Community College. Also, students currently employed in the wine industry may upgrade and update their skills and knowledge and those with a general interest in wines, pairing wine and food, and viticulture and grapevines may take classes for enjoyment and further knowledge. In addition, courses are available for students interested in transferring to a four-year institution.

Specialized Program Requirements 15 hours

Area	Min. Hours	Courses	
Viticulture	15	VIN 2122	Regional Vineyard Management
		VIN 1113	Intro to Viticulture
		VIN 1121	Global Terroir
		VIN 2012	Integrated Pest Management
		VIN 2112	Spring Viticulture
		VIN 2221	Vineyard Safety
		VIN 2231	Soil, Irrigation and Nutrition
		VIN 2962	Vineyard and Winery Marketing
		VIN 2103	Viticulture Practicum

SECTION III-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 1-4.

Accounting (ACCT)	Hazardous Materials (HZMT)
Administrative Management & Technology (AMT)	Health, Physical Education & Recreation (HPER)
Agriculture/Agriculture Communication (AGRI)	History (HIST)
Agriculture Economics (AGEC)	Homeland Security (HLS)
Agronomy (AGRN)	Humanities (HUM)
Allied Health Science (AHS)	Journalism (JOUR)
Animal Science (ANSI)	Management (MGMT)
Anthropology (ANTH)	Marketing (MRKT)
Art (ART)	Mathematics (MATH)
Astronomy (ASTR)	Microbiology (MICR)
Biological Science (BISC)	Music (MUS)
Botany (BOT)	Natural Science (NASC)
Business (BUS)	Nursing (NURS)
Chemistry (CHEM)	Orientation (ORT)
Child Development (CD)	Philosophy (PHIL)
Communications (COM)	Physical Science (PHSC)
Computer Science (CMSC)	Physics (PHYS)
Criminal Justice (CJ)	Political Science (POLS)
Economics (ECON)	Psychology (PSY)
Emergency Management Response (EMR)	Sociology (SOC)
Emergency Medical Technology (EMT)	Spanish (SPA)
English (ENGL)	Speech (SPCH)
Enology (ENO)	Viticulture (VIN)
Equine Science (EQSC)	Weapons of Mass Destruction (WMD)
Geography (GEG)	Wildlife Science (WILD)
Geology (GEOL)	Zoology (ZOOL)

ACCOUNTING

ACCT 1063 BOOKKEEPING PROCEDURES

This course is an introductory course which presents the procedural aspects of accounting, maintenance of accounting records and the preparation of financial statements. This is a good course for people needing to know basic bookkeeping. This course does not transfer to other schools as accounting credit. Students without previous bookkeeping training may elect to take this course prior to taking ACCT 2173 Financial Accounting.

ACCT 1073 COLLEGE ACCOUNTING

This is an introductory level course focusing on the concepts of accounting. Students will cover the simple accounting functions that they will need to know for their future accounting classes. This foundation will allow them to understand the complex language and insight associated with Accounting. Next courses in sequence: ACCT 2173-Financial Accounting, ACCT 2183-Managerial Accounting

ACCT 2103 PAYROLL ACCOUNTING

This course covers the basic procedures of a payroll accounting system. Content includes the study of manual and computerized systems, various laws regulating payroll data and preparation of payroll tax returns. This course will provide students with a strong foundation in payroll principles and techniques needed for success in careers in business related fields.

ACCT 2173 FINANCIAL ACCOUNTING

Prerequisite: BUS 1053 Business Mathematics

This course covers the basic principles of financial accounting processes and accrual accounting concepts. Content includes journalizing, adjustments, inventories, depreciation, current and long term assets and liabilities and owner's equity including stocks.

ACCT 2183 MANAGERIAL ACCOUNTING

Prerequisite: ACCT 2173 Financial Accounting This course covers basic concepts, objectives and interpretations of accounting information needed by firm managers for planning, controlling and decision making. Cost concepts and systems, budgeting, segment reporting methods, performance measures, use of cost data in decision making and financial statement analysis are emphasized.

ACCT 2193 INTERNAL CONTROL AND AUDITING

Internal Control and Auditing is a study of internal control and auditing standards and processing used by accountants, managers, internal auditors and independent public accountants. Also, the course will cover auditing principles and procedures, auditing standards, ethics, working papers and audit reports.

ACCT 2213 COMPUTERIZED ACCOUNTING

Prerequisite: ACCT 1063 Bookkeeping Procedures or ACCT 2173 Financial Accounting or equivalent

Using current Windows-based accounting software, this course introduces methods and techniques for the computerized accounting cycle. Hands-on experience is gained in performing accounting tasks such as editing charts of accounts, entering beginning balances from a balance sheet, recording transactions, reconciling accounts, preparing financial statements and maintaining accounting records.

ACCT 2223 TAX ACCOUNTING

Prerequisite: ACCT 2173 Financial Accounting

This course is designed to present the student with a study of general federal income tax principles such as income, deductions, losses, and property transactions. The principles of individual taxation will be covered as well as an overview of tax considerations for entities such as corporations and partnerships.

ACCT 2603 INTERMEDIATE ACCOUNTING

Prerequisite: ACCT 2173 Financial Accounting

This course covers the concepts of advanced principles of accounting. Emphasis will be the application of these concepts as they relate to areas such as the accounting process, assets, temporary investments, receivables, inventories, long-term investments and plant and equipment.

ACCT 2703 INTERMEDIATE ACCOUNTING II

Prerequisite: ACCT 2603 Intermediate Accounting I

This course is a continuation of ACCT 2603. Emphasis will be the application of these concepts as they relate to areas such as liabilities, stockholders' equity, correction of errors, cash flow reporting and financial statement analysis.

ADMINISTRATIVE MANAGEMENT & TECHNOLOGY

AMT 1033 BASIC COMPUTER KEYBOARDING SKILLS

This course is designed to teach basic computer skills and the touch-system to input and retrieve data through use of computer keyboards.

AMT 1043 DOCUMENT FORMATTING

This course is a review of keyboarding fundamentals and the development of increased accuracy and speed. Inputting business letters, tabulations, business forms, manuscripts and legal documents will be practiced. Emphasis is placed on the development of production ability and mailable copy.

AMT 2001-4 OFFICE ADMINISTRATION AND TECHNOLOGY SEMINAR

This course is a study of selected aspects of office administration and technology.

AMT 2153 WORD PROCESSING

This course will lead the student to a comprehensive use of current word processing software (e.g. Microsoft Word) to create, modify, store, retrieve, and print a variety of documents including but not limited to letters, reports, forms, flyers, resumes, memos, and newsletters.

AMT 2163 ADMINISTRATIVE OFFICE MANAGEMENT

This course focuses on the computerized and non-computerized administrative tasks performed in today's electronic office. Content includes organization concepts, traditional and electronics information resources, decision making and communication systems.

AMT 2222 MACHINE TRANSCRIPTION

Prerequisite: AMT 1043 Document Formatting

This course emphasizes proofreading, application of written communication skills and proper dictating and transcribing procedures.

AMT 2253 LAW OFFICE TECHNOLOGY

Suggested Prerequisite: AMT 2153 Word Processing or equivalent

This course focuses on practical computer applications used in legal organizations, most specifically current computer technology and software applications within the law office. It will demonstrate how to select and use appropriate software to manage electronic files, to create documents, billing, calendaring and case management.

AMT 2303 DESKTOP PUBLISHING

Students will extend basic word processing knowledge and skill to include production of a variety of documents and professional presentations. Emphasis will be on advanced features of word processing software (e.g. MS Word), such as merging, macros and templates as well as techniques to embed, link and integrate documents to other software applications (e.g. MS Power Point).

AMT 2323 INFORMATION/RECORDS MANAGEMENT

Prerequisite: AMT 1033 Basic Computer Keyboarding Skills

This course emphasizes the principles and practices of effective information and records management for manual and automated records systems. The filing rules taught comply with the simplified filing standards developed by the American Records Management Association (ARMA).

AMT 2423 LEGAL PROCEDURES AND PROFESSIONS

This course provides an overview of general legal information including the history of law, court system structure and litigation procedures. The course includes the study of law office management and procedures emphasizing docket control, ethical concerns and legal career options.

AMT 2433 LEGAL TERMINOLOGY

Suggested Prerequisite: AMT 2153 Word Processing or equivalent

Legal Terminology is a comprehensive guide to the language of the legal system. This course will help the student to understand the terminology of contracts, forms, civil actions, court documents and all systems that are vital for a successful career as a Legal Professional. Additionally, this course is ideal for any student wanting to learn common legal terms and legal language.

AGRICULTURE**AGRI 1101 AGRICULTURE ORIENTATION**

This course covers the development of good study skills and test taking skills and the identification of the many careers available within the field of agriculture.

AGRI 2001-3 AGRICULTURE SEMINAR

This course is a study of selected topics in agriculture.

AGRI 2113 COMPUTERS IN AGRICULTURE

This course surveys the concepts and principles of computer technology to be used in agriculture. Hands-on experience in the use of spreadsheet, word processing, database, recordkeeping and presentation software, as well as how to research agricultural problems on the Internet will be emphasized.

AGRI 2103 COMMUNICATION IN AGRICULTURE

This course focuses on the understanding and application of writing principles and communications theory as they are related to public issues in agriculture and the environment. Students explore graphic media in the forms of digital photography, electronic layout and design and Web site production. Students practice developing a variety of media and prepare a public relations campaign strategy portfolio.

AGRI 2123 PUBLIC RELATIONS AND MARKETING IN AGRICULTURE

This course is designed for agricultural communications students who have a desire to improve their public relations and marketing skills by incorporating a variety of communications tools into a practical learning experience.

AGRI 2143 INTRODUCTION TO AGRICULTURE EDUCATION

The focus of this introductory agricultural education course is to examine the role and purpose of agricultural education programs in public schools. The components of an agricultural education program, classroom and laboratory, youth development, and experiential learning, will provide the conceptual framework for understanding teaching and learning in the context of agriculture, food, fiber and natural resources.

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.

AGRI 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.

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.

AGRI 2303 AGRICULTURE LEADERSHIP

This capstone course is designed for agriculture students interested in leadership studies. The course will enable students to explore their roles as leaders in a changing agriculture industry. Students will learn about emerging value-added agriculture industries and will develop a Personal-Best Leadership Capstone Project. 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. Students will also learn valuable job seeking, resume writing and portfolio building skills.

AGRI 2403 AGRICULTURAL EMERGENCIES AND AGROTERRORISM

An Agriculture Emergency is any type of event that, regardless of intent, jeopardizes the economic stability of any sector of the U.S. agricultural industry. This course focuses on the types of threats (natural, accidental and intentional acts) that can cause an agricultural emergency. The course will also focus on the exposure of pre- and post-harvest livestock and crops, including feed and/or water resources, by any Chemical, Biological, Radiological, Nuclear and/ or Explosive (CBRNE) hazard and the potential outcomes of this type of event.

AGRICULTURAL ECONOMICS

AGEC 1374 INTRODUCTION TO AGRICULTURAL 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.

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.

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 livestock and crops and how to identify markets and market strengths and weaknesses in order to enhance the selling price of agriculture products.

AGRONOMY

AGRN 1124 INTRODUCTION TO SOIL SCIENCE

This course provides a hands-on opportunity to survey Oklahoma soils, take and interpret soil samples and apply fertilizers according to soil analysis data. Identification of soil texture and soil structure also is covered. 3 semester credit hours lecture; 1 semester credit hour lab.

AGRN 1214 INTRODUCTION TO PLANT SCIENCES

This course covers the concepts and principles of plant growth. Emphasis will be on the identification of plants and plant parts and the classification of plants according to adaptability and use. 3 semester credit hours lecture; 1 semester credit hour lab.

AGRN 2001-4 AGRONOMY SEMINAR

This course is a study of selected topics in agronomy.

AGRN 2313 WEED SCIENCE

This course emphasizes the identification of weeds and the selection of chemicals for controlling weeds. The opportunity to demonstrate skills for controlling weeds by chemical and mechanical means is provided.

AGRN 2323 PLANT, INSECT AND DISEASE CONTROL

This course covers topics such as the identification of insects that affect certain plants, disease symptoms and the application of preventive measures. Selection and application of chemicals for controlling insects and plant diseases also will be covered.

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.

ALLIED HEALTH SCIENCE

AHS 1103 HEALTH CARE TECHNOLOGY AND INFORMATICS

This course is designed to provide the Allied Health/Nursing Student a general overview of how technology has been incorporated into the current health care system. Covered topics include the use of technology in healthcare and healthcare systems, retrieval of reliable information from known databases, electronic health record, health information and health literacy as well as many other current topics involving health care technology.

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.

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.

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.

ANIMAL SCIENCE

ANSI 1124 INTRODUCTION TO ANIMAL SCIENCE

This course is an overview of the livestock industry including the definition of animal science, the description of the value of animal products in providing for the world's food and an explanation of the current rate of growth or decline of animal products on a worldwide basis. Emphasis will include the aspects of nutrition, genetics, reproduction, lactation and health and animal behavior as such systems affect the profitability of the livestock industry. Discussion will center on industry trends within areas such as beef cattle, dairy cattle, poultry, sheep and goats, horse and rabbits, including factors that will influence these industries in the future. 3 semester credit hours lecture; 1 semester credit hour lab.

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.

ANSI 2002-3 ANIMAL SCIENCE SEMINAR

This course is a study of selected topics in Animal Science.

ANSI 2112 LIVESTOCK EVALUATION AND SELECTION

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.

ANSI 2122 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.

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. Formulating rations for beef, swine, dairy and poultry and using the results of the rations for improving rate of gain and controlling costs is also covered.

ANSI 2133 ADVANCED LIVESTOCK EVALUATION AND SELECTION

Prerequisite: ANSI 2112 Livestock Evaluation and Selection and approval of the instructor

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.

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.

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.

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, swine and sheep.

ANSI 2253 BEEF CATTLE FEEDLOT OPERATIONS

This course discusses and demonstrates each phase of the feedlot operations including receiving, processing, nutrition, ration formulation, health, doctoring, projections, cost and efficiency of gain, marketing and evaluation.

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.

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.

ART 1033 ARTS AND CRAFTS

This course introduces the student to many types of materials used in crafts and encourages creative experimentation while discovering the limitations and possibilities of those materials. It brings about the development of new skills and attitudes. Projects include working with paper, wood, plaster of Paris, yarn, string and wire.

ART 1043 ART DESIGN AND CRAFTS

This course offers experimentation, the development of new skills and exploration with new materials, giving the student experiences in constructive activities such as weaving, linoleum block printing, collage, puppet making and jewelry designing.

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.

ART 1113 ART APPRECIATION I

This course is a 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. The course will cover arts, artists and their cultures, from the Prehistoric man through the Early Renaissance.

ART 1123 ART APPRECIATION II

This course is a study of the arts, artists and their cultures from the Early Renaissance to the present.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

ASTRONOMY

ASTR 1614 ASTRONOMY WITH LAB

Prerequisites: none

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

BIOLOGICAL SCIENCE

BISC 1113 BIOLOGICAL CONCEPTS

Prerequisites: none

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

BISC 1114 BIOLOGY WITH LAB

Prerequisites: none

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

BISC 1115 PRINCIPLES OF BIOLOGY WITH LAB

Prerequisites: none

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, Education option. 3 hours lecture credit, 2 hours lab credit

BISC 2123 GENETICS AND MAN

This course is a study of genetic principles associated with mechanisms of heredity and relationship of genetics to diseases, inheritance, evolution and contemporary social problems.

BISC 2444 ECOLOGY

This course is a study of relationships between plants and animals and their environments related to the interactions of the ecosystems. Individual and group projects are utilized to understand basic ecological principles.

BOTANY

BOT 1114 BOTANY WITH LAB

Prerequisites: none

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, 1 hour lab credit

BUSINESS

BUS 1053 BUSINESS MATHEMATICS

This course presents a brief review of the fundamental operations of arithmetic, common and decimal fractions, application of percentage with emphasis on cash and trade discounts, merchandising, simple and compound interest, depreciation, taxes and insurance. A practical application of basic mathematics in the business environment is given.

BUS 1061 INCOME TAX PREPARATION—INDIVIDUAL

This course is designed to give the student practical applications with the basics of individual income tax preparation. The most commonly used forms for filing state and federal returns will be used.

BUS 1083 BUSINESS ENGLISH

This is a thorough course in practical English usage and grammar. A study of sentence structure, parts of speech, forms and type and agreement of verbs is emphasized.

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.

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.

BUS 1363 BASIC PRINCIPLES OF REAL ESTATE

This course covers an introduction to the real estate profession; Oklahoma real estate laws and codes; nature and classification of the property rights; surveying and land description; titles, deeds and contracts; financing; taxes; insurance; home-ownership; and closing information. This course prepares the student to take the State Real Estate Commission Examination for a sales associate's license. The course fulfills Oklahoma's Real Estate requirements.

BUS 1373 BASIC PRINCIPLES OF INSURANCE

This course introduces the basic types of insurance, terminology, types of policies and actuary principles of insurance.

BUS 1383 PERSONAL INSURANCE

This course presents the principles of insurance against the contingencies of death, survival and disability; family and business needs; life annuity; health and accident contracts; premiums, revenues, surplus and dividends; organizations; management of insurance carriers; and insurance planning.

BUS 1403 ADVANCED REAL ESTATE

This course is designed to meet the requirements of Oklahoma Real Estate Commission to take the Real Estate Broker's Examination. Advanced Real Estate covers business practices and professional standards, taxes, titles, liens, property management, real estate law, closing statements, equal opportunity in housing, real estate math and methods of appraising. This course also meets continuing education requirements required by law.

BUS 2001-4 BUSINESS SEMINAR

This course presents studies in selected topics in business.

BUS 2093 BUSINESS COMMUNICATIONS

ENGL 1113 English Composition I and ENGL 1213 English Composition II and SPCH 1113 Fundamentals of Speech are 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.

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.

BUS 2353 INTERNATIONAL BUSINESS ETHICS

Prerequisites: CMSC 1223 Business Applications Software and Approval of the Program Coordinator

Using an international business mode, students work as team members in a simulated business firm in a state-of-the-art facility. The students perform various business functions (i.e., purchasing, accounting, marketing, human resources) as the firm transacts business with students in other simulated companies, both in the U.S. and in other countries. Students are involved in decision making, critical thinking and team activities. Instructional emphasis will be given to International Business Ethics.

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.

CHEMISTRY

CHEM 1215 CHEMISTRY I WITH LAB

Prerequisite: MATH 0123 Intermediate Algebra or required score on placement exam.

This course covers the fundamental facts, laws, principles, theories and concepts of chemistry necessary for further work in science related subjects. There is a strong emphasis on the essential features of atomic structure, periodic properties, chemical bonding, molecular geometries of organic and inorganic compounds, stoichiometry, the reactions and properties of solutions, gas laws and thermochemistry. Lecture (3 semester credits) and laboratory (2 semester credits) are combined.

CHEM 1315 GENERAL CHEMISTRY I WITH LAB

Prerequisite: MATH 1513 College Algebra

This course includes the fundamental principles of this discipline such as the history and philosophy of chemistry, atomic theory and structure, types of compounds and chemical nomenclature, solutions and ionization, chemical reactions and stoichiometry, molecular bonding and structure, electron distribution and atomic spectra, nature of gases and gas laws and thermochemistry. Laboratory activities will include topics such as basic measurements and analysis, preparation of solutions, chemical reactions and stoichiometry, molecular bonding and structure, electron distribution and atomic spectra, chromatography, photo spectroscopy, nature of gases and gas laws, and thermo chemistry.

Note: This course is designed for students with strong math and science ability who typically progress to CHEM 1415 General Chemistry II with Lab. Lecture (4 semester credits) and laboratory (1 semester credit) are combined.

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, organic chemistry, biochemistry, metallic/transitional elements and coordination chemistry. Emphasis will be placed on chemical analysis utilizing instrumental methods. Laboratory activities will include topics such as chemical kinetics, chemical equilibria, solubility/precipitation, redox reactions, electrochemistry, chemical thermodynamics, nuclear chemistry, organic chemistry, biochemistry and coordination chemistry. Lecture (3 semester credits) and laboratory (2 semester credits) are combined.

CHEM 2115 ORGANIC CHEMISTRY I WITH LAB

Prerequisites: CHEM 1315 Chemistry I 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. Lecture (3 semester credits) and laboratory (2 semester credits) are combined.

CHEM 2125 ORGANIC CHEMISTRY II WITH LAB

Prerequisite: CHEM 2115 Organic Chemistry I with Lab (or equivalent)

Corequisite: Lecture (3 semester credits) and laboratory (2 semester credits) are combined

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.

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 2013 HUMAN NUTRITION

This course examines the basic composition of nutrition and accessory factors required for adequate human nutrition. It includes the application of nutritional principles to the planning of normal and special dietary regime.

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.

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. Also listed as SOC 2043.

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. Also listed as SOC 2153.

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. Also listed as SOC 2163.

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.

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

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.

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.

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.

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.

CD 2223 PROFESSIONALISM IN CHILD DEVELOPMENT

This course prepares students to become early childhood professionals who reflect on their practices, articulate a philosophy and rationale 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 profession's 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.

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.

COMMUNICATIONS

COM 0101 VOCABULARY DEVELOPMENT

This course is designed to enable students to increase their vocabulary levels while learning strategies for making growth in word knowledge a lifelong habit. Emphasis is placed on learning common morphemes—prefixes, suffixes and root forms; applying knowledge of common morphemes in unlocking the meaning of unfamiliar words; effective use of the dictionary; and techniques for making new words a permanent addition to one's vocabulary.

COM 0111 READING COMPREHENSION

This course is designed to enable students to improve their levels of reading comprehension through the use of appropriate materials designed to meet specific, individual needs. Emphasis is placed upon diagnosing individual strengths and weaknesses in reading, then providing reading experiences which encourage growth in needed areas of reading comprehension.

COM 0121 SPEED READING

This course is designed to allow students to develop skills in skimming, scanning and accelerated reading. Emphasis is placed upon maintaining good comprehension while developing a variety of rates of reading according to their purpose and the difficulty of the materials.

COM 0123 READING IMPROVEMENT

This course provides opportunities for college students to improve their reading skills through a highly individualized program of study. The improvement of vocabulary, comprehension and/or rate of reading is stressed according to the student's needs as determined through diagnostic testing. Application of acquired skills to practical situations is encouraged.

COM 0133 BASIC COLLEGE READING

Prerequisite: COM 0123 Reading Improvement or placement exam score.

This course is designed to assist in developing reading strategies which are needed for independent learning. Integrating the skills of reading, writing, listening and thinking in daily tasks will be emphasized. Special emphasis will be placed upon effective techniques for reading textbooks.

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 semester credit hours lecture; 1 semester credit hour lab.

COMPUTER SCIENCE**CMSC 1103 THE COMPUTER IN SOCIETY**

This course is an examination of the uses and effects of computing technology in our society. Additional topics include professional ethics, limits to computing, application of knowledge to one's own discipline and the future of computing.

CMSC 1113 INTRO TO COMPUTERS AND CONCEPTS

This course involves training in Redlands Community College Blackboard and webmail. Also, covers computer ethics, vocabulary, internet skills, and file system management. Includes a very cursory review of spreadsheets, databases, and word-processing.

CMSC 1183 SYSTEMS ANALYSIS AND DESIGN I

Prerequisites: CMSC 1213 Computer Science and CMSC 1303 BASIC are recommended

This course is an introduction to analysis, design, documentation, implementation and evaluation of computer systems. Techniques of data gathering, systems flowcharting, file organization and accessing methods are studied.

CMSC 1213 COMPUTER SCIENCE

This course provides knowledge of computer terminology and history. It includes ethical issues surrounding computing, the Internet, simple programming in a selected language and programming logic using flowcharts and pseudo code.

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). This course fulfills the Redlands Community College computer literacy requirement.

CMSC 1233 SPREADSHEET APPLICATIONS

Prerequisite: BUS 1053 Business Math

This course will cover introductory to advanced skills using current Spreadsheet software. Topics include planning and creating workbooks, adding formatting attributes, creating charts, working with formulas and functions, embedding and linking worksheets and graphs, integrating spreadsheets with other programs and the Web, creating data tables, pivot tables, and importing data and enhancing worksheets with macros and object oriented language modules.

CMSC 1243 DATABASE APPLICATIONS

This course provides experience in using current database management software (e.g. Microsoft Access) to create and edit database files/objects. The student will learn the purpose of a relational database and how to create data tables using design view. The course provides experience in building reports, forms, and templates as well as how to find, filter and query the data through query design

CMSC 1251 WINDOWS OPERATING SYSTEMS

This course provides knowledge and experience in using one of the latest windows-based operating systems (e.g., Microsoft Windows) to access, delete and change data files and to find and execute programs.

CMSC 1303 BASIC

In this course, the BASIC programming language is presented, with emphasis on writing, compiling, debugging, executing and testing BASIC programs drawn from a variety of disciplines.

CMSC 1373 OPERATING SYSTEMS

Prerequisites: CMSC 1213 Computer Science recommended

This course provides an in-depth study of operating systems for microcomputers, including the use of utility programs for data file handling on diskettes along with many other routines provided by microcomputer manufacturers.

CMSC 2001-4 COMPUTER SCIENCE SEMINAR

This course is a study of selected topics in computer science.

CMSC 2053 NETWORK ADMINISTRATION I

This course teaches networking fundamentals. TCP/IP, user accounts and other elements of NT server administration from a packet management perspective are covered. 2 semester credit hours lecture; 1 semester credit hour lab

CMSC 2063 NETWORK ADMINISTRATION II

Prerequisite: CMSC 2053 Network Administration

This course includes network configuration management, performance and fault management, network security and software management. Operational network experience is continued. 2 semester credit hours lecture; 1 semester credit hour lab.

CMSC 2213 INTRODUCTION TO WEBPAGE DESIGN

Prerequisite: CMSC 1223 Business Applications Software

This course covers the skills needed to create a Web site for personal or professional use. Design considerations will include navigation techniques, audience needs, browser/platform concerns and connection speeds. A combination of current languages and Web page authoring software will be utilized for topics such as building, formatting, enhancing and publishing pages; maintaining a Web site; and creating and manipulating graphics.

CRIMINAL JUSTICE

CJ 1113 INTRODUCTION TO CRIMINAL JUSTICE

This course is an overview of the agencies and processes involved in the administration of justice to those accused and convicted of violating the criminal law. Agency problems and due process issues related to law enforcement, prosecution, adjudication, sentencing and confinement of offenders are discussed.

CJ 1223 INTRODUCTION TO LAW ENFORCEMENT

This course is a description and analysis of law enforcement history and current practice. The complex role of American police agents at all levels of government, models of police service, critical issues affecting law enforcement practice and the progress toward professionalism are emphasized.

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.

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.

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.

CJ 1323 OVERVIEW OF COMPUTER CRIMES

As computers become more and more a part of our everyday lives, it becomes critical that criminal justice investigators use and understand the current technology. In the future the computer will become the instrument of choice for committing crimes. This course will identify and discuss the nature of cybercrime, its detection, preparation of the successful cybercrime investigation and the proper preparation for trial.

CJ 1403 FUNDAMENTALS OF INFORMATION SECURITY

Prerequisite: CJ 1233 understanding computers and computer applications or instructor approval

This class will introduce such topics as security concepts and mechanism; security technologies; authentication mechanisms; intrusion detection and prevention; information systems assurance; anonymity and privacy issues for information systems.

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.

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.

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.

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.

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.

CJ 2101-4 PRACTICUM IN CRIMINAL JUSTICE

This course provides an opportunity to gain practical experience in a criminal justice setting.

CJ 2113 INTRODUCTION TO CRIMINAL LAW

Prerequisite: Approval of Instructor Required

This course is a study of the philosophical and historical developments of criminal law, the definition and elements of major offenses in the criminal codes of all level of government and the penalties, which attach to those convicted of committing crimes.

CJ 2201-4 SPECIFIC PROBLEMS IN CRIMINAL JUSTICE

This course presents selected studies of current social problems in criminal justice.

CJ 2213 INTRO TO CRIMINAL LAW AND PROCEDURE

Prerequisite: Approval of Instructor Required

This course is a study of rules and case laws. It will 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.

CJ 2223 FILE SYSTEM FORENSICS

This course describes the basic concepts and theory of a volume and file system. Students will learn to analyze FAT, NTFS, Ext2, Ext3, UFS1 and UFS2 file systems using key concepts, data structures and specific techniques. This course includes hands-on application of the concepts learned.

CJ 2233 CRIMINAL PROCEDURES FOR COMPUTER CRIME

Corequisite: CJ 2243 Network Technologies or Approval of the Instructor.

Prerequisite: CJ 1233 Understanding Computers and CJ 1323 Overview of Computer/Cyber Crimes.

Criminal procedures are being continually revised to keep pace with technology evolution. This class will examine how criminal procedures are constantly evolving to facilitate the investigation of computer crime. Since computer ethics has become an issue in criminal justice, this class will examine the question of ethics and how it relates to the public.

CJ 2243 NETWORK TECHNOLOGIES

Corequisite: CJ 2233 Criminal Procedures for Computer Crime or Approval of the Instructor

Prerequisite: CJ 1233 Understanding Computers and CJ 1323 Overview of Computer/Cyber Crimes.

As computers become more and more a part of our everyday lives, it becomes critical that law enforcement use and understand the current technology. The networking of computers, which enhances the ability of computers at different locations to share information, has become standard in many enterprises, both legal and illegal. This course will identify and discuss the nature of computer networks, how the network is constructed, how the forensic investigator is to approach a networked computer crime scene and how to forensically process networked computer operations.

CJ 2253 FORENSIC COMPUTER SCIENCE

Corequisite: CJ 2263 Internet Crime Investigations or Approval of the Instructor

Prerequisite: CJ 2233 Criminal Procedures for Computer Crime and CJ 2243 Network Technologies

The technical examination of electronic data is called Computer Forensics. This course will teach how to examine a computer for electronic data, utilizing the manual utilities and applications that are currently available in the industry. This course will also utilize the automating forensic utilities that are currently available to criminal justice and corporate security specialists.

CJ 2263 INTERNET CRIME INVESTIGATIONS

Corequisite: CJ 2253 Forensic Computer Science or Approval of the Instructor

Prerequisite: CJ 2233 Criminal Procedures for Computer Crime and CJ 2243 Network Technologies

With the advent of the Internet and global communication becoming a reality, global criminal activity is also now possible. We know from experience that criminals in one country can access locations in other countries to commit their crimes. In criminal justice, understanding how the Internet works and how to combat the current and future trends in crime on or over the Internet is of paramount importance. This class will address this issue. In addition, this class will do an in-depth examination of current crime trends on the Internet such as IP spoofing, e-mail, child pornography, sniffer programs and website security breaches.

CJ 2293 ADVANCED COMPUTER FORENSIC METHODOLOGY

Prerequisite: Completion of all required Computer Forensic Science courses

This course is the capstone course for the Computer Forensic Science Degree and certificate program. Students will demonstrate competency by completing an in-depth forensic analysis of digital replicating a real life case scenario and write a detailed report of their analysis and findings.

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.

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.

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.

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.

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.

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.

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.

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 2113 EARLY CHILDHOOD CENTER POLICIES AND PROCEDURES

This course is designed to examine the types of information that should be included in a policies and procedures manual and the significance of that information on the daily operations of an early childhood center. Analysis of policy and procedures manuals and development of a comprehensive policies and procedures manual are included.

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 and 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.

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.

ECM 2143 EARLY CHILDHOOD CENTER PROGRAM DEVELOPMENT AND MANAGEMENT

This course is designed to examine the basic components of program development and management. Emphasis will be on the analysis of each component of program development and management and its relationship to the overall operations of an early childhood center education program and the impact of state and federal guidelines/standards on program development and management and the application of those guidelines/standards to program development and management. It includes the development of a program and program management plan, including program evaluation strategies for an early childhood center.

ECM 2243 EARLY CHILDHOOD CENTER FACILITY MANAGEMENT

This course examines the elements that define an early childhood facility and the relationship of those elements to program quality, including programming factors, environmental factors, transportation, maintenance and health and safety factors and how these factors impact facility management. Also covered will be an analysis of the significance of governmental laws, rules, regulations and executive orders and how they impact facilities management. This course includes the development of a comprehensive facilities management plan.

ECM 2313 EARLY CHILDHOOD CENTER MARKETING AND PUBLIC RELATIONS

This course discusses the roles of marketing and public relations in developing and maintaining a successful early childhood center. Emphasis will be on how to analyze and develop tools and techniques that can be used to assess community needs, examine personal skills and characteristics necessary to successfully market the early childhood center and develop a comprehensive early childhood center marketing and public relations plan.

ECM 2413 MANAGING PERSONNEL PERFORMANCE STANDARDS

This course covers the overall significance of performance standards in the operations of the early childhood education program and early childhood center. It includes how to analyze and develop performance standards, develop performance standards for staff training, develop a plan for implementing team building activities, determine how performance standards affect employment policies and develop a comprehensive program performance standards plan and comprehensive performance standards evaluation plan.

ECM 2423 MANAGING DIVERSITY IN EARLY CHILDHOOD EDUCATION

This course is designed to examine issues related to cultural diversity and how those issues impact the management of an early childhood center. Opportunities are included for self-exploration and self-assessment of attitudes and feelings regarding diverse cultures and the development of a comprehensive plan for addressing cultural diversity in the early childhood center. Emphasis will be placed on educational program, staffing, marketing and public relations and professional development of self and employees.

ECM 2432 LEADERSHIP IN EARLY CHILDHOOD EDUCATION

This course is designed to examine the concept, as well as the role of leadership, as applied to early childhood programs and management. It will include how to analyze characteristics of effective leadership and differentiate between leadership and management, conduct self-assessment as it relates to personal leadership characteristics, develop a personal plan for enhancing personal leadership skills and explore opportunities for leadership in early childhood education at the local, state and national levels. A course requirement is to participate in a minimum of two early childhood education leadership activities—one activity at the local level and one activity at the state or national level.

ECM 2443 EARLY CHILDHOOD CENTER ADMINISTRATIVE RESPONSIBILITIES—THE DIRECTOR

This course is designed to examine the administrative responsibilities of the early childhood center director. Content covered will analyze state regulations, examine characteristics of a successful director, explore management techniques, including time management and tools available to improve personal management skills. The student will develop a comprehensive action plan to become a more effective administrator. This course is the capstone course in the degree program.

ECONOMICS

ECON 1353 PERSONAL FINANCE

This course is a study of economic and personal goals including personal budgeting, credit buying, borrowing money, banking facilities, the nature of investments, life insurance, casualty insurance, medical insurance, home ownership, stocks and bonds and retirement plans.

ECON 2001-4 SEMINAR IN ECONOMICS

This course is a study of selected topics in economics.

ECON 2113 ECONOMIC HISTORY OF THE UNITED STATES

This course is an analysis of the process of American economic development.

ECON 2193 PRINCIPLES OF MACROECONOMICS

This is a fundamental course in economic principles as they relate to supply, demand and the market system. Emphasis is given to national economic issues such as national income, economic growth and development, economic fluctuations, fiscal policy and monetary policy. Global economics subjects include balance of payments and the foreign exchange market.

ECON 2203 PRINCIPLES OF MICROECONOMICS

This is a fundamental course in economic principles as they relate to supply, demand and the market system. Concepts covering consumer choice, distribution of income and resource markets are presented. Emphasis is given to production, cost and pricing relationships of the basic market structures. Global economic subjects include trade policies and trade agreements.

EMERGENCY MANAGEMENT RESPONSE

EMR 1012 BASIC INCIDENT COMMAND SYSTEM

This course is divided into 2 sections, the first part will focus on the management of actions in emergency response situations including National Incident Management System (NIMS) IC-700, ICS-100 and ICS 200. This course is designed to enable participants to demonstrate the basic knowledge of the Incident Command System (ICS) and provides the foundation for higher level ICS training. Topics include the history, features and principles, organizational structure of the Incident Command System and the relationship between ICS and the NIMS. It also explains the relationship between ICS and the NIMS. The second section will focus on ICS for Single Resources and Initial Action Incidents. This section of the course will provide information and training on resources need for personnel who assume a supervisory position within the ICS. This course is designed to enable personnel to operate efficiently during an incident or event within the ICS. This course focuses on the management of single resources. The target audience includes persons involved with emergency planning and response or recovery efforts. Students who complete the course will meet the requirements for IS – 700, ICS – 100 and ICS -200.

EMR 1113 EMERGENCY RESPONSE TO TERRORISM

Prerequisite: EMR 1012 Basic Incident Command System or equivalent

This course will address the skills specific associated with an emergency terrorist event that are needed to efficiently and effectively plan, prepare, respond, mitigate and recover from. The course includes knowledge of response tasks, toxicology, mass casualty triage, decontamination and other operational issues.

EMR 2113 ADVANCED INCIDENT COMMAND

Prerequisite: EMR 1012 Basic Incident Command System or equivalent

The course is divided into two sections: The first half focuses on Incident Command System for Expanding Incidents course provides training on and resources for personnel who require advanced application of the ICS. The portion of the course expands upon information covered in Basic Incident Command System Course. The second half focuses on Command and General Staff-Complex. The target audience for this course is individuals who are in or may be in command or management position in an emergency event. Students who complete the course will meet the requirements for IS-800, IS-900, ICS-300 and ICS-400.

EMR 2133 ADVANCED EMERGENCY MANAGEMENT AND PLANNING

Prerequisites: EMR 2113 Advanced Incident Command System, EMR 1113 Emergency Response to Terrorism and EMR 1213 Emergency Response and Management or equivalent

Effective emergency planning is the key to surviving natural and man-made disasters. Risk analysis and the formulation of a comprehensive plan, followed by a vigorous and continuing testing program, are essential elements to surviving an emergency. Topics covered include threat assessment, risk analysis, formulating the plan, staffing the emergency operations center (EOC), coordinating with supporting agencies and the importance of continuing liaison, managing an actual incident and conducting an effective follow-up analysis. Various actual case studies are discussed.

EMR 2153 RISK MANAGEMENT

Prerequisite: EMR 2113 Advanced Incident Command System

This course examines media management during local/national disasters and/or events. It will also address the media and all levels of governmental response. The focus will be on actual operations and on-site issues.

EMERGENCY MEDICAL TECHNOLOGY

EMT 1113 EMERGENCY MEDICAL RESPONDER

This is the first level within the National Emergency Medical Services (EMS) Education Standards, and this course is designed to instruct a student to the level of Emergency Medical Responder, who serves as a vital link in the chain of the

health care team. This curriculum includes skills necessary for the individual to provide emergency medical care with a limited amount of equipment. This course consists of 64 hours of classroom and laboratory instruction.

EMT 1118 EMERGENCY MEDICAL TECHNICIAN (EMT)

Pre-requisites: The student be 18 years of age by no more than 90 days after the specified ending date of the course. This is the second level within the National (EMS) Education Standards, and this course is designed to provide the basic techniques of emergency prehospital care, preparing the student for State licensure by examination as an EMT. The course covers all emergency medical techniques that conform to the National Scope of Practice for EMT in the State of Oklahoma, in accordance with the National EMS Education Standards. The course is also the primary prerequisite to be eligible for the Advanced EMT (AEMT) course and the Paramedic Program. It consists of a minimum of 212 hours of classroom and lab instruction and 48 clinical hours in a supervised clinical setting.

EMT 1129 ADVANCED EMT (AEMT)

Pre-requisites: EMT 1118 Emergency Medical Technician.

This course is designed for those who have successfully completed EMT. It is the third level within the National EMS Education Standards. The course includes a minimum of 256 hours of classroom and lab instruction and 140 supervised clinical hours in a variety of EMS and hospital settings. Content covers advanced airway management with direct laryngoscopy endotracheal intubation, indirect intubation with blind insertion devices/tubes, and oxygen therapy. The student will also learn the use and administration intravenous therapy and fluid therapy as well as the administration of some pharmacologic therapy. These advanced procedures and therapies supplement and enhance the knowledge and skills previously learned as an EMT.

EMT 1153 OPERATIONS/RESCUE AWARENESS

Pre-requisites: EMT 1118, EMT 1319, EMT 2319, EMT 2419, and EMT 2519 (or approval from program coordinator)

This course is designed to provide the skills and techniques of advanced emergency medical care and to initiate preparation of the student for licensure as a Paramedic. The course provides content and skills instruction for various topics in emergency medicine including medical incident command, ambulance operations, rescue awareness, hazardous materials (Haz-Mat) incidents, terrorism incidents, biological/chemical incidents, other weapons of mass destruction incidents and crime scene awareness. Students will also be eligible for the HAZMAT Awareness certification exam. It consists of 36 hours of classroom instruction and a minimum of 36 hours laboratory instruction.

EMT 1319 Paramedic I

Pre-requisites: EMT 1118 (or approval from program coordinator)

This is the beginning of the fourth level within the National EMS Education Standards, and this course is designed to provide the skills and techniques of advanced emergency medical care and to initiate preparation of the student for licensure as a Paramedic. The course provides content and skills instruction for various topics in emergency medicine, including well-being of the EMT, roles and responsibilities of the paramedic, injury/illness prevention, medical/legal aspects of prehospital emergency medicine, ethics in EMS, therapeutic communication, life span development, history taking, techniques of physical exam, patient assessment, advanced skills, clinical decision making, communications, and documentation. The course is a required component of the EMT Paramedic program. It consists of 256 hours of classroom and laboratory instruction. This course also requires 124 clinical hours to be competed in Surgery, Airway Lab, Burn Unit, EMS, and the Emergency Department.

EMT 2000 EMT SEMINAR

This course is designed to provide selected learning opportunities in specific areas of emergency medical technology, generally continuing education.

EMT 2111, EMT 2002-3 EMT SEMINAR-INDEPENDENT STUDY

These courses are designed for advanced students who desire additional study in EMS topics of interest. Topics range from practicum to research activities.

EMT 2101 EMT REFRESHER

The primary goal of the course is to review and update the knowledge and skills required to function as an EMT, preparing the student for license renewal. The course consists of a minimum of 24 hours of classroom and lab instruction. This course is intended as a refresher for students who already possess an EMT license.

EMT 2121 AEMT REFRESHER

The primary goal of the course is to review and update the knowledge and skills required to function as an EMT Intermediate, preparing the student for license renewal. The course consists of a minimum of 40 hours of classroom and lab instruction. This course is intended as a refresher for students who already possess an AEMT license.

EMT 2131 PARAMEDIC REFRESHER

The primary goal of the course is to review and update the knowledge and skills required to function as a Paramedic, preparing the student for license renewal. The course consists of a minimum of 48 hours of classroom and lab instruction. This course is intended as a refresher for students who already possess a Paramedic license.

EMT 2211 ADVANCED CARDIOVASCULAR LIFE SUPPORT

The Advanced Cardiovascular Life Support Course (ACLS) is designed to enhance previous knowledge and experience of Paramedics, RN's, PA's, and Physicians who work (or are preparing for work) in settings where emergency Adult cardiac emergency care may be indicated. Content includes current informational updates on cardiac emergencies, following a nationally recognized format and research. Many Emergency Services and Hospitals require that licensed personnel be certified bi-annually in ACLS so the course provides for this need as well. It consists of 16 hours of lecture-discussion and laboratory experience. Students must possess current BLS certification in order to sit for certificate examination.

EMT 2313 TACTICAL MEDICINE

Prerequisites: EMT 1118 EMT Basic or current EMT or higher licensure or certification, and program coordinator approval.

This course is a 5 day (54 contact hours) class that incorporates the skills need for prehospital care providers to operate in special tactical environments. The course will cover the following topics: Roles of Tactical Medicine, Team Health/Extended Operations, Immediate Reaction Team Concepts/Officer Rescue, Sports Medicine for the Tactical Athlete, Emergency Response to Terrorism, Medical Threat Assessment/Medical Intelligence, Tactical/SWAT Operations, Tactical Movement, Tactical Patient Assessment, Remote Assessment Methodology, Special Medical Gear, Hostage Survival, Advanced Tactical Airway, Light Discipline, Sleep/Wake Management, High Speed Tourniquet Application, Bleeding Control/Basic Suturing, Clandestine Drug Labs and Booby Traps, Medicine Across the Barricade/Telemedicine, Tactical Waterborne Activities, Ballistics/Forensics, WMD/CBRNE/CS Gas. It may also include at the discretion of the program coordinator such other areas as Tactical Combat Casualty Care (2006 revised) and/or live tissue information. This course has a restricted enrollment and requires the permission of the program coordinator.

EMT 2319 PARAMEDIC II

Pre-requisites: EMT 1118, EMT 1319 (PC I) (or approval from program coordinator)

This is the second part of the fourth level within the National EMS Education Standards, and this course is designed to provide the skills and techniques of advanced emergency medical care and to initiate preparation of the student for licensure as a Paramedic. The course provides content and skills instruction for various topics in emergency medicine, including the anatomy and physiology of the human heart, dysrhythmias and interpretation of ECG, treatment of dysrhythmias and other cardiac emergencies and conditions. Pharmacology, dosage calculations, medication administration, and pathophysiology involved with pharmacologic therapy. This course is a required component of the EMT Paramedic program. It consists of 256 hours of classroom and laboratory instruction. This course also requires 108 of clinical rotations that include Emergency Department, ALS EMS, and ICU/CCU.

EMT 2419 PARAMEDIC III

Pre-requisites: EMT 1118, EMT 1319 (PC I), EMT 2319 (PC II) (or approval from program coordinator)

This is the second part of the fourth level within the National EMS Education Standards, and this course is designed to provide the skills and techniques of advanced emergency medical care and to initiate preparation of the student for licensure as a Paramedic. The course will also discuss trauma systems and the care and physiology of traumatic emergencies such as blunt force trauma, spinal trauma and head trauma. The course provides content and skills instruction for various topics in emergency medicine, including the recognition and management of medical emergencies including

pulmonary, gastrointestinal, hematological and endocrine emergencies. Infectious disease process and behavioral disorders will also be discussed. The course is a required component of the Paramedic program. It consists of 256 hours of classroom and laboratory instruction. This course also requires 132 hours of clinical rotations that include ALS EMS, Behavioral/Mental Health, Dialysis and Physician Internship.

EMT 2519 PARAMEDIC IV

Pre-requisites: EMT 1118, EMT 1319 (PC I), EMT 2319 (PC II), EMT 2419 (PC III) (or approval from program coordinator)

This is the second part of the fourth level within the National EMS Education Standards, and this course is designed to provide the skills and techniques of advanced emergency medical care and to initiate preparation of the student for licensure as a Paramedic. The course provides content and skills instruction for various topics in emergency medicine, including the assessment and treatment of patients experiencing obstetrical or gynecological emergencies, assessment and treatment of pediatric. Topics covered also include neonatology, growth and development, pediatric assessment, pediatric trauma, general principles of pediatric patient management, sudden infant death syndrome, abuse and neglect, and special needs children. The course also includes the assessment and treatment of geriatric patients to include but not be limited to abuse and assault, special challenges, acute interventions for the chronic care patient, and assessment based management will also be discussed. A final component of this course is Operations and Rescue Awareness as was previously described. The course is a required component of the Paramedic program. It consists of 256 hours of classroom and laboratory instruction. This course also requires 172 hours of clinical rotations that include Pediatrics, Labor and Delivery (L&D), and ALS EMS Internship.

ENGLISH

ENGL 0101 BASIC GRAMMAR FOR WRITING

This course is recommended for students who want or need to improve the clarity, correctness or forcefulness of their written sentences. The instructional approach is informal and supportive, with limited use of complicated terminology

ENGL 0111 BASIC SENTENCE STRUCTURE

This course is recommended for students who want or need to practice sentence-combining techniques to improve the writing of paragraphs and longer reports or compositions.

ENGL 0121 BASIC SPELLING

This course is recommended for students who need to improve their spelling proficiency. It offers an innovative, systematic approach to the spelling of words.

ENGL 0123 FUNDAMENTALS OF ENGLISH

This course is offered to give students an opportunity to review and apply the basic rules of grammar, sentence structure, punctuation and organization.

ENGL 0133 BASIC COLLEGE WRITING

Prerequisite: ENGL 0123 Fundamentals of English, or required score on placement exam

This course reviews the basic elements of sentences, paragraphs and essays before entering ENGL 1113 English Composition I. The course will offer opportunities to learn to use different sentence types, to write well-developed paragraphs and to organize effective essays for college writing. Emphasis will be placed on methods of organization and development.

ENGL 1101 LIBRARY AND INTERNET RESEARCH SKILLS

Using a combination of class discussion and focused small-group activities, students will gain experience and confidence in their ability to research a topic and find appropriate resources. This course will focus not only on library research, but also Internet research, since that is where the majority of people get their information today.

ENGL 1113 ENGLISH COMPOSITION I

This course focuses on the skills necessary to compose written communication that is logical, appropriate and effective. Emphasis is on careful organization and the development of the multi-paragraph expository essay. Students in this course will write a research paper using the Modern Language Association (MLA) style manual.

ENGL 1213 ENGLISH COMPOSITION II

Prerequisite: ENGL 1113 English Composition I

This course is a continuation of English Composition I. Students will reinforce and extend their abilities to write correctly and effectively. Emphasis will be placed on research writing using rhetorical strategies and stylistic techniques. Students will gain practice in research, logic, argumentation and documentation through writing multiple research papers. MLA will be the preferred documentation style for composition papers, but other documentation styles will be discussed.

ENGL 2001-3 ENGLISH SEMINAR

This course is a study of selected topics in English.

ENGL 2033 TECHNICAL WRITING AND PROFESSIONAL REPORT WRITING

Prerequisite: ENGL 1113 English Composition I

This course offers practice in organizing and structuring ideas in a professional style for such business correspondence as letters, memorandums, job applications, resumes and proposals. Emphasis will be placed on writing technical and professional reports which are clear, concise and accurate. Experience in designing and incorporating figures, graphs, tables and charts in reports will be included.

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 2073 CREATIVE WRITING II

Prerequisites: ENGL 1113 English Composition I and ENGL 1213 English Composition II or approval of the instructor.

This course emphasizes the form and structure of various kinds of literary writings. Students will have the opportunity to produce original poems, short stories and essays.

ENGL 2413 INTRODUCTION TO LITERATURE

Prerequisite: ENGL 1113 English Composition I

This course reviews the major types of literature: short stories, poetry, drama, essays and biographies. Representative selections are read, discussed and analyzed with consideration for themes, mood, style, tone, language and other related characteristics. It introduces literary criticism and a study of authors in relation to their writings.

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.

ENOLOGY

ENO 1113 INTRODUCTION TO ENOLOGY

ENO 1113 is a one semester course based on the fundamentals of the science and technology of winemaking. Introduction to Enology targets the home winemaker and those interested in exploring winemaking as a career, either as a cellar worker or as a new winery owner. During this course, students will build a basic understanding of winemaking, including making wine from a kit. This course is listed in the VESTA catalog as VIN 146 with emphasis on the practical aspects of winemaking.

ENO 1123 SENSORY EVALUATION

Prerequisite: ENO 1113 Introduction to Enology

This is a course intended for those individuals who need to develop an understanding of the principles of sensory evaluation used in commercial wine making. It will also be of benefit to the wine enthusiast who is interested in reaching advanced levels of appreciation as well as to the producer, the wine merchant, and ultimately the enologist, who by the nature of their profession need to discern flavors and establish tasting benchmarks. Students will practice sensory analysis at home and in workshops to further their sensory evaluation skills and techniques. Students must be 21 years of age or older. This class has a materials fee above the regular enrollment fee. We encourage you to spit, since the actual consumption of these ethanolic beverages tends to cloud one's ability to assess quality.

ENO 2101-2104 ENOLOGY PRACTICUM

The Winery Practicum is designed to give students the opportunity to work in an established vineyard and interact with a qualified mentor.

ENO 2112 INTERMEDIATE ENOLOGY

Prerequisites: ENO 1113 Introduction to Enology

This course in the science and technology of winemaking is intended for the experienced intermediate winemaker, the winery employee interested in career development, or the advanced home winemaker that is seeking new challenges. This course will focus on advanced science and technology concepts of winemaking as it relates to pre-harvest, fruit harvest, and procedures involved in juice and must preparation. Basic organic chemistry, microbiology, and some mathematics familiarity are recommended. Students must be 21 years of age or older.

ENO 2123 ANALYSIS OF MUST AND WINE

Prerequisites: ENO 1113 Introduction to Enology and ENO 2112 Intermediate Enology

Principles of grape juice and wine analysis and the reasons for use of each analysis. Analyses of a practical and useful nature are chosen for the laboratory exercises demonstrating various chemical, physical and biochemical methods. Students will participate in workshops and hands-on experiences at participating wineries.

ENO 2132 WINERY OPERATIONS

Prerequisites: ENO 1113 Introduction to Enology

This course covers process technologies and process systems that are used in modern commercial wineries. The course will include lectures, demonstrations and a two-day workshop. Overview of winemaking systems including work place safety, cleaning and sanitation procedures, winemaking equipment and materials, tanks, barrels and barrel alternatives, filtration systems, and bottling equipment. Chillers and electrical needs will also be discussed.

ENO 2141 WINE AND SOCIETY

This course covers the historical and cultural significance of wine and its place in society.

EQUINE SCIENCE**EQSC 1113 INTRODUCTION TO EQUINE SCIENCE**

This course is an overview of and orientation to the horse industry. The course includes a study of the origin, characteristics and development of breed; an introduction to genetics and breeding; basic principles of design, construction and maintenance of facilities; and basic concepts of marketing and advertising.

EQSC 1134 BASIC EQUINE CARE AND TRAINING

This course allows the student to halter, break, gentle and train a colt. The student will be responsible for feeding, grooming, care and training of the colt. 1 semester credit hour lecture; 3 semester credit hours lab.

EQSC 1213 HORSEMANSHIP

This course presents the fundamentals of basic riding skills—Western—and the care and adjustment of equipment. 1 semester credit hour lecture; 2 semester credit hours lab. Course is designed to survey the various aspects of evaluating horses.

EQSC 2122 EQUINE JUDGING

This course covers topics relating to the evaluation and selection of horses and the presentation of written and oral reasons. 1 semester credit hour lecture; 2 semester credit hours lab.

EQSC 2132 ADVANCED EQUINE JUDGING

Prerequisites: EQSC 2112 Equine Evaluation

This course emphasizes evaluation of equine conformation and performance based on current industry standards set by the horse industry.

EQSC 2134 ADVANCED EQUINE CARE AND TRAINING

Prerequisite: EQSC 1134 Basic Equine Care and Training and EQSC 1213 Horsemanship or Approval of the instructor.

This course requires specialized training of a horse and will include the breaking and training of a 2-year-old colt. 1 semester credit hour lecture; 3 semester credit hours lab.

EQSC 2163 SPECIALIZED EQUINE TRAINING I

Prerequisites: EQSC 1134 Basic Equine Care and Training and EQSC 2134 Advanced Equine Care and Training and/or approval of the instructor.

This course requires training a 2-year-old horse in a specific area of training, such as reining, western pleasure or western riding.

EQSC 2193 EQUINE INDUSTRY INTERNSHIP

This course is designed to enhance students' classroom experience in equine related areas. The internship will provide opportunities to gain further insight of the multi-faceted equine industry.

EQSC 2223 EQUINE NUTRITION AND HEALTH

This course covers the basics of equine nutrition and techniques and principles of feeding. The students will apply guidelines for feeding horses on use and balance sample rations. Students will be able to identify diseases and parasites affecting horses and apply preventative measures to prevent diseases and control parasites. Students will develop and maintain health records.

EQSC 2243 EQUINE BREEDING AND MANAGEMENT

Prerequisite: EQSC 2223 or approval of the instructor.

This course provides the student with the opportunity to apply the knowledge and skills necessary for working on a horse breeding farm. The student will develop skills for managing the stallion, mare and foal. The student will study the anatomy and physiology of reproduction, examine semen for quality and apply genetics and other breeding information when selecting a sire for breeding purposes.

EQSC 2401-4 SPECIAL PROBLEMS IN EQUINE SCIENCE

Prerequisite: approval of the instructor.

This course provides a detailed study of an assigned problem/activity by a student wishing additional information on a special topic or training concept.

EQSC 2423 EQUINE ANATOMY AND PHYSIOLOGY

This course is a study of the skeletal, muscle, respiratory, circulatory and digestive systems in relation to the overall structure and function of the horse.

GEOGRAPHY**GEG 2243 HUMAN GEOGRAPHY**

This is a basic course covering the human race's relationship to its environment. The course explores areas such as cultural comparisons of resource utilization, differences in levels of economic development and environmental influences on cultural development.

GEG 2253 WORLD REGIONAL GEOGRAPHY

This is a basic course covering the relationship of the human to the environment. This course explores areas such as cultural comparisons of resource utilization, differences in levels of economic development and physical and environmental influences on cultural development.

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

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

HAZARDOUS MATERIALS

HZMT 1013 CHEMISTRY OF HAZARDOUS MATERIALS

Prerequisite: WMD 1113 Introduction to Weapons of Mass Destruction OR Instructor Approval

This course presents the chemical basis for classification of and emergency response to incidents involving, hazardous material. It is designed for the non-chemist emergency responder, transporters and others who need to understand the implications of single product and multiple product spills, releases and incidents. This course does not require any prior chemistry knowledge.

HZMT 1113 HAZARDOUS MATERIALS I

Prerequisites: HZMT 1013 Chemistry of Hazardous Materials and WMD 1113 Introduction to Weapons of Mass Destruction

Study of chemical characteristics and reactions related to storage, transportation and the handling of hazardous materials, i.e. flammable liquids, combustible solids, oxidizing and corrosive materials and radioactive compounds. Emphasis is on emergency situations and response.

HZMT 2113 HAZARDOUS MATERIALS II

Prerequisite: HZMT 1113 Hazardous Materials I

This course is a continuation of HZMT 1113 Hazardous Materials I. This course focuses on hazardous materials with special emphasis on the transportation of various hazardous materials and the emergencies which may occur. Emphasis is on strategies for prevention and control of these emergencies.

HEALTH, PHYSICAL EDUCATION, & RECREATION

HPER 1011 ELEMENTARY GOLF

This course covers the fundamentals of golf. Specific techniques of golf are presented and applied experientially.

HPER 1031 ELEMENTARY SWIMMING

This course covers the basic skills, strokes and forms of water safety. Individuals experience the application of water safety theory by practicing basic water safety skills.

HPER 1061 BEGINNING VOLLEYBALL

This course teaches the novice fundamental skills, court dimensions, rotation and scoring of recreational volleyball.

HPER 1081 BEGINNING WATER AEROBICS

This course is an introduction to basic conditioning exercises, adapted to water and taking advantage of the special benefits of buoyancy and water resistance, to speed physical fitness.

HPER 1131 INTERMEDIATE SWIMMING

This course reviews the fundamentals and teaches advanced swimming skills, techniques and water safety.

HPER 1141 INTERMEDIATE GOLF

This course continues with the fundamentals and teaches advanced play in golf.

HPER 1161 INTERMEDIATE VOLLEYBALL

This course introduces the act of power volleyball. It is geared more toward competitive volleyball at the collegiate level.

HPER 1181 INTERMEDIATE WATER AEROBICS

This course continues with the basic conditioning exercises mastered in beginning water aerobics. Using continuous movement to music, simple dance routines are executed to build cardiovascular endurance.

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.

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

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.

HPER 1252 ORIENTATION TO EXERCISE SCIENCE

This course is an orientation to various aspects of exercise science, techniques and use of facilities for fitness and health. Numerous exercises and venues, from high and low impact, will be introduced such as cardiovascular and strength training and equipment, core muscle training, yoga, Pilates, aquatic activities and apparatus, kick boxing routines, aerobic dance, step aerobics and chair exercises.

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.

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.

HPER 1451 RODEO ACTIVITY

This course is designed to develop and improve skills in the basic competitive rodeo events and develop an understanding of the western heritage.

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.

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.

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.

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.

HPER 2001-4 PHYSICAL EDUCATION SEMINAR

This course is a study of special subjects or problems in physical education.

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.

HPER 2131 ADVANCED WATER AEROBICS

This course provides an accelerated program in aerobic conditioning designed to incorporate dance and exercise routines to strengthen cardiovascular endurance.

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.

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.

HPER 2322 SPORTS OFFICIATION

This course covers the interpretation of rules and how to officiate at athletic games and meets.

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.

HPER 2512 ADVANCED THEORY OF BASKETBALL

This course is designed to review and refine the basic skills and techniques of the game and to develop team concepts and philosophies of offense and defense.

HPER 2532 ADVANCED THEORY OF BASEBALL

This course is designed to review and further develop the basic skills and techniques of the sport and to develop the philosophies and sciences of hitting, pitching, position play and game situations.

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.

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.

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.

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.

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.

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.

HISTORY

HIST 1483 UNITED STATES HISTORY TO 1877

This course is a general survey of U.S. history from its pre-colonial origins to the end of the Reconstruction Era, with emphasis upon national political, diplomatic, economic, constitutional, social and intellectual developments.

HIST 1493 UNITED STATES HISTORY, 1877 TO PRESENT

This course is a general survey of U.S. history from the end of the Reconstruction Era to the present day with emphasis upon national political, diplomatic, economic, constitutional, social and intellectual developments.

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 is a survey course which examines political events and the development of institutions and ideas within the context of social and economic movements in early modern Western Civilization. Topics include the Renaissance, the Reformation, the development of nation-state, the Enlightenment and the French Revolution.

HIST 2133 WESTERN CIVILIZATION, 1500 TO PRESENT

This is an introductory survey of Europe within a world perspective during the nineteenth and twentieth centuries. The course examines the major political, economic, social and cultural trends in the major countries, European foreign affairs and overseas expansion.

HOMELAND SECURITY

HLS 1013 INTRODUCTION TO TERRORISM

The course identifies the fundamental and underlying reasons why America is a target for terrorists as it compares and contrasts various international terrorist groups and their respective ideologies. A review is made of the origins of modern terrorism, religion and terror, typologies of terrorism and distinctions between terrorism and serious crimes. Additionally, the course will address the various definitions of terrorism including the influences of religion, ethnic and geographical distinctions. From an historical perspective students will come to appreciate the ideological basis for terrorism, begin to understand the differences between the various “active” terrorist organizations and acquire a basic framework for discussing WMD (Weapons of Mass Destruction) issues. Finally, this course will also lay the foundation for the student to undertake further intermediate terrorism-related curriculum.

HLS 1113 HOMELAND SECURITY

The concepts of homeland defense and the need to better fortify the US homeland and its interests from asymmetric threats were recognized, but action to remedy vulnerabilities was limited in comparison to defensive measures taken during the Cold War. Within this context, this course will explore the boundaries of this national security mission by examining the threats, the actors and the organizational structures and resources required to defend the American homeland.

HLS 1213 INTERMEDIATE TERRORISM

Prerequisite: HLS 1013 Introduction to Terrorism or instructor permission

This course is a detailed exploration of the motivations of the international terrorist as well as the mechanisms of international terrorism. It will analyze the missions of key agencies involved with the “War on Terrorism,” evaluate their contributions and determine ways they may work more synergistically. The course will examine the ideological basis and characteristics of international terrorist organizations. This will include differentiating and comparing the recruiting and financial support mechanisms of various international terrorist organizations and evaluating their relative strengths and weaknesses.

HLS 1233 DOMESTIC TERRORISM

Prerequisite: HLS 1013 Introduction to Terrorism or instructor permission

This course traces the history, emergence and growth of paramilitary and terrorist groups within the United States. Students will assess various groups' intentions, capabilities and activities within contexts of and ramifications on political, national security and legal paradigms.

HLS 1253 INTERNATIONAL TERRORISM

Prerequisite: HLS 1013 Introduction to Terrorism or instructor permission

This course of instruction will explore and understand what the International terrorist is trying to accomplish and why. We will explore the ideological basis and characteristics of three (3) selected international terrorist organizations, differentiate

and compare the recruiting and financial support mechanisms of various international terrorist organizations and provide information to the student relative to active international terrorist organizations.

HLS 2113 PSYCHOLOGY OF TERRORISM

Prerequisite: HLS 1213 Intermediate Terrorism or instructor permission

This course attempts to answer several questions. First, why would an individual engage in terrorist activities? Second, can potential terrorists be identified before they act? And third, can societies prevent individuals from becoming terrorists? To answer these questions, materials will be presented about the psychological, biographic, cultural/demographic and sociological facets of terrorism as they represent past and present terrorist threats.

HLS 2133 COUNTER-TERRORISM

Prerequisite: HLS 1213 Intermediate Terrorism or instructor permission

This course examines terrorism as a social and political instrument from past to present. Topics include, Latin American influences on terrorism, origins of Middle Eastern terrorism, Osama Bin Laden & Al Qaeda, U.S. domestic terrorism issues, counter terrorism, homeland security, national & domestic intelligence resources against terrorism, WMD and future issues on terrorism.

HLS 2153 TERRORISM TACTICS

Prerequisite: HLS 1213 Intermediate Terrorism or instructor permission

This course will provide an expanded review of the agencies tasked with the “War on Terrorism”, provide more information on the major Intelligence disciplines trying to develop Indications and Warning of future terrorist events; profile three different terrorist groups: [Radical religious (i.e., fundamentalism), revolutionary based groups and political groups] and examine the following: methods of recruiting, ideological development, basic organization, characteristics and actual operations of at least 3 major international terrorist organizations.

HLS 2173 ISLAM AND MILITANT EXTREMISTS

Prerequisite: HLS 1213 Intermediate Terrorism or instructor permission

This course will enable students to put the contemporary Islamist challenge to the West into historical, political and cultural context and to understand Islam and the Islamic world more broadly. The central theme of the course will be to address the question of whether the relationship of theology to polity within Islamic societies is unique to that religious tradition.

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

This course is a study of significant ideas, discoveries and creative achievements of humanity in the areas of art, music, literature, science, philosophy, religion, industry, technology, ethics, government and law from pre-history through the Renaissance.

HUM 2173: BELIEFS AND BELIEVERS

This course takes a comprehensive look at the nature and function of the religions and secular beliefs that comprise the major world views, including Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, Islam and other belief systems that are outside the scope of mainstream religious institutions.

HUM 2223 GENERAL HUMANITIES II

Prerequisite: ENGL 1113 English Composition I

This course is a study of significant ideas, discoveries and creative achievements of humanity in the areas of art, music, literature, science, philosophy, religion, industry, technology, ethics, government and law from the Renaissance through the present.

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

Film Studies is designed to introduce the students to the aesthetics of film, including how a film is created, 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 film form and technique and will apply these principles to films screened in class.

HUM 2613 LEADERSHIP DEVELOPMENT STUDIES

This course provides students an understanding of leadership philosophies, styles and skills needed for them to emerge as responsible, well-prepared leaders and followers who can affect change and enhance the quality of life locally and globally. Servant leadership, ethical leadership, team building, conflict management and resolution, decision making, vision articulation, necessity of change and the empowerment of self and others are components of this course. This course is also offered for "Honors" credit.

INFORMATION TECHNOLOGY

ITEC 1016 PC HARDWARE AND SOFTWARE

This course gives students in-depth exposure to computer hardware and operating systems. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. Through hands-on activities and labs students learn how to assemble and configure a computer, install operating systems and software and troubleshoot hardware and software problems. An introduction to networking is included. This course helps students prepare for CompTIA's A+ certification.

ITEC 1113 FUNDAMENTALS OF UNIX/LINUX

Prerequisite: ITEC 1016 PC Hardware and Software.

This course teaches students how to use UNIX and LINUX operating systems and operating environment commands using hands-on exercises. This course also introduces the student to the Common Desktop Environment (CDE - graphical interface between different environments). The class is intended for new users of UNIX and LINUX.

ITEC 1213 COLOR AND DESIGN THEORY

This course offers an exploration into basic design principles consisting of line, form and color as a visual communication. It also includes visual problem solving and organization, dealing with letter forms (typography), shapes, value and color theory.

ITEC 1216 FUNDAMENTALS OF DIGITAL MEDIA TECHNOLOGIES

This course focuses on principles of business ethics, employability skills, business communication and marketing theory. It also helps develop fundamental computer concepts, such as personal computer procurement and utilization and advanced Internet concepts.

ITEC 1223 MICROSOFT CERTIFIED DESKTOP SUPPORT TECHNICIAN (MCTS)

Prerequisite: ITEC 1016 Hardware and Software and ITEC 1353 Network Operating Systems

This course will acquaint the student with the critical skills and knowledge needed to support users, install Windows operating systems and troubleshoot common desktop applications including Email applications and the Microsoft Office suite in a Windows environment. Instructional procedures will include learning activity projects (in this handbook), visual aids and outside speakers. Student participation in the form of questions, reinforcement of academic skills, discussion of related experiences, student demonstrations, completed hands-on assignments and small group work would be encouraged.

ITEC 1313 WEB PROGRAMMING

Prerequisites: ITEC 1213 Color and Design Theory and ITEC 1216 Fundamentals of Digital Media Technologies

This course provides an introduction into HTML and programming concepts. Topics also include introduction, syntax and coding, creating style sheets (CSS), FTP and basic programming skills.

ITEC 1353 NETWORK OPERATING SYSTEMS

Prerequisite: ITEC 1016 PC Hardware and Software.

This course teaches the fundamentals of data networking needed to prepare for the CompTIA Network+ exam. It includes basic networking vocabulary and concepts, including the OSI reference model and protocols that run at the various layers. Various devices required to network computers are covered, including hubs, switches, bridges, routers, transceivers, cabling, multiplexers, CSU/DSUs, Wireless Access Points and Gateways. Practical application includes, planning, installing, configuring and troubleshooting a local area network (LAN).

ITEC 1513 PROGRAMMING FUNDAMENTALS

Prerequisite: High School Algebra

This course will focus on the core concepts of computer programming from problem identification through solution and implementation. The students will learn the fundamental creation and uses of flowcharts, pseudo code, IO Statements for various programs and use Visual Basic.Net to demonstrate mastery of loops, subroutines and other programming concepts, graphical-user-interface and menu creation, multimedia and file processing and object-oriented techniques.

ITEC 1543 FUNDAMENTALS OF VIDEO PRODUCTION

Prerequisites: ITEC 1213 Color and Design Theory and ITEC 1216 Fundamentals of Digital Media Technologies

This course is designed to give students a complete introduction to the world of video production. Topics for this course include basic camcorder operations, video time, video language, video sound, video communication, program development and production planning, lighting, audio, directing and editing principles.

ITEC 1613 COMPUTER PROGRAMMING I

Prerequisite: ITEC 1513 Programming Fundamentals

This course will focus on problem solving and algorithm development in computer programming. The students will use the C++ programming language to learn the uses of structural language constructs including iteration and control statements, functions and subroutines, memory allocation and usage concepts, addresses, increment/decrement operations, pointers, pointer-based strings, arrays, recursion, stacks, queues, lists and trees. To demonstrate mastery of the concepts, students will design, code, debug and document business application and other sample programs.

ITEC 2113 WINDOWS WORKSTATION OS

Prerequisite: ITEC 1016 PC Hardware and Software

The skills and knowledge addressed in this course are designed to prepare the individual to install, configure and maintain a Microsoft Windows Workstation operating system. The objectives covered are derived from and designed to prepare the student for the Installing, Configuring and Administering Microsoft Windows Workstation Microsoft Certified Professional exam.

ITEC 2013 UNIFIED MODELING LANGUAGE(UML)

Prerequisite: ITEC 1513 Programming Fundamentals and/or ITEC 1613 Programming I

Students will demonstrate an understanding of the analysis and design phases of software development. Students will effectively use the UML and software patterns to improve software development. Computer Aided Software Engineering (CASE) tools will also be used. Students will demonstrate knowledge of theory and practice of software testing. They will differentiate between white box and black box testing, as well as unit, integration system, regression and acceptance testing.

ITEC 2123 WINDOWS SERVER OS

Prerequisite: ITEC 1016 PC Hardware and Software

The skills and knowledge addressed in this course are designed to prepare the individual to install, configure and maintain the most recent Microsoft Windows network system. The objectives covered are derived from and designed to prepare the student for the Managing and Maintaining a Windows Server Environment exam.

ITEC 2223 WEB DESIGN I

Prerequisites: ITEC 1213 Color and Design Theory and ITEC 1216 Fundamentals of Digital Media Technologies

This course is a hands-on introduction to website design tools to accelerate visual web production. This course includes information of site control, image maps, linking, tables, layout, frames, rollovers, CSS and forms to develop visually appealing web sites.

ITEC 2233 WEB DESIGN II

Prerequisites: ITEC 2223 Web Design I

This course is a hands-on approach to making visually appealing web sites. Topics for this course include working with objects, importing, selecting and modifying graphics, modifying pixels and manipulating images, working with interactivity, creating animation, creating sophisticated web page navigation and focuses on enhancing productivity of web sites.

ITEC 2243 DIGITAL WEB ANIMATION DESIGN

Prerequisites: ITEC 1213 Color and Design Theory and ITEC 1216 Fundamentals of Digital Media Technologies

This course is a hands-on course that allows for exploration into the world of digital animation. The topics covered in this course include drawing objects, working with symbols and interactivity, creating animations, creating special effects, preparing and publishing animated movies, importing and modifying graphics, building complex animations, using ActionScript, adding sound and video to the animations and working with behaviors and components of animation.

ITEC 2263 DIGITAL WEB PRESENTATIONS

Prerequisites: ITEC 1313 Web Programming; ITEC 2233 Web Design II; and ITEC 2243 Digital Animation Design

This course allows the student to integrate the concepts learned with the philosophies developed to create a web presentation for a real-world setting. Students will focus on business principles such as finances and communication, color and design theory and programming.

ITEC 2283 WEB MARKETING AND DIGITAL ADVERTISING

Prerequisites: ITEC 2263 Digital Web Presentations

This course provides concepts of marketing in relation to electronic commerce. This course will cover methods of personalization, developing new products in web context, how to build traffic and cost effectiveness.

ITEC 2363 WINDOWS NETWORK INFRASTRUCTURE

Prerequisite: ITEC 2423 Security+

This course explores advanced concepts of implementing, managing, maintaining and troubleshooting Windows-based servers and networking. Topics covered include DHCP server leases, relay agents, databases, clients, reservations and scopes; DNS server zone options, forwarding, record settings; Network Security, including security baseline and audit security settings by using security templates; Routing and remote Access, including authentication, policies, packet filters, routing interfaces, devices, ports, routing protocols and clients; and Monitoring network traffic using Network Monitor and System Monitor.

ITEC 2423 SECURITY+

Prerequisite: ITEC 2123 Windows Server OS

This course provides a broad overview of network and computer security. The course is designed to map to CompTIA's Security+ Certification exam. Topics covered include basic security principles, establishing security baselines and the most recent attack and defense techniques and technologies.

ITEC 2513 VISUAL PROGRAMMING

Prerequisite: ITEC 1513 Programming Fundamentals

This course explores advanced concepts of visual computer programming using Visual Basic.Net. The students will learn how to create programs to interact with databases and World-Wide-Web-based client/server networks. Students will demonstrate proficiency by creating advanced forms and controls to build sophisticated web applications visually, incorporating object-oriented programming techniques including inheritance and polymorphism in programs, accessing and updating database fields from within programs and designing and creating web forms and web controls to make dynamic web pages with ASP.Net.

ITEC 2543 DIGITAL VIDEO EDITING

Prerequisites: ITEC 1543 Fundamentals of Video Production

This is a hands-on course that explores the world of digital video editing. Students will focus on working with timelines, clips, transitions, essential editing techniques, audio, titles, effects, advanced editing techniques, animating clips and export options.

ITEC 2553 DIGITAL MEDIA PRODUCTION

Prerequisites: ITEC 1543 Fundamentals of Video Production

Students will learn how to create digital video introductions and titles for video, as well as how to author digital video productions. Topics for this course will include importing graphics, creating presentations, timelines, linking, audio and integration.

ITEC 2563 DIGITAL VIDEO ANIMATION DESIGN

Prerequisites: ITEC 1543 Fundamentals of Video Production

This hands-on course focuses on the ability to create a wide variety of compelling motion graphics and visual effects. Topics for this course include importing, composition, timelines, keyframes, timing, layering, painting, masking, motion, audio and rendering.

ITEC 2573 DIGITAL VIDEO PRESENTATIONS

Prerequisites: ITEC 2543 Digital Video Editing; ITEC 2553 Digital Media Production; and ITEC 2563 Digital Video Animation Design

This course allows the student to integrate the concepts learned with the philosophies developed to create a digital video presentation for a real-world setting. Students will focus on business principles such as finances and communication, color and design theory and professionalism.

ITEC 2583 DIGITAL VIDEO MARKETING AND ADVERTISING

Prerequisites: ITEC 2573 Digital Video Presentations

This course provides concepts of marketing in relation to digital video commerce. This course will cover methods of personalization, developing new products in digital video context, how to create an effective digital video and cost effectiveness.

ITEC 2613 COMPUTER PROGRAMMING II

Prerequisite: ITEC 1613 Computer Programming I

This course is a continuation of Computer Programming I and will focus on object-oriented computer programming and file manipulation. The students will use the C++ programming language to learn the uses of object-oriented language constructs including public and private classes, operator overloading, constructors and destructors in derived classes, polymorphism with inheritance hierarchies and relationships among templates, friends and inheritance. Students will also learn to create, read, write and update files in both sequential and random-access modes.

ITEC 2633 JAVA PROGRAMMING

Prerequisite: ITEC 2513 Visual Programming or ITEC 2613 Computer Programming II

This course explores the fundamental programming concepts needed to learn the JAVA programming language. Topics covered include methods, classes, arrays, stand-alone applications, GUI creation, using the abstract windowing toolkit, JAVA Applets, animations, sounds and threads. To demonstrate mastery of the concepts, students will design, code, debug and document web-based and other sample programs.

ITEC 2653 DATABASE PROGRAMMING

Prerequisite: ITEC 2613 Computer Programming II

This course is an in-depth study of relational database processing using the Structured Query Language (SQL). Topics covered include general application development using basic and advanced select statements, queries involving multiple tables, joins, functions and subqueries, data updates, tables and views, primary keys, foreign keys, indexes, data security, stored procedures and triggers, subtables, references, sets and user-defined data types in the catalog and embedding SQL and ODBC.

JOURNALISM**JOUR 2001-3 JOURNALISM SEMINAR**

This course is a study of selected topics in journalism.

JOUR 2273 ADVANCED PHOTOGRAPHY

Prerequisite: JOUR 2263 Intermediate Photography or Approval of the instructor. This course is a general introduction to portrait and studio photography. It includes aspects of studio lighting, camera technique, backgrounds, color processing, painting and other components of portrait photography. Techniques of photographing children, as well as adults, will be examined. Studio management and other aspects of commercial and industrial photography will be included.

MANAGEMENT

MGMT 1333 PRINCIPLES OF ADVERTISING

This course is a comprehensive study of the promotion function of marketing as it applies to large segments of business, industry and the professions. The course covers topics such as identifying prospects, analyzing products and markets, product positioning, consumer research, advertising budgets, media selection, writing and producing copy and layouts for print and broadcasting media, legal responsibilities, evaluating promotional campaigns, public relations, publicity and administration of advertising departments.

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.

MGMT 2103 OCCUPATIONAL/TECHNICAL INTERNSHIP

Prerequisite: Instructor Permission. Further details can be obtained in the Career Office.

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 20 credit hours with a 2.0 GPA or higher. During the semester of internship, the student is required to provide evidence totaling 192 hours of internship/work experience.

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.

MGMT 2153 FUNDAMENTALS OF PRODUCTION MANAGEMENT

This course covers the production function in industry, which includes those procedures involved in the transformation of raw materials into the finished product. It introduces conventional and quantitative decision models, forecasting, process, human resource planning, logistics, inventory systems, cost and output control systems.

MGMT 2221 JOB ACQUISITION/INTERNSHIP SKILLS

This course covers the skills and techniques necessary to be employable. It is designed to provide a practical approach to the basic skills that are needed to start the process to job acquisition and/or internships. Further details can be obtained in the Career Education Office.

MGMT 2353 SMALL BUSINESS MANAGEMENT

This course presents techniques involved in the organization and operation of a small business. It includes causes of business failure, location, merchandising and financial problems, as well as employer-employee relations.

MGMT 2363 HUMAN RESOURCE MANAGEMENT

This course is a study of the principles, procedures and organizational techniques currently utilized by business in the management of human resources. It includes a study of the current developments within the general field of human

resource development and management, including employment practices; employee assessment and evaluation; orientation; training programs; related federal and state legislation, regulations and orders; workforce diversity; union management and relations; and compensation management.

MGMT 2453 INTERNATIONAL SMALL BUSINESS

Prerequisites: CMSC 1223 Business Applications Software and Approval of the Program Coordinator

Using an international business mode, students work as team members in a simulated business firm in a state-of-the-art facility. The students perform various business functions (i.e., purchasing, accounting, marketing, human resources) as the firm transacts business with students in other simulated companies, both in the United States and in other countries. Students are involved in decision making, critical thinking and team activities. Instructional emphasis will be given to International Small Business Management.

MGMT 2463 INTERNATIONAL HUMAN RESOURCE MANAGEMENT

Prerequisites: CMSC 1223 Business Applications Software and Approval of the Program Coordinator

Using an international business mode, students work as team members in a simulated business firm in a state-of-the-art facility. The students perform various business functions (i.e., purchasing, accounting, marketing, human resources) as the firm transacts business with students in other simulated companies, both in the United States and in other countries. Students are involved in decision making, critical thinking and team activities. Instructional emphasis will be given to International Human Resource Management.

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.

MRKT 2423 INTERNATIONAL MARKETING

Prerequisites: CMSC 1223 Business Applications Software and Approval of the Program Coordinator

Using an international business mode, students work as team members in a simulated business firm in a state-of-the-art facility. The students perform various business functions (i.e., purchasing, accounting, marketing, human resources) as the firm transacts business with students in other simulated companies, both in the United States and in other countries. Students are involved in decision making, critical thinking and team activities. Instructional emphasis will be given to International Marketing.

MATHEMATICS

MATH 0013 BASIC MATHEMATICS

This course presents fundamental operations on integers, common fractions, decimals and percentages and their application.

MATH 0103 GENERAL COLLEGE MATHEMATICS

This course presents fundamental operations on integers, decimals and fractions. Also included are percentages, solving application problems involving proportions, and order of operations.

MATH 0113 BASIC ALGEBRA

This course is the first step in the process of learning algebra. It is intended for those who are encountering algebra for the first time or for those whose original encounter with algebra was not positive. Topics included are real numbers, order of operations, the variable concept, algebraic expressions, linear equations, inequalities, graphing, polynomials and factoring.

MATH 0123 INTERMEDIATE ALGEBRA

Prerequisite: MATH 0113 Basic Algebra, or required score on placement exam

This course presents a review of Basic Algebra topics and includes rational expressions and equations, systems of equations, quadratic equations and graphs, radical expressions and equations, and an introduction to functions.

MATH 0136 FOUNDATIONS OF ALGEBRA

Prerequisite: 0103 General College Math, or required score on placement exam

This course is intended for people who have satisfactorily mastered general math techniques and concepts and are ready to proceed to algebra. Topics covered will include but not limited to: operations on real numbers, algebraic expressions, linear equations and inequalities, graphing, operations on polynomials and factoring, rational and radical expressions and equations, concepts of functions, systems of equations, exponents, quadratic equations and inequalities and complex numbers.

MATH 0153 MATH PREP

Prerequisites: Testing into General College Math, Basic or Intermediate Algebra

Math Prep is a course for AIMS students and is designed for students who need developmental mathematics courses. The course will consist of topical classroom lectures, small group mini lectures, and ALEKS an online learning component. Students can start with General College Math, Basic Algebra or Intermediate Algebra through their online learning component. This course is designed to reset a foundation upon which to build future study of algebra. Algebra is the science that opens the door to continued higher education and many job opportunities. Providing skills for decision making and problem solving, algebra equips the student for any career choice.

You must be an AIMS student in order to enroll in this class.

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 1493 or MATH 1513.

MATH 1083 MATHEMATICS FOR DATA PROCESSING

This course presents the concepts of number systems and their arithmetic, binary codes, fixed and floating point numbers, logic, flowcharting, applications of mathematical methods and basic algebra with word problems.

MATH 1123 STRUCTURAL CONCEPTS IN ARITHMETIC II

Prerequisites: MATH 1023 or departmental permission

This course presents the structure of the real number system, functions, statistics, probability and elementary geometric concepts with emphasis on informal geometry. Additionally, use of technology as a teaching tool is introduced. Does not apply toward a major or minor in mathematics.

MATH 1413 TECHNICAL MATHEMATICS I

This is a course designed for those students entering the technical fields. Topics include arithmetic operations, algebraic operations, geometry, linear equations and systems of linear equations, graphs, factoring, exponents and scientific notation.

MATH 1433 TECHNICAL MATHEMATICS II

Prerequisite: MATH 1413 Technical Mathematics I or equivalent

This is a continuation of MATH 1413 Technical Mathematics I for technical-occupational students. The course includes trigonometry, complex numbers, logarithms, additional algebraic techniques and an introduction to calculus with applications.

MATH 1473 MATHEMATICS FOR CRITICAL THINKING

Prerequisite: MATH 0123, or required score on placement exam, or an ACT Math sub score of 19.

A study of the mathematics needed for the critical appraisal of graphs and tables, use of simple mathematical models, and an introduction to elementary statistics.

MATH 1493 CONTEMPORARY MATHEMATICS

Prerequisite: MATH 0123 Intermediate Algebra or required score on placement examination

This general education mathematics course is for majors not requiring college algebra. The course includes the study of selected mathematical topics and their applications. Topics include, but are not limited to, set theory, logic, statistics, probability, finance, exponential and logarithmic functions, geometry, matrices and numeration systems.

MATH 1513 COLLEGE ALGEBRA

Prerequisite: MATH 0123: Intermediate Algebra, with a grade of “C” or higher, or an ACT Math sub score of 19.

This course presents equations and inequalities, systems of equations, determinants and matrices, complex numbers, polynomial equations, exponential and logarithmic functions, functions and their graphs, conic sections and combinatorics.

MATH 1613 TRIGONOMETRY

Corequisite: MATH 1513 College Algebra

This course covers the six trigonometric functions and their inverses, identities, solution of triangles, polar coordinates and applications.

MATH 2001-3 MATHEMATICS SEMINAR

This course presents selected topics in mathematics, studying areas not covered by the standard curricula.

MATH 2023 STRUCTURAL CONCEPTS IN ALGEBRA

Prerequisites: MATH 1123

This course presents those topics of algebra that permeate the modern elementary program and many of those which children will encounter in the secondary school. Does not apply towards a major or minor in mathematics.

MATH 2193 ELEMENTARY STATISTICS

Prerequisite: MATH 1513 College Algebra

This course covers the basic concepts of statistics and includes probability, Normal, Chi-Square, Student and Z distributions. Measurements of Central tendency and dispersion and variance are covered along with confidence limits and testing of hypotheses.

MATH 2103 BUSINESS CALCULUS

Prerequisite: MATH 1513 College Algebra (Not for Biology and Physics majors)

This course is an introductory course in differential and integral calculus for the non-mathematics major covering the following topics: limits, derivatives, and integration of functions of one or more variables. This course will explore a variety of applications, especially those related to Business, Economics, and Social Sciences.

MATH 2714 CALCULUS I

Prerequisites: MATH 1513 College Algebra and MATH 1613 Trigonometry

This course presents the concepts of limits and continuity of functions, derivatives and integrals of algebraic and trigonometric functions with appropriate applications.

MATH 2734 CALCULUS II

Prerequisite: MATH 2714 Calculus I

This course is a continuation of MATH 2714 Calculus I and presents the derivatives and integrals of exponential and logarithmic, hyperbolic and inverse functions, techniques of integration and indeterminate forms. Also included are the principles of analytic geometry, vectors, lines and pole transformations.

MATH 2754 CALCULUS III

Prerequisite: MATH 2734 Calculus II or Instructor approval.

This course is a continuation of MATH 2734 Calculus II and the final class in the Calculus sequence. It covers infinite series, plane curves, polar coordinates, partial derivatives, multiple integrals, vector calculus and differential equations.

MICROBIOLOGY

MICR 2134 INTRODUCTION TO MICROBIOLOGY WITH LAB

Prerequisite: Introductory General Chemistry Course and 3 credit hours of life science.

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 credit hours of lecture and 1 credit hour of laboratory

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 credit hours of lecture and 2 credit hours of laboratory

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.

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.

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.

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.

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.

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.

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.

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.

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 semester credit hours lecture; 1 semester credit hour lab.

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 APPLIED FIELD EXPERIENCE: EDUCATION

This course is designed to integrate on-campus classroom study with practical hands-on experiences. Students will enroll in this course as part of the final 12 hours of required coursework for the Pre-professional Sciences Degree: Education Option. Students will enrich critical thinking skills, utilize decision making techniques, and participate in team activities including developing a hands-on module. Experience will include discussion, observation, planning, and facilitating tutoring. The outcome will consist of the module and a scientific log of activities for use in a portfolio. 2 hours credit

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.

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 2103 ROLE TRANSITION

Prerequisite: Acceptable score on the standardized entrance exam and admission to program.

This 3 credit hour course is designed to facilitate the transition into the Associate Degree Program for the LPN, EMT or those with experience in the health care field. The course will focus on the nursing process, skills review, exam success and critical thinking. These areas are vital for successful completion of the nursing program. This course is designed to allow students to demonstrate proficiency in the attainment of course objectives and outcomes found in the course entered (NURS 1224, NURS 1234 or NURS 2131)

NURS 1115 FUNDAMENTALS OF NURSING

Prerequisites: Acceptance into the program, CHEM 1215 Chemistry I w/lab or CHEM 1315 General Chemistry w/lab

Prerequisites/Co-requisites: ZOOL 2134 Anatomy w/lab, ENGL 1113 English Composition I and PSY 1113 Elements of Psychology

Co-requisite: NURS 1121 Fundamentals of Nursing Clinical

Fundamentals of Nursing is a 16 week theory and lab experience that introduces the nursing students to the dynamic concepts of person, health, environment and nursing. In addition, the nursing student is introduced to the scientific foundations of nursing practice through the core competencies of the Associate Degree Nurse. The students are introduced to clinical decision making tools (assessment, planning, intervention, evaluation & critical thinking skills), professional behaviors, communication and collaboration within a variety of health care setting and between health care team

members. Other core competencies of the Associate Degree Nurse utilized in this course include caring interventions, teaching and learning and management of care. The nursing laboratory provides the nursing students the opportunity to practice nursing skills in a controlled environment. At all times, the student will be expected to be accountable for his/her own actions/behavior.

NURS 1121 FUNDAMENTALS OF NURSING CLINICAL

Prerequisites: Acceptance into the program, CHEM 1215 Chemistry I w/lab or CHEM 1315 General Chemistry w/lab

Prerequisites/Co-requisites: ZOOL 2134 Anatomy w/lab, ENGL 1113 English Composition I and PSY 1113 Elements of Psychology

Co-requisite: NURS 1115 Fundamentals of Nursing

Fundamentals of Nursing is a 16 week lab and clinical experience that allows students to utilize new knowledge and apply new skills in the clinical setting. Concepts introduced in nursing theory and lab is utilized to assist the student nurse in planning care for clients in health care settings. Students begin to utilize clinical decision making tools and develop and exhibit professional behaviors in the clinical setting through their contacts with clients and health care personnel. Other core competencies of the Associate Degree Nurse utilized in this course include assessment, communication, caring interventions, teaching and learning, collaboration and management of care. The student will be expected to be accountable and responsible for his/her own actions and practice with in the legal/ethical standards of the nursing profession.

NURS 1211 ADULT HEALTH PROBLEMS CLINICAL

Prerequisite: NURS 1115 Fundamentals of Nursing

Prerequisites/Co-requisites: ZOOL 2144 Physiology w/lab, ENGL 1213 English Composition II and PSY 2163

Developmental Psychology

Co-requisite: NURS 1223 Adult Health Problems

Adult Health Problems Clinical is an 8 week clinical experience expanding previous clinical knowledge and skills of the student in caring for clients with common health problems in the medical – surgical setting. In the clinical environment, the student will continue to utilize clinical decision making tools (assessment, planning, intervention, evaluation & critical thinking) with increasing skill. The clinical setting provides the nursing students the opportunity to plan and provide care for clients, utilizing additional skills learned in the classroom and nursing laboratory and through simulation. Other core competencies of the Associate Degree Nurse utilized in this course include professional behaviors, communication, caring interventions, teaching and learning, collaboration and management of care. The student will be expected to be accountable and responsible for his/her own actions and practice with in the legal/ethical standards of the nursing profession.

NURS 1223 ADULT HEALTH PROBLEMS

Prerequisite: NURS 1115 Fundamentals of Nursing

Prerequisites/Co-requisites: ZOOL 2144 Physiology w/lab, ENGL 1213 English Composition II and PSY 2163

Developmental Psychology

Co-requisite: NURS 1211 Adult Health Problems Clinical

Adult Health Problems is an 8 week theory and lab course experience expanding on the previous knowledge and skills of the student in caring for clients with common health problems in the medical – surgical setting. The student continues to utilize clinical decision making tools (assessment, planning, intervention, evaluation & critical thinking) with increasing skill. Other core competencies of the Associate Degree Nurse utilized in this course include professional behaviors, communication, caring interventions, teaching and learning, collaboration and management of care. The student will utilize simulation technology in application to patient care scenarios. The nursing laboratory provides the nursing students the opportunity to practice additional nursing skills in a controlled environment. At all times, the student will be expected to be accountable for his/her own actions/behavior.

NURS 1233 PARENT-CHILD NURSING

Prerequisites: NURS 1223 Adult Health Problems

Prerequisites/Co-requisites: ZOOL 2144 Physiology w/Lab, ENGL 1213 English Composition II and PSY 2163

Developmental Psychology

Co-requisite: NURS 1233 Parental-Child Nursing Clinical

Parent-Child Nursing is an 8 week theory and lab course experience that introduces the student to care of the maternity client from conception through the puerperium. The process of human reproduction is reviewed and diseases of the male and female reproductive tract are introduced. This course also stresses child health as well as disease processes affecting children from birth to adolescence. The student continues to utilize clinical decision making tools (assessment, planning, intervention, evaluation & critical thinking) with increasing skill. Other core competencies of the Associate Degree Nurse utilized in this course include professional behaviors, communication, caring interventions, teaching and learning, collaboration and management of care. The student will utilize simulation technology in application to patient care scenarios. The nursing laboratory provides the nursing students the opportunity to practice additional nursing skills in a controlled environment. At all times, the student will be expected to be accountable for his/her own actions/behavior.

NURS 1241 PARENT-CHILD NURSING CLINICAL

Prerequisites: NURS 1223 Adult Health Problems

Prerequisites/Co-requisites: ZOO 2144 Physiology w/Lab, ENGL 1213 English Composition II and PSY 2163 Developmental Psychology

Co-requisite: NURS 1233 Parental-Child Nursing

Parent-Child Nursing Clinical is an 8 week clinical experience that introduces the nursing student to care of the maternity client during labor, delivery and postpartum period. This clinical experience also introduces the nursing student to the care of the newborn, ill or injured child from birth to adolescence. In the clinical environment, the student will continue to utilize clinical decision making tools (assessment, planning, intervention, evaluation & critical thinking) with increasing skill in order to plan and provide care for a specific group of clients in multiple clinical setting. Other core competencies of the Associate Degree Nurse utilized in this course include professional behaviors, communication, caring interventions, teaching and learning, collaboration and management of care. The student will be expected to be accountable and responsible for his/her own actions and practice with in the legal/ethical standards of the nursing profession.

NURS 2137 COMPLEX ADULT HEALTH W/LAB

Prerequisite: NURS 1233 Parent-Child Nursing

Prerequisites/Co-requisites: MICR 2134 Microbiology with Lab, SOC 1113 Introduction to Sociology and PSY 1113 Elements of Psychology

Co-requisite: NURS 2131 Complex Adult Health Clinical Complex Adult Health is a 16 week theory and lab experience expanding on previous skills and knowledge of the student when caring for the client with complex adult health problems. The student will utilize clinical decision making, (Assessment, Analysis, Planning, Implementation and Evaluation) and work as a healthcare team member. The core competencies of the Associate Degree Nurse will be utilized throughout theory, which include professional behaviors, communication, caring interventions, teaching and learning, collaboration and management of care. The student will be expected to be accountable and responsible for his/her own actions.

NURS 2131 COMPLEX ADULT HEALTH CLINICAL

Prerequisite: NURS 2138 Complex Adult Health

Prerequisite/Co-requisite: HIST 1483 United States History to 1877 or HIST 1493 United States History, 1877 to Present Complex Adult Health Clinical is a 12 week clinical experience expanding on previous skills and knowledge of the student when caring for the client with complex adult health problems. The student will experience client care in the home health or hospice and hospital setting. Student will utilize clinical decision making (Assessment, Analysis, Planning, Implementation and Evaluation) and work as a healthcare team member. The core competencies of the Associate Degree Nurse will be utilized throughout the clinical experience, which include professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration and management of care. The student will be expected to be accountable and responsible for his/her own actions and practice within the legal/ethical standards of the nursing profession.

NURS 2241 CARE OF THE PSYCHIATRIC PATIENT CLINICAL

Prerequisite: NURS 2137 Complex Adult Health

Prerequisite/Co-requisite: HIST 1483 United States History to 1877 or HIST 1493 United States History, 1877 to Present

Co-requisite: NURS 2243 Care of the Psychiatric Patient

Care of the Psychiatric Patient is an 8 week clinical course focusing on the mental health needs of the patient. Advanced communication skills, clinical decision making (Assessment, Analysis, Planning, Interventions and Evaluation) will be used by the student when caring for the patient, families of patients and when participating as part of the health care team.

The core competencies of the Associate Degree Nurse will be utilized throughout the clinical experience, which include professional behaviors, communication, assessment, caring interventions, teaching and learning, collaboration and management of care. Students will be expected to demonstrate accountability and responsibility for his/her own actions and will be expected to practice within the legal/ethical parameters of the nursing profession.

NURS 2243 CARE OF THE PSYCHIATRIC PATIENT W/LAB

Prerequisite: NURS 2137 Complex Adult Health

Prerequisite/Co-requisite: HIST 1483 United States History to 1877 or HIST 1493 United States History, 1877 to Present

Co-requisite: NURS 2241 Care of the Psychiatric Patient Clinical

Care of the Psychiatric Patient is an 8 week theory course focusing on the mental health needs of the patient. Advanced communication skills, clinical decision making (Assessment, Analysis, Planning, Interventions and Evaluation) will be used by the student when caring for the patient, families of patients and when participating as part of the health care team. The core competencies of the Associate Degree Nurse will be utilized throughout theory, which include professional behaviors, communication, assessment, caring interventions, teaching and learning, collaboration and management of care. Students will be expected to demonstrate accountability and responsibility for his/her own actions.

NURS 2255 LEADERSHIP AND MANAGEMENT IN NURSING W/LAB

Prerequisite: NURS 2244 Community-Based Nursing Prerequisite/Co-requisite: HIST 1483 United States History to 1877 or HIST 1493 United States History, 1877 to Present

Co-requisite: NURS 2261 Management and Coordination of Nursing Clinical

Leadership and Management is an 8 week course focusing the management and leadership skills necessary to function as a team member, team leader and member of the nursing profession. Advanced communication skills, clinical decision making (Assessment, Analysis, Planning, Interventions and Evaluation) will be used by the student when caring for the patient, families of patients and when participating as part of the health care team. The core competencies of the Associate Degree Nurse will be utilized throughout the clinical experience, which include professional behaviors, caring interventions, teaching and learning, collaboration and management of care. The student will learn how to function as a team leader, collaborate with other disciplines, develop time management skills and care for multiple clients. This course will also ready the student for the licensure exam. Student will be expected to demonstrate accountability and responsibility for his/her own actions.

NURS 2261 LEADERSHIP AND MANAGEMENT IN NURSING CLINICAL

Prerequisite: NURS 2243 Care of the Psychiatric Patient

Prerequisite/Co-requisite: HIST 1483 United States History to 1877 or HIST 1493 United States History, 1877 to Present

Co-requisite: NURS 2255 Management and Coordination of Nursing

Management and Coordination of Nursing Clinical is an 8-week course designed to facilitate the transition from nursing student to graduate nurse. The core competencies of the Associate Degree Nurse will be utilized throughout the clinical experience, which include professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration and management of care. The student will function as a team leader, collaborate with other disciplines, develop time management skills and care for multiple clients. Student will be expected to demonstrate accountability and responsibility for his/her own actions and will be expected to practice within the legal/ethical parameters of the nursing profession.

ORIENTATION

ORT 1111 ORIENTATION

Orientation is a recommended course for all incoming freshmen but is required for all freshmen enrolled in any zero-level course. It supplies students with information about campus services and activities, possible career options and successful college behaviors. The course also provides the student with ongoing contact with a campus representative to provide support and problem-solving assistance.

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.

PHIL 1313 CRITICAL THINKING

This course is a survey of informal principles of reasoning. Fundamental processes and assumptions in reasoning will be discussed and obstacles to effective thinking and fallacies will be identified. This course is not designed to meet humanities requirements.

PHIL 1413 CONTEMPORARY ETHICAL REASONING

This course is a survey of some of the major theories and themes of ethics from past and present thinkers. The focus of this course is on the application of these concepts to contemporary ethical and moral issues.

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

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 hour lab credit

POLITICAL SCIENCE

POLS 1113 UNITED STATES GOVERNMENT

This course focuses on the origin and operation of the national government with emphasis on the American Constitutional System. It is designed to help students become better citizens. It is required with any degree.

POLS 2001-3 POLITICAL SCIENCE SEMINAR

This course presents studies in selected topics in political science.

POLS 2112 MODEL UNITED NATIONS

This is a general survey of United Nations activities and programs, with an emphasis on preparation and presentation of resolutions and programs to a body for debate and approval.

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.

PSYCHOLOGY

PSY 1052 STRESS MANAGEMENT

This course addresses the nature of stress, its causes and sources and techniques for reducing and/or avoiding it.

PSY 1103 CAREER PLANNING

Prerequisite: Approval of instructor. Note: Course will not substitute for any Psychology course, including PSY 1113. This course is designed to increase the understanding and competency of setting goals, career assessment and techniques that will be utilized in the job search and throughout a lifetime of employment. It also examines the world of work through topics including Skills Assessment, Information Integration, Career Goals, Job Search Techniques, Resumes, Interviewing Skills and Development of the Career Portfolio. Further details can be obtained in the Cooperative Education Office.

PSY 1113 ELEMENTS OF PSYCHOLOGY

This course is an introduction to the basic principles of human development, learning adjustment and maladjustment, personality, intelligence, group processes and perception.

PSY 1203 PSYCHOLOGY OF PERSONAL ADJUSTMENT

This course is a study of the concepts of a healthy personality, including basic needs and drives, self-structure and promotion of a healthy personality.

PSY 2001-3 PSYCHOLOGY SEMINAR

This course presents studies in selected topics in psychology.

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.

PSY 2043 SOCIAL PSYCHOLOGY

Prerequisite: PSY 1113 Elements of Psychology

This course investigates group dynamics, including the properties of the group and group structure and the products of interactions, attitudes, prejudices and values.

PSY 2053 CHILD PSYCHOLOGY

Prerequisite: PSY 1113 Elements of Psychology

This course is the scientific study of the behavior of the child from conception to adolescence. It stresses early experience in relationships, gender roles and life skills. Emphasis is given to the self-concept as developed through interaction with significant others, maturation, appreciation of environmental factors and the establishment of a value system.

PSY 2163 DEVELOPMENTAL PSYCHOLOGY

This course is designed to provide insight regarding the developmental process from conception to death. Special attention is given to the physical, cognitive and psychosocial domains of each life stage.

PSY 2183 THEORIES OF COUNSELING

Prerequisite: PSY 1113 Elements of Psychology

This course is an introduction to theories and methods of counseling. Emphasis is placed on the basic elements common to all theoretical counseling approaches.

PSY 2213 INTRODUCTION TO PERSONALITY THEORY

Prerequisite: PSY 1113 Elements of Psychology

This course is designed to examine the structure, development and processes of the personality from a variety of theoretical perspectives, including psychodynamic, behavioral, humanistic and existential perspectives.

PSY 2313 ABNORMAL PSYCHOLOGY

Prerequisite: PSY 1113 Elements of Psychology

This course is a survey of the major clinical research of the psychological disorders outlined in the Diagnostic and Statistical Manual IV (DSM IV), including anxiety, affective, dissociative and personality disorders, as well as schizophrenia and developmental disorders. Disorders will be examined from theoretical perspectives including systemic approaches and social learning, psychodynamic learning, medical and humanistic models.

SOCIAL STUDIES

SS 2233 SOCIAL STUDIES CAPSTONE

This is a capstone course for the social studies program. Its goal is to provide a culminating experience that enables students to reflect on/interpret content they have acquired in the social studies program. There will be an emphasis on written and oral communication, critical thinking, research and service learning. The course will provide a link between the goals of the program and the mission of the college.

SOCIOLOGY

SOC 1113 INTRODUCTION TO SOCIOLOGY

This is a general survey of the fundamental concepts of sociology, the elements and processes of social interactions and the application of sociological principles to social institutions, groups and problems.

SOC 1123 INTRODUCTION TO SERVICE LEARNING

The goal of this course is to prepare students for the assessment, implementation and evaluation of three community service projects.

SOC 2001-3 BEHAVIORAL AND SOCIAL SCIENCE SEMINAR

This course presents selected studies in sociology.

SOC 2063 INTRODUCTION TO SOCIAL WORK

This course introduces the field of human services and agencies, career options, ethical behavior within the field and therapeutic approaches to social and psychological problems. Techniques for aiding individuals, groups and communities to achieve higher levels of functioning will be addressed.

SOC 2113 HUMAN SEXUALITY

Prerequisite: PSY 1113 Elements of Psychology

This course will objectively examine the role of sexuality in human lives from behavioral, physiological, sociological, individual and cultural perspectives with the goal of determining and profiling an awareness of sexual health in the individual. Research techniques and findings will provide the basis for examining the issues raised in this course.

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.

SOC 2173 PROBLEMS IN SOCIOLOGY

This course focuses primary attention on current social problems. Topics include mental illness, drugs, minority group relations, crime, delinquency and general social disorganization.

SOC 2183 SOCIOLOGY OF THE FAMILY

This course centers on the normative development of the family unit in contemporary life. The course includes attention to current research regarding changes in the family, alternative lifestyles, extended families, relationship development, life cycle transitions, divorce and remarriage.

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.

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.

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.

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.

SPEECH

SPCH 1113 FUNDAMENTALS OF SPEECH

This is a basic course in which principles of speech communication as they apply to interpersonal relationships, group discussions and individual speech presentations are emphasized. The practical application of effective speech skills and their importance to success in college, career and social relationships receive careful consideration.

SPCH 1123 INTRODUCTION TO DRAMA

This is a course designed to introduce the theater and to build performance skills through varied interpretation and acting assignments.

SPCH 1132 SPEECH ACTIVITY PARTICIPATION

Recommendation: Consultation with an instructor prior to enrollment is suggested.

This course offers preparation for and participation in dramatic productions of intercollegiate speaking events. It may be repeated.

SPCH 1253 VOICE AND DICTION

Prerequisite: SPCH 1113 Fundamentals of Speech

This course is an introduction to the International Phonetic Alphabet as an aid to the improvement of pronunciation. A study of standard and non-standard English usage is included. Opportunities for improving the voice, articulation and expressive intonation for effective communication are also provided.

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.

SPCH 2213 ARGUMENTATION AND DEBATE

This course covers the principles of finding and evaluating evidence, developing proofs, analyzing propositions, constructing cases, exposing fallacies, attacking or defending arguments and composing and presenting argumentative discourse. Experience in mini-debates, standard and cross-examination debating are provided in class. Participating in intercollegiate competition is recommended.

SPCH 2223 INTERMEDIATE DRAMA

Prerequisite: SPCH 1123 Introduction to Drama or Approval of the Instructor.

This course is designed to refine skills in acting, stage movement and vocal interpretations. Emphasis is placed on developing concentration, character analysis and coordination of movement, thought and voice. It may be repeated.

SPCH 2313 BUSINESS AND PROFESSIONAL SPEECH

This course is designed to assist in applying speaking skills for typical life situations. Development of skills in preparing and presenting informative, persuasive and special occasion speeches is emphasized. Opportunities for practice in job interviews, chairing meetings and presenting business or professional reports will also be provided.

SPCH 2333 GROUP DISCUSSION

This course covers principles and practices of effective group discussion. Special emphasis will be placed upon becoming effective participants and leaders in discussion groups. The application of group dynamics theory to specific setting and the analysis of oral interaction in different kinds of small groups will be presented. The process of decision making through group participation will also be explored.

VITICULTURE

VIN 1113 INTRODUCTION TO VITICULTURE

This course is designed to introduce students to current practices for establishing a commercial vineyard and maintaining its health and productivity once established. Topics covered include varietal selection, site preparation, equipment, site selection, first season establishment, vine growth development and training, trellis systems, vine propagation, weed control and vine disease control. Field practicum sessions consisting of 16 hours of hands-on experience will be scheduled in area vineyards. The purpose of this course is to present a “survey of the best principles and practices” of successful vineyard establishment and maintenance in the Midwest. The content is structured to make the student think about those factors they will encounter during their careers that will influence their decisions in relationship to Midwest vineyard management.

VIN 1121 GLOBAL TERROIR

The class will provide an introduction to the world's wine-producing regions, including history, viticulture practices and winemaking styles. The class will focus on the grapes, the soil, the climate and a short history of each region and its viticulture practices. The student will gain an understanding of the production practices of wines from these countries. Students will explore how the history, culture, winemaking philosophies, geography, grape varieties, wine styles and politics of each country combine into a common category of New World Wines. The New World (in this course) refers to Canada, the United States of America, South America, Australia, New Zealand and South Africa.

VIN 2012 INTEGRATED PEST MANAGEMENT

Effective grape production depends on the grower developing a system of grape management that is appropriate for each vineyard. Decisions need to be made for how to manage all of the normal cultural practices such as planting, fertility, harvesting, and pruning as well as managing the insect, disease, and weed problems that occur either regularly or sporadically. The information in this course will address management issues related to common, expected pest problems as well as the occasional appearance of minor pest problems.

VIN 2101-2104 VITICULTURE PRACTICUM

The Vineyard Practicum is designed to give students the opportunity to work in an established vineyard and interact with a qualified mentor.

VIN 2112 SPRING VITICULTURE

Prerequisite: VIN 1113 Introduction to Viticulture

This course is designed to provide students initiated in the field of viticulture practical experience in spring vineyard operations. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course which will serve as work experience for those seeking employment in commercial viticulture.

VIN 2122 REGIONAL VINEYARD MANAGEMENT

Prerequisites: VIN 1113 Introduction to Viticulture and VIN 2112 Spring Viticulture

This course is a general survey of vineyard management in the general wine growing regions in the Continental United States. The course covers management of the mature vineyard from region to region and builds on the topics covered in prerequisite courses.

VIN 2231 SOIL, IRRIGATION AND NUTRITION

This course covers soil analysis irrigation technology and vine nutritional needs.

VIN 2221 VINEYARD SAFETY

This course is an introduction to the hazards and safety issues in grape-growing. This course will include an overview of general agricultural safety and health, ergonomics, personal protective equipment, OSHA rules and regulations, and other issues unique to viticulture.

VIN 2962 VINEYARD AND WINERY MARKETING

Prerequisite: ENO 1113 Introduction to Enology

This course explores the marketing strategies for small wineries. During the course, students will build a basic understanding of different aspects of marketing such as label design and packaging, tasting room promotion, and general marketing principles. It will also introduce various marketing channels including, social media, e-mail, word-of-mouth, and winery web sites.

VIN 2972 TASTING ROOM MANAGEMENT

This course will explore all aspects of managing a winery tasting room. It will cover topics such as tasting room “look and feel,” merchandizing, customer service, customer relationships, sales opportunities, sensory evaluation, staff training and the importance of leadership. The focus will be on customer service and customer loyalty.

WEAPONS OF MASS DESTRUCTION

WMD 1013 INTRODUCTION TO WEAPONS OF MASS DESTRUCTION

This course is an introductory course that defines weapons of mass destruction, The course will introduce students to the types of weapons described by the acronym "CBRNE", describe the basic characteristics of each of the five weapons, describe the six types of harm the can result from WMD use, describe some common protective measures for dealing with WMDs, understand the social, economic and political implications of WMD's. The students who complete the course will meet the requirements for the Department of Homeland Securities WMD Standardized Awareness Training course (SAT) — AWR-160.

WMD 2073 ENERGETIC MATERIALS AND TERRORISM

Prerequisites: HZMT 2113 Hazardous Materials II and program coordinator approval

This course offers responders an introduction to the chemical make-up and associated hazards of explosive substances. The combination of challenging reference sources and instructional interchange immerses the student in the world of explosive compounds including the research and development behind many explosive compounds widely used throughout the world today. Topics include, but are not limited to, history of explosives; basic chemical composition of explosives; and, safety precautions and guidelines when faced with responding to energetic material event. It will also cover researching information sites and references for material ranging from basic safety precautions of explosives to the resources available for emergency responders. The course helps students understand the hazards associated with common explosive materials. This is a restricted enrollment course; enrollment must be approved by program coordinator.

WILDLIFE SCIENCE

WILD 1513 INTRODUCTION TO WILDLIFE CONSERVATION

This course is a survey of the many aspects of wildlife conservation. Principles of conservation and management, ecology, mathematical modeling, law enforcement and inter-governmental agencies relationships are emphasized.

ZOOLOGY

ZOOL 1125 ZOOLOGY WITH LAB

Prerequisites: none

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, 2 hours lab credit

ZOOL 2134 ANATOMY WITH LAB

Prerequisites: none

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, 1 hour lab credit

ZOOL 2144 PHYSIOLOGY WITH LAB

Prerequisite: Introductory general chemistry course, ZOOL 2134 Human Anatomy or permission of instructor

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, 1 hour lab credit

Faculty and index go here.